

Meeting Date: Tuesday 28 February 2023
Location: Council Chambers, Level 1A, 1 Pope Street, Ryde and Online
Time: 6.00pm

Council Meetings will be recorded on audio tape for minute-taking purposes as authorised by the Local Government Act 1993. Council Meetings will also be webcast.

Statement of Ethical Obligations
Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the Local Government Act 1993 and their obligation under Council's Code of Conduct to disclose and appropriately manage Conflicts of Interest.

NOTICE OF BUSINESS

Item	Page
COUNCIL REPORTS	
1	ITEMS PUT WITHOUT DEBATE 1
2	CONFIRMATION OF MINUTES - Council Meeting held on 13 December 2022..... 2
3	CONFIRMATION OF MINUTES - Extraordinary Council Meeting held on 13 December 2022..... 26
4	DETERMINATION OF OFFICE AND FEE OF DEPUTY MAYOR..... 30
5	ELECTION OF DEPUTY MAYOR..... 33
6	EXTERNAL COMMITTEES - Appointment of Delegates 34
7	DECEMBER QUARTERLY BUDGET REVIEW AND OPERATIONAL PLAN PROGRESS REPORT..... 39
8	CONDUCT OF 2024 LOCAL GOVERNMENT ELECTION 64
9	TERMS OF REFERENCE FOR COUNCIL WORKING GROUPS 73
10	PROPOSED MOTIONS FOR 2023 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - 13 TO 15 JUNE 2023..... 75
11	COUNCILLOR EXPENSES AND FACILITIES POLICY 98
12	DRAFT CHARITABLE DONATIONS POLICY 142
13	CITY OF RYDE INTERNATIONAL DELEGATION VISIT TO TAIWAN..... 151
14	SPORTSGROUND ALLOCATION POLICY REVIEW..... 156
15	RESPONSE TO RESOLUTION - INSTALLATION OF FLAG POLES AT MEADOWBANK PARK MEMORIAL 231
16	GLEN STREET CARPARK PERMIT SYSTEM..... 238
INFORMATION REPORTS	
17	REPORT FOR THE INFORMATION OF COUNCIL - INVESTMENT REPORT AS AT 31 DECEMBER 2022..... 243
18	REPORT FOR THE INFORMATION OF COUNCIL - INVESTMENT REPORT AS AT 31 JANUARY 2023 251

Meeting Date: Tuesday 28 February 2023
Location: Council Chambers, Level 1A, 1 Pope Street, Ryde and Online
Time: 6.00pm

NOTICE OF BUSINESS (CONTINUED)

Item	Page
PRECIS OF CORRESPONDENCE	
1 LETTER BY MINISTER FOR CLIMATE CHANGE AND ENERGY - CLIMATE CHANGE DIVIDEND	259
2 RESPONSE BY MINISTER FOR AGRICULTURE - UNSAFE NETTING IN BACKYARDS	261
NOTICES OF MOTION	
1 TRAFFIC SAFETY ON REGENT STREET AND SIMPSON STREET, PUTNEY - Councillor Roy Maggio	264
2 RYDE ATHLETICS - DUNBAR PARK - SUMMER SEASON PERMIT 2020-2021 - Councillor Roy Maggio	265
3 MOVING TOWARDS REVOLUTIONISING ROAD MAINTENANCE - Councillor Roy Maggio	265
4 ENGAGING RESIDENTS IN HIGH DENSITY HOMES - Councillor Justin Li	266
5 1A VIMIERA ROAD, EASTWOOD - TUFFY AUTO CENTRE - Councillor Bernard Purcell.....	266
6 ANNA LAO (AM) AUSTRALIAN BADMINGTON ACADEMY – NAMING OF CENTRE - Councillor Bernard Purcell.....	267
7 SYDNEY WATER PRIVATISATION - Councillor Bernard Purcell.....	267
8 CITY OF RYDE PLAQUE IN RECOGNITION OF JOHN BOYLE, RYDE BUSH CARE VOLUNTEER AND MEMBER OF THE RHHFFPS - Councillor Penny Pedersen.....	268
9 INSTALLATION OF A SAFETY HANDRAIL ON THE STEEP ACCESSWAY BETWEEN MELBA DRIVE AND ELLIOTT AVENUE, EAST RYDE - Councillor Penny Pedersen	269
QUESTIONS BY COUNCILLORS AS PER POLICY	
1 QUESTIONS WITH NOTICE - Councillor Bernard Purcell.....	271

COUNCIL REPORTS

1 ITEMS PUT WITHOUT DEBATE

Report prepared by: Civic Services Manager
File No.: CLM/22/1/1/2 - BP22/985

REPORT SUMMARY

In accordance with Council's Code of Meeting Practice, Council can determine those matters on the Agenda that can be adopted without the need for any discussion.

RECOMMENDATION:

That Council determine the Items on Council's Agenda that will be adopted without debate.

OR

That Council determine all Items on the Agenda.

2 CONFIRMATION OF MINUTES - Council Meeting held on 13 December 2022

Report prepared by: Civic Services Manager

File No.: CLM/22/1/1/2 - BP22/986

REPORT SUMMARY

In accordance with Council's Code of Meeting Practice, a motion or discussion with respect to such minutes shall not be in order except with regard to their accuracy as a true record of the proceedings.

RECOMMENDATION:

That the Minutes of the Council Meeting 16/22, held on 13 December 2022 be confirmed.

ATTACHMENTS

- 1 MINUTES - Ordinary Council Meeting - 13 December 2022

ITEM 2 (continued)

ATTACHMENT 1



Lifestyle and opportunity
@ your doorstep

Council Meeting
MINUTES OF MEETING NO. 16/22

Meeting Date: Tuesday 13 December 2022
Location: Council Chambers, Level 1A, 1 Pope Street, Ryde and Online
Time: 6.04pm

Councillors Present in Chambers: The Mayor, Councillor Lane and Councillors Brown, Deshpande, Han, Lara-Watson, Li, Maggio, Pedersen, Purcell and Yedelian OAM.

Councillors Present via online Audio Visual: Councillor Song.

Apologies: Councillor O'Reilly.

Staff Present: Chief Executive Officer, General Manager – Business and Operations, General Manager – City Shaping, Director – City Shaping, General Counsel, Chief Financial Officer, Executive Manager – City Development, Executive Manager – City Infrastructure, Executive Manager – City Life, Executive Manager – People and Business, Manager – Corporate Governance, Manager – Circular Economy, Manager – Property Management, Manager – Traffic Services, Manager – Operations, Acting Manager – Communications and Engagement, Executive Officer – City Spaces, Executive Officer – City Places, Senior Coordinator – Transport Planning, Senior Coordinator – Community Services, Team Leader – Community Grants and Direct Services, Financial Controller, System Support Officer, Civic Services Manager and Civic Support Officer.

PRAYER

Reverend Tim Kay of the Ryde Baptist Church was present and offered prayer prior to the commencement of the meeting.

NATIONAL ANTHEM

The National Anthem was sung prior to the commencement of the meeting.

DISCLOSURES OF INTEREST

Councillor Lara-Watson disclosed a Pecuniary Interest in Item 5 – Housekeeping Review 2022 Planning Proposal – post exhibition for the reason that she owns a property which has heritage significance and is included in this Item.

Councillor Li disclosed a Less than Significant Non-Pecuniary Interest in Item 5 – Housekeeping Review 2022 Planning Proposal – post exhibition for the reason that his property is nearby to the Eastwood properties affected by this Review.

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

Councillor Yedelian OAM disclosed a Less than Significant Non-Pecuniary Interest in Notice of Motion 4 – Seniors Use of Sauna and Spa at Ryde Aquatic and Leisure Centre for the reason that he is a user of the Aquatic Centre.

TABLING OF PETITIONS

No Petitions were tabled.

PUBLIC PARTICIPATION ON ITEMS LISTED ON THE AGENDA

The following persons provided a written submission to Council:-

Name	Topic
Yvette Worboys	Notice of Motion 5 – Water damage to property on Jeanette Street, East Ryde
Rodney Watt	Notice of Motion 5 – Water damage to property on Jeanette Street, East Ryde
Lynette Phillips and Rodney Anderson	Notice of Motion 5 – Water damage to property on Jeanette Street, East Ryde

PUBLIC PARTICIPATION ON ITEMS NOT LISTED ON THE AGENDA

The following persons provided a written submission to Council:-

Name	Topic
Steve Deare	Council's consultation with residents in planning, specifically in relation to a tree removal application.
Renee Linton	Recycling soft plastics and Ryde Council's opportunity to proactively address the issue of soft plastic recycling since the red cycle model has been halted.

COUNCIL REPORTS

1 ITEMS PUT WITHOUT DEBATE

RESOLUTION: (Moved by Councillors Yedelian OAM and Lara-Watson)

That Council adopt Mayoral Minute 37/22, Mayoral Minute 38/22, Mayoral Minute 39/22, Item 2, Item 3, Item 4, Item 6, Item 7, Item 8, Item 9, Item 14, Item 15, Notice of Motion 1, Notice of Motion 2, Notice of Motion 3, Item 16 and Item 17 on the Council Agenda as per the recommendations in the reports.

Record of Voting:

For the Motion: Unanimous

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

MAYORAL MINUTES

**MM37/22 ELECTRIC VEHICLE FAST CHARGING GRANTS – Mayor,
Councillor Lane**

RESOLUTION:

- (a) That Council note the media release from the Hon Mr Matt Kean, Treasurer and Energy Minister on the new round of grants being announced for Fast EV chargers (Second Round).
- (b) That Council reviews the Second Round Fast Charger Grants Scheme 2022/2023, now released by the NSW State Government (State Government), plus the State Government Drive Electric NSW EV Fast Charging Prospectus, seeking to participate in the program with the following considerations:
 - i. Council staff review the Prospectus to determine a list of potential sites against the program criteria, including location and parking capability, zoning, land classification, community considerations and related issues, which may see sites in Council's property portfolio, suitable for fast electric charging stations.
 - ii. That Council staff consider any external factors or implications for participating in the program including long term management and site suitability against Council's planning and adopted policies, and any costs associated with managing these systems long term.
 - iii. That Council be provided with an update on participating in this program if successful.

MM38/22 STATEMENT OF PUBLIC INTEREST – Mayor, Councillor Lane

RESOLUTION:

- (a) The City of Ryde adopt Statements of Public Interest when considering any contentious or significant matters, policies, or proposals, becoming the first Council in Australia to implement this important measure.
- (b) That staff develop a suitable mechanism for implementation by mid-2023, that does not add an onerous administrative burden onto Councillors, but that ensures the following questions are addressed when considering matters before Council:
 - Need: Why is the policy or proposal needed based on factual evidence and stakeholder input?
 - Objectives: What is the policy or proposal objective couched in terms of the public interest?

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

- Options: What alternative policies and mechanisms were considered?
- Analysis: What were the pros/cons and benefits/costs of each option considered?
- Pathway: What are the timetable and steps for the policy or proposal rollout and who will administer it?
- Consultation: Were the views of affected stakeholders sought and considered in making the policy or proposal?

MM39/22 PLANNING POLICY WORKSHOP – Mayor, Councillor Lane

RESOLUTION:

- (a) That Council receives and notes the advice provided by Council's professional staff in relation to the Planning Policy Workshop, and implements the following recommendations:
 - i. Introduces a review into Council's expenses policy at the commencement of each new Council term, that specifically deals with expenses associated with conferences and professional development.
 - ii. In the interim, removes the option for Councillors to incur accommodation-related expenses.
 - iii. If required, exhibit these changes immediately for implementation as soon as practicable.
 - iv. Requires staff to consult with Council prior to incurring costs associated with conferences and professional development.
 - v. Introduces an efficiency dividend on the existing budget for conferences and professional development.
- (b) That this item be considered in conjunction with Notice of Motion 6 where the following responses are received and noted:
 - i. As per the report, the CEO and appropriate staff chose the venue.
 - ii. As per the report, current and former Councillors from across the political spectrum have attended conferences over the years at comparable or higher costs.
 - iii. As per the report, all decisions were made according to the policies which have been endorsed by this Council.

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

COUNCIL REPORTS

2 CONFIRMATION OF MINUTES – Council Meeting held on 22 November 2022

RESOLUTION:

That the Minutes of the Council Meeting 14/22, held on 22 November 2022 be confirmed.

3 CONFIRMATION OF MINUTES – Extraordinary Council Meeting held on 5 December 2022

RESOLUTION:

That the Minutes of the Extraordinary Council Meeting 15/22, held on 5 December 2022 be confirmed.

4 2022-2023 CHRISTMAS/NEW YEAR ARRANGEMENTS FOR THE CHIEF EXECUTIVE OFFICER

RESOLUTION:

That Council, pursuant to Section 351(1)(a) of the *Local Government Act 1993*, temporarily appoints Michael Galderisi, General Manager – City Shaping as Chief Executive Officer for the period between 12.00am on 3 January 2023 to 12 midnight on 15 January 2023, while the incumbent Chief Executive Officer is on annual leave.

6 CITY OF RYDE COMMUNITY GRANTS AWARDED FROM 2018 TO 2022

RESOLUTION:

That Council note the community grants that have been awarded for the period January 2018 to November 2022 from the Community Grants Program.

7 ACKNOWLEDGEMENT PLAQUES MARKET GARDENS

RESOLUTION:

- (a) That a memory post is placed in Waterloo Park, Marsfield to recognise the history of Chinese market gardens in the City of Ryde.
- (b) That a memory post is placed in Santa Rosa Park, Ryde to recognise the history of Italian market gardens in the City of Ryde.

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

- (c) That the public plaza area at the front of North Ryde Library and the North Ryde School of Arts in Coxs Road, North Ryde is named Piazza Bietola.
- (d) That Council staff support Macquarie University to identify a scope of works and potential funding source(s) to conserve or restore 'The Ruins' and install a bronze statue and interpretive signage in recognition of the history of Italian market gardens in the City of Ryde.

8 RESPONSE TO RESOLUTION: DOG OFF LEASH AREA – PIDDING PARK

RESOLUTION:

- (a) That Council notes the feedback received during the community consultation and retains the Dog Off-Leash Area at Pidding Park in the existing identified area on the sports fields
- (b) That Council expand the designated Dog Off-Leash Area to include the senior and junior sport fields in compliance with the *Companion Animal Act 1998*. The off leash area will remain an off-leash area when not in use for organized sporting activities booked by Council.
- (c) That funding to implement the recommended changes to the off leash area at Pidding Park as detailed within the body of this report, be considered for inclusion in future iterations of Council's Four Year Delivery Plan.
- (d) That Council write to thank all participants who participated in the community consultation and inform them of this resolution.

9 INCREASED MAINTENANCE AT LACHLAN'S LINE, NORTH RYDE

RESOLUTION:

- (a) That Council receive and note this Report, and the implementation of the various steps to address concerns of residents.
- (b) That staff continue to engage with resident representatives to ensure that concerns raised and potentially other concerns, are addressed as they arise.

INFORMATION REPORTS

14 REPORT FOR THE INFORMATION OF COUNCIL – INVESTMENT REPORT AS AT 30 NOVEMBER 2022

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

Note: An Information Report was presented to Council.

15 REPORT FOR THE INFORMATION OF COUNCIL – ANNUAL REPORT ON CODE OF CONDUCT COMPLAINT STATISTICS FOR THE PERIOD 1 SEPTEMBER 201 TO 31 AUGUST 2022

Note: An Information Report was presented to Council.

NOTICE OF MOTIONS

1 PROVISION OF ELECTRICITY SUPPLY – KISSING POINT PARK, PUTNEY – Councillor Maggio

RESOLUTION:

- (a) That Council investigate options within Kissing Point Park, Putney for the provision of electricity supply for the leased food truck currently operating at this location.
- (b) That staff contact the business operator (Carlotta Gattafu from Cee's Sangas and Jaffles) within 10 days to commence this investigation and formulate options.

2 INSTALLATION OF FLAG POLES AT MEADOWBANK PARK MEMORIAL – Councillor Maggio

RESOLUTION:

- (a) That Council investigate installing three (3) flag poles at the Meadowbank Park Memorial.
- (b) That all protocols are adhered in the investigation.
- (c) That an implementation plan be reported back to Council in February 2023, including a design and cost to deliver this significant improvement to the Memorial.

3 IMPROVEMENTS TO PUTNEY PARK – Councillor Maggio

RESOLUTION:

- (a) That Council investigate a Putney Park action plan to address the below concerns over a staged period:-

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

List of Items Concerning Putney Park / Pellisier Road in Urgent Need of Attention

Item	Description	Suggested Action
Boat & Trailer Parking Pellisier Road	Many registered and unregistered vehicles are "abandoned" for lengthy periods of time in Pellisier Road	Survey local residents for views about boat/Trailer parking Introduce timed parking if supported by residents
Pellisier Road access to Punt	Vehicles speed to/from Punt on Pellisier Road	Ask Highway Patrol to randomly patrol & enforce speed limits [no traffic calming devices required]
Nature strip Pellisier Road - Park side	Unlevel & predominantly dirt for foot traffic	Level & grass or install permanent footpath
Children's play equipment adjacent to new toilet block	Erosion of bark chips underneath play equipment	Remediate play area with a better solution
Security & safety of Park	Overgrowth reduces sight access from Pellisier Road – encouragement to drug dealing & anti-social behaviour	Improve vision of Park from Pellisier Road. Add lighting/ security cameras. Further encourage Police patrols of area
Weeds & non-native vegetation	BINDI, weeds, and non-Authorized vegetation proliferating	Spray for BINDI and remove non-native & non authorised vegetation
Punt end of Park	Isolated, overgrown & lacking facilities	Reduce vegetation/trees and provide facilities for use. Re-grass around decommissioned toilet block. Provide firm road surface for Council vehicles using decommission toilet block
Triangle of land from McGowan to Punt	Bushcare not keeping up-no facilities	Reduce vegetation/trees and provide facilities [e.g., benches & seating] to encourage use

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

Car park entry Pellisier Road	Entry to Park carpark unclear & often missed	Add new clear signage for car park. Consider reversing entry & exit points for safety
Usability of Park	Walking trails eroded and steps degraded. Limited signage	Introduce new walking trails & repair existing trails & steps. Provide signage indicating toilets, play equipment etc. Remove advertising on pole.
Sea wall & bottom river area	Sea wall degraded. Regular flooding of flat river grassed area. Surface is unlevel and large holes near wall. Significant safety issue	Raise/repair seawall. Relevel flat area to prevent tidal inundation & fill & re-grass hollows where required
Kayaks/canoes	No launching facility in Park for Parramatta River	Add permanent ramp adjacent to sea wall at gradient less than 30 degrees
Bush care program	Pellisier Road Bushcare volunteers need more members. Park is too large for small group of volunteers	More use of media and Council publications to encourage more residents to volunteer for bush care program
Volunteers' assistance	No facility for residents to assist with general Park maintenance	Encourage local residents to form "Friends of Putney Park" Group to assist with Park maintenance & upkeep

- (b) That staff report back to Council in March 2023 regarding the findings from the investigation.

COUNCIL REPORTS

**16 REQUEST FOR TENDER: WASTE SERVICE CONTRACT:
PROCESSING OF RECYCLABLE MATERIAL**

RESOLUTION:

- (a) That Council declines to accept all tenders, and pursuant to Clause 178(3)(e) of the Local Government (General) Regulations 2005, enters into negotiations with IQRenew Pty Ltd and Visy Recycling.

ITEM 2 (continued)

ATTACHMENT 1

- (b) That Council delegate the Chief Executive Officer (CEO) the authority to negotiate and enter into a contract for the provision of Receiving and Processing of Recyclable Material.
- (c) That Council advise all the respondents of Council's decision.

**17 CHIEF EXECUTIVE OFFICER PERFORMANCE AGREEMENT
SEPTEMBER 2022 TO JUNE 2023**

RESOLUTION:

That Council endorses the Chief Executive Officer's Performance Agreement September 2022 – June 2023.

ORDER OF BUSINESS

RESOLUTION: (Moved by Councillors Yedelian OAM and Pedersen)

That Council now consider the following Item, the time being 6.20pm:-

- **Notice of Motion 5** – Water damage to property on Jeanette Street, East Ryde

Record of Voting:

For the Motion: Unanimous

NOTICE OF MOTION

**5 WATER DAMAGE TO PROPERTY ON JEANETTE STREET, EAST RYDE -
Councillor Penny Pedersen**

Note: Yvette Worboys, Rodney Watt, Lynette Phillips and Rodney Anderson made a written submission on this Item and a copy is **ON FILE**.

RESOLUTION: (Moved by Councillors Pedersen and Lara-Watson)

- (a) That Council notes that ongoing water damage has been reported by residents in numerous houses on Jeanette Street, East Ryde and that water appears to be flowing downhill from properties on Wolfe Road.
- (b) That staff carry out a study of the stormwater, plumbing and runoff issues between properties at Wolfe Road and Jeanette Street.

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

- (c) That staff liaise with residents, associated utilities and plumbers to bring back a report outlining the property damage caused by the water flow, the reason for the water flow and how Council can work with residents and other agencies to mitigate further damage to property.

Record of Voting:

For the Motion: Unanimous

MAYORAL MINUTES

35/22 DEATH OF DAPHNE SPURWAY – Mayor, Councillor Jordan Lane

RESOLUTION: (Moved by the Mayor, Councillor Lane)

- (a) That the passing of Daphne Spurway be noted.
- (b) That Council hold a minute's silence to mark the passing of Daphne Spurway.

Record of Voting:

For the Motion: Unanimous

Note: A one minute silence was then observed by the meeting.

36/22 GLEN STREET CARPARK PERMIT SYSTEM – Mayor, Councillor Jordan Lane

RESOLUTION: (Moved by the Mayor, Councillor Lane and Councillor Maggio)

That Council:

- (a) Revert the annual Glen Street Car Park permit to its pre-2022 rate;
- (b) That the revised rate be immediately placed on public exhibition and that any further collections at the present rate be frozen in the interim;
- (c) Report back to Council following public exhibition, and include a mechanism for Council to refund payments made in the 2022/23 financial year; and
- (d) Undertake further investigations with respect to car parking in the Eastwood Town Centre, and bring options for a revised parking framework to Council by mid-2023 as part of the 2023/24 Operational Plan process.

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

- (e) That staff contact those already charged the 2022-2023 fee advising them of this resolution.

Record of Voting:

For the Motion: Unanimous

37/22 ELECTRIC VEHICLE FAST CHARGING GRANTS – Mayor, Councillor Jordan Lane

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

38/22 STATEMENT OF PUBLIC INTEREST – Mayor, Councillor Jordan Lane

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

39/22 PLANNING POLICY WORKSHOP – Mayor, Councillor Jordan Lane

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

COUNCIL REPORTS

2 CONFIRMATION OF MINUTES - Council Meeting held on 22 November 2022

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

3 CONFIRMATION OF MINUTES - Extraordinary Council Meeting held on 5 December 2022

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

4 2022-2023 CHRISTMAS/NEW YEAR ARRANGEMENTS FOR THE CHIEF EXECUTIVE OFFICER

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

5 HOUSEKEEPING REVIEW 2022 PLANNING PROPOSAL - POST EXHIBITION

Note: Councillor Lara-Watson disclosed a Pecuniary Interest in this Item for the reason that she owns a property which has heritage significance and is included in this Item. She left the meeting at 6.38pm and was not present for consideration or voting on this Item.

Note: Councillor Li disclosed a Less than Significant Non-Pecuniary Interest in this Item for the reason that his property is nearby to the Eastwood properties affected by this Review. He left the meeting at 6.38pm and was not present for consideration or voting on this Item.

RESOLUTION: (Moved by Councillors Deshpande and Yedelian OAM)

- (a) That Council endorse the following amendments to the exhibited Housekeeping Review 2022 Planning Proposal based on feedback received:
 - i. Clarify that the proposal to permit community facilities in SP1 Special activities and SP2 Infrastructure zones is to be permitted with consent
 - ii. Include in the Schedule 2 Exempt Development – Signage provisions of the planning proposal a reference to Transport for NSW’s recommended provisions
 - iii. Remove the proposal to add “recreation areas” as permitted with consent use in C2 Environmental Conservation Zone
 - iv. Correct zoning errors in relation to land reserved under the *National Parks and Wildlife Act 1974*.
 - v. Attach agency submissions to the planning proposal.
- (b) That Council refer the amended planning proposal to the Department of Planning and Environment for finalisation.
- (c) That Council send acknowledgement letters to all those who lodged a submission advising them of the Council resolution and thanking them for their submission.

Record of Voting:

For the Motion: Unanimous

6 CITY OF RYDE COMMUNITY GRANTS AWARDED FROM 2018 TO 2022

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

ITEM 2 (continued)

ATTACHMENT 1

7 ACKNOWLEDGEMENT PLAQUES MARKET GARDENS

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

8 RESPONSE TO RESOLUTION: DOG OFF LEASH AREA - PIDDING PARK

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

9 INCREASED MAINTENANCE AT LACHLAN'S LINE, NORTH RYDE

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

10 RESPONSE TO RESOLUTION: DOG OFF LEASH AREAS IN RYDE

Note: Councillor Lara-Watson and Councillor Li returned to the meeting at 6.42pm.

MOTION: (Moved by Councillors Brown and Maggio)

(a) That the findings of this report be endorsed and Council implements a trial for a 12 month period for the following locations to be managed as unfenced dog off leash area:

- Warrawong Reserve, Eastwood
- Brereton Park, East Ryde
- Fontenoy Park, Macquarie Park (when not used for organised sport).

(b) That a report be brought back to Council at the completion of the 12-month trial outlining the community feedback received.

AMENDMENT: (Moved by Councillors Pedersen and Purcell)

(a) That the findings of this report be endorsed and Council implements a trial for a 12 month period for the following location to be managed as unfenced dog off leash area:

- Warrawong Reserve, Eastwood

(b) That should Brereton Park be fenced at Pittwater Road at some time in the future or as part of the project that an off leash dog trial be conducted at Brereton Park, East Ryde.

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

- (c) That should the children's playground be fenced in the future, to separate small children and dogs, that an off leash dog trial be conducted at Fontenoy Park Macquarie Park (when not used for organised sport).
- (d) That a report be brought back to Council at the completion of the 12-month trial outlining the community feedback received.

One being put to the meeting, the voting on the Amendment was three (3) For and eight (8) Against. The Amendment was **LOST**.

Record of Voting:

For the Amendment: Councillors Pedersen, Purcell and Song

Against the Amendment: The Mayor, Councillor Lane and Councillors Brown, Deshpande, Han, Lara-Watson, Li, Maggio and Yedelian OAM

FURTHER AMENDMENT: (Moved by Councillors Brown and Deshpande)

- (a) That the findings of this report be endorsed and Council implements a trial for a 12 month period for the following locations to be managed as unfenced dog off leash area:
 - Warrawong Reserve, Eastwood
 - Brereton Park, East Ryde
 - Fontenoy Park, Macquarie Park (when not used for organised sport).
- (b) That a report be brought back to Council at the completion of the 12-month trial outlining the community feedback received.
- (c) That a further report be brought to Council before June 2023, recommending an additional 3 sites for off-leash trial in Financial Year 2023/24 and a further 3 sites for implementation in FY 2024/25.

On being put to the meeting, the voting on the Further Amendment was eight (8) For and three (3) Against. The Further Amendment was **CARRIED** and then became the Motion.

Record of Voting:

For the Amendment: The Mayor, Councillor Lane and Councillors Brown, Deshpande, Han, Lara-Watson, Li, Maggio and Yedelian OAM

Against the Amendment: Councillors Pedersen, Purcell and Song

ITEM 2 (continued)

ATTACHMENT 1

RESOLUTION:

- (a) That the findings of this report be endorsed and Council implements a trial for a 12 month period for the following locations to be managed as unfenced dog off leash area:
- Warramong Reserve, Eastwood
 - Brereton Park, East Ryde
 - Fontenoy Park, Macquarie Park (when not used for organised sport).
- (b) That a report be brought back to Council at the completion of the 12-month trial outlining the community feedback received.
- (c) That a further report be brought to Council before June 2023, recommending an additional 3 sites for off-leash trial in Financial Year 2023/24 and a further 3 sites for implementation in FY 2024/25.

Record of Voting:

For the Motion: The Mayor, Councillor Lane and Councillors Brown, Deshpande, Han, Lara-Watson, Li, Maggio and Yedelian OAM

Against the Motion: Councillors Pedersen, Purcell and Song

11 EXPANDING PROBLEM RECYCLING OPPORTUNITIES IN THE CITY OF RYDE

MOTION: (Moved by Councillors Pedersen and Purcell)

- (a) That Council reviews the RecycleSmart Collection service following the re-introduction of REDcycle recycling or similar soft plastic services.
- (b) That Council continue to investigate and promote alternative projects and options to maximise resource recovery, and reduce Waste to landfill. This includes promoting existing services to residents through social media and community programs in place of introducing additional drop-off locations.
- (c) That Council notes the availability to the community of existing product stewardship recycling options in the report.
- (d) That Council in consideration of (c) above discontinue investigation into the implementation of drop off stations in carparks noting they are likely to attract contamination and illegal dumping and instead *expand the current problem waste collection at council service centres - adding to the types of materials that are collected.*

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

- (e) That Council note the project update regarding development of a Community Recycling Centre in the City of Ryde.

Record of Voting:

For the Motion: Councillors Pedersen, Purcell and Song

Against the Motion: The Mayor, Councillor Lane and Councillors Brown, Deshpande, Han, Lara-Watson, Li, Maggio and Yedelian OAM

Note: The Motion was **LOST**. The matter is now at **LARGE**.

RESOLUTION: (Moved by Councillors Lara-Watson and Brown)

- (a) That Council reviews the RecycleSmart Collection service following the re-introduction of REDcycle recycling services.
- (b) That Council continue to investigate and promote alternative projects and options to maximise resource recovery and reduce Waste to landfill. This includes promoting existing services to residents through social media and community programs in place of introducing additional drop-off locations.
- (c) That Council notes the availability to the community of existing product stewardship recycling options in the report.
- (d) That Council in consideration of (c) above discontinue investigation into the implementation of drop off stations in carparks noting they are likely to attract contamination and illegal dumping, which would inhibit recycling of collected materials.
- (e) That Council note the project update regarding development of a Community Recycling Centre in the City of Ryde.

Record of Voting:

For the Motion: Unanimous

12 GLEN STREET CAR PARK ANNUAL PERMIT

Note: The Mayor, Councillor Lane ruled that this Motion not be considered by Council as it has already been substantially dealt with by Mayoral Minute 36/22 on this Agenda earlier in the Meeting as detailed in these Minutes.

ITEM 2 (continued)

ATTACHMENT 1

13 TRAFFIC AND PARKING MATTERS APPROVED BY THE RYDE TRAFFIC COMMITTEE MEETING - NOVEMBER 2022

RESOLUTION: (Moved by Councillors Maggio and Han)

That Council endorses the following Ryde Traffic Committee recommendations from the meeting held in November 2022:

(A) OSGATHORPE ROAD, GLADESVILLE - 1P PARKING

The following changes be made on Osgathorpe Road, Gladesville:

- a) The three (3) unrestricted parking spaces be converted to "1P, 8am – 5pm, Monday to Friday" on the Osgathorpe Road frontage of 334 Victoria Road, Gladesville.

(B) FOURTH AVENUE, DENISTONE - RELOCATION OF BUS ZONE

The following changes be made on Fourth Avenue, Denistone:

- a) The existing bus zone and associated shelter at 35 Fourth Avenue be relocated 30 metres east to outside 37 Fourth Avenue, Denistone, in order to be compliant with the Disability Standards for Accessible Public Transport 2002 (DSAPT) under the Disability Discrimination Act 1992 (DDA).

(C) HERMITAGE ROAD, WEST RYDE - INSTALLATION OF DOUBLBARRIER LINES

The following changes be made on Hermitage Road, West Ryde:

- a) Double barrier lines be installed on Hermitage Road, West Ryde between Victoria Road, and Rhodes Street.

(D) THISTLE ST, GALE ST AND BELMORE ST, RYDE - REMOVAL OSCHOOL ZONE PARKING RESTRICTIONS AND CHILDREN'S CROSSING

The following changes be made on Thistle Street, Gale Street and Belmore Street Road, Gladesville:

- a) The Children's Crossing on Thistle Street, Meadowbank be removed.
- b) All existing school zone parking restrictions on Thistle Street, Gale Street and Belmore Street, Meadowbank be removed and converted to unrestricted parking.
- c) The existing No Parking 6:30am to 8am Mon-Fri on the western side of Belmore Street at its intersection with Thistle Street be retained.

ITEM 2 (continued)

ATTACHMENT 1

(E) VARIOUS STREETS, CITY OF RYDE - FIXED CAR SHARE SPACES

- a) The following locations be authorised for single use fixed car share parking:
- Location 1: 3 Harvard Street, Gladesville
 - Location 2: 3 Smith Street, Ryde
 - Location 4: Opposite 5 Cottonwood Crescent, Macquarie Park (Wilga Park frontage)
 - Location 6: 37 Fontenoy Road (near Khartoum Road), Macquarie Park
 - Location 12: 8 Western Crescent, Gladesville (recommending 1 out of 2 proposed spaces)
 - Location 14: 31-33 Wharf Road, Gladesville
- b) All approved fixed car share locations be delineated in accordance with Council's *Fixed Space Car Share Guidelines (Jan 2020)*, with the required payment of the applicable setup and annual fees and charges by the car share operators to Council, upon which Council will also issue a Car Share Vehicle Parking Authority to each of the approved locations.
- c) That all remaining car sharing locations be further investigated by staff for safety and reported back to the Traffic Committee in February 2023 and then subsequently reported to Council in March 2023.

(F) GORDON CRESCENT, DENISTONE - CARPARK UPGRADE AND ACCESS – DENISTONE STATION

The following changes be made on Gordon Crescent, Denistone:

- a) The signage and line-marking plan in Figure 2 showing the proposed works associated with the Denistone Station carpark on Gordon Crescent, Denistone, be approved.
- b) A 12-metre-long Kiss and Ride zone be installed on the eastern side of Gordon Crescent adjacent to the carpark entry.
- c) The 10 metres of "No Parking" on the eastern side of Gordon crescent, on the rail bridge, be converted to "No Stopping".

(G) HIGGINBOTHAM ROAD, RYDE - ROAD SAFETY ISSUES

The following changes be made on Higginbotham Road, Ryde:

- a) Yellow solid line (C3) along the "No Stopping" zone on both sides of Higginbotham Road be installed to improve delineation along the bend.
- b) The double barrier lines outside 84 Higginbotham Road be shortened by four (4) metres to align with existing "No Stopping" signage and allow motorists to pass parked vehicles without crossing the double barrier lines.
- c) The additional chevron alignment markers be installed along the curve to improve delineation.

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

(H) BARR STREET, NORTH RYDE - INSTALLATION OF DISABLED PARKING

The following changes be made on Barr Street, North Ryde:

- a) Six (6) metres long 'Disabled Parking' zone be installed at the property frontage of 7-11 Barr Street, North Ryde, subject to certification from an independent DDA Disability Access Consultant.

(I) JARVIS CIRCUIT, MACQUARIE PARK - INSTALLATION OF LOADING ZONE

The following changes be made on Jarvis Circuit, Macquarie Park:

- a) thirteen (13) metres long 'Loading Zone 8am-6pm Mon – Sun & Public Holidays' be installed on the southern side of Jarvis Circuit, Macquarie Park, in the easternmost indented parking bay.

(J) WHARF ROAD, MELROSE PARK - INSTALLATION OF 2P PARKING ZONE

The following changes be made on Wharf Road, Melrose Park:

- a) No changes be made to the on-street parking restrictions on the eastern side of Wharf Road, between Victoria Road and 35 Wharf Road, Melrose Park.

(K) TWIN ROAD AND WICKS ROAD, NORTH RYDE - CHANGES TO PARKING RESTRICTIONS

The following changes be made on Twin Road and Wicks Road, North Ryde:

- a) The existing 'No Parking' zone be converted to 'No Stopping' zone on the northern side of Twin Road between the driveway access of North Ryde Golf Club and the existing bus zone on the western side of Wicks Road, North Ryde.

(L) MATTERS APPROVED UNDER DELEGATION

The matters listed in Table 1 under delegated authority be approved.

(M) ROAD SAFETY UPDATE – ROAD SAFETY PROGRAMS

- a) The Road Safety report be received and noted.

Record of Voting:

For the Motion: Unanimous

ITEM 2 (continued)

ATTACHMENT 1

14 REPORT FOR THE INFORMATION OF COUNCIL - INVESTMENT REPORT AS AT 30 NOVEMBER 2022

Note: An Information Report was presented to Council.

15 REPORT FOR THE INFORMATION OF COUNCIL - ANNUAL REPORT ON CODE OF CONDUCT COMPLAINT STATISTICS FOR THE PERIOD 1 SEPTEMBER 2021 TO 31 AUGUST 2022

Note: An Information Report was presented to Council.

NOTICES OF MOTION

1 PROVISION OF ELECTRICITY SUPPLY - KISSING POINT PARK, PUTNEY - Councillor Roy Maggio

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

2 INSTALLATION OF FLAG POLES AT MEADOWBANK PARK MEMORIAL - Councillor Roy Maggio

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

3 IMPROVEMENTS TO PUTNEY PARK - Councillor Roy Maggio

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

4 SENIORS USE OF SAUNA AND SPA AT RYDE AQUATIC AND LEISURE CENTRE - Councillor Penny Pedersen

Note: Councillor Yedelian OAM disclosed a Less than Significant Non-Pecuniary Interest in this Item for the reason that he is a user of the Aquatic Centre.

MOTION: (Moved by Councillors Pedersen and Purcell)

(a) That Council note:-

- i. The Ryde Aquatic and Leisure Centre currently allows free use of the sauna, steam room and spa to eligible pensioners during the school term between 9am and 3pm Mon-Fri and that this provides an opportunity for several older citizens to meet, exercise safely and interact socially.

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

- ii. That this free use is only available to eligible pensioners during the school term and not during school holidays when eligible pensioners must pay \$14.80 per visit during the 6 weeks of the Christmas school holidays, making it cost prohibitive to meet up as a group.
 - iii. That only patrons over 16 are permitted to use these amenities, meaning the majority of school holiday patrons at the Centre cannot use them anyway.
- (b) That in order to mitigate elder social isolation over the Christmas school holidays, City of Ryde Aquatic and Leisure Centre extend free use to eligible pensioners and change the charges for sauna, steam room and spa to free access for eligible pensioners to 9am-3pm Mon-Fri, inclusive of school holiday periods.

AMENDMENT: (Moved by Councillors Yedelian OAM and Han)

That Council prepare a report advising on implementation and cost ramifications of the following course of action:

- (a) That in order to mitigate elder social isolation over the Christmas school holidays, City of Ryde Aquatic and Leisure Centre extend free use to eligible pensioners and change the charges for sauna, steam room and spa to free access for eligible pensioners to 9am-3pm Mon-Fri, inclusive of school holiday periods.

On being put to the meeting, the voting on the Amendment was eight (8) For and three (3) Against. The Amendment was **CARRIED** and then became the Motion.

Record of Voting:

For the Amendment: The Mayor, Councillor Lane and Councillors Brown, Deshpande, Han, Lara-Watson, Li, Maggio and Yedelian OAM

Against the Amendment: Councillors Pedersen, Purcell and Song

RESOLUTION:

That Council prepare a report advising on implementation and cost ramifications of the following course of action:

- (a) That in order to mitigate elder social isolation over the Christmas school holidays, City of Ryde Aquatic and Leisure Centre extend free use to eligible pensioners and change the charges for sauna, steam room and spa to free access for eligible pensioners to 9am-3pm Mon-Fri, inclusive of school holiday periods.

Record of Voting:

For the Motion: Unanimous

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

ITEM 2 (continued)

ATTACHMENT 1

**5 WATER DAMAGE TO PROPERTY ON JEANETTE STREET, EAST RYDE -
Councillor Penny Pedersen**

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

6 CITY OF RYDE PLANNING WORKSHOP WEEKEND - Councillor Bernard Purcell

Note: This Item was considered in conjunction with Mayoral Minute 39/22 earlier in the Meeting as detailed in these Minutes.

COUNCIL REPORTS

16 REQUEST FOR TENDER: WASTE SERVICE CONTRACT: PROCESSING OF RECYCLABLE MATERIAL

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

17 CHIEF EXECUTIVE OFFICER PERFORMANCE AGREEMENT SEPTEMBER 2022 TO JUNE 2023

Note: This Item was dealt with earlier in the Meeting as detailed in these Minutes.

The meeting closed at 7.29pm.

CONFIRMED THIS 28TH DAY OF FEBRUARY 2023

Chairperson

Minutes of the Council Meeting No. 16/22, dated 13 December 2022.

3 CONFIRMATION OF MINUTES - Extraordinary Council Meeting held on 13 December 2022

Report prepared by: Civic Services Manager

File No.: CLM/22/1/1/2 - BP22/987

REPORT SUMMARY

In accordance with Council's Code of Meeting Practice, a motion or discussion with respect to such minutes shall not be in order except with regard to their accuracy as a true record of the proceedings.

RECOMMENDATION:

That the Minutes of the Extraordinary Council Meeting 17/22, held on 13 December 2022 be confirmed.

ATTACHMENTS

- 1 MINUTES - Extraordinary Council Meeting - 13 December 2022

ITEM 3 (continued)

ATTACHMENT 1

Meeting Date: Tuesday 13 December 2022
Location: Council Chambers, Level 1A, 1 Pope Street, Ryde and Online
Time: 7.33pm (immediately following the conclusion of the Ordinary Council meeting held on 13 December 2022)

Councillors Present in Chambers: The Mayor, Councillor Lane and Councillors Brown, Deshpande, Han, Lara-Watson, Li, Maggio, Pedersen, Purcell and Yedelian OAM.

Councillors Present via online Audio Visual: Councillor Song.

Apologies: Councillor O'Reilly.

Staff Present: Chief Executive Officer, General Manager – Business and Operations, General Manager – City Shaping, Director – City Shaping, General Counsel, Chief Financial Officer, Executive Manager – City Development, Executive Manager – City Infrastructure, Executive Manager – City Life, Executive Manager – People and Business, Manager – Corporate Governance, Manager – Traffic Services, Acting Manager – Communications and Engagement, Financial Controller, System Support Officer, Civic Services Manager and Civic Support Officer.

DISCLOSURES OF INTEREST

There were no disclosures of interest.

PUBLIC PARTICIPATION ON ITEMS LISTED ON THE AGENDA

No written submissions were received.

PUBLIC PARTICIPATION ON ITEMS NOT LISTED ON THE AGENDA

No written submissions were received.

NOTICE OF MOTION

1 ELECTION OF MAYOR - Mayor, Councillor Jordan Lane and Deputy Mayor, Councillor Sarkis Yedelian OAM

At this stage of the meeting, the Mayor, Councillor Lane, thanked his fellow Councillors and staff for their support over the past year. He then vacated the Chair and the Chief Executive Officer, as Returning Officer, conducted the election of Mayor.

Minutes of the Extraordinary Council Meeting No. 17/22, dated 13 December 2022.

ITEM 3 (continued)

ATTACHMENT 1

The Chief Executive Officer, as Returning Officer, gave an overview of the election process.

METHOD OF VOTING FOR ELECTION OF MAYOR

The Chief Executive Officer, as Returning Officer, presented the options on the method of voting for Mayor and requested a motion in respect of this Item.

RESOLUTION: (Moved by Councillors Brown and Maggio)

- (a) That the method of voting for the election of Mayor be open voting by show of hands.
- (b) That the Chief Executive Officer, as Returning Officer, undertake the election of Mayor for the ensuing period until September 2023 by announcing the nominations and then conducting the election.

Record of Voting:

For the Motion: Unanimous

As a result, THE METHOD OF VOTING FOR ELECTION OF MAYOR WAS OPEN VOTING BY SHOW OF HANDS.

The Chief Executive Officer, as Returning Officer, advised that there were two (2) nominations for Office of Mayor, namely Councillor Yedelian OAM and Councillor Pedersen.

The Chief Executive Officer invited further nominations. There were no further nominations.

THE ELECTION FOR MAYOR was conducted by the Chief Executive Officer, as Returning Officer, which resulted in the following voting:-

Councillor Yedelian OAM 8 votes

Voting in favour: Councillors Brown, Deshpande, Han, Lane, Lara-Watson, Li, Maggio and Yedelian OAM

Councillor Pedersen 3 votes

Voting in favour: Councillors Pedersen, Purcell and Song

As a result of the voting, COUNCILLOR YEDELIAN OAM WAS DULY ELECTED MAYOR FOR THE ENSUING PERIOD UNTIL SEPTEMBER 2023.

ITEM 3 (continued)

ATTACHMENT 1

The Mayor, Councillor Yedelian OAM then assumed the Chair of Mayor, as Chairperson of the meeting.

The Mayor, Councillor Yedelian OAM gave a brief acknowledgement following his election.

The meeting closed at 7.52pm.

CONFIRMED THIS 28TH DAY OF FEBRUARY 2023

Chairperson

4 DETERMINATION OF OFFICE AND FEE OF DEPUTY MAYOR

Report prepared by: Civic Services Manager

File No.: CLM/22/1/1/2 - BP22/988

REPORT SUMMARY

At the Extraordinary Council meeting held on 13 December 2022, Councillor Sarkis Yedelian OAM was elected to the Office of the Mayor, leaving the role of Deputy Mayor vacant.

The role of Deputy Mayor is not required under the *Local Government Act 1993* (the Act). However, at the City of Ryde it has been Council's practice to elect a Councillor to the position of Deputy Mayor.

Under section 249(5) of the Act, Council may resolve that a portion of the Mayor's fee be paid to the Deputy Mayor (in addition to their Councillor fee) when he or she acts in the Mayor's position. Accordingly, the Deputy Mayor is only entitled to be paid a fee as determined by Council when he or she acts in the Office of the Mayor. The amount of any fee paid must be deducted from the Mayor's annual fee.

It is recommended that Council resolve to elect a Councillor to the role of Deputy Mayor for the ensuing period until September 2023. It is also recommended that where the Deputy Mayor is to act in the Office of the Mayor, that this is to be done by way of a Council resolution and that the Deputy Mayor be paid a fee to undertake these responsibilities on a pro rata basis that is deducted from the Mayoral Fee.

RECOMMENDATION:

- (a) That Council elect a Deputy Mayor for the ensuing period until September 2023.
- (b) That where the Deputy Mayor is to act in the Office of the Mayor, that this is to be done by way of a Council resolution.
- (c) That where there is a Council resolution in accordance with (b) above, the Deputy Mayor will be paid a fee to undertake the responsibilities of the Office of the Mayor on a pro rata basis, deducted from the Mayoral Fee.

ITEM 4 (continued)

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

Giselle Tocher
Manager - Corporate Governance

Graham Pares
Executive Manager - People and Business

ITEM 4 (continued)

Discussion

Section 231 of the *Local Government Act 1993*, provides the following with regard to the Deputy Mayor:-

- (1) *The Councillors may elect a person from among their number to be the Deputy Mayor.*
- (2) *The person may be elected for the Mayoral term or a shorter term.*
- (3) *The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the Office of the Mayor.*
- (4) *The Councillors may elect a person from among their number to act as Deputy Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no Deputy Mayor has been elected.*

As set out in Section 231(2) above, the person elected as Deputy Mayor may be elected for the Mayoral term or a shorter term.

At its Extraordinary meeting held on 11 January 2022, Council elected a Deputy Mayor and resolved in part:-

- (b) *That a subsequent election for Deputy Mayor take place in September 2023, for a 12 month term.*

In accordance with the above resolution, it is recommended that Council resolve to elect a Councillor to the role of Deputy Mayor for the ensuing period until September 2023.

If Council endorse the appointment of a Deputy Mayor and if there is a requirement for the Deputy Mayor to act in the Office of the Mayor, Council would be required to pass a resolution to make such appointment. The fee paid to the Deputy Mayor will be paid on a pro-rata basis. The fee will be deducted from the annual Mayoral Fee, thus reducing the total amount paid to the Mayor for the year.

5 ELECTION OF DEPUTY MAYOR

Report prepared by: Civic Services Manager

File No.: CLM/22/1/1/2 - BP22/989

REPORT SUMMARY

Should Council resolve not to elect a Deputy Mayor in accordance with Item 4 on this Meeting Agenda, it is not necessary for Council to proceed with consideration of this Item.

Should Council choose to elect a Deputy Mayor (as set out in Item 4 on this Meeting Agenda), the term of the office for the Deputy Mayor will be in accordance with the Council's resolution of Item 4. That term will therefore be applied to the person elected by resolution of this Report.

Below are the procedures to be followed for the election process:-

- (a) Determination of method of voting (ordinary ballot, preferential ballot or open voting).
- (b) Announcement of nominations.
- (c) Conduct of election.

RECOMMENDATION:

- (a) That Council determine the method of voting for the election of Deputy Mayor.
- (b) That the Chief Executive Officer (or delegate), as Returning Officer, undertake the election of Deputy Mayor by announcing the nominations and then conducting the election.

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

Giselle Tocher
Manager - Corporate Governance

Graham Pares
Executive Manager - People and Business

6 EXTERNAL COMMITTEES - Appointment of Delegates

Report prepared by: Civic Support Officer**File No.:** CLM/23/1/1 - BP23/6

REPORT SUMMARY

This report is to confirm Councillor delegates for all external Committees.

RECOMMENDATION:

- (a) That Council appoint the following delegates to NSROC:-
- The newly elected Mayor
 - One (1) Councillor as a formal delegate
 - Two (2) Councillors as alternate delegates
- (b) That Council appoint four (4) persons (Councillors and/or Council staff members) as Council's delegates to the Sydney North Planning Panel.
- (c) That Council appoint one (1) Councillor as a formal delegate and one (1) Councillor as an alternate delegate to the Parramatta River Catchment Group.

Report Prepared By:

Kathryn Fleming
Civic Support Officer

Report Approved By:

Giselle Tocher
Manager - Corporate Governance**Graham Pares**
Executive Manager - People and Business

ITEM 6 (continued)

Discussion

The appointment of Councillor delegates to external Committees, such as the Northern Sydney Regional Organisation of Councils (NSROC), is undertaken annually.

External Committees

NSROC

The City of Ryde is a member of the NSROC, which is a voluntary organisation of local government established to provide strong local government leadership; to work co-operatively for the benefit of the Northern Sydney region; and to effectively advocate on agreed regional positions and priorities. The eight member Councils are Hunters Hill Council, Hornsby Shire Council, Ku-ring-gai Council, Lane Cove Council, Mosman Council, North Sydney Council, City of Ryde and Willoughby City Council.

Each member Council is to appoint the Mayor and one (1) Councillor as formal delegates and two (2) alternate delegates, however, there is no restriction on any other Councillors attending meetings.

Council previously appointed the following two (2) formal delegates and two (2) alternate delegates to NSROC for the 2021/2022 year:-

Committee	Previous Council Delegates	Provisions
NSROC	Delegates: The Mayor, Councillor Lane Councillor Yedelian OAM Alternates: Councillor Lara-Watson Councillor Han	2 formal delegates, the Mayor and one other Councillor, and two alternate delegates as nominated

Ryde Traffic Committee

The Ryde Traffic Committee (RTC) is a technical Committee created under the auspices of the Roads and Maritime Service (RMS).

The RTC is to be made up of four formal members. The membership is:

- Council
- the NSW Police through their nominated officer
- the RMS through their nominated officer
- the local State Member of Parliament (MP) or their nominee

The Chairperson of the RTC is the Manager – Traffic Services.

ITEM 6 (continued)

Council's representative at meetings is a Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

Councillors are able to attend all RTC meetings and contribute to discussion, however, they do not have voting powers.

As the RTC does not have any powers to determine resolutions of Council, its Minutes are referred to Council via the Ordinary meeting. Council then has the power to determine resolutions on matters arising from the RTC meetings.

Sydney Planning Panels

The Sydney Planning Panels have been set up to determine the following range of regional development:-

- Development with a Capital Investment Value (CIV) over \$30 million.
- Development with a CIV over \$5 million which is:
 - Council related
 - Lodged by or on behalf of the Crown (State of NSW)
 - Private infrastructure and community facilities or
 - Eco-tourist facilities
- Extractive industries, waste facilities and marinas that are designated development.
- Certain coastal subdivisions.
- Development with a CIV between \$10 million and \$30 million, which are referred to the Planning Panel by the applicant after 120 days.
- By order of the Minister.

There are six Sydney Planning Panels and the City of Ryde is within the catchment of the Sydney North Planning Panel. Each Panel is chaired by a nominee of the State Government. In addition to the Chairperson, the Minister nominates two further State panel members. The State appointed members must have expertise in one or more of the following fields: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering, tourism or government and public administration.

Currently, a chairperson is appointed by the Minister for Planning from one of the three State members. This appointment requires the concurrence of the Local Government and Shires Association.

The current State appointed Chair is Peter Debnam.

ITEM 6 (continued)

The City of Ryde is now permitted four (4) persons (Councillors and/or Council staff members) who will be rotated with a maximum of two (2) Council members to sit on the Sydney North Planning Panel at any one time. At least one of the Council appointed members must have expertise in one or more of the following fields: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

Panels meet on a 'as needs basis', approximately once every two months in the City of Ryde's case, to determine one or more development applications. Panel meetings are usually held during business hours, in the Christie Conference Centre, North Sydney. Applications can also be dealt with electronically, if there are no submissions lodged and it is agreed by panel members that no meeting is required.

Council previously appointed the following two (2) formal delegates and two (2) alternate delegates to the Sydney North Planning Panel:-

Committee	Previous Council Delegates	Provisions
Sydney North Planning Panel	Delegates: The Mayor, Councillor Lane Councillor Yedelian OAM Alternate: Councillor Deshpande Councillor Han	2 formal delegates, the Mayor and one other Councillor, and as many alternate delegates as nominated

Parramatta River Catchment Group

The Parramatta River Catchment Group (PRCG) is an alliance of Councils, State Agencies and Community Stakeholders who share the common purpose of making the Parramatta River a healthy waterway and living river for all to enjoy. Its mission is to make the river swimmable again by 2025 with the City of Ryde delivering one of the first new swim sites as nominated under the PRCG Masterplan in 2021.

The City of Ryde has been a member council of the PRCG since 2009. A significant part of the River's catchment area and foreshore is located within the Ryde LGA and is proximate to numerous upper catchments, recreational spaces and residential and commercial developments.

The current membership of the PRCG consists of Blacktown Council, Burwood Council, City of Canada Bay Council, City of Canterbury Bankstown, Cumberland City Council, Inner West Council, City of Parramatta and City of Ryde. In addition, the Department of Planning, Industry and Environment (DPIE), NSW Environment Protection Authority (EPA) and Sydney Water are all financial contributing members.

Each member Council is to appoint one (1) delegate and one (1) alternate delegate to the PRCG.

ITEM 6 (continued)

Council previously appointed the following one (1) formal delegate and one (1) alternate delegate to the Parramatta River Catchment Group (PRCG):-

Committee	Previous Council Delegates	Provisions
Parramatta River Catchment Group	Delegate: Councillor Deshpande Alternate: Councillor Pedersen	One formal delegate and one alternate as nominated

Financial Implications

Adoption of the recommendation will have no financial impact.

7 DECEMBER QUARTERLY BUDGET REVIEW AND OPERATIONAL PLAN PROGRESS REPORT

Report prepared by: Financial Controller
File No.: FIM/22/59/1 - BP23/24

REPORT SUMMARY

The purpose of this report is to review the adopted income and expenditure on a quarterly basis and to consider any variations against the Adopted Budget as required by the *Local Government (General) Regulation 2021*, and associated regulations.

Council's financial position is satisfactory, and the December 2022 Quarterly Review shows that actuals are on track to meet the results forecasted in the Revised Budget.

The budget variations proposed in this Review will not change the projected Unrestricted Cash balance of **\$7.9m** as at 30 June 2023. These funds are held to cover day to day operational needs plus meet any unknown or unexpected costs.

The progress of delivery on Councils adopted Delivery Program 2022-26 and Operational Plan 2022-23 is provided within this document and **Operational Plan 2022/23 2nd Quarter Progress Report** to be published on Council's website.

FINANCIAL HIGHLIGHTS

The following are key financial highlights which demonstrates sustainable financial performance:

- ✓ Unrestricted cash is projected to be maintained at **\$7.9m**
- ✓ Budgeted Infrastructure Spend of **\$75.2m** to renew and replace assets
- ✓ Cash & Investments earning above benchmark rates of return
- ✓ Rates and Annual Charges collected on track at **58.1%**
- ✓ Debt service ratio well above benchmark
- ✓ Maintaining current levels of service

RECOMMENDATION:

That the proposed budget variations as detailed in **ATTACHMENT 1** to this report be endorsed by Council.

ATTACHMENTS

- 1 December Quarterly Review Report
- 2 Operational Plan 2022-23 Second Quarter Progress Report – December 2022
– CIRCULATED UNDER SEPARATE COVER

ITEM 7 (continued)

Report Prepared By:

Sacha Thirimanne
Financial Controller

Report Approved By:

Aneesh Zahra
Chief Financial Officer

Mark Eady
General Manager - Business and Operations

ITEM 7 (continued)

Discussion

To ensure Council is informed of key deliverables and the tracking of these deliverables, the progress report '**Operational Plan 2022/23 2nd Quarter Progress Report**' is provided in the **ATTACHMENT 2 - CIRCULATED UNDER SEPARATE COVER**. This report addresses the delivery of Council's functions and projects as at the end of the quarter for the period October to December 2022 in accordance with the adopted 2022-26 Delivery Program and 2022-23 Operational Plan which includes the following:

- General Manager's Introduction – including financial management and corporate performance overview, providing a 'snapshot' of Council's performance during the quarter.
- Program Summaries – including overview, operational indicators, financial summaries, performance measures and a summarised progress status of all of Council's capital and non-capital projects.

Budget 2022/2023

Council's Operational Plan 2022/2023 was adopted by Council on 28 June 2022.

Since the adoption of the Original Budget, initial forecasts have been affected by various factors. These factors include the continued impact of the COVID-19 pandemic, Federal and State Government policy, changes in the industry and economic activity, unexpected grant income, and decisions made by Council since the budget was set.

Budget variations proposed in this Review will not impact on Council's projected Unrestricted Cash balance of **\$7.9m** as at 30 June 2023. These funds are held to cover day to day operational needs plus meet any unknown or unexpected costs.

It is expected that Council will spend a total of **\$228.0m** this Financial Year on both recurrent expenditure for the provision of a range of services to the community and for capital expenditure for community assets including loans and leases.

Operating Budget

The adopted Original Budget forecasted an Operating Surplus of **\$11.0m**.

After Council adopted carryover funds from FY21/22 and variations in September Quarterly Review the Operating Surplus increased from **\$11.0m** to **\$18.3m**. Variations proposed in this Review will result in an Operating Surplus of **\$21.0m** which is an increase of **\$2.8m** mainly due to an increase in capital grants.

ITEM 7 (continued)

Capital Budget

The adopted Original Capital Works Budget including loans and leases totalled **\$111.9m**.

With the addition of carryover funds from FY21/22 and variations in the September Quarterly Review, the Capital Works Budget increased from **\$111.9m** to **\$145.1m**.

Variations proposed in this Review of **\$67.2m** will result in a decrease of the Capital Works Budget to **\$77.9m**, mainly due to the current pace of the Ryde Central project.

Cash & Investments

As per the Audited Financial Statements at 30 June 2022, cash and investments totalled **\$219.9m**.

Since Council adopted the original budget for FY22/23, carryover funds from FY21/22 and variations in September Quarterly Review resulted in cash and investments decreasing from **\$219.9m** to **\$147.4m**.

This Budget Review, it is proposed to decrease the Reserve funded portion the Ryde Central Project of \$43.7m due to delays in construction. Unspent funds are proposed to be transferred back to the Ryde Central Reserve and will be utilised next Financial Year. In addition, projects to the total of \$1.6m funded as part of the Commercial Building Expansion Capital Program have been put on hold and unspent funds are proposed to be transferred to Investment Property Reserve.

As a result of these changes in this Review, total cash and investments will increase from **\$147.4m** to **\$191.8m**.

It is anticipated that the Unrestricted Cash will remain at **\$7.9m** as at 30 June 2023. Further details regarding externally and internally Restricted Reserves are provided in **ATTACHMENT 1**.

The table below is a summary of the proposed changes in the December Quarterly Budget Review and details of all movements are in **ATTACHMENT 1**.

The following details proposed variations to the budget and have been indexed to the table above:

ITEM 7 (continued)

	Original Budget (\$'000)	Carry Over Budget (\$'000)	September Review (\$'000)	Approved Budget (\$'000)	YTD Actual (\$'000)	Proposed Changes (\$'000)	Revised Budget (\$'000)	Item
Income Statement								
Income From Continuing Operations								
Rates and annual charges	104,091	-	-	104,091	104,260	215	104,306	1
User charges and fees	18,604	-	(774)	17,830	9,652	(35)	17,795	2
Interest and investment revenue	2,400	-	3,188	5,588	3,234	-	5,588	
Other Revenue	15,917	-	(487)	15,430	8,044	71	15,501	3
Grants and Contributions - Operating	5,975	303	(2,377)	3,901	1,845	340	4,241	4
Grants and Contributions - Capital	8,136	8,708	2,534	19,378	4,162	4,231	23,609	5
Gain/(Loss) on Asset Disposal	100	-	-	100	623	-	100	
Total Income From Continuing Operations	155,222	9,011	2,084	166,317	131,819	4,822	171,139	
Expenses from Continuing Operations								
Employee benefits and on-costs	59,441	-	123	59,564	27,916	(874)	58,690	6
Borrowing costs	164	-	-	164	15	-	164	
Material and Contracts	52,486	2,122	1,439	56,047	20,970	177	56,225	7
Depreciation and Amortisation	25,589	-	-	25,589	13,171	1,835	27,424	8
Other Expenses	6,539	-	163	6,702	3,891	920	7,622	9
Total Expenses From Continuing Operations	144,219	2,122	1,725	148,066	65,962	2,058	150,125	
NET OPERATING SURPLUS/(DEFICIT)	11,003	6,889	359	18,251	65,856	2,764	21,015	
NET OPERATING SURPLUS/(DEFICIT) before Capital Grants & Contributions	2,867	(1,819)	(2,175)	(1,127)	61,695	(1,467)	(2,594)	
Funding Statement								
Net Operating Result from above	11,003	6,889	359	18,251	65,856	2,764	21,015	
Add back Non Cash Items:								
- Depreciation and Amortisation	25,589	-	-	25,589	13,171	1,835	27,424	
- Gain/(Loss) on Asset Disposal	(100)	-	-	(100)	(623)	-	(100)	
Funds Available for Capital Expenditure	36,492	6,889	359	43,740	78,404	4,599	48,339	
Movements in Reserves - Transfer (to) / from								
Internally Restricted Reserves								
Internal Reserves for Operational Expenditure	2,401	1,581	3,195	7,177	7,177	20	7,197	10
Income transferred to Internally Restricted Reserves	(17,722)	-	(292)	(18,014)	(18,014)	(100)	(18,114)	11
Internally Restricted Reserve Net Movement	(15,321)	1,581	2,903	(10,837)	(10,837)	(80)	(10,918)	
Externally Restricted Reserves								
Development Contributions Reserves	(4,668)	-	(90)	(4,758)	(4,758)	-	(4,758)	
Voluntary Planning Agreement	-	112	-	112	112	-	112	
Domestic Waste Management Reserve	989	33	(125)	897	897	(288)	609	12
Macquarie Park Corridor Special Rate Reserv	(1,456)	-	-	(1,456)	(1,456)	-	(1,456)	
Stormwater Management Reserve	(912)	-	-	(912)	(912)	-	(912)	
Infrastructure Special Rate Reserve	(13,000)	92	-	(12,907)	(12,907)	-	(12,907)	
Externally Restricted Reserve Net Movement	(19,047)	238	(215)	(19,025)	(19,025)	(288)	(19,312)	
Total Movements in Reserves - Transfer (To) / From	(34,368)	1,819	2,688	(29,862)	(29,862)	(368)	(30,230)	
Net Operating Funds after Reserve Movements available for Capital	(2,124)	(8,708)	(3,046)	(13,878)		(4,231)	(18,109)	
NET FUNDING	0	-	-	0		-	0	

Operating Budget

Income – Net Increase \$4.8m:

1. Rates and Annual Charges – Increase \$215k:

- \$215k increase due to greater than anticipated increase in Domestic Waste Management (DWM) income. It is proposed to transfer these funds to DWM Reserve.

2. User Charges and Fees – Net Decrease \$35k:

- \$50k decrease in Lifetime Animal Registration income due to delays by Office of Local Government in implementing new cat permits fees that were originally anticipated.
- \$30k increase in Community Buildings Hire income due to greater than anticipated utilisation of community halls.
- \$15k decrease in Parking Enforcement income due to no private carparks being enforced by City of Ryde rangers this Financial Year FY22/23.

ITEM 7 (continued)**3. Other Revenue – Net Increase \$71k:**

- \$100k increase in rental income for Affordable Housing. At the time of setting the Original Budget a 5% -10% vacancy rate was assumed, however due to the strong rental market more properties being tenanted than anticipated. It is proposed to transfer these funds to Affordable Housing Reserve.
- \$29k decrease in telecommunication tower lease income due to protracted legal disputes with Transport for NSW (TfNSW), the lease is currently on holdover till a new agreement is formalised.

4. Grants and Contributions (Operating) Increase \$340k:

- \$209k increase due to NSW Government CBD Revitalisation Grant received for the Macquarie Park Social Project.
- \$99k increase due to a NSW Government Grant received for the Gladesville Town Centre Activation Project.
- \$29k increase due to additional Better Waste & Recycling Grant received for Managing Waste Reduction in Multi Unit Dwellings.
- \$4k increase due to additional Local Priority Grant received from the NSW State Library.

5. Grants and Contributions (Capital) – Net Increase \$4.2m:

- \$3.5m increase due to additional Roads and Repair Grant from Transport for NSW (TfNSW) approved to fund Regional and Local Road Repair Program
- \$848k increase due to additional grant received from Department of Planning and Environment for Field of Mars Reserve Nature Trail Project.
- \$800k decrease in the Constitution Road/Bowden Street Meadowbank-Traffic Control Project. Initially settlement funds of \$1.8m were anticipated from the developer, however only \$1m has been received.
- \$455k increase due to additional Roads Repair and Recovery Grant from Transport for NSW (TfNSW) approved to fund various projects under Road Resurfacing Renewal Program. It is proposed to return \$351k to Asset Replacement Reserve and \$104k to Infrastructure Special Rate Reserve which initially funding these projects.
- \$140k increase due to Get NSW Active Grant from Transport for NSW (TfNSW) to fund construction of the Brush Road Footpath Project.
- \$93k increase due to additional Multi-Sport Community Facility grant received from NSW Government for Gannan Park - Masterplan Delivery Project.

ITEM 7 (continued)

Expenditure – Net Increase \$2.1m:

6. Employee Benefits and On-Costs – Net Decrease \$874k:

- \$874k net decrease in employment costs which is mainly due to salary savings to date as a result of vacancies of \$1.62m offset with an increase of \$748k due to various increases such as termination payments, overtime and changes as a result of the organisational restructure.

7. Material and Contracts – Increase \$177k:

- \$1.37m decrease in DWM Disposal Levy payment as result of savings generated from the supplier putting waste processing on hold due to technical issues. It is proposed that \$448k be transferred to DWM Reserve, and the remaining \$920k utilised as per Note 8 below.
- \$633k increase in expenditure for DWM Collection as a result of increased inflation on collection rates substantially higher than originally anticipated.
- \$264k increase in temporary labour hire for various programs due to vacancies. This variation is offset by salaries savings to date.
- \$350k increase due to additional funding required for the Meadowbank Employment and Education Precinct temporary works including connection of footpath below Angas Street Bridge and construction and relocation of crossings.
- \$221k decrease in consultant expenditure for Development Assessment Program due to a lower volume of DA processing than originally anticipated.
- \$209k increase due to additional funding for Macquarie Park Social Events Project. This expenditure is offset by additional grant funding received for the NSW Government CBD Revitalisation Grant.
- \$99k increase due to additional funding required for the Gladesville Town Centre Activation Project, offset by additional grant received from the NSW Government.
- \$80k increase due to additional funding required for Work Health and Safety Road Map Project. It is proposed to be funded from Risk Management, WHS & Injury Management Reserve.
- \$70k increase due to expenditure required for the Koreatown project to promote Rowe St East Eastwood (Koreatown) and further enhance the unique cultural experience when visiting the Precinct.
- \$50k increase due to Council becoming a member of “Electric Vehicle Council” This membership will allow the City of Ryde lead the future of the electric vehicle industry in Australia and benefit from partnership packages that will provide a return on Council’s investment.
- \$36k decrease in motor vehicle expenditure due to a reduction in operating and maintenance costs as result of vacancies.
- \$29k increase in expenditure for Managing Waste Reduction in Multi Unit Dwellings Project. This variation is offset by additional Better Waste & Recycling grant received.

ITEM 7 (continued)

- \$30k increase in expenditure for Prevention of Illegal Dumping Project as per Council Notice of Motion dated 25 October 2022. It is proposed to be funded by DWM Reserve.
- \$10k decrease in publications and subscriptions expenditure due to cost lower than anticipated.
- \$10k decrease in contract expenditure for the Social Policy & Planning Program, as program is now being managed internally by Council officers.
- \$8k increase in expenditure for live sites for the community to watch the FIFA World Cup events at sites including Eastwood Oval and ELS Hall Park due to Australia progressing further than originally anticipated.
- \$4k increase due to additional funding required for Library Local Priority Grant Program, offset by additional grant received from NSW Government.

8. Depreciation and Amortisation – Increase \$1.8m:

- \$1.8m increase in depreciation expenses mainly due to growth in Council's asset base and Asset Value Indexation applied on 30 June 2022 resulting in increasing asset base values.

9. Other Expenses – Increase \$920k:

- \$920k increase in Domestic Waste disposal expenditure due an increase in inflation and higher than anticipated tonnage volumes. This increase is partially offset by savings from the supplier putting waste processing on hold due to technical issues and partially funded by DWM Reserve.

Internal & External Restrictions (Operating):

It is proposed to transfer to Reserves a net amount of **\$368k** for the following:

10. Transfer from Internally Restricted Reserves – Increase \$20k:

- \$80k transfer from Risk Management, WHS & Injury Management Reserve to fund Work Health and Safety Road Map project
- \$60k transfer to reimburse Plant Replacement Reserve due to changes as a result organisation restructure. Positions were initially funded by Plant Replacement Reserve and now are funded by General Revenue.

11. Transfer to Internally Restricted Reserves – Increase \$100k:

- a. \$100k transfer to Affordable Housing Reserve due to additional lease income received.

12. Transfer to Externally Restricted Reserves – Net Increase \$288k:

- a. \$215k transfer to DWM Reserve due to greater than anticipated increase in Domestic Waste Management (DWM) income.
- b. \$633k transfer from DWM Reserve due to an increase in Domestic Waste collection expenditure due an increase in inflation affecting collection rates which are greater than originally anticipated.

ITEM 7 (continued)

- c. \$448k net transfer to DWM Reserve due a reduction in DWM Disposal Levy payment as a result of the supplier putting waste processing on hold due to technical issues.
- d. \$288k transfer to DWM Reserve due to changes in the organisation structure where positions that were originally funded from DWM Reserve are now funded from General Revenue.
- e. \$30k transfer from DWM Reserve due to additional funding required for Prevention of Illegal Dumping Project as per Council Notice of Motion dated 25 October 2022.

Capital Budget

Variations proposed to Capital Works Budget will result in a reduction of capital expenditure by **\$67.2m**, with the main areas being as follows:

Key Outcome Areas	Original Budget (\$'000)	Carry Over Budget (\$'000)	September Review (\$'000)	Approved Budget (\$'000)	YTD Actual (\$'000)	Proposed Changes (\$'000)	Revised Budget (\$'000)	Item
Capital Expenditure and Repayments to Liability								
Capital - Expansion	83,394	22,412	5,414	111,220	10,141	(71,175)	40,045	13
Capital - Renewal	25,857	5,768	(392)	31,233	13,021	3,969	35,202	13
Loan Repayment	348	-	-	348	172	-	348	
Lease Payment	2,301	-	-	2,301	1,226	-	2,301	
TOTAL CAPITAL EXPENDITURE AND REPAYMENTS	111,900	28,179	5,022	145,101	24,561	(67,206)	77,895	
Capital Funding								
Net Operating Funds after Reserve Movements available	2,124	8,708	3,046	13,878	-	4,231	18,109	
Reserves Funding								
Internally Restricted Reserves used for Capital	60,158	12,104	2,092	74,354	74,354	(44,957)	29,398	
Externally Restricted Reserves used for Capital								
Development Contributions Reserves	4,754	1,587	-	6,341	6,341	700	7,041	
Domestic Waste Management Reserve	1,717	664	(116)	2,264	2,264	-	2,264	
Macquarie Park Corridor Special Rate Reserve	400	680	-	1,080	1,080	-	1,080	
Stormwater Management Reserve	1,150	95	-	1,245	1,245	100	1,345	
Infrastructure Special Rate Reserve	12,714	4,342	-	17,056	17,056	203	17,259	
Total - Net Reserves Funding	80,892	19,471	1,976	102,339	102,339	(43,953)	58,386	
Borrowings & Receipts From Sales of Assets								
Borrowings	27,484	-	-	27,484	-	(27,484)	-	
Sales of Plant & Equipment	1,400	-	-	1,400	908	-	1,400	
TOTAL CAPITAL FUNDING	111,900	28,179	5,022	145,101	103,247	(67,206)	77,895	

13. Capital Expenditure and Repayments to Liability

New Projects – \$4.5m:

- \$3.5m additional funding required for various Regional and Local Road Repair Program projects, due to additional grant funding received from Transport for NSW (TfNSW).
- \$848k additional funding required for Field of Mars Reserve Nature Trail project due to additional grant funding received from Department of Planning and Environment.
- \$185k additional funding required for Gannan Park - Masterplan Delivery project, it is proposed that 50% of the project will be funded by a Multi-Sport Community Facility grant from NSW Government and 50% (\$93k) of the project is proposed to be funded by Infrastructure Special Rate Reserve.

ITEM 7 (continued)**Increased Funds for Existing Jobs – \$2.3m:**

- \$700k increase to the Christie Park Masterplan Stage 2 project due to increases in costs as a result of price escalations and variations not anticipated. It is proposed to be funded by S7.11 Plan 2020 Open Space & Recreation Facility Reserve.
- \$650k increase to Gannan Park - New Amenities Building Project due to increases in prices as a result of unexpected delays in the tender process. It is proposed to be funded by Assets Replacement Reserve.
- \$676k increase to the North Ryde Preschool Expansion Program due to greater than anticipated increases in the cost of material and labour in the construction industry. It is proposed that \$322k be funded from Asset Replacement Reserve and \$354k from Infrastructure Special Rate Reserve.
- \$140k increase to the Brush Road (Sybil St - Terry Road) footpath project due to additional TfNSW Get NSW Active Grant funding received.
- \$100k increase in the Stormwater Pipe Diversion project at 57 Samuel Street, Ryde. It is proposed to be funded by Stormwater Management Reserve.

Decreased Funds for Existing Jobs – \$74.0m:

- \$70.4m decrease to the Ryde Central project as the project schedule has changed due to delays in construction. Of this reduction of \$70.4m, unspent funding of \$43.7m is proposed to be transferred to Ryde Central Reserve, and the loan liability will be reduced by \$26.8m. These funds are proposed to be utilised next Financial Year.
- \$1.3m decrease to the 741-747 Victoria Road Ryde Project as funds are not required at this stage and will be considered once a Property Strategy is finalised. Unspent funding of \$544k to be transferred to Investment Property Reserve, and loan liability reduced by \$725k.
- \$836k decrease to the 33-35 Blaxland Road Ryde Project as funds are not required at this stage and will be considered once a Property Strategy is finalised. Unspent funding of \$836k to be transferred to Investment Property Reserve.
- \$800k decrease in the Constitution Road/Bowden Street Meadowbank-Traffic Control Project. Initially settlement funds of \$1.8m were anticipated from the developer, however only \$1m has been received.
- \$461k decrease in the following projects as these projects are no longer proceeding due to additional funding being redirected to the North Ryde Preschool expansion project, which will partially offset the increased funding required for this project.
 - \$40k - Community Facilities Forward Planning
 - \$50k - Community Facilities Preschool Renew Program
 - \$50k - Community Facilities Access/Capacity Program
 - \$172k - Conservation Management Plan Program
 - \$150k - The Parsonage

It is proposed to transfer \$322k to Asset Replacement Reserve and \$139k to Infrastructure Special Rate Reserve to fund North Ryde Preschool expansion.

ITEM 7 (continued)

- \$200k decrease to the 7 Anthony Road West Ryde as funds are not required at this stage and will be considered once a Property Strategy is finalised. Unspent funding of \$200k to be transferred to Investment Property Reserve.

Financial Implications

As a result of the Quarterly Review as at December 2022, Council's available Unrestricted Cash balance is projected to remain at **\$7.9m** as at 30 June 2023.

Conclusion

The following statement is made in accordance with the Clause 203 of the Local Government (General) Regulations 2021:

"It is in my opinion that the Budget Review Statement for City of Ryde for the period ended 31 December 2022 indicates that the Council's projected financial position as at 30 June 2023 is satisfactory, having regard to the original estimates of income and expenditure".

Aneesh Zahra

Chief Financial Officer
Responsible Accounting Officer

16 February 2023

Quarterly Review Report October - December 2022
Financial Management Summary Report for the Period Ended - December 2022

	Original Budget (\$'000)	Carry Over Budget (\$'000)	September Review (\$'000)	Approved Budget (\$'000)	YTD Actual (\$'000)	Proposed Changes (\$'000)	Revised Budget (\$'000)
Key Outcome Areas							
Income From Continuing Operations							
Rates and annual charges	104,091	-	-	104,091	104,260	215	104,306
User charges and fees	18,604	-	(774)	17,830	9,652	(35)	17,795
Interest and investment revenue	2,400	-	3,188	5,588	3,234	-	5,588
Other Revenue	15,917	-	(487)	15,430	8,044	71	15,501
Grants and Contributions - Operating	5,975	303	(2,377)	3,901	1,845	340	4,241
Grants and Contributions - Capital	8,136	8,708	2,534	19,378	4,162	4,231	23,609
Gain/(Loss) on Asset Disposal	100	-	-	100	623	-	100
Total Income From Continuing Operations	155,222	9,011	2,084	166,317	131,819	4,822	171,139
Expenses from Continuing Operations							
Employee benefits and on-costs	59,441	-	123	59,564	27,916	(874)	58,690
Borrowing costs	164	-	-	164	15	-	164
Material and Contracts	52,486	2,122	1,439	56,047	20,970	177	56,225
Depreciation and Amortisation	25,589	-	-	25,589	13,171	1,835	27,424
Other Expenses	6,539	-	163	6,702	3,891	920	7,622
Total Expenses From Continuing Operations	144,219	2,122	1,725	148,066	65,962	2,058	150,125
NET OPERATING SURPLUS/(DEFICIT)	11,003	6,889	359	18,251	65,856	2,764	21,015
NET OPERATING SURPLUS/(DEFICIT) before Capital Grants & Contributions	2,867	(1,819)	(2,175)	(1,127)	61,695	(1,467)	(2,594)
Funding Statement							
Net Operating Result from above	11,003	6,889	359	18,251	65,856	2,764	21,015
Add back Non Cash Items:							
- Depreciation and Amortisation	25,589	-	-	25,589	13,171	1,835	27,424
- Gain/(Loss) on Asset Disposal	(100)	-	-	(100)	(623)	-	(100)
Funds Available for Capital Expenditure	36,492	6,889	359	43,740	78,404	4,599	48,339
Movements in Reserves - Transfer (to) / from							
Internally Restricted Reserves							
Internal Reserves for Operational Expenditure	2,401	1,581	3,195	7,177	7,177	20	7,197
Income transferred to Internally Restricted Reserves	(17,722)	-	(292)	(18,014)	(18,014)	(100)	(18,114)
Internally Restricted Reserve Net Movement	(15,321)	1,581	2,903	(10,837)	(10,837)	(80)	(10,918)
Externally Restricted Reserves							
Development Contributions Reserves	(4,668)	-	(90)	(4,758)	(4,758)	-	(4,758)
Voluntary Planning Agreement	-	112	-	112	112	-	112
Domestic Waste Management Reserve	989	33	(125)	897	897	(288)	609
Macquarie Park Corridor Special Rate Reserve	(1,456)	-	-	(1,456)	(1,456)	-	(1,456)
Stormwater Management Reserve	(912)	-	-	(912)	(912)	-	(912)
Infrastructure Special Rate Reserve	(13,000)	92	-	(12,907)	(12,907)	-	(12,907)
Externally Restricted Reserve Net Movement	(19,047)	238	(215)	(19,025)	(19,025)	(288)	(19,312)
Total Movements in Reserves - Transfer (To) / From	(34,368)	1,819	2,688	(29,862)	(29,862)	(368)	(30,230)
Net Operating Funds after Reserve Movements available for Capital	(2,124)	(8,708)	(3,046)	(13,878)		(4,231)	(18,109)
NET FUNDING	0	-	-	0		-	0

ITEM 7 (continued)

ATTACHMENT 1

Quarterly Review Report October - December 2022
Financial Management Capital Summary Report for the Period Ended - December 2022

Key Outcome Areas	Original Budget (\$'000)	Carry Over Budget (\$'000)	September Review (\$'000)	Approved Budget (\$'000)	YTD Actual (\$'000)	Proposed Changes (\$'000)	Revised Budget (\$'000)
Capital Expenditure and Repayments to Liability							
Capital - Expansion	83,394	22,412	5,414	111,220	10,141	(71,175)	40,045
Capital - Renewal	25,857	5,768	(392)	31,233	13,021	3,969	35,202
Loan Repayment	348	-	-	348	172	-	348
Lease Payment	2,301	-	-	2,301	1,226	-	2,301
TOTAL CAPITAL EXPENDITURE AND REPAYMENTS TO LIABILITY	111,900	28,179	5,022	145,101	24,561	(67,206)	77,895
Capital Funding							
Net Operating Funds after Reserve Movements available for Capital	2,124	8,708	3,046	13,878	-	4,231	18,109
Reserves Funding							
Internally Restricted Reserves used for Capital	60,158	12,104	2,092	74,354	74,354	(44,957)	29,398
Externally Restricted Reserves used for Capital							
Development Contributions Reserves	4,754	1,587	-	6,341	6,341	700	7,041
Domestic Waste Management Reserve	1,717	664	(116)	2,264	2,264	-	2,264
Macquarie Park Corridor Special Rate Rese	400	680	-	1,080	1,080	-	1,080
Stormwater Management Reserve	1,150	95	-	1,245	1,245	100	1,345
Infrastructure Special Rate Reserve	12,714	4,342	-	17,056	17,056	203	17,259
Total - Net Reserves Funding	80,892	19,471	1,976	102,339	102,339	(43,953)	58,386
Borrowings & Receipts From Sales of Assets							
Borrowings	27,484	-	-	27,484	-	(27,484)	-
Sales of Plant & Equipment	1,400	-	-	1,400	908	-	1,400
TOTAL CAPITAL FUNDING	111,900	28,179	5,022	145,101	103,247	(67,206)	77,895

Quarterly Review Report October - December 2022
Cash and Investments Management Summary Report for the Period Ended - December 2022

Key Outcome Areas	Opening Balances (\$'000)	Original Budget (\$'000)	Carry Over Budget (\$'000)	September Review (\$'000)	Approved Budget Balance (\$'000)	Proposed Changes (\$'000)	Revised Budget Balance (\$'000)	YTD Actual (\$'000)
Internally Restricted Reserves								
Employee Leave Entitlements Reserve	5,541	-	-	-	5,541	-	5,541	5,541
Refundable Deposits Reserves	18,623	-	-	-	18,623	-	18,623	18,623
Interest on Refundable Deposits Reserve	377	-	-	-	377	-	377	377
Asset Replacement	3,155	(1,315)	(740)	(75)	1,025	(298)	727	1,025
Plant Replacement	6,670	(766)	(2,065)	1	3,839	60	3,899	3,839
Council Election	631	260	(135)	-	756	-	756	756
Investment Property	24,023	(600)	(1,715)	(2,400)	19,308	1,580	20,888	19,308
Ryde Central	50,093	(43,182)	(4,435)	-	2,476	43,675	46,151	2,476
Carryover Works	881	-	(881)	-	(0)	-	(0)	(0)
Accommodation	20,850	1,362	-	-	22,212	-	22,212	22,212
Public Art	18	-	-	-	18	-	18	18
Community Grants	128	-	-	-	128	-	128	128
Synthetic Sports Surface	714	74	-	-	789	-	789	789
Transport & Pedestrian Initiatives MP	1	200	-	-	201	-	201	201
Insurance Fluctuation	291	-	-	-	291	-	291	291
Risk Management, WHS & Injury Management	465	35	-	-	500	(80)	420	500
Planning Proposal	228	(8)	-	-	220	-	220	220
Affordable Housing	1,061	302	-	-	1,364	100	1,464	1,364
Workers Compensation	3,000	-	-	-	3,000	-	3,000	3,000
Heritage	482	-	-	(31)	451	-	451	451
Asset Expansion Reserve	6,950	(1,200)	(3,714)	206	2,243	-	2,243	2,243
Financial Assistance Grant	2,988	-	-	(2,988)	(0)	-	(0)	(0)
Revolving Energy Fund	55	-	-	-	55	-	55	55
Information Technology Reserve	2,270	-	-	-	2,270	-	2,270	2,270
Legal	-	-	-	292	292	-	292	292
Total - Internally Restricted Reserves	149,493	(44,837)	(13,685)	(4,995)	85,977	45,037	131,013	85,977
Externally Restricted Reserves								
S7.12 Plan 2020 Fixed Development Consent	2,194	(673)	-	-	1,521	-	1,521	1,521
S7.11 Plan 2020 Plan Administration Reserve	404	5	-	-	408	-	408	408
S7.11 Plan 2020 Roads & Traffic Management	929	(32)	(79)	-	818	-	818	818
S7.11 Plan 2020 Open Space & Recreation	2,802	265	(970)	90	2,186	(700)	1,486	2,186
S7.11 Plan 2020 Comm & Cultural Facility	3,708	350	(538)	-	3,520	-	3,520	3,520
Voluntary Planning Agreement	10,761	-	(112)	-	10,649	-	10,649	10,649
Domestic Waste Management Reserve	19,696	(2,705)	(697)	241	16,535	288	16,823	16,535
Macquarie Park Corridor Special Rate Reserve	2,293	1,056	(680)	-	2,669	-	2,669	2,669
Stormwater Management Reserve	1,143	(238)	(95)	-	810	(100)	710	810
Infrastructure Special Rate Reserve	9,037	286	(4,434)	-	4,889	(203)	4,685	4,889
Consolidated Grant Reserve	9,583	-	-	-	9,583	-	9,583	9,583
Total - Externally Restricted Reserves	62,550	(1,687)	(7,605)	331	53,590	(716)	52,874	53,590
Unrestricted Cash (ie. available after the above Restrictions) ⁽¹⁾	7,862				7,862		7,862	88,951
Total Cash & Investments	219,905	(46,524)	(21,290)	(4,663)	147,428	44,321	191,749	228,518

(1) Council's unrestricted actual cash position is currently higher than the year end projected balance. The unrestricted balance will continue to fluctuate as Council expends on operational costs and capital projects during the financial year. It is anticipated that all budgeted income and expenditure will be realised so that the projected unrestricted cash balance will remain at \$7.86m. These funds have been invested in accordance with Council's investment policy.

ITEM 7 (continued)

ATTACHMENT 1

**Quarterly Review Report October - December 2022
Summary by Programs/Functions Report for the Period Ended - December 2022**

Programs Financial Summary	Original Budget (\$'000)	Carry Over Budget (\$'000)	September Review (\$'000)	Approved Budget (\$'000)	YTD Actual (\$'000)	Proposed Changes (\$'000)	Revised Budget (\$'000)
Income From Continuing Operations							
City Development	7,226	-	(50)	7,176	3,484	-	7,176
Community Culture & Wellbeing	1,539	-	(40)	1,499	758	30	1,529
Community Connections & Engagement	199	-	86	285	481	209	493
City Sport & Recreation	9,069	6,508	2,020	17,597	6,268	93	17,690
Economic Centres & Neighbourhood	45	-	189	234	6	99	333
Library	509	-	42	551	468	4	555
Service Delivery Support	985	-	14	999	1,025	1	1,000
Community Safety & Amenity	9,012	-	(1,500)	7,512	2,965	(65)	7,447
Catchment & Waterways	20	350	479	849	41	-	849
Resilience & Sustainability	120	233	50	403	45	848	1,251
Traffic & Transport	6,260	1,576	(60)	7,776	3,789	(800)	6,976
Waste & Recycling	25,210	296	260	25,766	24,071	244	26,010
Strategic Property Management	3,215	-	15	3,230	1,568	70	3,300
Roads	4,473	48	(714)	3,808	1,791	3,951	7,758
Paths & Cycleways	250	-	25	275	142	140	415
Governance & Corporate Services	87,090	-	1,268	88,358	84,919	-	88,358
Total Income From Continuing Operations	155,222	9,011	2,084	166,317	131,819	4,822	171,139
Expenses from Continuing Operations							
City Development	7,322	100	(11)	7,412	3,477	(238)	7,173
Community Culture & Wellbeing	5,414	269	(212)	5,471	2,607	136	5,607
Community Connections & Engagement	5,784	35	234	6,053	3,085	(10)	6,043
City Sport & Recreation	19,377	220	(170)	19,427	9,992	536	19,962
Economic Centres & Neighbourhood	1,481	-	689	2,170	1,074	186	2,356
Library	7,373	-	20	7,393	3,440	(1)	7,391
Service Delivery Support	5,160	-	120	5,280	338	(390)	4,890
Community Safety & Amenity	6,388	-	(9)	6,379	3,206	18	6,397
Catchment & Waterways	5,863	636	99	6,597	2,863	594	7,192
Resilience & Sustainability	4,006	-	44	4,050	1,737	(57)	3,993
Traffic & Transport	4,900	-	15	4,915	2,010	169	5,084
Waste & Recycling	24,140	212	275	24,627	8,026	154	24,781
Strategic Property Management	7,719	-	(49)	7,670	2,342	(79)	7,592
Roads	13,599	522	(283)	13,839	5,347	259	14,098
Paths & Cycleways	4,097	-	(280)	3,817	1,976	275	4,092
Governance & Corporate Services	21,597	127	1,242	22,966	14,444	507	23,473
Total Expenses From Continuing Operations	144,219	2,122	1,725	148,066	65,962	2,058	150,125

ITEM 7 (continued)

ATTACHMENT 1

**Quarterly Review Report October - December 2022
Proposed Budget Changes**

	Matching Variances	Proposed Variations	Total Qtr 2 Variations	December Quarter 2022 Comments
Grand Total	0	0	0	
Rates and annual charges (+ve is an increase in Revenue)	0	215,000	215,000	
Domestic Waste Management Income		215,000	215,000	Increase budget due to greater than anticipated increase in Domestic Waste Management (DWM) income. It is proposed to transfer these funds to DWM Reserve
User charges and fees (+ve is an increase in Revenue)	0	-35,000	-35,000	
Lifetime Animal Registration Income		-50,000	-50,000	Decrease in Lifetime Animal Registration income due to delays by Office of Local Government in implementing new cat permits fees that were originally anticipated
Parking Enforcement Income		-15,000	-15,000	Decrease in Parking Enforcement income due to no private carparks being enforced by City of Ryde rangers this Financial Year FY22/23
Community Buildings - Hire Income		30,000	30,000	Increase in Community Buildings Hire income due to greater than anticipated utilisation of community halls
Other revenues (+ve is an increase in Revenue)	0	71,339	71,339	
Local Government Procurement Rebate		1,289	1,289	Budget adjustment required following organisation restructure
Telecommunication tower lease		-29,950	-29,950	Decrease in telecommunication tower lease income due to protracted legal disputes with Transport for NSW (TNSW), the lease is currently on holdover till a new agreement is formalised.
Affordable Housing		100,000	100,000	Increase in rental income for Affordable Housing due to more properties being tenanted than originally anticipated. It is proposed to transfer these funds to Affordable Housing Reserve.
Grants and Contributions - Operating (+ve is an increase in Revenue)	0	339,922	339,922	
Library Local Priority Grant		3,570	3,570	Increase due to additional Local Priority Grant received
Macquarie Park Social		208,515	208,515	Increase due to NSW Government CBD Revitalisation Grant received for the Macquarie Park Social Project
Managing Waste Reduction in Multi Unit Dwellings		28,837	28,837	Increase due to additional Better Waste & Recycling Grant received for Managing Waste Reduction in Multi Unit Dwellings.
Gladesville Town Centre Activation Project		99,000	99,000	Increase due to a NSW Government Grant received for the Gladesville Town Centre Activation Project
Grants and Contributions - Capital (+ve is an increase in Revenue)	0	4,231,032	4,231,032	
Brush Road (Sybil St - Terry Road) Footpath		139,721	139,721	Increase due to Get NSW Active Grant from Transport for NSW (TNSW) to fund construction of the Brush Road Footpath Project.
Regional and Local Road Repair Program		3,495,127	3,495,127	Increase due to additional Roads and Repair Grant from Transport for NSW (TNSW) approved to fund Regional and Local Road Repair Program
Road Resurfacing Renewal Program		155,424	155,424	Increase due to additional Roads Recovery Grant received to fund various projects under Road Resurfacing Renewal Program.
Road Resurfacing Renewal Program		300,000	300,000	Increase due to Roads Repair Grant from Transport for NSW (TNSW) approved to fund various projects under Road Resurfacing Renewal Program.
Constitution Rd/Bowden St Meadowbank-Traffic Control		-800,000	-800,000	Decrease in the the Constitution Road/Bowden Street Meadowbank-Traffic Control Project. Initially funds of \$1.8m were anticipated from the developer, however only \$1m has been received.

ITEM 7 (continued)

ATTACHMENT 1

	Matching Variances	Proposed Variations	Total Qtr 2 Variations	December Quarter 2022 Comments
Gannan Park - Masterplan Delivery		92,500	92,500	Increase due to additional Multi-Sport Community Facility grant received from NSW Government for Gannan Park - Masterplan Delivery Project.
LRCI Phase 3 - Public Footpath Hermitage Rd Meadowbank	-72,448		-72,448	Project to be withdrawn as School Infrastructure NSW are to deliver this work in accordance with the development consent for the new Meadowbank schools. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Brabyn St Denistone East Public School Turnaround Facility	67,000		67,000	Subject to Funding Body approval, funds to be reallocated from other LRCI Phase 3 projects to deliver this project due to increased cost.
LRCI Phase 3 - Shade Structure- Marilyn Street	-67,000		-67,000	Project to be withdrawn due to impact of project on private property. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Off Road Bike Path - Eastwood to Macquarie Park	33,448		33,448	Unable to progress with Agincourt Rd to Abuklea Rd as agreement not reached with TNSW for use of TNSW land. Change scope to complete missing cycle link on Waterview St. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Formal Closure - Gannet St Pittwater Rd	-156,000		-156,000	Project cannot be progressed due to civil constraints following detailed investigation. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Pittwater Rd Pedestrian Refuge	-40,000		-40,000	Due to civil constraints following detailed investigation, scope change from Pittwater Road Street Lighting to Pittwater Road Pedestrian Refuge. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Street Lighting Enhance All Street Light	165,000		165,000	Subject to Funding Body approval, funds to be reallocated from other LRCI Phase 3 projects to deliver this project due to increased cost.
LRCI Phase 3 - Lavarack St Ryde(Quarry Rd to Cul-De-Sac)	55,000		55,000	Subject to Funding Body approval, funds to be reallocated from other LRCI Phase 3 projects to deliver this project due to increased cost.
LRCI Phase 3 - Public Footpath Shumack St Nth Ryde Blame	15,000		15,000	Subject to Funding Body approval, funds to be reallocated from other LRCI Phase 3 projects to deliver this project due to increased cost.
Field of Mars Reserve Nature Trail		848,260	848,260	Increase due to additional grant received from Department of Planning and Environment for Field of Mars Reserve Nature Trail Project.
Employee benefits and on-costs (+ve is an increase in Expenditure)	0	-873,845	-873,845	
Salary - Organisation Restructure		248,860	248,860	Salary budget adjustments following organisation restructure
Termination and Redundancy		397,008	397,008	Additional funding required for termination payment as result of organisation structure changes
Salary savings in various programs		-1,621,573	-1,621,573	Reduction in Salaries and Wages budget predominantly due to vacant positions
Overtime		239,434	239,434	Additional funding for overtime due to vacant positions, offset by salaries savings
Casual & Relief Salaries		12,426	12,426	Additional funding for Casual Staff Salaries and Wages due to vacant positions, offset by salaries savings
FBT		-150,000	-150,000	Reduction for FBT charges for parking which is no longer applicable.
Materials and contracts (+ve is an increase in Expenditure)	0	177,245	177,245	
Work Health and Safety Road Map		80,000	80,000	Increase due to additional funding required for Work Health and Safety Road Map Project. It is proposed to be funded from Risk Management, WHS & Injury Management Reserve.
Mac Park Social		208,515	208,515	Increase due to additional funding for Macquarie Park Social Events Project. This expenditure is offset by additional grant funding received for the NSW Government CBD Revitalisation Grant.
Gladesville Town Centre Activation Project		99,000	99,000	Increase due to additional funding required for the Gladesville Town Centre Activation Project, offset by additional grant received from the NSW Government.
Koreatown		70,000	70,000	Increase due to additional funding required for the Koreatown project to promote Rowe St East Eastwood (Koreatown) and further enhance the unique cultural experience when visiting the Precinct.

ITEM 7 (continued)

ATTACHMENT 1

	Matching Variances	Proposed Variations	Total Qtr 2 Variations	December Quarter 2022 Comments
Managing Waste Reduction in Multi Unit Dwellings		28,837	28,837	Increase in expenditure for Managing Waste Reduction in Multi Unit Dwellings Project. This variation is offset by additional Better Waste & Recycling grant received.
Prevention of Illegal Dumping		30,000	30,000	Increase in expenditure for Prevention of Illegal Dumping Project as per Council Notice of Motion dated 25 October 2022. It is proposed to be funded by DWM Reserve.
Electric Vehicle Council Membership		50,000	50,000	Increase due to Council becoming a member of "Electric Vehicle Council" This membership will allow the City of Ryde lead the future of the electric vehicle industry in Australia and benefit from partnership packages that will provide a return on Council's investment.
Environment & Planning Administration	-4,520		-4,520	Transfer budget following organisation restructure
Office of City Shaping	4,520		4,520	Transfer budget following organisation restructure
Corporate Services Administration	-870		-870	Transfer budget following organisation restructure
Office of Business and Operations	870		870	Transfer budget following organisation restructure
City Works Unit Management	-8,313		-8,313	Transfer budget following organisation restructure
Office of City Infrastructure	8,313		8,313	Transfer budget following organisation restructure
Customer and Community Services - Administration	-346		-346	Transfer budget following organisation restructure
Office of City Life	346		346	Transfer budget following organisation restructure
Hardware Replacement (Non Capital)	1,960		1,960	Additional Wireless Headsets required
Ranger Management & Administration		27,300	27,300	Increase temporary labour hire due to vacancies, this variation is offset by salaries savings to date
Development Assessments		-220,850	-220,850	Decrease in contractor and consultant expenditure for Development Assessment Program due to a lower volume of DA processing than originally anticipated.
Maint - Restoration Footpath		3,300	3,300	Increase temporary labour hire due to vacancies and variation is offset by salaries savings to date
Operating - Nature Strips		8,300	8,300	Increase temporary labour hire due to vacancies and variation is offset by salaries savings to date
Maint - Footpaths		250,000	250,000	Increase due to additional funding required for the Meadowbank Employment and Education Precinct temporary works including connection of footpath below Angas Street Bridge and construction and relocation of crossings.
Maint - Civil Management		78,200	78,200	Increase temporary labour hire due to vacancies and variation is offset by salaries savings to date
Maint - Traffic Facilities		100,000	100,000	Increase due to additional funding required for the Meadowbank Employment and Education Precinct temporary works including connection of footpath below Angas Street Bridge and construction and relocation of crossings.
Operating - Passive Parks & Streetscapes		12,000	12,000	Increase temporary labour hire due to vacancies and variation is offset by salaries savings to date
Operating - Sportsgrounds, Parks & Gardens		127,500	127,500	Increase temporary labour hire due to vacancies and variation is offset by salaries savings to date
Maint - Passive Park Management		8,000	8,000	Increase temporary labour hire due to vacancies and variation is offset by salaries savings to date
Operating - Lachlans Line - Community Facilities	60,000		60,000	Transfer savings in cleaning expenses from Maint - Lachlans Line to cover electricity, gas and water expenditure.
Maint - Lachlans Line - Community Facilities	-60,000		-60,000	Transfer savings in cleaning expense to OP - Lachlans Line to cover electricity, gas and water expenditure.
Plant Suspense Control		-36,234	-36,234	Decrease in motor vehicle expenditure due to a reduction in operating and maintenance costs as result of vacancies.
Integrated Asset Management		187	187	Budget adjustments following organisation restructure
Finance Administration	10,000		10,000	Increase consultant budget for updating MAGIQ Budgeting System due to organisation structure changes

ITEM 7 (continued)

ATTACHMENT 1

	Matching Variances	Proposed Variations	Total Qtr 2 Variations	December Quarter 2022 Comments
Finance Controlled Items	-10,000		-10,000	Reallocate consultant budget to fund updating MAGIQ Budget System
Procurement Administration		-2,570	-2,570	Budget adjustment following organisation restructure
Community Services Administration		-10,000	-10,000	Decrease in publications and subscriptions expenditure due to cost lower than anticipated
Social Policy & Planning		-10,200	-10,200	Decrease in contract expenditure for the Social Policy & Planning Program, as program is now being managed internally by Council officers
FIFA Live Site		8,000	8,000	Increase funding for live sites for the community to watch the FIFA World Cup events at sites including Eastwood Oval and ELS Hall Park due to Australia progressing further than originally anticipated
RALC Aquatic Entry Administration	-1,960		-1,960	Budget to be transferred to fund purchasing of additional Wireless Headsets required
Library Local Priority Grant		3,570	3,570	Local Priority Grant not fully expended in prior Financial Year to be utilised this year
Business Improvements		-610	-610	Budget adjustment following organisation restructure
DWM Collection		633,000	633,000	Increase due to additional funding for DWM Collection required due to an increase of inflation on collection rates substantially higher than originally anticipated.
DWM Disposal		-1,368,000	-1,368,000	Decrease in DWM Disposal Levy payment as result of savings generated from the supplier putting waste processing on hold due to technical issues.
Depreciation Expenditure (+ve is an increase in Expenditure)	0	1,834,851	1,834,851	
Depreciation Expenditure		1,834,851	1,834,851	Increase in depreciation expenses mainly due to the increase in amount in Councils asset base and Asset Value Indexation resulting in increasing asset base values.
Other expenses (+ve is an increase in Expenditure)	0	920,000	920,000	
Domestic Waste Disposal		920,000	920,000	Increase in Domestic Waste disposal expenditure due an increase in inflation and higher than anticipated tonnage volumes. This increase is partially offset by savings from the supplier putting waste processing on hold due to technical issues and partially funded by DWM Reserve.
Depreciation Contra	0	-1,834,851	-1,834,851	
Depreciation Expenditure Contra		-1,834,851	-1,834,851	Increase in amount of assets held and asset Value Indexation resulting in increasing asset base values. Non-cash adjustment to depreciation expense for North Ryde Office due to the change of lease term and value.
Reserves Drawdown for Operating (-ve is an increase in Reserve Drawdown)	0	367,861	367,861	
Externally Restricted Reserve				
Domestic Waste Management Reserve				
Domestic Waste Management Income		215,000	215,000	Transfer to DWM Reserve due to greater than anticipated increase in Domestic Waste Management (DWM) income.
Prevention of Illegal Dumping		-30,000	-30,000	Transfer from DWM Reserve due to additional funding required for Prevention of Illegal Dumping Project as per Council Notice of Motion dated 25 October 2022.
Business Improvements		287,668	287,668	Transfer back to DWM Reserve due to changes in the organisation structure where positions that were originally funded from DWM Reserve are now funded from General Revenue.
DWM Collection OPEX		-633,000	-633,000	Transfer from DWM Reserve due to an increase in Domestic Waste collection expenditure due an increase in inflation affecting collection rates which are greater than originally anticipated.
DWM Disposal OPEX		448,000	448,000	Transfer back to DWM Reserve due a reduction in DWM Disposal Levy payment as a result of the supplier putting waste processing on hold due to technical issues.
Internally Restricted Reserve				

ITEM 7 (continued)

ATTACHMENT 1

	Matching Variances	Proposed Variations	Total Qtr 2 Variations	December Quarter 2022 Comments
Work Health and Safety Road Map		-80,000	-80,000	Transfer from Risk Management, WHS & Injury Management Reserve to fund Work Health and Safety Road Map project
Business Improvements		60,193	60,193	Transfer to reimburse Plant Replacement Reserve due to changes as a result organisation restructure. Positions were initially funded by Plant Replacement Reserve and now are funded by General Revenue.
Affordable Housing Income		100,000	100,000	Transfer to Affordable Housing Reserve due to additional lease income received
Capital Expenditure (+ve is an increase in Expenditure)	0	-67,206,121	-67,206,121	
7 Anthony Road West Ryde		-200,000	-200,000	Decrease to the 7 Anthony Road West Ryde as funds are not required at this stage and will be considered once a Property Strategy is finalised and will be reported to Council in a future Budget Review
33-35 Blaxland Road Ryde		-835,900	-835,900	Decrease to the 33-35 Blaxland Road Ryde Project as funds are not required at this stage and will be considered once a Property Strategy is finalised and will be reported to Council in a future Budget Review.
Ryde Central		-70,433,902	-70,433,902	Project schedule has changed and unspent funding is being transferred back to Ryde Central Reserve to fund the project next financial year;
Constitution Rd/Bowden St Meadowbank-Traffic Control		-800,000	-800,000	Decrease in the the Constitution Road/Bowden Street Meadowbank-Traffic Control Project. Initially funds of \$1.8m were anticipated from the developer, however only \$1m has been received.
Field of Mars Reserve Nature Trail		848,260	848,260	Additional funding required for Field of Mars Reserve Nature Trail project due to additional grant funding received from Department of Planning and Environment.
57 Samuel - Stormwater Pipe Diversion		100,000	100,000	Increase in the Stormwater Pipe Diversion project at 57 Samuel Street, Ryde. It is proposed to be funded by Stormwater Management Service Charge Reserve.
Community Facilities Forward Planning		-40,000	-40,000	Project is not proceeding due to additional funding being redirected to the North Ryde Preschool expansion project, which will partially offset the increased funding required for this project
Community Facilities Preschool Renew Program		-50,000	-50,000	Project is not proceeding due to additional funding being redirected to the North Ryde Preschool expansion project, which will partially offset the increased funding required for this project
Community Facilities Access/Capacity Program		-49,050	-49,050	Project is not proceeding due to additional funding being redirected to the North Ryde Preschool expansion project, which will partially offset the increased funding required for this project
Conservation Management Plan Program		-172,077	-172,077	Project is not proceeding due to additional funding being redirected to the North Ryde Preschool expansion project, which will partially offset the increased funding required for this project
The Parsonage		-150,000	-150,000	Project is not proceeding due to additional funding being redirected to the North Ryde Preschool expansion project, which will partially offset the increased funding required for this project
North Ryde Preschool Expansion		675,550	675,550	Increase to the North Ryde Preschool Expansion Program due to greater than anticipated increases in the cost of material and labour in the construction industry. It is proposed to be funded by Infrastructure Special Rate Reserve.
Brush Road (Sybil St - Terry Road)		139,721	139,721	Increase to the Brush Road (Sybil St - Terry Road) project due to additional TINSW Get NSW Active Grant funding received.
Gannan Park - Masterplan Delivery		185,000	185,000	Additional funding required for Gannan Park - Masterplan Delivery project, it is proposed that 50% of the project will be funded by a Multi-Sport Community Facility grant from NSW Government and 50% of the project is proposed to be funded by Infrastructure Special Rate Reserve.
Gannan Park - New Amenities Building		650,000	650,000	Increase to Gannan Park - New Amenities Building Project due to price increases as a result of delays in the tendering process. It is proposed to be funded by Assets Replacement Reserve
LRCI Phase 3 - Public Footpath Hermitage Rd Meadowbank	-72,448		-72,448	Project to be withdrawn as School Infrastructure NSW are to deliver this work in accordance with the development consent for the new Meadowbank schools. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Brabyn St Denistone East Public School Turnaround Facility	67,000		67,000	Subject to Funding Body approval, funds to be reallocated from other LRCI Phase 3 projects to deliver this project due to increased cost.

ITEM 7 (continued)

ATTACHMENT 1

	Matching Variances	Proposed Variations	Total Qtr 2 Variations	December Quarter 2022 Comments
LRCI Phase 3 - Shade Structure- Marilyn Street	-67,000		-67,000	Project to be withdrawn due to impact of project on private property. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Off Road Bike Path - Eastwood to Macquarie Park	33,448		33,448	Unable to progress with Agincourt Rd to Abuklea Rd as agreement not reached with TINSW for use of TINSW land. Change scope to complete missing cycle link on Waterview St. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Formal Closure - Gannet St Pittwater Rd	-156,000		-156,000	Project cannot be progressed due to civil constraints following detailed investigation. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Pittwater Rd Pedestrian Refuge	-40,000		-40,000	Due to civil constraints following detailed investigation, scope change from Pittwater Road Street Lighting to Pittwater Road Pedestrian Refuge. Subject to Funding Body approval, funds to be reallocated amongst different LRCI Phase 3 projects.
LRCI Phase 3 - Street Lighting Enhance All Street Light	165,000		165,000	Subject to Funding Body approval, funds to be reallocated from other LRCI Phase 3 projects to deliver this project due to increased cost.
LRCI Phase 3 - Lavarack St Ryde(Quarry Rd to Cul-De-Sac)	55,000		55,000	Subject to Funding Body approval, funds to be reallocated from other LRCI Phase 3 projects to deliver this project due to increased cost.
LRCI Phase 3 - Public Footpath Shumack St Nth Ryde Blame	15,000		15,000	Subject to Funding Body approval, funds to be reallocated from other LRCI Phase 3 projects to deliver this project due to increased cost.
Regional and Local Road Repair Program		3,495,127	3,495,127	Additional funding required for various Regional and Local Road Repair Program projects, due to additional grant funding received from Transport for NSW (TINSW).
741-747 Victoria Road Ryde		-1,268,850	-1,268,850	Decrease to the 741-747 Victoria Road Ryde Project as funds are not required at this stage and will be considered once a Property Strategy is finalised and will be reported to Council in a future Budget Review.
Christie Park Masterplan Stage 2		700,000	700,000	Increase to the Christie Park Masterplan Stage 2 project due to increases in costs as a result of price escalations and variations not anticipated. It is proposed to be funded by S7.11 Plan 2020 Open Space & Recreation Facility Reserve.
Gains from financial liabilities (+ve is a reduction in Borrowing)	0	27,483,850	27,483,850	
Proceeds from Loans		26,758,850	26,758,850	Project schedule has changed and unspent funding is being transferred back to Ryde Central Reserve to fund the project next financial year.
Proceeds from Loans		725,000	725,000	Decrease to the 741-747 Victoria Road Ryde Project as funds are not required at this stage and will be considered once a Property Strategy is finalised and will be reported to Council in a future Budget Review.
Reserves Drawdown for Capital (-ve is an increase in Reserve Drawdown)	0	43,953,303	43,953,303	
Externally Restricted Reserve				
Infrastructure Special Rate Reserve				
Cilento Crescent (Moncrieff Drive - Bluett Avenue)		-102,300	-102,300	Transfer from Infrastructure Special Rate Reserve to fund Cilento Crescent project due to Roads to Recovery grant moved to another project
Westminster Road (Eltham Street - Albert Street)		-189,000	-189,000	Transfer from Infrastructure Special Rate Reserve to fund Westminster Road (Eltham Street - Albert Street) project due to Roads to Recovery grant moved to another project
Agincourt Road (Culloden Road - Balaclava Road)		115,000	115,000	Transfer back to Infrastructure Special Rate Reserve due to Roads to Recovery grant moved to another project
Westminster Road (Ryde Road - Oates Avenue)		-65,000	-65,000	Transfer from Infrastructure Special Rate Reserve to fund Westminster Road (Ryde Road - Oates Avenue) project due to Roads to Recovery grant moved to another project
Monash Road (Victoria Road - Ryde Road)		105,000	105,000	Changes the source funding from Infrastructure Special Rate Reserve to grant funding as additional Repair Grant from Transport for NSW (TINSW) received
Pittwater Road (Ryde Road - Eltham Street)		105,000	105,000	Changes the source funding from Infrastructure Special Rate Reserve to grant funding as additional Repair Grant from Transport for NSW (TINSW) received

ITEM 7 (continued)

ATTACHMENT 1

	Matching Variances	Proposed Variations	Total Qtr 2 Variations	December Quarter 2022 Comments
Quarry Road (Woodbine Crescent - Lane Cove Road)		135,000	135,000	Transfer back to Infrastructure Special Rate Reserve due to Roads to Recovery grant moved to another project
Gannan Park - Masterplan Delivery		-92,500	-92,500	Additional funding required for Gannan Park - Masterplan Delivery project, it is proposed that 50% of the project will be funded by a Multi-Sport Community Facility grant from NSW Government and 50% of the project is proposed to be funded by Infrastructure Special Rate Reserve.
Community Facilities Forward Planning		40,000	40,000	Project is not proceeding due to additional funding being required to support the Nth Ryde Preschool expansion project when pricing was confirmed after a competitive procurement process
Community Facilities Preschool Renew Program		50,000	50,000	Project is not proceeding due to additional funding being required to support the Nth Ryde Preschool expansion project when pricing was confirmed after a competitive procurement process
Community Facilities Access/Capacity Program		49,050	49,050	Project is not proceeding due to additional funding being required to support the Nth Ryde Preschool expansion project when pricing was confirmed after a competitive procurement process
North Ryde Preschool Expansion		-353,473	-353,473	Increase to the North Ryde Preschool Expansion Program due to greater than anticipated increases in the cost of material and labour in the construction industry. It is proposed to be funded by Infrastructure Special Rate Reserve.
Stormwater Management Reserve				
57 Samuel - Stormwater Pipe Diversion		-100,000	-100,000	Undertake works to relocate part of stormwater pipe into easement
S7.11 Plan 2020 Open Space and Recreation Facility				
Christie Park Masterplan Stage 2		-700,000	-700,000	Additional funding for Christie Park Masterplan Stage 2 project to cover cost associated with price escalations and unforeseen variations
Internally Restricted Reserve				
7 Anthony Road West Ryde		200,000	200,000	Transfer back to Investment Property Reserve as funds not required at this stage and will be considered once the Property Strategy is finalised
33-35 Blaxland Road Ryde		835,900	835,900	Transfer back to Investment Property Reserve as funds not required at this stage and will be considered once the Property Strategy is finalised
Ryde Central		43,675,052	43,675,052	Project schedule has changed and unspent funding is being transferred back to Ryde Central Reserve to fund the project next financial year;
Gannan Park - New Amenities Building		-650,000	-650,000	Transfer from Assets Replacement Reserve to fund the increase for Gannan Park - New Amenities Building Project due to price increases as a result of delay in the tendering process
Melville Street (Mount Street - Goodwin Street)		162,000	162,000	Transfer back to Assets Replacement Reserve due to Roads to Recovery grant moved to another project
Hermitage Road (Victoria Road - The Nook Avenue)		99,724	99,724	Transfer back to Assets Replacement Reserve due to Roads to Recovery grant moved to another project
Balaclava Road (Abulkea Rd - Agincourt Rd)		90,000	90,000	Changes the source funding from Infrastructure Special Rate Reserve to grant funding as additional Repair Grant from Transport for NSW (TINSW) received
741-747 Victoria Road Ryde		543,850	543,850	Transfer back to Investment Property Reserve as funds not required at this stage and will be considered once the Property Strategy is finalised
North Ryde Preschool Expansion		-322,077	-322,077	Increase to the North Ryde Preschool Expansion Program due to greater than anticipated increases in the cost of material and labour in the construction industry. It is proposed to be funded by Infrastructure Special Rate Reserve.
Conservation Management Plan Program		172,077	172,077	Transfer back to Assets Replacement Reserve due to additional funding being redirected to the North Ryde Preschool expansion project, which will partially offset the increased funding required for this project
The Parsonage		150,000	150,000	Transfer back to Assets Replacement Reserve due to additional funding being redirected to the North Ryde Preschool expansion project, which will partially offset the increased funding required for this project

ITEM 7 (continued)

ATTACHMENT 1

Financial Performance Indicators

	Revised Budget	Benchmark
Operating Performance Ratio ⁽¹⁾	-1.83%	>0.00%
Own Source Operating Revenue Ratio	83.67%	>60.00%
Debt Service Cover Ratio	8.72x	>1.5x
Asset Renewals Ratio	134%	>=100%

(1) The Operating Performance Ratio has not met the benchmark. It has reduced from **-0.84%** (as per September Quarterly Budget Review revised budget) to **-1.83%** after December Quarterly Budget Review. This due to the following:

*\$1.84m increase in depreciation expenses mainly due to growth in Councils asset base and Asset Value Indexation applied on 30 June 2022 resulting in Increasing asset base values. This accounting entry has resulted in the operating expenses increasing by \$2.06m, thereby impacting the Operating Performance Ratio. It is anticipated that the Operating Performance Ratio will improve this financial year, there may be savings or additional income generated. This will continue to be monitored and reported to Council in future Quarterly Budget Review. This has a NIL impact to Council's unrestricted cash position.

ITEM 7 (continued)

ATTACHMENT 1

Contracts Awarded for Quarterly Review Report October - December 2022 □

Contract Name	Purpose of Contract	Contract Form	Contract Value	Commencement Date	Contract Options	Duration of the Contract	End Date	Included in Budget?	Is this a lease under AASB 16
ArconaTech	Electrical, Utility and Lighting Assessment	CoR General Consultancy	\$0.00	22-Nov-22	None	2 years	21-Nov-24	Yes	N
EBS Global Pty Ltd	Shop Ryder Bus Operator	CoR Major Services	\$274,512.00	01-Oct-22	1 year	2 years	30-Sep-24	Yes	N
Hix Group	Supply and Install New Pedestrian Signals at The Avenue Eastwood	Other	\$360,807.00	22-Dec-22	None	4 months	30-Apr-23	Yes	N
Enviropacific Services Pty Ltd	Pickup and Lawful Disposal of Waste Soil Material	CoR Major Services	\$625,000.00	15-Dec-22	3 x 2 years	3 years	14-Dec-25	Yes	N
GPP Excavation & Demolition Contractors	Pickup and Lawful Disposal of Waste Soil Material	CoR Major Services	\$625,000.00	15-Dec-22	3 x 2 years	3 years	14-Dec-25	Yes	N
RMA Contracting Pty Ltd	Pickup and Lawful Disposal of Waste Soil Material	CoR Major Services	\$625,000.00	15-Dec-22	3 x 2 years	3 years	14-Dec-25	Yes	N
Forza Civil & Haulage Pty Ltd	Pickup and Lawful Disposal of Waste Soil Material	CoR Major Services	\$625,000.00	15-Dec-22	3 x 2 years	3 years	14-Dec-25	Yes	N
Hix Group Pty Ltd	Supply and Install New Pedestrian Signals at The Avenue Eastwood	Other	\$360,807.00	22-Dec-22	None	4 months	20-Apr-23	Yes	N
Nova Civil	Ryde Central EWSP4 Sydney Water Contractor	Other	\$1,777,886.25	14-Nov-22	None	9 months	01-Jun-25	Yes	N

ITEM 7 (continued)

ATTACHMENT 1

**Legal & Consultancy Expenses
October - December 2022**

Expenses	Expenditure YTD	Budgeted (Y/N)
Legal Fees	\$ 644,328.83	Y
Consultancy Fees	\$ 698,113.79	Y

8 CONDUCT OF 2024 LOCAL GOVERNMENT ELECTION

Report prepared by: Civic Services Manager

File No.: CLR/22/109 - BP22/938

REPORT SUMMARY

This report is provided to seek Council's determination regarding the administration of the September 2024 Local Government Election. It recommends that Council engage the NSW Electoral Commission to conduct this election for the City of Ryde.

Accordingly, this report requests Council's approval to appoint the Electoral Commissioner to administer the 2024 Local Government Election for the City of Ryde.

RECOMMENDATION:

- (a) The City of Ryde ("the Council") resolves:-
- i. pursuant to s. 296(2) and (3) of the *Local Government Act 1993* (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
 - ii. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
 - iii. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.
- (b) That Council allocate a budget of \$841,000 (inclusive of GST), funded from the Election Reserve, for the Local Government Election on Saturday, 14 September 2024, with any variance being adjusted and reported to Council as part of a future budget review.

ATTACHMENTS

- 1 Section 296 of Local Government Act 1993 - How elections are to be administered
- 2 2024 Local Government Election - Cost Estimate for City of Ryde from NSW Electoral Commission as at 30 January 2023

ITEM 8 (continued)

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

Giselle Tocher
Manager - Corporate Governance

Graham Pares
Executive Manager - People and Business

ITEM 8 (continued)

Discussion

1. Conduct of the 2024 Local Government Election

Section 296 (**ATTACHMENT 1**) of the *Local Government Act 1993* outlines how elections are to be administered and provides for Councils to make decisions regarding the conduct of their elections, including allowing Council to resolve to enter into a contract with the New South Wales Electoral Commission (NSWEC) to administer all elections for Council.

The all-elections contract covers the ordinary election, any poll or referendum that might be held with the ordinary election and any subsequent by-election, poll or referendum that may occur during the term of the contract.

In accordance with section 296(6), an election arrangement for the Electoral Commissioner to administer all elections of a Council can be terminated by the Council or the Electoral Commissioner at any time after the next ordinary election of Councillors (by giving written notice of termination). If the arrangement is not terminated by either party after an ordinary election of Councillors, the arrangement is automatically terminated 18 months before the next ordinary election of Councillors.

Section 296(3) requires that, should Council appoint the NSWEC to conduct its elections, referendums and polls, a resolution reflecting this must be made at least 18 months before the next ordinary election. Specific wording for such a resolution has been provided by the NSWEC along with advice that any alteration may render the resolution unworkable. Council is then required to enter into the arrangement no later than 15 months before the next ordinary election of Councillors.

It should be noted that should Council resolve to have the NSW Electoral Commission conduct the 2024 Local Government Election on its behalf, Council must ensure that the appropriate resolution is passed and sent to the NSWEC by 13 March 2023.

This resolution is made up of three parts, addressing the general election, Council polls and constitutional referenda. By resolving to adopt all three parts of the recommendation, Council retains its option to engage the NSWEC for a poll or referendum should it determine, either now or at a later date, that one should be held at the same time as the ordinary election. This three part resolution also provides for the NSWEC administration of any subsequent by-election, poll or referendum that may occur during the term of the contract.

If Council does not adopt the resolution to engage the NSWEC before 13 March 2023, the Chief Executive Officer will be responsible for administering the City of Ryde election.

ITEM 8 (continued)

In this situation, Council could make use of an appropriate provider selected by a competitive tendering process. In order to ensure an appropriate provider could be identified in a timely manner, this process will need to commence immediately.

An important consideration is that if Council does not resolve that the NSWEC is to administer the 2024 election by 13 March 2023, the NSWEC have communicated that accessing their services at a later date will only be available to Council if the Electoral Commissioner determines that exceptional circumstances exist.

Further, if Council determines to adopt only part (i) of the resolution before 13 March 2023, and subsequently decides that a poll or referendum is required, the NSWEC will be unable to administer it on Election Day, 14 September 2024.

The following information is provided as background on Council's 2021 Local Government Election:-

2021 Local Government Election

Council resolved that the conduct of the 2021 election would be undertaken by the NSWEC, which was responsible for all aspects of the election (including the referendum), with the exception of administering the non-residential rolls. The NSWEC charged \$981,809 (excluding GST) to run the election. It should be noted that Council received a Covid/Deferral Discount of \$387,524 (excluding GST) with the balance of \$594,385 (excluding GST) being paid by Council.

In 2021, key staff ensured there was a close liaison maintained between the Returning Officer, the NSWEC and Council. These costs are not included in the costs of the election.

2024 Local Government Election

This report recommends the engagement of the NSW Electoral Commission (NSWEC) to administer the 2024 General Election for the City of Ryde. The NSWEC is a "full-service" provider, and their estimate is based on full cost recovery of a fully outsourced election. The NSWEC have provided Council with a cost estimate (as at 30 January 2023) to administer the 2024 Local Government Election. The NSWEC's estimate of cost is \$763,673 (excluding GST) and is provided for in **ATTACHMENT 2**. The NSWEC have advised that costs have risen since the December 2021 election and are likely to continue to rise between the date of the cost estimate (i.e. 30 January 2023) and the holding of the election in September 2024.

It should be noted that Section 55(3)(p) of the *Local Government Act 1993* provides an exemption from the requirement to call public tenders/quotations if Council proposes to engage the Electoral Commissioner to administer an election, poll or referendum.

ITEM 8 (continued)

There are, however, companies such as the Australian Election Company (AEC) within the election industry who also propose they are capable of undertaking the Local Government elections in 2024. These organisations have both a “full-service” and a “partial service” offering. A partial service arrangement would be where Council provides some staff, services and facilities, to reduce the fee paid to the external organisation.

Consequently, there are some potential savings to be made to the fee for the election, however, this would be offset by the cost of providing a number of dedicated resources to the election. It would also increase the risk associated with the administration of the election.

The conduct of elections is a specialist field and the bulk of experience and knowledge is held by the NSWEC. Additionally, the NSWEC provide a comprehensive service, due to Council having a minimal capacity and limited resources, to undertake specific tasks associated with the election.

Should Council resolve not to engage the NSWEC, a tender process would need to be undertaken in accordance with Council’s Procurement Framework.

It is recommended that Council appoint the NSWEC, to administer the 2024 Local Government Election for the following reasons:-

- The NSWEC estimated cost of \$763,673 (excluding GST) on balance is comparable with external providers such as the AEC
- City of Ryde does not have available the additional resources to participate in a partial outsourcing arrangement with another provider
- The NSWEC has extensive expertise and a proven track record that will provide greater public confidence in the election process
- There are limited alternative providers apart from the Australian Election Company, thus providing limited benefit from a competitive tender process.

2. Alter ward boundaries

In accordance with section 211 of the *Local Government Act 1993*, Council is required to keep ward boundaries under review. The number of electors in each ward is not to differ by more than 10% from the number of electors in each other ward in the Local Government Area. Should Council become aware that the number of electors in one ward differs by more than 10%, Council must take steps to alter the ward boundaries to reduce this difference.

ITEM 8 (continued)

The City of Ryde's Local Government Area is divided into three wards: West, Central and East. As at 1 January 2023, data from NSWEC informs us that the elector population is as follows:-

West Ward	24,767
Central Ward	27,457
East Ward	26,998

This does not represent a variance of more than 10% and as a result an alteration of ward boundaries is not required at this stage.

3. Conduct of a Constitutional Referendum

Section 16 of the *Local Government Act 1993* prescribes that a Council may not do any of the following unless approval to do so has been given at a constitutional referendum:-

- Divide its area into wards or abolish all wards in its area
- Change the basis on which the Mayor attains office (that is, by election by the Councillors or by election by the electors)
- Increase or decrease the number of Councillors
- Change the method of ordinary election of Councillors for any area divided into wards.

As a matter of practicality, constitutional referendums are generally held on election day and require a separate ballot. Voting on a referendum issue is compulsory and the result is determined by the majority of votes cast. The result of a constitutional referendum is binding on the Council. Councillors should note that any changes approved by the electorate on Election Day in September 2024, will be implemented at the next Local Government election in September 2028.

Therefore, this report requests that Council consider whether it requires further information to assist its deliberation on these issues, before determining whether to conduct a constitutional referendum on Election Day, 14 September 2024. Should Council determine that further information on any or all of these possible referendum topics is required, a further report will be brought back to Council. Should Council adopt the three parts of the all-elections resolution as recommended, a constitutional referendum would be able to be administered by the NSWEC.

It should be noted that a constitutional referendum for City of Ryde was held at the last election in December 2021. The referendum question was as follows:-

Do you support a popularly elected Mayor where the voters of the City of Ryde elect the Mayor for a four (4) year term, thereby adopting a thirteen (13) Councillor model (including the Mayor)?

ITEM 8 (continued)

The results from the constitutional referendum conducted at the December 2021 election showed that the majority of votes cast supported a popularly elected Mayor where the voters of the City of Ryde elect the Mayor for a four (4) year term, thereby adopting a thirteen (13) Councillor model (including the Mayor). It should be noted that the results from the constitutional referendum are binding on the Council and these changes will be implemented at the September 2024 Local Government election.

Financial Implications

The NSWEC have estimated their costs of administering the Local Government Election on 14 September 2024 to be \$763,673 (excluding GST). The NSWEC have advised that it is likely that these costs will continue to rise between the date of the cost estimate (i.e. 30 January 2023) and the holding of the election in September 2024.

It is therefore proposed that Council make an allocation of \$841,000 (including GST) for the election with these funds being allocated from Council's Election Reserve. Any variance to this figure will be adjusted and reported to Council as part of a future budget review.

Should Council decide that a constitutional referendum is required, it should be noted that this is an additional fee and therefore the NSWEC's cost estimate would increase.

Section 55(3)(p) of the *Local Government Act 1993*, provides Council with an exemption from the requirement to call public tenders/quotations where it is proposed to engage the Electoral Commissioner to administer an election, poll or referendum.

ITEM 8 (continued)

ATTACHMENT 1

LOCAL GOVERNMENT ACT 1993 - SECTION 296

296 How elections are to be administered

- (1) Elections for the purposes of this Chapter are to be administered by an electoral services provider engaged by the council concerned, except as provided by this section.

Note : [Section 18](#) provides that certain provisions of this Act (relating to the conduct of elections) apply to council polls and constitutional referendums, with such modifications as may be necessary, in the same way as they apply to elections.
- (2) A council can enter into an arrangement (an "**election arrangement**") with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the council as provided by this section. If such an arrangement is entered into, the Electoral Commissioner is to administer elections of the council in accordance with the arrangement.
- (3) An election arrangement for the Electoral Commissioner to administer all elections of a council can be entered into if -
 - (a) the council resolves at least 18 months before the next ordinary election of councillors that such an arrangement is to be entered into, and
 - (b) the arrangement is entered into no later than 15 months before the next ordinary election of councillors.
- (4) An election arrangement for the Electoral Commissioner to administer a particular election of a council (other than an ordinary election of councillors) can be entered into at any time if the council has resolved that an election arrangement for the election is to be entered into.
- (5) An election arrangement for the Electoral Commissioner to administer an ordinary election of councillors can be entered into less than 15 months before the election if -
 - (a) the council has resolved that an election arrangement for the election is to be entered into, and
 - (b) the Electoral Commissioner is satisfied that there are exceptional circumstances that make it necessary or desirable for the election to be administered by the Electoral Commissioner.
- (5A) Without limiting subsection (5), an election arrangement for the Electoral Commissioner to administer all elections of a council that is to include the ordinary election of councillors in 2020, or to administer that particular election, may be entered into if -
 - (a) the council resolves on or before 1 October 2019 that an arrangement is to be entered into, and
 - (b) the arrangement is entered into on or before 1 January 2020.
- (6) An election arrangement for the Electoral Commissioner to administer all elections of a council can be terminated by the council or the Electoral Commissioner at any time after the next ordinary election of councillors (by giving written notice of termination). If the arrangement is not terminated by either party after an ordinary election of councillors, the arrangement is automatically terminated 18 months before the next ordinary election of councillors.
- (7) The Electoral Commissioner is to administer the first election for an area after its constitution. Expenses incurred by the Electoral Commissioner (including the remuneration of election officials) in connection with such an election are to be met by the council and are recoverable from the council as a debt owed to the Electoral Commissioner.
- (8) This section does not apply to an election of the mayor or a deputy mayor by councillors.

ITEM 8 (continued)

ATTACHMENT 2



2024 Local Government Election - Cost Estimate
as at 30th January 2023
Ryde City Council

Projects / Deliverables	Amount
<i>Ballot Papers</i>	15,558
<i>Call Centre</i>	21,532
<i>Counting and Results - Centralised</i>	57,053
<i>Counting and Results - Declaration Voting</i>	26,534
<i>Event Staffing</i>	385,540
<i>Information Technology</i>	27,803
<i>Logistics</i>	45,770
<i>Postal Voting Services</i>	59,643
<i>Venues</i>	68,821
<i>Voter Awareness</i>	47,563
<i>Financial Services</i>	7,856
<i>Constitutional Referendum</i>	-
<i>Council Poll</i>	-
TOTAL (excluding GST)	763,673
GST	76,367
TOTAL (including GST)	840,041

Note

This estimate is based on the Council election being fully contested

Shared resources will be utilised where practical

9 TERMS OF REFERENCE FOR COUNCIL WORKING GROUPS

Report prepared by: Civic Services Manager

File No.: CLR/22/60 - BP22/930

REPORT SUMMARY

The City of Ryde Working Groups provide an invaluable source of two way communication between Council and the community. At the Council meeting of 22 March 2022, Council adopted its working groups for the 2021 – 2024 term. This was followed by the confirmation of community members following an Expression of Interest process.

The purpose of this report is to advise Council that Terms of Reference have been adopted by all Council Working Groups and to provide as attachments a copy of each Working Group's Terms of Reference for Council's information.

RECOMMENDATION:

That Council note the **ATTACHED** Terms of Reference for each Working Group.

ATTACHMENTS – CIRCULATED UNDER SEPARATE COVER

- 1 Heritage Working Group - Terms of Reference
- 2 Multicultural Working Group - Terms of Reference
- 3 Ryde Youth Council - Terms of Reference
- 4 Inclusion and Access Working Group - Terms of Reference
- 5 Status of Women Working Group - Terms of Reference
- 6 Festival and the Arts Working Group - Terms of Reference
- 7 Sport, Recreation and Leisure Working Group - Terms of Reference
- 8 Sustainability Working Group - Terms of Reference
- 9 Small and Family Business Working Group - Terms of Reference

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

Giselle Tocher
Manager - Corporate Governance

Graham Pares
Executive Manager - People and Business

ITEM 9 (continued)

Background

At the Council meeting of 22 March 2022, Council adopted the Working Groups listed below for the 2021 – 2024 term:-

- Heritage Working Group
- Multicultural Working Group
- Ryde Youth Council
- Inclusion and Access Working Group
- Status of Women Working Group
- Festival and the Arts Working Group
- Sport, Recreation and Leisure Working Group
- Sustainability Working Group
- Small and Family Business Working Group

Following the determination of the Working Groups, Council resolved that Council officers were to undertake an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of these Working Groups. Council officers were also to review and amend the Working Groups' Terms of Reference which were to be subsequently discussed and confirmed at each Working Group's first meeting and then reported back to Council.

At its meeting on 28 June 2022, Council received a report on the outcomes of the Expression of Interest process and adopted the Community members for each Working Group.

Discussion

The purpose of this report is to advise Council that Terms of Reference have been adopted by all Council Working Groups and to attach a copy of each Working Group's Terms of Reference for Council's information.

Each of the Working Groups listed above have reviewed and confirmed the Terms of Reference, and these documents are **ATTACHED – CIRCULATED UNDER SEPARATE COVER** for Council's information.

Financial Implications

Adoption of the recommendation will have no financial impact.

**10 PROPOSED MOTIONS FOR 2023 NATIONAL GENERAL ASSEMBLY OF
LOCAL GOVERNMENT - 13 TO 15 JUNE 2023**

Report prepared by: Civic Support Officer
File No.: CLM/23/1/1/2 - BP23/36

REPORT SUMMARY

This report is presented to Council as part of a process for the consideration of any recommended Motions received from Councillors, to be submitted to the National General Assembly 2023 for inclusion in the Business Papers for the Conference.

It is noted that no proposed motions have been received from Councillors for consideration.

RECOMMENDATION:

That Council consider any recommended Motions received from Councillors to be submitted to the National General Assembly 2023 for inclusion in the Business papers for the Conference.

ATTACHMENTS

- 1 NGA - 2023 – Discussion Paper

Report Prepared By:

Kathryn Fleming
Civic Support Officer

Report Approved By:

Giselle Tocher
Manager - Corporate Governance

Graham Pares
Executive Manager - People and Business

ITEM 10 (continued)

Discussion

Conference

Councillors are advised that the National General Assembly of Local Government will be held in Canberra from 13 June 2023 to 15 June 2023.

This national event is hosted by the Australian Local Government Association (ALGA) and the theme of the Assembly this year is “Our Communities, Our Future”.

Motions

At the Assembly, Council has an opportunity to contribute to the development of national local government policy. The Australian Local Government Association is now calling for motions relevant to the theme.

Councillors and the Executive Team are invited to prepare motions for Council's consideration to submit to the Association.

To be eligible for inclusion in the National General Assembly Business Papers, and subsequent debate, motions must meet the following criteria:-

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the National General Assembly.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie; call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the National General Assembly to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.

ITEM 10 (continued)

9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

All Motions must be endorsed by Council prior to being submitted to the Association. The Motions will then be reviewed by a Committee of the ALGA Board and State and Territory Government Associations to determine their eligibility for inclusion on the Business Paper.

Provided for in **ATTACHMENT 1** is a Discussion Paper was previously circulated to Council to assist in preparing Motions.

Councillors were invited through the Councillor Information Bulletin dated 7 February 2023 to prepare Motions for Council's consideration to submit to the Association. Councillors were requested to submit any draft Motions by 17 February 2023. The deadline to submit Motions to the Association is 24 March 2023. It is noted that no proposed motions were received from Councillors. The Executive Team have also not proposed any motions for Council's consideration.

Critical Dates

The following deadline is required to be met:-

- Motions for inclusion on the National General Assembly of Local Government Business Paper are required to be submitted to the Australian Local Government Association by 24 March 2023.

ITEM 10 (continued)

ATTACHMENT 1

AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

2023 NGA

OUR COMMUNITIES OUR FUTURE

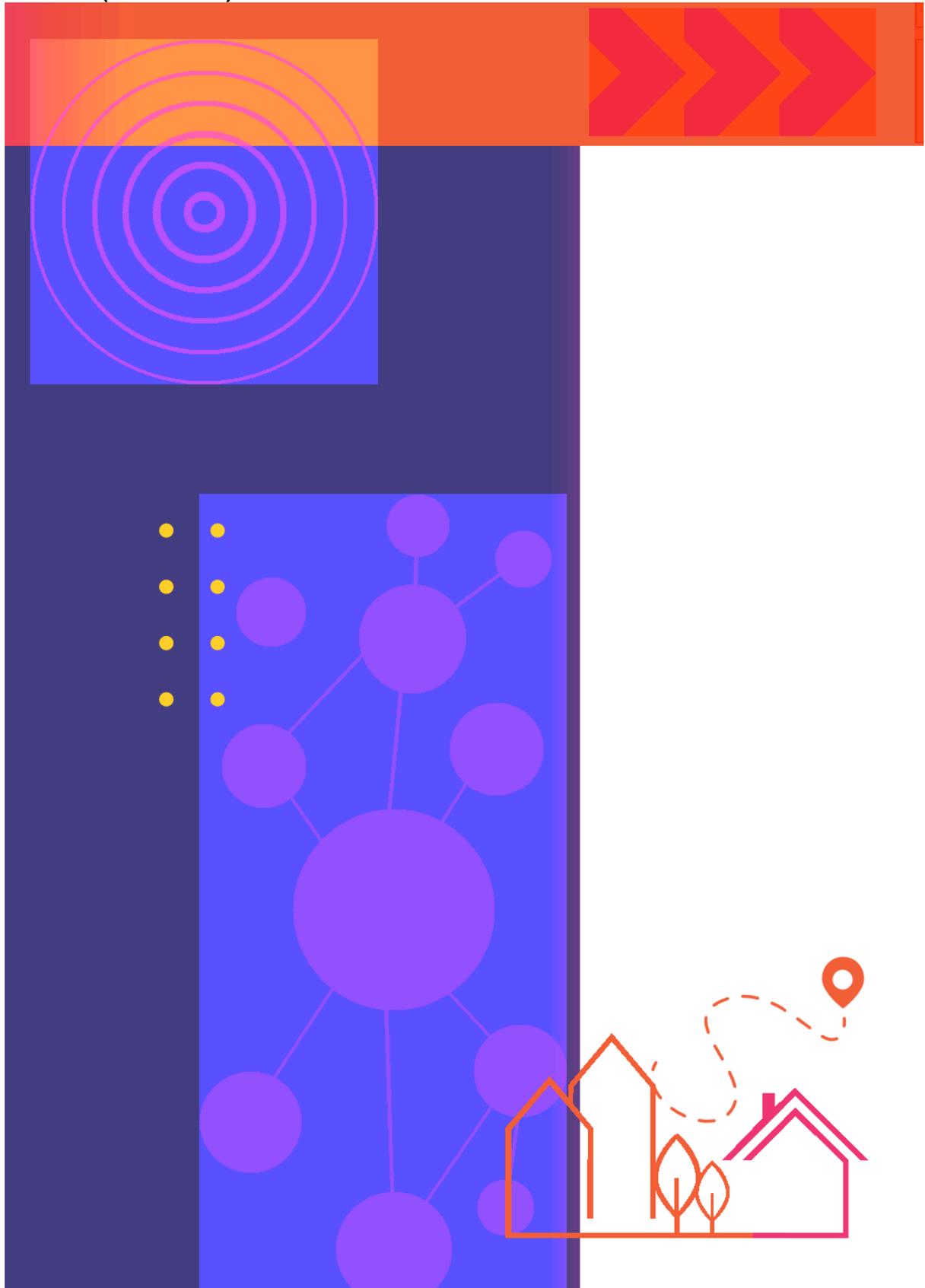
DISCUSSION PAPER Call for Motions

JUNE 2023

NATIONAL CONVENTION CENTRE
CANBERRA

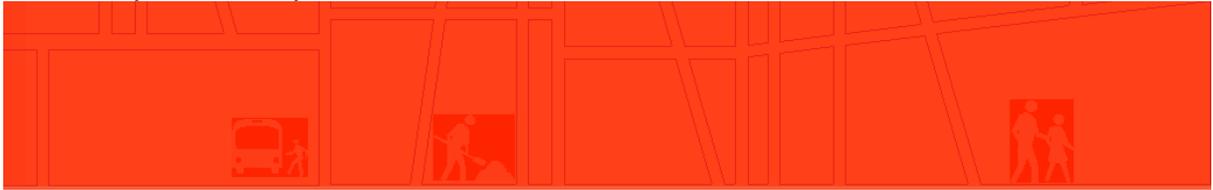
ITEM 10 (continued)

ATTACHMENT 1



ITEM 10 (continued)

ATTACHMENT 1



The Australian Local Government Association (ALGA) is pleased to convene the 29th National General Assembly of Local Government (NGA), to be held in Canberra mid June 2023.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2023 NGA.

It is recommended that all councils and delegates intending to attend this event familiarise themselves with the guidelines for motions contained in this paper.

Key Dates

December 2022	24 March 2023	June 2023 *	June 2023 *
Opening of Call for Motions	Acceptance of Motions	Regional Cooperation & Development Forum	National General Assembly

* Dates are subject to change depending on timing of Australian Council of Local Government

To submit your motion,

visit: alga.com.au

ITEM 10 (continued)

ATTACHMENT 1



Background to ALGA and the NGA

ALGA was established in 1947, and its structure is a federation of member state and territory local government associations.

Its mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members, the seven local government associations from around Australia, who represent 537 Australian councils.

In 1994, the ALGA Board, in consultation with its member associations, established the NGA as a unique forum to engage with councils directly at the national level.

The purpose of the NGA was to build the profile of local government on the national stage and demonstrate to the Australian Government the strength and value of working with local government nationally.

As part of the NGA, debate on motions was introduced as a vehicle for councils from across the nation to canvas ideas, and solutions to the challenges facing Australia's councils and communities.

Outcomes of debate on motions (NGA Resolutions) could then be used by participating councils to inform their own policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

At the same time, they assist ALGA, and its member state and territory associations to gain valuable insight into council priorities, emerging national issues, and gauge the level of need and support for emerging policy and program initiatives and advocacy.

Changes for 2023

The ALGA Board has undertaken a comprehensive review of the motions process.

As a result, ALGA has allocated additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers.

The updated criteria for motions is listed on page 6.

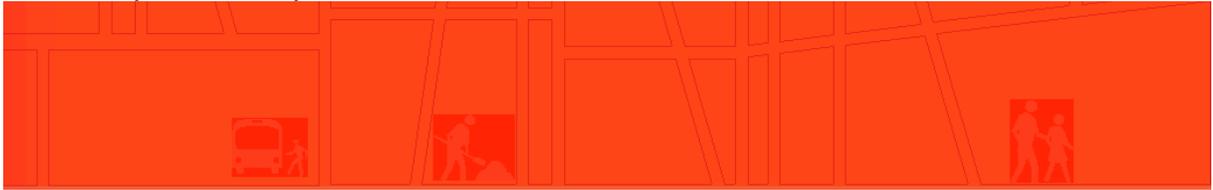
ALGA's policies and priorities will continue to be informed by motions and determined by the ALGA Board and based on the positions of its member associations.

ALGA's Board thanks all councils for attending the NGA, and those that will take the time to submit motions for debate at this event.



ITEM 10 (continued)

ATTACHMENT 1



Submitting Motions

The theme of the 2023 NGA: Our Communities, Our Future.

This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.

Our communities are the reason that local governments exist, and it is the health and wellbeing of our communities that will shape Australia's future.

This discussion paper is a call for councils to submit motions for debate at the 2023 NGA, to be held in Canberra mid June 2023.

A notice of motion to this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Motions should be concise, practical and able to be implemented.

They must also meet the guidelines for motions outlined in this paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s should address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available at www.alga.com.au and be received no later than 11:59pm on Friday 24 March 2023.

All notices of motions will be reviewed by the NGA Subcommittee to ensure that they meet the criteria included in this paper.

The Subcommittee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the convener of the NGA, the ALGA Board will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

If your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 NGA.



ITEM 10 (continued)

ATTACHMENT 1



Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

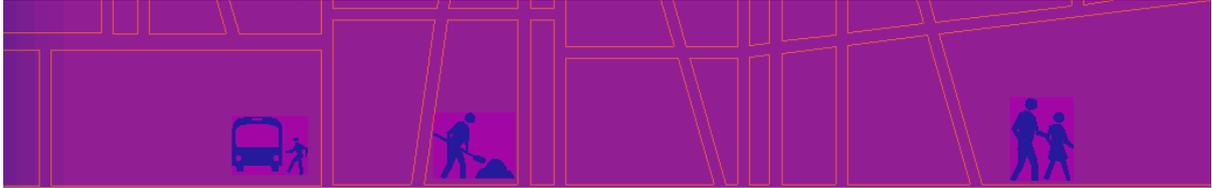
1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to ...

ITEM 10 (continued)

ATTACHMENT 1



Other things to consider

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal.

The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

Motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed, relatively simple and capable of being implemented to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Multi-point motions that require cross portfolio coordination have not historically received meaningful responses from the Government.

All motions submitted will be reviewed by the NGA Subcommittee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Subcommittee will consider the motions criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the Subcommittee will group motions together under an overarching strategic motion.

The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate on motions published in the Business Papers and will focus on the strategic motions.

Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

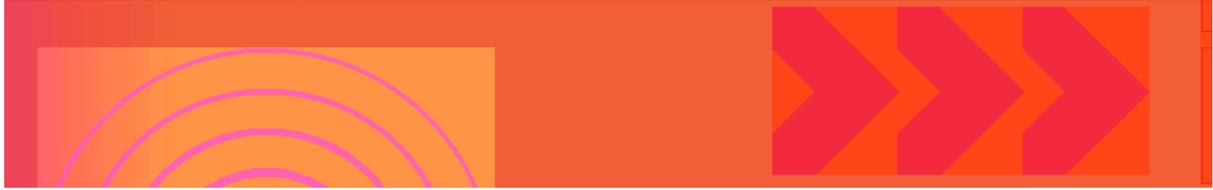
Motions should be lodged electronically using the online form available on the NGA website at: www.alga.com.au.

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council.

> **Motions should be received no later than 11:59pm on Friday 24 March 2023.**

ITEM 10 (continued)

ATTACHMENT 1



Setting the scene

‘Through a devastating pandemic, through a succession of dangerous and damaging natural disasters, through global uncertainty and painful price rises – The Australian people have demonstrated the best of our national character. Resolute and resilient in hard times. Practical and pragmatic about the challenges we confront. Optimistic and confident in a better future. And ready to work together to build it.’

The Hon Jim Chalmer MP, Federal Treasurer Budget Speech 2022-23

The opening statement of the Federal Treasurer’s first Budget Speech describes the backdrop against which the 2023 NGA will be held.

The 2022 NGA was held just weeks after the change in the Federal Government on 21 May 2022. On 25 October 2022, the new Government handed down its first Budget which updated the economic outlook, realigned priorities and outlined how the Government was to meet its election promises.

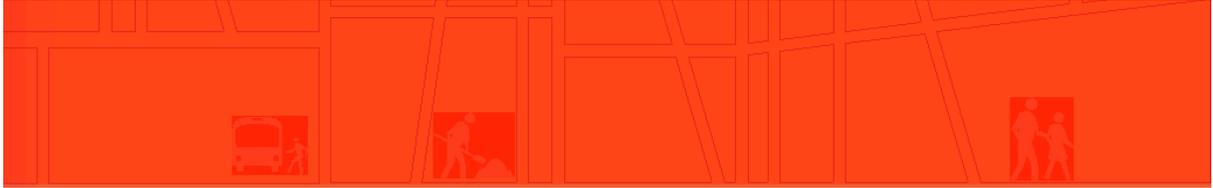
The Budget update foreshadows deteriorating economic conditions, citing global challenges, slowing growth, high inflation and higher interest rates, and acknowledges the mounting cost of living pressures on individuals, families and communities.

Key updates include:

- The economy is expected to grow solidly this financial year, by 3 ¼ percent – before slowing to 1 ½ percent growth for 2023/24, a full percentage point lower than what was forecast in March;
- That slowing growth will have an effect on employment, but jobs will continue to be created, and unemployment is expected to stay low by historical standards – at 4 ½ percent in 2023/24 and 2024/25;
- Inflation is expected to peak at 7 ¾ percent late in 2022, before moderating over time to 3 ½ percent through 2023/24, and returning to the Reserve Bank’s target range in 2024/25; and that
- When that inflation moderates, real wages are expected to start growing again in 2024.

ITEM 10 (continued)

ATTACHMENT 1



The Government is also committed to repairing the Budget in a ‘measured and responsible’ manner consistent with the objective of maintaining full employment and the delivery of essential services. It foreshadows that this will be achieved through spending restraint, with new spending focused on high-quality and targeted investments and building on the capability of the Australian people, expanding the productive capacity of the economy, and supporting action on climate change.

The Budget also included a focus on measuring and improving community wellbeing.

By the time of the 2023 NGA, the Government will have delivered its second Budget, which will provide further updates to the economic outlook and also refine its economic strategy going forward.

The 2023 NGA provides you – the elected representatives of Australia’s local councils and communities – with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or extended programs and policy initiatives that could strengthen local governments’ capacity to deliver services and infrastructure to communities across the nation.

This year’s call for motions focusses on eight priority areas:

- Productivity;
- Local Government Infrastructure;
- Community Wellbeing;
- Local Government Workforce;
- Data, Digital Technology and Cyber Security;
- Climate Change and Renewable Energy;
- Natural Disasters; and
- Housing.



ITEM 10 (continued)

ATTACHMENT 1



1. Productivity

In February 2022, the then Federal Treasurer asked the Productivity Commission to undertake an inquiry into Australia’s productivity performance and provide recommendations on productivity enhancing reform.

This inquiry was the second of a regular series, undertaken at five-yearly intervals, and recognises that productivity growth is vital for Australia’s future. Drawing on the Intergenerational Report the Treasurer notes that ‘... future growth in income and living standards will be driven from productivity growth as the participation effects of young migration are offset by an ageing population.’

ALGA engaged SGS Economics and Planning to undertake research to support its submissions to this inquiry.

SGS Principal and Partner Dr Marcus Spiller presented on some of the findings of this research at the 2022 NGA. In his presentation he identified that local governments generate local economic activity through employment, payment of wages and expenditure on goods and services in the local economy. In addition, SGS identified nine ways local government supports the productive capacity of the broader economy.

Figure 1 – Nine ways local governments contribute to the productive capacity of the broader economy:



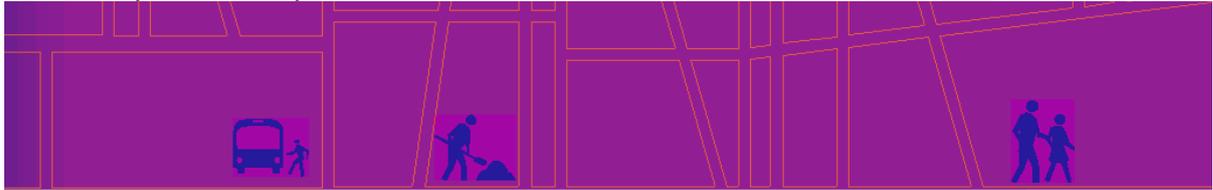
Sources: Adapted from SGS Research for ALGA’s Submission to Productivity Commission (2022)

Are there programs and initiatives that the Commonwealth Government could implement to improve local government’s capacity to support productivity growth?

Are there programs that could support one, or all of the identified ways local government contributes to productivity in the broader economy?

ITEM 10 (continued)

ATTACHMENT 1



2. Local Government Infrastructure

The 2021 National State of the Assets Report (NSoA) shone a spotlight on local government infrastructure assets. While the technical report shows that local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater and airports and aerodromes are generally in good to very good condition, around 10 percent are not fit for purpose, and around 20 - 25 percent are only fair and over time will need attention.

Over the past 12 months this situation has further deteriorated as a result of natural disasters, and particularly flooding across the eastern seaboard.

The technical report shows that in 2019/20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

While 86 percent of councils have adopted long term financial plans, one third of councils do not have asset management plans for their major assets, or if they do, they are out-of-date. Of the councils that do have asset management plans only 66 percent included financial projections in their financial plan.

Asset management and long-term financial planning are essential tools for councils to manage community assets now and into the future.

Are there programs or initiatives that the Commonwealth Government could adopt to improve the long-term sustainability of council's infrastructure?

Are there programs or initiatives that the Commonwealth Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?



ITEM 10 (continued)

ATTACHMENT 1



3. Community Wellbeing

While the NSoA focuses attention on physical assets, local governments also provide a wide range of important community services that improve local wellbeing. These services are provided at the discretion of councils based on local characteristics, needs, priorities and resources of the local community.

Australian Bureau of Statistics (ABS) data shows that local government annual expenditure in 2020/21 was \$43 billion. It is important to note that nationally local government is 83 percent self-sufficient. That is, the vast majority of local government services and infrastructure are funded at the local level either through rates, fees and charges, sale of goods and services, and interest, and only 17 percent comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, and often require matching funding which restricts the ability to address local priorities in the way the council and community might like.

Local government community services are broadly defined and may include but not limited to:

- environmental health including food safety;
- childcare, early childhood education;
- aged care, senior citizens;
- services to the disabled;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, program and festivals;
- tourism and economic development activities; and
- library services.

Councils also play a key role making places that are attractive and liveable for current and future workers, and closing the gap between Indigenous and non-Indigenous Australians.

ALGA's research shows that almost one in four councils are heavily reliant on federal Financial Assistance Grants, which make up at least 20 percent of their annual operating revenue. Financial sustainability of local governments remains an ongoing issue which threatens local service provision and community wellbeing.

Noting the funding arrangements for the provision of local government community services in your area and across the country, are there programs and initiatives that the Commonwealth Government could implement to improve the delivery of these services?

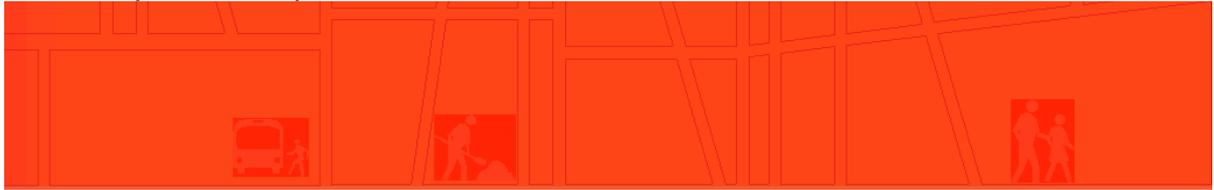
Are there changes to existing programs, including to administrative arrangements, that would significantly improve local government human service planning and provision of services and infrastructure across Australia?

Are there new programs the Australian Government could develop that would support councils to close the gap between Indigenous and non-Indigenous Australians?

What are the actions the Australian Government could take to support councils to improve their ongoing financial sustainability, and their capacity to deliver the services their communities need?

ITEM 10 (continued)

ATTACHMENT 1



4. Local Government Workforce

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations. In many communities, the council is one of the largest employers.

There are 537 local councils in Australia. Importantly, they are geographically dispersed and provide essential public administration to every corner of the nation.

According to the 2022 National Local Government Workforce Skills and Capability Survey, more than 90 percent of local governments are experiencing skills shortages, resulting in around two thirds of councils having their projects impacted or delayed.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation. The attrition rate (or rate of turnover) of local government staff is estimated to be between 15 – 20 percent per annum.

The most cited skills shortages include engineers, urban planners, building surveyors, environmental officers and human resources professionals.

ALGA's submission to the Productivity Commission's Productivity Inquiry called on all levels of government to work together to improve training pathways and address skills and labour shortages for the benefit of councils, communities, and businesses right across Australia.

While local government must face its immediate workforce challenges, it must also anticipate the changing nature of work, and future skills needed to meet the changing needs of our communities.

Are there programs or initiatives that the Commonwealth Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Commonwealth Government could provide to improve the sector's ability to plan and develop skills fit for the future?

ITEM 10 (continued)

ATTACHMENT 1



5. Data, Digital Technology and Cyber Security

Provision of information technology to all Australians is vital for innovation, economic growth and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social.

Innovative technology is becoming more broadly available and has the ability to boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, many councils lack basic technological infrastructure and have a shortage of necessary skills and resources.

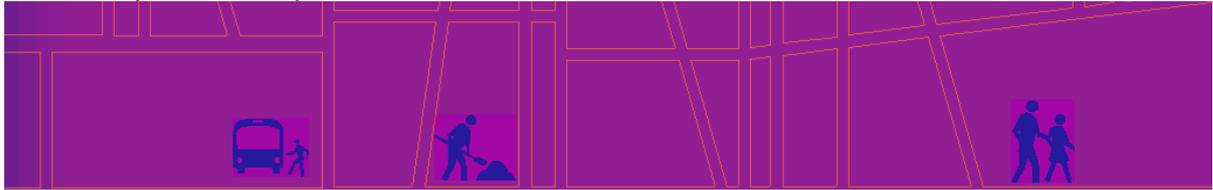
In October 2022, cyber-attacks on major Australian corporate organisations including Optus and Medibank Private highlighted the critical importance of cyber security. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attack and address cyber security. At a national level, there is a poor understanding of local government's vulnerability to cyber-attacks and a lack or inadequacy of risk management strategies and business continuity planning within the sector. While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your own council experience, and your knowledge of other councils within your state, or territory, are there programs and initiatives that the Commonwealth Government could implement to help local government develop its digital technology services and infrastructure and/or to improve cyber security within the sector?

ITEM 10 (continued)

ATTACHMENT 1



6. Climate Change and Renewable Energy

Local governments are playing an important leadership role in addressing climate change, supporting a wide range of programs to lower the carbon footprint of their own business operations and in their local communities.

As a sector, local government is leading the debate for lowering carbon emissions, sourcing renewable energy, responding creatively to reduce greenhouse gas emissions from landfills, and facilitating the construction of green buildings and water sensitive design of cities and towns.

Councils also have a role to play supporting communities in transition, moving away from fossil fuels to new industries.

Pragmatically, local government has been at the forefront of addressing the impacts of climate change and adapting to reduce its environmental footprint. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

At the 2022 NGA, there were five Strategic Motions and 15 associated motions debated concerning this issue. Councils are encouraged to review these motions on ALGA's website prior to developing new motions for debate at the 2023 NGA.

Noting the Government's commitment to reducing emissions, are there programs and initiatives that the Commonwealth Government could develop to assist councils in their work to address climate change and reduce emissions?



ITEM 10 (continued)

ATTACHMENT 1



7. Natural Disasters

Over the past five years, Australian communities have experienced unprecedented natural disasters. At the time of writing, almost every community in Australia, particularly those on the East Coast, had been adversely affected by wet weather conditions associated with the La Nina weather pattern.

Councils in Western Australia are still recovering from a cyclone in 2021, and the Black Summer bushfires in 2019/20 burned approximately 250,000 square kilometres across the country.

The impacts of heavy rainfall, record breaking floods and associated social disruption and damage to infrastructure have exposed weaknesses as well as the strength of current emergency management systems.

There have been numerous NGA motions in the past regarding natural disasters. This year, councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

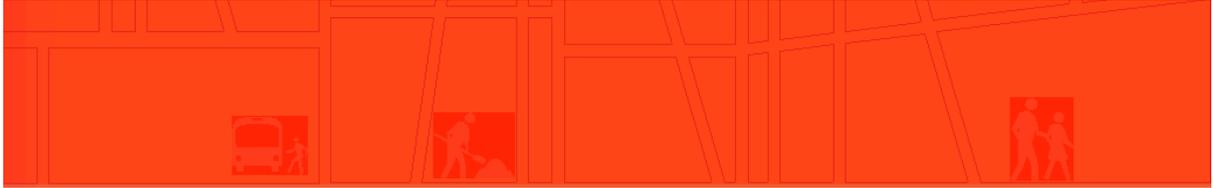
Please note, however, that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Commonwealth Government could assist.

What new programs could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?



ITEM 10 (continued)

ATTACHMENT 1



8. Housing

A lack of affordable housing remains one of the biggest issues for Australian councils and communities.

There is less social and affordable housing stock available than there was a decade ago, and more low-income Australians are experiencing housing stress.

The shortage and rising costs of rental properties and affordable home ownership are having significant social and economic impacts in cities and towns across Australia, including rural and regional communities.

This is due to a range of factors including changes to recent migration patterns, cheap finance and labour and material shortages in the construction sector.

While the provision of affordable housing is not a local government responsibility, councils often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements.

Some councils are going further, addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Local government also plays an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

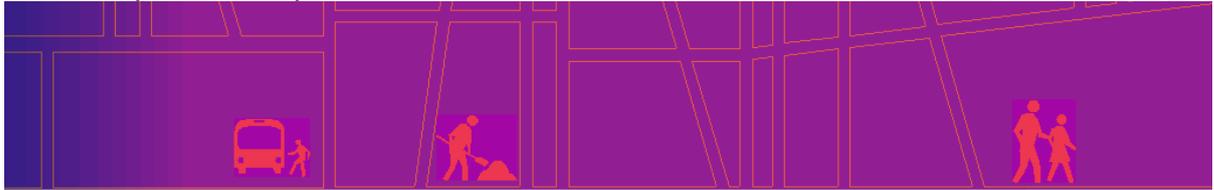
What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?



ITEM 10 (continued)

ATTACHMENT 1



Conclusion

Thank you for taking the time to read this discussion paper and your support for the 2023 National General Assembly of Local Government.

A FINAL REMINDER:

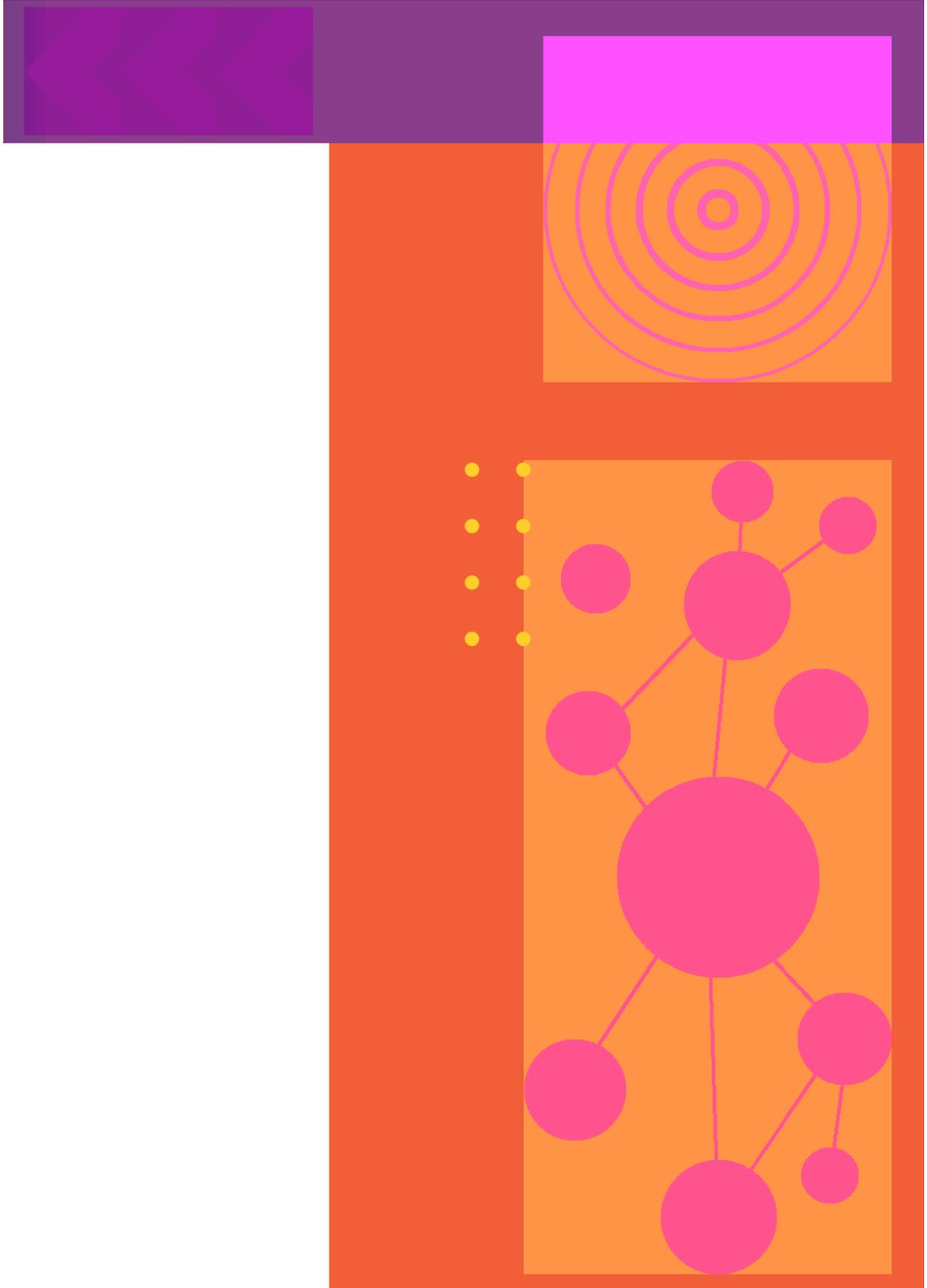
- » Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Friday 24 March 2023.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2023 National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 National General Assembly in Canberra.



ITEM 10 (continued)

ATTACHMENT 1



ITEM 10 (continued)

ATTACHMENT 1



 **AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION**

8 Geils Court | 02 6122 9400
Deakin, ACT, 2600 | alga@alga.asn.au

www.alga.com.au

11 COUNCILLOR EXPENSES AND FACILITIES POLICY

Report prepared by: Senior Coordinator - Governance
File No.: GRP/23/11 - BP23/25

REPORT SUMMARY

The Councillor Expenses and Facilities Policy ensures that City of Ryde Councillors have access to reasonable facilities and support so they can fulfil their civic duties, while also ensuring accountability, transparency and equity.

At its meeting on 13 December 2022, Council resolved in part as follows:-

- (a) *That Council receives and notes the advice provided by Council's professional staff in relation to the Planning Policy Workshop, and implements the following recommendations:*
- i. Introduces a review into Council's expenses policy at the commencement of each new Council term, that specifically deals with expenses associated with conferences and professional development.*
 - ii. In the interim, removes the option for Councillors to incur accommodation-related expenses*
 - iii. If required, exhibit these changes immediately for implementation as soon as practicable*
 - iv. Requires staff to consult with Council prior to incurring costs associated with conferences and professional development*
 - v. Introduces an efficiency dividend on the existing budget for conferences and professional development.*

The Councillor Expenses and Facilities Policy has been revised accordingly and is presented to Council for endorsement. Following endorsement, the draft Policy will be placed on public exhibition for 28 days to invite public submissions.

RECOMMENDATION:

- (a) That Council endorse the public exhibition of the draft Councillor Expenses and Facilities Policy, as **attached** for a period of at least 28 days.
- (b) That following the exhibition period, a further report be provided to Council detailing any submissions received and seeking the adoption of the draft Councillor Expenses and Facilities Policy.

ITEM 11 (continued)

ATTACHMENTS

- 1 Draft Councillor Expenses and Facilities Policy - Reviewed February 2023

Report Prepared By:

Sarah Stephen
Senior Coordinator - Governance

Report Approved By:

Giselle Tocher
Manager - Corporate Governance

Graham Pares
Executive Manager - People and Business

ITEM 11 (continued)**History**

The Councillor Expenses and Facilities Policy was last adopted by Council on 22 November 2022.

Context

At its meeting on 13 December 2022, Council resolved in part as follows:-

- a) *That Council receives and notes the advice provided by Council's professional staff in relation to the Planning Policy Workshop, and implements the following recommendations:*
 - i. *Introduces a review into Council's expenses policy at the commencement of each new Council term, that specifically deals with expenses associated with conferences and professional development.*
 - ii. *In the interim, removes the option for Councillors to incur accommodation-related expenses*
 - iii. *If required, exhibit these changes immediately for implementation as soon as practicable*
 - iv. *Requires staff to consult with Council prior to incurring costs associated with conferences and professional development*
 - v. *Introduces an efficiency dividend on the existing budget for conferences and professional development.*

Discussion

The Councillor Expenses and Facilities Policy ('Policy') aims to ensure that all Councillors have access to the resources and facilities required to fulfil their civic duties.

This Policy ensures that there is accountability and transparency in the facilities provided to Councillors and the reimbursement of expenses incurred by Councillors in carrying out their civic duties.

Details of the proposed changes to the attached draft Policy

The Governance team has revised the Policy to remove the option for Councillors to incur accommodation-related expenses. If endorsed by Council, the proposed changes to the Policy will be placed on public exhibition to invite submissions prior to implementation.

ITEM 11 (continued)

Additions made to the draft Policy are reflected in *green italics* and deletions of text are noted in ~~red strikethrough~~.

1. Policy Summary – Page 5: The following text was removed and replaced with:

The Policy has been prepared in accordance with the Local Government Act 1993 (the Act) and Local Government (General) Regulation ~~2005~~ 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 main expenses and facilities ~~are summarised~~ *dealt with in the Policy are* in the table below. All monetary amounts are exclusive of GST.

2. Table Summary of Expenses and Facilities – Page 5: The following text was removed as meals are no longer covered in this item:

Accommodation ~~and meals~~

3. Section 9.2(1) – Page 12: The following text was included:

(1) Prior Council approval is required for Councillors to attend seminars or conferences on behalf of the Council. A report must be included in the Council business papers and should give the purpose of the seminar, conference and training course, expected total costs, expected benefits for Councillors to attend and the names of Councillors who have indicated an interest to attend. *For other professional development opportunities, refer to Section 9.3 of this Policy.*

4. Section 9.2(9) – Page 13: The following text was removed:

Council will meet the reasonable cost of transportation ~~and accommodation~~ associated with attendance at the seminar, conference or training course.

5. Section 9.2(10) – Page 13: The following text was removed and replaced with:

~~(10) Any accommodation required by Councillors will be provided by Council subject to availability, access to venue and cost. A reasonable standard of accommodation is considered to be 4 – 4.5 star although 5 star accommodation will be provided where no suitable alternative accommodation is available. The cost of any upgrade shall be the responsibility of the Councillor. Where possible, Council will make payment of the accommodation booking prior to the date of arrival.~~

(10) Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation.

ITEM 11 (continued)

6. Section 9.2.1(15)(e) – Page 14: The following text was removed:

(e) No Councillor can attend a conference at Council's expense without the prior approval of Council. Reports to Council are to include details of the conference and an estimate of the associated costs including registration and transport ~~and accommodation.~~

7. Section 9.3(1) – Page 14: The following text was included:

(1) Council will set aside \$4,000.00 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies. *Staff will consult with Councillors, through an Information Report, prior to incurring costs associated with professional development, except for Councillors' attendance at seminars and conferences on behalf of Council as these events are subject to the requirements in Section 9.2(1).*

8. Section 9.4.2(4) – Page 16: The following text was removed:

~~(4) If any intrastate travel requires payment or reimbursement of accommodation expenses, please refer to Section 9.5 – 'Accommodation costs', as prior approval is required~~

9. Section 9.4.3(5) – Page 16: The following text was removed and replaced with:

Where trains are used, first class train travel will be provided, *including with the exception of sleeping berths* ~~where available.~~

10. Section 9.5 – Page 17: The following text was removed and replaced with:

~~(1) Council shall meet the costs of accommodation for Councillors travelling on Council business, when prior approval has been granted by Council.~~

~~(2) Where possible, Council will make payment of the accommodation booking prior to the date of arrival.~~

~~(3) Any accommodation required by Councillors will be provided by Council subject to availability, access to venue and cost. A reasonable standard of accommodation is considered to be 4 – 4.5 star although 5 star accommodation will be provided where no suitable alternative accommodation is available. The cost of any upgrade shall be the responsibility of the Councillor.~~

(1) Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation.

ITEM 11 (continued)

11. Section 9.6(2) – Page 17: The following text was removed:

~~(2) Incidental expenses include, but are not limited to, in-house hotel television, telephone calls, internet charges, refreshments, laundry and dry cleaning, and newspapers.~~

12. Section 9.10(5) – Page 20: The following text was removed from the second paragraph:

(5) Council will meet the cost of the Councillor's transportation ~~and accommodation~~ expenses, including the cost of meals. The support provided to Councillors in their capacity as an Executive Member of an organisation shall only be valid for the period they hold such a position.

13. Section 9.12(3) – Page 21: The following text was removed:

(3) In recognition of the importance of a good work and family balance, spouses, partners or accompanying persons are welcome to join Councillors while attending events away from home. In such circumstances, Council will not require reimbursement of costs if no additional travel ~~and accommodation~~ expenses are incurred over and above what would have been expended by the individual Councillor. For example, if the person travels as a passenger in the Councillor's vehicle ~~and are able to be accommodated in the same room already provided as standard to the Councillor~~, it will be considered that no additional cost has been incurred by Council.

14. Section 9.12(5) – Page 21: The following text was removed:

(5) Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government NSW Annual Conference will be met by Council. These expenses will be limited to the cost of registration and official conference dinners. Travel expenses, ~~any additional accommodation expenses~~, and the cost of partner/accompanying person tours etc would be the personal responsibility of individual Councillors.

15. Section 9.12(6) – Page 22: The following text was removed:

(6) Eligible events (ie Local Government NSW Annual Conference, civic events in the Ryde LGA, and civic events throughout NSW for the Mayor or their representative) should be distinguished from circumstances where spouses, partners or accompanying persons accompany Councillors at seminars and conferences and the like. In these situations all costs, ~~including any additional accommodation costs~~, must be met by the Councillor or the spouse/partner/accompanying person.

ITEM 11 (continued)

16. Appendix I – Page 33: The following text was updated:

Local Government (General) Regulation ~~2005~~ 2021

17. Appendix I – Page 33: The following text was removed:

• ~~ICAC Publication “No excuse for misuse”, November 2002~~

18. Appendix II – Page 34: The following text was updated:

~~General Manager~~ *Chief Executive Officer*: Means the ~~general manager~~ *chief executive officer* of Council and includes their delegate or authorised representative

Regulation: Means the Local Government (General) Regulation ~~2005~~ 2021 (NSW)

19. Councillor Reimbursement Form – Page 36: The following text was removed:

~~Clause 9.5(3) Accommodation – 4 or 4.5 star provided as standard~~

The revised Policy ensures that any accommodation-related costs cannot be incurred by Councillors and paid for, or reimbursed by, Council. The Policy also ensures Council is consulted through an information report on costs related to professional development.

Review Process

In accordance with Section 252 of the Local Government Act 1993 (‘the Act’), the Councillor Expenses and Facilities Policy is reviewed and adopted by Council within the first 12 months of each new term of Council.

As part of the scheduled review process, the Policy will be reviewed at the commencement of the new term of Council following the next Local Government Election in September 2024. This review will include an assessment of the expenses associated with Councillor attendance at conferences and professional development activities.

Consultation

In accordance with Section 253(1) of the Act, Council is required to publicly exhibit the draft Policy for a minimum of 28 days and invite public submissions.

Following Council’s endorsement of the public exhibition of the draft Policy, it is proposed the public exhibition period commences on Wednesday, 1 March 2023 and concludes on Wednesday, 29 March 2023.

ITEM 11 (continued)

Following the close of public submissions, the draft Policy will be submitted to Council at its meeting on 26 April 2023 for review of any submissions received and adoption of the Policy.

Financial Implications

Adoption of the recommendation will have no financial impact. Payments of expenses and the provision of facilities are included within Council's adopted base budget. The removal of any accommodation costs will provide the opportunity for more to be achieved with that budget allocation without requiring any increase.

ITEM 11 (continued)

ATTACHMENT 1



Lifestyle and opportunity @ your doorstep



Councillor Expenses and Facilities Policy

September 2022

February 2023

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

Document Version Control

Document Name:	Councillor Expenses and Facilities Policy
CM Reference WORD:	D22/147738
CM Reference PDF:	D22/147739
Document Status:	Approved by Council
Version Number:	Version 1.3
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Owner:	City of Ryde
Endorsed By:	Council on 22 November 2022 TBA
Distribution:	Internal and External

Change History

Version	Review Date	Author	Reason for Change
1.0	August 2018	Corporate Governance	Council adopted Policy on 24 August 2018
1.1	12 April 2021	Corporate Governance	Review of the Policy and minor amendments
1.2	September 2022	Corporate Governance	Review and amendments to Policy – endorsed by Council on 27 September 2022 for public exhibition Policy adopted by Council on 22 November 2022 following public exhibition
1.3	February 2023	Corporate Governance	Amendments to Policy following Mayoral Minute 39/22 (13 December 2022)

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

Contents

<i>Policy Summary</i>	5
Part A – Introduction.....	8
1. Introduction.....	8
2. Scope.....	8
3. Purpose.....	8
4. Policy Objectives.....	8
5. Principles.....	9
6. Private or Political Benefit.....	10
7. Review Process and Endorsement.....	10
Part B – Expenses and Use of Resources.....	11
8. General Expenses.....	11
8.1 Monetary Limits.....	11
8.2 Time Limits.....	11
8.3 Payment of Councillor Fees.....	11
8.4 Payments in advance.....	11
9. Specific Expenses.....	12
9.1 Training and education expenses.....	12
9.2 Attendance at seminars and conferences.....	12
9.2.1 Attendance at Conferences – supplementary City of Ryde provision.....	14
9.3 Professional Development.....	14
9.4 Travel.....	15
9.4.1 Local travel arrangements and expenses.....	15
9.4.2 Intrastate travel.....	16
9.4.3 Interstate travel (including ACT).....	16
9.4.4 Overseas travel.....	16
9.5 Accommodation costs.....	17
9.6 Incidental Expenses.....	17
9.7 Legal assistance provisions and expenses.....	18
9.8 Insurance.....	19
9.9 Communication expenses.....	19
9.10 Attendance at dinners and other non-Council functions.....	20
9.11 Care and other related expenses.....	20
9.12 Expenses for spouses, partners and accompanying persons.....	21
10. Additional Expenses for the Mayor.....	22
10.1 Mayoral Fee.....	22
10.2 Civic Expenses.....	23
10.3 Communication costs and expenses.....	23
Part C – Facilities.....	24
11. General facilities, equipment and services for all Councillors.....	24
11.1 Private use of facilities, equipment and services.....	24
12. Specific provision of facilities, equipment and services for all Councillors.....	24
12.1 Stationery and other items.....	25
12.2 Information Technology (IT) Equipment.....	26
12.3 Parking.....	27
12.4 Secretarial Support.....	27

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

12.5	Delivery of Material	27
12.6	Council Meeting Chamber and Library Meeting Rooms	27
13.	Additional provisions for the Mayor	28
13.1	Mayoral Office	28
13.2	Secretarial Support	28
13.3	Motor Vehicle and other Travel Facilities	28
13.4	Ceremonial Clothing.....	29
13.5	Other equipment and facilities.....	29
Part D –	Processes	30
14.	Approval, payment and reimbursement arrangements.....	30
15.	Disputes	31
16.	Acquisition and return of equipment and facilities by Councillors	31
17.	Publication.....	31
18.	Reporting.....	32
19.	Auditing	32
20.	Breaches.....	32
PART E –	Appendices	33
	Appendix I: Related legislation, guidance and policies.....	33
	Appendix II: Definitions.....	34
	Appendix III: Councillor Reimbursement Form.....	35

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

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 expenses 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 2005 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 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.

The main expenses and facilities **are summarised dealt with in the Policy are** in the table below. All monetary amounts are exclusive of GST.

Expense or Facility	Maximum Amount	Frequency
Accommodation and meals	As outlined in Section 9.5 of the policy	
Professional Development	\$4,000 per Councillor	Per year
Conferences and Seminars (Clause 9.2)	\$30,400 total for all Councillors Additional \$2,380 for the Mayor	Per year
Attendance at dinners and functions (Clause 9.10)	\$300	Per year
Communications expenses	\$300 per month per Councillor, \$3,600 per year per Councillor, Additional \$250 per month for the Mayor	Per month/year
Carer expenses (Clause 9.11)	\$4,000 per Councillor	Per year
Special needs (Councillors refer 9.11 (4), (5) and (6))	\$4,000	Per year
Expenses for spouses, partners and accompanying persons (directly related to the role of the Councillor in performance of the duties in the Ryde local government area) Clause 9.12)	\$300	Per year
Business cards (Clause 12.1)	500 business cards per Councillor, 1000 business cards for the Mayor	Per year

Councillor Attendance at Conferences Guidelines

Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

Expense or Facility	Maximum Amount	Frequency
Stationery and other items (Clause 12.1)	letterhead, to be used only for correspondence associated with civic duties a reasonable supply of plain white A4 paper 500 plain white DLE envelopes per Councillor 50 Christmas or festive cards per Councillor	Per year
Information Technology (IT) Equipment (Clause 12.2)	A set allowance up to a maximum of \$5,000 per Councillor to purchase their own IT equipment for the primary purpose of conducting Council related business. Alternatively, Councillors can elect to receive IT equipment provided by Council's Information Technology department	Per term
Christmas or festive cards (Clause 13.5)	200 for the Mayor	Per year
The maximum value of cash in advance (Clause 8.5)	\$500 (reconcile within 1 week)	Not relevant
Incidental expenses (Clause 9.6)	\$20	Per day
Access to facilities in a Councillor common room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	Provided to the Mayor	Not relevant
Reserved parking space at Council offices	Provided to the Mayor	Not relevant
Furnished office	Provided to the Mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors	One staff member provided to the Mayor and Councillors	Not relevant

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

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.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled to a Council meeting every six months and published in full on Council's website. These reports will include expenditure summaries by individual Councillor and as a total for all Councillors.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

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 City of Ryde 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 state 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.

2. SCOPE

- 2.1 This Policy, and associated procedures and guidelines, may be cited as the Councillor Expenses and Facilities Policy, and is effective from ~~22 November 2022~~ TBA 2023.
- 2.2 In this Policy, and associated procedures and guidelines, unless otherwise stated, the expression "Councillor" refers to all Councillors of the City of Ryde, including the Mayor and Deputy Mayor.

3. PURPOSE

- 3.1 This Policy ensures that Councillors have adequate access to the facilities and support required to fulfil their civic duties as elected representatives. It also aims to ensure that the facilities provided to Councillors to carry out their civic functions are equitable and in keeping with legislative requirements.
- 3.2 In addition, the purpose of this Policy, and associated procedures and guidelines, is to ensure that there is accountability and transparency in the payment and reimbursement of expenses incurred or to be incurred by the Councillors while undertaking their civic duties.
- 3.3 Council may disburse money only if the disbursement is authorised by the Local Government Act, either expressly or because it is supplemental, incidental to or consequential upon the exercise of its functions.

4. POLICY OBJECTIVES

- 4.1 The objectives of this Policy are to:-

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties.
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
- ensure facilities and expenses provided to Councillors meet community expectations.
- support a diversity of representation.
- fulfil the Council's statutory responsibilities.

5. PRINCIPLES

5.1 Council commits to the following principles:-

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **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, underrepresented 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.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

6. PRIVATE OR POLITICAL BENEFIT

- 6.1 Councillors must not obtain private or political benefit from any expense or facility provided under the Policy.
- 6.2 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.
- 6.3 Such incidental private use does not require a compensatory payment back to Council.
- 6.4 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 reimburse the Council.
- 6.5 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.

7. REVIEW PROCESS AND ENDORSEMENT

- 7.1 Council is required, under Section 252 of the Local Government Act (the Act), to adopt a policy on the payment of expenses and the provision of facilities to the Mayor and other Councillors within the first 12 months of each term of a Council.
- 7.2 Section 253 of the Act requires that Council give public notice of at least 28 days of its intention to adopt or amend this policy, even if there is no proposed change to the policy.
- 7.3 Council may amend and adopt the policy at other times of the year without public notice, if Council is of the opinion that the amendments are “not substantial” (Section 253 of the Act and Office of Local Government Guidelines).

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

Part B – Expenses and Use of Resources

8. GENERAL EXPENSES

- (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.
- (2) Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

8.1 MONETARY LIMITS

- (1) Monetary limits are stated in this Policy against each expense category as required. These monetary limits set out the maximum amount payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST.
- (2) Where expense limits are specified in this Policy, these given limits and requirements apply whether the item is purchased via direct payment by Council or reimbursement to the Councillor.
- (3) For the purposes of transparency and accountability, monetary limits are highlighted throughout this document where appropriate and also summarised in the table in the 'Policy Summary' section of this Policy.

8.2 TIME LIMITS

- (1) Reimbursement of costs and expenses to Councillors must be made within three (3) months of the cost or expense being incurred.

8.3 PAYMENT OF COUNCILLOR FEES

- (1) An annual fee is paid to each Councillor by the Council. The fee is the amount fixed by the Council under Division 5 of Part 2 of Chapter 9 of the Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.
- (2) Unless otherwise provided for in this Policy, the annual fee paid to each Councillor is intended to offset the costs involved in discharging the functions of civic office including, but not limited to, all incidental and out-of-pocket expenses relating to transport, clothing, home office, home telephone and postage costs.
- (3) All fees payable under this policy shall be paid monthly in arrears for each month (or part of a month) for which the Councillor holds office.
- (4) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in a Councillor's Fee.

8.4 PAYMENTS IN ADVANCE

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

- (1) Councillors may request an advance payment for the cost of any service or facility covered by the Policy.
- (2) Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home.
- (3) Councillors must fully reconcile all expenses against the cost of the advance within one (1) week of their return, with receipts, and submit these details to the Chief Executive Officer or his/her delegated employee for verification. Any unspent money is required to be returned at this time.
- (4) The maximum value of a cash advance is \$500.

Timeframe	Maximum amount
Reconcile within 1 week	\$500.00

9. SPECIFIC EXPENSES

9.1 TRAINING AND EDUCATION EXPENSES

- (1) An induction program shall be conducted by the Chief Executive Officer for Councillors upon election to Council and every subsequent re-election. This program may include the provision of resources and the attendance at training courses.
- (2) Provision for other training and education for Councillors will be made separately in Council's budget via the adopted Delivery Plan. All Councillors will be offered the same access to the same training in accordance with the budget allocated.

9.2 ATTENDANCE AT SEMINARS AND CONFERENCES

- (1) Prior Council approval is required for Councillors to attend seminars or conferences on behalf of the Council. A report must be included in the Council business papers and should give the purpose of the seminar, conference and training course, expected total costs, expected benefits for Councillors to attend and the names of Councillors who have indicated an interest to attend. *For other professional development opportunities, refer to Section 9.3 of this Policy.*
- (2) When determining attendance at conferences and seminars, consideration will be given to the Councillor Attendance at Conference Guidelines.
- (3) Where a Councillor is no longer able to attend a conference or seminar for which endorsement has been given, they must advise the Chief Executive Officer as soon as practicable, to facilitate the attendance of an alternate Councillor.
- (4) Where a Councillor provides less than 24 hours notice with regard to clause (3) above, and where no sufficiently substantial reason is provided, the Councillor may be liable, by way of Council resolution, for any related costs Council is unable to recover.
- (5) After returning from the seminar, conference or training course, the Councillor/s, or accompanying member of Council staff, shall provide a written report to Council on the aspects of the event relevant to Council business and/or the local community within two

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

(2) months of the event. This report will be included in the Councillors' Information Bulletin.

No written report is required for the annual Local Government NSW Conference, the Australian Local Government Association Conference or for compulsory training courses or seminars required by any Government agency.

- (6) Council will pay the seminar, conference or training course registration fees charged by the organisers including the costs of related official meals and associated tours where they are relevant to the business and interests of Council. Any time and costs incurred in undertaking activities not related to attendance at the event shall not be included in the expenses paid by Council.
- (7) Council will also meet the cost of meals (and reasonable cost of drinks) when they are not otherwise included in the training, conference or seminar fees. Each Councillor is entitled to seek reimbursement for up to three (3) meals per day to a maximum of \$100 a day. Official receipts will be required for reimbursement under this clause.

Quantity	Maximum amount
Up to 3 meals per day	\$100 per day

- (8) No payment shall be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party, candidate's electoral fund or some other private benefit.
- (9) Council will meet the reasonable cost of transportation ~~and accommodation~~ associated with attendance at the seminar, conference or training course.
- ~~(10) Any accommodation required by Councillors will be provided by Council subject to availability, access to venue and cost. A reasonable standard of accommodation is considered to be 4 – 4.5 star although 5 star accommodation will be provided where no suitable alternative accommodation is available. The cost of any upgrade shall be the responsibility of the Councillor. Where possible, Council will make payment of the accommodation booking prior to the date of arrival.~~
- (10) Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation.*
- (11) Council shall provide Councillors with taxi vouchers for travel to a seminar, conference or training course. Councillors must ensure that any unused vouchers and the receipts of used vouchers are returned to Council within seven (7) days of the event.
- (12) Alternatively, Council will meet the actual costs for public transport, taxis or hire-cars for travel on Council related business.
- (13) Council shall reimburse transport expenses incurred by a Councillor while using their own private vehicle for Council related business.

This will be by way of a reimbursement for each kilometre travelled for the specific journey, plus any road tolls and parking fees necessarily incurred. The rate of reimbursement for kilometres travelled shall be equivalent to the rates prescribed in the relevant legislation or policies applicable to employees of the Council.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

- (14) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.

9.2.1 ATTENDANCE AT CONFERENCES – SUPPLEMENTARY CITY OF RYDE PROVISION

- (15) Council acknowledges the value of Councillor attendance at conferences to enable them to be both knowledgeable and current on issues affecting the City of Ryde. In order to ensure that attendance at conferences is equitable, transparent and consistent, attendance will be limited as follows:-
- (a) Local Government NSW Annual Conference – the number of voting delegates plus one (to a maximum of eight Councillors). Details of the delegates and attendee are to be determined by resolution of Council.
 - (b) Australian Local Government Association Conference.
 - (c) In addition, to (a) and (b) above, every Councillor is entitled to attend one conference in either NSW, Canberra, metropolitan Brisbane or metropolitan Melbourne. The conference must directly relate to the business of Council. More than one Councillor may attend the same conference if Council resolves that this will be beneficial for both Council and the Councillors concerned.
 - (d) Within two (2) months following the conference the attending Councillor must report to Council on the proceedings of the conference. That report will be included in the Councillors' Information Bulletin. This action is not required for the Local Government NSW Annual Conference or the Australian Local Government Association Conference.
 - (e) No Councillor can attend a conference at Council's expense without the prior approval of Council. Reports to Council are to include details of the conference and an estimate of the associated costs including registration and transport **and accommodation**.
 - (f) Council may resolve that a Councillor can attend more than one (1) conference per year but this determination will be dependent on budgetary constraints and with an emphasis on ensuring that all Councillors have equal access to conferences.

9.3 PROFESSIONAL DEVELOPMENT

- (1) Council will set aside \$4,000.00 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies. *Staff will consult with Councillors, through an Information Report, prior to incurring costs associated with professional development, except for Councillors' attendance at seminars and conferences on behalf of Council as these events are subject to the requirements in Section 9.2(1).*
- (2) Where a Councillor does not expend the entirety of the funds allocated to them, these funds may be utilised by other Councillors for professional development requirements.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

- (3) 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.
- (4) 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 cost of membership is likely to be fully offset by savings from attending events as a member.
- (5) Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:-
 - Details of the proposed professional development.
 - Relevance to Council priorities and business.
 - Relevance to the exercise of the Councillor's civic duties.
- (6) In assessing a Councillor request for a professional development activity, the Chief Executive Officer or delegated employee must consider the factors set out in Clause (4) above, as well as the cost of the professional development in relation to the Councillor's remaining budget.

9.4 TRAVEL

9.4.1 LOCAL TRAVEL ARRANGEMENTS AND EXPENSES

- (1) Council shall reimburse travel expenses incurred by Councillors for travel on Council related business.
- (2) Under normal circumstances, Councillors are expected to provide their own transport to and from the Council Offices and the Councillor's home and/or place of work for the purpose of undertaking Council business.
- (3) Transport to and from the Council Offices and a Councillor's home and/or place of work may be provided by Council at the discretion of the Chief Executive Officer having regard to the circumstances, if it is not practicable for a Councillor to use his or her normal method of transport.
- (4) Travel expenses include use of private vehicle, use of public transport, taxis, ride share, hire cars, travel using a Council vehicle and associated costs such as parking and road tolls. Private vehicle expenses will be reimbursed using the kilometre rate prescribed in the relevant legislation or policies applicable to employees of the Council. Actual costs will be reimbursed for other travel expenses.
- (5) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while travelling on Council related business.
- (6) A Council vehicle (with or without a driver), a hire car, ride share or a taxi voucher may be provided to a Councillor for the purpose of attending any Council related event at the discretion of the Chief Executive Officer having regard to the circumstances.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

- (7) Nothing in this Policy prevents a Councillor from travelling in a Council vehicle with a staff member who is also attending any Council related event.

9.4.2 INTRASTATE TRAVEL

- (1) Council shall reimburse Council business related travel expenses by a Councillor while using their own private vehicle, by way of a reimbursement for each kilometre travelled for the specific journey, plus any road tolls and parking fees necessarily incurred. The rate of reimbursement for kilometres travelled shall be equivalent to the rates prescribed in the relevant legislation or policies applicable to employees of the Council.
- (2) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.
- (3) Councillors travelling into country NSW may choose the mode of transport that is most suitable, considering economy and convenience. Air travel will require prior approval.
- ~~(4) If any intrastate travel requires payment or reimbursement of accommodation expenses, please refer to Section 9.5 – 'Accommodation costs', as prior approval is required.~~

9.4.3 INTERSTATE TRAVEL (INCLUDING ACT)

- (1) Prior Council approval is required for interstate travel for which reimbursement or payment is sought by Councillors. Any proposal for Councillors to travel interstate is to be included in the non-confidential business papers of Council, for which due public notice has been given. Such a proposal cannot be considered in a late report or Mayoral Minute.
- (2) Applications for interstate travel must be made in writing, giving full details of the travel including: itinerary, expected total costs, reasons for the travel and expected benefits. Council does not allow the retrospective approval of reimbursement of such travel expenses, therefore all expenses must be approved in advance.
- (3) Upon return from interstate travel, the Councillor, or an accompanying member of Council staff, shall provide a written report to Council on the aspects of the trip relevant to Council business and/or the local community, within two (2) months of the trip. This report will be included in the Councillors' Information Bulletin.
- (4) Economy class air travel will be provided as standard for travel within Australia. The cost of any upgrade shall be the responsibility of the Councillor. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.
- (5) Where trains are used, first class train travel will be provided, *including with the exception of sleeping berths where available.*
- (6) Council shall meet the cost of any transfers between a Councillor's residence and a transport interchange (i.e.: airport) and between the transport interchange and hotel or venue. These costs are not to exceed the cost of taxi fares.

9.4.4 OVERSEAS TRAVEL

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

- (1) Council approval is required for overseas travel for which reimbursement is sought by Councillors. Any travel proposals for Councillors to travel overseas are to be included in the non-confidential business papers of Council for which due public notice has been given. Such proposals cannot be considered in a late report or Mayoral Minute.
- (2) Applications for overseas travel must be made in writing, giving full details of the travel including itinerary, expected total costs, reasons for the travel and expected benefits. Council does not allow the retrospective reimbursement of such travel expenses therefore expenses must be approved in advance.
- (3) Upon return from overseas travel, the Councillor, or an accompanying member of Council staff, shall provide a written report to Council on the aspects of the trip relevant to Council business and/or the local community, within two (2) months of the trip. This report will be included in the Councillors' Information Bulletin.
- (4) Economy air class will be provided for approved overseas travel. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.
- (5) Council shall meet the cost of any transfers between a Councillor's residence and the airport and between the airport and hotel or venue. These costs are not to exceed the cost of taxi fares.
- (6) Independently funded travel - Council officials who travel to cities that have a Friendship or Partnership relationship with the City of Ryde, are only able to present themselves as representing Council, if this representation has been endorsed by Council prior to the visit.

9.5 ACCOMMODATION COSTS

- ~~(1) Council shall meet the costs of accommodation for Councillors travelling on Council business, when prior approval has been granted by Council.~~
- ~~(2) Where possible, Council will make payment of the accommodation booking prior to the date of arrival.~~
- ~~(3) Any accommodation required by Councillors will be provided by Council subject to availability, access to venue and cost. A reasonable standard of accommodation is considered to be 4 – 4.5 star although 5 star accommodation will be provided where no suitable alternative accommodation is available. The cost of any upgrade shall be the responsibility of the Councillor.~~
- (1) *Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation.*

9.6 INCIDENTAL EXPENSES

- (1) Council shall reimburse reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses, and other prior approved travel, incurred by Councillors.
- ~~(2) Incidental expenses include, but are not limited to, in-house hotel television, telephone calls, internet charges, refreshments, laundry and dry cleaning, and newspapers.~~

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

- (2) Each Councillor is entitled to seek reimbursement up to \$20 per day for the purposes of Clause 9.6.

Timeframe	Maximum amount
Per day	\$20

9.7 LEGAL ASSISTANCE PROVISIONS AND EXPENSES

- (1) Council may, if requested, indemnify or reimburse the reasonable legal expenses of:-
- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act; or
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act;
 - 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 investigative or review body makes a finding substantially favourable to the Councillor.

Clause (c) applies only when the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review.

- (2) In the case of a conduct complaint made against a Councillor, legal costs will only be made available where:-
- the matter has been referred by the Chief Executive Officer to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's Code of Conduct; and
 - the conduct reviewer or the conduct review panel makes a finding that is not substantially unfavourable to the Councillor.
- (3) In the case of a pecuniary interest or misbehaviour matter, legal costs will only be made available where a formal investigation has been commenced by the Office of Local Government.
- (4) 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.
- (5) Council will not meet the costs of an action in defamation taken by a Councillor as plaintiff in any circumstances and will not meet the costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- (6) Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

- (7) Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution of Council at a Council meeting prior to costs being incurred.

9.8 INSURANCE

- (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.
- (2) Councillors are provided additional liability protection by way of the Councillors and Officers Liability Policy, and personal injury protection by way of the Personal Accident Policy.
- (3) 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.
- (4) Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

9.9 COMMUNICATION EXPENSES

- (1) Councillors are entitled to seek reimbursement for communications costs and expenses covering the areas of email, internet, telephone (both fixed and mobile), website and postage.
- (2) Each Councillor is entitled to seek reimbursement up to \$300 per month (\$3,600 per annum) for the purposes of this clause.
- (3) Where the communication costs include the provision of a communication device through a communication plan, Council shall reimburse the costs associated with the plan, including email, internet and telephone access and usage. Communication costs also include expenses incurred by a Councillor for the proportion of leasing, renting or repayment costs associated with any communication device used by a Councillor in undertaking their role as a Councillor.
- (4) Council may provide Councillors with a mobile phone and call plan in lieu of the individual Councillor seeking reimbursement for mobile telephone costs. It is noted that there may be a small proportion of incidental private/personal use.
- (5) Reimbursement of costs and expenses to Councillors under 'Communication costs' will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers in the name of the Councillor, and the completion of the "Request for Councillor Reimbursement" form.
- (6) Councillors are not entitled to claim any communication costs associated with the production or dissemination of personalised pamphlets, newsletters and the like.

Timeframe	Maximum amount
Per annum	\$3,600
example average (per month)	\$300

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

9.10 ATTENDANCE AT DINNERS AND OTHER NON-COUNCIL FUNCTIONS

- (1) Councillors are entitled to seek reimbursement for attendance at dinners and other non-Council functions that provide briefings to Councillors from key members of the community, politicians and business.
- (2) Approval for reimbursement in accordance with the above should be sought prior to the event and be done in writing to the Chief Executive Officer.
- (3) Each Councillor is entitled to seek reimbursement up to \$300 per annum for the purpose of this section. Official receipts are required to claim reimbursement under this clause.
- (4) No payment shall be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party, candidate's electoral fund or some other private benefit.

Timeframe	Maximum amount
Per annum	\$300

- (5) Councillors who are Executive Members of an organisation of interest to Council as indicated in a Council resolution, shall be entitled to seek reimbursement and support for their attendance at the Executive Meetings held by the organisation.

Council will meet the cost of the Councillor's transportation ~~and accommodation~~ expenses, including the cost of meals. The support provided to Councillors in their capacity as an Executive Member of an organisation shall only be valid for the period they hold such a position.

9.11 CARE AND OTHER RELATED EXPENSES

- (1) Where a Councillor has responsibilities for the care and support of any relative, the Council may reimburse the actual cost incurred by the Councillor to engage professional care for the relative whenever considered necessary by the Councillor in order for the Councillor to discharge the functions of civic office.
- (2) In this clause, *relative* shall have the same meaning as set out in the Dictionary in the Local Government Act.

Relative, in relation to a person, means any of the following:

- (a) *the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse;*
- (b) *the spouse or de facto partner of the person or of a person referred to in paragraph (a)*

- (3) The total amount paid to a Councillor under sub-clause (1) shall not exceed \$4,000.00 in the 12 month period from October to September. Official receipts are required to claim reimbursement under this clause.

Timeframe	Maximum amount
Per annum	\$4,000.00

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

- (4) 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.
- (5) Where a Councillor has a special requirement, such as disability and access needs, Council shall meet reasonable costs and expenses required in order for that Councillor to discharge the functions of civic office.
- (6) The total amount paid to a Councillor under sub-clause (5) shall not exceed \$4,000.00 in the 12 month period from October to September. Official receipts are required to claim reimbursement under this clause. It should be noted however, that Council can approve additional expenditure in extenuating circumstances.

Timeframe	Maximum amount
Per annum	\$4,000.00

- (7) Each application for care and support of a relative or for meeting the special requirements of a Councillor is to be made in writing to the Chief Executive Officer or his/her delegated officer and will be assessed on its merits. The Chief Executive Officer may use his/her discretion to refer the matter to Council for determination.

9.12 EXPENSES FOR SPOUSES, PARTNERS AND ACCOMPANYING PERSONS

- (1) In limited circumstances, Council shall meet certain costs incurred by a Councillor on behalf of their spouse, partner or accompanying person that are properly and directly related to the role of the Councillor in the performance of his or her duties, in the Ryde local government area. For example, attendance at official Council functions that are of a formal and ceremonial nature when accompanying Councillors.
- (2) Costs and expenses incurred by the Councillor on behalf of their spouse, partner or accompanying person will be met if the cost or expense relates specifically to the ticket, meal and/or direct cost of attending the function referred to in clause (1) above, including carer costs. Peripheral expenses such as grooming, special clothing and transport are not considered reimbursable expenses.
- (3) In recognition of the importance of a good work and family balance, spouses, partners or accompanying persons are welcome to join Councillors while attending events away from home. In such circumstances, Council will not require reimbursement of costs if no additional travel ~~and accommodation~~ expenses are incurred over and above what would have been expended by the individual Councillor. For example, if the person travels as a passenger in the Councillor's vehicle ~~and are able to be accommodated in the same room already provided as standard to the Councillor~~, it will be considered that no additional cost has been incurred by Council.
- (4) Where a spouse, partner or accompanying person attends an event away from home with the Councillor, additional costs of the person/s will not be met by Council, with the exception of those associated with the Local Government NSW Annual Conference as addressed in clause (5) below.
- (5) Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government NSW Annual Conference will be met by Council. These expenses will be limited to the cost of registration and official conference dinners. Travel expenses, ~~any additional accommodation expenses~~, and the cost of

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

partner/accompanying person tours etc would be the personal responsibility of individual Councillors.

- (6) Eligible events (ie Local Government NSW Annual Conference, civic events in the Ryde LGA, and civic events throughout NSW for the Mayor or their representative) should be distinguished from circumstances where spouses, partners or accompanying persons accompany Councillors at seminars and conferences and the like. In these situations all costs, **including any additional accommodation costs**, must be met by the Councillor or the spouse/partner/accompanying person.
- (7) Each Councillor is entitled to seek reimbursement of up to \$300 per annum total under this clause. Official receipts are required to claim reimbursement under this clause.

Timeframe	Maximum amount
Per annum	\$300

10. ADDITIONAL EXPENSES FOR THE MAYOR

10.1 MAYORAL FEE

- (1) An annual fee is paid to the Mayor by the Council. The fee is the amount fixed by the Council under Division 5 of the Local Government Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.
- (2) Unless otherwise provided for in this Policy, the annual fee paid to the Mayor is intended to offset the additional costs involved in discharging the functions of the Mayoral Office over and above the costs incurred by other Councillors.
- (3) In the event that the Council resolves to pay a fee to the Deputy Mayor to undertake the roles and responsibilities of the office of the Mayor, the amount of such fee shall be deducted from the amount determined to be paid to the Mayor on a pro rata basis for the relevant period.
- (4) All fees payable under this Policy shall be paid monthly in arrears for each month (or part of a month) for which the Mayor holds office.
- (5) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral Fee.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

10.2 CIVIC EXPENSES

- (1) Council shall meet the cost of providing refreshments and associated expenses for civic functions, civic receptions and any other formal event hosted by the Mayor, subject to adequate funds being allocated and available in the Council's adopted Delivery Plan.

10.3 COMMUNICATION COSTS AND EXPENSES

- (1) Council shall reimburse up to an additional \$250 per month (\$3,000 per annum) for communication costs and expenses for the Mayor, over and above the monthly expenditure limit prescribed in clause 9.9 – Communication Expenses.

Timeframe	Maximum amount
Per annum	\$3,000
(Per month)	(\$250)

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

Part C – Facilities

11. GENERAL FACILITIES, EQUIPMENT AND SERVICES FOR ALL COUNCILLORS

- (1) Facilities, equipment and services shall be provided to Councillors to support them in undertaking their role as elected members of the Council.
- (2) The equipment supplied under sub-clause (1) shall be of adequate capacity and functionality to generally undertake the role of Councillor.
- (3) Unless otherwise resolved by the Council, or subject to the discretion of the Chief Executive Officer, the equipment shall be provided to a Councillor only once during the term of each Council. Council remains in ownership of the equipment and all equipment is required to be returned at the end of the term of each Councillor. At the conclusion of their term, Councillors shall be offered the option to purchase the equipment that they have been in possession of, at current market value. Unless stated otherwise, the Councillor shall be responsible for all other costs of operating this equipment.
- (4) Part 7 of the Code of Conduct describes the responsibilities and obligations of Council officials when using Council resources, particularly in terms of misuse and private use.
- (5) Councillors, where their allocated equipment is damaged, lost or destroyed, are required to report this to Council urgently. If there are repeated instances requiring the equipment to be repaired or replaced, this may be at the Councillors cost.

11.1 PRIVATE USE OF FACILITIES, EQUIPMENT AND SERVICES

- (1) Council facilities, equipment and services are not to be used for private purposes unless the use is incidental, unavoidable and of a minor nature.
- (2) Should a Councillor obtain substantial private benefit, the Councillor is required to advise the Chief Executive Officer in writing detailing the extent of the private benefit. Council will determine the value of the benefit that is to be invoiced to the Councillor in a non-confidential session of a Council Meeting. The Councillor shall then repay Council the value within four (4) weeks of the determination.
- (3) Council facilities, equipment and services are not to be used to produce election material or for any other political purposes.
- (4) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral or Councillor fees.

12. SPECIFIC PROVISION OF FACILITIES, EQUIPMENT AND SERVICES FOR ALL COUNCILLORS

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

12.1 STATIONERY AND OTHER ITEMS

(1) Each Councillor may receive:-

- (a) letterhead, to be used only for correspondence associated with civic duties;
- (b) a reasonable supply of plain white A4 paper per year;
- (c) 500 plain white DLE envelopes per year;
- (d) 500 business cards per year in a format agreed by each Councillor;
- (e) 50 Christmas or festive cards per year;

the year commencing from the date of election to Council and each subsequent anniversary.

Additional supplies of the above stationery items may be provided by the Chief Executive Officer if considered warranted having regard to the particular needs of any Councillor.

- (2) Each Councillor may be issued from time to time with name badges, security access cards, ties/scarves and other corporate apparel or accessories for personal use. Security access cards are required to be returned when the Councillor ceases to hold office.
- (3) Stationery is not to be used to produce election material or for any other political purpose.

Timeframe	Maximum amount
Per annum	a reasonable supply of plain white A4 paper
Per annum	500 plain white DLE envelopes
Per annum	500 business cards
Per annum	50 Christmas or festive cards

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

12.2 INFORMATION TECHNOLOGY (IT) EQUIPMENT

- (1) Each Councillor will receive a set allowance per term (currently set at a maximum of \$5,000.00) to purchase their own IT equipment for the primary purpose of conducting Council related business.
- (2) This equipment may consist of:-
 - Computer (either desktop or laptop).
 - An iPad or similar tablet device.
 - A smart phone.
 - A printer (multi-function device) allowing printing/scanning etc.
 - Accessories for the above such as keyboard, mouse, protective case, screen protector and headset etc.

Other devices such as smart watches will be assessed for reimbursement within this allowance on an individual basis.
- (3) Alternatively, Councillors can elect to receive IT equipment provided by Council's Information Technology department. Such equipment will be in line with Council's current standard IT equipment.
- (4) Councillors can purchase the equipment and receive reimbursement upon production of appropriate tax invoices and receipts. Alternatively, Council may purchase the nominated equipment on behalf of a Councillor if requested.
- (5) It is important that all IT equipment is purchased with adequate warranty and support agreement from the retailer. Council's Information Technology department will not provide any hardware or support, therefore Councillors must contact the nominated service provider for assistance. In the event of any damage to the equipment or other out of warranty events, Councillors will be responsible to cover additional repair expenses.
- (6) Maintenance, troubleshooting problems and upgrades to IT equipment will be the responsibility of individual Councillors and Council's Information Technology department will not be carrying these support activities. Council's Information Technology department will provide limited technical support for Council emails, BoardVantage and Zoom.
- (7) Any equipment purchased under this allowance must be in accordance with the minimum specification as advised from time to time by Council's Information Technology Department.
- (8) Councillors using a device to access Council systems must abide by the relevant Council Policies.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

12.3 PARKING

- (1) Councillors shall be provided with allocated parking at the Council offices for attendance at meetings and functions in the performance of their role as a Councillor and be provided with a parking permit sticker for use when parking in the North Ryde Office Car Park. Council will not indemnify Councillors for any damage to their vehicles while utilising this facility.
- (2) No other parking concessions within the City of Ryde will be granted.

12.4 SECRETARIAL SUPPORT

- (1) Secretarial support may be provided at the discretion of the Chief Executive Officer for each Councillor at the Pope Street, Ryde and/or North Ryde Offices. This may include typing, photocopying or use of a telephone. All expenses incurred, including the cost of staff, shall be met by the Council.

12.5 DELIVERY OF MATERIAL

- (1) At least once each week, each Councillor may receive a delivery of material from Council including business papers, correspondence, newspapers etc. delivered to one property address nominated by the Councillor.

12.6 COUNCIL MEETING CHAMBER AND LIBRARY MEETING ROOMS

- (1) Councillors may use the Council Meeting Chamber or access the meeting rooms at the library as available and in accordance with the relevant booking process, for the purposes of meeting with the public during operating hours and free of charge. The nature of the meeting must relate to Council business.
- (2) Council facilities are not to be used for any political purpose.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

13. ADDITIONAL PROVISIONS FOR THE MAYOR

13.1 MAYORAL OFFICE

- (1) A furnished Mayoral Office shall be provided by the Council at the Pope Street, Ryde and North Ryde Offices, including a computer with office and related software (including access to email and internet).

13.2 SECRETARIAL SUPPORT

- (1) Secretarial support shall be provided by the Council. All necessary staff, office equipment, furnishings, printing, stationery, postage and other general office expenses shall be met by the Council, subject to adequate funds being available in the Council's adopted Delivery Plan.

13.3 MOTOR VEHICLE AND OTHER TRAVEL FACILITIES

- (1) An appropriate vehicle shall be provided in accordance with Council's available list and shall be fully maintained for use by the Mayor for Council related business. The vehicle may be used for incidental private purposes by the Mayor.
- (2) Should substantial private use occur, the Mayor is to reimburse to Council the cost of this private use, which will be calculated using the mileage rates prescribed in the relevant legislation, policies or calculations applicable to employees of Council.
- (3) A car parking space shall be allocated at the Pope Street Top Ryde and North Ryde office for the Mayoral vehicle.
- (4) Should the Mayor elect not to make use of the vehicle for the length of their term, it will be disposed of appropriately. The Mayor will be entitled to reimbursement for all Council related travel expenses in accordance with the mileage rates prescribed in the relevant legislation or policies applicable to employees of Council.
- (5) Reimbursements will be made upon the production of an appropriate vehicle mileage log and the completion of a "Request for Councillor Reimbursement" form.
- (6) Additionally, the Mayor is entitled to a Cabcharge card for travel on Council related business. The card is not to be used for private travel and the card is not to be used to provide gratuities to drivers.

The Cabcharge card is to be used in accordance with the City of Ryde Credit Card policy. Cabcharge receipts are to be collected and submitted to Council for reconciliation against monthly statements, and the cardholder is required to immediately inform Council should the card be lost or stolen.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

13.4 CEREMONIAL CLOTHING

- (1) The Mayor shall be supplied with a suitable robe and chains of office.

13.5 OTHER EQUIPMENT AND FACILITIES

- (1) In addition to equipment and facilities already provided to the Mayor as a Councillor, the Mayor shall be entitled to the following equipment and facilities:-
- (a) an additional 500 business cards per year of term in a format agreed by the Mayor,
 - (b) 200 Christmas Cards per year of term,
 - (c) corporate attire and presentation gifts for use in connection with civic and ceremonial functions for example: tie, scarfs, mementos
- (2) The Chief Executive Officer shall have discretion to provide the Mayor with further equipment and facilities, not otherwise specified in this Policy, subject to funding being made available in the adopted Delivery Plan, and that the provision of such equipment or facilities is reasonable for the efficient and effective performance of the Office of the Mayor. Should the Chief Executive Officer exercise his/her discretion to provide the Mayor with further equipment and facilities, not otherwise specified in this Policy, a report detailing the provision shall be presented to Council.

Timeframe	Maximum amount
Per annum	200 Christmas cards
Per annum	Additional 500 business cards

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

Part D – Processes

14. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS

- (1) All expenses and costs incurred must be in accordance with the requirements of this Policy.
- (2) Reimbursement of costs and expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the "Request for Councillor Reimbursement" form **[Appendix III]**.
- (3) If receipts and tax invoices are not able to be submitted, a Councillor shall be required to sign a Statutory Declaration to confirm that the expense was incurred. If a Statutory Declaration is provided in lieu of receipts and tax invoices, Councillors are required to personally retain any supporting documentation for audit purposes and shall be required to produce this documentation to Council upon request. Councillors are advised that Council is unable to claim the GST on the purchase if a tax invoice is not submitted, thus increasing the real cost of the item.
- (4) Claims for reimbursement of "Communication costs" and "Information Technology" will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers, in the name of the Councillor – a Statutory Declaration is not appropriate.
- (5) Payments made to Councillors by way of reimbursement in accordance with this Policy will only be made to personal accounts on which the Councillor is a named account holder and not to third parties.
- (6) The Chief Executive Officer or a delegated employee shall assess all such claims and if considered to be reasonable and to be legitimately payable under this Policy, shall approve the claim for payment and payment shall be made within seven (7) days.
- (7) Should the Chief Executive Officer or delegated employee decide that the claim should not be paid, the Chief Executive Officer shall explain such decision to the Councillor and should the Councillor still consider that the claim should be paid, it shall be considered that a dispute exists and the provisions of clause 15 shall apply.
- (8) Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development. The maximum value of cash advance is \$500 which should be reconciled within one (1) week of incurring the cost and/or returning home. This includes providing to Council:-
 - A full reconciliation of all expenses including appropriate receipts and/or tax invoices.
 - Reimbursement of any amount of the advance payment not spent in attending to official business or professional development.
- (9) If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

15. DISPUTES

- (1) Should any Councillor consider that a dispute exists at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute and the Chief Executive Officer shall submit such reports to the next meeting of the Council to have the dispute determined by a resolution of the Council having regard to this Policy, the Act and any other relevant law. The decision of the Council shall be binding on all of the parties.
- (2) If the Councillor and the Chief Executive Officer cannot resolve the dispute, the Councillor may submit a Notice of Motion to a Council meeting seeking to have the dispute resolved.

**16. ACQUISITION AND RETURN OF EQUIPMENT AND FACILITIES BY
COUNCILLORS**

- (1) Prior to the conclusion of a Council term, or if a Councillor leaves civic office prior to the expiration of the term of Council, Councillors will be invited to indicate if they wish to purchase any IT equipment utilised during the term.
- (2) Councillors will be advised of the written down value of each item prior to seeking the above indication.
- (3) Where possible, payment for any items a Councillor wishes to purchase will be deducted from the Councillor's fee. Where this is not possible, an invoice will be prepared for the Councillor to make the appropriate payment.
- (4) Councillors no longer holding a position as Councillor will be required to return all equipment not purchased within one (1) week of the declaration of the polls to the Chief Executive Officer or delegated employee at Council's North Ryde Office.

17. PUBLICATION

- (1) This policy will be published on Council's website.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

18. REPORTING

- (1) Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- (2) 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.

19. AUDITING

- (1) The operation of this Policy, including claims made under the Policy, will be included in Council's audit program and an internal audit will be undertaken once every two years.
- (2) The outcomes of the internal audit reviews are reported to the Council's Audit, Risk and Improvement Committee.

20. BREACHES

- (1) Suspected breaches of this Policy are to be reported to the Chief Executive Officer.
- (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 and in the Procedures for the Administration of the Code.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

PART E – Appendices

APPENDIX I: RELATED LEGISLATION, GUIDANCE AND POLICIES

Relevant legislation and guidance:

- Local Government Act 1993
- Local Government (General) Regulation 2005 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 17-17 Councillor Expenses and Facilities Policy – Better Practice Template
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.
- ~~ICAC Publication “No excuse for misuse”, November 2002~~

Related Council policies:

- City of Ryde Code of Conduct – Policy, Standards of Conduct, and Complaints Procedure;
- City of Ryde ‘Thank you is Enough’ - Gifts and Benefits Policy;
- City of Ryde Code of Meeting Practice;
- City of Ryde Corporate Credit Card Policy.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

APPENDIX II: 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 Local Government Act 1993 (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 <i>Chief Executive Officer</i>	Means the general manager <i>chief executive officer</i> 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
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
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 <i>2021</i> (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

APPENDIX III: COUNCILLOR REIMBURSEMENT FORM

COUNCILLOR REIMBURSEMENT

About this form

This form is used to make a claim for reimbursement for expenses as a Councillor of the City of Ryde.

Policy Requirements

Section 252 of the *Local Government Act 1993* authorises payment or reimbursement of actual expenses incurred by Councillors in carrying out their civic duties.

Claims must be made in accordance with Council's **Councillors Expenses and Facilities Policy** and must be made within 3 months of the date of the expenditure. All receipts/tax invoices must be attached.

Councillor Helpdesk

Riverview Business Park, Building 0, Level 1,
3 Richardson Place, North Ryde
Locked Bag 2069, North Ryde NSW 1670
Email helpdesk@ryde.nsw.gov.au
Phone 9952 8200 Fax 9952 8070

PART 1: COUNCILLOR DETAILS

Councillor Name*

Claim Period* to

Address*

PART 2: SUMMARY OF CLAIMS

Date	Claim Description	Amount	OFFICE USE ONLY
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Total claim amount*		\$ <input type="text"/>	

PART 3: DECLARATION

I certify that the details provided in relation to the above claims are correct and the expenses were reasonably incurred.

Signature* Date*

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: <i>TBA</i>

ITEM 11 (continued)

ATTACHMENT 1

**Councillor Expenses
and Facilities Policy**

PART 4: SUMMARY OF CLAUSES AND CLAIM LIMITS

Clause 8.2	Time limit to claim reimbursement - 3 months
Clause 8.5	Payment advance - maximum \$500 - Time limit to reconcile 1 week
Clause 9.2 (7)	Meals not otherwise provided at training/seminars - \$100 per day maximum
Clause 9.2 (13)	Private Vehicle – rate per kilometre
Clause 9.4	Travel
Clause 9.4.3 (4)	Travel – Economy class provided as standard
Clause 9.4.3 (6)	Transfers – costs not to exceed cost of taxi fares
Clause 9.5 (3)	Accommodation – 4 star or 4.5 star provided as standard
Clause 9.6	Incidental Expenses - \$20 per day
Clause 9.9 (2)	Communication costs and expenses - maximum \$3,600 per annum - \$300 per month
Clause 9.10	Attendance at dinners and other non-Council functions - \$300 per annum
Clause 9.11 (1-3)	Care and other related expenses - \$4,000 per annum
Clause 9.11 (4-7)	Special needs - \$4,000 per annum
Clause 9.12	Expenses for spouses, partners and accompanying persons - \$300 per annum
Clause 10.3	Communication costs and expenses for the Mayor - additional \$3,000 per annum - \$250 per month

PART 5: DETAILS OF TRAVEL (CAR)

Date	Meeting / Conference	Location	Kms
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Travelling Expenses		<input type="text"/> kms x \$0.68 (< 2.5 ltr) or \$0.78 (>= 2.5 ltr)*	<input type="text"/>

PART 6: OTHER EXPENSES

Date	Description	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Other Expenses		\$ <input type="text"/>

*Note: Please copy total to Summary of claims table.

Councillor Attendance at Conferences Guidelines		
Owner: Corporate Governance	Accountability: Corporate Services	Endorsed: 28 September 2010
CM Reference: D21/180140	Last review date: February 2023	Next review date: TBA

12 DRAFT CHARITABLE DONATIONS POLICY

Report prepared by: Senior Coordinator - Governance
File No.: GRP/22/48 - BP22/967

REPORT SUMMARY

Charitable donations support a range of domestic and international environmental, cultural, and economic initiatives. There is currently no policy that governs how donations, sponsorship of charitable events, or in-kind support are facilitated.

At its meeting on 28 June 2022, Council resolved in part as follows:-

- (e) *That to facilitate the ongoing funding of charitable drives and donations, staff develop a charitable donations policy and budget for inclusion in future operational and delivery plans.*

A policy has been drafted to facilitate ongoing donations while ensuring due diligence, accountability, transparency, and equity. This report presents the draft Charitable Donations Policy to Council to be endorsed and placed on public exhibition for 28 days.

RECOMMENDATION:

- (a) That Council endorse the draft Charitable Donations Policy as **attached** to be placed on public exhibition for 28 days and allow submissions to be received.
- (b) That, at the conclusion of the public exhibition period, should no submissions be received the Charitable Donations Policy be adopted by Council.
- (c) That should any submissions be received during the public exhibition period, a further report be presented to Council outlining these submissions.

ATTACHMENTS

- 1 Draft Charitable Donations Policy

Report Prepared By:

Sarah Stephen
Senior Coordinator - Governance

Report Approved By:

Giselle Tocher
Manager - Corporate Governance

Graham Pares
Executive Manager - People and Business

ITEM 12 (continued)

Context

At its meeting on 28 June 2022, Council resolved in part as follows:-

- (e) *That to facilitate the ongoing funding of charitable drives and donations, staff develop a charitable donations policy and budget for inclusion in future operational and delivery plans.*

Charitable donations support a range of domestic and international community, environmental, cultural, and economic initiatives. A policy framework has been drafted to allow Council to facilitate charitable donations while exercising due diligence and maintaining accountability, transparency, and equity.

Discussion

The draft Charitable Donations Policy provides a framework that ensures accountability, transparency, and equity. Controls to facilitate the exercise of due diligence checks include:

- Ensuring organisations receiving donations are genuinely not-for-profit,
- Verifying charities are registered and listed on the Australian Charities and Not-for-Profits Commission Register,
- Ensuring donations are not made to political parties or candidates, and
- Expending donations for a charitable purpose.

Council has previously supported a wide range of charitable purposes on a local, domestic, and international level including:

- \$40,000 to Lady of Grace Fraternity Inc. – history of Italian Migrants of Ryde
- \$20,000 to the Australian Red Cross – QLD and NSW Flood Appeal
- \$10,000 each to the Christian Community Aid Service Inc., Buddhist Compassion Relief Tzu Chi Foundation, and the Sydney Holy City Movement – emergency food hampers
- \$10,000 to the Salvation Army - Digital Doorknock Appeal
- \$10,000 to FoodBank NSW & ACT Inc. – emergency food hampers
- \$7,500 to the Australian Red Cross – Beirut Explosion Appeal and \$2,500 to the Armenian-Australians #BachigsForBeirut Fundraiser
- \$5,000 to a suitable charity – humanitarian aid for the residents of Ukraine
- \$5,000 to Red Frogs Australia and \$5,000 Sydney Community Services – emergency food hampers
- \$5,000 to the UN Refugee Agency Australia for UNHCR – humanitarian relief in Afghanistan
- \$5,000 to Himnadram.org – humanitarian aid for the Artsakh and Azerbaijan War
- \$2,500 to the Salvation Army Red Shield Appeal
- \$500 to the Cure Brain Cancer Foundation – in memory of John Neuhaus
- \$500 to National Breast Cancer Foundation – in memory of Hazel Myers

ITEM 12 (continued)

Options

In preparing the draft policy position, two options were considered for inclusion as the basis for the draft Charitable Donations Policy.

Option 1 – Donations permitted within and beyond the City of Ryde Local Government Area

Option 1 provides for a policy framework that permits donations to be made to organisations with charitable purposes operating beyond the City of Ryde Local Government Area ('Ryde LGA'). This allows Council to:

- Respond to unforeseen domestic and international humanitarian crises,
- Expend monetary donations for charitable purposes with a wide reach both within and beyond the Ryde LGA,
- Sponsor charitable events, and
- Respond to specific charitable appeals.

Option 2 – Donations only permitted within the City of Ryde Local Government Area

Option 2 provides for a policy framework that limits donations to charities and/or organisations with charitable purposes solely for community groups in, or operating within, the Ryde LGA.

While Option 2 allows Council to support organisations facilitating charitable purposes solely for or within the Ryde LGA, it restricts Council's ability to respond to other domestic or international humanitarian crises and charitable appeals with a broad reach. This option limits a charitable organisation's eligibility for a donation if it supports community groups outside the Ryde LGA.

Given Council's support of charitable organisations with a local, domestic, and international reach, the attached draft Charitable Donations Policy addresses the potential outline in **Option 1**.

If endorsed, the draft Charitable Donations Policy will be placed on public exhibition for 28 days. Should any submissions be received, a further report will be presented to Council outlining these submissions for consideration.

Financial Implications

Adoption of the recommendation will have a financial impact.

Funding for monetary donations will be limited to the annual budget set in the Operational Plan, which will be reviewed each year as part of the budget process. Council will consider the amount allocated in the annual budget for the entire year when determining individual donation proposals.

ITEM 12 (continued)

ATTACHMENT 1



Lifestyle and opportunity @ your doorstep



Charitable Donations Policy

ITEM 12 (continued)

ATTACHMENT 1

Charitable Donations Policy

Document Version Control

Document Name:	Charitable Donations Policy
CM Reference WORD:	D22/164354
CM Reference PDF:	D22/164357
Document Status:	Draft
Version Number:	Version 1.0
Next Review Date:	DD MM 2027
Owner:	City of Ryde
Endorsed By:	Council on DD MM 2023
Distribution:	Internal and External

Change History

Version	Review Date	Author	Reason for Change
1.0	December 2022	Corporate Governance and Community Services	New policy principles

ITEM 12 (continued)

ATTACHMENT 1

Charitable Donations Policy



Contents

1. Scope.....	4
2. Purpose	4
3. Definitions	4
4. Background.....	5
5. Discretionary charitable donations.....	5
6. Considering charitable donations.....	5
7. In-kind donations.....	5
8. Conflicts of interest	6
9. Responsibilities	6
10. Review and Endorsement.....	6

ITEM 12 (continued)

ATTACHMENT 1

Charitable Donations Policy

1. Scope

This Policy applies to donations made to charities and/or for charitable purposes. It covers monetary contributions, the sponsorship of charitable events and in-kind donations.

Grant funding for specific projects with community benefits are beyond the scope of this Policy and are covered in the City of Ryde ('Council') Community Grants Policy. In addition, this Policy does not cover the following minor donations and awards, which are included in the Community Grants Policy:

- Representative donations designed to support individuals representing their community at a national or international level in sporting, academic or cultural endeavours
- Annual awards to recognise the achievements of school students in the Ryde area.

This Policy applies to all City of Ryde ('Council') employees (including agency staff, work experience students and volunteers), and Councillors.

2. Purpose

This Policy provides a framework for Council staff and Councillors to:

- Facilitate the funding of charitable donations
- Respond to unforeseen domestic and international humanitarian crises
- Respond to specific charitable appeals
- Sponsor charitable events.

The framework allows Council to respond in accordance with the exercise of due diligence and the probity principles of accountability, transparency and equity.

3. Definitions

Charitable donations are gifts provided without return consideration to support charities and/or charitable purposes.

In-kind charitable donations are donations in a form other than money such as time, products, equipment or services.

Humanitarian crises are a singular event or a series of events that threatens the health, safety, or social or economic well-being of a community or a large group of people.

Charity has the meaning given by section 5 of the *Charities Act 2013 (Cth)*.

Charitable purpose has the meaning given by section 12 of the *Charities Act 2013 (Cth)*. Types of charitable purposes include:

- relieving the poverty, distress or disadvantage of individuals or families
- preventing and relieving sickness, disease or human suffering
- caring for and supporting the aged or individuals with disabilities.

ITEM 12 (continued)

ATTACHMENT 1

Charitable Donations Policy

Human rights has the meaning given by section 3 of the *Human Rights (Parliamentary Scrutiny) Act 2011 (Cth)*.

4. Background

Council recognises that charitable donations provide valuable support to a range of domestic and international environmental, cultural, and economic initiatives.

5. Discretionary charitable donations

Any proposal to make a monetary donation, including to sponsor a charitable event, must be approved by a Council resolution.

Funding for monetary donations will be limited to the annual budget set by the Council in the Operational Plan. This will be reviewed each year as part of the budget process. Council will consider the amount allocated in the annual budget for the entire year when determining individual donation proposals.

6. Considering charitable donations

Council may consider making charitable donations where:

- Organisations receiving donations are not-for-profit
- Donations do not provide a commercial benefit or relate to a commercial endeavour
- The recipient of a donation is reputable and has a mission that aligns with Council's values
- Donations made in response to a charitable drive are to be paid through an appeal operated by a registered Australian charity (which can be found through the [Australian Charities and Not-for-Profits Commission Register](#) or the [ServiceNSW Charitable Fundraising Register](#)) or an appeal organised by a government entity within Australia
- Donations must not be made to political parties or individual political candidates
- Donations have a charitable purpose and/or increase access to human rights

In situations where there are several potential recipients of a charitable donation, the following criteria should assist Council in deciding which charity to support:

- The number of people a charity helps
- Whether a charity's mission best addresses Council's objective in donating
- Whether a charity has an effective structure in place to deliver donations.

7. In-kind donations

Council may provide in-kind donations to support charities and/or charitable purposes. Any in-kind donations must consider the impact on Council's essential work prior to being committed. Council staff will advise Council of the impact of any proposed in-kind donation prior to Council making a decision.

ITEM 12 (continued)

ATTACHMENT 1

Charitable Donations Policy

8. Conflicts of interest

Council employees and Councillors involved in providing advice and approving donations must identify and manage any conflicts of interest in accordance with Council's Code of Conduct.

9. Responsibilities

The Executive Manager People and Business is responsible for providing advice about the impact of any potential in-kind donation on Council's work.

The Executive Manager People and Business is responsible for:

- Reviewing this Policy every four years to ensure it is fit for purpose and consistent with legislation
- Keeping a central record of all donations through a Donations Register
- Ensuring all proposed donations are disbursed to legitimate entities and individuals in accordance with sections 5 and 6 of this Policy.

10. Review and Endorsement

This Policy will be reviewed every four years and must be adopted by Council.

13 CITY OF RYDE INTERNATIONAL DELEGATION VISIT TO TAIWAN

Report prepared by: Executive Officer - City Economy
File No.: GRP/23/12 - BP23/71

REPORT SUMMARY

Over the past three months, Council staff have been working closely with the Taipei Economic and Cultural Office to improve the prospects for international investment into the City of Ryde. Discussions have also included prospects for international students to study in Ryde, as well as pathways for local businesses to connect with new international markets.

On 10 February 2023, the Director General of the Taipei Economic and Cultural Office (on behalf of the Taiwanese Government) invited the Mayor of Ryde to be a VIP guest at the Taiwanese “Smart City Summit & Expo” from 27-31 March 2023. The invitation includes an offer for a delegation of up to five more Council representatives to join the Mayor (six in total).

The Smart City Summit & Expo is Asia’s biggest smart city summit, hosting 150,000+ visitors and 600+ exhibitors. It will be held in the Taiwanese cities of Taipei & Kaohsiung. Through various forums and networking activities, the summit covers a broad range of topics including sustainability, digital technologies, telecommunications, Net Zero, healthcare, education, building architecture, and government policy.

In addition to the opportunity for learning and networking, delegate participation in the summit will positively contribute to Australian-Taiwanese relations and create a platform for Council to deliver economic benefits for the City of Ryde, such as:

- Increased business opportunities
- Access to new markets
- Competitive advantages
- Knowledge sharing, and
- Increased Government support

The tour organisers, through the Taipei Cultural and Economic Office, will be covering the cost of accommodation, summit tickets, domestic transport, transfers, and tours for the delegation. The Taipei Economic and Cultural Office will also reimburse travel costs for the Mayor (or his delegate), Council will need to cover the cost of flights for other delegates, as well as meals that may not be provided during summit activities (e.g., breakfast).

Council policy allows for a delegation of this nature to occur, with this report summarising what is permissible, including expenditure limitations and reporting requirements.

ITEM 13 (continued)

RECOMMENDATION:

- (a) That Council accept the invitation from the Taipei Economic and Cultural Office to participate in the Smart City Summit & Expo (the Summit) in Taiwan from 27 March to 31 March 2023.
- (b) That Council endorse the Mayor, Councillor Sarkis Yedelian OAM, attending the Summit, as Council's VIP representative.
- (c) That Council nominate and endorse the attendance of two (2) other Councillors to attend the Summit, as a Council delegates.
- (d) That Council note Wayne Rylands (Chief Executive Officer), Michael Galderisi (General Manager City Shaping), and Daniel Hughes (Executive Officer City Economy) will also be attending the Summit, as Council delegates (approved by the Chief Executive Officer).
- (e) That Council approve the maximum total expenditure of \$5,500 for the Mayor and Councillors participation in the Summit and note that this expenditure will be funded through the Councillor travel expenses budget.
- (f) That Council note the obligations of delegates outlined in this report, including those relating to evaluation, disclosure, and reporting back to Council.

ATTACHMENTS

There are no attachments for this report.

Report Prepared By:

Daniel Hughes
Executive Officer - City Economy

Report Approved By:

Michael Galderisi
General Manager - City Shaping

ITEM 13 (continued)

Discussion

International Economics and Trade

Economics and trade between Taiwan and Australia are important for several reasons. Firstly, the two economies are complementary, with Taiwan having a strong technology industry and Australia having a wealth of natural resources. This has created opportunities for trade and investment that has benefited both countries. Importantly for the City of Ryde, increased trade and investment between Taiwan and Australia can create jobs and promote economic growth, benefiting businesses and consumers in both countries. As such, a strong economic and trade relationship between Australia (through cities like Ryde) and Taiwan can have a positive impact on both countries' economies and broader regional and global economic cooperation.

Key areas of focus for economic trade between Taiwan and Ryde include education (Tertiary and Vocational) and the smart city technologies, such as supercapacitors – a technology that is used to store and discharge energy more efficiently and effectively than traditional batteries.

Smart City Summit

On 10 February 2023, the Director General of the Taipei Economic and Cultural Office (on behalf of the Taiwanese Government) invited the Mayor of Ryde to be a VIP guest at the Taiwanese “Smart City Summit & Expo” from 27-31 March 2023. The invitation includes an offer for a delegation of up to five more Council representatives to join the Mayor (six in total).

The Smart City Summit & Expo is Asia's biggest smart city summit, hosting 150,000+ visitors and 600+ exhibitors. It will be held in the Taiwanese cities of Taipei & Kaohsiung. Through various forums and networking activities, the summit covers a broad range of topics including sustainability, digital technologies, telecommunications, Net Zero, healthcare, education, building architecture, and government policy.

Opening by the President of Taiwan, with photo opportunity and meet-and-greet
Council staff have been advised that the President of Taiwan, Tsai Ing-wen, will formally open the Smart City Summit & Expo. VIP guests have been invited to have a photo and meet-and-greet with the President.

The opportunity to engage with the President is a unique opportunity that amplifies the benefits of the delegation and the prospects of investment, trade, and long-term cooperation between Taiwan and the City of Ryde.

ITEM 13 (continued)

City of Ryde Delegation

As noted above, the Taiwanese Government has invited the Mayor of Ryde to be a VIP at this year's summit. An additional five Council delegates have also been invited to attend.

In addition to the opportunity for learning and networking, delegate participation in the summit will positively contribute to Australian-Taiwanese relations and create a platform for Council to deliver economic benefits for the City of Ryde, such as:

- Increased business opportunities
- Access to new markets
- Competitive advantages
- Knowledge sharing,
- Cultural exchange, and
- Increased Government support

Financial Implications

The tour organisers, through the Taipei Cultural and Economic Office, will be covering the cost of accommodation, summit tickets, domestic transport, transfers, and tours for the delegation. They are further covering the costs of the Mayor's flights, offering up to USD\$2,000 reimbursement. Converted to \$AUD, this amounts to be a reimbursement of approximately \$2,900. The current estimate for flights is \$1,850 per person, meaning the reimbursement would be valued at \$1,850.

Should Council resolve to undertake this delegation it will result in a maximum financial impact of less than \$5,500 for Councillors. This includes flights (economy), allowances (meals and incidentals), and insurances. The average cost is approximately \$1,813.33 per Councillor. These figures are based on quotes and limitations defined in the *Councillor Expenses and Facilities Policy* and the *Expenses relating to the General Manager and Senior Staff Policy*. Expenditure for Councillors will come from the Councillor travel expenses budget.

Council expects the benefits from this tour to significantly outweigh the costs. In addition to the benefits of cultural exchange, the potential for new investment and new trade opportunities for Ryde are significant.

Strategic Alignment

Participation in an economic and trade delegation to Taiwan will contribute to the Community Strategic Plan's commitment to:

- Create business and investment opportunities
- Strengthen business networks, and
- Support Macquarie Park's ability to be a leading commercial centre and innovation district

ITEM 13 (continued)

Probity and Disclosure

Financial contributions from the Taiwanese Government for this delegation are a gift to Council and are not intended to be a personal gift or benefit. However, for transparency, delegates will be required to disclose the financial contributions the Taiwanese Government is making towards travel and accommodation in their pecuniary interest forms.

Additionally, delegates will need to document and report on any offers of gifts or benefits (regardless of whether they were accepted). This report will be submitted to the Chief Executive Officer and included in Council's gifts and benefits register.

Evaluation and Reporting

Council recognises the importance of transparency and accountability to good governance. In consultation with delegates, Council staff will prepare an evaluation of the delegation and provide a report to Council in May 2023. The evaluation will be an objective assessment of the delegation and its ability to delivery positive outcomes for the City of Ryde.

Risks and International Travel Requirements

The delegation is of low risk to Council. Prior to departure, delegates will be subject to a briefing outlining Smart Traveller (Australian Government) travel advice, work health and safety risks, local laws and cultural awareness.

Note: Taiwan has a visa-exempt scheme for nationals of designated countries, including Australia. The delegation meets the requirements of this scheme.

14 SPORTSGROUND ALLOCATION POLICY REVIEW

Report prepared by: Senior Coordinator – Parks Operations
File No.: GRP/09/3 - BP23/42

REPORT SUMMARY

Following a report to Council on proposals received for the management of Christie Park, at the 22 November 2022 meeting, it was resolved:

- (a) *That Council continues to directly manage the bookings and use of Christie Park.*
- (b) *That Council amends its Sportsground Allocation Policy in accordance with the details outlined in this report in relation to the use of Christie Park and ELS Hall Park Field #1.*
- (c) *That the amended Sportsground Allocation Policy, also considering any feedback provided by the Sport, Recreation and Leisure Working Group, be placed on public exhibition for a period of 28 days and accept submissions for a period of 14 days after this exhibition.*
- (d) *That a further report be prepared for Council following the public exhibition and submission period.*

The City of Ryde Sportsground Allocation Policy was reviewed accordingly and amended in accordance with the above resolution. Other amendments were also made to the policy as a result of feedback received from the Sport, Recreation and Leisure Working Group in accordance with the above resolution. An updated Policy, provided in attachment 1, was placed on public exhibition with feedback sought during the period of Wednesday, 7 December 2022 – Sunday, 22 January 2023.

Areas which have been amended in this draft version of the Sportsground Allocation Policy 2022 include:

- Prioritisation of grassroots sport for the existing synthetic sports field at ELS Hall Park
- Clarification of seasonal sportsground booking procedure
- Closure of sports fields for Council maintenance activities
- Implementation of a Hierarchical system for the allocation of Christie Park Fields 1 & 2
- Clarification of commercial/corporate partnership hire arrangements
- Summer and Winter Season dates

Throughout the exhibition period and the 14 days following, 352 submissions were received. Almost three quarters (70%) of these were template responses with identical wording prepared by the Northwest Sydney Football Association (NWSF) and distributed to its members.

ITEM 14 (continued)

This resulted, as outlined in the table below, feedback to the draft policy significantly opposing the proposed allocation process for Christie Park field #1 and field #2 and supports the Seasonal date changes.

Changes to the Sportsground Allocation Policy	ELS priority for grassroots	Councils right to close grounds	Christie Park Hierarchical system	No sub-letting	Definition of commercial/corporate	Season date Change
% of total responses - NO COMMENT	99%	99%	2%	99%	99%	24%
% of total responses - FOR	1%	1%	23%	1%	1%	76%
% of total responses - AGAINST	0%	0%	75%	0%	0%	0%

Staff acknowledge the feedback received and understand that there will be a significant impact to the representative teams and how they coordinate their training programs. However, staff are recommending that Council adopt the draft Sportsground Allocation Policy that was placed on public exhibition without change. The reasons for this recommendation are:

Providing Fair and Equitable Access to Christie Park

Following many years of staff attempting to facilitate agreement on shared use of Christie Park between the representative football clubs, implementation of a hierarchy of allocation is considered the last remaining option to address the management challenges associated with access to the facility.

The continual increasing of the season length and higher training demands for the representative programs imposed by Football NSW has generated additional demand and therefore conflict between the existing user groups. These conflicts have resulted in numerous representations to Councillors seeking to amend the access to Christie Park and resulted in several resolutions of Council (as outlined in the body of this report) over recent years on the matter. While short term compromises have been achieved, given the changing requirements of Football NSW, the issue has not been fundamentally addressed.

Adopting the Sportsground Allocation Policy without amendment manages this issue in an objective manner. Allocating in accordance with the proposed hierarchy is the only manner in which to provide fair and equitable access to the facility. This would be specific to Christie Park and provide an approach that caters for the specific needs of these groups, including the increased season length and higher training demands. It will provide a framework best capable to be adaptable to manage the changing needs of representative football within the LGA into the future.

ITEM 14 (continued)

The hierarchy of allocation proposed in the amended allocation policy would be as per below:-

- i. Level of Competition
- ii. Senior Female Teams (Under 20s & over)
- iii. Senior Male Teams (Under 20's & over)
- iv. Youth Female Teams
- v. Youth Male Teams
- vi. Junior Female Teams
- vii. Junior Male Teams
- viii. Association Representative Teams

Under this hierarchy it is anticipated that a majority of senior and youth (aged 14+ years) training demands will be able to be met. Any training needs that cannot be met at Christie Park, Council would engage with the groups with a view to provide access for additional junior age groups training demands at non-synthetic sports fields.

This proposed hierarchy is consistent with the Council resolution from the February 2021 meeting (included in the body of this report) and will be determined in accordance with the relevant governing body's criteria for representative football clubs to meet for teams that would be defined as Senior Female/Male & Youth Female/Male in the above hierarchy.

In making their recommendation staff have given consideration to the additional issues outlined below:.

Governing Body Requirements

New Football Australia 2022/23 regulations for NPL 1 football (National Premier League) clubs regarding licensing requirements provided in ATTACHMENT 2 have been developed. Currently these are applicable to Gladesville Ravens Womens and Spirit FC Men and Womens only.

Christie Park is currently the only facility within the City of Ryde that meets all these requirements (lighting, changing and medical facilities, a full football pitch accessible for 40 weeks).

To allow all representative clubs to be registered and licensed with Football Australia, the new Sportsground Allocation policy would need to be implemented as part of the registration requirements and access to training facilities at the standard which Christie Park is at. This has been confirmed by Football NSW.

ITEM 14 (continued)
Enhancing Grass Roots Access to Synthetic Surfaces

Providing more access to and prioritising grassroots sports at ELS Hall Park is only possible if the draft Sportsground Allocation Policy is adopted without amendment. Should the draft policy not be adopted, representative football teams would still retain significant usage of both Christie Park and ELS Hall Park synthetics, limiting the opportunities for community sports to utilize synthetic surfaces within the LGA.

This issue is highlighted by the data provided by Football NSW detailed in the below table. As representative teams draw players from Metropolitan Sydney, (i.e., the best players available are selected) it results in a high proportion of these participants residing outside of the LGA. As these teams are required to train a specified number of times a week, this has a further impact in that a smaller number of individuals benefit from the use of the synthetic fields. City of Ryde grass roots clubs, which have 20x the number of City of Ryde participant residents are currently only able to access synthetic fields for a small percentage of the available time.

Club	Total	CoR Resident		Outside of Ryde	
Grassroots Football Clubs	7452	4424	59.37%	3028	40.63%
Representative Football Clubs	692	221	31.94%	471	68.06%

Table 4: Football participants at CoR football clubs in 2022 based on postcode

The demand for representative programs to be undertaken on the preferred synthetic surface has resulted in the expansion of these activities to the ELS Hall Park facility. Therefore, it is now also primarily accommodating representative football throughout the traditional winter season, (April – August) with over 50% of weeknight use currently allocated to representative football teams. This is leading to a limited number of City of Ryde residents obtaining a benefit from the synthetic surfaces that Council has installed at a significant cost. Maintaining the status quo in how Council allocates Christie Park will result in representative teams continuing to seek greater access to Council's current and future synthetic fields at the expense of grass roots participants, which will continue to increase with population increase in the LGA.

Refer to the below table for current winter usage of ELS Hall Park Synthetic for representative football.

ITEM 14 (continued)

	Monday	Tuesday	Wednesday	Thursday	Friday
ELS Hall #1	Rep. Football 5.00pm – 6.30pm	Community Sport 4.30pm – 7.30pm	Community Sport 4.30pm – 6.00pm	Community Sport 4.30pm – 6.00pm	Community Sport 4.30pm – 6.00pm
	Community Sport 6.30pm – 10.00pm	Rep. Football 7.30pm – 9.15pm	Rep. Football 6.00pm – 9.00pm	Rep. Football 6.00pm – 9.00pm	Rep. Football 6.00pm – 9.00pm

Adoption of the Sportsground Allocation Policy, without amendment, would allow Council to prioritise access to the ELS Hall Park synthetic field to grass roots sporting groups. Subject to adoption by Council this would commence for the 2023 winter season. This would have the potential to not only increase the utilisation of the asset in terms of broadening the number of sporting participants using the facility but also increase the diversity of sports played with potential for additional grassroots AFL, cricket, rugby and soccer/football to occur.

RECOMMENDATION:

- (a) That Council adopts the Sportsground Allocation Policy provided as an attachment to this report.
- (b) That Council actively engage with the representative sporting groups to identify alternate natural turf training locations for any teams unable to be accommodated at Christie Park.
- (c) That Council write to all those that provided a submission advising them of the outcome and thanking them for their contribution.

ATTACHMENTS

- 1 202212-hys-policy-draft-sports-ground-allocation-policy
- 2 Football NSW Club Licensing Manual 2022 - 27 October 2022 (003)

ITEM 14 (continued)

Report Prepared By:

Jackie Bolger
Senior Coordinator – Parks Operations

Report Approved By:

Scott Wilkie
Manager - Parks and Open Spaces

Charles Mahfoud
Executive Manager - City Infrastructure

ITEM 14 (continued)
Community Consultation Methodology

Date	Tool	Stakeholders	Overview	Engagement
Wed 7 Dec 2022 to Sun 22 Jan 2023	Have Your Say Website	Website users	A project webpage with background information, online interactive map and project updates.	487 page views and 421 unique visits
Wed 7 Dec 2022	Have Your Say eNewsletter	Park users, sports clubs, community groups and other internal/external stakeholders	A targeted eNewsletter was sent to relevant community stakeholders to provide an opportunity to give their feedback.	129 eNewsletter distributed 83 eNewsletter opened
Wed 7 Dec 2022 to Sun 22 Jan 2023	Open community consultations advertisement in The Weekly Times	Newspaper subscribers	Listed in open community consultation Newspaper advertisement to promote the project and consultation opportunities for all stakeholders.	38,000 total print readership
Wed 7 Dec 2022 to Sun 22 Jan 2023	Information phone line and email	All Stakeholders	The City of Ryde main phone and email address was provided for the project and was open for feedback from the community.	367 written submissions received

Background

Synthetic sports fields play an integral role in meeting community demand of organised sport within the City of Ryde. Specifically, synthetic sports fields supplement the demand for natural grass sport fields as they possess a greater capacity for use being able to sustain over 50 hours per week of organised sport in comparison to the approximate 30-hour capacity of natural grass fields. Additionally, synthetic sports fields are not impacted by most weather conditions and are able to offer a consistent playing surface that ensures playability performance across all levels of sport from grassroots to elite.

Given the above factors, demand for access to synthetic sports fields is typically higher than for equivalent natural grass field spaces. Following the construction of the synthetic sports fields at both ELS Hall Park and Christie Park the initial allocation for use was completed in alignment with the City of Ryde Sportsground Allocation Policy which at the time greatly favoured historical users at each venue.

Since this time, the demand for access to synthetic sports fields has continued to increase year on year with subsequent resolutions of Council providing greater clarity in the allocation process and principles for use of each venue.

ITEM 14 (continued)

At its meeting held 12 December 2017, Council resolved in part:-

- (a) *That the Acting General Manager review the existing Sportsground Allocation Policy with a focus on:*
- *Ensuring a diversity of sports and residents have access to City of Ryde sporting fields.*
 - *Determining a priority of allocation between grass roots sports and representative pathway programs.*
 - *The role that commercial providers have in delivering sports activities to the community.*

This was followed by a further resolution of Council at its meeting held 24 April 2018, where Council resolved in part:-

- (b) *That, following consultation with the sporting community, Council amend its Sportsground Allocation Policy so that use of any newly constructed synthetic sports field is not restricted to only the historical sporting group user.*

In response to the above resolutions of Council, a revised Sportsground Allocation Policy was prepared and endorsed by Council at its meeting on 25 June 2019 following a period of public consultation.

At its meeting held 23 February 2021 Council resolved :-

- (a) *That staff ensure that allocations for winter and summer sports at Christie Park prioritise, regardless of gender, local clubs and elite teams.*
- (b) *That these guiding principles be used to determine allocations for training and matches effective immediately.*
- (c) *All clubs be invited to participate in a discussion at a future Sports Advisory Committee Meeting to discuss and provide feedback on sports grounds allocations.*

Following this resolution of Council, an extraordinary Sport, Recreation and Wheeled Sports Advisory Committee was held on 24 March 2021 during which concerns were raised from City of Ryde based sports clubs regarding the allocation and access to Council's synthetic sports fields for training on weeknights.

Council staff continued discussions with relevant sporting user groups in the lead-up to the 2022 winter sport season however, concerns regarding the allocation and access to Council's synthetic sports field persisted with details on these issues provided to Council via the Councillor Workshop held Tuesday 10 May 2022.

ITEM 14 (continued)

As an outcome of the Councillor Workshop held on 10 May 2022, staff were asked to provide a report on management strategies for Council's synthetic sports fields including the potential for a lease/licence arrangement for the two synthetic sports fields at Christie Park, Macquarie Park.

As a result, at its meeting held 28 June 2022 Council resolved:-

- (a) *That Council undertakes an expression of interest process for a community facility lease of Christie Park 1 and Christie Park 2 synthetic fields.*
- (b) *That a further report be brought back to Council for a workshop outlining the outcomes of this process prior to any lease agreement being finalised.*

Request for Proposals PAR-RFP 09/22 being for licence to operate the two synthetic sports fields at Christie Park was undertaken for the period from 13 September 2022 to 11 October 2022. The RFP was advertised in The Weekly Times on Wednesday 14 September 2022 and directly sent out to 116 industry contacts on Tuesday 13 September 2022.

Risks of proceeding with either proposal include the following:

- Neither proposal provides a guaranteed return to council
- Based on information provided, operators would need to increase revenue by approximately 40% to enable council to better off
- Community impact of possible increased fees and charges
- Council assets not being maintained to the appropriate standards

Further details of each submission received and the risks for each proposal was presented to Council at the Councillor Workshop held Tuesday 18 October 2022, and at the November 22, 2022, meeting it was resolved to review the Sportsground Allocation Policy and put it on public exhibition.

Discussion

The following items in red highlight the changes proposed to the current Sportsground Allocation Policy. (See attachment 1 for full version of the Policy)

6. Where Council constructs new synthetic playing surfaces, historical use of the facility will not be the primary consideration in the initial allocation process with priority given to local City of Ryde based grassroots sporting user groups. *This principle will also apply to the allocation of the existing synthetic playing surface at ELS Hall Park Field #1 with City of Ryde based grassroots sporting user groups receiving priority for allocations.*

ITEM 14 (continued)

11. All requests for bookings must be made on the relevant Application Form. Requests for seasonal bookings must be made by the due date specified by Council.

Bookings remain tentative until confirmed by Council and an invoice for hire is issued. No refunds or credits can be applied for booking adjustments following confirmation of a seasonal booking.

16. Council may at its discretion make a field unavailable at any time for reactive maintenance and/or Council activities. Council will endeavour to provide as much advance notice as practical prior to any closure.

17. The allocation of Christie Park Field #1 and Field #2 shall be completed utilising a hierarchy of allocation (see attachment 3) which will take precedence over the Priority Matrix (attachment 1) in determining allocation priority.

18. Where a not-for-profit (NFP) organisation utilises the services of a commercial/corporate operator to deliver an activity on their behalf it will be solely for the attendance of members of the NFP organisation. Attendance of participants outside of the NFP will be considered a sub-leasing arrangement by Council and in breach of the Terms and Conditions of hire.

Preseason Training 18th February to 31st March for limited fields only. Summer Season hire will maintain priority of access.

Summer Season Athletics/Cricket/Baseball – 15th September to 24th March All other sports – 1st October to 17th March*

Winter Season 1st April – 31st August*

Commercial Operator An Individual/Organisation which operates for profit and generates an annual turnover of less than \$2million

Corporate Operator An Individual/Organisation which operates for profit and generates an annual turnover of greater than \$2million

Consultation

Draft Sportsground Allocation Policy was sent to City of Ryde Sport, Recreation and Leisure Working group.

Options

OPTION 1

That Council establish Christie Park as a ‘Centre of Excellence’ under Council management and consolidate all representative football synthetic access to this venue.

ITEM 14 (continued)

This option would be implemented through the revision of the Sportsground Allocation Policy to include venue-specific terms which recognise Christie Park as a 'Centre of Excellence'. This venue specific policy would also prioritise access for representative football teams determined by a hierarchy of allocation and could consider the specific needs of these groups including the increased season length and higher training demands.

This framework would be flexible and allow for changes in the structure of representative football however, this has the potential to cause significant change amongst the existing users of Christie Park.

The hierarchy of allocation proposed under this option would be as per below:-

- ix. Level of Competition
- x. Senior Female Teams (Under 20s & over)
- xi. Senior Male Teams (Under 20's & over)
- xii. Youth Female Teams
- xiii. Youth Male Teams
- xiv. Junior Female Teams
- xv. Junior Male Teams
- xvi. Association Representative Teams

Under this hierarchy it is likely that not all levels of the structure will be able to have their demand for synthetic sports field access met at Christie Park with the most junior participants (aged 8-13 years) likely to have limited access for training purposes until future stages of the adopted Christie Park Masterplan are delivered. However, this prioritisation aligns to the Football Australia Club Licencing Regulations which outline set criteria for representative football clubs to meet for teams that would be defined as Senior Female/Male & Youth Female/Male in the above hierarchy. Age groups defined as Junior Female/Male do not fall under this same licencing scheme with respect to criteria such as facility access and infrastructure provisions and as such can be more readily accommodated at other venues.

This option would also see all historical representative football user group allocations at ELS Hall Park synthetic field be terminated to allow for this facility to be prioritised for grassroots community sport to meet its design potential. This reprioritisation would commence in the 2023 winter season of sport with allocations for any newly available timeslots to be completed under the existing City of Ryde Sportsground Allocation Policy. This would have the potential to not only increase the utilisation of the asset in terms of number of sporting participants using the facility but also increase the diversity of sports played with potential for additional grassroots AFL, cricket, rugby and soccer/football to occur.

Recommended Option

ITEM 14 (continued)

OPTION 2

That Council continue to manage the two synthetic fields at Christie Park under the existing Sportsground Allocation Policy.

This option would ensure Christie Park is managed in a consistent manner with all other sportsgrounds within the City of Ryde, however, it may not resolve community concerns regarding access to Council's existing synthetic sports fields and will likely require continuing increased levels of stakeholder management.

Not the recommended Option

ITEM 14 (continued)

ATTACHMENT 1



Lifestyle and opportunity @ your doorstep



**Sportsground Allocation
Policy**

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

Document Version Control

Document Name:	Sportsground Allocation Policy
CM Reference WORD:	D21/47703
CM Reference PDF:	D21/47704
Document Status:	Approved by Council
Version Number:	Version 1.1
Review Date:	25 June 2021
Owner:	City of Ryde
Endorsed By:	Council on 25 June 2019
Distribution:	Internal and External

Change History

Version	Review Date	Author	Reason for Change
1.0	25 June 2019	Parks	Adopted by Council
1.1	12 April 2021	Parks	Transfer of Policy to new Council templates
1.2	28 November 2022	Parks	Policy Review

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Contents

1. Scope.....	4
2. Purpose	4
3. Principles / Responsibilities	5
Guidelines / Procedures	5
4. References and Legislation	6
5. Endorsement and Approval	Error! Bookmark not defined.
6. Attachments	6
Definitions:	7
Attachment 1:.....	9
Attachment 2:.....	13

Sportsground Allocation Policy		
Owner: Parks	Owner: Parks	Owner: Parks
CM Reference: D21/47704	CM Reference: D21/47704	CM Reference: D21/47704

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

1. Scope

This policy applies to sportsgrounds located in the City of Ryde that are owned or managed by the Council. The policy must be adhered to by all current seasonal and casual hire groups wishing to use any sportsground. Broadly the goal of the policy is to ensure the sustainable and equitable use of Council's sporting fields and provides the guiding principles for how use of those facilities will be managed.

While the policy will largely be applicable to seasonal sporting clubs, associations and schools, it will also apply to other community groups, private and commercial organisations who wish to apply for allocated use of a sportsground and/or associated facilities.

This policy does not apply to special events or activities booked as an event function. Special event organisers must complete a special event form and comply with all the requirements on that form. The policy also does not apply to any sportsground or amenity building that is occupied by a user group under a licence agreement.

2. Purpose

The introduction of this policy aims to assist Council in managing the increasing and competing demands from sporting user groups and the wider community to access the City of Ryde's sporting grounds. The development of this document will also help in determining Council's position on a number of different sportsground use and management issues. Specifically, Council intends to achieve the following:

- To provide a responsible, consistent, transparent and equitable process for the use of Council sportsgrounds and associated facilities.
- To provide agreed principles to prioritise use and management of the sportsgrounds and associated facilities.
- To assist Council in the allocation of Sportsgrounds when competing requests are submitted.
- To provide a Policy that is consistent with other Council policies, relevant local laws and other relevant legislation.

The City of Ryde has a number of operational documents that are used to manage sportsground allocation. These include but are not limited to: -

- Application for Casual or Pre-season Use of Sporting Facilities Form
- Seasonal Use of Sporting Fields Form
- Application for Regular use of Sportsground for Schools Form
- Major Event Application for Booking Form
- Social Recreation Application Form

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

3. Principles / Responsibilities

Guidelines / Procedures

Sportsground allocation is the process which Council undertakes to hire out its sportsgrounds to a variety of community and commercial user groups. Council has identified the following principles to guide them in meeting the objectives outlined in this policy: -

1. Seasonal bookings have priority over casual bookings.
2. City of Ryde based user groups will have priority over out of area user groups.
3. In the event that there is a need to prioritise contested use of sportsgrounds, the applications will be considered utilising the Priority Matrix (see attachment 1) as the method for determining priority.
4. The City of Ryde is committed to ensuring a diverse range of sporting activities are welcome and catered for within our community. As such, any existing City of Ryde based organised sporting code requesting an allocation in-season will always have access to a minimum of one allocation.
5. Council recognises the heavy demand for use of its sportsgrounds and the impact this has on maintaining a sustainable and fit for purpose playing surface. As such, Council will not allocate natural turf fields beyond a threshold of 30 hours use per week unless historically they have been booked beyond that amount. In this instance Council will work with the schools and sporting community to reduce the allocation on those fields on an equitable basis.
6. Where Council constructs new synthetic playing surfaces, historical use of the facility will not be the primary consideration in the initial allocation process with priority given to local City of Ryde based grassroots sporting user groups. *This principle will also apply to the allocation of the existing synthetic playing surface at ELS Hall Park Field #1 with City of Ryde based grassroots sporting user groups receiving priority for allocations.*
7. Allocation requests from commercial providers will only be considered where no community user group is contesting the allocation and where there is less than 30 hours per week use of the field.
8. When considering competing applications where no historical use exists, local City of Ryde based grassroots sporting user groups will receive priority over representative sport applications.
9. Seasonal sportsground hirers will be required to provide Council with an official membership list confirming the residential suburb details of its members. This information is to be submitted by the user groups each year and Council may ask for this information to be verified.
10. Council will arrange for a meeting of the relevant user groups prior to finalising the seasonal ground allocations. This policy will guide Councils approach to those discussions.
11. All requests for bookings must be made on the relevant Application Form. Requests for seasonal bookings must be made by the due date specified by Council. *Bookings*

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

remain tentative until confirmed by Council and an invoice for hire is issued. No refunds or credits can be applied for booking adjustments following confirmation of a seasonal booking.

12. Casual bookings and bookings made by user group from out of the area will only be considered where there is no existing booking request.
13. Casual bookings will not be confirmed until payment is received.
14. Council will only consider an application if the ground is in a satisfactory condition, which will be determined after consultation with the relevant Council maintenance staff.
15. Season draws must be provided to Council once confirmed by the sporting associations to allow Council to hire out unused sports fields. Blanket bookings are not permitted and associations must ensure every effort is made to notify Council of any unused dates in advance.
16. *Council may at its discretion make a field unavailable at any time for reactive maintenance and/or Council activities. Council will endeavour to provide as much advance notice as practical prior to any closure.*
17. *The allocation of Christie Park Field #1 and Field #2 shall be completed utilising a hierarchy of allocation (see attachment 3) which will take precedence over the Priority Matrix (attachment 1) in determining allocation priority.*
18. *Where a not-for-profit (NFP) organisation utilises the services of a commercial/corporate operator to deliver an activity on their behalf it will be solely for the attendance of members of the NFP organisation. Attendance of participants outside of the NFP will be considered a sub-leasing arrangement by Council and in breach of the Terms and Conditions of hire.*

4. References and Legislation

Updating of this policy is required to be done in consultation with representatives of the City of Ryde Sporting Group community.

5. Attachments

Attachment 1: Priority Matrix

Attachment 2: Sportsgrounds in City of Ryde

Attachment 3: Christie Park Synthetic Field Allocations Hierarchy

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

Definitions:

Application Form	The 'Application for Hire Form' provided by Council Officers for user groups to complete.
Casual Bookings	Irregular one off booking for a sportsground(s) made by a user group.
City of Ryde Based	Organisation must be named or based in a suburb within the Ryde Local Government Area and/or or plays in a competition which is centred in the City of Ryde Area. Non-City of Ryde user groups – Does not meet the criteria detailed above.
<i>Commercial Operator</i>	<i>An Individual/Organisation which operates for profit and generates an annual turnover of less than \$2million</i>
<i>Corporate Operator</i>	<i>An Individual/Organisation which operates for profit and generates an annual turnover of greater than \$2million</i>
Grassroots Sport	Organised sport practiced by amateur sportspeople in the lowest available level of local competition.
In Season Sports	Winter codes are: Football (Soccer), Netball, Rugby League, Rugby Union, Australian Rules Football, and Hockey. Summer codes are: Athletics, Baseball, Cricket, Ultimate Frisbee, Oz Tag, and Touch Football.
No Allocation	No booking for the use of a sportsground is provided to the applying organisation or individual.
<i>Preseason Training</i>	<i>18th February to 31st March for limited fields only. Summer Season hire will maintain priority of access.</i>
Representative Sport	Organised sport participated in at a higher level of competition than is readily available at the local level.
Seasonal Bookings	Booking for a sportsground(s) made for a summer or winter period and can relate to training or competition use by a user group.

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

Season Draws	Official competition draws provided by the relevant governing association for that particular sport. These competition draws will cover the period that the booking is requested.
Summer Season*	<i>Athletics/Cricket/Baseball – 15th September to 24th March</i> <i>All other sports – 1st October to 17th March</i>
Winter Season*	<i>1st April – 31st August</i>
	*Exemption may be made by Council, giving consideration to level of competition and competitions played across multiple areas.

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

Sportsground Allocation Policy

Attachment 1:

PRIORITY MATRIX

The total playing membership of the club or association will form a major consideration when making ground allocations. In the first instance, the allocation of sportsgrounds will be made based on the need of the sporting group and the membership numbers within that group. Where there is a change in membership numbers (either an increase or a decrease) and this can be substantiated by Council, this will be reflected in the field allocation made.

Where two or more user groups have applied for an available sportsground and Council officers are unable to facilitate shared use, the following assessment criteria shall be used. The highest scoring user group will be given the priority allocation. An application will not be considered for allocation where a user group's application receives a 'no allocation' score.

Principle	Scoring	Assessment Guide	Specific Criteria	Strategy
Historical use of facilities	10	Historical home ground of CoR based local user group (i.e. no other club/association has ever been based there)	Recognition of the social and cultural importance of a user groups historical connection with a home ground and will give priority to a home ground application over a non-home ground application. Club/associations base determined as per the definitions provided in the 'Sportsground Allocation Policy.'	Council will give preference to CoR based user groups over non-CoR user groups. The length of a user groups past tenure of a sportsground will be considered when assessing an application.
	5	CoR home based local user group for more than 5 years		
	3	CoR home based local user group for less than 5 years		
	1	Non-CoR home based user group for over 5 years		
	0	All other groups		

Sportsground Allocation Policy		
Owner: Parks	Owner: Parks	Owner: Parks
CM Reference: D21/47704	CM Reference: D21/47704	CM Reference: D21/47704

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Current hours allocated per member	10	Over 35 members per field per hour	The ratio of registered participants to existing allocated hours.	Council will give preference to user groups who currently accommodate a greater number of participants into their existing allocated hours. This will ensure the most efficient use of Council's sportsgrounds
	5	Between 25 - 35 members per field per hour		
	3	Between 15 - 25 members per field per hour		
	1	Less than 15 members per field per hour		
Tenancy Record	5	Good Record – no breaches in the previous 5 years	Council will take into account the pattern, number and severity of tenancy breaches, unpaid or late payments of fees to Council and upheld complaints over the previous five years when assessing seasonal allocation applications.	Council recognises the social and cultural importance of a user group having a good relationship with Council, co-tenants and the local community.
	3	Fair Record – no breaches in the previous 2 years		
	No Allocation	Where there has been non-compliance with 3 or more of Council's terms and conditions		

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy

Division of Sports Season	5	In-season application	The definition for 'in-season sports' as outlined in the Councils 'Sportsground Allocation Policy'. In the absence of an application from an in-season sport, Council may consider an 'out of season' application where there is sufficient sportsground capacity.	Ensuring a diverse range of activities is available and use is not dominated by one activity.
	3	Out of season application with no in-season user group application contesting the allocation.		
	No allocation	Out of season application against an existing in-season sport booking.		
Contribution Towards Council Infrastructure	10	Capital investment over \$50,001	Recognition of organisations who have contributed toward facility improvements at the sportsground in question within the last 10 years and the resulting benefits to other facility users.	Providing incentive and recognition to sport and recreation organisations to contribute toward facility upgrades. <i>Note. Council will 'cap' use of sportsgrounds by allocated users where appropriate.</i>
	6	Capital investment between \$30,001 and \$50,000		
	2	Capital Investment between \$10,001 and \$30,000		
	1	Capital investment under \$10,000.		

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Club / Association Development	5	User groups with documented policies, and initiatives to support volunteers.	Recognition of organisations that develop and implement best practice RM practices.	Council Working in partnership with users to ensure good risk management (RM) principles are incorporated into sports development and initiatives to ensure a safe environment for all participants.
	3	Policies in development.	Examples are established policies for member/child protection, anti-harassment, facility management, succession planning, constitutional review etc.	
	0	No documented policies or plans score in place.		
TOTAL				

*Winter codes are: Football (Soccer), Netball, Rugby League, Rugby Union, Australian Rules Football, Hockey.
*Summer codes are: Athletics, Baseball, Cricket, Ultimate Frisbee, Oz Tag, and Touch Football.

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

Sportsground Allocation Policy

Attachment 2:

SPORTSGROUNDS IN THE CITY OF RYDE

Park	Address	Oval	Winter Layout	Summer Layout
BILL MITCHELL	Morrison Road Tennyson Point	1 2	Football (Soccer) Football (Soccer) - Junior	Cricket – Synthetic Wicket Cricket - Junior Synthetic
BRUSH FARM Oval	Lawson Street Eastwood	Oval	Netball - 14 grasscourts Dog Training (Sunday)	Cricket – Synthetic Wicket Dog Training (Sunday)
BRUSH FARM Netball		Netball	Netball – 4 Courts	Netball – 4 Courts
BREMNER	Morrison Road Gladesville	1	Football (Soccer)	Cricket – Junior Synthetic
CHRISTIE	Christie Road Macquarie Park	1 2	Synthetic Field Synthetic Field	Synthetic Field Synthetic Field
CLEEVES	Douglas Street Gladesville	1	NIL	Cricket – Junior Synthetic
DARVALL	Chatham Road West Ryde	1	Football (Soccer)	Cricket – Junior Synthetic
EASTWOOD	Lakeside Ave Eastwood	Upper Lower	Football (Soccer) Football (Soccer)	Cricket – Turf Wicket Community Use
E.L.S. HALL	Kent Road North Ryde	1 2 3	Synthetic Field Football (Soccer) AFL	Synthetic Field Baseball Cricket – Turf Wicket
FONTENOY	Fontenoy Road North Ryde	1	Football (Soccer) - Junior	Community Use
GANNAN	Buna Street Ryde	1	Baseball	Cricket – Synthetic Wicket

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Park	Address	Oval	Winter Layout	Summer Layout
MAGDALA	Magdala Road North Ryde	1	Football (Soccer)	Baseball
		2	Football (Soccer) - Junior	Baseball
MARSFIELD	Vimiera Road Marsfield	1	Football (Soccer)	Cricket – Turf Wicket
		2	Rugby Union	Cricket – Turf Wicket
MEADOWBANK	ENTRANCE in Constitution Road	3	Football (Soccer)	Community Use
	ENTRANCE in Ross Smith Avenue	4	Football (Soccer)	Community Use
	“ “	5	Football (Soccer) - Junior	Community Use
	ENTRANCE in Constitution Road	6	Football (Soccer) - Junior	Community Use
	“ “	7	Football (Soccer)	Cricket – Synthetic Wicket
	“ “	8	Football (Soccer)	Cricket – Synthetic Wicket
	ENTRANCE in Adelaide Street	9	Football (Soccer)	Community Use
	“ “	10	Football (Soccer)	Cricket – Synthetic Wicket
	ENTRANCE in Andrew Street	12	Hockey	Cricket – Synthetic Wicket
	“ “	13	Hockey	Community Use
MONASH	Cnr Ryde Road & Westminster Road Gladesville	LH Waud	Football (Soccer)	Cricket – Synthetic Wicket
		Netball	Netball – 27 Courts	Netball – 27 Courts
MORRISON BAY	Morrison Road Putney	1	Football (Soccer) - Junior	Community Use
		2	Football (Soccer)	Cricket – Synthetic Wicket
		3	Football (Soccer)	Cricket – Synthetic Wicket
		4	Football (Soccer)	Cricket – Synthetic Wicket
		5	Football (Soccer) - Junior	Cricket – Synthetic Wicket
		6	Football (Soccer)	Cricket – Synthetic Wicket
NORTH RYDE	Cnr Pittwater Road & Cressy Road North Ryde	1	Football (Soccer)	Cricket – Synthetic Wicket
PEEL	Morrison Road Gladesville (Near Stanbury Street)	1	Football (Soccer)	Community Use

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Park	Address	Oval	Winter Layout	Summer Layout
PIDDING	Cnr Cressy Road & Wellington Rd Ryde	1	Football (Soccer)	Cricket – Synthetic Wicket
		2	Football (Soccer) - Junior	Community Use
PIONEER	Balaclava Road Marsfield	1	Baseball	Baseball
RYDE	Cnr Princes Street & Blaxland Road Ryde	1	Rugby Union	Cricket – Turf Wicket
		3	Rugby Union	Community Use
SANTA ROSA	Quarry Rd / Bridge Rd Denistone East (2 ENTRANCES)	1	Football (Soccer)	Cricket – Synthetic Wicket
		2	Football (Soccer) - Junior	Community Use
SMALLS ROAD	Smalls Road Ryde	Lower Upper	Football (Soccer) - Junior Football (Soccer)	Cricket – Synthetic Wicket Football (Soccer)
TUCKWELL	Cnr Fontenoy & Lane Cove Roads North Ryde	1	Football (Soccer)	Cricket – Synthetic Wicket
TYAGRAH	Tyagrah Street Ryde	1	Football (Soccer) - Junior	Cricket - Junior Synthetic
WATERLOO	Waterloo Road Marsfield	1	Football (Soccer)	Baseball
WESTMINSTER	Cnr Ryde Road and Westminster Rd Gladesville	1	Football (Soccer)	Cricket - Junior Synthetic

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

Sportsground Allocation Policy

Attachment 3:

CHRISTIE PARK SYNTHETIC FIELDS ALLOCATIONS HIERARCHY

This addendum to the Sportsground Allocation Policy specifically applies to the seasonal allocation of the synthetic sports fields located at Christie Park on Christie Road, Macquarie Park. The introduction of this addendum assists Council in managing the training and competition demands of the representative football (soccer) user groups and provides a flexible framework that can respond to any changes in the structure of representative football whilst still facilitating access for the wider community to access these facilities.

Allocation of the Christie Park synthetic fields will in the first instance be completed under a hierarchy of allocation which accommodates training and competition demands of higher standards of competition for football (soccer) user groups based in the City of Ryde.

The hierarchy of allocation is as per below: -

- 1) Level of Competition
- 2) Senior Female Teams (Under 20s & over)
- 3) Senior Male Teams (Under 20's & over)
- 4) Youth Female Teams
- 5) Youth Male Teams
- 6) Junior Female Teams (Skill Acquisition Program or equivalent)
- 7) Junior Male Teams (Skill Acquisition Program or equivalent)
- 8) Association Representative Teams

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 1

Sportsground Allocation Policy



Guidelines / Procedures

Council has identified the following principles to guide the allocation of the Christie Park Synthetic Fields as outlined in this addendum within the overarching Sportsground Allocation policy. Where the below guidelines/principles are not consistent with those found in section 3 of this policy, the guideline/principle below will apply.

1. Seasonal allocations for representative sport user groups will be conducted on an annual basis.
2. Seasonal allocations provided may encompass the duration of the representative sport season including both pre-season and competitive season. Allocations provided may cover a period across City of Ryde's summer and winter seasons of sport.
3. Booking requests may still be made by non representative-sport users via Council's summer and winter seasonal allocation process. This process will consider any unutilised time from the annual representative football season allocation process and can only occur following the conclusion of the annual allocation for Christie Park.

Sportsground Allocation Policy		
Owner: Parks	Accountability: Sportsgrounds, Development and Management	Endorsed: 25 June 2019
CM Reference: D21/47704	Last review date: 12 April 2021	Next review date: September 2023

ITEM 14 (continued)

ATTACHMENT 2

CLUB LICENSING MANUAL

OCTOBER 2022

ITEM 14 (continued)

ATTACHMENT 2

INTRODUCTION

Welcome to the 2023 Season.

As we foreshadowed in our Memo to Clubs dated 19 July 2022, Football Australia (FA) has issued the FA Club Licensing Regulations, which include the framework and new licensing criteria for senior NPL Men's and senior NPL Women's competitions to be implemented across all Member Federations in 2022/2023.

In particular, the Regulations define the minimum sporting, infrastructure, personnel and administrative, legal and financial Criteria to be fulfilled by Clubs, on an annual assessment basis, in order to be granted a Licence as part of the process to remain eligible for, and to participate in, their respective competitions.

The Regulations aim to:

- (a) continuously improve the standard of all aspects of football in Australia and Asia and, in particular, to give priority to the training and care of young players in every Club;
- (b) ensure that Clubs have an adequate level of management;
- (c) improve the financial capability of Clubs, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors and to ensure that Clubs settle their liabilities with employees, social, tax authorities and other Clubs punctually; and
- (d) improve Clubs' sporting infrastructure to provide the various stakeholders with well-equipped and safe Stadiums and facilities

Commencing in 2022/2023, NPL Men's Clubs and NPL Women's Clubs will be required to fulfil the set Criteria within the prescribed deadlines to remain eligible to participate in the NPL Men's or NPL Women's competition. The Criteria are in addition to any requirements mandated by Football NSW, although in several places they overlap, particularly in relation to infrastructure. Some of the legal and financial criteria will also be familiar to NPL Clubs in NSW.

The Criteria are graded into categories "A", "B" and "C", as follows:

- A – these are mandatory Criteria to be fulfilled by the Licence Applicant. If it does not fulfil any of the A-Club Licensing Criteria, it will not remain eligible to participate in the relevant competition.
- B – if the Licence Applicant does not fulfil any of the B-Club Licensing Criteria, then it is liable to be sanctioned, as specified by Football NSW, for non-fulfilment of these Criteria, however, the Licence Applicant may still receive a Licence and remain eligible to participate in the relevant competition.
- C – these Club Licensing Criteria are best practice recommendations.

The Criteria are designed as minimum standards and so Clubs are encouraged to implement and report on their own higher quality standards, where applicable. As the goal is continual improvement, increases in standards are expected each year.

The purpose of this Club Licensing Manual is to provide Licence Applicants with a guide to the documents and information required to be submitted to Football NSW to ensure that they are in compliance with the

ITEM 14 (continued)

ATTACHMENT 2

Regulations. Please note that the actual submission process is via an online platform known as CLAS, in respect of which you should have already received a Club Guide.

Any defined terms used throughout this Manual have the same meaning as in the Regulations unless otherwise specified.

The Manual includes the Core Processes, Criteria and Requirements.

Core Processes include:

- The NPL Men's 2022/23 Licensing Cycle (pg. 4)
- The NPL Women's 2022/23 Licensing Cycle (pg. 5)

The Manual also references templates, which have been provided via email to each Club. Please ensure that each template is adapted with the Club's logo/letterhead and any necessary adjustments are made to the text based on the Club's specific situation.

Please take note of the deadlines outlined for each of the Criteria in the Manual and in the online platform. Clubs must comply with the stated "submit" deadline. With a few exceptions (see the final four rows of the Core Process Timelines), the "fulfil" deadline has been set at 1 December 2022 to provide a Club with the opportunity to update its submissions if their original submission is incomplete or contains errors. However, if a Club makes a submission in CLAS after the "submit" deadline, this will be deemed a late submission, and the relevant sanction(s) as outlined in the Table of Minimum Sanctions may apply.

We look forward to receiving your Club's submissions for the 2022/23 cycle and are available to answer any questions. Thank you for your cooperation and efforts as it relates to Club Licensing.

ITEM 14 (continued)

ATTACHMENT 2

NPL MEN'S CORE PROCESS TIMELINE 2022-23

DATE	ACTION
24 October 2022	Football NSW Licensing Manager to distribute Licensing packs to Licence Applicants.
24 November 2022	Final date for Clubs to submit Legal Criteria: L.01 – L.05, L.06 (Requirements #2 and #4), L.07 – L.10
24 November 2022	Final date for Clubs to submit Sporting Criteria: S.01, S.02 (Requirement #5), S.03 – S.05, S.08 – S.11, S.13
24 November 2022	Final date for Clubs to submit Personnel & Administrative Criteria: P.01 – P.12, P.14 - P.21
24 November 2022	Final date for Clubs to submit Financial Criteria: F.01 – F.04, F.06 – F.07, F.10 (Requirement #1)
24 November 2022	Final date for Clubs to submit Infrastructure Criteria: I.01 (Requirements #1 and #2), I.02 – I.35
1 December 2022	Final date for Clubs to submit Criterion: F.05
5 December 2022	Football NSW Licensing Manager to submit report to FIB.
8 December 2022	FIB to make decision on awarding of Licences to Licence Applicants for NPL Men's Licence.
9 December 2022	Football NSW Licensing Manager to advise Clubs of FIB's decision.
13 December 2022	Deadline for Licence Applicants to file a request for appeal from the determination of the FIB.
16-19 December 2022	AECB to issue final determination on any appeals made from the decisions of the FIB for NPL Men's Licence.
21 December 2022	Football NSW Licensing Manager confirms to FA Licensing Administration the list of Licensees for the 2023 NPL Men's competition.
12 January 2023	Final date for Clubs to submit Criteria: P.13, F.08, F.09, I.01 (Requirement #3)
2 February 2023	Final date for Clubs to submit Criteria: L.06 (Requirements #1 and #3), S.06
30 March 2023	Final date for Clubs to submit Criterion: S.02 (Requirements #1-#4)
No Set Deadline - Throughout Licensing Season As Required	F.10 (updates as necessary)

ITEM 14 (continued)

ATTACHMENT 2

NPL WOMEN'S CORE PROCESS TIMELINE 2022-23

DATE	ACTION
24 October 2022	Football NSW Licensing Manager to distribute Licensing packs to Licence Applicants.
24 November 2022	Final date for Clubs to submit Legal Criteria: L.01 – L.05, L.06 (Requirements #2 and #4), L.07 – L.10
24 November 2022	Final date for Clubs to submit Sporting Criteria: S.01, S.2 (Requirement #5), S.03 - S.05, S.08 – S.11, S.13
24 November 2022	Final date for Clubs to submit Personnel & Administrative Criteria: P.01 – P.12, P.14 - P.21
24 November 2022	Final date for Clubs to submit Financial Criteria: F.01 – F.04, F.06 – F.07, F.10 (Requirement #1)
24 November 2022	Final date for Clubs to submit Infrastructure Criteria: I.01 (Requirements #1 and #2), I.02 – I.35
1 December 2022	Final date for Clubs to submit Criterion: F.05
5 December 2022	Football NSW Licensing Manager to submit report to FIB.
8 December 2022	FIB to make decision on awarding of Licences to Licence Applicants for NPL Women's Licence.
9 December 2022	Football NSW Licensing Manager to advise Clubs of FIB's decision.
13 December 2022	Deadline for Licence Applicants to file a request for appeal from the determination of the FIB.
16-19 December 2022	AECB to issue final determination on any appeals made from the decisions of the FIB for NPL Women's Licence.
21 December 2022	Football NSW Licensing Manager confirms to FA Licensing Administration the list of Licensees for the 2023 NPL Women's competition.
12 January 2023	Final date for Clubs to submit Criteria: P.13, F.08, F.09, I.01 (Requirement #3)
2 February 2023	Final date for Clubs to submit Criteria: L.06 (Requirements #1 and #3), S.06
30 March 2023	Final date for Clubs to submit Criterion: S.02 (Requirements #1-#4)
No Set Deadline - Throughout Licensing Season As Required	F.10 (updates as necessary)

ITEM 14 (continued)

ATTACHMENT 2

SPORTING CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.01	A	YOUTH DEVELOPMENT PROGRAM
<p>The Licence Applicant must have a written Youth Development Program approved by the Licensor. The Licensor must evaluate the quality of the youth development program before approving it and should verify the implementation by periodic visits to training sessions and games.</p> <p>The program must cover at least the following areas:</p> <ul style="list-style-type: none"> (a) mission, vision and goals; (b) youth playing philosophy and youth development philosophy; (c) organisation of youth sector (organisational chart, specific age groups, etc.); (d) infrastructure available for youth sector (training and match facilities, etc.); (e) football education program for the different age groups (psychological, technical, tactical and physical); (f) yearly training plans (minimum duration of 40 weeks for ages 14 and above, maximum of 34 weeks for ages 10-13) with cycles and session objectives; and (g) evaluation and review processes for individual players. <p>The Licence Applicant must further ensure that:</p> <ul style="list-style-type: none"> (a) every youth player involved in its program has the possibility to follow mandatory school education in accordance with national law; and (b) no youth player involved in its youth development program is prevented from continuing their non-football education. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: S.01 - YDP Template (template provided) OR Club's YDP Program Document (must contain all information outlined above)</i></p>		
<p><i>Requirement #2: S.01 - YDP Non-Football Education Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.02	A	REGISTRATION OF PLAYERS
<p>All the Licence Applicant's players, including youth and junior players, must be registered with Football Australia in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players and the FA National Registration, Status and Transfer Regulations.</p>		
<p>Checklist of Documentation Required (Requirement #5: submit by 24-11-2022; fulfil by 01-12-2022 Requirements #1, #2, #3 and #4: submit by 30-03-2023)</p>		
<p><i>Requirement #1: S.02 - Registered Male Players (Non-First Team) – SIGNED (template provided)</i></p>		
<p><i>Requirement #2: L.06 and S.02 - Contracted Men's Players – SIGNED (template provided)</i></p>		
<p><i>Requirement #3: S.02 - Registered Female Players (Non-First Team) – SIGNED (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #4: L.06 and S.02 - Contracted Women's Players – SIGNED (template provided)</i>
<i>Requirement #5: S.02 - Registration of Players Declaration – SIGNED (template provided)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.03	A	REGISTRATION OF MEMBERS
<p>All members of the Licence Applicant, including coaches, managers, medical staff, administrators, committee members and volunteers must be registered with Football Australia in accordance with the FA National Registration, Status and Transfer Regulations.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: S.03 Registration of Members Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.04	A	CHILD PROTECTION AND WELFARE
<p>The Licence Applicant must adhere to the FA Member Protection Framework and the FA Safeguarding Policy in order to protect and safeguard children from potential abuses and promote their wellbeing within football when participating in activities organised by the Licence Applicant.</p>		
<p>The Licence Applicant must abide by the relevant child protection legislation in each state/territory.</p>		
<p>The Licence Applicant must appoint a Member Protection Information Officer (MPIO).</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: S.04 Child Protection and Welfare Declaration – SIGNED (template provided)</i></p>		
<p><i>Requirement #2: MPIO Name (text entry)</i></p>		
<p><i>Requirement #3: MPIO Phone Number (text entry)</i></p>		
<p><i>Requirement #4: MPIO Email Address (text entry)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.05	A	FA/MF PATHWAY
<p>The Licence Applicant must release any player who has been selected for participation in an official FA/MF elite player pathway.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: S.05 FA and MF Pathway Declaration – SIGNED (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.06	A	LIAISON WITH MF TECHNICAL DIRECTOR / TECHNICAL DEPARTMENT
<p>The Licence Applicant must prepare an annual report by the date specified by Licensor outlining coaching programs delivered, outcomes achieved and future planned enhancements for the YDP.</p> <p>NOTE: For 2022/23, this report may be submitted after the Licensing Decision if deemed necessary by the MF.</p> <p>Checklist of Documentation Required (submit by 02-02-2023)</p> <p><i>Requirement #1: S.06 Technical Report (template to be provided at later date)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.07	B	NPL MEN – YOUTH TEAMS
<p>The Licence Applicant must at least have the following men’s youth teams within its legal entity, another legal entity included in the reporting perimeter or a Club affiliated to its legal entity:</p> <ul style="list-style-type: none"> (a) FA “Youth” Category: At least three (3) teams within the age range of 14 to 17 (b) FA “Senior” Category: At least one (1) team at the age of 18 and above (in addition to the first team) <p>Each youth team must take part in official competitions or programs played at national, regional or local level and recognised by Football Australia.</p> <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: Age groups of 4 required youth teams for 2023 (e.g., U14, U15, U16, U18) (text entry)</i></p> <p><i>Requirement #2: Age groups of any other Club teams for 2023 (text entry)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.07	B	NPL WOMEN – YOUTH TEAMS
<p>The Licence Applicant must at least have the following women’s youth teams within its legal entity, another legal entity included in the reporting perimeter or a Club affiliated to its legal entity:</p> <ul style="list-style-type: none"> (a) FA “Youth” and “Senior” Categories: At least three (3) teams (in addition to the first team), with recommended two (2) teams within the age range of 14 to 17 and one (1) team at the age of 18 and above. <p>Each youth team must take part in official competitions or programs played at national, regional or local level and recognised by Football Australia.</p> <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: Age groups of 3 required youth teams for 2023 (e.g., U15, U16, U18) (text entry)</i></p> <p><i>Requirement #2: Age groups of any other Club teams for 2023 (text entry)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.08	C (BEST PRACTICE)	MEDICAL CARE OF PLAYERS
The Licence Applicant should provide evidence that all players on the first team have undergone an annual medical exam prior to the start of the season.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does Club provide an annual medical exam for all players on first team? (Yes/No answer)</i>		
<i>Requirement #2: Does Club require first team players to confirm that they have completed an annual medical exam before starting training? (Yes/No answer)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.09	C (BEST PRACTICE)	DIVERSITY AND INCLUSION POLICY
The Licence Applicant should establish a policy that addresses diversity and inclusion within its Club.		
All players and staff of the Licence Applicant should be aware of and have access to the policy.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: S.09 – Diversity and Inclusion Policy Declaration – SIGNED (template provided)</i>		
<i>Requirement #2: Does Club currently have a Diversity/Inclusion Policy? (Yes/No answer)</i>		
<i>Requirement #3: If yes, Club Policy (submit Club's document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.10	C (BEST PRACTICE)	RACIAL EQUALITY POLICY
The Licence Applicant should establish a policy to tackle racism in football.		
All players and staff of the Licence Applicant should be aware of and have access to the policy.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: S.10 Racial Equality Practice Declaration – SIGNED (template provided)</i>		
<i>Requirement #2: Does Club currently have a policy to tackle racism in football? (Yes/No answer)</i>		
<i>Requirement #3: If yes, Club Policy (submit Club's document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.11	C (BEST PRACTICE)	CLUB YOUTH ACADEMY
The Licence Applicant should submit a completed Youth Academy form, with all questions answered, based on FA's National Club Academy Scheme.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: S.11 – FA Youth Academy Form, with all questions answered (template provided)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.12	C (BEST PRACTICE)	GRASSROOTS PROGRAMS
<p>The Licence Applicant should establish a grassroots program. Children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged should be included in the grassroots programs.</p> <p>The main objectives of the Licence Applicant's grassroots football program shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, both the sporting and educational aspects.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: S.12 – Grassroots Program Events document (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
S.13	C (BEST PRACTICE)	EDUCATIONAL PROGRAMS
<p>The Licence Applicant should ensure that players and all technical coaching staff of at least the first team have attended a session or an event related to:</p> <ul style="list-style-type: none"> (a) sports integrity matters; (b) FIFA Laws of the Game; (c) doping control; and (d) other topics as required by FA and/or the MF. <p>These sessions or events should be provided either by the Licence Applicant, Football Australia, the Member Federation or a third party in collaboration with the Licence Applicant / Football Australia / the Member Federation, during the year prior to the Season to be Licensed.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Does the Club organise an annual session with its first team players and staff related to sports integrity, FIFA Laws of the Game, and/or doping control? (Yes/No answer)</i></p>		
<p><i>Requirement #2: Does the Club provide its first team players and staff with any documentation/materials related to sports integrity, Laws of the Game, and/or doping control? (Yes/No answer)</i></p>		
<p><i>Requirement #3: Please describe the Club's current educational programs on the above topics (text entry)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

INFRASTRUCTURE CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.01	A	STADIUM(S) FOR FIRST TEAM MATCHES
<p>The Licence Applicant must have a Stadium (or Stadiums) available to play its NPL senior (e.g., first team) matches. The Licence Applicant either:</p> <ul style="list-style-type: none"> (a) owns the Stadium(s); or (b) can provide a written contract with the owner of the Stadium(s) it will use. <p>This contract must guarantee the use of the Stadium(s) for the NPL senior (e.g., first team) matches for the coming season.</p>		
<p>Checklist of Documentation Required (Requirements #1 and #2: submit by 24-11-22; fulfil by 01-12-22 Requirement #3: submit by 12-01-2023)</p>		
<p><i>Requirement #1: Name of Stadium(s) (text entry)</i></p>		
<p><i>Requirement #2: Address of Stadium(s) (text entry)</i></p>		
<p><i>Requirement #3: Lease Agreement(s) or Signed Letter(s) from Venue Confirming Club's right to use Stadium for 2023 season (submit agreement / letter)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.02	A	STADIUM: FIELD OF PLAY DIMENSIONS & FIELD MARKINGS
<p>The field of play must comply with the FIFA Laws of the Game.</p> <p>The preferred dimensions of the field of play are 105m long and 68m wide. The field of play dimensions must remain within a scope of 96m – 110m in length and 60m – 75m in width.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; submit by 01-12-2022)</p>		
<p><i>Requirement #1: Length of pitch (in m) (text entry)</i></p>		
<p><i>Requirement #2: Width of pitch (in m) (text entry)</i></p>		
<p><i>Requirement #3: Photo(s) of marked pitch (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.03	A	STADIUM: PLAYING SURFACE
<p>The playing surface must comply with the FIFA Laws of the Game.</p> <p>The surface must be even and flat with complete coverage of grass.</p> <p>The surface must be natural grass, reinforced natural grass (hybrid) or FIFA Quality approved artificial turf.</p> <p>The surface must be free of potholes, foreign objects and protrusions of any kind through the surface or any deviations hazardous to players and officials.</p>		

ITEM 14 (continued)

ATTACHMENT 2

Checklist of Documentation Required (submit by 24-11-2022; submit by 01-12-2022)
<i>Requirement #1: Type of Pitch Surface (Natural Grass, Reinforced Natural Grass (hybrid), FIFA Quality Approved Artificial Turf) (text entry)</i>
<i>Requirement #2: If artificial turf, FIFA Quality Certificate (submit Certificate document)</i>
<i>Requirement #3: Photo(s) of field of play surface (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.04	A	STADIUM: GOALS & CORNER FLAGS
<p>The goals and corner flags must comply with the FIFA Laws of the Game.</p> <p>Goal posts must be permanent, white in colour, be made of aluminium or similar material, be round, pose no dangers to players and be firmly secured to the ground, with a height of 2.44 m and a width of 7.32m and a diameter of no more than 12cm.</p> <p>Goal nets must be attached to posts, conform to Australian standards and cannot obstruct the goalkeeper.</p> <p>Corner flags are compulsory, with flag posts no less than 1.5m high.</p> <p>At least 1 spare net and 1 set of spare corner flags must be available.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Photo of Goals (installed) (submit photos)</i>		
<i>Requirement #2: Photo of Corner Flags (installed) (submit photos)</i>		
<i>Requirement #3: Number of Spare Nets (text entry)</i>		
<i>Requirement #4: Number of Spare Corner Flags (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.05	A	STADIUM: PITCH PERIMETER FENCE
<p>A pitch perimeter fence must surround the field of play, which is at least 2m from the field of play and at least 900mm in height.</p> <p>The fence must be constructed of substantial material.</p> <p>Any signage attached to the fence must be properly secured.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the stadium have a Pitch Perimeter Fence? (Yes/No answer)</i>		
<i>Requirement #2: Distance of fence from field of play (in m) (text entry)</i>		
<i>Requirement #3: Height of fence (in mm or m) (text entry)</i>		
<i>Requirement #4: Photo(s) of pitch perimeter fence (submit photos)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.06	A	STADIUM: TECHNICAL AREA
<p>The Technical Area must comply with the FIFA Laws of the Game.</p> <p>The area must include two team benches positioned equidistant from the touchline and from the hallway line, with seating for at least 11 people.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Number of seats for each team in the technical area (text entry)</i></p>		
<p><i>Requirement #2: Photo(s) of technical area (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.07	A	STADIUM: EMERGENCY SERVICE ACCESS
<p>There must be direct access to the stadium and the area around the field of play for emergency service vehicles.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Describe how emergency services access the venue and the area around the field of play (text entry)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.08	A	STADIUM: PLAYER DRESSING ROOMS
<p>The stadium must have separate dressing rooms near the field of play for the home and visiting teams.</p> <p>The dressing rooms must be well-ventilated and lockable.</p> <p>The dressing rooms should, at a minimum, include the below amenities:</p> <ul style="list-style-type: none"> (a) Seating for at least 16 people; (b) 1 lockable toilet with sanitary bin; (c) 1 washbasin; (d) 2 lockable showers; (e) Hot and cold water; (f) 1 physio/massage table; (g) 1 whiteboard with markers and eraser; (h) 1 refrigerator and/or ice bucket; (i) 1 power point. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Number of player dressing rooms (number entry)</i></p>		
<p><i>Requirement #2: Are player dressing rooms lockable? (Yes/No answer)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #3: What is the seating capacity of each locker room? (number entry)</i>
<i>Requirement #4: Number of toilets in each room (number entry)</i>
<i>Requirement #5: Number of lockable toilets in each room (number entry)</i>
<i>Requirement #6: Number of washbasins in each room (number entry)</i>
<i>Requirement #7: Number of showers in each room (number entry)</i>
<i>Requirement #8: Number of lockable showers in each room (number entry)</i>
<i>Requirement #9: Number of physio/massage tables in each room (number entry)</i>
<i>Requirement #10: Number of power points in each room (number entry)</i>
<i>Requirement #11: Is there a whiteboard with markers and eraser in each room? (Yes/No answer)</i>
<i>Requirement #12: Is there hot and cold water available in each room? (Yes/No answer)</i>
<i>Requirement #13: Is there a refrigerator and/or ice available for both teams? (Yes/No answer)</i>
<i>Requirement #14: Photo(s) of home team dressing room (submit photos)</i>
<i>Requirement #15: Photo(s) of visiting team dressing room (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.09	A	STADIUM: REFEREE DRESSING ROOM
<p>The stadium must have a dressing room near the field of play for the referees.</p> <p>The dressing room must be well-ventilated and lockable.</p> <p>The dressing room should, at a minimum, include the below amenities:</p> <ul style="list-style-type: none"> (a) Seating for at least 4 people; (b) 1 lockable toilet with sanitary bin; (c) 1 washbasin; (d) 1 lockable shower; (e) Hot and cold water; (f) 1 table; (g) 1 refrigerator and/or ice bucket; (h) 1 power point. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Number of referee dressing rooms (number entry)</i>		
<i>Requirement #2: Is/Are referee dressing room(s) lockable? (Yes/No answer)</i>		
<i>Requirement #3: What is the seating capacity of each locker room? (number entry)</i>		
<i>Requirement #4: Number of toilets in each room (number entry)</i>		
<i>Requirement #5: Number of lockable toilets in each room (number entry)</i>		
<i>Requirement #6: Number of washbasins in each room (number entry)</i>		
<i>Requirement #7: Number of showers in each room (number entry)</i>		
<i>Requirement #8: Number of lockable showers in each room (number entry)</i>		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #9: Number of tables in each room (number entry)</i>
<i>Requirement #10: Number of power points in each room (number entry)</i>
<i>Requirement #11: Is there hot and cold water available in each room? (Yes/No answer)</i>
<i>Requirement #12: Is there a refrigerator and/or ice available in each room? (Yes/No answer)</i>
<i>Requirement #13: Photo(s) of referee dressing room(s) (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.10	A	STADIUM: WARM-UP AREA
<p>A warm-up area must be provided for the teams.</p> <p>The warm-up area must:</p> <ul style="list-style-type: none"> (a) be in close proximity to the player dressing rooms and field of play, or the field of play itself may be used if necessary; (b) be completely covered with natural grass or FIFA approved artificial grass; and (c) be free of any obstructions, foreign objects, potholes or any deviations that could be hazardous to players or officials as they move across the surface. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Describe the location of the warm-up area (text entry)</i>		
<i>Requirement #2: Type of grass in warm-up area (natural, hybrid, artificial turf (text entry)</i>		
<i>Requirement #3: Photo(s) of the warm-up area (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.11	A	STADIUM: FIELD OF PLAY LIGHTING
<p>The field of play must have a maintained average horizontal floodlighting luminance of 200 lux to play night fixtures.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Average horizontal LUX of field of play (text entry)</i>		
<i>Requirement #2: Floodlight certificate (submit certificate)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.12	A	STADIUM: DISABLED SEATING
<p>The stadium must have dedicated seating for disabled spectators with easy access to parking and toilet facilities and which provides an unobstructed view of the field of play.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Describe the location(s) of the disabled seating (text entry)</i>		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #2: Number of designated seats for disabled spectators (text entry)</i>
<i>Requirement #3: Photo(s) of seating area(s) for disabled spectators (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.13	A	STADIUM: TOILETS
<p>The stadium must have sufficient toilet facilities that are maintained in good and clean condition for spectators.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<i>Requirement #1: Number of men's toilets (text entry)</i>		
<i>Requirement #2: Number of women's toilets (text entry)</i>		
<i>Requirement #3: Photo(s) of toilets (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.14	A	STADIUM: CANTEEN
<p>The stadium must have at least one (1) canteen in clean condition that meets local government standards and health regulations, with a variety of foods and drinks.</p>		
<p>If the canteen sells alcohol, the Club must hold the required liquor licence.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<i>Requirement #1: Number of canteens (text entry)</i>		
<i>Requirement #2: If club sells alcohol, liquor licence (submit licence)</i>		
<i>Requirement #3: Photo(s) of the canteen(s) (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.15	A	STADIUM: SCOREBOARD
<p>There must be an elevated scoreboard that is visible from all areas of the stadium.</p>		
<p>The scoreboard must be capable of showing the names of both teams (home/visitor is acceptable) and the match score.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<i>Requirement #1: Location of scoreboard (text entry)</i>		
<i>Requirement #2: Photo(s) of the scoreboard (submit photos)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.16	A	STADIUM: MEDICAL AREA
<p>The stadium must have a designated medical area undercover that is close to or within the player dressing rooms.</p> <p>The medical area should, at a minimum, include the below amenities:</p> <ul style="list-style-type: none"> (a) Treatment/physio/massage table; (b) Running water; (c) Sufficient lighting; and (d) Proper waste disposal. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the stadium have a medical room or medical area? (indicate which) (text entry)</i>		
<i>Requirement #2: Describe the location of the medical room or area (text entry)</i>		
<i>Requirement #3: Does the medical area have a treatment/physio/massage table? (Yes/No answer)</i>		
<i>Requirement #4: Does the medical area have running water? (Yes/No answer)</i>		
<i>Requirement #5: Does the medical area have proper waste disposal? (Yes/No answer)</i>		
<i>Requirement #6: Photo(s) of the medical room/area (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.17	A	STADIUM: MEDICAL SUPPLIES
<p>The stadium must be equipped with basic medical supplies, including a first aid kit, strapping tape and a defibrillator.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Is there a First aid kit available at the stadium on matchdays (Yes/No answer)</i>		
<i>Requirement #2: Is there strapping tape available at the stadium on matchdays (Yes/No answer)</i>		
<i>Requirement #3: Is there a defibrillator available at the stadium on matchdays (Yes/No answer)</i>		
<i>Requirement #4: Photo(s) of First Aid Kit, strapping tape and defibrillator at stadium (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.18	A	STADIUM: STRETCHER
<p>The stadium must be equipped with at least one (1) first aid stretcher, which complies with applicable standards, in a designated area near the field of play.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Number of first aid stretchers available at the stadium on matchdays (text entry)</i>		
<i>Requirement #2: Photo(s) of stretcher(s) (submit photos)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.19	A	STADIUM: FIRE PREVENTION
The stadium must be equipped with fire prevention devices as required by government and Australian standards.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Is the stadium equipped with the necessary fire prevention devices? (Yes/No answer)</i>		
<i>Requirement #2: Photo(s) of fire prevention devices at stadium (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.20	A	STADIUM: EVACUATION PLAN / EMERGENCY EXIT PLAN
The stadium must have an approved evacuation plan / emergency exit plan.		
This plan must be clearly displayed at points of entry and exit.		
Exits must be free from obstructions, be clearly signposted and lit in accordance with Australian standards.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Stadium Evacuation Plan / Emergency Exit Plan (submit document)</i>		
<i>Requirement #2: Photo(s) of stadium exits (submit photo)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.21	A	STADIUM: BROADCAST CAMERA POSITIONS
The stadium must have broadcast camera positions that:		
<ul style="list-style-type: none"> (a) are located at midfield; (b) provide cover from the elements; (c) are elevated at least 3m above the field of play; (d) provide an unobstructed view of the pitch; and (e) provide access to necessary power. 		
Temporary or permanent positions are permitted, but all positions must be completely stable and comply with relevant safety standards/codes of practice.		
Permanent positions are strongly recommended.		
Temporary positions may be supplied and erected by a qualified provider but a Licence Applicant is required both to obtain a copy of the provider's Public Liability Certificate of Currency to confirm that it is covered for vicarious liability and to employ risk management procedures to prevent any foreseeable risk of injury or property damage, including ensuring that the area surrounding the position is an exclusion zone.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #1: How many broadcast camera positions are in place at the stadium? (number entry)</i>
<i>Requirement #2: Are the broadcast camera positions temporary or permanent? (text entry)</i>
<i>Requirement #3: What material are the positions constructed of? (text entry)</i>
<i>Requirement #4: Are the positions located at midfield? (Yes/No answer)</i>
<i>Requirement #5: Do the positions provide cover from the elements? (Yes/No answer)</i>
<i>Requirement #6: Do the positions provide an unobstructed view of the pitch? (Yes/No answer)</i>
<i>Requirement #7: Do the positions provide access to necessary power? (Yes/No answer)</i>
<i>Requirement #8: Elevation / height (in m) of the broadcast camera positions (number entry)</i>
<i>Requirement #9: Photo(s) of the broadcast camera positions (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.22	B	STADIUM: PLAYERS RACE
<p>The stadium must have a players race to provide direct and exclusive access for players and referees from the dressing rooms to the field of play.</p> <p>The players race must be constructed from substantial material, free from obstruction and not accessible to spectators.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Type of Material(s) used to construct the players race (text entry)</i>		
<i>Requirement #2: Photo(s) of the players race (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.23	B	STADIUM: PUBLIC ADDRESS SYSTEM
<p>The stadium must have a public address (PA) system with sufficient speakers installed to ensure messages are heard throughout the venue.</p> <p>The PA system must have the ability to project spoken announcements (e.g., announcer microphone) and the playing of recorded elements (e.g., music).</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the PA system have the ability to project spoken announcements? (Yes/No answer)</i>		
<i>Requirement #2: Photo(s) of the public address system (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.24	B	STADIUM: SEATING
<p>The stadium must have seating for at least 200 spectators.</p>		

ITEM 14 (continued)

ATTACHMENT 2

It is recommended that at least 100 of these seats are undercover, either via an undercover viewing area or with individual seats.
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Approved total capacity of venue (text entry)</i>
<i>Requirement #2: Number of spectator seats (text entry)</i>
<i>Requirement #3: Does the undercover seating have individual seats OR an undercover viewing area? (text entry)</i>
<i>Requirement #4: Number of undercover seats (text entry)</i>
<i>Requirement #5: Photo(s) of the seating areas (submit photos)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.25	A	STADIUM: TICKET BOX
If tickets are sold to the general public, the stadium must have at least one (1) temporary or permanent ticket box at the entrance.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the club sell tickets to the general public? (Yes/No answer)</i>		
<i>Requirement #2: If yes, number of ticket boxes (text entry)</i>		
<i>Requirement #3: If yes, photo(s) of the ticket box(es) (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.26	C (BEST PRACTICE)	STADIUM: AMBULANCE
The stadium should have one (1) ambulance on-site for all matchdays.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the club ensure an ambulance is on-site for all home matches? (Yes/No answer)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.27	C (BEST PRACTICE)	STADIUM: UNDERGROUND DRAINAGE
The field of play should have underground drainage to allow play during rain and periods of extended rainfall.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the field of play have underground drainage? (Yes/No answer)</i>		
<i>Requirement #2: If yes, please describe the drainage system (text entry)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.28	A	STADIUM: ENCLOSED VENUE
The venue should be completely enclosed with a temporary or permanent fence of at least 1.8m in height.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Is the stadium venue completely enclosed? (Yes/No answer)</i>		
<i>Requirement #2: If yes, is the fence/enclosure temporary or permanent? (text entry)</i>		
<i>Requirement #3: If yes, what is the height of the fence/enclosure (in m)? (text entry)</i>		
<i>Requirement #4: If yes, photo(s) of the fence/enclosure (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.29	C (BEST PRACTICE)	STADIUM: PARKING
The stadium should have a designated parking area for match officials, the home team and away team in the closest lot to the stadium entry. It is recommended that this designated area be within 250m of the stadium.		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Is there a designated parking area for match officials, home team and away team? (Yes/No answer)</i>		
<i>Requirement #2: If yes, distance from the stadium to the parking area for officials and teams (text entry)</i>		
<i>Requirement #3: If yes, photo(s) of the parking area (submit photos)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
1.30	C (BEST PRACTICE)	STADIUM: PRESS BOX / MEDIA AREA
The stadium should have a designated area for media members in the grandstand which includes:		
<ul style="list-style-type: none"> (a) covered seating; (b) writing surface for at least four (4) media members; (c) clear and unobstructed view of the pitch; and (d) access to necessary power. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Does the stadium have a press box / media area? (Yes/No answer)</i>		
<i>Requirement #2: If yes, does the box / area have covered seating? (Yes/No answer)</i>		
<i>Requirement #3: If yes, does the box / area have an unobstructed view of pitch? (Yes/No answer)</i>		
<i>Requirement #4: If yes, does the box / area have access to necessary power? (Yes/No answer)</i>		
<i>Requirement #5: If yes, number of writing surfaces for media members? (number answer)</i>		
<i>Requirement #6: If yes, photo(s) of the press box / media area (submit photos)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.31	C (BEST PRACTICE)	STADIUM: STADIUM LIGHTING
<p>The stadium should have general lighting to seating and a pedestrian pathway that conforms to applicable safety standards.</p> <p>The stadium should have emergency lighting in case of loss of power.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Does the stadium have general lighting beyond the field of play? (Yes/No answer)</i></p>		
<p><i>Requirement #2: Photo(s) of stadium general lighting (submit photos)</i></p>		
<p><i>Requirement #3: Does the stadium have emergency lighting in case of loss of power? (Yes/No answer)</i></p>		
<p><i>Requirement #4: Photo(s) of the stadium emergency lighting (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.32	C (BEST PRACTICE)	STADIUM: STADIUM SAFETY CERTIFICATION DOCUMENT(S)
<p>The stadium must be certified for safety as defined by the relevant laws, regulations, and codes.</p> <p>Best Practice documentation submitted for this certification should include such items as safety status, compliance statement regarding safety/security regulations, approval of capacity, etc.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Stadium Safety Certification Document (Safety Status, Compliance statement regarding safety/security regulations, approval of capacity, etc.) (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.33	C (BEST PRACTICE)	STADIUM: GROUND RULES
<p>The stadium should have ground rules affixed to it and visible to spectators.</p> <p>The ground rules should provide information on admission rights, abandonment or postponement of events, description of prohibitions and penalties, restrictions with regards to smoking, alcohol, fireworks, etc., seating rules and causes for ejection from the ground.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Does the stadium have ground rules that are affixed in an area visible to spectators? (Yes/No answer)</i></p>		
<p><i>Requirement #2: Photo(s) of ground rules at stadium (submit photos)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.34	A	TRAINING FACILITIES: AVAILABILITY
<p>The Licence Applicant must have Training Facilities available for use by its teams throughout the duration of their season (e.g., pre-season and playing season).</p> <p>The Licence Applicant either:</p> <ul style="list-style-type: none"> (a) owns the Training Facilities; or (b) has a written contract with the owner of the Training Facilities. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Training Facilities Address (text entry)</i></p>		
<p><i>Requirement #2: Lease Agreement(s) or Signed Letter(s) from Venue Confirming Club's right to use Training Facilities for 2023 season (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
I.35	B	TRAINING FACILITIES: MINIMUM INFRASTRUCTURE
<p>The Licence Applicant's Training Facilities must include, at a minimum:</p> <ul style="list-style-type: none"> (a) one (1) full-size outdoor pitch; (b) dressing rooms (with designated separate rooms for men and women if the club has men's and women's teams that could train at the same time); (c) access to toilets; and (d) a medical room/area with a first aid kit, strapping tape, treatment table undercover, ice and a defibrillator. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: I.35 - Training Facilities - Min. Infrastructure Template (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

PERSONNEL & ADMINISTRATIVE CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.01	A	CLUB CONTACTS & ORGANISATIONAL STRUCTURE
<p>The Licence Applicant must have an email address, phone number and mailing address.</p> <p>The Licence Applicant must have an organisational chart that outlines its personnel and their functional responsibilities within the Club's administrative structure.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Club Email Address (text entry)</i>		
<i>Requirement #2: Club Phone Number (text entry)</i>		
<i>Requirement #3: Club Mailing Address (text entry)</i>		
<i>Requirement #4: Club Organisational Chart (submit Club document)</i>		
<i>Requirement #5: Total Number of Full-Time Employees at the Club as at 1 August 2022 (text entry)</i>		
<i>Requirement #6: Total Number of Part-Time Employees at the Club as at 1 August 2022 (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.02	A	PRESIDENT / CEO / GENERAL MANAGER
<p>The Licence Applicant must have appointed a President / CEO / General Manager to be responsible for running its daily business (operational matters). This individual may be full-time, part-time or a volunteer.</p> <p>The appointment must have been done by the appropriate body (e.g. Executive Board) of the Licence Applicant.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Name of President / CEO / General Manager (text entry)</i>		
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>		
<i>Requirement #3: University or Secondary Education Degree or Certificate (submit document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.03	A	PHYSIOTHERAPIST / SPORTS TRAINER
<p>The Licence Applicant must have appointed at least one Physiotherapist or an SMA Level 1 Sports Trainer who is responsible for medical treatment and massages for the first team during all training sessions and matches. This individual may be full-time, part-time, or an independent contractor.</p> <p>The Licence Applicant must have appointed at least one SMA Level 1 Sports Trainer who is responsible for medical treatment for all youth teams and is on-call for all matches and training sessions. This individual should be on-site for as many matches and training sessions as possible.</p>		

ITEM 14 (continued)

ATTACHMENT 2

The qualification of the Physiotherapist / Sports Trainer must be recognised by the appropriate national health authorities.
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Name of First Team Physio / Sports Trainer (text entry)</i>
<i>Requirement #2: First Team Physio / Sports Trainer Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>
<i>Requirement #3: First Team Physio / Sports Trainer University or Secondary Education Degree or Certificate (submit document)</i>
<i>Requirement #4: First Team Physio / Sports Trainer Valid AHPRA Certificate OR SMA Level 1 or 2 Sports Trainer Certificate (submit document)</i>
<i>Requirement #5: Name of Youth Teams Sports Trainer (text entry)</i>
<i>Requirement #6: Youth Teams Sports Trainer Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>
<i>Requirement #7: Youth Teams Physio / Sports Trainer University or Secondary Education Degree or Certificate (submit document)</i>
<i>Requirement #8: Youth Teams Sports Trainer SMA Level 1 or 2 Sports Trainer Certificate OR AHPRA Certificate (submit document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.04	A	HEAD COACH OF MEN'S FIRST TEAM
<p>The Licence Applicant must appoint a Head Coach with a valid coaching diploma/licence responsible for all football matters of the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Head Coach must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "A" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Name of Head Coach (text entry)</i>		
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>		
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA A Licence or equivalent) (submit document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.04	A	HEAD COACH OF WOMEN'S FIRST TEAM
<p>The Licence Applicant must appoint a Head Coach with a valid coaching diploma/licence responsible for all football matters of the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Head Coach must:</p>		

ITEM 14 (continued)

ATTACHMENT 2

(a) hold at least an FA "B" Licence or its equivalence recognised and approved by FA; or
(b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above.
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Name of Head Coach (text entry)</i>
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA B Licence or equivalent) (submit document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.05	A	ASSISTANT COACH OF MEN'S FIRST TEAM
<p>The Licence Applicant must appoint an Assistant Coach with a valid coaching diploma/licence responsible for assisting the Head Coach in all football technical matters of the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Assistant Coach must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "B" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Name of Assistant Coach (text entry)</i>		
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>		
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA B Licence or equivalent) (submit document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.05	A	ASSISTANT COACH OF WOMEN'S FIRST TEAM
<p>The Licence Applicant must appoint an Assistant Coach with a valid coaching diploma/licence responsible for assisting the Head Coach in all football technical matters of the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Assistant Coach must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "C" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Name of Assistant Coach (text entry)</i>		
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>		

ITEM 14 (continued)

ATTACHMENT 2

Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA C Licence or equivalent) (submit document)

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.06	B	ADMINISTRATIVE SPACE
<p>The Licence Applicant must have a designated space for administration activities to be conducted. This space may be an office space, at the stadium, and/or at the training facility.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Address of Administrative Space (text entry)</i></p>		
<p><i>Requirement #2: Location of Space (e.g., Office Space, Stadium, Training Facility) (text entry)</i></p>		
<p><i>Requirement #3: Lease Agreement / Ownership Document for Space (submit document)</i></p>		
<p><i>Requirement #4: Photos of Space (submit photos)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.07	B	CLUB SECRETARY
<p>The Licence Applicant must have appointed a Club Secretary, who may be volunteer, part-time or full-time.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Name of Club Secretary (text entry)</i></p>		
<p><i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i></p>		
<p><i>Requirement #3: University or Secondary Education Degree or Certificate (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.08	B	CLUB TREASURER / FINANCE OFFICER
<p>The Licence Applicant must have appointed a Club Treasurer / Finance Officer to be responsible for its financial matters. This individual may be full-time, part-time or a volunteer.</p>		
<p>This individual must hold a degree in accountancy, finance, business or related field or be issued a Recognition of Competence by the Licensor.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Name of Club Treasurer / Finance Officer (text entry)</i></p>		
<p><i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i></p>		
<p><i>Requirement #3: University Degree or Certificate or Recognition of Competence (submit document)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.09	B	MEDIA OFFICER
<p>The Licence Applicant must have appointed a qualified Media Officer being responsible for media matters. This individual may be full-time, part-time or a volunteer.</p> <p>The Media Officer must hold, as a minimum, one of the following qualifications:</p> <ul style="list-style-type: none"> (a) a diploma in journalism, communications, media or related field; (b) concluded a media officer education course provided by Football Australia or an organisation recognised by Football Australia; or (c) a "recognition of competence" approved by the Licensor, which requires at least one (1) year experience in such matters. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Name of Media Officer (text entry)</i></p>		
<p><i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i></p>		
<p><i>Requirement #3: University Degree or Certificate or Recognition of Competence (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.10	A	MEN'S YOUTH TEAM HEAD COACHES
<p>The Licence Applicant must appoint a Head Coach for each Youth Team required in S.07, with each having a valid coaching diploma/licence and being responsible for all football matters of the team. These individuals may be full-time, part-time or volunteers.</p> <p>The Head Coach for the U18 team must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "B" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. <p>The Head Coaches for the U13 – U16 teams must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "C" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Names of 4 Youth Coaches (text entry)</i></p>		
<p><i>Requirement #2: Youth Coaches Letters of Appointment or Contracts – SIGNED (submit Club documents or use template)</i></p>		
<p><i>Requirement #3: Qualification Documents for 4 Youth Coaches – Licences OR Letters of Enrolment in Course (at least FA B Licence or equivalent for U18 OR at least FA C Licence or equivalent for U13-U16) (submit documents)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.10	A	WOMEN'S YOUTH TEAM HEAD COACHES
<p>The Licence Applicant must appoint a Head Coach for each Youth Team required in S.07, with each having a valid coaching diploma/licence and being responsible for all football matters of the team. These individuals may be full-time, part-time or volunteers.</p> <p>The Head Coaches must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "C" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Names of 3 Youth Coaches (text entry)</i></p>		
<p><i>Requirement #2: Youth Coaches Letters of Appointment or Contracts – SIGNED (submit Club documents or use template)</i></p>		
<p><i>Requirement #3: Qualification Documents for 3 Youth Coaches – Licences OR Letters of Enrolment in Course (at least FA C Licence or equivalent) (submit documents)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.11	A	MEN'S CLUB TECHNICAL DIRECTOR
<p>The Licence Applicant must appoint a Club Technical Director to lead the technical development of the club. This individual may be full-time, part-time or a volunteer.</p> <p>The Technical Director must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "A" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. <p>The Technical Director may not also be appointed as the Club's Head Coach of the First Team.</p> <p>It is recommended that the Technical Director have supplementary qualities such as extensive playing and work experience at the professional club level, strong management skills, and/or have been a long-serving dedicated member of the Club as a player, coach, manager or advisor.</p> <p>The Technical Director's responsibilities may include, but are not limited to, be the following:</p> <ul style="list-style-type: none"> (a) establishing and/or implementing Club philosophy; (b) establishing Youth and Player Development Structures and Programs; (c) ensuring technical standards are maintained and enhanced; (d) monitoring and evaluating all technical and developmental programs; (e) talent scouting; (f) management of Club's Youth Academies; (g) recruitment and management of coaches and talent scouts; and 		

ITEM 14 (continued)

ATTACHMENT 2

(h) management of match analysis processes.
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Name of Technical Director (text entry)</i>
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA A Licence or equivalent) (submit document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.11	A	WOMEN'S CLUB TECHNICAL DIRECTOR
<p>The Licence Applicant must appoint a Club Technical Director to lead the technical development of the club. This individual may be full-time, part-time or a volunteer.</p> <p>The Technical Director must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "B" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. <p>The Technical Director may not also be appointed as the Club's Head Coach of the First Team.</p> <p>It is recommended that the Technical Director have supplementary qualities such as extensive playing and work experience at the professional club level, strong management skills, and/or have been a long-serving dedicated member of the Club as a player, coach, manager or advisor.</p> <p>The Technical Director's responsibilities may include, but are not limited to, be the following:</p> <ul style="list-style-type: none"> (a) establishing and/or implementing Club philosophy; (b) establishing Youth and Player Development Structures and Programs; (c) ensuring technical standards are maintained and enhanced; (d) monitoring and evaluating all technical and developmental programs; (e) talent scouting; (f) management of Club's Youth Academies; (g) recruitment and management of coaches and talent scouts; and (h) management of match analysis processes. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Name of Technical Director (text entry)</i>		
<i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i>		
<i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA B Licence or equivalent) (submit document)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.12	B	GOALKEEPER COACH OF MEN'S FIRST TEAM
<p>The Licence Applicant must appoint a qualified Goalkeeper Coach with a valid coaching diploma/licence for the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Goalkeeper Coach must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "Level 1" Goalkeeping Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Name of Goalkeeper Coach (text entry)</i></p>		
<p><i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i></p>		
<p><i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA Level 1 GK Licence or equivalent) (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.12	B	GOALKEEPER COACH OF WOMEN'S FIRST TEAM
<p>The Licence Applicant must appoint a qualified Goalkeeper Coach with a valid coaching diploma/licence for the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Goalkeeper Coach must:</p> <ul style="list-style-type: none"> (a) hold at least an FA "Level 1" Goalkeeping Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Name of Goalkeeper Coach (text entry)</i></p>		
<p><i>Requirement #2: Letter of Appointment or Contract – SIGNED (submit Club document or use template)</i></p>		
<p><i>Requirement #3: Qualification Document – Licence OR Letter of Enrolment in Course (at least FA Level 1 GK Licence or equivalent) (submit document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.13	B	RIGHTS, RESPONSIBILITIES AND DUTIES
<p>The Licence Applicant must prepare written position descriptions for all personnel mentioned in these Regulations.</p>		

ITEM 14 (continued)

ATTACHMENT 2

NOTE: It is recommended that the individuals filling these positions and club management sign these position descriptions.
Checklist of Documentation Required (submit by 12-01-2023)
<i>Requirement #1: Job Description of President / CEO / General Manager (submit Club document)</i>
<i>Requirement #2: Job Description of Physiotherapists / Sports Trainers (submit Club documents)</i>
<i>Requirement #3: Job Description of Head Coach of First Team (submit Club document)</i>
<i>Requirement #4: Job Description of Assistant Coach of First Team (submit Club document)</i>
<i>Requirement #5: Job Description of Club Secretary (submit Club document)</i>
<i>Requirement #6: Job Description of Club Treasurer / Finance Officer (submit Club document)</i>
<i>Requirement #7: Job Description of Media Officer (submit Club document)</i>
<i>Requirement #8: Job Descriptions of Youth Team Head Coaches (submit Club documents)</i>
<i>Requirement #9: Job Description of Club Technical Director (submit Club document)</i>
<i>Requirement #10: Job Description of Goalkeeper Coach of First Team (submit Club document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.14	B	DUTY OF REPLACEMENT DURING THE LICENSING SEASON
<p>If a function defined in these Regulations becomes vacant during the Licensing Season, the Licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.</p> <p>In the event that a function becomes vacant due to illness or accident, the Licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume duties.</p> <p>The occurrence of a vacancy and replacement must be notified to the Licensor within seven (7) working days of the respective event.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: P.14 - Duty of Replacement Declaration – SIGNED (template provided)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.15	C (BEST PRACTICE)	MEDICAL DOCTOR
<p>The Licence Applicant should have appointed at least one doctor who is responsible for medical support during matches, as well as for doping prevention. This individual may be full-time, part-time or an independent contractor.</p> <p>The qualification of the Medical Doctor must be recognised by the appropriate national health authorities.</p> <p>The Medical Doctor should be on-call for the first team for all match days.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #1: Has the Club appointed a medical doctor for its first team? (Yes/No Answer)</i>
<i>Requirement #2: If yes, name of the Medical Doctor (text entry)</i>
<i>Requirement #3: If yes, is the Medical Doctor on-call for the first team for all match days? (Yes/No Answer)</i>
<i>Requirement #4: If yes, is the Medical Doctor on-site for the first team for all match days? (Yes/No Answer)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.16	C (BEST PRACTICE)	MEN'S YOUTH TEAM ASSISTANT COACHES
<p>The Licence Applicant should appoint an Assistant Coach for each Youth Team required in S.07, with each having a valid coaching diploma/licence and being responsible for assisting the Head Coach in all football technical matters of the team. These individuals may be full-time, part-time or volunteers.</p> <p>The Assistant Coaches should:</p> <ul style="list-style-type: none"> (a) hold at least an FA "C" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Has the Club appointed an Assistant Coach to at least one of the Youth Teams required in S.07? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, list the Names of the Assistant Coaches (text entry)</i>		
<i>Requirement #3: If yes, list the Coaching Licences (if any) of the Assistant Coaches (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.16	C (BEST PRACTICE)	WOMEN'S YOUTH TEAM ASSISTANT COACHES
<p>The Licence Applicant should appoint an Assistant Coach for each Youth Team required in S.07, with each having a valid coaching diploma/licence and being responsible for assisting the Head Coach in all football technical matters of the team. These individuals may be full-time, part-time or volunteers.</p> <p>The Assistant Coaches should:</p> <ul style="list-style-type: none"> (a) hold at least an FA "C" Licence or its equivalence recognised and approved by FA; or (b) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Has the Club appointed an Assistant Coach to at least one of the Youth Teams required in S.07? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, list the Names of the Assistant Coaches (text entry)</i>		
<i>Requirement #3: If yes, list the Coaching Licences (if any) of the Assistant Coaches (text entry)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.17	C (BEST PRACTICE)	FITNESS COACH OF FIRST TEAM
<p>The Licence Applicant should have appointed a qualified Fitness Coach with a valid coaching diploma/licence for the first team. This individual may be full-time, part-time or a volunteer.</p> <p>The Fitness Coach should:</p> <ul style="list-style-type: none"> (a) hold at least an AFC/FA Football Conditioning Licence or its equivalence recognised and approved by FA; or (b) hold an ASCA Level 1 Strength and Conditioning Coach Accreditation (or confirmation of accreditation by ASCA); or (c) already have started the required education course, recognised by FA, to achieve the required diploma as defined under (a) above. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Has the Club appointed a Fitness Coach for the First Team? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, name of the Fitness Coach (text entry)</i>		
<i>Requirement #3: If yes, Qualification of the Fitness Coach (submit document)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.18	C (BEST PRACTICE)	SECURITY OFFICER
<p>The Licence Applicant should have appointed a qualified Security Officer being responsible for safety and security matters. This individual may be full-time, part-time, or a volunteer.</p> <p>The Security Officer should hold, as a minimum, one of the following qualifications:</p> <ul style="list-style-type: none"> (a) a certificate as a police officer or security person according to national law; or (b) a safety and security diploma based on a specific course issued by Football Australia or by a state-recognised organisation; or (c) a "recognition of competence" approved by the Licensor, which is based on the participation in specific safety and security course of FA and at least one (1) year experience in such matters. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Has the Club appointed a Security Officer? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, name of the Security Officer (text entry)</i>		
<i>Requirement #3: If yes, describe the qualifications of the Security Officer (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.19	C (BEST PRACTICE)	SAFETY AND SECURITY ORGANISATION - STEWARDING
<p>The Licence Applicant should have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it should:</p>		

ITEM 14 (continued)

ATTACHMENT 2

<p>(a) employ the stewards; or</p> <p>(b) conclude a written contract with the Stadium owner providing the stewards, or an external security company providing stewards.</p>
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Does the Club engage stewards for any of its home matches? (Yes/No Answer)</i>
<i>Requirement #2: If yes, does the Club have a contract with the stewarding company? (Yes/No Answer)</i>
<i>Requirement #3: If yes, contract with stewarding company (submit Club document)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.20	C (BEST PRACTICE)	LEGAL ADVISOR
<p>The Licence Applicant should appoint a qualified Legal Advisor who is responsible for handling all of the Licence Applicant's legal matters. This individual may be full-time, part-time or a volunteer (including a member of the Board), or the club may contract with a firm that provides legal services.</p> <p>The Legal Advisor must have the necessary legal qualifications.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Has the Club appointed a Legal Advisor? (Yes/No Answer)</i>		
<i>Requirement #2: If yes, name of the Legal Advisor or Legal Firm (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
P.21	C (BEST PRACTICE)	ANNUAL REPORT
<p>The Licence Applicant should prepare an annual report which summarises activities undertaken in all areas of the club, successes achieved and areas for further development.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Club's most recent Annual Report (submit Club document)</i>		

ITEM 14 (continued)

ATTACHMENT 2

LEGAL CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.01	A	DECLARATION IN RESPECT OF PARTICIPATION IN AFC AND FA CLUB COMPETITIONS
<p>The Licence Applicant must submit a legally valid declaration confirming that the Licence Applicant:</p> <ul style="list-style-type: none"> (a) recognises as legally binding the statutes, rules and regulations and decisions of FIFA, the AFC, Football Australia and the Member Federation, as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the AFC Statutes; (b) recognises the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC; (c) recognises the prohibition on recourse to ordinary courts under the FIFA Statutes, AFC Statutes and the FA Statutes; (d) At national level, it will play in competitions that are recognised and endorsed by Football Australia (e.g. national championship, national cup); (e) At international level, it will participate in competitions recognised and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches; (f) will abide by and observe the provisions and conditions of the national Club Licensing Regulations; (g) All submitted documents are complete and correct; (h) authorises the competent Licensor to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law; and (i) acknowledges that FIFA, the AFC and/or FA reserve the right to execute compliance audits at national level in accordance with clause 12 of the Regulations. <p>This declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p> <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: L.01 - Participation in AFC & FA Club Competitions Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.02	A	LEGAL DOCUMENTS
<p>The Licence Applicant must submit the following documents and information:</p> <ul style="list-style-type: none"> (a) a copy of its current company articles, constitution, statutes or similar-type governing document; (b) a certificate of registration; (c) a current extract from a public register (e.g. ASIC) which demonstrates that the Licence Applicant is a legal entity (e.g. company or incorporated association) and which should contain the following minimum information; 		

ITEM 14 (continued)

ATTACHMENT 2

<p>(i) registered name;</p> <p>(ii) popular name;</p> <p>(iii) address of headquarters;</p> <p>(iv) legal form;</p> <p>(v) list of authorised signatories; and</p> <p>(vi) type of signature (e.g. individual, collective).</p> <p>(d) a signed declaration regarding the legal documents; and</p> <p>(e) (If applicable) the agreement between the Licence Applicant and the relevant member which has the right to participate in affiliated competitions of Football Australia.</p>
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)
<i>Requirement #1: Registered Name of Club (text entry)</i>
<i>Requirement #2: Is the Club's legal entity an Association? (Yes/No Answer)</i>
<i>Requirement #3: Is the Club's legal entity a Company? (Yes/No Answer)</i>
<i>Requirement #4: Articles / Statutes / Constitution (submit Club document)</i>
<i>Requirement #5: Certificate of Registration (submit Club document)</i>
<i>Requirement #6: Current extract from public register (submit Club document)</i>
<i>Requirement #7: L.02 – Legal Documents Declaration – SIGNED (template provided)</i>

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.03	A	OWNERSHIP AND CONTROL OF CLUBS
<p>The Licence Applicant must submit a legally valid declaration and related information outlining the ownership structure and Control mechanism of the Club.</p> <p>The declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: L.03 – Ownership and Control of Clubs Declaration – SIGNED (template provided)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.04	A	ANNUAL GENERAL MEETING
<p>In accordance with applicable legislation, the Licence Applicant must hold an Annual General Meeting at which all Members shall attend and be entitled to participate.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Date of 2022 Annual General Meeting (date entry)</i>		
<i>Requirement #2: Minutes from most recently completed AGM (submit Club document)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.05	A	PRIVATE ACADEMIES / OVERSEAS CLUBS
<p>The Licence Applicant must submit a legally valid declaration outlining the existence and terms of any contractual, financial, or other relationship with a private academy or overseas club.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: L.05 - Relationship with Private Academy and Overseas Club Declaration - SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.06	A	WRITTEN CONTRACT WITH MEN'S PROFESSIONAL PLAYERS
<p>The professional players of the Licence Applicant must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the relevant national law and of FIFA, the AFC and Football Australia. The contracts must be lodged in accordance with the National Registration, Status and Transfer Regulations.</p>		
<p>Checklist of Documentation Required (Requirement #2: submit by 24-11-22; fulfil by 01-12-22 Requirement # 1: submit by 02-02-2023)</p>		
<p><i>Requirement #1: L.06 and S.02 - Contracted Men's Players – SIGNED (template provided)</i></p>		
<p><i>Requirement #2: L.06 – Written Contract with Men's Professional Players Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.06	A	WRITTEN CONTRACT WITH WOMEN'S PROFESSIONAL PLAYERS
<p>The professional players of the Licence Applicant must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the relevant national law and of FIFA, the AFC and Football Australia. The contracts must be lodged in accordance with the National Registration, Status and Transfer Regulations.</p>		
<p>Checklist of Documentation Required (Requirement #4: submit by 24-11-22; fulfil by 01-12-22 Requirement #3: submit by 02-02-2023)</p>		
<p><i>Requirement #3: L.06 and S.02 - Contracted Women's Players – SIGNED (template provided)</i></p>		
<p><i>Requirement #4: L.06 – Written Contract with Women's Professional Players Declaration – SIGNED (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.07	A	DISCIPLINARY PROCEDURE & CODE OF CONDUCT FOR PLAYERS AND OFFICIALS
<p>As it relates to legally binding codes of conduct and disciplinary regulations for players and officials, the Licence Applicant, its players and officials must abide by the Football Australia National Code of Conduct and Grievance Resolution Regulations.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: L.07 – Disciplinary and Code of Conduct Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.08	C (BEST PRACTICE)	MEMBERSHIP
<p>If applicable, the Licence Applicant should ensure that all its key stakeholders, including registered players, coaches, administrators and volunteers, are recognised as Members under its Constitution.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Are all stakeholders referenced above currently recognised as Members under the Club's Constitution? (Yes/No Answer)</i></p>		
<p><i>Requirement #2: If yes, provide the page(s) of the Constitution that reference Members (submit Club document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.09	C (BEST PRACTICE)	PUBLIC FORUM(S)
<p>The Licence Applicant must host at least one (1) public forum per calendar year inviting parents, players, members, sponsors, etc. to be presented club strategies and discuss ways to provide greater value to relevant stakeholders. Issues and feedback from this forum should be documented and incorporated into the Licence Applicant's strategic planning process.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Does the Club hold at least one (1) public forum per year? (Yes/No Answer)</i></p>		
<p><i>Requirement #2: If yes, how many public forums are held per year? (text entry)</i></p>		
<p><i>Requirement #3: If yes, Agenda from most recent public forum (submit Club document)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
L.10	C (BEST PRACTICE)	BOARD REPRESENTATION
<p>The Licence Applicant's Board of Directors should comply with the 40:40:20 principle: 40% women, 40% men, 20% either.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		

ITEM 14 (continued)

ATTACHMENT 2

<i>Requirement #1: How many current members of the Club's Board of Directors are women? (text entry)</i>
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<i>Requirement #2: How many current members of the Club's Board of Directors are men? (text entry)</i>
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ITEM 14 (continued)

ATTACHMENT 2

FINANCIAL CRITERIA

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.01	A	ANNUAL FINANCIAL STATEMENTS - AUDITED
<p>Regardless of the legal structure of the Licence Applicant, Annual Financial Statements shall be prepared in accordance with Australian accounting standards and Audited by an Independent Auditor.</p> <p>The Audited Annual Financial Statements shall be in respect of the Statutory Closing Date immediately prior to the deadline for submission of the MF List of Licensing Decisions (unless the deadline for the Licence Applicant to submit these Audited Annual Financial Statements in accordance with Australian law is after the F.01 Criterion submission date, in which case the Licence Applicant may submit its Audited Annual Financial Statements for the previous Statutory Closing Date). The statements must consist of:</p> <ul style="list-style-type: none"> (a) a balance sheet; (b) a profit and loss account; (c) a cash flow statement; (d) notes, comprising a summary of significant Accounting Policies and other explanatory notes; and (e) a financial review by management. 		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Audited Financial Statements (for the relevant year as per above) (submit document)</i>		
<i>Requirement #2: Period of Audited Financial Statements (date range entry)</i>		
<i>Requirement #3: Total Club Revenues as per statements (text entry)</i>		
<i>Requirement #4: Total Club Expenses as per statements (text entry)</i>		
<i>Requirement #5: Net Profit / Loss as per statements (text entry)</i>		
<i>Requirement #6: Total Assets as per statements (text entry)</i>		
<i>Requirement #7: Total Liabilities as per statements (text entry)</i>		
<i>Requirement #8: Total Equity as per statements (text entry)</i>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.02	A	FINANCIAL RECORDS
<p>The Licence Applicant must maintain financial records in the form and nature required under Australian law.</p> <p>The Licence Applicant must utilise an accounting system to enable it to properly maintain its financial records. This may include Excel for 2022/23.</p>		
Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)		
<i>Requirement #1: Type of accounting system used by Club (text entry)</i>		
<i>Requirement #2: Snapshot of financial records on date of submission (submit Club document / photo)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.03	A	INSPECTION OF FINANCIAL RECORDS
<p>The Licence Applicant must make available financial information requested by its Member Federation or Football Australia within five (5) business days of receiving notice of an inspection.</p>		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: F.03 - Inspection of Financial Records Declaration – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.04	A	ANNUAL BUDGET
<p>The Licence Applicant must submit its annual Budget for the coming Financial Year, which includes:</p> <ul style="list-style-type: none"> (a) projected income for the coming Financial Year; (b) projected expenditure for the coming Financial Year; (c) all sources of income projected for the coming Financial Year along with the amount; and (d) all sources of expenditures projected for the coming Financial Year along with the amount. 		
<p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p>		
<p><i>Requirement #1: Club budget for coming financial year (submit Club document)</i></p>		
<p><i>Requirement #2: Period covered by budget (date range entry)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.05	A	WRITTEN REPRESENTATIONS PRIOR TO THE LICENSING DECISION
<p>Within seven (7) days prior to the date on which the licensing decision is to be made by the First Instance Body, the Licence Applicant must make written representations to the Licensor.</p>		
<p>The written representations shall confirm:</p> <ul style="list-style-type: none"> (a) that all documents submitted to the Licensor are complete and correct; (b) whether or not any Significant Change in relation to all the licensing Criteria has occurred; (c) whether or not any Events or Conditions of Major Economic importance have occurred that may have an adverse impact on the Licence Applicant's financial position since the balance sheet date of the preceding Audited Annual Financial Statements. If any Events or Conditions of Major Economic Importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made; and (d) whether or not the Licence Applicant (or the Registered Member of Football Australia which has a contractual relationship with the Licence Applicant) or any Parent company of the Licence 		

ITEM 14 (continued)

ATTACHMENT 2

<p>Applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the Licensing Season.</p> <p>Approval by management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.</p> <p>Checklist of Documentation Required (submit by 01-12-2022)</p> <p><i>Requirement #1: F.05 - Written Representation Prior to Licensing Decision Declaration – SIGNED (template provided)</i></p>
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NO.	NPL CRITERIA GRADE	DESCRIPTION
F.06	C (BEST PRACTICE)	NO OVERDUE PAYABLES TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES
<p>The Licence Applicant must prove that it has no overdue payables towards football Clubs arising from transfer activities as at 30 June preceding the Season to be Licensed, unless by the following 30 August they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: F.06 - No Overdue Payables to Football Clubs from Transfers Declaration – SIGNED (template provided)</i></p> <p><i>Requirement #2: F.06 - Payables to Football Clubs Chart – SIGNED (template provided)</i></p>		

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.07	C (BEST PRACTICE)	NO OVERDUE PAYABLES TOWARDS EMPLOYEES, MEMBER FEDERATIONS AND SOCIAL/TAX AUTHORITIES
<p>The Licence Applicant must prove that, in respect of contractual and legal obligations with its current/former employees, the Member Federation and social/tax authorities it has no overdue payables at 30 June preceding the Season to be Licensed, unless by the following 30 August they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>The term “employees” shall include but not be limited to:</p> <ul style="list-style-type: none"> (a) all professional players according to the applicable FIFA Regulations on the Status and Transfer of players; and (b) the administrative, technical, medical and security staff specified in the FA/MF Club Licensing Regulations. <p>Checklist of Documentation Required (submit by 24-11-2022; fulfil by 01-12-2022)</p> <p><i>Requirement #1: F.07 - No Payables Overdue to Employees – List of Employees – SIGNED (template provided)</i></p> <p><i>Requirement #2: F.07 - Payables Overdue to Employees and Tax Authorities Chart – SIGNED (template provided)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

*Requirement #3: F.07 - No Payables Overdue to Employees and Tax Authorities Declaration – SIGNED
(template provided)*

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.08	C (BEST PRACTICE)	BUSINESS PLAN
<p>The Licence Applicant should develop a detailed 3-year business plan, with documented assumptions and measurable annual KPIs.</p> <p>The business plan should be prepared by management and approved by the Board / Leadership of the Licence Applicant.</p>		
Checklist of Documentation Required (submit by 12-01-2023)		
<i>Requirement #1: Does the Club have a current Business Plan? (Yes/No Answer)</i>		
<i>Requirement #2: Club's Business Plan (submit Club document)</i>		

SUBSEQUENT INFORMATION

Criteria F.09 and F.10 apply to Licensees after the licensing decision. If a Licensee does not fulfil these Criteria, this may lead to sanctions.

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.09	B	FEE TRANSPARENCY, CAPPING AND REPORT
<p>The Licence Applicant must submit a report by the deadline specified by the Licensor outlining its proposed player fees for the upcoming year.</p> <p>If the MF prescribes any minimum/maximum player registration fees that clubs may charge players for registration to their age-eligible teams, the Licence Applicant must comply with these requirements.</p> <p>The report must contain a breakdown of the costs incurred in delivering the programs (e.g., estimated costs by type incurred per season for each age group/team) and will be assessed by the Licensor for their reasonableness.</p> <p>Both FA and the MF have the power to require the club to validate information contained in the report or require the club to revise its proposed fees if they are determined to be unreasonable.</p> <p>The MF may publicly advertise club fees centrally to facilitate easier comparison.</p>		
Checklist of Documentation Required (submit by 12-01-2023)		
<i>Requirement #1: Fee Report – SIGNED (template to be provided at a later date)</i>		

ITEM 14 (continued)

ATTACHMENT 2

NO.	NPL CRITERIA GRADE	DESCRIPTION
F.10	B	DUTY TO NOTIFY SUBSEQUENT EVENTS
<p>Following the licensing decision by the decision-making body, the Licensee must promptly notify the Licensor in writing about any Subsequent Events that may cast significant doubt upon the Licensee's ability to continue as a Going Concern until at least the end of the season for which the Licence has been granted.</p>		
<p>Compliance with this criterion is assessed by the Licensor in respect of the following Licensing Cycle.</p>		
<p>Checklist of Documentation Required (Requirement #1: submit by 24-11-22; fulfil by 01-12-22 Requirement #2: submit as required)</p>		
<p><i>Requirement #1: F.10 - Duty to Notify Subsequent Events Declaration – SIGNED (template provided – submit prior to Licensing decision)</i></p>		
<p><i>Requirement #2: F.10 - Notification of Subsequent Events Declaration – SIGNED (template provided – only have to submit if a significant event occurs during the season)</i></p>		

ITEM 14 (continued)

ATTACHMENT 2

Table of Minimum Sanctions

No.	Type of Club Licensing Breach	Minimum Sanction 2022/23 Cycle Only
1.	Unfulfilled "A" Criterion (2022/23 cycle only)	Formal Reprimand / Remedy Notice
2.	Unfulfilled "B Criterion	N/A for 2022/23
3.	Submission of documentation, materials or evidence required for the satisfaction of criteria after the submit deadline outlined in the applicable Core Process	Formal Reprimand
4.	Failure to cooperate with the Licensing Administration	Formal Reprimand / Remedy Notice
5.	Three (3) or more unfulfilled "B" Criteria in the same Licensing Cycle	Formal Reprimand
6.	Same "B" Criterion not fulfilled for two (2) consecutive Licensing Cycles	N/A for 2022/23

15 RESPONSE TO RESOLUTION - INSTALLATION OF FLAG POLES AT MEADOWBANK PARK MEMORIAL

Report prepared by: Parks Officer
File No.: GRP/23/11 - BP23/49

REPORT SUMMARY

At its meeting held 13 December 2022, Council resolved the following:

- (a) That Council investigate installing three (3) flag poles at the Meadowbank Park Memorial.*
- (b) That all protocols are adhered in the investigation.*
- (c) That an implementation plan be reported back to Council in February 2023, including a design and cost to deliver this significant improvement to the Memorial.*

This report has been prepared in response to this resolution.

A suitable location for the flag poles has been identified within close proximity to the First World War stone obelisk located in Memorial Park. The area adjacent to the obelisk provides space for different orientations to be considered, is easily accessible for machinery and is relatively close to pedestrian lighting to draw power from.

Considering the flagpole installation project completed at Kissing Point Park in 2018, the proposed project scope for Memorial Park would be similar, including marine grade aluminum poles, tapered, with internal halyard with locking door. These will be installed on suitable concrete footings to give the appearance of a single slab and will be illuminated by caged marine grade LED up lights.

Due to the obelisk being a listed heritage item, the proximity of the proposed location to the Viva Energy buffer zone, and the element of the unknown with the site, further investigation is required through the design phase. It is therefore recommended that a budget of \$100,000 be identified in future 2022-2026 delivery plan to deliver the project. This will allow for appropriate design and consultation to be undertaken.

RECOMMENDATION:

- (a) That Council allocates \$100,000 to the 2023-2024 Operational Plan for the delivery of this project.
- (b) Investigate the feasibility of installing three flag poles, five metres north-west from the existing obelisk at Memorial Park, Meadowbank.

ITEM 15 (continued)

- (c) Flag pole foundations to incorporate led lighting to improve security during evenings.

ATTACHMENTS

There are no attachments for this report.

Report Prepared By:

Dale Fillingham
Parks Officer

Report Approved By:

Jackie Bolger
Senior Coordinator – Parks Operations

Scott Wilkie
Manager - Parks and Open Spaces

Charles Mahfoud
Executive Manager - City Infrastructure

ITEM 15 (continued)

Discussion

In response to a Notice of Motion raised at its meeting held 13 December 2022, Council resolved the following:

- (a) *That Council investigate installing three (3) flag poles at the Meadowbank Park Memorial.*
- (b) *That all protocols are adhered in the investigation.*
- (c) *That an implementation plan be reported back to Council in February 2023, including a design and cost to deliver this significant improvement to the Memorial.*

This report has been prepared in response to this resolution. It is assumed that the resolution refers to Memorial Park, not Meadowbank Park.

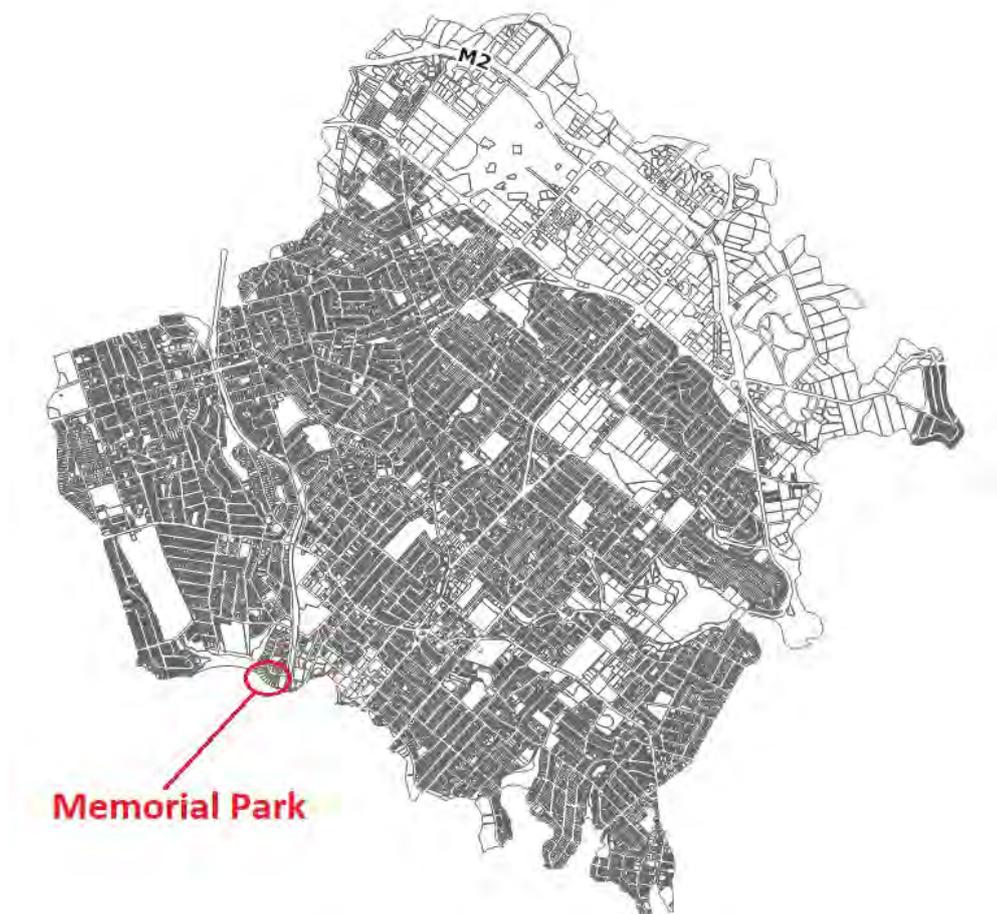


Image 1: Memorial Park location

ITEM 15 (continued)

Site History

Meadowbank Park (including Memorial Park) was first proclaimed in 1907 for the purpose of public recreation.

Following World War 1, an obelisk war memorial was installed in the eastern section of Meadowbank Park in 1921 and engraved with the names of First World War veterans from the Meadowbank and West Ryde areas. It is set on three stone steps and enclosed by a small sandstone wall, surrounded by rosemary and privet plants.

Adjacent to the World War 1 obelisk, is a memorial walkway dedicated to the men and women of Australia who served during the Second World War. It's comprised of sandstone pillars, which are engraved with the names of all the countries Australia fought in during the Second World War. Each pillar has a stone or stones from the relevant country inset at the top. Rosemary bushes are planted along the path.

More recently, a Khachkar was erected within Memorial Park. This Khachkar is a hand carved cross-stone dedicated to the memory of the one and a half million victims of the genocide of 1915 by the Ottoman Empire and in gratitude to the people of Australia for their major efforts in helping save survivors.

Commemorative events are often held at Memorial Park.

Proposed Flagpole Location

Council staff consider there is a suitable flat location to the north (image 2) of the First World War obelisk and this is the preferred location. The location will allow for a suitable footing to be constructed for the flagpoles and allows for integration of the poles to the memorial's overall functionality.

This location is also suitable for vehicle and plant in terms of site access for construction and maintenance via a gap in the WW2 memorial walkway and the access road leading from the entrance of the park from Meadow Crescent through to the foreshore cycleway.

There is scope to provide lighting for the flagpoles, this will ensure reduced vandalism and improve visibility to the site; this can be achieved through connecting power from the existing light which illuminate the central access road.

ITEM 15 (continued)



Image 2: Proposed Flagpole Location



Image 3: View of obelisk

ITEM 15 (continued)



Image 4: View of obelisk from central road access point

Proposed Design

Council completed a flagpole installation project at Kissing Point Park in 2018. Although only two flagpoles were installed at Kissing Point, a similar design and construction method is proposed for Memorial Park, including:

- 3 x 6m marine grade aluminium poles, tapered, with internal halyard with locking door
- Spaced approximately 3500mm apart
- Installed on 3 footings approximately 900mm deep with concrete pads in between so it appears as one long concrete slab
- Power run from adjacent pedestrian lighting to slab
- 6 x caged marine grade LED lights (2 per pole) incorporated in slab

ITEM 15 (continued)**Considerations**

Should Council consider progressing this project, the following must be taken into consideration:

- The obelisk is considered a local heritage item (#72). Due to this, it is recommended that Council undertake a Heritage Impact Assessment throughout the design stage.
- The proposed location is in close proximity to the buffer zone of the Viva Energy pipeline which runs underground adjacent to the foreshore. Council will be required to liaise with Viva Energy (and any other relevant authority). This may result in additional costs.
- Council should liaise closely with The Returned and Services League NSW (RSL) to ensure the project meets their need as well as Council's.

Financial Implications

Should Council resolve to undertake this project, due to the considerations identified above and the potential costs, it is recommended that an appropriate budget be allocated in future delivery plans to be undertaken as a project. This will allow for detailed investigations and consultation to be completed and in turn will provide the best outcome for the community.

Based on the expenditure for the Kissing Point Flagpole project completed in 2018, it is estimated that this project will require approximately \$100,000.

16 GLEN STREET CARPARK PERMIT SYSTEM

Report prepared by: Senior Coordinator - Ranger and Parking Services

Report approved by: Manager - Health, Building and Regulatory Services; General Manager - Business and Operations

File Number: COR2022/94 - BP23/58

REPORT SUMMARY

At its meeting of 13 December 2022, Council considered a Mayoral Minute (MM16/22) from Councillor Jordan Lane in relation to the Glen Street Carpark Permit System and resolved as follows:

That Council:

- (a) *Revert the annual Glen Street Car Park Permit to its pre-2022 rate;*
- (b) *That the revised rate be immediately placed on public exhibition and that any further collections at the present rate be frozen in the interim;*
- (c) *Report back to Council following public exhibition, and include a mechanism for Council to refund payments made in the 2022/23 financial year; and*
- (d) *Undertake further investigations with respect to car parking in the Eastwood Town Centre and bring options for a revised parking framework to Council by mid-2023 as part of the 2023/24 Operational Plan process.*
- (e) *That staff contact those already charged the 2022-2023 fee advising them of this resolution.*

Consequently, Council can advise the following actions:

- (a) It is noted the reversion to the above listed fees would require the elected Council's approval.
- (b) (i) City of Ryde's Glen Street Carpark Permit Fees were placed on public exhibition for community comment from and closed on 5 February 2023.
(ii) Permit payment collections have not been processed pending the elected Council's revised fee determination.
- (c) Following Council's public consultation process, the majority of submissions received by Council favoured a fee reduction. A summary of these submissions can be found in Attachment 1.
- (d) Council Staff have contacted all relevant customers by telephone and letter, notifying them of the elected Council's resolution. A copy of this formal correspondence is included in Attachment 2.

ITEM 16 (continued)

RECOMMENDATION:

- (a) That Council endorse the reversion of the Glen Street Carpark Permit Fees to the pre-2022 rate listed below, in accordance with the community submissions.
- \$267.00 incl. GST per quarter – for a Quarterly Permit; and
 - \$801.00 incl. GST per annum – for an Annual Permit.
- (b) That Council provide refunds to all Glen Street Car Park Permit Holders for the difference between the revised fee and the fees paid under the former fee for 2022/23 year.

ATTACHMENTS

- 1 Copy of Submissions - Glen Street Car Park Permit Fees
- 2 Letter Glen Street Permit System - Copy

Report Prepared By:

David Ngeru
Senior Coordinator - Ranger and Parking Services

Report Approved By:

Anthony McDermott
Manager - Health, Building and Regulatory Services

Mark Eady
General Manager - Business and Operations

ITEM 16 (continued)

ATTACHMENT 1

	Suburb	Comments
1	Eastwood	The proposal to revert the permit fees to its pre-2022 rate of \$801 (incl GST) for the Annual Permit and \$267 (incl. GST) for the Quarterly Permit is too cheap and council is not taking advantage of the potential revenue that could be used from the car spaces to improve kids playgrounds etc. The right price is closer to \$2,200 for an annual permit & \$550 for a quarterly permit. Thank you
2	yagonna	support permit fees to its pre-2022 rate of \$801 (incl GST) for the Annual Permit and \$267 (incl. GST) for the Quarterly Permit.
3	Eastwood	Even yearly parking permit fee at \$3900 is very low. It works out to be \$10.68 for whole day every day. Anywhere in Sydney's business precinct it costs much more. Reducing to \$801 per year is rather silly. Many of business owners will buy the permit at this low price thus reducing space available for shoppers. Ryde council may use the fund to clean up Eastwood town center. Part of center is dirty, smelly & full of rubbish scattered around. May use the fund to reduce our council charges too.
4	Eastwood	The new parking fees of \$3900 annual and \$975 quarterly should be adopted. Given the limited parking in Eastwood the pre 2022 rates SHOULD NOT BE ADOPTED These prices are ridiculously cheap - far too cheap.
5	Eastwood	I am concerned that once many permits are issued, the carpark will be full or close to full with very little capacity for casual parkers who just want to go shopping for an hour or two. How is council resolving this potential issue? thanks
6	EASTWOOD	I strongly support the proposed annual rate of \$802. As an employee of a local business, I pay for my own permit at this practical/affordable rate. The alternative is way beyond my budget and I would be forced find all day street parking which is already at a premium in the vicinity of my workplace in Hillview Road, Eastwood.
7	eastwood	There is close to no maintenance done on the carpark. no boom gates its semi outdoors. Just a few light bulbs, There shouldn't be a fee at all.
8	Eastwood	I support for the reverting the permit fees to pre-2022 rate
9	Eastwood	Thank you for giving the community a chance to have a say. Please know my words don't come with a disrespectful tone, but of "concern" and "can't believe it". I believe this proposal to charge for this parking is absolutely atrocious and deplorably harsh. To think the Council of Ryde would charge for public parking more than the cost of a general shopping centre fee (which most shoppers avoid)! This will cause chaos for on street parking. I never use the Glen St parking, I have parked on the street for decades shopping at this great shopping area. This could end up a failed, botched and embarrassing plan to Ryde Council. Householders already pay enough rates and so many taxes and don't need more especially with the massive rise of expenses. This needs to be scrapped or changed to ticketed parking - 3 hours free and \$2-\$3 per hour after that. Best regards Jeremy (4th Generation Citizen of Ryde)
10	Eastwood	I strongly support the proposed changes.
11	Not provided	You're failed to take and collect public money Specially now with hard economic. All Australian States government looking for reduce and help public specially this time everything's get higher now our councillor decided to get more money from community becket. Thank you to join others with no reason and not responsible specially this timeAll Australian States government looking for reduce and help public specially this time everything's get higher now our councillor decided to get more money from community becket.

ITEM 16 (continued)

ATTACHMENT 2



Lifestyle and opportunity @ your doorstep

Addressee Name
Address
SUBURB STATE POSTCODE

10 February 2023

Our Ref: D23/15736

Dear Mxxx

Glen Street Carpark Permit System

I refer to the Council meeting held 13 December 2022 in which the elected Councillors requested Council staff to contact customers who have already paid for Glen Street Carpark Permits at the 2022-2023 fee and advise them of the Council resolution.

Consequently, further to recent telephone advice by Council's Senior Coordinator Transport Planning in December 2022, a copy of the Council resolution is attached for your information.

Whilst Council is reviewing this matter, I can confirm Council will honour your 2022-23 permit.

Finally, Council will contact you by separate correspondence and provide you with further updates in relation to:

- the updated Glen Street Carpark Permit System; and
- any eligible refunds.

Should you require any further information, please do not hesitate to contact Anita Leighton, Team Leader Business Administration on 02 9952 8222.

Yours sincerely

Anthony McDermott
Acting Executive Manager City Development

Encl.

Customer Service Centre
1 Pope Street, Ryde NSW 2112
(Within Top Ryde City shopping centre)

North Ryde Office
Level 1, Building 0, Riverview Business Park,
3 Richardson Place, North Ryde NSW 2113

Phone (02) 9952 8222 Fax (02) 8026 0887
Email cityofryde@ryde.nsw.gov.au
Post Locked Bag 2069, North Ryde NSW 1670
www.ryde.nsw.gov.au
ABN 81 621 292 610

ITEM 16 (continued)

ATTACHMENT 2

EXTRACT FROM MINUTES OF COUNCIL MEETING
NO. 16/22 HELD ON 13 DECEMBER 2022

MAYORAL MINUTES

36/22 GLEN STREET CARPARK PERMIT SYSTEM – Mayor, Councillor Jordan Lane

RESOLUTION: (Moved by the Mayor, Councillor Lane and Councillor Maggio)

That Council:

- (a) Revert the annual Glen Street Car Park permit to its pre-2022 rate;
- (b) That the revised rate be immediately placed on public exhibition and that any further collections at the present rate be frozen in the interim;
- (c) Report back to Council following public exhibition, and include a mechanism for Council to refund payments made in the 2022/23 financial year; and
- (d) Undertake further investigations with respect to car parking in the Eastwood Town Centre, and bring options for a revised parking framework to Council by mid-2023 as part of the 2023/24 Operational Plan process.
- (e) That staff contact those already charged the 2022-2023 fee advising them of this resolution.

Record of Voting:

For the Motion: Unanimous

INFORMATION REPORTS**17 REPORT FOR THE INFORMATION OF COUNCIL - INVESTMENT REPORT
AS AT 31 DECEMBER 2022**

Report prepared by: Financial Controller
File No.: GRP/22/48 - BP23/3

REPORT SUMMARY

This report details Council's performance of its investment portfolio as at 31 December 2022, and compares it against key benchmarks. The report includes Council's loan liabilities.

Council's rate of return on investments for the reporting period is 3.22%, which is 0.24% above the benchmark figure of 2.98%.

Income from interest on investments is budgeted at \$5,500K and as at 31 December 2022, funds of \$2,989K have been earned.

ATTACHMENTS

There are no attachments for this report.

Report Prepared By:

Sacha Thirimanne
Financial Controller

Report Approved By:

Aneesh Zahra
Chief Financial Officer

ITEM 17 (continued)

Discussion

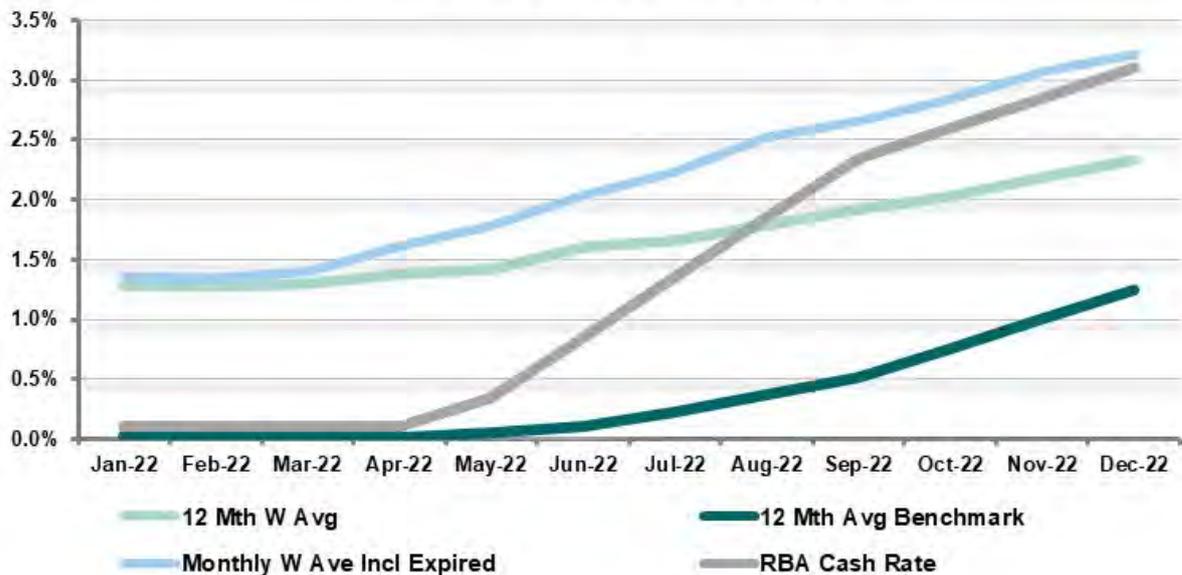
Council's Responsible Accounting Officer is required to report monthly on Council's Investment Portfolio as per the Local Government (General) Regulation 2021 Section 212 and certify that the Investments are held in accordance with Council's Investment Policy and Section 625 of the *Local Government Act* 1993.

Investment Performance Commentary

Council's performance against the benchmark for returns of its investment portfolio for December 2022 and the past 12 months are as follows:

	Dec	12 Month	FYTD
Council Return	3.22	2.33	2.81
Benchmark	2.98	1.25	2.33
Variance	0.24	1.08	0.48

Performance - All Investments



Council's investment portfolio as at 31 December 2022 was as follows:

Cash/Term Deposits	\$92.26M	40.6%
Floating Rate Notes	\$43.70M	19.3%
Fixed Bonds	\$91.12M	40.1%
Total Investments	\$227.08M	

ITEM 17 (continued)

Council continues to utilise the Federal Government's current guarantee (\$250K) investing in Term Deposits with a range of Authorised Deposit Taking Institutions (ADI's) on short to medium term investments (Generally 30 days to 180 days maturity) where more competitive rates are available.

Council's income from investments continues to exceed original budgeted expectations, primarily due to Council's cash reserves balances being higher than anticipated and higher interest rates being offered reflective of recent economic conditions.

Loan Liability

Council's loan liability as at 31 December 2022, was \$587K which represents the balance of two loans which were established under the Local Infrastructure Renewal Scheme (LIRS). Council receives a 3% interest subsidy payment from the OLG twice a year.

1. A \$1.5M 10 year loan drawn down 31 January 2014 at 180 day Bank Bill Swap rate (BBSW) of +175 basis points for the Children's Play Implementation Plan, which was approved for an LIRS subsidy in Round 2. The interest rate for this loan is reset every six months.
2. A \$1.5M 10 year loan drawn down 1 September 2014 at 4.95% for Phase 2 of the Children's Play Implementation Plan, which was approved for an LIRS subsidy in Round 3.

ITEM 17 (continued)
INVESTMENT SUMMARY AS AT 31 DECEMBER 2022

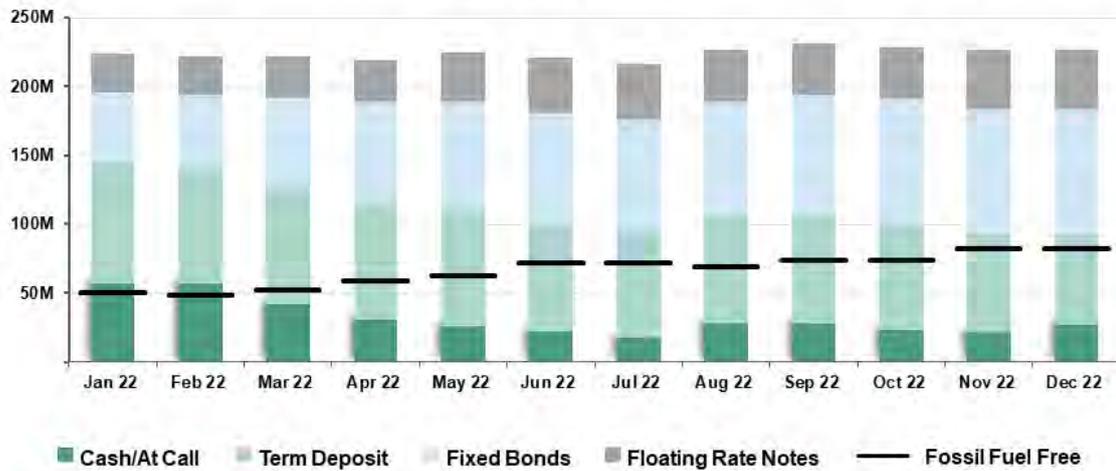
Issuer	Investment Name	Investment Rating	Fossil Fuel Free	Invested at 31-Dec-22 \$000's	Annualised Period Return (%)	12 Month Average Return	Return since 01 July 2022	% of Total Invested	Maturity	Tenor
Bank of Queensland	1. Bank of Queensland Floating Rate Note	AAA	N	1,200	4.16	2.34	3.30	0.53	14/05/2025	1826
Bank of Queensland	2. BoQ FRN	AAA	N	2,000	4.17	3.28	3.30	0.88	14/05/2025	1051
Bendigo and Adelaide Bank	3. Bendigo FRN (Covered)	AAA	Y	4,000	4.04	4.04	4.04	1.76	11/11/2025	1096
National Australia Bank	4. NAB Fixed Bond (Covered)	AAA	N	3,750	3.10	3.10	3.07	1.65	16/03/2023	1826
Suncorp-Metway	5. Suncorp Covered Bond	AAA	Y	3,964	3.56	3.58	3.58	1.75	24/08/2026	1593
Westpac Banking Corporation	6. WBC Covered Bond	AAA	N	3,194	3.94	3.89	3.88	1.41	20/05/2025	1096
Australia and New Zealand Banking Group	7. ANZ Fixed Bond	AA-	N	1,500	3.16	3.16	3.18	0.66	18/01/2023	1826
Australia and New Zealand Banking Group	8. ANZ Fixed Bond	AA-	N	3,000	3.13	3.14	3.16	1.32	8/02/2024	1826
Australia and New Zealand Banking Group	9. ANZ Fixed Bond	AA-	N	2,000	1.56	1.57	1.56	0.88	29/08/2024	1827
Australia and New Zealand Banking Group	10. ANZ Fixed Bond	AA-	N	1,997	1.67	1.67	1.67	0.88	29/08/2024	1805
Australia and New Zealand Banking Group	11. ANZ Fixed Bond	AA-	N	1,999	1.69	1.68	1.70	0.88	16/01/2025	1827
Australia and New Zealand Banking Group	12. ANZ Fixed Bond	AA-	N	2,989	1.80	1.80	1.80	1.32	29/08/2024	1612
Australia and New Zealand Banking Group	13. ANZ Fixed Bond	AA-	N	2,000	4.09	4.03	4.01	0.88	12/05/2025	1096
Australia and New Zealand Banking Group	14. ANZ Floating Rate Note	AA-	N	1,500	3.76	2.04	3.13	0.66	18/01/2023	1826
Australia and New Zealand Banking Group	15. ANZ Floating Rate Note	AA-	N	2,000	4.02	2.19	3.16	0.88	9/05/2023	1826
Commonwealth Bank of Australia	16. CBA Business Online Saver	AA-	N	26,265	3.20	1.13	2.47	11.57		
Commonwealth Bank of Australia	17. CBA Fixed Bond	AA-	N	3,999	3.41	3.41	3.42	1.76	25/04/2023	1916
Commonwealth Bank of Australia	18. CBA Fixed Bond	AA-	N	3,499	3.28	3.27	3.30	1.54	16/08/2023	1826
Commonwealth Bank of Australia	19. CBA Fixed Bond	AA-	N	3,494	3.23	3.24	3.25	1.54	11/01/2024	1826
Commonwealth Bank of Australia	20. CBA Fixed Bond	AA-	N	2,997	4.30	4.29	4.29	1.32	18/08/2025	1096
Commonwealth Bank of Australia	21. CBA Fixed Bond	AA-	N	3,865	5.38	5.37	5.37	1.70	18/08/2027	1756
Commonwealth Bank of Australia	22. CBA Term Deposit	AA-	N	4,000	0.80	0.77	0.80	1.76	22/02/2023	365
Commonwealth Bank of Australia	23. CBA Term Deposit	AA-	N	2,000	4.36	4.36	4.36	0.88	1/12/2023	361
National Australia Bank	24. NAB Fixed Bond	AA-	N	4,000	3.08	3.08	3.11	1.76	10/02/2023	1918
National Australia Bank	25. NAB Fixed Bond	AA-	N	2,999	2.95	2.95	3.01	1.32	26/02/2024	1826
National Australia Bank	26. NAB Fixed Bond	AA-	N	3,493	2.98	2.99	3.00	1.54	25/02/2027	1826
National Australia Bank	27. NAB Floating Rate Note	AA-	N	4,000	4.00	2.16	3.10	1.76	16/05/2023	1826
National Australia Bank	28. NAB Floating Rate Note	AA-	N	2,000	3.97	2.27	3.39	0.88	19/06/2024	1827
National Australia Bank	29. NAB Term Deposit	AA-	N	4,000	0.90	0.85	0.90	1.76	24/02/2023	365
National Australia Bank	30. NAB Term Deposit	AA-	N	4,000	0.65	0.65	0.65	1.76	11/01/2024	365
National Australia Bank	31. NAB Term Deposit	AA-	N	4,000	3.35	3.35	3.35	1.76	18/09/2023	1827
Westpac Banking Corporation	32. Westpac Fixed Bond	AA-	N	2,494	3.25	3.26	3.28	1.10	24/04/2024	1917
Westpac Banking Corporation	33. Westpac Fixed Bond	AA-	N	2,598	2.76	2.73	2.71	1.14	17/03/2025	1096
Westpac Banking Corporation	34. Westpac Term Deposit	AA-	N	4,000	3.93	3.57	3.83	1.76	9/08/2023	365
Westpac Banking Corporation	35. Westpac Term Deposit	AA-	N	2,000	3.94	3.61	3.85	0.88	18/08/2023	365
Westpac Banking Corporation	36. Westpac Term Deposit	AA-	N	4,000	1.65	1.65	1.65	1.76	16/02/2024	729
Macquarie Bank	37. Macquarie Bank Fixed Bond	A+	N	3,999	1.71	1.71	1.74	1.76	12/02/2025	1827
Suncorp-Metway	38. Suncorp-Metway Fixed Bond	A+	Y	3,592	2.58	2.59	2.60	1.58	25/01/2027	1826
Suncorp-Metway	39. Suncorp Fixed Bond	A+	Y	3,851	3.60	3.61	3.61	1.70	25/01/2027	1763
Suncorp-Metway	40. Suncorp Fixed Bond	A+	Y	1,358	5.49	5.49	5.49	0.60	25/01/2027	1683
Suncorp-Metway	41. Suncorp-Metway Floating Rate Note	A+	Y	1,200	4.22	2.41	3.47	0.53	24/04/2025	1823
Suncorp-Metway	42. Suncorp FRN	A+	Y	2,563	4.28	3.41	3.49	1.13	25/02/2027	1711
Suncorp-Metway	43. Suncorp FRN	A+	Y	2,200	4.48	4.48	4.48	0.97	14/12/2027	1826
Australian Unity Bank	44. Australian Unity Bank Term Deposit	BBB+	Y	2,000	4.14	4.14	4.14	0.88	19/07/2023	398
B&E (T/as Bank of Us)	45. Bank of us Term Deposit	BBB+	Y	2,000	3.28	2.80	2.97	0.88	9/02/2023	184
Bank of Queensland	46. ME Bank At Call Account	BBB+	N	599	1.26	0.47	1.07	0.26		
Bank of Queensland	47. BoQ Fixed Bond	BBB+	N	3,795	2.14	2.14	2.14	1.67	27/10/2026	1826
Bank of Queensland	48. BoQ Fixed Bond	BBB+	N	1,850	4.06	4.03	4.04	0.81	6/05/2026	1496
Bank of Queensland	49. BoQ Fixed Bond	BBB+	N	722	5.26	5.22	5.22	0.32	27/10/2026	1498

ITEM 17 (continued)
INVESTMENT SUMMARY AS AT 31 DECEMBER 2022

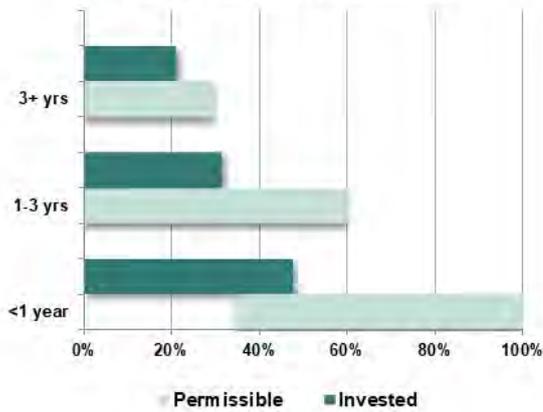
Issuer	Investment Name	Investment Rating	Fossil Fuel Free	Invested at 31-Dec-22 \$000's	Annualised Period Return (%)	12 Month Average Return	Return since 01 July 2022	% of Total Invested	Maturity	Tenor
Bank of Queensland	50. BoQ Fixed Bond	BBB+	N	461	5.22	5.19	5.19	0.20	27/10/2026	1495
Bank of Queensland	51. BoQ Fixed Bond	BBB+	N	2,419	5.14	5.08	5.08	1.07	6/05/2026	1321
Bank of Queensland	52. Bank of Queensland Term Deposit	BBB+	N	2,000	2.55	2.55	2.55	0.88	13/06/2024	1827
Bank of Queensland	53. Bank of Queensland Term Deposit	BBB+	N	4,000	4.22	3.62	3.74	1.76	23/08/2023	281
Bendigo and Adelaide Bank	54. Bendigo and Adelaide Bank Fixed Bond	BBB+	Y	2,000	3.54	3.55	3.57	0.88	25/01/2023	1826
Bendigo and Adelaide Bank	55. Bendigo Fixed Bond	BBB+	Y	3,744	3.10	3.06	3.04	1.65	17/03/2025	1096
Bendigo and Adelaide Bank	56. Bendigo Bank Fixed Bond	BBB+	Y	992	3.44	3.40	3.38	0.44	17/03/2025	1088
Bendigo and Adelaide Bank	57. Bendigo Fixed Bond	BBB+	Y	2,508	3.26	3.25	3.25	1.10	6/09/2024	882
Bendigo and Adelaide Bank	58. Bendigo and Adelaide Bank Floating Rate Note	BBB+	Y	2,000	4.20	2.39	3.45	0.88	25/01/2023	1532
Members Banking Group	59. RACQ FRN	BBB+	Y	2,000	4.39	3.25	3.45	0.88	23/05/2025	1096
MyState Bank	60. MyState FRN	BBB+	Y	1,500	3.70	1.99	3.08	0.66	16/06/2025	1461
MyState Bank	61. MyState Bank Term Deposit	BBB+	Y	2,000	0.65	0.65	0.65	0.88	11/10/2023	730
MyState Bank	62. MyState Bank Term Deposit	BBB+	Y	2,000	1.69	1.69	1.69	0.88	4/03/2024	732
MyState Bank	63. MyState Bank Term Deposit	BBB+	Y	2,000	4.50	1.33	1.97	0.88	23/11/2023	359
MyState Bank	64. MyState Bank Term Deposit	BBB+	Y	2,000	4.50	1.33	1.97	0.88	1/11/2023	362
Police Financial Services	65. BankVic Term Deposit	BBB+	Y	2,000	3.94	3.94	3.94	0.88	21/03/2023	181
AMP	66. AMP At Call Account	BBB	N	400	0.95	0.54	0.58	0.18		
AMP	67. AMP Term Deposit	BBB	N	1,000	3.50	1.90	3.04	0.44	2/08/2023	365
Auswide Bank	68. Auswide Bank Floating Rate Note	BBB	Y	1,500	4.10	2.41	3.51	0.66	17/03/2023	1095
Auswide Bank	69. Auswide Bank Term Deposit	BBB	Y	2,000	1.24	1.28	1.24	0.88	5/02/2024	720
Beyond Bank	70. Beyond Bank Term Deposit	BBB	Y	2,000	4.40	4.40	4.40	0.88	12/05/2023	182
Credit Union Australia	71. Great Southern Bank Floating Rate Note	BBB	Y	1,000	4.22	2.41	3.47	0.44	24/10/2024	1827
Credit Union Australia	72. Great Southern Bank Term Deposit	BBB	Y	2,000	0.70	0.70	0.70	0.88	31/01/2023	365
Defence Bank	73. Defence Bank Term Deposit	BBB	Y	2,000	0.85	0.82	0.85	0.88	8/02/2024	730
Defence Bank	74. Defence Bank Term Deposit	BBB	Y	2,000	4.05	4.05	4.05	0.88	5/09/2023	365
G&C Mutual Bank	75. G&C Mutual Bank Term Deposit	BBB	Y	2,000	4.02	4.02	4.02	0.88	7/09/2023	365
Newcastle Permanent Building Society	76. NPBS FRN	BBB	Y	2,000	3.68	1.85	2.82	0.88	4/03/2026	1826
Newcastle Permanent Building Society	77. NPBS FRN	BBB	Y	3,237	3.82	2.25	2.96	1.43	4/03/2026	1458
Newcastle Permanent Building Society	78. NPBS FRN	BBB	Y	3,696	4.55	3.45	3.85	1.63	10/02/2027	1720
Police & Nurses Limited	79. P&N Bank Term Deposit	BBB	Y	1,000	3.50	3.50	3.50	0.44	2/11/2023	1821
Police & Nurses Limited	80. P&N Bank Term Deposit	BBB	Y	2,000	1.52	1.52	1.52	0.88	31/01/2024	730
Police Bank	81. Police Bank FRN	BBB	Y	2,000	4.66	4.66	4.66	0.88	21/11/2025	1096
Teachers Mutual Bank	82. Teachers Mutual Bank FRN	BBB	Y	1,100	3.74	2.03	3.12	0.48	16/06/2026	1826
QPCU	83. QBank FRN	BBB-	Y	1,000	3.81	2.09	3.21	0.44	22/03/2024	1096
Warwick Credit Union	84. Warwick CU Term Deposit	NR	NA	1,000	0.75	0.75	0.75	0.44	9/03/2023	728
				227,082	3.21	2.54	2.92	100		

ITEM 17 (continued)

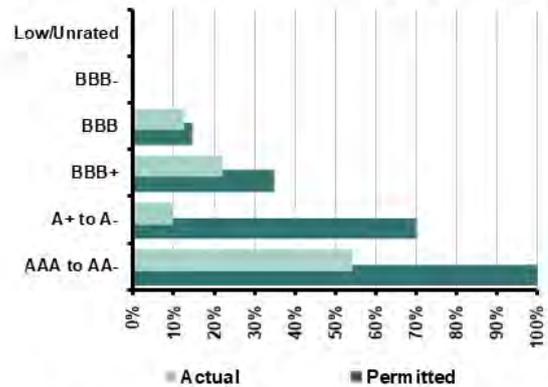
Total Funds Invested



Policy Limits on Maturities

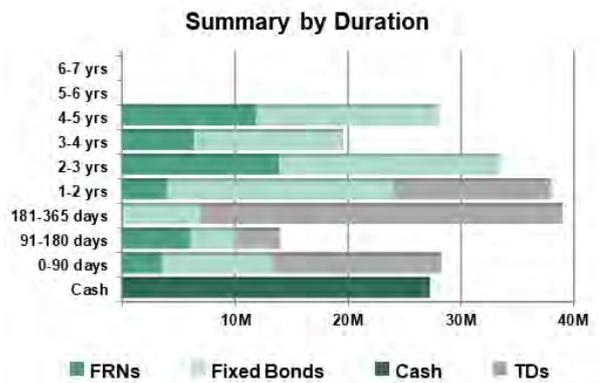
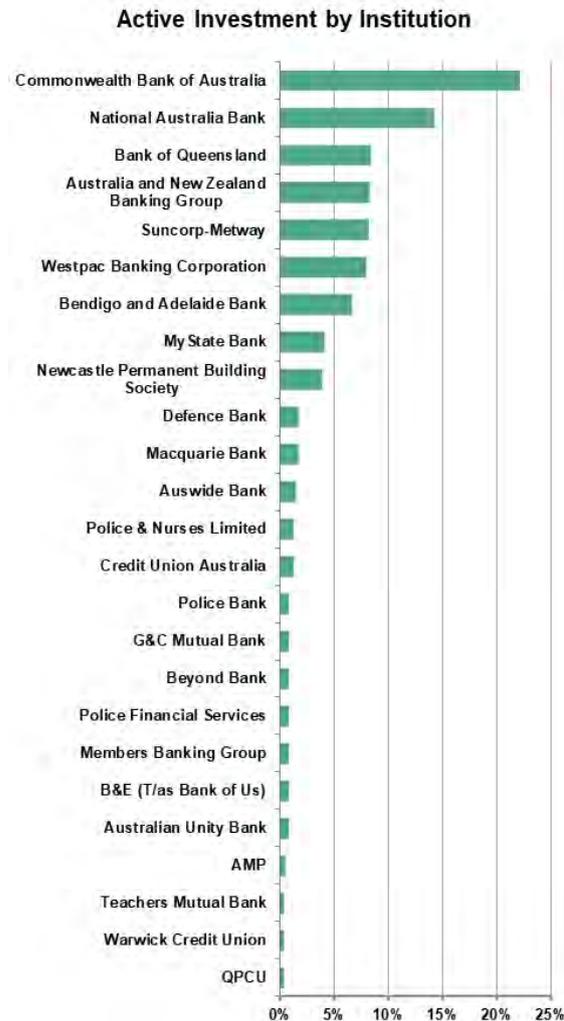


Investment Summary by Rating



Note: Portion of deposits covered by Federal Guarantee are rated 'AAA'

ITEM 17 (continued)



	<365 days	>365 days
Cash/TDs	\$74.3M	\$18.0M
FRNs	\$11.0M	\$32.7M
Fixed Bonds	\$18.7M	\$72.4M
Total	\$104.0M	\$123.1M

Divestment of Fossil Fuel Aligned Financial Institutions

Council uses the entity Market Forces to validate its classes of investments into either fossil fuel or non-fossil fuel aligned institutions. The figures below are conservative and do not include any financial institutions that have not declared if they are fossil fuel or non-fossil fuel aligned.

As at 31 December 2022, Council had a total amount of \$82.0M invested in non-fossil fuel aligned financial institutions, which is 36.11% of its total investment portfolio.

ITEM 17 (continued)

While all efforts are made to increase Council's proportion of non-fossil fuel aligned financial institutions, a conflict may arise with legislated credit rating requirements. This is because non-fossil fuel investment opportunities are in the main provided by smaller institutions that have lower credit ratings.

Financial Implications

Council's return for the reporting period is 3.22%, which is 0.24% below the benchmark figure of 2.98%. The revised budget for interest income from investments is \$5,500K and as at 31 December 2022 funds of \$2,989K have been earned.

Summary

Council's investment portfolio continues to perform well and is consistent with Section 625 of the *Local Government Act 1993*, which deals with the investment of surplus funds by Councils.

Certificate of the Chief Financial Officer (Responsible Accounting Officer)

I certify that as at the date of this report, the investments listed have been made and are held in compliance with Council's Investment Policy and applicable legislation.

Aneesh Zahra
Chief Financial Officer

**18 REPORT FOR THE INFORMATION OF COUNCIL - INVESTMENT REPORT
AS AT 31 JANUARY 2023**

Report prepared by: Financial Controller**File No.:** GRP/22/48 - BP23/39

REPORT SUMMARY

This report details Council's performance of its investment portfolio as at 31 January 2023, and compares it against key benchmarks. The report includes Council's loan liabilities.

Council's rate of return on investments for the reporting period is 3.30%, which is 0.12% above the benchmark figure of 3.18%.

Income from interest on investments is budgeted at \$5,500K and as at 31 January 2023, funds of \$3,608K have been earned.

ATTACHMENTS

There are no attachments for this report.

Report Prepared By:

Sacha Thirimanne
Financial Controller

Report Approved By:

Aneesh Zahra
Chief Financial Officer

ITEM 18 (continued)

Discussion

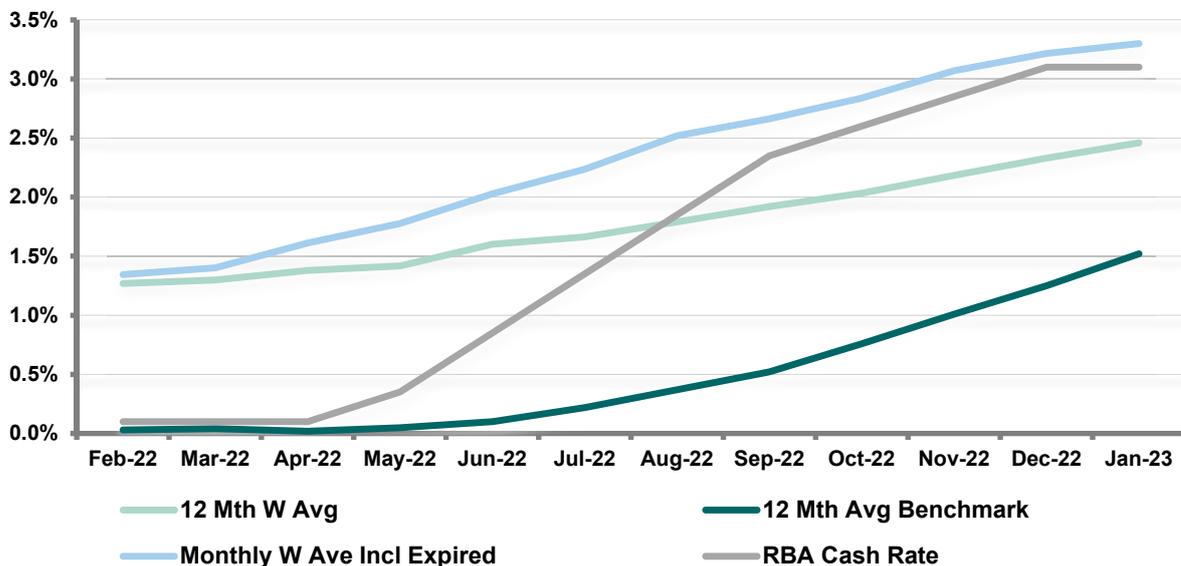
Council's Responsible Accounting Officer is required to report monthly on Council's Investment Portfolio as per the Local Government (General) Regulation 2021 Section 212 and certify that the Investments are held in accordance with Council's Investment Policy and Section 625 of the *Local Government Act 1993*.

Investment Performance Commentary

Council's performance against the benchmark for returns of its investment portfolio for January 2023 and the past 12 months are as follows:

	Jan	12 Month	FYTD
Council Return	3.30	2.46	2.88
Benchmark	3.18	1.52	2.46
Variance	0.12	0.94	0.42

Performance - All Investments



Council's investment portfolio as at 31 January 2023 was as follows:

Cash/Term Deposits	\$92.79M	41.42%
Floating Rate Notes	\$43.58M	19.45%
Fixed Bonds	\$87.65M	39.13%
Total Investments	\$224.01M	

ITEM 18 (continued)

Council continues to utilise the Federal Government's current guarantee (\$250K) investing in Term Deposits with a range of Authorised Deposit Taking Institutions (ADI's) on short to medium term investments (Generally 30 days to 180 days maturity) where more competitive rates are available.

Council's income from investments continues to exceed original budgeted expectations, primarily due to Council's cash reserves balances being higher than anticipated and higher interest rates being offered reflective of recent economic conditions.

Loan Liability

Council's loan liability as at 31 January 2023 was \$499K, which represents the balance of two loans which were established under the Local Infrastructure Renewal Scheme (LIRS). Council receives a 3% interest subsidy payment from the OLG twice a year.

1. A \$1.5M 10 year loan drawn down 31 January 2014 at 180 day Bank Bill Swap rate (BBSW) of +175 basis points for the Children's Play Implementation Plan, which was approved for an LIRS subsidy in Round 2. The interest rate for this loan is reset every six months.
2. A \$1.5M 10 year loan drawn down 1 September 2014 at 4.95% for Phase 2 of the Children's Play Implementation Plan, which was approved for an LIRS subsidy in Round 3.

ITEM 18 (continued)

INVESTMENT SUMMARY AS AT 31 JANUARY 2023

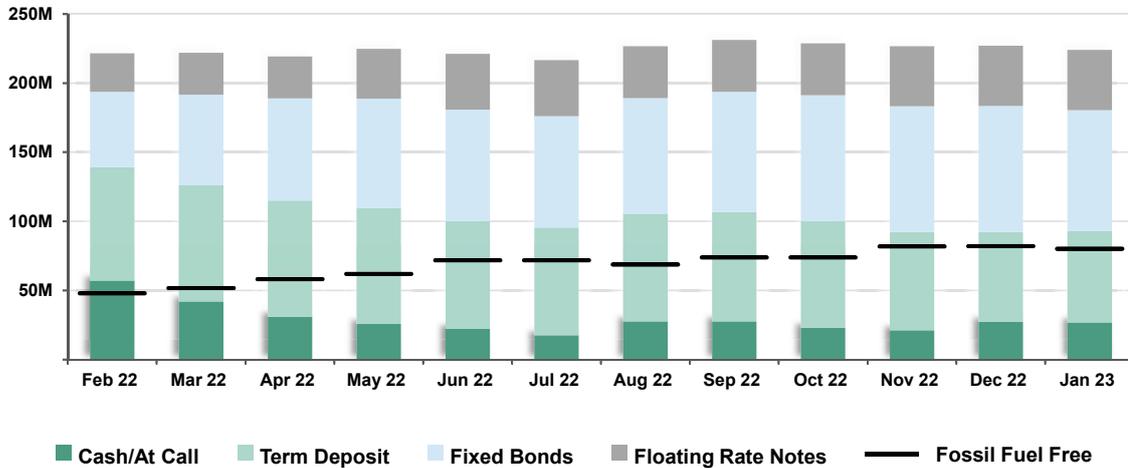
Issuer	Investment Name	Investment Rating	Fossil Fuel Free	Invested at 31-Jan-23 \$000's	Annualised Period Return (%)	12 Month Average Return	Return since 01 July 2022	% of Total Invested	Maturity	Tenor
Bank of Queensland	1. Bank of Queensland Floating Rate Note	AAA	N	1,200	4.16	2.59	3.42	0.54	14/05/2025	1826
Bank of Queensland	2. BoQ FRN	AAA	N	2,000	4.17	3.40	3.42	0.89	14/05/2025	1051
Bendigo and Adelaide Bank	3. Bendigo FRN (Covered)	AAA	Y	4,000	4.04	4.04	4.04	1.79	11/11/2025	1096
National Australia Bank	4. NAB Fixed Bond (Covered)	AAA	N	3,750	3.10	3.10	3.08	1.67	16/03/2023	1826
Suncorp-Metway	5. Suncorp Covered Bond	AAA	Y	3,965	3.56	3.57	3.58	1.77	24/08/2026	1593
Westpac Banking Corporation	6. WBC Covered Bond	AAA	N	3,194	3.94	3.90	3.89	1.43	20/05/2025	1096
Australia and New Zealand Banking Group	7. ANZ Fixed Bond	AA-	N	3,000	3.13	3.14	3.16	1.34	8/02/2024	1826
Australia and New Zealand Banking Group	8. ANZ Fixed Bond	AA-	N	2,000	1.56	1.57	1.56	0.89	29/08/2024	1827
Australia and New Zealand Banking Group	9. ANZ Fixed Bond	AA-	N	1,997	1.67	1.67	1.67	0.89	29/08/2024	1805
Australia and New Zealand Banking Group	10. ANZ Fixed Bond	AA-	N	1,999	1.71	1.70	1.70	0.89	16/01/2025	1827
Australia and New Zealand Banking Group	11. ANZ Fixed Bond	AA-	N	2,990	1.80	1.80	1.80	1.33	29/08/2024	1612
Australia and New Zealand Banking Group	12. ANZ Fixed Bond	AA-	N	2,000	4.09	4.03	4.02	0.89	12/05/2025	1096
Australia and New Zealand Banking Group	13. ANZ Floating Rate Note	AA-	N	2,000	4.02	2.45	3.28	0.89	9/05/2023	1826
Commonwealth Bank of Australia	14. CBA Business Online Saver	AA-	N	26,336	3.25	1.42	2.60	11.76		
Commonwealth Bank of Australia	15. CBA Fixed Bond	AA-	N	3,999	3.41	3.41	3.42	1.79	25/04/2023	1916
Commonwealth Bank of Australia	16. CBA Fixed Bond	AA-	N	3,499	3.28	3.27	3.30	1.56	16/08/2023	1826
Commonwealth Bank of Australia	17. CBA Fixed Bond	AA-	N	3,494	3.07	3.23	3.23	1.56	11/01/2024	1826
Commonwealth Bank of Australia	18. CBA Fixed Bond	AA-	N	2,997	4.30	4.29	4.29	1.34	18/08/2025	1096
Commonwealth Bank of Australia	19. CBA Fixed Bond	AA-	N	3,868	5.38	5.37	5.37	1.73	18/08/2027	1756
Commonwealth Bank of Australia	20. CBA FRN	AA-	N	2,400	4.54	4.54	4.54	1.07	13/01/2028	1826
Commonwealth Bank of Australia	21. CBA Term Deposit	AA-	N	4,000	0.80	0.80	0.80	1.79	22/02/2023	365
Commonwealth Bank of Australia	22. CBA Term Deposit	AA-	N	2,000	4.36	4.36	4.36	0.89	1/12/2023	361
National Australia Bank	23. NAB Fixed Bond	AA-	N	4,000	3.08	3.08	3.10	1.79	10/02/2023	1918
National Australia Bank	24. NAB Fixed Bond	AA-	N	2,999	2.95	2.95	3.00	1.34	26/02/2024	1826
National Australia Bank	25. NAB Fixed Bond	AA-	N	3,493	2.98	2.99	3.00	1.56	25/02/2027	1826
National Australia Bank	26. NAB Floating Rate Note	AA-	N	4,000	4.00	2.41	3.23	1.79	16/05/2023	1826
National Australia Bank	27. NAB Floating Rate Note	AA-	N	2,000	4.19	2.54	3.51	0.89	19/06/2024	1827
National Australia Bank	28. NAB Term Deposit	AA-	N	4,000	0.90	0.90	0.90	1.79	24/02/2023	365
National Australia Bank	29. NAB Term Deposit	AA-	N	4,000	4.52	0.97	1.20	1.79	11/01/2024	365
National Australia Bank	30. NAB Term Deposit	AA-	N	4,000	3.35	3.35	3.35	1.79	18/09/2023	1827
Westpac Banking Corporation	31. Westpac Fixed Bond	AA-	N	2,494	3.25	3.26	3.27	1.11	24/04/2024	1917
Westpac Banking Corporation	32. Westpac Fixed Bond	AA-	N	2,598	2.76	2.73	2.72	1.16	17/03/2025	1096
Westpac Banking Corporation	33. Westpac Term Deposit	AA-	N	4,000	3.93	3.63	3.84	1.79	9/08/2023	365
Westpac Banking Corporation	34. Westpac Term Deposit	AA-	N	2,000	3.94	3.66	3.86	0.89	18/08/2023	365
Westpac Banking Corporation	35. Westpac Term Deposit	AA-	N	4,000	1.65	1.65	1.65	1.79	16/02/2024	729
Macquarie Bank	36. Macquarie Bank Fixed Bond	A+	N	3,999	1.71	1.71	1.74	1.79	12/02/2025	1827
Suncorp-Metway	37. Suncorp-Metway Fixed Bond	A+	Y	3,592	2.45	2.58	2.58	1.60	25/01/2027	1826
Suncorp-Metway	38. Suncorp Fixed Bond	A+	Y	3,854	3.47	3.59	3.59	1.72	25/01/2027	1763
Suncorp-Metway	39. Suncorp Fixed Bond	A+	Y	1,361	5.34	5.46	5.47	0.61	25/01/2027	1683
Suncorp-Metway	40. Suncorp-Metway Floating Rate Note	A+	Y	1,200	4.29	2.67	3.59	0.54	24/04/2025	1823
Suncorp-Metway	41. Suncorp FRN	A+	Y	2,564	4.34	3.54	3.61	1.14	25/02/2027	1711
Suncorp-Metway	42. Suncorp FRN	A+	Y	2,200	4.48	4.48	4.48	0.98	14/12/2027	1826
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B&E (T/as Bank of Us)	44. Bank of us Term Deposit	BBB+	Y	2,000	3.28	2.87	3.02	0.89	9/02/2023	184
Bank of Queensland	45. ME Bank At Call Account	BBB+	N	49	1.26	0.46	1.10	0.02		
Bank of Queensland	46. BoQ Fixed Bond	BBB+	N	3,795	2.14	2.14	2.14	1.69	27/10/2026	1826
Bank of Queensland	47. BoQ Fixed Bond	BBB+	N	1,853	4.06	4.03	4.04	0.83	6/05/2026	1496
Bank of Queensland	48. BoQ Fixed Bond	BBB+	N	724	5.26	5.23	5.23	0.32	27/10/2026	1498
Bank of Queensland	49. BoQ Fixed Bond	BBB+	N	462	5.22	5.19	5.19	0.21	27/10/2026	1495

ITEM 18 (continued)
INVESTMENT SUMMARY AS AT 31 JANUARY 2023

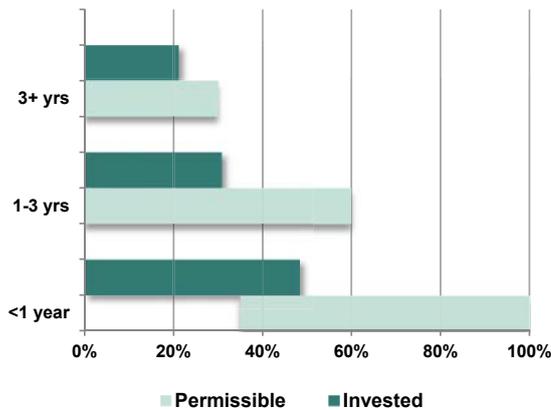
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Bank of Queensland	50. BoQ Fixed Bond	BBB+	N	2,426	5.14	5.09	5.09	1.08	6/05/2026	1321
Bank of Queensland	51. Bank of Queensland Term Deposit	BBB+	N	2,000	2.55	2.55	2.55	0.89	13/06/2024	1827
Bank of Queensland	52. Bank of Queensland Term Deposit	BBB+	N	4,000	4.22	3.68	3.81	1.79	23/08/2023	281
Bendigo and Adelaide Bank	53. Bendigo Fixed Bond	BBB+	Y	3,745	3.10	3.07	3.05	1.67	17/03/2025	1096
Bendigo and Adelaide Bank	54. Bendigo Bank Fixed Bond	BBB+	Y	992	3.44	3.41	3.39	0.44	17/03/2025	1088
Bendigo and Adelaide Bank	55. Bendigo Fixed Bond	BBB+	Y	2,511	3.26	3.25	3.25	1.12	6/09/2024	882
Bendigo and Adelaide Bank	56. Bendigo and Adelaide Bank Term Deposit	BBB+	Y	3,000	4.45	4.45	4.45	1.34	30/01/2024	365
Members Banking Group	57. RACQ FRN	BBB+	Y	2,000	4.39	3.39	3.58	0.89	23/05/2025	1096
MyState Bank	58. MyState FRN	BBB+	Y	1,500	3.89	2.25	3.19	0.67	16/06/2025	1461
MyState Bank	59. MyState Bank Term Deposit	BBB+	Y	2,000	0.65	0.65	0.65	0.89	11/10/2023	730
MyState Bank	60. MyState Bank Term Deposit	BBB+	Y	2,000	1.69	1.69	1.69	0.89	4/03/2024	732
MyState Bank	61. MyState Bank Term Deposit	BBB+	Y	2,000	4.50	1.65	2.33	0.89	23/11/2023	359
MyState Bank	62. MyState Bank Term Deposit	BBB+	Y	2,000	4.50	1.65	2.33	0.89	11/11/2023	362
Police Financial Services	63. BankVic Term Deposit	BBB+	Y	2,000	3.94	3.94	3.94	0.89	21/03/2023	181
AMP	64. AMP At Call Account	BBB	N	400	1.55	0.63	0.71	0.18		
AMP	65. AMP Term Deposit	BBB	N	1,000	3.50	2.13	3.11	0.45	2/08/2023	365
Auswide Bank	66. Auswide Bank Floating Rate Note	BBB	Y	1,500	4.32	2.68	3.62	0.67	17/03/2023	1095
Auswide Bank	67. Auswide Bank Term Deposit	BBB	Y	2,000	1.24	1.24	1.24	0.89	5/02/2024	720
Beyond Bank	68. Beyond Bank Term Deposit	BBB	Y	2,000	4.40	4.40	4.40	0.89	12/05/2023	182
Credit Union Australia	69. Great Southern Bank Floating Rate Note	BBB	Y	1,000	4.29	2.67	3.59	0.45	24/10/2024	1827
Defence Bank	70. Defence Bank Term Deposit	BBB	Y	2,000	0.85	0.85	0.85	0.89	8/02/2024	730
Defence Bank	71. Defence Bank Term Deposit	BBB	Y	2,000	4.05	4.05	4.05	0.89	5/09/2023	365
G&C Mutual Bank	72. G&C Mutual Bank Term Deposit	BBB	Y	2,000	4.02	4.02	4.02	0.89	7/09/2023	365
Newcastle Permanent Building Society	73. NPBS FRN	BBB	Y	2,000	3.75	2.11	2.95	0.89	4/03/2026	1826
Newcastle Permanent Building Society	74. NPBS FRN	BBB	Y	3,238	3.89	2.40	3.09	1.45	4/03/2026	1458
Newcastle Permanent Building Society	75. NPBS FRN	BBB	Y	3,697	4.55	3.58	3.95	1.65	10/02/2027	1720
Newcastle Permanent Building Society	76. NPBS FRN	BBB	Y	982	4.60	4.60	4.60	0.44	10/02/2027	1482
Police & Nurses Limited	77. P&N Bank Term Deposit	BBB	Y	1,000	3.50	3.50	3.50	0.45	2/11/2023	1821
Police & Nurses Limited	78. P&N Bank Term Deposit	BBB	Y	2,000	1.52	1.52	1.52	0.89	31/01/2024	730
Police Bank	79. Police Bank FRN	BBB	Y	2,000	4.66	4.66	4.66	0.89	21/11/2025	1096
Teachers Mutual Bank	80. Teachers Mutual Bank FRN	BBB	Y	1,100	3.93	2.29	3.23	0.49	16/06/2026	1826
QPCU	81. QBank FRN	BBB-	Y	1,000	4.02	2.35	3.32	0.45	22/03/2024	1096
Warwick Credit Union	82. Warwick CU Term Deposit	NR	NA	1,000	0.75	0.75	0.75	0.45	9/03/2023	728
				224,016	3.32	2.69	3.00	100		

ITEM 18 (continued)

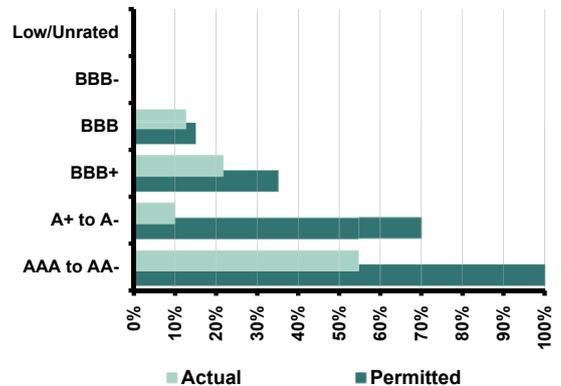
Total Funds Invested



Policy Limits on Maturities

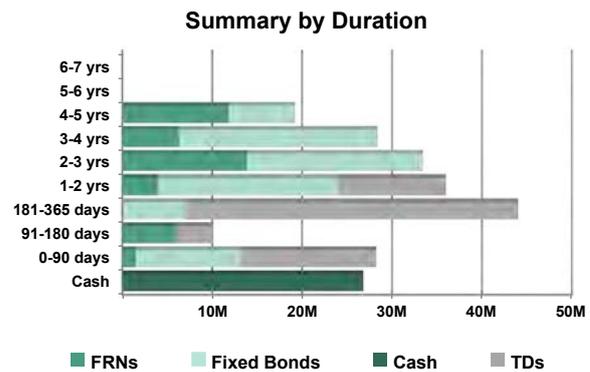
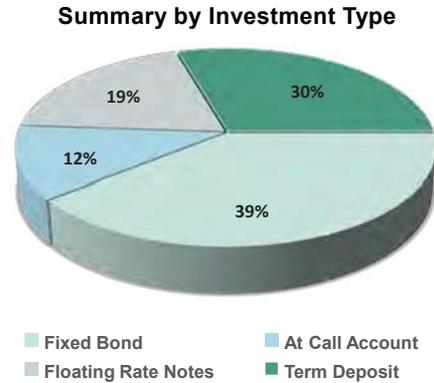
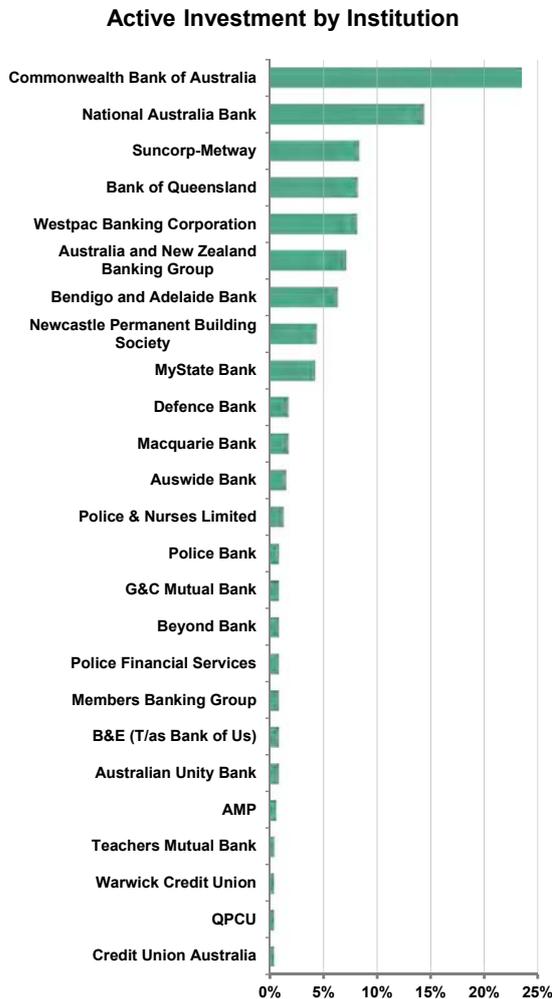


Investment Summary by Rating



Note: Portion of deposits covered by Federal Guarantee are rated 'AAA'

ITEM 18 (continued)



	<365 days	>365 days
Cash/TDs	\$80.8M	\$12.0M
FRNs	\$7.5M	\$36.1M
Fixed Bonds	\$18.7M	\$68.9M
Total	\$107.0M	\$117.0M

Divestment of Fossil Fuel Aligned Financial Institutions

Council uses the entity Market Forces to validate its classes of investments into either fossil fuel or non-fossil fuel aligned institutions. The figures below are conservative and do not include any financial institutions that have not declared if they are fossil fuel or non-fossil fuel aligned.

As at 31 January 2023, Council had a total amount of \$80M invested in non-fossil fuel aligned financial institutions, which is 35.71% of its total investment portfolio. This has decreased by \$2M in the last month as Fossil Fuel Free investments have matured, and new Fossil Fuel Free investment opportunities are being sought.

ITEM 18 (continued)

While all efforts are made to increase Council's proportion of non-fossil fuel aligned financial institutions, a conflict may arise with legislated credit rating requirements. This is because non-fossil fuel investment opportunities are in the main provided by smaller institutions that have lower credit ratings.

Financial Implications

Council's return for the reporting period is 3.30%, which is 0.12% below the benchmark figure of 3.18%. The revised budget for interest income from investments is \$5,500K and as at 31 January 2023 funds of \$3,608K have been earned.

Summary

Council's investment portfolio continues to perform well and is consistent with Section 625 of the *Local Government Act 1993*, which deals with the investment of surplus funds by Councils.

Certificate of the Chief Financial Officer (Responsible Accounting Officer)

I certify that as at the date of this report, the investments listed have been made and are held in compliance with Council's Investment Policy and applicable legislation.

Aneesh Zahra
Chief Financial Officer

PRECIS OF CORRESPONDENCE

1 LETTER BY MINISTER FOR CLIMATE CHANGE AND ENERGY - CLIMATE CHANGE DIVIDEND

Report prepared by: Executive Assistant
File No.: MYR/07/10/7 - BP23/7

CORRESPONDENCE:

Submitting correspondence from the Minister for Climate Change and Energy, received 13 January 2023, in response to Council's earlier letter regarding Climate advocacy.

RECOMMENDATION:

That the correspondence be received and noted.

ATTACHMENTS

- 1 Letter from Chris Bowen - Minister for Climate Change and Energy - Climate Change Dividend

Report Prepared By:

Linda Smith
Executive Assistant

Report Approved By:

Carmelina Loughland
Executive Officer to the Chief Executive Officer

Graham Pares
Executive Manager - People and Business

PRECIS OF CORRESPONDENCE 1 (continued)

ATTACHMENT 1



**THE HON CHRIS BOWEN MP
MINISTER FOR CLIMATE CHANGE AND ENERGY**

MC22-003852

Clr Jordan Lane
Mayor
City of Ryde
Locked Bag 2069
NORTH RYDE NSW 1670

Dear Mayor

Thank you for your letter of 14 July 2022 regarding the City of Ryde Council's climate advocacy. I appreciate the time you have taken to bring this matter to my attention.

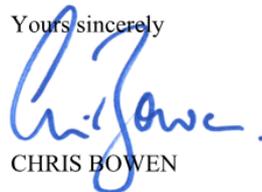
The Albanese Government is firmly committed to taking action on climate change. We have committed to reducing Australia's emissions to 43 per cent below 2005 levels by 2030 and achieving net zero by 2050. We have already updated Australia's Nationally Determined Contribution under the Paris Agreement, and Climate Change Bill, which seeks to legislate both the 2030 and 2050 targets, has already passed the Australian House of Representatives.

Powering Australia is the Government's plan to create jobs, cut power bills and reduce emissions. Powering Australia is a comprehensive plan with commitments across electricity; backing industry, agriculture and carbon farming; transport; and restoring Australian leadership. To boost our renewable energy output, the Government is making a \$20 billion investment to upgrade the electricity grid, ensuring it can handle more renewable energy. Investments in solar banks and community batteries will help more people access solar and maximise the benefits of Australia's rooftop solar transformation. Other commitments include strengthening governance of climate outcomes, regulation of industrial emissions, grants to support decarbonisation and access to finance to drive uptake of renewables and low emissions technologies.

The Government knows that the world's climate emergency is Australia's jobs opportunity. We are committed to creating jobs, putting downwards pressure on power prices and reducing emissions by implementing our Powering Australia plan.

I look forward to working with you to make that a reality.

Yours sincerely



CHRIS BOWEN

2 RESPONSE BY MINISTER FOR AGRICULTURE - UNSAFE NETTING IN BACKYARDS

Report prepared by: Executive Assistant

File No.: MYR/07/10/7 - BP23/56

CORRESPONDENCE:

Submitting correspondence from Minister for Agriculture, dated 7 February 2023, providing response to Council letter regarding unsafe netting in backyards.

RECOMMENDATION:

That the correspondence be received and noted.

ATTACHMENTS

- 1 Response by Minister for Agriculture - unsafe netting in backyards - Notice of Motion 27 September 2022

Report Prepared By:

Linda Smith
Executive Assistant

Report Approved By:

Carmelina Loughland
Executive Officer to the Chief Executive Officer

Graham Pares
Executive Manager - People and Business

PRECIS OF CORRESPONDENCE 2 (continued)

ATTACHMENT 1



The Hon. Dugald Saunders MP
Minister for Agriculture
Minister for Western New South Wales

OFFICIAL

IM22/27004
Your Ref: D22/129862

Mr Wayne Rylands
Chief Executive Officer
City of Ryde
Locked Bag 2069
NORTH RYDE NSW 1670

CEO@ryde.nsw.gov.au

Dear Mr Rylands

Thank you for your letter regarding unsafe backyard netting. I appreciate the reasons that have prompted you to write and I apologise for the delay in responding.

Currently there is no restriction or prohibition on the use of fruit netting in NSW, though depending on the circumstances, a cruelty offence may apply if an animal is unreasonably, unnecessarily, or unjustifiably inflicted with pain.

In January 2022, the NSW Government released the Draft Animal Welfare Bill 2022 (Draft Bill), in line with the NSW Government's commitments under the NSW Animal Welfare Action Plan, to streamline and modernise NSW's animal welfare legislative framework. More information regarding the reform and Draft Bill is available on the NSW DPI website: www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare/animal-welfare-reform.

The Draft Bill was developed following two rounds of public consultation, with almost 6,000 responses received from stakeholders and community. The release of the Draft Bill marked a third opportunity for stakeholders and the community to have their say in shaping animal welfare laws in NSW.

The Draft Bill proposes introducing a new provision that would provide for prohibiting or restricting the use of certain items that may cause unreasonable or unnecessary harm to animals. The specific items will be prescribed in a Regulation which will be developed as part of the next stage of the reform process.

A parliamentary committee has reviewed the Draft Animal Welfare Bill 2022 as part of the Inquiry into Animal Welfare Policy in NSW and the interim report and Government response are available at www.parliament.nsw.gov.au/committees/inquiries/Pages/inquiry-details.aspx?pk=2853#tab-reportsandgovernmentresponses.

OFFICIAL

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5260 ■ W: nsw.gov.au/ministersaunders

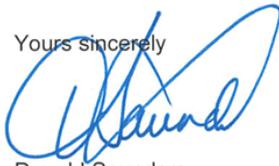
PRECIS OF CORRESPONDENCE 2 (continued)

ATTACHMENT 1

The Government reaffirms that draft regulations will be developed for public and stakeholder feedback, in line with our existing commitment to consult on all changes to the animal welfare legislative framework.

I trust this is of assistance and thank you for taking the time to bring your concerns to my attention.

Yours sincerely



Dugald Saunders
MINISTER

NOTICES OF MOTION

1 TRAFFIC SAFETY ON REGENT STREET AND SIMPSON STREET, PUTNEY - Councillor Roy Maggio

File Number: CLM/23/1/1/6 - BP23/27

MOTION:

- (a) That Council investigate traffic and road safety issues at the intersections of Church Street/Simpson Street and Regent Street/Simpson Street/Beacon Avenue.
- (b) That consideration be given to the following improvements based on the conclusions reached in the traffic and road safety assessment:-
 - i. Replacing the existing 'GIVE WAY' signs with 'STOP' signs on Simpson Street/Beacon Avenue at its intersection with Regent Street. This includes installing regulatory supplementary linemarking to improve visibility and reinforce the 'STOP' sign traffic control at this intersection.
 - ii. Formal closure of Simpson Street at Church Street.
 - iii. Any other measure recommended in the traffic and road safety assessment

Council commissions for an independent Road Safety Audit to be undertaken at the roundabout intersection of Charles Street and Parry Street, Putney to assess safety risks to vulnerable road users at this location (e.g. children crossing Charles Street).

- (c) That Council undertakes community consultation on proposed options identified in part (b).
- (d) That the option(s) supported by the outcomes of the public consultation be raised at the Ryde Local Traffic Committee for endorsement and reported back to Council.

2 RYDE ATHLETICS - DUNBAR PARK - SUMMER SEASON PERMIT 2020-2021 - Councillor Roy Maggio**File Number:** CLM/23/1/1/6 - BP23/28

BACKGROUND:

While same season winter sports had their ground hire fees waived, Ryde Athletics Club didn't get any support. During Covid they were heavily impacted. They had to cap their registrations at 400 (knowing only 300 would ever turn up) with a 500 people limit to public events. To give some insight, this season there are 720 members and the 2018/19 season there were 617 members. (2019/20 season had low registration numbers due to the forced relocation to Marsfield Park and there was a stop to spectators which heavily impacted our BBQ and canteen income, something the club relies on to make money).

MOTION:

- (a) That Ryde Athletics provide Council with copies of their Audited Financial Statements relevant to the seasons impacted by COVID-19 to support their claim of financial hardship and request for the waiving of \$6,450.00 in overdue fees.
- (b) That Council officers, following a review of relevant documentation, provide a report back to Council at the March meeting to determine the fee waiver request.

3 MOVING TOWARDS REVOLUTIONISING ROAD MAINTENANCE - Councillor Roy Maggio**File Number:** CLM/23/1/1/6 - BP23/37

MOTION:

- (a) That Council investigate the feasibility of utilising the new artificial intelligence technology for the identification of potholes and other road defects by installing the cameras onto Council's operational fleet.
- (b) That the Chief Executive Officer organise a briefing of the investigation with Councillors in the first quarter of the 2023/24 financial year.
 - i. The briefing should outline any relevant issues regarding the implementation of this technology.
 - ii. The briefing should also include the feasibility of partnering with NSW Government's Asset AI project which is funded by the NSW Digital Restart Fund.

4 ENGAGING RESIDENTS IN HIGH DENSITY HOMES - Councillor Justin Li**File Number:** CLM/23/1/1/6 - BP23/38

MOTION:

Recognising that an increasing number of residents now live in high rises in Macquarie Park, North Ryde, Meadowbank and other suburbs, the City of Ryde:-

- (a) Develops an engagement strategy focusing on these residents.
- (b) Works with strata committees to organise regular meet and greet events at or near their buildings to create greater awareness of Council services and representatives.
- (c) Consider any best practices from neighbouring councils where higher density living has been the norm for many years.

5 1A VIMIERA ROAD, EASTWOOD - TUFFY AUTO CENTRE - Councillor Bernard Purcell**File Number:** CLM/23/1/1/6 - BP23/62

BACKGROUND:

1A Vimiera Road, Eastwood, has had a garage/mechanics business on it for more than 50 years. It is a significant business for the local community and has a presence as a landmark in the area.

The property is zoned R2 but there is an existing, and historical, area directly next to the property that customers use to avail themselves of Tuffy's services. Businesses have done exactly the same for many decades without any concern.

This adjoining area is historically RE1 – a strange result of moving Vimiera Road 20m back from joining Blaxland Road – resulting in it now joining Balaclava Road.

This has left this pocket of land stranded from Moore Park, with little public use, but of great significance to any business at 1A Vimiera Road.

This pocket of land is not remotely related to RE1 usage any longer and it's only real purpose is to maintain any business at 1A Vimiera Road efficiently and safely.

Since purchasing the land in 2015, Tuffy Auto Centre has sought to lease or purchase this RE1 parcel of land to formalise their business and make changes for convenience and safety where needed.

MOTION:

That the City of Ryde staff provide a report back to Council for the April 2023 Council meeting considering the available options for the City of Ryde to formalise its use of the parcel of land adjacent to 1A Vimiera Road that is currently zoned RE1.

6 ANNA LAO (AM) AUSTRALIAN BADMINGTON ACADEMY - NAMING OF CENTRE - Councillor Bernard Purcell**File Number:** CLM/23/1/1/6 - BP23/61

BACKGROUND:

Anna Lao (AM), a local sporting legend, Australian Olympian and a Ryde resident has given much to the City of Ryde in her field of Badminton.

She is the Director and Head Coach of the Australian Badminton Academy which has operated out of the Ryde Aquatic Leisure Centre (Sports Hall) for the last 20 Years.

<https://aba08.com.au/>

MOTION:

- (a) That the City of Ryde recognises Anna Lao's (AM) contribution to Badminton locally and nationally.
- (b) That, in consultation with Ms Lao, the City of Ryde explores ways to recognise Anna Lao and her significant service to our community.

7 SYDNEY WATER PRIVATISATION - Councillor Bernard Purcell**File Number:** CLM/23/1/1/6 - BP23/60

MOTION:

- (a) That the City of Ryde notes that the Premier of NSW refuses to rule out privatising Sydney Water.
- (b) That Council notes that the sale of Sydney Water land could lead to further residential development around Sydney Water sites in West Ryde and Denistone.
- (c) That the Mayor write to the Premier of NSW and all Ryde State Election candidates stating the City of Ryde's opposition to privatisation of Sydney Water and seek a commitment from them to keep essential services in public hands.

**8 CITY OF RYDE PLAQUE IN RECOGNITION OF JOHN BOYLE, RYDE
BUSH CARE VOLUNTEER AND MEMBER OF THE RHHFFPS - Councillor
Penny Pedersen**

File Number: CLM/23/1/1/6 - BP23/64

BACKGROUND:

That Council notes the recent death of John Boyle (24 August 1941 – 26 November 2022).

A long-term Ryde resident, Maths teacher and Bushcare volunteer, John was passionate about the environment and took action to preserve and protect it. John was a committee member of the Ryde Hunters Hill Flora and Fauna Preservation Society until his death.

At his recent funeral, John's contribution to the Society and the environment in our LGA and neighbouring areas was more widely acknowledged by the Society's President, Frank Breen:-

'John joined the Society in 2004 and from 2007 undertook Bushcare each month, under the auspices of Ryde Council, at Darvall Park and at the Field of Mars Reserve. John was also actively involved in many environmental campaigns such as the attempt to preserve the Morton Bay Fig trees near Moore Park'.

'In March 2017 John was elected to the Management Committee of the Society. His contributions to the discussions of the committee were always well informed and well received'.

'In 2019 the constitution of the RHHFFP Society was reviewed and at the Annual General Meeting adopted an introductory statement in its Aims and Objectives. John was instrumental in this with the statement reflecting his concern for the natural environment and its original custodians – "The aims and objectives of the Society shall include respect for the land, its original custodians and its flora and fauna".

Anthony Papallo, a friend and long-time neighbour, termed John a professional advocate not only for the environment but also for human rights, the protection of whistle blowers and ratepayers wishing to improve their surroundings with a keen interest in the political process.

John taught Mathematics but was skilled in many areas including new technologies. He will be missed by his friends and colleagues in Ryde. The strength and wisdom of his endeavours and actions have been much appreciated by those who were fortunate enough to know him.

MOTION:

That the City of Ryde:-

- (a) Acknowledge the huge contribution that John Boyle made to the protection and maintenance of Ryde's natural areas as a Bushcare volunteer.
- (b) Offer its condolences to the Boyle family, his closest friend Anthony Papollo and his friends at the Ryde Hunters Hill Flora and Fauna Preservation Society (RHHFFPS).
- (c) Install a plaque in memory of John Boyle at the Field of Mars, where he volunteered for so many years.
- (d) Consult with the RHHFFPS and his family about the specific location and inscription of the plaque and identify an appropriate unveiling opportunity consistent with Council policy.
- (e) Allocate funding from within existing base budgets.

**9 INSTALLATION OF A SAFETY HANDRAIL ON THE STEEP ACCESSWAY
BETWEEN MELBA DRIVE AND ELLIOTT AVENUE, EAST RYDE -
Councillor Penny Pedersen**

File Number: CLM/23/1/1/6 - BP23/65

Members of the local community have been concerned about the hazard of the steep accessway between Melba Drive and the Sager Place shops in East Ryde for some time. The accessway has a maximum slope of 1 in 5 with no handrail except for a very short section near three steps at the north end.

MOTION:

- (a) That Council notes:-
 - i. The gradual increase in slope of the accessway that runs between Melba Drive and Elliott Avenue East Ryde, near Sager Place shops. The slope ranges from 1 in 20 at the south end to 1 in 5 at the north end. This slope covers a distance of 75m and is an overall fall of approximately 7m. The accessway is 3.5m wide.
 - ii. Nearby, a mostly stepped accessway between Moncrieff Drive and McCallum Avenue was recently upgraded to include a centre handrail.
 - iii. East Ryde is home to a broad range of ages, from young families to elderly residents. Elderly residents benefit from easy access to the Sager Place shops including a General Practice, chemist, small grocery shop and the bus stop. To access Sager Place, residents on Melba Drive must either walk up and down the dangerously steep accessway or walk the additional 200m to the even steeper Rudd Street to the east.

- iv. Addition of the proposed handrail would extend the time which elderly residents can manage in their own homes by easing access to the local facilities.
 - v. With the recent trend towards replacing single residence blocks with dual-occupancy dwellings, the population of the suburb has been increasing with consequent increases in numbers of pedestrians making use of this and other access ways.
- (b) That City of Ryde staff bring back a report to Council on a proposal to install a galvanised handrail along the centre of the whole 75m length of the accessway from the Elliott Avenue footpath to the Melba Drive footpath with costing and potential delivery date.

QUESTIONS BY COUNCILLORS AS PER POLICY**1 QUESTIONS WITH NOTICE - Councillor Bernard Purcell****File Number: CLM/23/1/1/10 - BP23/66**

Question 1:

In 2022 the Chief Executive Officer commenced the restructuring of senior management in the City of Ryde:-

- (a) What was the total cumulative salary of the executive prior to the commencement of the restructure, compared to the current structure's anticipated costs post the completion of the restructure?
- (b) How much has city of Ryde paid in recruitment and management fees relating to the restructure to date?

Question 2:

What are the total external costs, not limited to but including accommodation, room hire, catering costs, City of Ryde staff and Councillor expenses, associated with the City of Ryde planning weekend November 2022 at the Hyatt Sydney?

Question 3:

Please outline itemised costs associated with the City of Ryde's involvement into traffic, parking and pedestrian safety issues at the Meadowbank Education Precinct since its first day of operation in 2022.

Question 4:

Could management reveal the monetary cost of consultants employed by the City of Ryde over the last 3 financial years and give a percentage of how those costs compare to permanent employees of the City of Ryde?