Agenda Paper

for the

Ordinary Meeting of Council

To be held at the Council Chambers, Civic Centre, Boxshall Street Brighton

on

Tuesday, 22 May, 2018 at 7:00pm

Cr: Cr Laurence Evans (Mayor)

Councillors: Cr Alex del Porto
Cr James Long BM JP
Cr Michael Heffernan
Cr Clarke Martin
Cr Sonia Castelli
Cr Rob Grinter
Members of the Gallery

Your attention is drawn to Section 92 of Council's Governance Local Law No 1.

Section 92 The Chair's Duties and Discretions

In addition to other duties and discretions provided in this Local Law, the Chair –

(a) must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community.

(b) may demand retraction of any inappropriate statement or unsubstantiated allegation;

(c) must ensure silence is preserved in the public gallery during any meeting

(d) must call to order any member of the public who approaches the Council or Committee table during the meeting, unless invited by the Chair to do so; and

(e) must call to order any person who is disruptive or unruly during any meeting.

An Authorised Officer must, if directed to do so by the Chairman, remove from a meeting any Councillor or other person who has committed such an offence.

Your cooperation is appreciated

Chairperson of Council
Order of Business

1. Prayer
2. Acknowledgement of Original Inhabitants
3. Apologies
4. Disclosure of any Conflict of Interest of any Councillor
5. Adoption and Confirmation of the minutes of previous meeting
6. Public Question Time
7. Petitions to Council
   Nil
8. Minutes of Advisory Committees
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   Nil

14. Confidential Business
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1. **Prayer**

   O God  
   Bless this City, Bayside,  
   Give us courage, strength and wisdom,  
   So that our deliberations,  
   May be for the good of all,  
   Amen

2. **Acknowledgement of Original Inhabitants**

   We acknowledge that the original inhabitants of this land that we call Bayside were the Boon wurrung people of the Kulin nation.

   They loved this land, they cared for it and considered themselves to be part of it.

   We acknowledge that we have a responsibility to nurture the land, and sustain it for future generations.

3. **Apologies**

4. **Disclosure of any Conflict of Interest of any Councillor**

5. **Adoption and Confirmation of the minutes of previous meeting**

   5.1 Confirmation of the Minutes of the Ordinary meeting of Bayside City Council held on 24 April 2018.

6. **Public Question Time**

7. **Petitions to Council**

   Nil
8. Minutes of Advisory Committees

8.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 9 MAY 2018

The minutes of the Audit Committee meeting held on 9 May 2018 which forms an attachment are presented in camera in accordance with the Local Government Act 1989 Section 89(2)(h) – any other matter which the Council or a Special Committee considers would prejudice the Council or any person.

Should Councillors wish to discuss the content of the minutes it would be appropriate that Council resolves to consider the matter in-camera.

Executive summary

Purpose and background

To advise Council of the business transacted at the Audit Committee held on 9 May 2018.

The Audit Committee is an independent Advisory Committee to Council appointed by Council pursuant to Section 139 of the Local Government Act 1989.

The primary objective of the Audit Committee is to assist Council to fulfil its corporate governance responsibilities through the effective conduct of its responsibilities for accounting and financial reporting practices, management of risk, maintaining a reliable system of internal controls, operation of good governance and facilitation of sound organisational ethics.

The Audit Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibilities. The Audit Committee does not have any management function and is therefore independent of management.

As part of Council’s governance obligations to its community, the Audit Committee was established to provide the Council with guidance on:

- Internal and external financial reporting;
- Management of financial and other risks;
- Effectiveness of the internal and external audit functions;
- Provision of an effective means of communication between the external auditor, internal auditor, management and Council; and
- Advice and recommendations on various matters within its charter in order to facilitate decision making by Council in relation to the discharge of its responsibilities.

The internal, external auditors and other assurance providers support the Audit Committee by providing independent and objective assurance on internal corporate governance, risk management, internal control and compliance.
Key issues
The matters discussed at the meeting on 9 May included:

Chief Executive Officer’s Update
The Chief Executive Officer reported on a number of parliamentary reports presented by the Victorian Ombudsman, VAGO and IBAC since the previous meeting. A self-assessment was undertaken on those parliamentary reports that have a direct impact on local government, namely:

- VAGO Parliamentary report – Local Government and Economic Development
- VAGO Parliamentary report – Fraud and Corruptions Controls
- VAGO Parliamentary report – Protecting Victoria’s Coastal Assets, and
- Victorian Ombudsman report – Investigation into Wodonga City Council’s overcharging of a waste management levy

Recycling issue for Bayside City Council
On 1 January 2018, the Chinese government imposed restrictions on the import of recyclable materials by lowering the contamination levels that are accepted for imported recyclable materials and reducing the number of import licences. At current processing standards, the quality of recyclable material generated in Australia does not meet the lower contamination requirement for an import licence.

Without the demand for recyclables from overseas countries with a high manufacturing output such as China, the local recycling industry has limited options for moving the material on for processing. This is a worldwide issue with North America and parts of Europe also impacted. To increase the standard of processing required to export recycled material to China under the new restrictions, local recyclers such as Polytrade have introduced fees to enable them to continue to receive and process domestic recyclables to a higher standard.

At the 20 March 2018 Ordinary Meeting, Council resolved (in part) to authorise the Chief Executive Officer to negotiate a variation to the Receipt of Recyclables contract CON/12/69 for the remainder of the 2017/18 financial year noting that the financial impact was likely to be up to $900,000. A deed of variation has been signed by both parties that is effective until 30 June 2018, whereby Council now pays for the service of processing of kerbside recyclables at the rate of $150 per tonne. Council is currently exploring options for the procurement of recycling processing services beyond 30 June 2018 at rates that demonstrate value for money to Bayside residents.

The State Government has announced Temporary Funding Relief Arrangements that will partially cover Council’s recycling processing costs between March and June 2018 to the value of $60 per tonne. However, this assistance does not extend to lost income under previous contractual arrangements with Polytrade or to costs incurred after 1 July 2018.

Garbage collection costs have increased 40% or $3.9 million during 2017/18 ($900k) and 2018/19 ($3M) which is a direct result of:
- $900k for 2017/18 loss of recycling income $560k ($50 tonne full year) and the commencement from March 2018 of processing costs ($150 tonne) $550k less anticipated interim Grants from Govt $222k
- $3M for 2018/19 which includes
  o the impact of recycling $2.240M incorporating the loss of recycling income $560k ($50 tonne full year) and full year impact of increased processing costs $150 per tonne $1.680M
  o an increase in Bayside's contribution for the rehabilitation works required at the former landfill site at Spring Valley Reserve, Clarke Road, Springvale South $385k.

As a result the waste service charge incorporating kerbside collection and recycling will increase by 40%, $92.75 per property for the standard 140 litre bin.

**Proposed 2017/18 Budget, Council Plan (2018 Review) and Strategic Resource Plan**

Council at its meeting on 24 April 2018 resolved to give in principle support for the purposes of community consultation on the three key documents namely the Proposed 2018/19 Budget, Council Plan (2018 Review) and the Strategic Resource Plan.

The statutory process commenced on Thursday 26 April 2018 and submissions will close on Monday 28 May 2018. A community briefing on the budget will be provided on Thursday 17 May 2018.

A Special Committee of Council has been established to hear any submissions received on Thursday 7 June 2018. Following the consideration of the submissions received it is proposed that Council will adopt these documents at its meeting on 19 June 2018.

**Audit Committee member remuneration benchmarking**

An Audit Committee member remuneration benchmarking exercise was undertaken to establish the level of remuneration for members.

**ICT Strategy**

The ICT Strategy is progressing well and it is proposed that the Executive Team will review a draft Strategy at its meeting in May. Subject to any minor changes it is proposed that the ICT Strategy will be approved in June.

**Provision of Internal Audit**

The procurement process for the Provision of Internal Audit Services is nearing completion. It is expected that an appointment will be at the May Ordinary Meeting of Council.

**VAGO Review – Delivering Local Government services**

VAGO will commencing the review of Delivering Local Government Services on 23 May 2018. Bayside is one of six participating councils.


The draft model of the Financial Statements were presented to the Audit & Risk Management Committee in readiness for the end of year Audit to commence.

**Summary of the Information Technology (IT) Controls Audit Recommendations**

A summary of the actions taken since the previous meeting in relation to the VAGO IT Controls audit was tabled.
February 2018 – Financial Report
The Manager Finance tabled the financial report for the 8 months period to end of February 2018.

Status Report on Statutory compliance reporting for 2017/18
The Manager Governance presented a status report on the compliance of key statutory obligations.

Progress update on the review of the Internal Control Framework
The Manager Finance provided a progress report on those items outstanding from the previous report considered by the Audit Committee at its meeting in February 2018.

Review of Fraud and Corruption Policy and Loan Guarantee Policy
The Director Corporate Services tabled the above policies with minor enhancements to strengthen the policies. The Committee was supportive of the proposed policies and recommends to Council that these policies be adopted.

Internal Audit Review – Management Reporting Review
The Internal Auditor presented the Internal Audit report on Management Reporting Review. The review focussed on:

The objectives of the review were to conduct a high-level review of the controls and processes in place to ensure:
1. Only relevant information is provided to Senior Management and Council.
2. Only reliable information is presented to Senior Management and Council.
3. Information is presented in a comparable and consistent manner.
4. Information is presented in an understandable manner.
5. Information is presented in a timely manner to Senior Management and Council.

The review included interviews with the Executive Team and representatives from Council, Audit Committee and the Senior Leadership Team to determine the adequacy of information currently being provided.

In addition, a survey was conducted of Councillors, Audit Committee, Executive Team and Senior Leadership Team to assess the usefulness of the reports as measured by users.

Overall, the Internal Auditor found that the current controls in place over management reporting maintained by Council would benefit from strengthening.

The audit identified a range of controls that should be improved to reduce the identified weaknesses and exposures.

The internal Audit review did not identify any High-risk issues. As a result of the audit review 7 findings were identified with 3 of a moderate risk rating and 4 of a low risk rating.
**Risk Management Report**
The Manager Commercial Services tabled the Risk Management update report outlining the review of the organisation’s strategic risks.

**Local Government Performance Reporting Framework Performance Measures**
The Acting Executive Manager Strategy and Performance tabled comprehensive trend data in relation of the LGPRF measures over the past three years and a comparison with other similar councils.

**Recommendation**
That Council:

1. notes the minutes of the Audit Committee held on 9 May 2018,
2. adopts the following recommendations of the Audit Committee meeting of 9 May 2018:

   **9.5.6 Fraud and Corruption Prevention Policy 2018**
   That the Audit & Risk Management Committee notes the amendments to the policy as part of the review process and recommends to Council that the revised Fraud and Corruption Prevention policy be adopted.

   **9.5.7 Loan Guarantee Policy 2018**
   That the Audit & Risk Management Committee notes the amendments to the policy as part of the review process and recommends to Council that the revised Loan Guarantee Policy be adopted.

**Support Attachments**
Nil
9. Reports by Special Committees

Nil
Executive summary

Purpose and background

The purpose of this report is to amend an action item identified within the Council Plan and note that alternative work has been completed to achieve the desired outcome.

There is currently an action within the Council Plan to ‘Develop a masterplan to guide infrastructure at Ricketts Point to ensure it meets community standards and protects the environment’.

During the analysis of what the masterplan should cover, it was identified that the area of focus was the site proposed for the Marine Education Science and Community (MESAC) centre. This site is the environs of the Beaumaris Yacht Club and the Ricketts Point Tea House.

Key issues

Purpose of a masterplan

Masterplans are a tool used by Council to explore and consult with stakeholders and the community on a proposed significant change of use to a facility or parcel of open space. Council has noted its support for proposals such as a:

- research centre to be developed by MESAC as part of the Beaumaris Yacht Club; and
- upgrade to the building that currently houses the Ricketts Point Tea House.

The site assessments completed as part of the investigations into a masterplan have revealed that the locations of the current buildings are unlikely to change. This means that the site uses are not in need of an extensive assessment or change, hence a masterplan is not required.

However there is a need to inform plans for both of these potential initiatives which could commence in the short to medium term. Accordingly a site assessment has been completed to assess the constraints for any future development in this area.

As there are no plans in place to significantly alter the site, there is no requirement to test the needs of the community or other stakeholders through a detailed masterplan process.

Site assessment

In preparation for potential future development at Ricketts Point, an environmental consultant has drafted a constraints report which includes tree assessments, cultural heritage due diligence assessment and information on flora and fauna present within Ricketts Point.

This constraints report will be used to inform the management of future development proposals at Ricketts Point.
Recommendation

The Council:

1. notes the action item within the Council Plan seeking to ‘Develop a masterplan to guide infrastructure at Ricketts Point to ensure it meets community standards and protects the environment’ is now not needed as no significant changes of use are proposed; and

2. notes that a site assessment has been completed that will aid in managing Ricketts Point in its current state, and can be used to inform future development at the site that is consistent with the Beaumaris Yacht Club/MESAC project and the redevelopment of the Ricketts Point Tea House.

Support Attachments

Nil

Considerations and implications of recommendation

Liveable community

Social
There are no social considerations or implications within this recommendation.

Natural Environment
Ricketts Point is a significant aspect of the natural environment within Bayside. The site assessment and constraints report will provide valuable information that will inform the continued management of the area.

Built Environment
Any proposed alteration to Ricketts Point will be informed by the site assessment and constraints report. The report will also will provide valuable information that will inform the continued management of the area.

Customer Service and Community Engagement
There are no customer service or community engagement considerations or implications within this recommendation. When the MESAC and Ricketts Point Tea House projects commence, community consultation will be a stage within these projects.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
There are no legal considerations or implications within this recommendation.

Finance
There are no financial considerations or implications within this recommendation.

Links to Council policy and strategy
The recommendation will facilitate the completion of an action within the Council Plan.
Executive summary

Purpose and background

This report is to seek Council approval to commence the statutory procedures under Section 206 and Clause 3 of Schedule 10 of the Local Government Act 1989 (Act), to discontinue the 3.66m wide road adjoining 13 and 15 New Street and 7 Mair Street, Brighton, shown hatched in Attachment 1 (the Subject Road), and to sell the land from the road to the owners of 13 & 15 New Street, Brighton (the Proposal).

Council has recently received an inquiry from the owners of both 13 and 15 New Street, Brighton for the discontinuance and sale of the Subject Road. Initial investigations identified that the Subject Road is not constructed nor used for access by any of the adjoining properties. Whilst the Road is not listed on Council’s Register of Public Roads, it remains a ‘road’ on title.

Council’s valuer Matheson Stephen Valuations (MSV) has valued the land from the Subject Road at $1,936.00m² (inclusive of GST). The owners of both 13 and 15 New Street have confirmed their interest in acquiring the land from the Subject Road at market value as well as meeting Council’s reasonable costs associated with discontinuing the Subject Road.

Key issues

The section of road at the rear of 15 New Street is currently enclosed within that property. This occupation appears to have prevailed for some time. Whilst the section of road at the rear of 13 New Street is physically open, it does not appear to have been used for access for some time.

Given the above, it is considered that the Subject Road is no longer reasonably required as a road for public use and as such it is appropriate that procedures be commenced for its discontinuance and sale.

If Council resolves to proceed with the proposed discontinuance and sale of the Subject Road, it will be necessary to undertake the statutory procedures under Section 206 and Clause 3 of Schedule 10 of the Act.

Recommendation

That Council:

1. Commence the statutory procedures under Section 206 and Clause 3 of Schedule 10 of the Local Government Act 1989 (Act), to discontinue the road adjoining 13 and 15 New Street and 7 Mair Street, Brighton, shown hatched in Attachment 1, and to sell the land to the owners of 13 and 15 New Street, Brighton by private treaty;

2. Council give Public Notice of the Proposal in the appropriate newspapers and on Council’s website, under sections 82A, 207A and 223 of the Act.

3. The land from the road be sold to the owners of 13 and 15 New Street, Brighton in accordance with the purchase prices shown in Table 1 of this report.

4. If no submissions are received following the publication of the Public Notice, authorise the Chief Executive Officer, or such other person as the Chief Executive Officer
approves, to do all things necessary under delegation to affect the discontinuance of the road and sale of the land to the owners of 13 and 15 New Street, Brighton.

5. In the event that written submissions are received, a further report be presented to Council or a Special Committee of Council to consider the submissions received in accordance with section 223 of the Local Government Act 1989 and for a decision whether to discontinue and sell the road, part of the road or not to discontinue and sell the road.

6. In the event of any submitters requesting to be heard in support of their written submission, a further report will be presented to a Special Committee of Council in accordance with section 223 of the Act consisting of all Councillors with a quorum of four Councillors to hear/consider the submission/s received at a meeting to be held on Thursday, 5 July 2018 at 7:00pm in the Council Chambers, Boxshall Street, Brighton and for a decision whether to discontinue and sell the road, part of the road or not to discontinue and sell the road.

Support Attachments
1. Attachment 1, Rear of 13-15 New St, Brighton
2. Attachment 2, Title Plan

Considerations and implications of recommendation

Liveable community

Social
While the Proposal does not give rise to any social issues, it will generate once-off income for Council as a result of the sale of the land together with an ability to rate the land in the future.

Natural Environment
The discontinuance and sale of roads that are no longer reasonably required will improve the amenity of the area.

Built Environment
The Proposal will also regularise the current occupation of the land at the rear 15 New Street and provide property owners with an opportunity to gain title to the land.

Customer Service and Community Engagement
All necessary service authorities and Council departments have been consulted and no objections have been received nor any requirements over the land noted.

The statutory procedures require Council to give public notice of its intention to discontinue and sell the road and invite submissions from affected parties. In addition, all abutting property owners will be advised of the Proposal in writing and informed of their right to make a submission. Notification will also be given on Council’s website.

Submitters may request to be heard by Council, or a committee of Council, prior to a decision being made to proceed or otherwise with the proposal. If any submissions are received, a further report will be presented to a future meeting of Council or a Special Committee of Council to enable the consideration of any submissions and for a decision on whether to discontinue the road in full, in part or not to discontinue the road.

Human Rights
There are no Human Rights issues or implications identified in relation to this report.
Legal
Council’s intended course of action has been reviewed from a legislative compliance perspective by both Council officers and Macquarie Local Government Lawyers and no issues have been identified.

Finance
In accordance with Council’s Policy, the land has been allocated to the adjoining property owners in accordance with the division shown on Title Plan TP 959863D (refer Attachment 2). The results of these negotiations are shown in the table 1 below:

Table 1

<table>
<thead>
<tr>
<th>Lot</th>
<th>Property</th>
<th>Area</th>
<th>Market Value (incl. GST)</th>
<th>Share of Council’s Cost</th>
<th>Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13 New Street, Brighton</td>
<td>56m²</td>
<td>$108,416</td>
<td>$5,000</td>
<td>$113,416</td>
</tr>
<tr>
<td>2</td>
<td>15 New Street, Brighton</td>
<td>56m²</td>
<td>$108,416</td>
<td>$5,000</td>
<td>$113,416</td>
</tr>
</tbody>
</table>

Two (2) property owners have signed conditional Letters of Offer to purchase the land for the combined sum of $226,832, if the road can be discontinued.

Links to Council policy and strategy
Discontinuance and Sale of Roads, Right of Ways and Drainage Reserves.

Option 1

<table>
<thead>
<tr>
<th>Summary</th>
<th>Not to commence process to discontinue and sell the Road</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Maintain number of existing Council assets including laneways</td>
</tr>
<tr>
<td>Issues</td>
<td>This will allow adjoining property owners to continue to occupy the road and potentially accrue possessory rights. Further, Council may lose rights to discontinue and sell the road in the future if adjoining property owners successfully claim the land by adverse possession</td>
</tr>
</tbody>
</table>
10.3 APPOINTMENT OF BAYSIDE ARTS BOARD MEMBERS

Executive summary

Purpose and background
The purpose of this report is to appoint community members to the Bayside Arts Board (Section 86 Committee).

Council at its meeting on 20 March 2018 resolved to change the Charter of the Board to increase the number of community members up to a maximum limit of 10 ordinary members, given the Arts and Advisory Committee is no longer in existence.

A public recruitment process was undertaken during the month of April 2018 for the recruitment of the additional ordinary members for the Board. Subsequently 4 applications were received.

In accordance with the Bayside Arts Board Charter an interview was conducted on 16 May 2018 consisting of the Mayor, the Acting Chief Executive Officer’s delegates and the Chairperson of the Board.

Key issues
All applicants display varying skills and capabilities within the arts and culture environment. Interestingly, all applicants have been previous members of the Arts and Culture Advisory Committee and bring to the table a wealth of knowledge and experience.

However, based on the applications received, interviews undertaken it is recommended that Council appoint three applicants to the Board.

A summary of the 3 recommended applicants is outlined below:

Bozena Rutecki
- Marketing and fundraising executive
- Previous Board member on a number of high profile community Boards.
- Strong passion for all forms of arts and culture
- Strong skillset in governance, strategy, community engagement, marketing and brand positioning, fundraising, sponsorship, philanthropy, education and public programs

Brian Hewitt
- Previously a member of the Victorian Arts Council and varies Boards
- Significant involvement in all forms of arts and culture
- Currently a Board member on a number of community and corporate based Boards
- Strong skillset in governance, strategy, marketing and brand positioning, and finance
Sarah Morris
• Twenty years' experience in the art sector particularly public art gallery
• Extensive exhibition project management experience
• Experience in local community galleries and collections
• Strong skillset in arts management, education and public programming, public art and arts programming and collection management.

The three recommended applicants will certainly enhance the depth of experience and knowledge of the Bayside Arts Board.

Existing Board Members
The following table provides a summary of existing members and term of appointment.

<table>
<thead>
<tr>
<th>Member</th>
<th>Date appointed</th>
<th>Conclusion of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Sonia Castelli (annual appointment)</td>
<td>10 November 2017</td>
<td>8 November 2018</td>
</tr>
<tr>
<td>Cr Alex del Porto (annual appointment)</td>
<td>10 November 2017</td>
<td>8 November 2018</td>
</tr>
<tr>
<td>Charlotte Christie (Three year term)</td>
<td>23 August 2016</td>
<td>22 August 2019</td>
</tr>
<tr>
<td>Roger Boyce (Three year term)</td>
<td>23 August 2017</td>
<td>22 August 2019</td>
</tr>
<tr>
<td>Patrick Christian (Three year term)</td>
<td>23 August 2017</td>
<td>22 August 2019</td>
</tr>
<tr>
<td>Angelina Beninati (Three year term)</td>
<td>23 August 2017</td>
<td>22 August 2019</td>
</tr>
<tr>
<td>Tiziana Borghese (Three year term)</td>
<td>23 August 2017</td>
<td>22 August 2019</td>
</tr>
<tr>
<td>Mr Arvind Vasan (Two year term)</td>
<td>28 February 2018</td>
<td>28 February 2020</td>
</tr>
</tbody>
</table>

Proposed Appointments

<table>
<thead>
<tr>
<th>Member</th>
<th>Date appointed</th>
<th>Conclusion of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Hewitt</td>
<td>30 May 2018</td>
<td>30 May 2021</td>
</tr>
<tr>
<td>Sarah Morris</td>
<td>30 May 2018</td>
<td>30 May 2021</td>
</tr>
<tr>
<td>Bo Ruticki</td>
<td>30 May 2018</td>
<td>30 May 2021</td>
</tr>
</tbody>
</table>
Recommendation
That Council:

1. appoints Sarah Morris to the Bayside Arts Board (Section 86 Committee) for a period of three years commencing 30 May 2018 and concluding 30 May 2021;
2. appoints Brian Hewitt to the Bayside Arts Board (Section 86 Committee) for a period of three years commencing 30 May 2018 and concluding 30 May 2021; and
3. appoints Bo Ruticki to the Bayside Arts Board (Section 86 Committee) for a period of three years commencing 30 May 2018 and concluding 30 May 2021;

Support Attachments
Nil

Considerations and implications of recommendation

Liveable community

Social
The Bayside Arts Board (Section 86 Committee) enables appropriately skilled and experienced individual to contribute to the strategic direction of the Gallery and Council’s Art and Heritage Collection. The Board also plays a role in monitoring and supporting the achievement of high standards of service delivery and meets the needs and expectations of our community.

Natural Environment
There are no natural environmental impacts associated with this report.

Built Environment
There are no built environmental impacts associated with this report.

Customer Service and Community Engagement
Council undertook a formal public recruitment process to fill the vacancies which currently exist on the Board.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the Victorian Charter of Human rights and Responsibilities Act 2006.

Legal
There are no legal implications associated with this report.
Finance
There are no financial implications associated with this report.

Links to Council policy and strategy
The Bayside Arts Board has no direct link to the Council Plan, however does have a connection through the Community plan.
10.4 RE-APPOINTMENT OF EXTERNAL INDEPENDENT AUDIT AND RISK MANAGEMENT COMMITTEE MEMBERS

Corporate Services - Governance
File No: PSF/18/103 – Doc No: DOC/18/99341

Executive summary

Purpose and background

This report proposes to re-appoint external independent Audit and Risk Management Committee members Ms Lisa Woolmer and Mr Michael Ulbrick to the Audit and Risk Management Committee for a three year and two year term respectively.

The Audit and Risk Management Committee is an independent formally appointed Advisory Committee to Council and was first established in 1996. The primary objective of this Committee is to assist Council to fulfil its corporate governance responsibilities through the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation’s ethical development.

The Audit and Risk Management Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated authority or delegated financial responsibilities.

In accordance with the Audit and Risk Management Committee Charter, membership comprises of up to 6 members consisting of two Councillors and up to 4 external independent members. All members have full voting rights.

Council appointed External Independent Members Ms Lisa Woolmer and Mr Michael Ulbrick in October 2015 for a term of 3 years to expire on 30 September 2018. In accordance with the Charter existing members are eligible to apply for reappointed for a second three year term. However the term of each member should be arranged so that there is an orderly rotation of membership and avoidance of more than one member retiring at the same time.

Key issues

Ms Woolmer brings to the Committee a wealth of knowledge from the financial and audit sector including risk management, and is an active member of other Audit Committees providing valuable insight and a fresh approach.

It is recommended that Council appoint Ms Woolmer to the Audit and Risk Management committee for a period of three years concluding on 30 September 2021.

Mr Ulbrick brings to the Committee a wide breath of knowledge and experience of the local government sector and vast experience on other Audit Committees, and provides valuable insight on Local Government specific issues.

Given the requirement to stagger appointments of external members, it is recommended that Mr Ulbrick be appointed for a period of two years concluding 30 September 2020. Mr Ulbrick has expressed agreement to be offered a two year appointment.
Should Council resolved to adopt the appointments as recommended the following rotation of appointments will take place in line with the Charter:

- Mr Brian Keane – appointment concludes on 30 September 2019
- Mr Michael Ulbrick – appointment concludes on 30 September 2020
- Ms Lisa Woolmer – appointment concludes on 30 September 2021

**Recommendation**

That Council:

1. re-appoints Ms Lisa Woolmer as an external independent member of the Bayside Audit and Risk Management Committee for a period of three years effective as from 1 October 2018 to conclude on 30 September 2021; and

2. re-appoints Mr Michael Ulbrick as an external independent member of the Bayside Audit and Risk Management Committee for a period of two years effective as from 1 October 2018 to conclude on 30 September 2020.

**Considerations and implications of recommendation**

**Liveable community**

**Social**

There are no social impacts associated with this report.

**Natural Environment**

There are no natural environment impacts associated with this report.

**Built Environment**

There are no built environment impacts associated with this report.

**Customer Service and Community Engagement**

Both Ms Woolmer and Mr Ulbrick have been consulted on the proposed re-appointment and both have kindly accepted the offer to continue as an external independent member of the Committee for their agreed term.
**Human Rights**
The implications of this report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal**
Council is required to appoint external independent members to the Audit and Risk Management Committee in accordance with the Local Government Act 1989 and the charter.

**Finance**
Only external independent members of the Audit and Risk Management Committee receive a meeting allowance which has been benchmarked against other council and this have been provided for within the 2018/19 budget to support the audit function for the organisation.

**Links to Council policy and strategy**
The establishment of the Audit and Risk Management Committee and appointment of independent members to this Committee aligns with Council Plan Goal8 providing good governance to the organisation and being transparent in its financial and decision making processes.
Executive summary

Purpose and background

The report presents the third quarter performance against the Council Plan activities, and the financial results for the period to 31 March 2018.

The report is designed to ensure consistency with the adopted 2017/18 Budget and Council Plan activities, in compliance with statutory requirements. The performance report includes the following components:

- performance against Council Plan and Budget;
- financial results (including operating results, cash position, and Victorian Auditor-General's Office indicators);
- capital program delivery; and
- summary of community engagement activities undertaken during the reporting period.

The report also includes the following detailed financial schedules:

Income statement

This schedule indicates the major line items for operating revenue less operating expenses to arrive at the net operating result.

Capital program

This schedule comprises the capital budget by program area – capital expenses less capital revenue to arrive at net capital.

Balance sheet

This schedule reports the assets and liabilities to show the net worth of Council.

Cash flow statement

This schedule provides the status of Council’s cash movements and cash position at the completion of the quarter as well as the year end forecast.

Key issues

56 activities reported against, 12 activities have been completed, 40 activities are tracking between 40-90% of target and three activities need monitoring, tracking between 40-90% of target. One activity has not yet commenced.

Quarterly performance reporting allows Council to effectively measure, monitor, review and report on its performance, while providing open and transparent reporting to the community.
Financial report - 2017/18 Forecast operating result

The current forecast for the year is a surplus of $24.5M which is $2.5M favourable to budget. The forecast result increased by $762k from $1.740M last month and includes: (figures in brackets indicate an unfavourable result)

- $649k decrease in employee costs:
  - $102k Library, Communications and Engagement reduction due to staff on long service leave and working reduced hours as well as reduced banding for new staff.
  - $199k Asset Management department restructure as well as staff being on secondment and extended sick leave.
  - $53k Open Space vacancy expected to be filled after service review is completed.
  - $163k vacant roles in Amenity Protection, Development Services and Youth Services currently being recruited.
  - $124k reduced hours in Aged & Disability relating to hours of service required to June 18.
- $200k parking fine increases around hot spot areas.
- $70k increase in Supplementary Rates Revenue.
- ($171k) Road to Recovery program funding timing of payment with the shortfall expected to be received in 2018/19.

The underlying forecast is favourable to budget by $1.4M and excludes the following one off or timing items totalling $1.1M:

- $2.0M increase in the Open Space levy due to increased development activity.
- ($269k) Operating Grant funding received in prior year for 2017/18 programs.
- ($985k) Capital grants and contributions received in advance or deferred to align with the expected completion of capital projects (Blackspot, Brighton Library Interior Upgrade, Elsternwick Park No 1 Oval Precinct and Dendy Street Beach).
- $163k net income due to the timing of grant funding for Aged and Disability Regional projects.
- $155k due to the sale of discontinuances.

Capital program result

*YTD favourable* $3.78M, *forecast favourable* $5.09M.

The forecast favourable variance in capital expenditure of $5.09M is mainly due to:

- Sandringham Village Activity Centre Streetscape is delayed due to redesign.
- Dendy Park Soccer/Cricket Pavilion Redevelopment completed under budget.
- Ardoyne Street Drain Black Rock due to favourable tender results.
- North Road Drain Brighton due to favourable tender results.
- Spring Street Sportsground Reconstruction due to favourable tender results.
- Kindergarten upgrades completed under budget.
- Highett Road Activity Centre Streetscape delayed due to discussions with Public Transport Victoria.
- Hawthorn Road Village Activity Centre delayed due to VicRoads drainage works.
Capital program status

For 2017/18 there are 134 capital projects to be delivered, with 20 of these completed at the end of the third quarter, 91 projects are in progress and three not yet started.

A number of project will not be able to be delivered as planned due to changes in circumstances:

- Deliver the Dendy Street Beach Master Plan improvements, including the new lifesaving pavilion— to progress the implementation of the Dendy Street Beach Masterplan and the construction of a new building for the lifesaving club, a planning permit is required. Council resolved to issue a Notice of Decision to grant a permit in December 2016. Objectors to the project have appealed to VCAT and this process has delayed implementation as planned. It is now unlikely that a decision on the outcome of the VCAT process will be made in 2018.

- Undertake the design for additional basketball courts – the design for an additional four basketball courts at the Sandringham Family Leisure Centre has commenced, however during 2017/18 an opportunity to site the new courts on land that is currently occupied by the Sandringham Golf Course emerged as part of the option to reconfigure the golf course. The design was delayed to allow the siting options to be explored. The design will not be completed in 2017/18 as originally planned due to this change in circumstance.

- Improve cyclist and pedestrian safety by upgrading high-risk zones on the Bay Trail – a design for Bay Trail realignment at the Middle Brighton Baths has been completed, however this work is unable to be completed prior to 30 June 2018 due to Melbourne Water sewer works in the area. Melbourne Water has established an above-ground sewer bypass pipe in the area of the Bay Trail and middle Brighton Baths. This project will be completed after Melbourne Water has removed the above-ground sewer bypass pipe.

Recommendation

That Council:

1. notes the Quarter Three Performance Report against the Council Plan activities for the period January to March 2018;

2. Notes that the planned actions relating to the Dendy Street Beach Masterplan, additional Basketball Courts and Bay Trail improvements will not be completed in 2017/18 as originally planned; and

3. adopts the financial report to 31 March 2018.

Support Attachments

1. Quarter Three report to Council
Considerations and implications of recommendation

Liveable community

Social
The report summarises progress on a range of programs which contribute to the social environment of the Bayside community, through the delivery of activities in line with the goals of the Council Plan 2017-2021.

Natural Environment
The report summarises progress on a range of programs which contribute to the natural environment of the Bayside community, through the delivery of activities in line with Goal 5 ‘Environment’ of the Council Plan 2017-2021.

Built Environment
The report summarises progress on a range of programs which contribute to the built environment of the Bayside community, through the delivery of activities in line with the goals of the Council Plan 2017-2021.

Customer Service and Community Engagement
The performance report provides information within Section 5 on community engagement activities undertaken by Council during the reporting quarter.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
The performance report assists Council to meet the requirements of Section 131 of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014, which require reporting against the Council Plan and preparation of an Annual Report.

Finance
The March 2018 operating result is a surplus of $21.2M which is $6.5M favourable to budget.

The current forecast for the year is a surplus of $24.5M which is $2.5M favourable to budget.

Links to Council policy and strategy
The performance report provides information on performance against the Council Plan 2017-2021 and the Annual Budget 2017-18. The eight goals of liveability outlined in the Council Plan are also aligned to and contribute towards achievement of the Bayside Community Plan 2025.
Quarterly Report to Council

January – March 2018
Section 5 – Community engagement................................................................. 39
Table 11 – Community Engagement............................................................. 40
Conclusion........................................................................................................ 41

Cover Photo – Women playing football at Banksia Reserve Pavilion
Section 1 – Executive overview

1.1 Introduction

This Quarterly Performance Report provides a detailed report on performance against the Council Plan 2017-2021 and the 2017/18 Annual Budget for the third quarter. This executive summary provides a summary of non-financial and financial issues and highlights for the quarter. The second section provides a summary of performance against the Council Plan (activities from the Annual Budget). The third and fourth sections provide a report on performance against the Annual Budget and Capital Works. The fifth section provides a report on Community Engagement activities undertaken during the quarter.
1.2 Performance against Council Plan

This is the third quarterly report against the 2017/18 activities, which align with the goals of the Council Plan 2017-2021. Figure 1 shows the performance of 56 quarter three activities reported.

Figure 1 – Performance against Council plan
56 activities reported against. 12 activities have been completed, 40 activities are tracking between 40-90% of target and three activities need monitoring, tracking between 40-90% of target. One activity has not yet commenced.

Further detail can be found on page 14, under section two.
1.3 Financial overview
The financial overview includes:

1.3.1 - Operating Result
1.3.2 - Cash and Investments
1.3.3 Victorian Auditor General’s Office (VAGO) Indicators
1.3.4 Operating Results by Division
1.3.5 Financial and Resource Implications

### 1.3.1 - Operating result

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates and Charges</td>
<td>66,504</td>
<td>67,027</td>
<td>529</td>
<td>68,707</td>
<td>69,161</td>
<td>454</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statutory Fees and Fines</td>
<td>4,736</td>
<td>5,661</td>
<td>945</td>
<td>5,236</td>
<td>5,846</td>
<td>549</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Fees</td>
<td>6,286</td>
<td>5,850</td>
<td>(430)</td>
<td>7,029</td>
<td>7,776</td>
<td>(53)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Income</td>
<td>3,703</td>
<td>3,676</td>
<td>(27)</td>
<td>4,099</td>
<td>3,967</td>
<td>(102)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants - Operating</td>
<td>9,222</td>
<td>7,333</td>
<td>511</td>
<td>9,130</td>
<td>9,095</td>
<td>585</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants - Capital</td>
<td>515</td>
<td>344</td>
<td>(171)</td>
<td>2,280</td>
<td>1,747</td>
<td>(534)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions - Cash - Operating</td>
<td>68</td>
<td>10</td>
<td>(58)</td>
<td>109</td>
<td>109</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions - Cash - Capital</td>
<td>1,499</td>
<td>3,800</td>
<td>2,300</td>
<td>5,380</td>
<td>6,949</td>
<td>1,569</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>1,499</td>
<td>2,056</td>
<td>559</td>
<td>1,975</td>
<td>2,420</td>
<td>445</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td>709</td>
<td>889</td>
<td>180</td>
<td>1,016</td>
<td>1,932</td>
<td>310</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>92,342</td>
<td>96,634</td>
<td>4,292</td>
<td>127,421</td>
<td>130,900</td>
<td>3,179</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>31,434</td>
<td>29,994</td>
<td>1,440</td>
<td>43,047</td>
<td>42,184</td>
<td>853</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and Services</td>
<td>32,836</td>
<td>31,860</td>
<td>966</td>
<td>44,466</td>
<td>45,813</td>
<td>(1,347)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bail and Doubtful Debts</td>
<td>-</td>
<td>(1)</td>
<td>1</td>
<td>170</td>
<td>170</td>
<td>(0)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation and Amortisation</td>
<td>12,879</td>
<td>13,146</td>
<td>(267)</td>
<td>17,178</td>
<td>17,362</td>
<td>(184)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>327</td>
<td>273</td>
<td>54</td>
<td>432</td>
<td>432</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance Costs</td>
<td>112</td>
<td>111</td>
<td>1</td>
<td>112</td>
<td>111</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>77,588</td>
<td>75,404</td>
<td>2,184</td>
<td>105,406</td>
<td>106,083</td>
<td>(677)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Result - Surplus</strong></td>
<td>14,754</td>
<td>21,230</td>
<td>6,477</td>
<td>22,015</td>
<td>24,517</td>
<td>2,502</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 1: Operating Result
Bayside City Council 2017/18 quarter three year to date operating result is a surplus of $21.2M which is $6.5M favourable to budget.
2017/18 Forecast operating result
The current forecast for the year is a surplus of $24.5M which is $2.5M favourable to budget. The forecast result increased by $762k from $1.740M last month and includes: (figures in brackets indicate an unfavourable result)
- $649k decrease in employee costs:
  - $102k Library, Communications and Engagement reduction due to staff on long service leave and working reduced hours as well as reduced banding for new staff.
  - $199k Asset Management department restructure as well as staff being on secondment and extended sick leave.
  - $53k Open Space vacancy expected to be filled after service review is completed.
  - $163k vacant roles in Amenity Protection, Development Services and Youth Services being recruited.
  - $124k reduced hours in Aged & Disability relating to hours of service required to June 18.
- $200k parking fine increases around hot spot areas.
- $70k increase in Supplementary Rates Revenue.
- ($171k) Road to Recovery program funding timing of payment with the shortfall expected to be received in 2018/19.

The underlying forecast is favourable to budget by $1.4M and excludes the following one off or timing items totalling $1.1M:
- $2.0M increase in the Open Space levy due to increased development activity.
- ($269k) Operating Grant funding received in prior year for 2017/18 programs.
- ($985k) Capital grants and contributions received in advance or deferred to align with the expected completion of capital projects (Blackspot, Brighton Library Interior Upgrade, Elsternwick Park No 1 Oval Precinct and Dendy Street Beach).
- $163k net income due to the timing of grant funding for Aged and Disability Regional projects.
- $155k due to the sale of discontinuances.
### 1.3.2 - Cash and investments

The cash position as at March is $97.1M.

The YTD favourable variance to budget of $21.1M as at March 2018 is mainly due to:

- $19.2M greater opening cash balance than budgeted:
  - $11.6M favourable capital works underspend including rollover of 2016/17 capital projects of $11.1M (to be spent in 2017/18).
  - $7.5M favourable cash underspend for operating activities including $3.1M transferred to the Infrastructure Reserve.

<table>
<thead>
<tr>
<th>Cash and cash equivalents at the end of the period</th>
<th>30 Jun 17</th>
<th>31 Mar 18</th>
<th>Variance</th>
<th>Budget</th>
<th>Forecast</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallocated &amp; unrestricted</td>
<td>$30,437</td>
<td>$47,599</td>
<td>$17,162</td>
<td>$16,040</td>
<td>$28,530</td>
<td>$12,390</td>
</tr>
<tr>
<td>Restricted, committed and allocated funds</td>
<td>$58,974</td>
<td>$49,500</td>
<td>$12,946</td>
<td>$16,134</td>
<td>$33,630</td>
<td>$16,499</td>
</tr>
<tr>
<td>Total cash and cash equivalents</td>
<td>$89,411</td>
<td>$97,100</td>
<td>$7,693</td>
<td>$32,174</td>
<td>$62,162</td>
<td>$19,393</td>
</tr>
</tbody>
</table>

Cash & cash equivalents (including investments) consists of:

- *Statutory Reserves*
  - Recreational Land Reserve: $15,099
  - Car Parking Reserve: $398
  - Total Statutory Reserves: $15,497

- *Funds Subject to Intended Allocation*
  - Infrastructure Reserve: $8,220
  - Early Childhood Facilities Reserve: $5,522
  - Unspent Conditional Grants Reserve: $5,952
  - Capital Works Carried Forward Reserve: $14,764
  - Total Funds Subject to Intended Allocation: $39,093

- *Total Other Reserves*
  - $54,500

Restricted funds include trust funds and reserves.

Table 2: Cash and investments

The cash position as at March 2018 is $97.1M. The cash position of $97.1 has increased by $7.7M from the 2016/17 ending balance of $89.4M.
### 1.3.3 - Victorian Auditor-General’s Office (VAGO) indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>VAGO Target (to maintain low risk)</th>
<th>Forecast Performance</th>
<th>Forecast Achievable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liquidity:</strong> the ability to pay liabilities within the next 12 months.</td>
<td>&gt; 1.5</td>
<td>539.32%</td>
<td>Yes</td>
</tr>
<tr>
<td>(Current assets / Current liabilities)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Self-financing:</strong> the ability to replace assets using cash generated from day to day operations. (Net operating cash flow / Underlying revenue)</td>
<td>&gt; 20.0%</td>
<td>29.58%</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Capital replacement:</strong> to ensure sufficient spending on capital renewal and new capital works. (Total Capital spend : Depreciation)</td>
<td>&gt; 1.5</td>
<td>249.51%</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Indebtedness:</strong> the ability to repay debt from own source revenue being revenue not tied to specific projects. (Non-current liabilities/Own source revenue)</td>
<td>&lt; 40.0%</td>
<td>0.93%</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Underlying result:</strong> sufficient operating income to cover operating expenses. (Net surplus/Revenue)</td>
<td>&gt; 0%</td>
<td>17.67%</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Renewal gap:</strong> to ensure sufficient spending on existing capital assets. (Renewal capital spend: Depreciation)</td>
<td>&gt; 100%</td>
<td>223.29%</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Table 3: VAGO Indicators

Bayside City Council are expected to meet all finance VAGO indicators by quarter four.
1.3.4 - Operating result by Division

<table>
<thead>
<tr>
<th>Division (in '000s)</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Budget variance</th>
<th>2017/18 Adjusted Budget</th>
<th>Current Forecast</th>
<th>Variance to Current Forecast</th>
<th>Variance to Adjusted Budget</th>
<th>2017/18 Adjusted Budget % Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>6,610</td>
<td>5,931</td>
<td>679</td>
<td>9,103</td>
<td>8,587</td>
<td>516</td>
<td>5.7%</td>
<td></td>
</tr>
<tr>
<td>Corporate Services</td>
<td>5,748</td>
<td>5,394</td>
<td>358</td>
<td>8,020</td>
<td>8,537</td>
<td>93</td>
<td>1.0%</td>
<td></td>
</tr>
<tr>
<td>Env. Rec. &amp; Infrastructure</td>
<td>24,913</td>
<td>24,421</td>
<td>491</td>
<td>33,084</td>
<td>33,793</td>
<td>(688)</td>
<td>-2.1%</td>
<td></td>
</tr>
<tr>
<td>City Planning &amp; Community Services</td>
<td>5,756</td>
<td>4,116</td>
<td>1,642</td>
<td>8,767</td>
<td>8,375</td>
<td>392</td>
<td>4.5%</td>
<td></td>
</tr>
<tr>
<td>Corporate Finance</td>
<td>(1,990)</td>
<td>(2,801)</td>
<td>809</td>
<td>(2,235)</td>
<td>(2,992)</td>
<td>757</td>
<td>-33.9%</td>
<td></td>
</tr>
<tr>
<td><strong>Underlying Operating</strong></td>
<td><strong>41,036</strong></td>
<td><strong>37,058</strong></td>
<td><strong>3,978</strong></td>
<td><strong>57,349</strong></td>
<td><strong>56,287</strong></td>
<td><strong>1,082</strong></td>
<td><strong>1.9%</strong></td>
<td></td>
</tr>
</tbody>
</table>

Table 4: Operating result by division

Summary by division of all relative performance

Executive forecast favourable $516k

- $379k favourable variance in salaries due to the timing of appointment for unfilled Innovation position, lower banding for secondment roles, as well as vacancies in Arts and Culture and Customer Experience.

- $100k savings due to the Highett/Hampton feasibility being postponed until Hampton Hub feasibility is completed.

Corporate Services forecast favourable $83k

- $120k reduction in equipment leasing costs due to later than expected commencement of new leases.

- $90k local government election failure to vote fine income higher than anticipated.

- $58k reduction in vehicle fringe benefits tax associated with a reduction in fleet vehicles.

- ($84k) reduction in lease income due to water harvesting for the Brighton Golf Course still underway.

Environment, Recreation and Infrastructure forecast unfavourable ($688k)

- ($1.141M) increase in waste management resulting from:
  - ($561k) reduction in sales of recycling income due to the uncertainty that is occurring in the recycling sector effecting all recycling processors.
$550k) increase in waste disposal charges associated with the cost of processing recyclable materials at $150 per tonne for the remainder of 2017/18.

$222k increase in grant funding of $60 per tonne from March to June 2018 to assist Councils with the cost of processing kerbside recyclables.

($80k) increase in the number of hard waste collections booked.

($43k) net increase in tipping fees due to the temporary change in landfill site. ($153k) increase in the disposal rate offset by $110k savings in transportation costs.

($170k) increase in litter collection for dumped rubbish.

($60k) reduction in Plant Nursery sales income.

$148k savings in Asset Management due to restructure and vacant staff position.

$111k Rickets Point Masterplan replaced with the development of GIS overlays.

$50k decrease in water and sewage utilisation for open spaces.

City Planning and Community Services forecast favourable $392k

$520k increase in parking fees and fines issued around school crossing areas and beach car parks.

$148k increase in planning fee income due to the number of planning applications lodged.

$160k increase in Asset Protection user permit fees due to service improvements within the department.

$163k increase related to the timing of grant funding for Aged and Disability Regional projects.

$100k savings for Planning officer role. Department utilising current staff.

$104k savings in Youth Services due to current vacant roles.

($209k) School Crossing grant funding received in advance in 2016/17.

($178k) increase in Amenity Protection agency costs for Service Review implementation, cash collection and printing for 3 year beach parking stickers.

($177k) increase in a number of Urban Strategy projects including Southland Structure Plan, Highett Plan review and employee costs due to community and Council expectations.

($80k) advertising of planning notifications due to increased activity, recouped through fee income.

($74k) decrease in the number of Bayside Business Networks (BBN) memberships and sponsorship.

($66k) for the development of Early Years Plan as requested from Councillors.
- ($28k) Family Services for additional staffing and purchasing of vaccines to rollout new immunisation program, grant funding received in 2016/17.
- ($30k) additional Arborist required to assist with the increase in planning applications and backfill staff on leave. This was identified in the Amenity Protection Service Review adopted by Council in August 2017.

Corporate Finance forecast favourable $757k
- $290k increase in interest income from general bank accounts and term deposits due mainly to a favourable opening cash position for the year.
- $155k forecast increase for sale of discontinuances.
- $129k savings in 2017/18 workcover premium due to improved claims history.
- $56k increase in Victorian Grants Commission funding.
1.3.5 - Financial and resource implications

Operating result
The current forecast for the year represents a surplus of $24.5M which is $2.5M favourable to Budget.
The underlying forecast operating result is favourable to budget by $1.4M and excludes one off or timing related items.

Capital result
The forecast capital expenditure is favourable to budget $5.1M. Taking into account the impact of projects expected to be carried forward to 2017/18 the capital result is forecast to be favourable $0.82M.
Section 2 – Performance against Council Plan

Council Plan Activities and Progress Comments

Each quarter, Council Plan activities are reviewed and progress comments made. Table (X) below outlines the details of each Council Plan activity, status, responsible division, expected completed data and progress indicator against the quarterly target.

- At least 90% of target achieved
- Between 40% and 90% of target achieved
- Less than 40% of target achieved

Goal 1: Service

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<thead>
<tr>
<th>Activity</th>
<th>Status</th>
<th>Progress Comments</th>
<th>Division</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure 4 hectares of open space at the CSIRO site (CP).</td>
<td>In Progress</td>
<td>Legal agreements drafted. Processing of agreements to be finalised to ensure transfer occurs following sale of CSIRO site to a private party. Council working with CSIRO to ensure current demolition works do not compromise the significant vegetation identified on site.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Develop an advocacy action plan to promote Council’s planning urban design objectives (CP) (CEO).</td>
<td>In Progress</td>
<td>Urban design objectives advocacy advanced for specific projects including: Public Housing Renewal Program, Level Crossing Removal Authority Cheltenham station development and Inner South Metro Mayor’s Forum priorities.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Activity</td>
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<tr>
<td>Implement the Sandringham Village and Beaumaris Concourse Master Plans (CP).</td>
<td>In Progress</td>
<td>Consultation regarding Sandringham bus movement changes completed with directly affected property owners, residents and traders. Options considered in response to outputs of the community consultation. Beaumaris Concourse design and documentation underway.</td>
<td>Services City Planning &amp; Community Services</td>
<td>30/06/2019</td>
</tr>
<tr>
<td>Implement and evaluate the engagement activities articulated in project plans to identify opportunities for improvement in community engagement (CP) (OES)</td>
<td>In Progress</td>
<td>Evaluation plan developed and integrated into the Engagement and Research Process.</td>
<td>CEO Division</td>
<td>28/06/2019</td>
</tr>
<tr>
<td><strong>Strategic Objective:</strong> We provide the right services at the right quality and cost <strong>Strategy: SERVICE - Plan to meet future service delivery needs</strong></td>
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<tr>
<td>Support local organisations through education and advocacy to assist them to take a coordinated approach to respond to the reform agenda (CP)</td>
<td>In Progress</td>
<td>Southern Region Alliance chaired by Manager Community Services. The Alliance provides a platform for agencies to advocate and escalate issues to Commonwealth and State Government.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2020</td>
</tr>
<tr>
<td>Installation of activity centre Christmas decorations to support trading in local centres and community connection during the festive season, including at agreed significant Small Activity Centres (CP).</td>
<td>Completed</td>
<td>Christmas decoration installations successfully completed. Additional decorations installed at Seaview Village, Martin Street and Gardenvale.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Review Council’s Property Strategy 2014-2018 (CP) (PSR)</td>
<td>In Progress</td>
<td>Two Councillor Briefings conducted. Report to Council scheduled for June.</td>
<td>Corporate Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Undertake a service needs analysis and identify potential costs and funding models for the Sandringham Leisure Centre (CP)</td>
<td>In Progress</td>
<td>Consultant appointed. Issues paper to be completed by May 2018 for Councillor Briefing in June.</td>
<td>Corporate Services</td>
<td>30/06/2018</td>
</tr>
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<tr>
<td>Develop an Early Years Plan including Preschool and Maternal and Child Health services and incorporating service and supporting asset and infrastructure plans (CEO) (CP) (PSR)</td>
<td>In Progress</td>
<td>High level findings presented to Council in March. Targeted consultation with key stakeholders scheduled April to June. Final report with recommendations to be presented August 2018 Council Meeting.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Develop a Community Facilities and Services Strategy that identifies suitability, including Brighton Recreation Centre and other community facilities (CP) (PSR)</td>
<td>In Progress</td>
<td>Social Infrastructure Assessment Report being drafted. Significant community engagement, building analysis and consultation with key stakeholders undertaken. Awaiting a traffic and parking report. Report will be presented to Council at the Strategic Issues Discussion in June 2018.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2019</td>
</tr>
<tr>
<td>Complete and commence implementation of an improvement plan for library infrastructure and services that addresses and local area needs (CP) (CEO)</td>
<td>Completed</td>
<td>The Service Review Part Two and the infrastructure plans presented to Council in February. A project control group formed for implementation anticipated, with completion of the Sandringham Library project due Mid 2019.</td>
<td>CEO Division</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Review the needs assessment for netball and identify locations for additional netball facilities (CP)</td>
<td>In Progress</td>
<td>Needs assessment review complete. Concept designs for the two options completed with cost plan scheduled for April Council meeting.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>29/03/2019</td>
</tr>
<tr>
<td>Undertake the design for additional basketball courts (CP)</td>
<td>In Progress</td>
<td>This design work cannot be completed until Council finalises changes to Sandringham Golf Course which may provide more suitable land adjacent to current courts. This action will not be completed before 30 June 2018.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Improve cyclist and pedestrian safety by upgrading high-risk zones on the Bay Trail (CP)</td>
<td>In Progress</td>
<td>Bay Trail duplication between Sandown Street and Brighton completed. Construction of the Middle Brighton Baths project scheduled to commence in May 2018. Delayed until 2018/19 due to the Melbourne Water sewer upgrade along Beach Road between May – October 2018.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>31/05/2018</td>
</tr>
<tr>
<td>Implement the bicycle strategy to: provide bicycle parking in public locations where there is an identified</td>
<td>In Progress</td>
<td>On-road bicycle network and Elster Creek Trail connectivity design work completed. Implementation scheduled May 2018. Participation in Super Tuesday</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2018</td>
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<tr>
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<tr>
<td>need, such as shops, libraries and sports clubs; develop a network of well-connected bicycle routes; enforce the state provision in the planning scheme to ensure the specified number of bicycle parking stations in new developments. (CP)</td>
<td>In Progress</td>
<td>bicycle count to monitor the number of cyclists at key locations across the municipality completed.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Incorporate the planning controls for Bayside's Small Neighbourhood Activity Centres into the planning scheme (CP)</td>
<td>Completed</td>
<td>Council adopted the recommended changes to Amendment C126 at February Council Meeting. Revised amendment documents submitted to DELWP for re-authorisation with public exhibition to occur in May.</td>
<td>City Planning &amp; Community Services</td>
<td>31/12/2018</td>
</tr>
<tr>
<td>Determine Council's future involvement in service delivery given the reform agenda in Aged and Disability Services (CP) (CEO)</td>
<td>In Progress</td>
<td>The November 2017 Council meeting resolved to not register as a National Disability Insurance Scheme (NDIS) service provider. Eligible clients transitioning to NDIS will be supported, and non-eligible NDIS clients will continue to receive services. Aged Care funding extended until June 2020. Council's role in Aged Care decision deferred.</td>
<td>City Planning &amp; Community Services</td>
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Strategy: SERVICE - Align strategy and policy to deliver against the better place approach

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<thead>
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</thead>
<tbody>
<tr>
<td>Implement Corporate Centre energy efficiency audit recommendations (CP)</td>
<td>In Progress</td>
<td>Corporate Centre energy efficiency audit recommendation priorities revised in March, following adoption of Carbon Neutrality Action Plan. Lighting upgrade underway. Further information required before upgrade to heating, ventilation and cooling system controls. Scheduled for completion June 2018.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2021</td>
</tr>
<tr>
<td>Activity</td>
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<tr>
<td>Develop a Southland/Pennydale Structure Plan (CP).</td>
<td>In Progress</td>
<td>Draft Southland/Pennydale Structure Plan adopted by Council in February for the purposes of community consultation and engagement. Consultation and engagement commenced in March 2018. Outcomes of community consultation report and revised structure plan scheduled for June Council meeting.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Review and implement the Wellbeing Plan (the Wellbeing for All Ages and Abilities Plan) to ensure that it includes increasingly rigorous indicators of community health and wellbeing and measurable and actionable activities (PSR) (CEO) (CP) (WAAA)</td>
<td>Completed</td>
<td>The Wellbeing for All Ages and Abilities Strategy 2017-2021 was endorsed by Council in October, with the associated action plans and evaluation plan presented to Council in February.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Review Community and Stakeholder Engagement Policy 2014 to ensure: - Greater simplicity in approach and application - Clearer guidance and criteria for the use deliberative panels and the consideration of their findings - Improved evaluation of the processes and outcomes of Council’s engagement efforts (PSR) (CEO) (CP)</td>
<td>Completed</td>
<td>New policy and guidelines adopted by Council at the December 2017 Ordinary Meeting.</td>
<td>CEO Division</td>
<td>30/12/2017</td>
</tr>
<tr>
<td>Update and implement the Integrated Transport Strategy to reflect the Council’s priorities, including: - opportunities for increased parking capacity in activity centres and private care park sharing for residents - lessening resident reliance on cars, including a trial of car share schemes.</td>
<td>In Progress</td>
<td>Draft Integrated Transport Strategy (ITS) presented at February Councillor Briefing. Community engagement activities commenced in March. The final ITS scheduled for presentation at June Council meeting.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2018</td>
</tr>
<tr>
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<tr>
<td>encouraging ride-sharing and proactive education</td>
<td>In Progress</td>
<td>Leasing Policy briefing undertaken. Second briefing and consultation scheduled for April.</td>
<td>Corporate Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>- exploring the feasibility of installing recharging facilities in Council buildings for mobility scooters and vehicles (CP) (PSR) (CEO)</td>
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<tr>
<td>Review Council’s Leasing Policy 2008 to identify opportunities to increase revenue or incorporate specific performance objectives in leases to maximise public value and utilisation - incorporate Bathing Box and Boathed Policy 2010. (PSR) (CP)</td>
<td>In Progress</td>
<td>Scope and work program for stage one finalised. Consultants engaged to prepare an opportunities and issues report including options for investigation in stage two, which is scheduled for completion in 2018/19.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2019</td>
</tr>
<tr>
<td>Develop a plan for the Brighton Beach Station precinct that improves visitor access to Dendy Beach (CP).</td>
<td>In Progress</td>
<td>Workshops conducted with working group for draft Digital Strategy. Strategy presentation scheduled for May Executive Team meeting and June Council Meeting.</td>
<td>CEO Division</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Develop and begin implementing a Digital Transformation Strategy 2017 - 2021 to ensure Council’s customer service performance anticipates community expectations for online and flexible delivery (PSR) (CP) (CEO) (OES)</td>
<td>In Progress</td>
<td>Demolition works commenced. CSIRO master plan development scheduled. Tree retention engagement occurred. Fencing erected in tree protection zones. Master plan development will commence once demolition works are completed and site access is granted.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2020</td>
</tr>
<tr>
<td>Develop a master plan that articulates the future layout and management of the Council owned/managed component of the CSIRO site in Highett (CP) (CEO)</td>
<td>In Progress</td>
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<tr>
<td>Undertake a review of Council’s Housing Strategy (2012-2032) and Neighbourhood Character and Residential Design Framework to review boundaries of activity centres (CP) (PSR) (CEO)</td>
<td>In Progress</td>
<td>Background investigations to support scoping of the housing strategy commenced, with scoping to occur quarter four.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2020</td>
</tr>
<tr>
<td>Develop an advocacy action plan in year 1 to improve housing affordability and social housing options (CP).</td>
<td>In Progress</td>
<td>Background analysis and review of housing needs and impact on affordability commenced. Council influence options being explored.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Develop and implement an advocacy action plan for beach erosion and bay health (CP)</td>
<td>In progress</td>
<td>Port Phillip Bay Coastal Hazard Assessment workshop commenced to improve the Association of Bayside Municipalities understanding of coastal hazards and potential effects of climate change.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/05/2019</td>
</tr>
<tr>
<td>Identify priority stormwater outlets for improvement or relocation and include within the four year Capital Works Strategy (CP)</td>
<td>In Progress</td>
<td>Opportunities to treat stormwater in priority locations through litter traps and other Water Sensitive Urban Design Installations identified to improve the quality of water entering the bay. A review and replacement of litter baskets is being undertaken as part of the Drainage Asset Management Plan, Funding included in the Draft 2018-19 budget.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/05/2018</td>
</tr>
<tr>
<td>Ensure all Council strategies and policies consider Council’s role in advocacy and include effective influencing initiatives (CP)</td>
<td>Completed</td>
<td>Strategy and policy templates updated to include Council’s advocacy role. Plans for influence developed with individual strategy and policies.</td>
<td>CEO Division</td>
<td>30/06/2021</td>
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**Strategy: SERVICE - Embed a customer focussed culture to deliver measureable improvements in customer service**

Complete the implementation of an effective and efficient development application process that facilitates greater certainty for applicants and

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<tbody>
<tr>
<td>In progress</td>
<td>Application backlog reduced &gt;600 to &lt;400. Complaint volumes related to timeframes reduced. Planning website functionality changes implemented. Consultancy to scope customer journey mapping exercise completed.</td>
<td>City Planning &amp; Community Services</td>
<td>30/09/2018</td>
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<td>objectors and encourages compliance with development controls (CP) (CEO)</td>
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<td><strong>Strategic Objective</strong>: We deliver our statutory responsibilities with integrity</td>
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<tr>
<td>Strategy: SERVICE - Promote integrity and trust in Bayside</td>
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<tr>
<td>Implement the Planning Scheme controls for the Martin Street Structure Plan to manage new development (CP)</td>
<td>Completed</td>
<td>Panel Report considered at December Ordinary Meeting. Amendment C152 adopted. Amendment submitted to Minister for Planning for a decision.</td>
<td>City Planning &amp; Community Services</td>
<td>29/06/2018</td>
</tr>
<tr>
<td>Implement the Planning Scheme controls for the Hampton East Structure Plan to manage new development (CP).</td>
<td>Completed</td>
<td>Panel Report considered at the September Ordinary Meeting. Amendment C151 adopted in part. Amendment part one submitted for Minister for Planning decision.</td>
<td>City Planning &amp; Community Services</td>
<td>31/12/2017</td>
</tr>
<tr>
<td>Implement the planning controls for the Bayside's Small Neighbourhood Activity Centres into the Planning Scheme to manage development and protect the important role of local centres and convenience retailing (CP)</td>
<td>Not Started</td>
<td>Activity commencing quarter four.</td>
<td>City Planning &amp; Community Services</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Review Council’s community policies and programs for gender inclusiveness (CP) (CEO)</td>
<td>Completed</td>
<td>Gender inclusion checklist approved by the White Ribbon Working Group and incorporated into the Research and Engagement, and Developing Policies and Strategies processes.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Develop an advocacy approach for community clubs that outlines the benefits of gender diversity on committees (CP)</td>
<td>In Progress</td>
<td>Draft advocacy approach completed. Feedback will be sought on draft in quarter four.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Develop a Women’s Charter to promote gender equity, diversity and women’s participation in active citizenship (CP)</td>
<td>In Progress</td>
<td>Women’s charter action plan developed. Internal actions incorporated into new People Strategy.</td>
<td>CEO Division</td>
<td>30/03/2018</td>
</tr>
<tr>
<td>Develop and implement an approach to encourage community volunteering, including opportunities to reward and</td>
<td>In Progress</td>
<td>Increased volunteers due to increased promotion of volunteering opportunities and the benefits of volunteering in March 2018.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/05/2021</td>
</tr>
</tbody>
</table>
**Activity** | **Status** | **Progress Comments** | **Division** | **Completed Date** |
--- | --- | --- | --- | --- |
Recognise community leaders and volunteers (CP) (CEO) | | | | |
Conduct a trial to shift one Council meeting a year to an alternative venue (CP) | Completed | September Ordinary Meeting of Council conducted at Beaumaris Community Centre. Feedback received from those in attendance indicated they were present for a specific item on the agenda, and not attending given the change of location. Many residents had previously attended Council Meetings more than four times. Meeting conduct at alternative site was successful. | Corporate Services | 29/09/2017 |

**Goal 2: Efficiency**

**Strategic Objective:** We demonstrate the value we deliver to the Community

**Strategy:** EFFICIENCY - Promote the value we deliver to the Community

Promote community awareness and visitation to the community nursery (CP) | In progress | Promoted Nursery through Citywide and Bayside City Council Communications. Commenced process for connecting with Bayside developers/landscape designers. | Environment, Recreation & Infrastructure | 30/06/2019 |

**Strategic Objective:** We operate efficiently and continually look for ways to improve value

**Strategy:** EFFICIENCY - Deliver increased efficiencies from property portfolio

Work with the Minister for Planning to identify and pilot new policy and process options to strengthen discretionary controls for activity centres (CP). | In Progress | Council was not selected as part of discretionary height control pilot program. Advocacy work has continued through the Inner South East Region Economy and Planning Working Group and Inner South Metro Mayor’s Forum. | City Planning & Community Services | 30/06/2018 |

**Strategy:** EFFICIENCY - Manage major projects effectively to ensure timely delivery

Continue the works program in the Sportsground Pavilion Improvement Plan to progressively upgrade all our pavilions (CP) | In Progress | Works on schedule for completion in accordance with individual project plans. | Environment, Recreation & Infrastructure | 30/06/2021 |
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Deliver Dandy Park Water Harvesting Project (CP)</td>
<td>In progress</td>
<td>Construction works completed. Awaiting power connection by authorities.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>15/12/2017</td>
</tr>
<tr>
<td>Deliver the Dandy Street Beach Master Plan improvements, including the new lifesaving pavilion (CP)</td>
<td>In Progress</td>
<td>Project delayed due to VCAT process. Ten-day hearing to be scheduled for second half of 2018.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2019</td>
</tr>
</tbody>
</table>

**Strategy: EFFICIENCY - Identify opportunities to enhance value and maximise efficiency**

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<tr>
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</thead>
<tbody>
<tr>
<td>Develop and implement an advocacy action plan for bus routes, commuter parking (including bicycle parking) and the Pennymade (Southland) and Cheltenham station redevelopments (CP) (CEO)</td>
<td>In Progress</td>
<td>Fifteen new bus shelter sites nominated to Public Transport Victoria for implementation in quarter four. Level Crossing Removal Authority advocacy continued for Cheltenham level crossing removal works. Advocacy action plan development aimed at securing public transport improvements within the municipality.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Protect and ensure the quality of our open space, including beaches and foreshore; improve collaboration with community groups and government agencies by developing an action plan to foster existing relationships and explore opportunities for new relationships (CP)</td>
<td>In Progress</td>
<td>Beaumaris Bay’s National Heritage Consultation and communication plan under development. Draft Biodiversity Action Plan scheduled for consideration at June 2018 Council meeting. Planning commenced to host Association of Bayside Municipalities meeting in Bayside.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2021</td>
</tr>
<tr>
<td>Install solar systems on, and energy efficient hot water units in, Council buildings identified in the energy efficiency audit (CP)</td>
<td>In Progress</td>
<td>Seven solar panel installations scheduled to commence quarter four.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2018</td>
</tr>
<tr>
<td>Undertake strategic service reviews for four priority Council services each year (CP)</td>
<td>In Progress</td>
<td>Service Review scope endorsed in February for Environmental Sustainability. Issues and findings report endorsed for Building and Infrastructure Maintenance Service Review in March.</td>
<td>CEO Division</td>
<td>30/06/2021</td>
</tr>
<tr>
<td>Activity</td>
<td>Status</td>
<td>Progress Comments</td>
<td>Division</td>
<td>Completed Date</td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td>-------------------</td>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td>Prepare Long Term Financial Plans and Annual Budgets to ensure Council’s financial sustainability (CP) (OES)</td>
<td>Completed</td>
<td>Long Term Financial Plan completed for 2018/19 Budget. Budget 2018/19 drafted and scheduled for approval at April Council Meeting.</td>
<td>Corporate Services</td>
<td>30/06/2021</td>
</tr>
<tr>
<td>Develop a decision making framework for the allocation of funds to open space projects from the Resort and Recreation Levy (CP)</td>
<td>Completed</td>
<td>Legal advice sourced. Review of past and current allocation of funds commenced. Collaborated with Director Corporate Services and Manager Finance to determine this issue best dealt with through Council’s financial processes including the Long Term Financial Plan and the Four Year Capital Works Program.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/03/2018</td>
</tr>
<tr>
<td>Develop a transparent decision making framework for co-contributions to infrastructure investment (CP)</td>
<td>In Progress</td>
<td>Draft framework to be completed quarter four.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2018</td>
</tr>
</tbody>
</table>

**Goal 3: People**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Status</th>
<th>Progress Comments</th>
<th>Division</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue the works program in the 10-year Playground Improvement Plan (CP)</td>
<td>In Progress</td>
<td>Playground Improvement Plan is on schedule. Construction of FL Yott, Dandy Park South and North Road, Brighton Beach playgrounds due to commence June 2018.</td>
<td>Environment, Recreation &amp; Infrastructure</td>
<td>30/06/2021</td>
</tr>
</tbody>
</table>
Section 3 – Financial statements

3.1 Income statement

<table>
<thead>
<tr>
<th>Line Item 5'000s</th>
<th>2017/18 Adjusted Budget</th>
<th>2017/18 YTD Actuals</th>
<th>2017/18 Adjusted Budget Variance</th>
<th>2017/18 Adjusted Budget</th>
<th>Current Forecast 2017/18</th>
<th>Adjusted Budget less forecast variance</th>
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<tbody>
<tr>
<td>Operating Services &amp; New Initiatives Budget</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Rates and Charges</td>
<td>66,604</td>
<td>67,027</td>
<td>523</td>
<td>88,707</td>
<td>89,161</td>
<td>454</td>
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<tr>
<td>Statutory Fees and Fines</td>
<td>4,736</td>
<td>5,981</td>
<td>945</td>
<td>6,200</td>
<td>6,845</td>
<td>549</td>
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<tr>
<td>User Fees</td>
<td>6,288</td>
<td>5,860</td>
<td>(436)</td>
<td>7,829</td>
<td>7,775</td>
<td>(53)</td>
</tr>
<tr>
<td>Rental Income</td>
<td>3,703</td>
<td>3,676</td>
<td>(27)</td>
<td>4,059</td>
<td>3,907</td>
<td>(102)</td>
</tr>
<tr>
<td>Grants - Operating</td>
<td>6,822</td>
<td>7,333</td>
<td>511</td>
<td>9,130</td>
<td>9,695</td>
<td>565</td>
</tr>
<tr>
<td>Grants - Capital</td>
<td>515</td>
<td>344</td>
<td>(171)</td>
<td>2,280</td>
<td>1,747</td>
<td>(534)</td>
</tr>
<tr>
<td>Contributions - Cash - Operating</td>
<td>68</td>
<td>10</td>
<td>(58)</td>
<td>109</td>
<td>109</td>
<td>-</td>
</tr>
<tr>
<td>Contributions - Cash - Capital</td>
<td>1,459</td>
<td>3,800</td>
<td>2,300</td>
<td>5,380</td>
<td>5,949</td>
<td>1,569</td>
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<tr>
<td>Interest Income</td>
<td>1,459</td>
<td>2,046</td>
<td>587</td>
<td>1,975</td>
<td>2,420</td>
<td>445</td>
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<td>Other Income</td>
<td>708</td>
<td>899</td>
<td>190</td>
<td>1,616</td>
<td>1,532</td>
<td>316</td>
</tr>
<tr>
<td>Net Profit/(Loss) on Disposal of assets</td>
<td>-</td>
<td>(31)</td>
<td>(31)</td>
<td>-</td>
<td>(31)</td>
<td>(31)</td>
</tr>
<tr>
<td>Total Income</td>
<td>92,342</td>
<td>96,854</td>
<td>4,292</td>
<td>127,421</td>
<td>130,600</td>
<td>3,179</td>
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<td>Expenditure</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>31,434</td>
<td>29,964</td>
<td>1,440</td>
<td>43,047</td>
<td>42,194</td>
<td>853</td>
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<td>Materials and Services</td>
<td>32,836</td>
<td>31,880</td>
<td>956</td>
<td>44,465</td>
<td>45,813</td>
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<td>Bad and Doubtful Debts</td>
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<td>1</td>
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<td>170</td>
<td>(0)</td>
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<tr>
<td>Depreciation and Amortisation</td>
<td>12,679</td>
<td>13,146</td>
<td>(267)</td>
<td>17,178</td>
<td>17,362</td>
<td>(184)</td>
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<tr>
<td>Other Expenses</td>
<td>527</td>
<td>273</td>
<td>54</td>
<td>452</td>
<td>452</td>
<td>-</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>112</td>
<td>111</td>
<td>1</td>
<td>112</td>
<td>111</td>
<td>1</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>77,888</td>
<td>75,404</td>
<td>2,284</td>
<td>105,406</td>
<td>106,083</td>
<td>(677)</td>
</tr>
<tr>
<td>Operating Result - Surplus</td>
<td>14,754</td>
<td>21,230</td>
<td>6,477</td>
<td>22,015</td>
<td>24,817</td>
<td>2,502</td>
</tr>
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</table>

Table 5: Income statement
Breakdown of operating performance by income or expenditure type.
### 3.2 Capital projects

<table>
<thead>
<tr>
<th>CAPITAL in $’000’s</th>
<th>2017/18 YTD Budget</th>
<th>2017/18 YTD Actual</th>
<th>2016/17 Adjusted Budget</th>
<th>2017/18 Adjusted Forecast</th>
<th>2017/18 Forecast Variance</th>
<th>Carry Forward Balance to 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings</td>
<td>8,446</td>
<td>7,286</td>
<td>1,160</td>
<td>11,975</td>
<td>9,118</td>
<td>2,867</td>
</tr>
<tr>
<td>Building Improvements</td>
<td>1,826</td>
<td>1,046</td>
<td>780</td>
<td>2,327</td>
<td>2,249</td>
<td>78</td>
</tr>
<tr>
<td>Heritage Buildings</td>
<td>-</td>
<td>2,328</td>
<td>(2,328)</td>
<td>-</td>
<td>2,500</td>
<td>(2,500)</td>
</tr>
<tr>
<td><strong>Plant &amp; Equipment Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixtures, Fittings and Furniture</td>
<td>862</td>
<td>179</td>
<td>684</td>
<td>891</td>
<td>702</td>
<td>139</td>
</tr>
<tr>
<td>Arts and Culture</td>
<td>50</td>
<td>30</td>
<td>60</td>
<td>130</td>
<td>147</td>
<td>17</td>
</tr>
<tr>
<td>IT Systems, Network, Servers and Communication</td>
<td>355</td>
<td>522</td>
<td>31</td>
<td>1,445</td>
<td>1,247</td>
<td>198</td>
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<tr>
<td>Library Assets</td>
<td>322</td>
<td>322</td>
<td>(4)</td>
<td>430</td>
<td>430</td>
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<tr>
<td><strong>Infrastructure Expenditure</strong></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Foreshore and Conservation</td>
<td>477</td>
<td>159</td>
<td>317</td>
<td>764</td>
<td>448</td>
<td>316</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>10,061</td>
<td>8,798</td>
<td>1,264</td>
<td>15,886</td>
<td>12,155</td>
<td>3,742</td>
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<tr>
<td>Off-Street Car Parks</td>
<td>591</td>
<td>157</td>
<td>434</td>
<td>1,125</td>
<td>1,125</td>
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<td>Drainage Infrastructure</td>
<td>3,964</td>
<td>4,018</td>
<td>(54)</td>
<td>5,273</td>
<td>5,002</td>
<td>241</td>
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<td>Road Infrastructure</td>
<td>6,418</td>
<td>4,974</td>
<td>1,444</td>
<td>8,153</td>
<td>8,117</td>
<td>36</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>33,599</td>
<td>29,820</td>
<td>3,778</td>
<td>48,440</td>
<td>43,321</td>
<td>5,089</td>
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<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants - Capital</td>
<td>(515)</td>
<td>(344)</td>
<td>(171)</td>
<td>(2,290)</td>
<td>(1,747)</td>
<td>(534)</td>
</tr>
<tr>
<td>Other Income</td>
<td>-</td>
<td>(30)</td>
<td>-</td>
<td>(30)</td>
<td>(30)</td>
<td>-</td>
</tr>
<tr>
<td>Contributions - Cash - Capital</td>
<td>(1,406)</td>
<td>(3,444)</td>
<td>2,244</td>
<td>(5,380)</td>
<td>(6,800)</td>
<td>1,519</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>(2,015)</td>
<td>(4,117)</td>
<td>2,162</td>
<td>(7,666)</td>
<td>(8,676)</td>
<td>1,015</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>31,583</td>
<td>25,703</td>
<td>5,881</td>
<td>40,750</td>
<td>34,645</td>
<td>6,194</td>
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</tbody>
</table>

Table 6: Capital projects

Summary of capital expenditure by each asset type class.
### 3.3 Balance Sheet

<table>
<thead>
<tr>
<th></th>
<th>30-Jun-17 Actual</th>
<th>31-Mar-18 Actual</th>
<th>31-Mar-18 Budget</th>
<th>Variance</th>
<th>Full Financial Year Budget</th>
<th>Forecast</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cash and cash equivalents</td>
<td>9,385</td>
<td>3,573</td>
<td>4,986</td>
<td>(1,413)</td>
<td>2,574</td>
<td>3,866</td>
<td>1,322</td>
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<tr>
<td>Trade and other receivables</td>
<td>8,969</td>
<td>18,525</td>
<td>17,656</td>
<td>869</td>
<td>6,718</td>
<td>9,620</td>
<td>2,902</td>
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<td>Other financial assets</td>
<td>80,026</td>
<td>93,526</td>
<td>71,000</td>
<td>22,526</td>
<td>60,000</td>
<td>78,026</td>
<td>18,026</td>
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<tr>
<td>Inventories</td>
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<td>108</td>
<td>77</td>
<td>(31)</td>
<td>70</td>
<td>110</td>
<td>32</td>
</tr>
<tr>
<td>Non-current assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-current assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial assets</td>
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<td>230</td>
<td>-</td>
<td>230</td>
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<td>55</td>
<td>55</td>
<td>-</td>
<td>55</td>
<td>55</td>
<td>-</td>
</tr>
<tr>
<td>Total assets</td>
<td>3,472,769</td>
<td>3,506,024</td>
<td>3,025,026</td>
<td>480,998</td>
<td>3,012,857</td>
<td>3,492,167</td>
<td>476,260</td>
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<tr>
<td>Current liabilities</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade and other payables</td>
<td>12,996</td>
<td>6,002</td>
<td>5,300</td>
<td>(702)</td>
<td>9,146</td>
<td>6,629</td>
<td>519</td>
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<tr>
<td>Trust funds and deposits</td>
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<td>4,103</td>
<td>4,532</td>
<td>429</td>
<td>4,953</td>
<td>4,554</td>
<td>(31)</td>
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<tr>
<td>Provisions</td>
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<td>7,935</td>
<td>8,922</td>
<td>967</td>
<td>8,776</td>
<td>8,774</td>
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</tr>
<tr>
<td>Interest bearing loans and borrowings</td>
<td>2,126</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Income in Advance</td>
<td>430</td>
<td>22,116</td>
<td>22,761</td>
<td>646</td>
<td>-</td>
<td>600</td>
<td>(900)</td>
</tr>
<tr>
<td>Total current liabilities</td>
<td>27,990</td>
<td>40,156</td>
<td>41,515</td>
<td>1,359</td>
<td>22,487</td>
<td>22,597</td>
<td>(110)</td>
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<tr>
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<td>839</td>
<td>1,345</td>
<td>506</td>
<td>1,406</td>
<td>1,194</td>
<td>212</td>
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<tr>
<td>Provisions</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest bearing loans and borrowings</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total non-current liabilities</td>
<td>980</td>
<td>839</td>
<td>1,345</td>
<td>506</td>
<td>1,406</td>
<td>1,194</td>
<td>212</td>
</tr>
<tr>
<td>Total liabilities</td>
<td>28,970</td>
<td>40,995</td>
<td>42,860</td>
<td>1,865</td>
<td>23,893</td>
<td>23,791</td>
<td>102</td>
</tr>
<tr>
<td>Net assets</td>
<td>3,443,799</td>
<td>3,465,029</td>
<td>3,962,168</td>
<td>482,963</td>
<td>2,988,964</td>
<td>3,468,316</td>
<td>479,352</td>
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<tr>
<td><strong>Equity</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td>844,776</td>
<td>875,110</td>
<td>872,654</td>
<td>2,456</td>
<td>981,813</td>
<td>878,274</td>
<td>(2,539)</td>
</tr>
<tr>
<td>Asset revaluation reserve</td>
<td>2,544,521</td>
<td>2,544,522</td>
<td>2,078,078</td>
<td>466,444</td>
<td>2,078,078</td>
<td>2,544,521</td>
<td>466,443</td>
</tr>
<tr>
<td>Other reserves</td>
<td>54,500</td>
<td>65,987</td>
<td>31,434</td>
<td>13,963</td>
<td>28,073</td>
<td>44,521</td>
<td>16,448</td>
</tr>
<tr>
<td>Total equity</td>
<td>3,443,799</td>
<td>3,465,029</td>
<td>3,962,168</td>
<td>482,963</td>
<td>2,988,964</td>
<td>3,468,316</td>
<td>479,352</td>
</tr>
</tbody>
</table>

Table 7: Balance Sheet

Bayside City Council financial position as at 31 March 2018.
### 3.4 Cash flow statement

<table>
<thead>
<tr>
<th></th>
<th>30 Jun. 17</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>31 Mar. 18</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Full Year</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>(Outflows)</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>(Outflows)</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>(Outflows)</td>
</tr>
<tr>
<td><strong>Cash flows from operating activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Rates and charges</td>
<td>86,368</td>
<td>75,972</td>
<td>75,767</td>
<td>215</td>
<td>88,613</td>
<td>88,673</td>
<td>60</td>
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<tr>
<td>Statutory fees and fines</td>
<td>6,399</td>
<td>6,677</td>
<td>4,921</td>
<td>158</td>
<td>6,274</td>
<td>6,880</td>
<td>606</td>
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<td>User charges</td>
<td>7,074</td>
<td>9,780</td>
<td>6,487</td>
<td>1213</td>
<td>6,320</td>
<td>8,139</td>
<td>181</td>
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<tr>
<td>Rental income</td>
<td>4,057</td>
<td>3,676</td>
<td>4,059</td>
<td>333</td>
<td>4,512</td>
<td>4,554</td>
<td>42</td>
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<tr>
<td>Contributions - monetary</td>
<td>3,818</td>
<td>3,810</td>
<td>1,583</td>
<td>2,227</td>
<td>5,039</td>
<td>7,129</td>
<td>2,090</td>
<td></td>
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</tr>
<tr>
<td>Grants - Operating</td>
<td>12,192</td>
<td>7,371</td>
<td>6,729</td>
<td>642</td>
<td>9,221</td>
<td>9,686</td>
<td>464</td>
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</tr>
<tr>
<td>Grants - Capital</td>
<td>4,903</td>
<td>382</td>
<td>587</td>
<td>205</td>
<td>2,842</td>
<td>1,883</td>
<td>959</td>
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<tr>
<td>Interest</td>
<td>2,254</td>
<td>2,637</td>
<td>1,533</td>
<td>504</td>
<td>2,075</td>
<td>3,044</td>
<td>969</td>
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<td>Trust funds and deposits</td>
<td>123</td>
<td>317</td>
<td>51</td>
<td>226</td>
<td>122</td>
<td>120</td>
<td>2</td>
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<td></td>
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</tr>
<tr>
<td>Other receipts</td>
<td>1,221</td>
<td>458</td>
<td>1,462</td>
<td>(944)</td>
<td>1,688</td>
<td>1,855</td>
<td>157</td>
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</tr>
<tr>
<td>Net GST refund</td>
<td>5,756</td>
<td>5,433</td>
<td>4,794</td>
<td>639</td>
<td>6,764</td>
<td>7,135</td>
<td>371</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Employee costs</strong></td>
<td>(30,270)</td>
<td>(31,734)</td>
<td>(31,594)</td>
<td>206</td>
<td>(42,364)</td>
<td>(41,556)</td>
<td>814</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Payments to suppliers</strong></td>
<td>(40,845)</td>
<td>(39,511)</td>
<td>(40,324)</td>
<td>813</td>
<td>(52,784)</td>
<td>(55,474)</td>
<td>(6,690)</td>
<td></td>
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</tr>
<tr>
<td><strong>Net cash provided by (used in) operating activities</strong></td>
<td>47,170</td>
<td>42,988</td>
<td>37,625</td>
<td>5,363</td>
<td>40,312</td>
<td>38,113</td>
<td>2,219</td>
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<tr>
<td><strong>Cash flows from investing activities</strong></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Payments for property, infrastructure, plant &amp; equipment</td>
<td>(27,514)</td>
<td>(33,950)</td>
<td>(29,571)</td>
<td>(3,479)</td>
<td>(45,677)</td>
<td>(43,321)</td>
<td>2,356</td>
<td></td>
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</tr>
<tr>
<td>Proceeds from sale property, infrastructure, plant &amp; equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>Proceeds from term deposit investments</strong></td>
<td>(10,926)</td>
<td>(13,500)</td>
<td>(6,090)</td>
<td>(7,500)</td>
<td>5,000</td>
<td>2,000</td>
<td>(3,000)</td>
<td></td>
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</tr>
<tr>
<td><strong>Net cash used in investing activities</strong></td>
<td>(37,440)</td>
<td>(46,450)</td>
<td>(35,571)</td>
<td>(10,979)</td>
<td>(40,677)</td>
<td>(41,321)</td>
<td>(675)</td>
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<tr>
<td><strong>Cash flows from financing activities</strong></td>
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</tr>
<tr>
<td>Finance costs</td>
<td>(437)</td>
<td>(124)</td>
<td>(149)</td>
<td>25</td>
<td>(162)</td>
<td>(124)</td>
<td>38</td>
<td></td>
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</tr>
<tr>
<td>Proceeds from borrowings</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
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</tr>
<tr>
<td>Repayment of borrowings</td>
<td>(5,193)</td>
<td>(2,126)</td>
<td>(2,131)</td>
<td>6</td>
<td>(2,131)</td>
<td>(2,126)</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Net cash used in financing activities</strong></td>
<td>(5,630)</td>
<td>(2,256)</td>
<td>(2,289)</td>
<td>34</td>
<td>(2,213)</td>
<td>(2,250)</td>
<td>43</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Net increase/decrease in cash and cash equivalents</strong></td>
<td>4,200</td>
<td>(5,812)</td>
<td>(229)</td>
<td>(5,586)</td>
<td>(2,639)</td>
<td>(5,489)</td>
<td>(2,851)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents at the beginning of the period</td>
<td>5,185</td>
<td>9,385</td>
<td>5,242</td>
<td>4,573</td>
<td>5,212</td>
<td>9,385</td>
<td>4,173</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents at the end of the period</td>
<td>9,385</td>
<td>3,573</td>
<td>4,386</td>
<td>(1,413)</td>
<td>2,574</td>
<td>3,496</td>
<td>1,322</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Deposits</td>
<td>80,026</td>
<td>93,526</td>
<td>71,069</td>
<td>22,526</td>
<td>60,000</td>
<td>78,026</td>
<td>18,026</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total cash and cash equivalents at the end of the period</td>
<td>89,411</td>
<td>97,899</td>
<td>75,866</td>
<td>21,113</td>
<td>62,574</td>
<td>81,922</td>
<td>15,348</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unallocated and unrestricted</td>
<td>39,427</td>
<td>47,599</td>
<td>49,029</td>
<td>7,470</td>
<td>26,988</td>
<td>32,907</td>
<td>3,909</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted, committed and allocated funds</td>
<td>58,974</td>
<td>49,360</td>
<td>35,965</td>
<td>13,363</td>
<td>33,635</td>
<td>49,115</td>
<td>15,479</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>89,411</td>
<td>97,899</td>
<td>75,866</td>
<td>21,113</td>
<td>62,574</td>
<td>81,922</td>
<td>15,348</td>
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</tr>
</tbody>
</table>

Table 8: Cash flow statement
Cash inflows and outflows summarised by each activity.
Section 4 – Capital works

The year-to-date net capital result is favourable to budget by $5.88M. Council is forecast to be net $6.1M under budget for capital works at 30 June 2018. Taking into account the impact of $3.77M net of proposed carry forwards, the capital budget is favourable by $2.33M.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Income</td>
<td>2,015</td>
<td>4,117</td>
<td>2,102</td>
<td>7,660</td>
<td>8,675</td>
<td>1,015</td>
<td>500</td>
<td>1,515</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditure</td>
<td>33,599</td>
<td>29,820</td>
<td>3,779</td>
<td>48,410</td>
<td>43,321</td>
<td>5,089</td>
<td>4,274</td>
<td>815</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>31,584</td>
<td>25,703</td>
<td>5,881</td>
<td>40,750</td>
<td>34,646</td>
<td>6,104</td>
<td>3,774</td>
<td>2,330</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Table 9 – Capital Works

17/18 Adjusted Variance shows the year-to-date net capital result is favourable to budget by $5.88M. Forecast budget variance indicates Council is forecast to be net $6.1M under budget for capital works at 30 June 2018. Forecast rollover to 2018/19 takes into account the impact of $3.77M net of proposed carry forwards. The variance including rollover is favourable by $2.33M.
Figure 3 – Capital Program Status

Year to date budget is plotted on the line graph while year to date spend is illustrated using the bar graph. You can see the year to date underspend from the above table of $5.88M as at the end of March 2018 is the gap between the line graph and the top of the bar graph for the month of March.

4.1 Capital revenue

YTD favourable $2.1M, forecast favourable $1.015M

The forecast favourable variance in capital income of $1.015M is mainly due to:
- More resort and recreation levy income to be received than budgeted.
- Unbudgeted State Government grant from the Black Spot funding program for the New Wellington and Carpenter Streets, Brighton.

4.2 Capital expenditure

YTD favourable $3.78M, forecast favourable $5.09M.

The forecast favourable variance in capital expenditure of $5.09M is mainly due to:
- Sandringham Village Activity Centre Streetscape delayed due to redesign.
- Dendy Park Soccer/Cricket Pavilion Redevelopment completed under budget.
- Ardoyne Street Drain Black Rock due to favourable tender results.
- North Road Drain Brighton due to favourable tender results.
- Spring Street Sportground Reconstruction due to favourable tender results.
- Kindergarten upgrades completed under budget.
- Highett Road Activity Centre Streetscape delayed due to discussions with Public Transport Victoria.
- Hawthorn Road Village Activity Centre delayed due to VicRoads drainage works.

The following table provides a report on capital projects which are greater than $50K over or under YTD budget as at 31 March 2018.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>2017/18 YTD Adjusted Budget $</th>
<th>2017/18 YTD Actuals $</th>
<th>2017/18 YTD Adjusted Variance $</th>
<th>2017/18 Adjusted Budget $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Road Reseal &amp; Resheet Program</td>
<td>2,036,186</td>
<td>1,212,568</td>
<td>823,618</td>
<td>2,054,277</td>
<td>Minor delays due to contractor prioritising Monash &amp; Tulla freeway works.</td>
</tr>
<tr>
<td>Durrant St Drainage, Pavement &amp; Tree Improvements</td>
<td>742,649</td>
<td>21,866</td>
<td>720,783</td>
<td>742,649</td>
<td>Delays due to change to original scope and geotechnical investigations.</td>
</tr>
<tr>
<td>Council Car Park Renewal Program</td>
<td>383,308</td>
<td>89,742</td>
<td>293,566</td>
<td>891,155</td>
<td>Delays in awaiting final bill of quantities and design from consultant. Received early Feb. Construction to be complete by June.</td>
</tr>
<tr>
<td>Chisholm Reserve Pavilion</td>
<td>369,770</td>
<td>82,580</td>
<td>287,190</td>
<td>827,058</td>
<td>Delays due to planning approvals and authority issues. Tender process closing late April 2018 and Council recommendation expected for July 2018 meeting. Construction to commence August 2018.</td>
</tr>
<tr>
<td>Dendy Park Soccer/Cricket Pavilion Redevelopment</td>
<td>1,541,144</td>
<td>1,370,482</td>
<td>270,662</td>
<td>2,352,678</td>
<td>Savings expected to budget.</td>
</tr>
<tr>
<td>Project Title</td>
<td>2017/18 YTD Adjusted Budget $</td>
<td>2017/18 YTD Actuals $</td>
<td>2017/18 YTD Adjusted Variance $</td>
<td>2017/18 Adjusted Budget $</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
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<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sportground Reconstruction - Spring St Reserve</td>
<td>1,044,719</td>
<td>800,735</td>
<td>243,984</td>
<td>1,069,132</td>
<td>In maintenance period. Minor delays with grassing work which commenced in late January.</td>
</tr>
<tr>
<td>Dendy Park Ground Stabilisation Works</td>
<td>1,988,441</td>
<td>1,747,553</td>
<td>240,888</td>
<td>2,026,291</td>
<td>One month behind with grassing work which commenced late January. Savings expected due to favourable tender results.</td>
</tr>
<tr>
<td>Roundabout New, Wellington &amp; Carpenter St Brighton</td>
<td>338,160</td>
<td>117,075</td>
<td>221,085</td>
<td>341,161</td>
<td>Contract awarded. Construction commenced in March and to be completed in June.</td>
</tr>
<tr>
<td>Laneway Construction-Asling St (Gardenvale Station)</td>
<td>188,654</td>
<td>13,497</td>
<td>175,157</td>
<td>361,838</td>
<td>Approval required from VicTrack as construction to be carried out on VicTrack land. Delays gaining approval.</td>
</tr>
<tr>
<td>Sportground Lighting - Cheltenham Park (West)</td>
<td>174,199</td>
<td>3,729</td>
<td>170,470</td>
<td>175,750</td>
<td>Designed and ready to go when received the go-ahead. Delays due to waiting on bat report which arose from community consultation.</td>
</tr>
<tr>
<td>Sustainability and ESD Initiatives</td>
<td>254,398</td>
<td>94,252</td>
<td>160,146</td>
<td>294,640</td>
<td>Corporate Centre lighting to be awarded end of April and solar delayed due to issues with tendering process.</td>
</tr>
<tr>
<td>Dalgetty Road Drain Renewal Beaumaris</td>
<td>486,742</td>
<td>327,642</td>
<td>159,100</td>
<td>491,066</td>
<td>Project complete with savings due to favourable tender results.</td>
</tr>
<tr>
<td>Wagstaff Court Drain Brighton</td>
<td>261,299</td>
<td>103,639</td>
<td>157,660</td>
<td>263,625</td>
<td>Project completed with savings due to favourable tender results.</td>
</tr>
<tr>
<td>Project Title</td>
<td>2017/18 YTD Adjusted Budget $</td>
<td>2017/18 YTD Actuals $</td>
<td>2017/18 YTD Adjusted Variance $</td>
<td>2017/18 Adjusted Budget $</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
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<td>---------------------------------</td>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Kindergarten Upgrades</td>
<td>233,654</td>
<td>88,997</td>
<td>144,657</td>
<td>361,838</td>
<td>Majority of program of works completed. Minor works still to come. Savings to budget.</td>
</tr>
<tr>
<td>New Telecommunications Solution</td>
<td>181,801</td>
<td>43,139</td>
<td>138,662</td>
<td>477,733</td>
<td>Delays due to staff changes, revised scope and hence, revised timelines, pushing the project into 2018/19.</td>
</tr>
<tr>
<td>Sportsground Lighting - William Street Reserve</td>
<td>174,199</td>
<td>50,591</td>
<td>123,608</td>
<td>175,750</td>
<td>In construction. Completion due April 2018.</td>
</tr>
<tr>
<td>Boss James Reserve Pavilion</td>
<td>133,211</td>
<td>10,241</td>
<td>122,970</td>
<td>134,397</td>
<td>Delays with spatial layout in negotiation with club.</td>
</tr>
<tr>
<td>Sandringham FS &amp; Harbour Masterplan Implementation</td>
<td>130,080</td>
<td>7,410</td>
<td>122,670</td>
<td>254,320</td>
<td>Delays due to CHMP to be carried out in 2017/18.</td>
</tr>
<tr>
<td>Black Rock Village - Ebdon Ave Pedestrian Crossing</td>
<td>133,211</td>
<td>12,545</td>
<td>120,666</td>
<td>134,397</td>
<td>Delays finalising design. Out to tender in March and construction to be completed end of June.</td>
</tr>
<tr>
<td>Swipe Card Key Upgrade Program</td>
<td>122,964</td>
<td>8,072</td>
<td>114,892</td>
<td>124,059</td>
<td>Delays due to investigations on money saving opportunities. Delays also to avoid club season changeover times. Project to be completed by end of June.</td>
</tr>
<tr>
<td>Project Title</td>
<td>2017/18 YTD Adjusted Budget $</td>
<td>2017/18 YTD Actuals $</td>
<td>2017/18 YTD Adjusted Variance $</td>
<td>2017/18 Adjusted Budget $</td>
<td>Comments</td>
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<tr>
<td>---------------------------------------------------</td>
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<td>---------------------------------</td>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ardyne Street Drain Black Rock</td>
<td>287,917</td>
<td>177,571</td>
<td>110,346</td>
<td>749,521</td>
<td>Savings due to favourable tender results</td>
</tr>
<tr>
<td>Destructor Reserve Pavilion Redevelopment</td>
<td>113,154</td>
<td>6,494</td>
<td>106,650</td>
<td>131,812</td>
<td>Delays with awaiting confirmation from club to determine scope.</td>
</tr>
<tr>
<td>Minor Building Renewals</td>
<td>603,164</td>
<td>499,855</td>
<td>103,309</td>
<td>759,859</td>
<td>28 sub-projects completed. Program ongoing.</td>
</tr>
<tr>
<td>Tulip Street Basketball Stadium</td>
<td>100,000</td>
<td>1,500</td>
<td>98,500</td>
<td>150,000</td>
<td>Awaiting engagement of consultant for planning process</td>
</tr>
<tr>
<td>Dendy Street Beach Masterplan Implementation</td>
<td>360,000</td>
<td>261,526</td>
<td>98,474</td>
<td>500,000</td>
<td>Project on hold. Awaiting VCAT hearing.</td>
</tr>
<tr>
<td>Playground Renewal Projects</td>
<td>296,201</td>
<td>198,629</td>
<td>97,572</td>
<td>1,095,852</td>
<td>Construction contract commenced in March.</td>
</tr>
<tr>
<td>Shared Path Stability Works 357 Beach Rd Black Rock</td>
<td>100,000</td>
<td>3,255</td>
<td>96,745</td>
<td>650,966</td>
<td>Savings due to favourable tender results.</td>
</tr>
<tr>
<td>Elsternwick Park Master Plan</td>
<td>100,000</td>
<td>8,180</td>
<td>91,820</td>
<td>100,000</td>
<td>Delays with spatial layout approval from club. Now approved.</td>
</tr>
<tr>
<td>B9 and B13 Car Park Renewal Construction</td>
<td>113,058</td>
<td>21,427</td>
<td>91,631</td>
<td>127,730</td>
<td>Design to be finalised in mid-May including specifications, cost estimate and documentation ready to go out for tender for 2018/19 construction.</td>
</tr>
<tr>
<td>Public Toilet - Southey St Sandringham Foreshore</td>
<td>91,793</td>
<td>8,849</td>
<td>82,944</td>
<td>284,301</td>
<td>Savings due to favourable tender results.</td>
</tr>
<tr>
<td>Project Title</td>
<td>2017/18 YTD Adjusted Budget $</td>
<td>2017/18 YTD Actuals $</td>
<td>2017/18 YTD Adjusted Variance $</td>
<td>2017/18 Adjusted Budget $</td>
<td>Comments</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
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<td>---------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sandringham Library Redevelopment</td>
<td>111,719</td>
<td>30,125</td>
<td>81,594</td>
<td>1,033,822</td>
<td>Delays with finalising scope. Finalised in Council meeting on 20th February to refurbish Library for $3.8M commencing 2019/20. Carry forward into 2018/19 for design work.</td>
</tr>
<tr>
<td>Sportsground Reconstruction Simpson Reserve</td>
<td>87,100</td>
<td>6,109</td>
<td>80,991</td>
<td>87,875</td>
<td>Design quotes received end of March and design to be completed end of June.</td>
</tr>
<tr>
<td>Major Cricket Net Renewal</td>
<td>72,014</td>
<td>2,454</td>
<td>69,560</td>
<td>84,257</td>
<td>Out to tender in April with construction to be completed in June.</td>
</tr>
<tr>
<td>Public Toilet - Elsternwick Park South</td>
<td>76,176</td>
<td>7,527</td>
<td>68,649</td>
<td>256,456</td>
<td>Out to tender in April.</td>
</tr>
<tr>
<td>Signage Renewal</td>
<td>92,470</td>
<td>24,146</td>
<td>68,324</td>
<td>103,382</td>
<td>Renewal of signage works commenced in the second half of the financial year.</td>
</tr>
<tr>
<td>Foreshore and Conservation Minor Renewals</td>
<td>72,000</td>
<td>8,219</td>
<td>63,781</td>
<td>72,000</td>
<td>Signage at Rickett’s Point to be installed by April/May.</td>
</tr>
<tr>
<td>Electrical Compliance and Renewal Program</td>
<td>77,347</td>
<td>14,959</td>
<td>62,388</td>
<td>98,213</td>
<td>Savings to budget expected to offset overspend in Furniture &amp; Equipment Renewal Program.</td>
</tr>
<tr>
<td>Sportsground Lighting - Spring Street Reserve</td>
<td>276,670</td>
<td>215,730</td>
<td>60,940</td>
<td>279,132</td>
<td>Project complete with minor savings due to favourable tender results.</td>
</tr>
<tr>
<td>Project Title</td>
<td>2017/18 YTD Adjusted Budget $</td>
<td>2017/18 YTD Actuals $</td>
<td>2017/18 YTD Adjusted Variance $</td>
<td>2017/18 Adjusted Budget $</td>
<td>Comments</td>
</tr>
<tr>
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<td>---------------------------------</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Active Transport Facility Improvement Program</td>
<td>94,446</td>
<td>33,881</td>
<td>60,666</td>
<td>185,873</td>
<td>Consultation with traders resulted in construction to commence in May 2018.</td>
</tr>
<tr>
<td>Public Toilet - Jetty Road Kiosk</td>
<td>194,831</td>
<td>135,239</td>
<td>59,692</td>
<td>194,831</td>
<td>Savings to partly fund overspend in Jetty Road Foreshore. Toilet as these toilets were constructed together as a package.</td>
</tr>
<tr>
<td>Public Art Collection</td>
<td>60,000</td>
<td>3,397</td>
<td>56,603</td>
<td>100,000</td>
<td>Minor delays. Artist to be appointed in April and works complete by June.</td>
</tr>
<tr>
<td>Brighton Foreshore Protection Renewal Scoping</td>
<td>56,359</td>
<td>1,656</td>
<td>54,703</td>
<td>56,860</td>
<td>Masterplan still in progress with Open Space, therefore scope still to be determined and construction budgeted in 2018/19 and 2019/20.</td>
</tr>
<tr>
<td>Sandringham Village Activity Centre Streetscaping</td>
<td>136,848</td>
<td>84,630</td>
<td>52,218</td>
<td>2,377,789</td>
<td>Revised scope required due to concerns with current deliverable design.</td>
</tr>
<tr>
<td>Purchase of Sandringham Masonic Hall</td>
<td>0</td>
<td>2,327,634</td>
<td>-2,327,634</td>
<td>0</td>
<td>Purchase of Masonic Hall</td>
</tr>
<tr>
<td>Stormwater Harvesting Brighton Golf Course &amp; Dendy Park</td>
<td>1,495,835</td>
<td>2,720,705</td>
<td>-1,234,870</td>
<td>1,499,042</td>
<td>Overspend to be funded from underspend in Sandringham Village project. 25% variations approved by Council.</td>
</tr>
<tr>
<td>Banksia Reserve Beaumaris Pavilion Redevelopment</td>
<td>2,999,655</td>
<td>3,490,411</td>
<td>-490,756</td>
<td>2,999,655</td>
<td>Overspend on variations required for safety elements not included in original</td>
</tr>
<tr>
<td>Project Title</td>
<td>2017/18 YTD Adjusted Budget $</td>
<td>2017/18 YTD Actuals $</td>
<td>2017/18 YTD Adjusted Variance $</td>
<td>2017/18 Adjusted Budget $</td>
<td>Comments</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
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<td>--------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Elsternwick Park No 1 Oval Precinct</td>
<td>4,481,631</td>
<td>4,691,610</td>
<td>-210,079</td>
<td>6,236,291</td>
<td>Project ahead of schedule.</td>
</tr>
<tr>
<td>Public Toilet - Jetty Road Foreshore</td>
<td>97,240</td>
<td>298,357</td>
<td>-201,117</td>
<td>97,240</td>
<td>Overspend partly funded from savings in Jetty Road Kiosk Toilet as these toilets were constructed together as a package.</td>
</tr>
<tr>
<td>Footpath Reconstruction Program (Residential)</td>
<td>1,200,000</td>
<td>1,335,364</td>
<td>-135,364</td>
<td>1,560,000</td>
<td>Works ahead of schedule.</td>
</tr>
<tr>
<td>Human Resource - Payroll System Renewal</td>
<td>0</td>
<td>133,244</td>
<td>-133,244</td>
<td>0</td>
<td>Salaries for final completion of project, additional work from Aurion, Pacesetter &amp; others.</td>
</tr>
<tr>
<td>Shared Paths Emergency Works</td>
<td>184,264</td>
<td>273,242</td>
<td>-88,976</td>
<td>185,900</td>
<td>Additional elements required to be done which was not included in the original scope.</td>
</tr>
<tr>
<td>Cochrane Street Kerb Outstands</td>
<td>81,976</td>
<td>154,659</td>
<td>-72,683</td>
<td>82,706</td>
<td>Project completed and overspent due to unfavourable tender results.</td>
</tr>
<tr>
<td>Peterson Reserve Sportsground Fencing &amp; Coaches Boxes</td>
<td>33,853</td>
<td>105,898</td>
<td>-72,045</td>
<td>77,537</td>
<td>Project completed ahead of schedule.</td>
</tr>
<tr>
<td>Merindah Park Sandringham (20062)</td>
<td>0</td>
<td>70,112</td>
<td>-70,112</td>
<td>0</td>
<td>Emergency soil contamination removal works, Spring Street opposite Merindah Park.</td>
</tr>
<tr>
<td>Royal Avenue Reserve Path Works</td>
<td>7,223</td>
<td>76,333</td>
<td>-69,110</td>
<td>93,044</td>
<td>Project completed ahead of schedule in</td>
</tr>
</tbody>
</table>
Table 10 – Capital Projects
Capital projects greater than $50K over or under YTD budget as at 31 March 2018.

4.4 Capital budget status

For 2017/18 there are 134 capital projects to be delivered, with 20 of these completed at the end of the third quarter, 91 projects are in progress and three not yet started.

Figure 4 – Capital Projects – Status
91 Capital Projects or 68% of the total amount of capital projects are in progress. 20 capital projects are complete, 16 projects are proposed not to be delivered, four projects are under review and three projects are not started.
Section 5 – Community engagement

Community engagement activities that occurred during January – March 2018 period were fewer than usual due to our practice of avoiding consultation over the summer holiday period. Listed below are the engagement activities that continued or were started during this time.

<table>
<thead>
<tr>
<th>Project title</th>
<th>Who was consulted (diversity, age, gender)</th>
<th>Tools / technique of engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaumaris Bay National Heritage List</td>
<td>Project open to all interested community members and stakeholders.</td>
<td>On-line ‘Have Your Say’ project page – described the project, provided project information and documents, community and stakeholder survey.  Beaumaris Motor Yacht Squadron – meetings with Council staff  Separate community survey administered by Beaumaris Motor Yacht Squadron (same questions)</td>
</tr>
<tr>
<td>Sandringham Golf Links</td>
<td>Project open to all interested community members and stakeholders. More than 500 persons participated in the engagement process.</td>
<td>Consultation coordinated and conducted by an external consortium - on-line project page on Golf Victoria website, stakeholder meetings, course walks, community meetings and drop-in sessions, community and stakeholder survey.</td>
</tr>
<tr>
<td>Playground Upgrades</td>
<td>Project open to all interested community members and stakeholders.</td>
<td>Playground Testers program – local children provided direct feedback on pros/cons of each playground On-site drop-in sessions were held at each playground involving local primary school children, Rotary clubs, and local parents On-line ‘Have Your Say’ project page – described the project, provided project information and documents, community and stakeholder survey.</td>
</tr>
<tr>
<td>Becoming a carbon neutral Council</td>
<td>Project open to all interested community members and stakeholders - 429 persons were</td>
<td>On-line ‘Have Your Say’ project page – described the project, provided project information and documents, community and stakeholder survey.</td>
</tr>
<tr>
<td>Project title</td>
<td>Who was consulted (diversity, age, gender)</td>
<td>Tools / technique of engagement</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Made aware of project</td>
<td>232 were informed about the project. 40 were engaged with the project. 39 persons completed the on-line survey, some of which were members of Bayside Climate Change Action Group or a Friends group. Respondents were a mix of ages and of both genders. Detailed submission received from Bayside Climate Change Action Group (BCCAG).</td>
<td></td>
</tr>
<tr>
<td>Early Years Infrastructure Plan</td>
<td>Project open to all interested community members and stakeholders – 853 people were made aware of project, 371 were informed about the project, 88 were engaged with the project and completed an on-line survey. Almost all respondents were female and aged between 25-50 years.</td>
<td>On-line ‘Have Your Say’ project page – described the project, provided project information and documents, community and stakeholder survey. Direct engagement with facility committees, parent users and staff.</td>
</tr>
<tr>
<td>Brighton Recreational Centre</td>
<td>Project open to all interested community members and stakeholders. ‘Have Your Say’ project page - 406 people were made aware of project. 133 were informed about the project. 219 completed an on-line survey, with the majority of respondents coming from family households (with children aged up to 18 years).</td>
<td>On-line ‘Have Your Say’ project page – described the project, provided project information and documents, community and stakeholder survey. Three ‘listening posts’ with intercept surveys were conducted in the community at Middle Brighton Train Station and at Brighton Recreational Centre.</td>
</tr>
</tbody>
</table>

Table 11 – Community Engagement
Summary of engagement activities from January to March 2018.
Conclusion

Bayside City Council 2017/18 quarter three year to date operating result is a surplus of $21.2M which is $6.5M favourable to budget.

Community engagement activities that occurred during January – March 2018 period were fewer than usual due to our practice of avoiding consultation over the summer holiday period, however 20 capital projects were completed and 98 projects are in progress.

56 activities reported against, 12 activities have been completed, 40 activities are tracking between 40-90% of target and three activities need monitoring, tracking between 40-90% of target. One activity has not yet commenced.
Executive summary

Purpose and background
At its 25 July 2017 Ordinary Meeting, Council adopted the Council Strategy and Policy Review Program 2017-2021. In line with this program, Council’s Fraud Policy has been reviewed with a number of changes recommended. The Audit Committee at its meeting on Wednesday 9th May 2018 recommended that Council adopt the revised policy subject to a number of minor changes.

Key issues
Bayside City Council has a zero tolerance stance on fraud and corruption and is committed to minimising the risks of such behaviour and ensuring continuing organisational integrity and transparency.

Council recognises that fraud and corruption management is an integral part of good governance and Council’s Fraud and Corruption Policy forms part of the internal control framework which is designed to prevent and detect fraud and corruption.

The objective of the policy is to:
- Develop and maintain an organisational culture of honesty and integrity,
- Put in place processes for the prevention, detection, and management of fraud and corruption, and
- Encourages, supports and protects persons who report suspected fraud and corruption.

The Fraud Prevention Policy has been reviewed with the amendments summarised below:
- An increased emphasis on the role staff education plays in preventing and detecting fraud and corruption
- The inclusion of the role that the Independent Broad based Anti-Corruption Commission plays and the mandatory reporting requirements for Council CEO’s
- Clarifying the roles and responsibilities of staff in the event that fraud or corruption is detected and the reporting mechanisms in place to do so.

Recommendation
That Council adopts the revised 2018 Fraud and Corruption Prevention Policy as attached to the report.

Support Attachments
1. Fraud and Corruption Prevention Policy 2018 ↓
Considerations and implications of recommendation

Liveable community

Social
There are no social impacts associated with this report.

Natural Environment
There are no natural environmental impacts associated with this report.

Built Environment
There are no built environmental impacts associated with this report.

Customer Service and Community Engagement
There are no impacts to customer service.
No community engagement has been required to be undertaken in preparing this report.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
The policy complies with the requirements of the Protected Disclosure Act 2012

Finance
There are no financial implications for this report
Council Policy

Council policy title: Fraud and Corruption Prevention Policy 2018
Council policy owner: Director Corporate Services
Adopted by: Bayside City Council
Date adopted: June 2018
Scheduled review: April 2022
Document Reference: DOC/18/97273

(Council Policy is a high level public statement formally resolved by Council, which clearly states Council’s requirements, intent or position with regard to a particular matter or issue. It is not intended to be procedural in nature.)

1. Policy intent
Bayside City Council has a zero tolerance stance on fraud and corruption and is committed to minimising the risks of such behaviour and ensuring continuing organisational integrity and transparency. Council recognises that fraud and corruption management is an integral part of good governance and Council’s Fraud and Corruption Policy forms part of the internal control framework which is designed to prevent and detect fraud and corruption.

2. Policy purpose
This policy is designed to protect public funds, other assets, and the integrity security and reputation of Council and its staff and to assist in maintaining a high level of services to the community. Council will do this by

- Developing and maintaining an organisational culture of honesty and integrity,
- Putting in place processes for the prevention, detection, and management of fraud and corruption, and
- Encourage, support and protect persons who report suspected fraud and corruption.

3. Scope
This policy applies to any irregularity, or suspected irregularity, involving employees and Councillors as well as, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Bayside City Council. Any investigative activity required will be conducted without regard to the suspected wrongdoer’s length of service, position/title, or relationship to Council.

4. Policy statement
Council is committed to protecting its revenue, expenditure and property, including intellectual property, from any attempt, either by members of the public, contractors, elected members or its own staff, to gain by deceit, any financial or other benefits.
The core elements to this policy are:

- Reducing losses through fraud and corruption by developing and maintaining a Fraud Risk Register;
- A commitment to detecting, investigating and prosecuting individual cases of Criminal behavior, including fraud and corruption;
- Educating staff to ensure they have an understanding of what fraud and corruption is and how to report it.

**Expectations**

Council will conduct its business in a fair and honest manner. The elected members and staff of Council will maintain a high standard of ethical conduct in all activities, in particular with respect to resources, information and authority.

All staff will develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their areas of responsibility. Measures to prevent fraud and corruption will be monitored, reviewed and developed as part of Council’s Risk Management framework.

All staff are required to be familiar with and act in accordance with Council’s Staff Code of Conduct. Appropriate behavior for staff is contained in the Code of Conduct and other relevant policies and procedures. Council expects similar standards from the people, agencies or organisations that do business, with Council. The Mayor and Councillors are expected to comply with the Councilors’ Code of Conduct.

**Fraud Prevention**

Fraudulent and corruption acts against Council are unacceptable, may constitute a criminal offence and may result in prosecution.

Guidance and training regarding fraud and corruption prevention is provided as part of Council’s induction program. All new staff are provided with a copy of the Fraud and Corruption Prevention Policy with further guidance included in the Staff Induction Manual including the Staff Code of Conduct. All staff are required to complete the mandatory fraud e-learning module every 2 years.

**Reporting Fraud**

Staff are required to report anything in the workplace they think is suspicious to their or an alternative Supervisor, Manager or Director who must the report to either the Director Corporate Services or Manager Governance. The process to review any suspected fraud is to be based on the following principles:

- That any review will be conducted in an unbiased manner;
- That each relevant party be provided with an opportunity to be heard; and
- That action to be taken is based on due consideration of the evidence or information collected.

**Protected Disclosure**

Suspected fraud and corruption can be reported by making a protected disclosure under the Protected Disclosure Act 2012 and Council’s protected disclosure procedure, which guarantees employee anonymity. Staff can contact Council’s Protected Disclosure Officers either the Director of Corporate Services or the Manager Governance. Reports made will be
protected in accordance with the Protected Disclosure Act 2012 and Council’s Protected Disclosure Procedures. If an employee makes a protected disclosure to their or an alternative Supervisor, Manager, or Director, the Supervisor, Manager or Director must protect the identity of the person making the disclosure and bring the matter to the attention of the Protected Disclosure officers.

In some circumstances, further investigation may be required, including engagement of Council’s auditors, internal or external investigation.

In some cases Police presence will be required either as a matter of urgency or as a result of an audit or investigation. Where Police presence is necessary, the decision to call Police will normally be made by the Chief Executive Officer or in their absence by the most senior staff member on the site at the time of the incidence. If a senior officer calls the police they will also notify the Chief Executive Officer.

**Independent Broad Based Anti-Corruption Commission**
From 1 December 2016, Council CEOs must notify IBAC of any matter which they suspect on reasonable grounds that fraud or corrupt conduct has occurred or is occurring. Furthermore anyone can make a complaint about a Councillor of Council Officer directly to IBAC who will determine if the complaint is of serious or systematic corruption and an investigation is required.

**Councillor Code of Conduct**
The Code of Conduct is designed to assist the Mayor and Councillors to maintain the highest levels of professional integrity and ethical standards. These qualities and behaviors are imperative for the prevention of fraud and the identification, reporting and resultant action as a result of any incidence of fraud.

**Staff Code of Conduct**
The Code of Conduct is designed to assist staff to maintain the highest levels of professional integrity and ethical standards. These qualities and behaviors are imperative for the prevention of fraud and the identification, reporting and resultant action as a result of any incidence of fraud.

**Disciplinary Actions**
Disciplinary actions to be undertaken as per Staff Code of Conduct and Disciplinary Guideline.

**Protected Disclosure Legislation**
Council supports and upholds the Protected Disclosure legislation and principles. And this is addressed in Council’s Protected Disclosure Procedures.

The *Protected Disclosure Act 2012 (Vic)* enables people to make disclosures about improper conduct within the public sector without fear of reprisal. Council will take action to protect people from victimisation and ensure that they are not subjected to intimidation or discrimination in the workplace.
5. **Monitoring, evaluation & review**

The Manager Finance is responsible for maintain Council’s Fraud Risk Register and monitoring its controls and effectiveness. The Manager Finance reports to the Director Corporate Services on fraud and corruption issues ensuring that risks are identified and acted on.

Council’s internal auditor carries out audits of financial processes, including fraud and corruption prevention policies and procedures. They report to the Audit Committee on a quarterly basis regarding the results of independent audits carried out as part of the Audit Program, Council’s annual schedule of internal audits. The Audit Committee in consultation with the Director Corporate Services determines the Audit Program.

A fraud and corruption staff survey is conducted annually in order to measure the effectiveness of Council’s fraud and corruption training.

6. **Roles & Responsibilities**

**Councillors**

Council has a duty to ensure that Council assets are safeguarded from fraud and corruption and to ensure that the Council’s powers, duties and responsibilities are exercised in an open and fair and proper manner to the highest standards of probity. Councillors will endorse and support all policies and measures taken to prevent, deter, detect and resolve instances or suspected instances of fraud and corruption throughout the Council. Councillors will conduct themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt or unduly influenced by a conflict of interest.

**Chief Executive Officer**

The Chief Executive Officer has primary responsibility for the proper management of Council resources and the development and implementation of systems and practices to minimise the risk of fraud and corruption.

**Management**

Management is responsible for the detection and prevention of fraud and corruption. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to the Director of Corporate Services, who coordinates all investigations with the relevant Department and other affected areas, both internal and external.

**Council Officers**

Employees and volunteers will:

- Comply with internal control requirements, policies and procedures.
- Be aware of the signs of acts of fraud or corruption.
- Report suspected acts of fraud or corruption to their supervisor and/or management.
- Assist with any enquiries and investigations pertaining to fraud or corruption.
- Conduct themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt or unduly influenced by a conflict of interest.

**Internal Audit**

Internal audit has an important role in assisting management in the prevention and detection of fraud and corruption by:

- Independently reviewing systems, procedures and controls to ensure that there are adequate safeguards to prevent, deter and detect fraud and corruption
- Identify areas of concern through specific audits and testing of systems,
- Advising on the production of rules, regulations and policies which deter fraud and corruption.

**Investigation Responsibilities**

The Director Corporate Services has the primary responsibility for the investigation of all suspected fraudulent or corrupt acts. If the investigation substantiates that fraudulent or corrupt activities have occurred, the Director Corporate Services will issue report/s to the Chief Executive Officer and other appropriate designated personnel if appropriate.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies including IBAC for independent investigation will be made in conjunction with legal counsel and the Chief Executive Officer, as will final decisions on disposition of the case.

7. **Related documents**

<table>
<thead>
<tr>
<th>Policies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategies/Plans</strong></td>
<td>Fraud Control Plan</td>
</tr>
<tr>
<td><strong>Procedures/Processes</strong></td>
<td>Councillor Code of Conduct</td>
</tr>
<tr>
<td></td>
<td>Staff Code of Conduct</td>
</tr>
<tr>
<td></td>
<td>Disciplinary Guidelines</td>
</tr>
<tr>
<td></td>
<td>Protected Disclosure Procedures</td>
</tr>
<tr>
<td></td>
<td>Protected Disclosure Act 2012</td>
</tr>
<tr>
<td><strong>Guidelines</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Risk Management Framework</td>
</tr>
</tbody>
</table>
8. Definition

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
</table>
| Fraud    | Dishonest activity causing actual or potential financial loss to any person or entity including the theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for normal business purpose or improper use of information or position. Examples of fraud are but not limited to:-  
  • Theft and/or misappropriation of Council revenue  
  • Theft of digital data and identity theft  
  • Unauthorised removal of equipment, parts, software and office supplies from Council premises  
  • Deliberate over ordering of materials or services to allow a proportion to be used for personal purposes  
  • Submission of sham taxation arrangements for an employee or contractor to circumvent the Council’s procedures for engagement of employees and contractors  
  • Submission of fraudulent application for reimbursement  
  • Payment of fictitious employees or suppliers  
  • Falsifications of timesheets  
  • Damage, destruction or falsification of documents  
  • Misrepresentation of qualifications  
  • Theft  
  • Obtaining property or financial advantage by deception  
  • False accounting |
| Corruption | Dishonest activity in which an employee, volunteer or contractor acts contrary to the interests of Council and abuses their position of trust for their own personal gain or the gain of others/associates. Examples include but are not limited to:  
  • Release of confidential information for a reason other than a proper operational purpose in exchange for some form of benefit or advantage (financial or non-financial).  
  • Collusive tendering or failing to disclose conflicts of interest as part of a tendering process. |

Please note: This policy is current as at the date of approval. Refer to Council’s website (www.bayside.vic.gov.au) to ensure this is the latest version.
Executive summary

Purpose and background
At its 25 July 2017 Ordinary Meeting, Council adopted the Council Strategy and Policy Review Program 2017-2021. In line with this program, Council’s Loan Guarantee Policy has been reviewed with a number of changes recommended. The Audit Committee at its meeting on Wednesday 9th May 2018 recommended to Council that the revised policy be adopted.

The purpose of the policy is to provide a means of supporting community organisations to self-fund capital asset projects by providing:

- A mechanism to fund community assets on land that is owned or controlled by Council
- A funding solution that enables the community organisation to manage the resultant loan agreement directly with the lending institution.

The Loan Guarantee Policy was first approved in June 2013.

Key issues
Council’s exposure to loan guarantee commitments is restricted to one and a half percent (1.5%) of the annual revenue from Rates & Charges. Based on the 2017/18 budget the loan guarantee limit is $1.3 million. Council’s loan guarantee commitment is measured based on the outstanding balance of loans guaranteed by Council, plus the balance due from loans Council may make to local bodies. The balance of loan guarantees approved by Council as at 30 June 2017 is $876,925.

The Loan Guarantee Policy has been reviewed with the following additional requirements below:

- Loan guarantees applications must be assessed and considered by Council during the business case development stage of the project and prior to the commencement of the project procurement and tender process.
- Council has the right to refuse an application even when the application meets the policy and evaluation criteria.
- Project risk registers must include where applicable a risk assessment of the organisations capacity to repay a loan guaranteed by Council with the risk assessment included in the loan guarantee report to be considered by Council.

Recommendation
That Council adopts the revised 2018 Loan Guarantee Policy as attached to the report.

Support Attachments
1. Loan Guarantee Policy 2018 ↓
Considerations and implications of recommendation

Liveable community

Social
This policy provides a mechanism for Community Organisations to access loans to fund infrastructure improvements in order to benefit the community.

Natural Environment
There are no natural environmental impacts associated with this report.

Built Environment
There are no built environmental impacts associated with this report.

Customer Service and Community Engagement
There are no impacts to customer service.

No community engagement has been required to be undertaken in preparing this report

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
There are no legal implications associated with this policy.

Finance
The balance of loan guarantees are required to be included in Council’s annual financial statements as a contingent liability in accordance with Australian Accounting Standards. In the event of a default by the community organisation, Council would be required to report the loan amount as an expenditure item and as a liability.
## Council Policy

<table>
<thead>
<tr>
<th>Council policy title:</th>
<th>Loan Guarantee Policy 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council policy owner:</td>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Adopted by:</td>
<td>Bayside City Council</td>
</tr>
<tr>
<td>Date adopted:</td>
<td>June 2018</td>
</tr>
<tr>
<td>Scheduled review:</td>
<td>April 2022</td>
</tr>
<tr>
<td>Document Reference:</td>
<td>DOC/18/97284</td>
</tr>
</tbody>
</table>

(Council Policy is a high level public statement formally resolved by Council, which clearly states Council’s requirements, intent or position with regard to a particular matter or issue. It is not intended to be procedural in nature.)

### 1. Policy intent

The policy is intended to guide Council's decision in assessing whether Council will agree to guarantee a loan provided to a community organisation by a financial institution.

### 2. Policy purpose

The purpose of the policy is to provide a means of supporting community organisations to self-fund capital asset projects by providing:

- A mechanism to fund community assets on land that is owned or controlled by Council
- A funding solution that enables the community organisation to manage the resultant loan agreement directly with the lending institution.

### 3. Scope

This policy is applicable to community organisations within the Bayside municipality applying for Council to be guarantor on a loan secured to self-fund capital asset projects on land that is owned or controlled by Council.

### 4. Policy statement

Council's exposure to loan guarantee commitments is restricted to one and a half percent (1.5%) of the annual revenue from Rates & Charges. Council's loan guarantee commitment is measured based on the outstanding balance of loans guaranteed by Council, plus the balance due from loans Council may make to local bodies. Council may at its discretion approve Loan Guarantees which exceeds the 1.5% rates threshold where the individual project delivers substantial benefit to the wider Bayside Community.

Where Council approves for the threshold to be exceeded the total of loan guarantee commitments determined by the outstanding loan balance of loans guaranteed and Council's external borrowings must not exceed the following Victorian Auditor General Office sustainability guidelines and Borrowing Prudential indicator thresholds:

- Liquidity. Current Assets/Current Liabilities (VAGO > 1.5)
- Indebtedness. Non-current liabilities to own source revenue (VAGO < 40%)
• Debt Management. Total debt as a percentage of rate revenue (VAGO < 25%),
• Debt Commitment. Finance costs and loan repayments as a percentage of Rate Revenue (VAGO < 5%)

The loan guarantee is to be included in Council’s annual financial statements as a contingent liability. In the event of a default, Council would be required to report the loan amount as an expenditure item and as a liability, and this would increase Council’s debt level.

Loan Guarantees will only be considered when all of the following policy criteria have been met.

a) Where it is demonstrated that the project will provide essential services or a clear benefit to the wider community.

b) The Applicant will provide a minimum of 20% of the capital cost of the project excluding government grants and other external funding.

c) The guarantee term is within the following benchmark terms

<table>
<thead>
<tr>
<th>Guarantee Amount $'s</th>
<th>Maximum Term of Guarantee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $50,000</td>
<td>5 years</td>
</tr>
<tr>
<td>$50,000 - $99,999</td>
<td>10 years</td>
</tr>
<tr>
<td>$100,000 and above</td>
<td>15 years</td>
</tr>
</tbody>
</table>

d) The Applicant has completed and agreed to all items in the Loan Guarantee Compliance Statement.

e) Borrowings are only to be used for the construction and/or acquisition of capital assets on Council owned or controlled land that will be vested in and ultimately controlled by Council.

f) The Applicant is a "not for profit" organisation and has an incorporated status.

g) The life of the asset exceeds the life of the loan guarantee.

h) The term of the loan shall not exceed the term of the existing lease agreement. The lease agreement refers to the agreement between Council as landlord and the community organisation.

i) The loan must not include a redraw facility.

All applications for loan guarantees are to be considered in accordance with Council’s Loan Guarantee Application Procedure.

Loan guarantee applications must be assessed and considered by Council during the business case development stage of the project and prior to the commencement of the project procurement and tender process.
5. Monitoring, evaluation & review
This policy shall be reviewed by the Manager Finance in accordance with the scheduled review date. Bayside City Council’s Finance team will conduct an annual review of all approved loan guarantees to ensure ongoing compliance with the policy and loan terms.

6. Roles & Responsibilities
The Manager Finance shall be the responsible officer for ensuring applications for Loan Guarantees
- meet the requirements of this policy,
- are processed in accordance with Council’s Loan Guarantee Application Procedure, and
- the evaluation process results in a risk assessment of the organisations capacity to repay the loan and is reported to Council.

All applications for loan guarantees will be reported to and be determined by Council. Council has the right to refuse an application even when the application meets the policy and evaluation criteria.

7. Related documents

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Local Government Act 1989, Local Government Financial and Reporting Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies</td>
<td>Nil</td>
</tr>
<tr>
<td>Strategies/Plans</td>
<td>Nil</td>
</tr>
<tr>
<td>Procedures/Processes</td>
<td>Council’s Loan Guarantee Application Procedure</td>
</tr>
<tr>
<td>Other</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Please note: This policy is current as at the date of approval. Refer to Council’s website (www.bayside.vic.gov.au) to ensure this is the latest version.
10.8 REVIEW OF BUILDING OVER COUNCIL EASEMENT POLICY

Environment, Recreation & Infrastructure - Environment, Recreation & Infrastructure

File No: PSF/18/97 – Doc No: DOC/18/93018

Executive summary

Purpose and background
In accordance with the Council Strategy and Policy Review Program 2017-2021, the Building Over Council Easement Policy 2018 (Attachment 1) has been reviewed and is presented for consideration. The intent of the Building Over Council Easement Policy is to manage development, such that it does not restrict the usage of easements and reserves which have been created for the management of utilities by service authorities (including Council).

Key issues
The Building Over Council Easement Policy 2015 is due for review in June 2018. The policy is a high level directive that governs decision making for staff when property owners seek to build or undertake works within a Council easement.

The Building Over Council Easement policy has been successful in governing development such that Council’s ability to provide drainage amenity to Bayside properties via easements on private land is maintained into the future. The policy has done this in two key ways:

i. governing the activities of property owners who wish to build over council’s physical drainage assets, thus enabling the Council to manage and maintain these assets;

ii. governing the activities of property owners who wish to build over easements vested in Council, such that Council is able to expand its drainage network to provide improved amenity to the community in the future;

Due to the success of the 2015 policy, no changes have been proposed in the 2018 revision, other than moving the policy to the new policy template.

Recommendation

That Council adopts the revised 2018 Building Over Council Easement Policy, as attached to the report.

Support Attachments

1. Attachment 1 - Building Over Council Easement Policy 2018  ⇩
Considerations and implications of recommendation

Liveable community

Social
The Building Over Council Easement Policy 2018 sets out the expectation of Council for parties that wish to utilise land encumbered by an easement. It allows for a process whereby property owners may maximise the liveability of their land, whilst providing a corridor for the Council to maintain assets which improve the amenity of the community.

Natural Environment
Due to the restrictions of development within the easements, many property owners opt to use the affected area for light planting and gardens. This improves the amenity of the private land, and increases the amount of green space within Bayside, which provides a raft of benefits to the health of the greater community.

Built Environment
The policy controls the extent of the built environment over an easement. While this restricts some development on private land, easement widths are often consistent with typical offsets between property boundaries and are not considered to be unreasonable.

Customer Service and Community Engagement
The revised policy has not been significantly altered and is not expected to have any impact upon the community. As the intent of the policy was not altered during this revision, no community consultation was carried out.

Human Rights
There are no human rights implications associated with the recommendations in this report.

Legal
The Building Over Council Easement Policy 2018 is supported by several Acts of legislation including, but not limited to, the Planning and Environment Act 1987 and Local Government Act 1989.

Finance
Council has a legal obligation to ensure the sound management of its finances. By controlling development over easements the Council is ensuring that future renewal and maintenance expenses do not become needlessly inflated, and that where a structure is permitted the cost of providing access shall be borne by the property owner.

Links to Council policy and strategy
- Service Driven Asset Management Policy 2014
- Neighbourhood Amenity 2012
- Service Driven Drainage Asset Management Plan 2015
1. Policy intent
This Policy controls how property owners use private land that is encumbered by an easement, or within proximity of underground assets without impeding Council and other Service Authorities rights over on the affected land.

2. Policy purpose
The purpose of this Policy is to ensure prospective owners of the land are aware of the specific conditions with regard to Council rights to access the easement if and when required to carry out necessary activities; and to protect Council against incurring any cost due to removal of a structure over an easement.

3. Glossary - Definitions and Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easement</td>
<td>An easement is a right held by someone to use land belonging to someone else for a specific purpose. Common examples of easements are drainage, sewerage, and carriageway easements.</td>
</tr>
<tr>
<td>Implied Easement</td>
<td>An easement which is not recorded on title, but considered to exist around a built council asset. Implied easements arise from Common Law.</td>
</tr>
<tr>
<td>Carport</td>
<td>A shelter for a car usually consisting of a roof built out from the side of a building and supported by posts. It cannot be lockable, or have 3 or more open sides, but may allow for adjacent property fence(s) or building(s).</td>
</tr>
<tr>
<td>Section 173 agreement</td>
<td>A legal agreement under Section 173 of the Planning and Environment Act 1987, between the land owner and Council. Registered on the land title to ensure all future owners are aware of and bound by the requirements.</td>
</tr>
</tbody>
</table>
4. **Scope**

This policy governs decision making for structures within easements vested in Council or within 1m of existing Council underground assets. Consideration shall be given to the potential need for future service provision within easements that are currently not used.

5. **Policy statement**

In most instances, easement restrictions are placed on a parcel of land at the time of subdivision to facilitate provision of services by Council and service authorities. The landowner has use of the land surface as long as such use does not interfere with service provision and operational requirements of service authorities. In some cases an ‘implied easement’ may exist where there is a physical council asset on private land, but no easement created at time of subdivision.

The following conditions will be considered in addition to the policy objectives.

i. All easements will be subject to the provisions of this policy, irrespective of whether any services exist in the easement or not,

ii. If no potential for use of easement is apparent permission may be granted for the easement to be discontinued. An assessment will be made by relevant authorities on the potential for future service provision at the site,

iii. No habitable or permanent structure will be approved including enclosed garages or enclosed carports,

iv. No in-ground or above-ground swimming pools will be approved,

v. Council may require the applicant to enter into a section 173 agreement of the Planning and Environmental Act 1987 and applicant to pay to Council all charges associated with the preparation and registration of the section 173 agreement,

vi. Special requirements for building or structure foundations so that there is no detrimental impact on the existing or future service assets will be enforced,

vii. Council will not permit construction over easement, if the easement contains stormwater drain that is 425mm or greater in diameter,

viii. There may be special requirements for paved surfaces to provide Council access for on-going management of assets within easement,

ix. Minor structures such as garden sheds, pergolas, decking, driveways and fencing will be considered favourably in most instances.

6. **Monitoring, evaluation & review**

As there is tendency toward greater area within private property to be used for permanent structures, Council must address the risk associated with accessing and servicing existing assets or being able to construct new assets should they be deemed necessary in the future.

Evaluation and review through Council maintenance, upgrade and renewal works in easements as well as customer feedback will indicate the effectiveness of the policy.

This Policy should be reviewed every four years

7. **Roles & Responsibilities**

The Manager City Assets and Projects is responsible to consent or refuse an application from a landowner constructing a building or structure over an area of land on which Council has
easement rights as per Certificate of Title or acquired rights as per section 187A of Local Government Act 1989 regarding the location of public infrastructure.

8. Related documents

| Legislation                          | Building Act 1993                      |
|                                     | Building Regulations 2006              |
|                                     | Local Government Act 1989              |
|                                     | Planning and Environment Act 1987      |
|                                     | Subdivision Act 1988                   |
| Policies                            | Service Driven Asset Management Policy 2014 |
| Strategies/Plans                    | Asset Management Improvement Strategy 2013 |
| Procedures/Processes                | Application to Build Over Easement     |

Please note: This policy is current as at the date of approval. Refer to Council’s website (www.bayside.vic.gov.au) to ensure this is the latest version.
10.9 REVIEW OF COMMUNITY GARDEN POLICY

Environment, Recreation & Infrastructure - Sustainability and Transport

File No: PSF/18/108 – Doc No: DOC/18/99158

Executive summary

Purpose and background
The Bayside Community Garden Policy is due for review and update. The Policy was adopted in 2013. The draft 2018 update to the Policy (Attachment 1) contains minimal changes. Council receives approaches by members of the community regarding community gardening opportunities in Bayside. In addition, organisations looking to establish a community garden have requested support from Council.

Community ownership is considered the critical success factor in the establishment and ongoing management of community gardens. In response to this, the Community Garden Policy 2013 was developed to formalise Council’s position in relation to the development of community gardens in Bayside.

Community gardens can offer significant benefits to a community, most notably social inclusion and recreational activity. The Community Garden Policy articulates Council’s approach to community gardening, effectively manages community expectations and the allocation of resources. It is also represents Council’s ‘enabling’ approach to community gardening. This means that Council's role is to:

- Respond to strong evidence of community demand to facilitate a process to assist the community.
- Assist the community to pursue community gardening opportunities through the development of a process in which a community gardening group can determine demand in a locality, identify potential sites, and apply to Council for assistance to establish the garden. This assistance could take the form of:
  - advice (e.g. community garden proposal and garden management plan templates, site design and safety advice, information on grant opportunities)
  - education and training (e.g. provision of online resources, gardening workshops); and
  - facilitation and promotion (e.g. connect local gardeners, determining site suitability, facilitate community engagement processes).

Key issues

The Community Garden Policy defines Council's role in community gardens as an enabler and supporter of community garden initiatives, rather than a provider of community gardens. Community ownership is considered a key success factor for community gardens and the Policy promotes this position. In particular, the Policy requires that proposals to Council are made by a Community Garden Group. The Policy identifies the responsibilities of a Community Garden Group for the establishment and ongoing management of a community garden.
Council may also consider providing additional support, such as making land available or supplying financial or other support through the community grants program. This Policy is important to clearly articulate the nature of Council’s support and inform community expectations about the allocation of resources, including staffing implications.

As the policy has been effectively applied previously and the engagement with previous applicants as discussed later in this report has exposed no opportunities for improvement, the only changes applied to the 2018 version refer to alignment of the Roles and Responsibilities section to reflect the current organisational structure and formatting updates to align with the Better Place Approach objectives.

**Recommendation**

That Council adopts the revised 2018 Bayside Community Garden Policy, as attached to the report.

**Support Attachments**

1. Attachment 1 - Community Garden Policy 2018

**Considerations and implications of recommendation**

**Liveable community**

**Social**

The establishment of community gardens can contribute significantly to the social connectedness of a community. Bringing people together and building community aligns with the objectives of Council’s Wellbeing for All Ages and Abilities Strategy.

**Natural Environment**

Participation in community gardens encourages household sustainability principles and behaviours such as food waste avoidance and recycling (composting). Encouraging people to grow their own food and harvest from local edible plants also saves money and reduces the environmental impacts of the transport of food.

**Built Environment**

The Community Garden Policy achieves appropriate built environment outcomes by ensuring the locations of gardens are supported by individuals and the community, and are in agreement with Council’s planning scheme.

**Customer Service and Community Engagement**

There has been no specific community engagement on the Community Garden Policy 2018. Feedback to date in relation to the implementation of the existing Policy has been positive.
The first community garden opened under this Policy was the St. Stephen’s Community Garden in Brighton opened in July 2016. This garden was developed with support from the Rotary Clubs of Beaumaris and Brighton North, with land made available at the rear of St. Stephen’s Anglican Church. Interest from local residents helped build the garden through a series of working bees held from August 2016. St. Stephen’s Community Garden was also awarded a $5,000 Bayside Community grant for a greenhouse. Recent engagement by Council officers with the coordinators of this community garden recognised the positive contribution of Council under this Policy and through community grants.

Council has received several enquiries about the availability of plots within the municipality and requests for more community gardens. People have been directed to Council’s policy and the consideration of its elements to form a community garden proposal. Council officers are available to assist community groups as per the Policy.

**Human Rights**
There are no issues associated with this report which would be in conflict with the Charter of Human Rights.

**Legal**
A permit may be required to establish a community garden at a particular site. Council will work with community garden groups to confirm the requirement for a permit.

The policy requires that community gardening groups identify and adhere to any relevant State and/or local laws regarding the planting of noxious and/or invasive plant species.

In the case of Council providing use of public land for the establishment of a community garden, a use agreement would be developed under Council’s Leasing Policy with an incorporated community garden group.

**Finance**
As it is not intended for Council to establish community gardens, additional financial resources are not required. However, officer time may be required to identify potentially suitable sites and to assess proposals. It is expected that community garden proposals and the coordination of Council’s response to these proposals will be accommodated within current resources. Officer time may also be required for the development of leasing arrangements with community gardening groups.

Council may receive applications for community garden proposals via the Community Grants Program. These applications will be assessed within the normal grant process.

The assistance provided to the community to facilitate establishment of community gardens can be accommodated within current resources.

**Links to Council policy and strategy**
The intent of the Community Garden Policy 2018 aligns with the following strategies:

- The Bayside Community Plan 2025 describes Council’s role in fostering community connections, encouraging recreation opportunities and leading by example in environmental sustainability.
Council’s Wellbeing for All Ages and Abilities Strategy 2017-2021 includes the goals of:
An engaged and supportive community;
A healthy and active community; and
A safe and sustainable community.

While there is no specific reference to community gardens in this Strategy, the Community Garden Policy aligns with the Action Plans under this Strategy, e.g. through objectives to:
Support opportunities that build social networks and community connections'.

Plan also highlights the importance to health and wellbeing of healthy eating and providing access to fresh fruit and vegetables.

The Bayside Open Space Strategy 2012 sets an action to identify suitable locations within the municipality for the development of community gardens (Action 4.1).
1. Policy intent

The Bayside Community Plan 2020 describes Council’s role in fostering community connections, encouraging recreation opportunities and leading by example in environmental sustainability. In this context Council supports the establishment of community gardens by community groups within the municipality in accordance with the criteria described in this Policy.

2. Policy purpose

A community garden is defined as a single parcel of land gardened collectively by a group of people. It is a community managed, multi-functional garden space that when carefully designed and managed can provide a wide range of environmental, social and economic benefits. There are three types of community gardens as defined by the Australian City Farms and Community Gardens Network:

1. Shared gardens, in which gardeners work in the whole garden, doing whatever is needed at the time and taking a share of what they grow;
2. Allotment gardens, in which individuals or families have their own garden; and
3. A garden with both allotments and shared gardening space.

Council’s role in community gardens will vary according to land ownership. Council will work to enable its residents to pursue community gardening opportunities and provide support to community gardening groups. Council will not establish community gardens.

Bayside City Council recognises that community gardens can play an important role in community development. Community gardens provide a valuable recreation activity that contributes to health and wellbeing, social connectedness and interaction, environmental education and sustainable living practices. Gardening as a form of recreation and as a leisure activity can be viewed as being positive to a community’s sense of well-being, its sense of pride, identity and involvement in local initiatives.

3. Glossary - Definitions and Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Garden Group</td>
<td>A group focused on identifying appropriate sites for community gardening and proposing, establishing and managing community gardens.</td>
</tr>
</tbody>
</table>
Private land | Any land owned by an organisation/individual that members of the public may not enter or may not remain on without permission (e.g. church, schools, sport clubs etc).
---|---
Council owned and/or managed land | Land which is in the care, control or management of Council.

4. Scope
This Policy applies to all community garden developments on:
1. Council owned and/or managed land;
2. Private land; and
3. Land owned by other public authorities.
Council's role will vary according to land ownership.

5. Policy statement
Council recognises the benefits of community gardens and is committed to encouraging its residents to take up community gardening opportunities and to develop community garden proposals. This refers to the application of two scenarios; 1) Council owned and/or managed land or 2) private land.

1. On Council owned and/or managed land, Council will consider community garden proposals that meet the following criteria:
   a) Demonstrated community support for a community garden in a particular neighbourhood and capacity for operating the garden. This should be manifest in the formation of a community garden group to progress a proposal.
   b) Completion and submission to Council by the Community Garden Group of the following documents:
      i. Bayside City Council Community Garden Proposal – Site Assessment and Planning Tool; and
      ii. Ideas to Consider before Starting a Community Garden (Australian City Farms and Community Gardens Network).
   c) If required, a planning permit application.
   d) Identification of a community engagement process.
   e) Development of an agreed framework for governance and self-management of the proposed garden and a plan for becoming an incorporated association. An auspice arrangement with an existing incorporated association may be considered.
   f) The identification and adherence to any relevant state and/or local laws regarding the planting of noxious and/or invasive plant species.
   g) If public open space is to be used that the:
      i. Open space values are not adversely affected and the potential for conflict with existing users and neighbours is minimised; and
      ii. Proposed community garden is in keeping with any adopted plan of management or masterplan for the site.
   h) The Community Garden Group has a level of funding to assist in the establishment and ongoing management of the community garden through a successful grant application, voluntary contributions, fundraising or other.
   i) Where possible the community garden should be co-located with existing community facilities, e.g. community centres, to allow access to amenities such as public toilets and water.
   j) The design and function of the proposed community garden is one which:
      i. Will have long term benefits for the community as a whole; and
ii. Has incorporated occupational health and safety and accessibility considerations for both gardeners and the public.

2. On privately owned land or land owned by other public authorities:
   a) Written consent from the landowner for proposals would be required for any Council support.
   b) This policy and its associated documents are provided as guidance material only, unless Council support is being sought.

6. Monitoring, evaluation & review

Compliance with the Policy will be measured through evaluation of individual community garden proposals submitted to Council for support and approval. The subsequent establishment and ongoing operation of community gardens will be periodically evaluated through an annual reporting process to be mutually agreed between Council and the community gardening group (e.g. annual event, verbal and/or written report).

To track the effectiveness of this Policy in achieving the intent described in section 1, Council's annual customer service survey questions that provide an insight into the level of engagement in sustainable environmental initiatives within the community will include a measure on the impact of community gardens.

This Policy will be reviewed in 2022.

7. Roles & Responsibilities

Council's support will be considered on the basis of individual merit according to the criteria described in Section 7 below.

This Policy is to be implemented by the Sustainability and Transport Department Department, and will be monitored and evaluated by the Manager Sustainability and Transport.

Community garden groups will take legal and financial responsibility for the establishment and ongoing operation of a community garden. Community garden groups will also be responsible for the following:

1. Nomination of a preferred site(s).
2. Completion and submission to Council of the relevant documents:
   a) Bayside City Council Community Garden Proposal – Site Assessment and Planning Tool.
   b) Ideas to Consider before Starting a Community Garden
3. If required, a planning permit application related to the preferred site.
4. Community engagement with neighbours and potential gardeners (e.g. surveys of neighbouring residents to the proposed site).
5. Site design and safety.
6. Implementation of appropriate management frameworks.
7. Development of a financial plan (including establishment and ongoing costs).
8. Public liability and site insurance as deemed appropriate by Council's risk manager.

Council will enable and support the establishment of community gardens by providing:

1. For community gardens on Council owned and/or managed land:
   a) Identification of potentially suitable sites.
   b) Advice on whether a planning permit is required for a community garden on Council owned and/or managed land.
   c) Assessment of community garden proposals from Community Garden Groups.
d) Development of a use agreement established under Council’s leasing policy. The use
agreement will include provision for tenants to return the site to its original condition at the
expiry or termination of the lease.

2. For all community gardens:
   a) Advice (e.g. on land use planning regulations, management plans, obtaining grants and
      resources, site design and safety including risk assessment).
   b) Education and training (e.g. assistance with the delivery of workshops, provision of access to
      online resources through Council’s website).
   c) Facilitation and promotion (e.g. assistance with determining site location and suitability,
      connecting local gardeners to community gardens, promotion of community gardens via
      Council’s website and publications, facilitating community engagement processes as
      required).
   d) Financial support – Council funding will only be provided through Council’s Community
      Grants Program and will be determined on meeting the criteria of that Program.

The provision of Council support will be based upon the community garden group meeting
the criteria outlined in the Policy Statement.

8. Related documents

<table>
<thead>
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<td>Bayside City Council - Council Plan</td>
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<td>Bayside City Council - Wellbeing for All Ages and Abilities Strategy 2017-2021</td>
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<td>Bayside City Council - Open Space Strategy 2012</td>
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<td>2. Bayside City Council Draft Community Garden Proposal - Policy Site Assessment and Planning Tool</td>
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</table>

Please note: This policy is current as at the date of approval. Refer to Council’s website
(www.bayside.vic.gov.au) to ensure this is the latest version.
Executive summary

Purpose and background
In accordance with the Council Strategy and Policy Review Program 2017-2021, the Service-Driven Asset Management Policy 2018 (Attachment 1) has been reviewed and is presented for consideration. The intent of the Policy is to establish Council’s position regarding asset management, to ensure that Council’s physical infrastructure assets are at an acceptable condition, meet ongoing service needs, and managed according to legislative requirements.

Key issues
The Service-Driven Asset Management Policy 2014 is due for review in accordance with the Council Strategy and Policy Review Program 2017-2021. The Service-Driven Asset Management Policy guides the management of Council assets to ensure that they are able to deliver nominated Council services.

An evolution of the 2014 version, the 2018 Policy continues a drive towards service-driven asset management, mirroring the Council adoption of the ‘Better Place Approach’ as a significant development in Council’s role as a service provider. The revised policy promotes further responsible, effective, and data-supported management of council’s assets, in tandem with clear objectives that are agreed upon with key service areas. In this way, Council can maintain effective service delivery supported by fit-for-purpose assets, into a long-term future where rate-capping may represent a significant issue for Council budgets.

This policy review has not changed the intent of the policy. Changes relate to moving the policy to the new format and recognises Better Place Approach objectives.

Recommendation
That Council adopts the revised 2018 Service-Driven Asset Management Policy, as attached to the report.

Support Attachments
1. Attachment 1 - Service-Driven Asset Management Policy 2018 ⇩
Considerations and implications of recommendation

Liveable community

Social
The Service-Driven Asset Management Policy 2018 is intended to provide high level guidance for the delivery of assets which provide effective Council services, for use both directly and indirectly for the amenity and liveability of the Bayside community.

Natural Environment
There are no natural environment implications associated with the recommendations in this report. Asset Management largely focuses on the renewal and management of existing council assets.

Built Environment
The Service-Driven Asset Management Policy 2018 guides the management of Council’s infrastructure assets, which influence the built environment. Assets such as Council buildings, bridges, pathways and roads are highly visible and require a different approach to drainage assets which are largely hidden and should be primarily functional.

Customer Service and Community Engagement
No community consultation has been carried out while reviewing this policy. Consultation is expected to be carried out between various service areas and the community, who shall then communicate their asset requirements to the Asset Management service area. This will be undertaken as part of the development of service plans and the associated asset management plans.

Human Rights
There are no human rights implications associated with the recommendations in this report.

Legal
There are a number of legal requirements for Asset Management to be carried out with a coordinated methodology, such as the Local Government Act and Asset Management Accountability Framework.

Finance
A number of financial requirements need to be met under the Financial Management Act 1994, including audit of council records and processes by the Victorian Auditor General’s Office. Asset management principles and the Service-Driven Asset Management Policy are inputs to the long term financial planning framework and budget processes.

Links to Council policy and strategy
- Asset Accounting Policy 2017
- Service-Driven Asset Management Plans
1. Policy intent

This Policy establishes the guiding principles for the management of Council infrastructure assets, in accordance with the Council Plan and Long Term Financial Plan.

2. Policy purpose

This Policy:

- demonstrates a commitment by Council to provide service-driven physical infrastructure assets, that are appropriately managed and relevant to meet community needs;
- establishes a framework to ensure that asset management is undertaken in a structured, coordinated, and financially sustainable manner, and adheres to legislative requirements;
- guides Council decision making with respect to the Capital Works program, Annual Budget, and Long Term Financial Plan.

3. Glossary - Definitions and Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>Infrastructure Assets</td>
<td>Infrastructure assets are physical assets that contribute to community access to major economic and social facilities and services.</td>
</tr>
<tr>
<td>Service-driven</td>
<td>The provision of services is a core Council function. The service-delivering capacity of assets shall be the foremost consideration when developing the capital works program and Long Term Financial Plan.</td>
</tr>
<tr>
<td>Council Plan</td>
<td>A four-year plan setting out the vision and priorities for the upcoming Council term</td>
</tr>
<tr>
<td>Long Term Financial Plan</td>
<td>A 10-year forecast of Council’s capital and operating expenditure</td>
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4. **Scope**

This Policy is applicable to all Council owned or managed infrastructure assets that deliver a nominated service to the Bayside community. The Policy applies to all Council services involved in the creation, maintenance, renewal, upgrade, and rationalisation of physical infrastructure assets, and all contracts applicable to these services.

The Policy is not applicable to the acquisition of property for investment or strategic purposes.

5. **Policy statement**

Council is the owner and custodian of infrastructure assets used directly by the community, or by the Council to provide a service to the community, and there is an expectation that such assets are managed appropriately. Assets must be fit for purpose to meet the needs of the direct and indirect users within the community.

In fulfilling its responsibilities, Bayside City Council makes the following commitments:

- Priority for investment will be given to the renewal or upgrade of existing assets that can demonstrate a high net community benefit;
- New assets shall be funded only where there is a demonstrated community need for a service, and alternatives to asset creation have been closely assessed;
- Assets that deliver low community benefit or are surplus to demand, shall be considered for rationalisation and/or integration with other assets. The economic, environmental, and social impacts of managing service-delivering assets shall be closely assessed;
- Asset planning shall take into account the physical condition, criticality, utility, and efficiency, and enable renewal modelling of existing assets. This information shall inform the capital works program and Long Term Financial Plan, and deliver assets which are appropriate and capable of providing a desired level of service;
- Capital works shall be approved following documented evidence that the projects can be delivered and that life cycle (operational) costs are estimated and can be budgeted for;
- Council shall maintain a corporate Asset Management system that is integrated with Financial/Accounting, Customer Request, and Geographic Information systems. Council shall meet statutory and legislative requirements in the delivery of responsible asset management.

6. **Monitoring, evaluation & review**

Council operates a centralised Asset Management Information System with integrated accounting functions, asset register, and Geographic Information System. Council reports annually to the community on the condition of all assets through the Annual Report and reports to legislative bodies such as the Victorian Auditor General’s Office. Council also engages in professional benchmarking through the Municipal Association of Victoria.
7. Roles & Responsibilities

The implementation of Asset Management principles requires input from many areas of Council. The development of the Council Plan and Annual Budget provides the intent and resources from which service-delivering assets are renewed, upgraded, and created. An Asset Management steering group shall ensure that the current and future needs of service areas throughout the Council are identified, and that physical assets are available to enable the delivery of these services.

The Manager City Assets and Projects has responsibility for the delivery of fit-for-purpose physical assets which the Council requires to provide services and ensure that Asset Management is carried out in a responsible and efficient manner as described in the policy intent above.

8. Related documents

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<th>Asset Accounting Policy 2017</th>
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<td>Road Management Plan</td>
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<td>Long Term Financial Plan.</td>
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<tr>
<td>Guidelines</td>
<td>International Infrastructure Management Manual</td>
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<td></td>
<td>Australian Infrastructure Financial Management Guidelines</td>
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</table>

*Please note:* This policy is current as at the date of approval. Refer to Council’s website (www.bayside.vic.gov.au) to ensure this is the latest version.
10.11 RESCISSION OF BAYSIDE GAMING MACHINES POLICY 2010

City Planning & Community Services - Urban Strategy
File No: PSF/18/109 – Doc No: DOC/18/101447

Executive summary

Purpose and background

The purpose of this report is to rescind the current Bayside Gaming Machines Policy 2010 (‘the Policy’), as appropriate guidance regarding the requirements for the provision of gaming machines can be found within Clauses 22.09 (Gaming Policy), 52.28 (Gaming) and the schedule to Clause 52.28 (Gaming) of the Bayside Planning Scheme.

At its 20 March 2018 Ordinary Meeting Council considered a report which recommended that it rescind the current Bayside Gaming Machines Policy 2010. At this meeting Council resolved to defer the consideration of this item until the May meeting cycle. The deferral was to allow for further discussion on the impact of the proposed rescission on the communication of Council’s position on gaming machines.

Key issues

State Planning Policy Framework

Electronic gaming machines (EGMs) are a lawful form of recreation for adult members of the community. However, the use of EGMs can have significant impacts on the health and wellbeing of individuals, families, communities and strength of local economies.

There are standard State requirements to ensure that gaming premises are regulated in the planning system. This is achieved primarily through Clause 52.28 (Gaming), which applies to all planning schemes in Victoria, and seeks to:

- Ensure that gaming machines are situated in appropriate locations and premises;
- Ensure the social and economic impacts of the location of gaming machines are considered; and
- Prohibit gaming machines in specified shopping complexes and strip shopping centres.

The schedule to Clause 52.28 allows Councils to specify particular shopping complexes and strip shopping centres where gaming machines are prohibited.

Local Planning Policy Framework

Council introduced a Local Planning Policy into the Bayside Planning Scheme to provide further guidance on applications for EGMs in Bayside. Through Amendment C39, gazetted on 13 May 2013, Council introduced Clause 22.09 ‘Gaming Policy’ to the Scheme and specified a list of centres where EGMs are prohibited.

The Gaming Policy at Clause 22.09 guides Council’s application requirements for EGM applications, outlines guidelines for what constitutes an appropriate gaming venue and decision guidelines.

Bayside Gaming Machines Policy 2010

The intent of the adopted Bayside Gaming Machines Policy 2010 was to guide Council’s decision making in relation to the location of gaming machines and venues in Bayside. This however, sees the content of Clause 22.09 duplicated into a separate Council policy.
The *Bayside Gaming Machines Policy 2010* sets out specific information in relation to:

- The location of gaming machines, including appropriate sites and appropriate venues;
- The information to be submitted with a planning permit application;
- Providing a social, economic and environmental impact assessment; and
- Community consultation and response.

The *Bayside Gaming Machines Policy 2010* currently exists as a reference document within the Bayside Planning Scheme. Reference documents provide background information to assist in understanding the context within which a particular policy or provision has been framed. Reference documents have only a limited role in decision making, as they are not considered part of the Planning Scheme. They do not have the status of an Incorporated Document and do not carry the same weight.

Much of the information within the *Bayside Gaming Machines Policy 2010* is duplicated content which exists within the Planning Scheme at Clause 22.09. Two aspects that are not duplicated are that the *Bayside Gaming Machines Policy 2010* clarifies that applications for new gaming machines are processed by Council’s Statutory Planning department (now part of Development Services), with applications being referred to the Recreation and Social Development department (now part of Open Space, Recreation and Wellbeing department). The *Bayside Gaming Machines Policy 2010* further clarifies that the effectiveness of the policy will be monitored by Urban Strategy. These are procedural steps and should not be specified within an adopted Council Policy. The effectiveness of the Scheme provisions will be addressed as part of Council’s ongoing monitoring and review program.

Further, the *Bayside Gaming Machines Policy 2010* states that gaming machines should be located on sites no more than 800 metres from specific locations, whereas Clause 22.09 (Gaming) of the Bayside Planning Scheme states that gaming machines should be located on sites not more than 500 metres from the same locations. Rescinding the *Bayside Gaming Machines Policy 2010* will remove this discrepancy and clarify Council’s expectations regarding the location of EGMs.

**Future approach to applications for electronic gaming machines**

In addition to the State standard provisions, Clause 22.09 will continue to apply to all planning permit applications to install or use EGMs in Bayside. Consistent with the Policy, Clause 22.09 sets out the policy objectives, application requirements and decision guidelines for applications to install or use a gaming machine or use land for the purpose of a gaming premises in Bayside.

The rescission of the *Bayside Gaming Machines Policy 2010* does not compromise Council’s ability to consider applications for EGMs and does not impact the information requirements for applicants or the public consultation process for each application.

If rescinded, the *Bayside Gaming Machines Policy 2010* can be removed from being a reference document as part of the implementation of the future Bayside Planning Scheme Review 2018.

**Recommendation**

That Council rescinds the Bayside Gaming Machines Policy 2010, noting that Gaming premises are regulated through Clause 52.28 (Gaming) of the Victorian Planning Scheme.
Support Attachments

1. Bayside Gaming Machine Policy 2010
2. Clause 22.09 (Gaming Policy) - Bayside Planning Scheme
3. Clause 52.28 (Gaming) - Bayside Planning Scheme
4. Schedule to Clause 52.28 (Gaming) - Bayside Planning Scheme

Considerations and implications of recommendation

Liveable community

Social
Both the Bayside Gaming Machines Policy 2010 and Clause 22.09 (Gaming) to the Bayside Planning Scheme acknowledge that a proportion of the community is susceptible to problem gambling, which can have significant adverse impacts on the health and wellbeing of individuals, families, communities and strength of local economies. A Social and Economic Impact Assessment of each future application for gaming machines will be required, consistent with the provisions of Clause 22.09 (Gaming) of the Bayside Planning Scheme.

Natural Environment
There are no natural environment implications associated with the recommendations included in this report.

Built Environment
Clause 22.09 (Gaming), Clause 52.28 (Gaming) and the schedule to Clause 52.28 of the Bayside Planning Scheme provide guidance in relation to the installation, use and location of gaming machines in Bayside. These statutory provisions seek to minimise convenience gambling by prohibiting gaming machines within strip shopping centres and restrict gaming machines near other high convenience destinations, socially disadvantaged areas and within the Bayside Business District. As the requirements for gaming venues are included elsewhere within the Planning Scheme, there are no built environment implications of rescinding the policy.

Customer Service and Community Engagement
Applications to use and install gaming machines would remain subject to the notice and consultation requirements of the Planning and Environment Act 1987. Council would also be provided an opportunity to submit to the Victorian Commission for Gaming and Liquor Regulation when applications relating to gaming premises are considered.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon, the human rights contained within the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
There are no legal implications associated with the recommendations included in this report.
Finance
There are no financial implications associated with the recommendations included in this report.

Links to Council policy and strategy
Council Plan 2017-2021

Maintaining statutory provisions in the Bayside Planning Scheme relating to the use and installation of a gaming machine or the use of land for the purpose of a gaming premises meets the following objective of the Council Plan 2017-2021:

- Goal 7: Community health and participation:
  - Improve public health and wellbeing in the areas of: an engaged and supportive community; a healthy active community; and a safe and healthy environment where people can live, work and play.

The rescission of the policy will not compromise Council’s ability to regulate gaming venues.
### Council Policy

<table>
<thead>
<tr>
<th>Council policy title:</th>
<th>Bayside Gaming Machines Policy 2010</th>
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<tr>
<td>Council policy ref no:</td>
<td>C/POU/CST/006</td>
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<tr>
<td>Council policy owner:</td>
<td>Director City Strategy</td>
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<tr>
<td>Adopted by:</td>
<td>Bayside City Council</td>
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<tr>
<td>Date adopted:</td>
<td>20 July 2010 / Item 10.10</td>
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<tr>
<td>Scheduled review:</td>
<td>To be incorporated into the next Bayside Planning Scheme Review.</td>
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1. **Policy intent**

   To guide Bayside City Council’s decision making in relation to the location of gaming machines and gaming venues in Bayside.

2. **Purpose/Objective**

   Bayside City Council recognises that there are many forms of gambling currently available to members of the community. This policy is concerned with one form of gambling, the playing of electronic gaming machines (‘gaming machines’).

   The policy outlines Council’s position in relation to:
   - the location of gaming machines and venues within the City of Bayside;
   - the information to be submitted to Council in relation to an application for gaming machines or a gaming venue;
   - consultation with the community about gaming machines and venues.

   Gambling is recognised as a lawful form of recreation for adult members of the community. However, research demonstrates that a proportion of the community is susceptible to problem gambling, which can have significant adverse impacts on the health and wellbeing of individuals, families, communities and strength of local economies.

   While all forms of gambling may have adverse impacts and an array of risk factors may contribute to problem gambling, research by the Productivity Commission (2009) shows that there is a causal relationship between problem gambling and the degree to which the community has access to gambling, particularly gambling on gaming machines.

   Council is also concerned to ensure that gaming venues do not compromise its strategic objectives for the economic sustainability and viability of activity centres, or undermine the amenity and character of residential areas.
In recognition of the harmful effects of gaming machine gambling on individuals and communities, amendments have been made to the Gaming Regulation Act 2003 and the provisions within the Planning Scheme that relate to gaming. As a result of these changes a planning permit is now required to install or use a gaming machine anywhere in the City of Bayside. This requirement does not apply to venues approved prior to the introduction of the new provisions; or in locations where gaming machines are specifically prohibited. In Bayside gaming machines are prohibited in Dendy Plaza, Brighton, and in all strip shopping centres.

These planning provisions enable local government to have a greater input into the location of gaming machines and gaming venues and the implementation of harm minimisation measures, and to give due consideration to the environmental, social and economic impacts of gaming machine gambling.

Objectives

- To guide Council’s decision making in relation to planning applications for gaming machines, new gaming venues or the expansion of existing gaming venues;
- To minimise opportunities for convenience gaming and the incidence of problem gambling;
- To reduce adverse health, social and economic impacts of gaming machines;
- To ensure that gaming venues achieve a net community benefit;
- To protect the amenity of existing uses surrounding venues containing gaming machines.

3. Scope

The policy will apply to planning permit applications for new gaming premises and expansion of existing gaming premises in Bayside.

4. Roles & Responsibilities

Planning applications for new gaming machines within new or existing gaming venues will be processed by the Council’s Statutory Planning Department. Input from the Recreation and Social Development Department will be sought in relation to assessing the applicant’s social, economic and environmental impact assessment. If required, the Recreation and Social Development Department will prepare a social, economic and environmental impact assessment on Council’s behalf.

5. Monitoring, evaluation & review

The effectiveness of the policy will be monitored by Council’s Urban Strategy Department.
6. Policy statement

Location of Gaming Machines

Appropriate sites
Gaming machines should be located on sites that are more than 800 metres from:

- An Australian Bureau of Statistics collection district that is within the most socio-economically disadvantaged 20 per cent in Victoria as defined by the SEIFA index of relative disadvantage.
- Sensitive community facilities, including schools, kindergartens, child care centres, libraries, medical centres, churches, the offices of public and private welfare agencies and hospitals.
- A railway station or transport interchange.
- Another venue which operates gaming machines.

Gaming machines should not be located:

- In Neighbourhood Activity Centres.
- In the Bayside Business Employment Area.
- In suburbs where the density of gaming machines per 1,000 resident adults, including the proposed machines, is greater than the metropolitan Melbourne average.

Gaming machines are prohibited in:

- Dendy Plaza, Brighton.
- All strip shopping centres within the City of Bayside (refer to the schedule to Bayside Planning Scheme, Clause 52.28-4 ‘Gaming”).

Appropriate venues
Gaming machines should be located in venues that:

- Provide a range of social, leisure and recreational activities other than gaming as the primary purpose of the venue. Alternative non-gaming social, leisure and recreational facilities include hotels, clubs, cinemas, restaurants, bars and indoor recreation facilities operating at the same times as the proposed gaming venue will operate.
- Incorporate effective management and mitigation measures to minimise the risk of harms associated with problem gambling.
- Have a gaming floor area less than 25 per cent of the total floor area of the venue.
- Have access to natural light and allow patron surveillance of outdoor areas.
- Have clear directional signs to all non-gaming amenities, including toilets and dining areas, lounges, recreational facilities.
- Physically and visually separate the venue’s non-gaming activities from gaming activities.
- Are designed so that amenities for the venue’s non-gaming activities, including entrances and exits, toilets, meeting spaces and dining areas, can be accessed without entering the gaming area.
- Do not operate for more than 16 hours per day.
- Do not have automatic teller machines.

Gaming machines should not be located in venues that will have a significant adverse amenity impact on the adjoining land uses as a result of operating hours, traffic, noise, car parking, safety and security.

**Applications for Gaming Machines and Gaming Venues**

Information to be submitted with a planning permit application

In addition to the information and material supplied with a standard planning permit application, the applicant should also provide the following information:

- A summary of the application with details of the proposed hours of operation, patron numbers, the number of staff positions (equivalent full time), proposed security measures, non-gaming facilities to be provided and the number of gaming machines to be installed.
- A report addressing:
  - The probable social, economic, environmental and amenity impacts of the proposal.
  - Details of the nature and extent of community benefits expected from the proposal and how the benefits are to be secured and distributed to the local community.
  - Details of any existing gaming expenditure at the premises (over a three year period prior to the application) and a forecast of the anticipated expenditure at the premises if the proposal were approved.
- For applications to increase to the number of gaming machines in an existing gaming premise, the report must address the above matters in relation to both the existing and proposed gaming machines.

Council will use this information to assess whether the proposal achieves a net community benefit.

Further details about the information and analysis to be provided in the report are outlined below (social, economic and environmental impact assessment).

**Social, economic and environmental impact assessment**

In respect to probable the social and economic impacts arising from an application, Council will take into account the material provided by the applicant, which should include social research that specifically addresses the following:

- The specific and overall incremental social and economic impacts.
- The immediate and longer-term social and economic impacts.
- The direct and indirect social and economic impacts.
- Projected changes in per capita gaming expenditure, gaming machine density and gaming premises density resulting from the proposal.
- Social and economic indicators of residents living within 2km of the proposed premises. These indicators include:
  - The Socio Economic Index for Areas, the Index of Relative Disadvantage and the Index of Economic Resources.
  - Household and family composition.
  - Proportion of households experiencing rental and mortgage stress.
  - Location of public housing.
  - Proportion of residents receiving income support.
  - Retained retail spending.
  - Proximity of the proposed premises to areas of disadvantage.
- Location aspects of the premises in terms of the accessibility of gaming opportunities.
- Measures that have been proposed by the applicant to restrict the access of minors to the gaming area.
- Responsible gaming measures proposed by the applicant.
- Design measures to minimise exposure to gaming facilities by other patrons of the venue.
- Non-gaming activities, facilities and opportunities at the premises.
- The amount of gaming revenue proposed by the applicant to be provided for the benefit of community in the City of Bayside (such as through sponsorships and donations), and the procedures by and purposes to which these monies will be allocated.
- The management structure of a gaming premises, including the costs and terms of lease and any management fees, and the effects of such on the amount of revenue available for direct community benefit.
- Any other relevant probable social and economic impacts on the local and wider communities.

**Community Consultation and Response**

Council will consult with the community about applications for gaming machines and venues, and about gambling generally, in accordance with the Community Engagement Framework 2009.

Council will continue to encourage community participation in the identification and evaluation of the individual and community impacts from gaming activities. Council will actively consult with the community and other key stakeholders on any proposed changes to Council’s policy position in respect to gaming machines and gaming premises.
7. Related documents

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8. Definitions & Abbreviations

The following key terms are used in this policy.

**Business Employment Area** means land included in the Business 3 and Mixed Use Zones in Sandringham East and Cheltenham as shown on the map to Clause 22.05 of the *Bayside Planning Scheme*.

**Convenience gaming** means exposure to gaming opportunities as part of day-to-day activities such that a decision to gamble may be spontaneous rather than predetermined.

**Destination gaming** means a reconfiguration of supply towards fewer, but larger gaming venues that encourage predetermined decisions to travel and gamble and participate in a range of services and facilities.¹

**Gaming** means the playing of a gaming machine.²

**Gaming machine** includes electronic gaming machines, poker machines or pokies.³

**Gaming premises** means land used for gambling by gaming, and where there is the ability to receive a monetary reward.⁴

**Problem gambling** means gambling in a manner that leads to adverse consequences for the gambler, others or for the community due to the money and/or time spent.

**SEIFA index** means a measure of the relative socio-economic disadvantage in terms of a community’s access to material and social resources and ability to participate in society.⁵

**Strip shopping centre** means an area that meets all of the following requirements:

- it is zoned for business use;
- it consists of at least two separate buildings on at least two separate and adjoining lots;
- it is an area in which a significant proportion of the buildings are shops;
- it is an area in which a significant proportion of the lots abut a road accessible to the public generally.⁶

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¹ Department of Justice (2008) Destination Gaming. Evaluating the benefits for Victoria p1
² As defined by the Gaming Regulation Act 2003.
³ As defined by the Gaming Regulation Act 2003.
⁴ *Bayside Planning Scheme*, Clause 74.
⁵ ABS Information Paper 2039.0: An introduction to Socio-Economic Indexes for Areas (SEIFA).
⁶ *Bayside Planning Scheme*, Clause 52.26-4.

Version 2
July 2010
22.09  
**GAMING POLICY**

This policy applies to all applications to install or use a gaming machine or use land for the purpose of a gaming premises.

22.09-1  
**Policy Basis**

This policy acknowledges that gaming machine gambling is a legal form of recreation for adult members of the community. It also acknowledges that a proportion of the community is susceptible to problem gambling which can have significant adverse impacts on the health and wellbeing of communities and seeks a planning outcome of net community benefit.

Clause 52.28 of the Bayside Planning Scheme requires a permit to install or use a gaming machine. This policy seeks to guide Council’s decision making in relation to planning applications for gaming machines by implementing the findings of the *Bayside Gaming Policy Review 2010* and the objectives of Clause 21.07 of the Municipal Strategic Statement.

22.09-2  
**Objectives**

- To ensure the location, design and operation of venues containing gaming machines, including gaming premises, minimises opportunities for convenience gaming.
- To guide the location, design and operation of venues containing gaming machines, including gaming premises, to reduce the risk of social and economic harm and protect vulnerable communities.
- To minimise harm from gaming and the incidence of problem gambling.
- To ensure the net social and economic impact of gaming machines will not be detrimental to the wellbeing of the community.
- To respect the amenity of existing uses surrounding gaming premises.
- To ensure that gaming premises do not compromise the social and economic role of activity centres.

22.09-3  
**Policy**

It is policy that applications to install or use a gaming machine or use land for the purpose of a gaming premises comply with the following criteria.

**Appropriate sites**

Gaming machines should be located on sites that are more than 500 metres along the road network from:
- An Australian Bureau of Statistics collection district that is within the most socio-economically disadvantaged 20 percent within Victoria as defined by the Socio Economic Indexes for Areas (SEIFA) Index of Relative Disadvantage;
- Another venue which operates gaming machines;
- Sensitive community facilities;
- the offices of public and private welfare agencies; and
- A railway station or transport interchange.

Gaming machines should not be located:
- In Neighbourhood Activity Centres.
- In the Mixed Use and Business 1 zones of the Bayside Business Employment Area as shown in Figure 1 to Clause 22.04.
- In suburbs where the density of gaming machines per 1,000 resident adults, including the proposed machines, is greater than the metropolitan Melbourne average.
BAYSIDE PLANNING SCHEME

(The average gaming machine density for metropolitan Melbourne will be based on the most recent statistical data for the Melbourne metropolitan region released by the Victorian Commission for Gambling Regulation, the Australian Bureau of Statistics or other government source).

Appropriate venues

Gaming machines should be located in venues that:

- Provide a range of social, leisure and recreational activities other than gaming as the primary purpose of the venue. Alternative non-gaming social, leisure and recreational facilities include hotels, clubs, cinemas, restaurants, bars and indoor recreation facilities operating at the same times as the proposed gaming venue will operate.
- Have a gaming floor area less than 25 per cent of the total floor area of the venue.
- Have access to natural light and allow patron surveillance of outdoor areas.
- Have clear directional signs to all non-gaming amenities, including toilets and dining areas, lounges, recreational facilities.
- Physically and visually separate the venue’s non-gaming activities from gaming activities.
- Are designed so that amenities for the venue’s non-gaming activities, including entrances and exits, toilets, meeting spaces and dining areas, can be accessed without entering the gaming area.
- Do not operate for more than 16 hours per day.
- Will not have a significant adverse amenity impact on the adjoining land uses as a result of operating hours, traffic, noise, car parking, safety and security.

22.09.4 Application Requirements

It is policy that an application for the installation or use of gaming machines or the use of land for a gaming premises be accompanied by the following information:

- A summary of the application with details of:
  - the proposed hours of operation;
  - patron numbers;
  - the number of staff positions (equivalent full time);
  - proposed security measures;
  - non-gaming facilities to be provided; and
  - the number of gaming machines to be installed.
- A report addressing:
  - How the proposal addresses the objectives and location criteria of this policy;
  - The probable social, economic, environmental and amenity impacts of the proposal;
  - Details of the nature and extent of community benefits expected from the proposal and how the benefits are to be secured and distributed to the local community; and
  - Details of any existing gaming expenditure at the premises (over a three year period prior to the application) and a forecast of the anticipated gaming expenditure at the premises if the proposal were approved.

For applications to increase the number of gaming machines in an existing gaming premises, the report must address these matters in relation to both the existing and proposed gaming machines.

22.09.5 Decision Guidelines

Before deciding on an application, in addition to the decision guidelines of Clause 52.28-5 'Gaming' and Clause 65, the responsible authority will consider, as appropriate:
BAYSIDE PLANNING SCHEME

- The specific and overall incremental social and economic impacts.
- The immediate and longer-term social and economic impacts.
- The direct and indirect social and economic impacts.
- Projected changes in per capita gaming expenditure, gaming machine density and gaming premises density resulting from the proposal.
- Social and economic indicators of residents living within a two kilometre radius of the proposed premises.

These indicators include:
- The Socio Economic Indexes for Areas (SEIFA), in particular the Index of Relative Socio-Economic Disadvantage and the Index of Economic Resources.
- Household and family composition.
- Proportion of households experiencing rental and/or mortgage stress.
- Location of public housing.
- Proportion of residents receiving income support.
- Retained retail spending.
- Proximity of the proposed premises to areas of disadvantage.
- Location aspects of the premises in terms of the accessibility of gaming opportunities.
- Whether the location design and operation of the venue is likely to minimise harm from gaming and avoid a detrimental net social and economic impact to the community.
- Measures that have been proposed by the applicant to restrict the access of minors to the gaming area.
- Measures proposed by the applicant to minimise the risk of harm associated with problem gambling.
- Design measures to minimise exposure to gaming facilities by other patrons of the venue.
- Non-gaming activities, facilities and opportunities at the premises.
- The amount of gaming revenue proposed by the applicant to be provided for the benefit of the community in the City of Bayside (such as through sponsorships and donations), and the procedures by and purposes to which these funds will be allocated.
- Any other relevant probable social and economic impacts on the local and wider communities.

22.09-6 Definitions

"convenience gaming" – exposure to gaming opportunities as part of day to day activities such that a decision to gamble may be spontaneous rather than predetermined.

22.09-7 References

Bayside Gaming Machines Policy 2010
Bayside Gaming Policy: Review and Implementation Report 2010
52.28  GAMING

52.28-1  Purpose
To ensure that gaming machines are situated in appropriate locations and premises.
To ensure the social and economic impacts of the location of gaming machines are
considered.
To prohibit gaming machines in specified shopping complexes and strip shopping centres.

52.28-2  Permit requirement
A permit is required to install or use a gaming machine.
This does not apply in either of the following circumstances:
- Clause 52.28-3 or Clause 52.28-4 specifically prohibit a gaming machine.
- the gaming machine is in an approved venue under the Gambling Regulation Act
  2003 on 18 October 2006 and the maximum number of gaming machines for the
  approved venue on 18 October 2006 is not exceeded.

52.28-3  Prohibition of a gaming machine in a shopping complex
Installation or use of a gaming machine is prohibited on land specified in a schedule to this
clause.
This does not apply to a gaming machine in an approved venue under the Gambling
Regulation Act 2003 on 18 October 2006 and the maximum number of gaming machines
for the approved venue on 18 October 2006 is not exceeded.

52.28-4  Prohibition of a gaming machine in a strip shopping centre
Installation or use of a gaming machine is prohibited in a strip shopping centre if:
- the strip shopping centre is specified in the schedule to this clause.
- the schedule provides that a gaming machine is prohibited in all strip shopping
  centres on land covered by this planning scheme.
This does not apply to a gaming machine in an approved venue under the Gambling
Regulation Act 2003 on 18 October 2006, and the maximum number of gaming machines
for the approved venue on 18 October 2006 is not exceeded.
A strip shopping centre is an area that meets all of the following requirements:
- it is zoned for commercial use;
- it consists of at least two separate buildings on at least two separate and
  adjoining lots;
- it is an area in which a significant proportion of the buildings are shops;
- it is an area in which a significant proportion of the lots abut a road accessible to
  the public generally;
but it does not include the Capital City Zone in the Melbourne Planning Scheme.

52.28-5  Decision guidelines
Before deciding on an application, in addition to the decision guidelines of Clause 65, the
responsible authority must consider, as appropriate:
• The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
• The compatibility of the proposal with adjoining and nearby land uses.
• The capability of the site to accommodate the proposal.
• Whether the gaming premises provides a full range of hotel facilities or services to patrons or a full range of club facilities or services to members and patrons.
SCHEDULE TO CLAUSE 52.28 GAMING

1.0 Prohibition of a gaming machine in a shopping complex

Installation or use of a gaming machine as specified in Clause 52.28.3 is prohibited on land described in Table 1 below.

Table 1

<table>
<thead>
<tr>
<th>Name of shopping complex and locality</th>
<th>Land description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deny Plaza, Brighton</td>
<td>26-34 Church St, Brighton</td>
</tr>
</tbody>
</table>

2.0 Prohibition of a gaming machine in a strip shopping centre

A gaming machine as specified in Clause 52.28.4 is prohibited in a strip shopping centre specified in Table 2 below.

Table 2

<table>
<thead>
<tr>
<th>Name of strip shopping centre and locality</th>
<th>Land description</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Brighton Shopping Centre, Brighton East</td>
<td>758-778 Hawthorn Road &amp; 763-765D Hawthorn Road, East Brighton</td>
</tr>
<tr>
<td>Deny Village, Brighton East</td>
<td>75-767 Hampton Street, Brighton &amp; 736-770 Hampton Street, Brighton East</td>
</tr>
<tr>
<td>Brighton Beach (Were Street) Centre, Brighton</td>
<td>108-122 Were Street, 117-135 Were Street &amp; 5 Dave Lane, Brighton</td>
</tr>
<tr>
<td>Bluff Road and Highett Road Centre, Hampton</td>
<td>349-361 Bluff Road, Hampton, 404-424 Bluff Road &amp; 95-97 Highett Road, Highett</td>
</tr>
<tr>
<td>Seaview Shopping Centre, Beaumaris</td>
<td>326-350 Balcombe Road, 333-359 Balcombe Road &amp; 121 Croker Road, Beaumaris</td>
</tr>
<tr>
<td>Balcombe Road and Chairman Road, Beaumaris</td>
<td>99-115 Chairman Road &amp; 268 Balcombe Road, Beaumaris</td>
</tr>
<tr>
<td>Thomas and Egan Street, East Brighton</td>
<td>123-135 Thomas Street, East Brighton</td>
</tr>
<tr>
<td>South Road Plaza, Hampton</td>
<td>507-533 Bluff Road, Hampton</td>
</tr>
<tr>
<td>Highett Village Shopping Centre, Highett</td>
<td>487-501 Highett Road, 269-286 Highett Road &amp; 72-82 Graham Road, Highett</td>
</tr>
<tr>
<td>Little Highett Village, Highett</td>
<td>1-23 Spring Street, Highett</td>
</tr>
<tr>
<td>Bluff Road and Bay Road, Sandringham/Highett</td>
<td>257-267 Bluff Road, Sandringham &amp; 302-320C Bluff Road, Highett</td>
</tr>
<tr>
<td>Bay Road and Jack Road, Cheltenham</td>
<td>340-362 Bay Road, Cheltenham</td>
</tr>
<tr>
<td>Ludstone Street, Hampton</td>
<td>75-87 Ludstone Street, Hampton</td>
</tr>
<tr>
<td>Bluff Road and Edward Street, Sandringham</td>
<td>177-189 Bluff Road, Sandringham</td>
</tr>
<tr>
<td>New Street and Martin Street, Brighton</td>
<td>410-432 New Street &amp; 59 Martin Street, Brighton</td>
</tr>
<tr>
<td>South Road and Esplanade Avenue, Brighton</td>
<td>1 Esplanade Avenue, 2-10 Station Walk &amp; 5-13 South Road, Brighton</td>
</tr>
<tr>
<td>Hawthorn Road Shopping Centre, Brighton East</td>
<td>600-624 Hawthorn Road &amp; 601-629 Hawthorn Road, East Brighton</td>
</tr>
<tr>
<td>Name of strip shopping centre and locality</td>
<td>Land description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Bay Road and Avoca Street, Highton</td>
<td>257-277 Bay Road, Highton</td>
</tr>
<tr>
<td>Moorabbin Major Activity Centre, Nepean Highway and South Road, Hampton East</td>
<td>324-354 South Road, 18-20 Kabaomba Street, 18-20 Kelvener Street &amp; 844-934 Nepean Highway, Hampton East</td>
</tr>
<tr>
<td>Black Rock Neighbourhood Activity Centre, Black Rock</td>
<td>1-41 Bluff Road, 2-42 Bluff Road, 588-606 Balcombe Road, 581-813 Balcombe Road &amp; 297-307 Beach Road, Black Rock</td>
</tr>
<tr>
<td>Beaumaris Neighbourhood Activity Centre, Beaumaris</td>
<td>1-31A North Concourse, 2-22 North Concourse, 1-23 South Concourse, 2-36 South Concourse, 1-5 East Concourse &amp; 2-62 East Concourse, Beaumaris</td>
</tr>
<tr>
<td>Martin Street, Gardenvale Neighbourhood Activity Centre, Gardenvale</td>
<td>112-172 Martin Street, 115-175 Martin Street, 2a &amp; 2b Hamilton Street, 75-81 Asling Street, 90 Asling Street, 1a Rose Street &amp; 2-20 Spink Street, Gardenvale</td>
</tr>
<tr>
<td>Sandringham Major Activity Centre, Sandringham</td>
<td>1-15 Waltham Street, 2-34 Waltham Street, 18-24 Abbott Street, 18-98 Station Street, 67-69 Station Street, 1-39 Melrose Street, 12-16 Melrose Street, 116-118 Beach Road, 7-31 Bay Road &amp; 10-76 Bay Road, Sandringham</td>
</tr>
<tr>
<td>Church Street Major Activity Centre, Brighton</td>
<td>2-154 Church Street, 3-147 Church Street, 3-5, 8 St Andrews Street, 196-208 New Street, 10-31, 36 Carpenter Street, 21-37 Weil Street, 1-15 Male Street &amp; 1-4 Railway Walk, Brighton</td>
</tr>
<tr>
<td>Bay Street Major Activity Centre, Brighton</td>
<td>181-447 Bay Street, 198-386 Bay Street, 8 Cochrane Street, 26 Outer Crescent, 10-14 Warleigh Grove &amp; 103 Male Street, Brighton</td>
</tr>
<tr>
<td>Hampton Major Activity Centre, Hampton</td>
<td>600-630 Hampton Street Brighton East, 601-633 Hampton Street Brighton, 100 South Road, 240-509 Hampton Street, 350-570 Hampton Street, 1 Mills Street, 20-22, 26 Mills Street, 33-35 Willis Street, 1, 2 Grants Lane, 1, 2 Willis Lane, 2-6 Railway Walk, 7-31 Small Street, 2-14 Small Street, 7-13, 24 Railway Crescent, 1 Crisp Street &amp; 1 Service Street, Hampton</td>
</tr>
</tbody>
</table>

Note: Unless specified, property addresses include all unit numbers and letters of land zoned business.
10.12 CON/18/22 - INFORMATION SERVICES INFRASTRUCTURE RENEWAL

Corporate Services - Information Services
File No: PSF/18/103 – Doc No: DOC/18/99222

Executive summary

Purpose and background
To award a contract for the renewal of Information Services Infrastructure for a period of five years for Bayside City Council.

Key issues
Bayside City Council's (BCC) current virtualisation and 'Back-up' Infrastructure is approaching end-of-life and due for replacement. Therefore, BCC is seeking a service provider to design, develop and implement a modern infrastructure and back-up solution that will support Council’s current and future requirements.

A request for tender was undertaken in accordance with Council’s Procurement Policy and section 186 of the Local Government Act 1989 and was released on Wednesday 2 February, 2018.

Selection Criteria
The selection criteria consisted of the following weighted criteria:
1. Solution Viability – 40%
2. Price – 30%
3. Methodology – 20%
4. Experience & references – 10%

There were 17 tender submissions that were scored, with 4 tenders being identified as technically superior and were short listed. The 4 shortlisted tenderers were invited to demonstrate their solution based on the selection criteria in the tender. Onel Consulting Pty outperforming the other tenderers on hardware performance, methodology, experiences and references.

Current Risks
The current Information Services infrastructure is at the end of its life-cycle and must be replaced to ensure business continuity.

Recommendation
That Council:

1. Award Contract No: 18/22 for the renewal of the Information Services Infrastructure to Onel Consulting Pty Ltd, for a lump sum price of $817,274.70 (Including GST) leased over a 5 year period.

2. Authorises the Chief Executive Officer to sign all necessary contract documentation relating to the awarding of Contract 18/22 for the provision of Information Services Infrastructure Renewal.
Support Attachments
1. Infrastructure Evaluation Matrix (separately enclosed)

Considerations and implications of recommendation

Liveable community

Social
There are no social implications associated with this report.

Natural Environment
There are no natural environmental impacts associated with this report.

Built Environment
There are no built environmental impacts associated with this report.

Customer Service and Community Engagement
The proposed new contract will commence by July 2018 and was publically advertised via the MAV procurement panel on February 2, 2018.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
The tendering process has been undertaken in accordance with Council’s Procurement Policy and in accordance with section 186 of the Local Government Act 1989.

Finance
The proposed tendered price is within the annual budget allocation for the lease of IT infrastructure equipment over 5 years commencing 2018/19.

Links to Council policy and strategy
Ongoing Infrastructure lifecycle renewal is linked to the ICT Strategy to ensure continuous improvement and robust business continuity.
Executive summary

Purpose and background
The purpose of this report is to appoint a contractor to undertake the Kerb and Channel Replacement Program for 2018/19 and 2019/20 under Contract CON/18/46.

The works under this contract comprise of reconstruction of concrete and bluestone kerb and channel throughout the Municipality. This contract commences on 1 July 2018 and is for a total period of 23 months. The contract is a schedule of rates contract.

The condition of kerb and channel throughout the municipality is assessed by visual surveys. The kerb and channel locations identified for reconstruction are selected based on the condition assessment. Kerb and channel is also replaced as part of road resurfacing works. This work is in accordance with the relevant Asset Management Plan and Road Management Plan and is an asset renewal activity.

Generally, works under this contract will involve the replacement of whole lengths of kerb and channel in streets. However, in some instances, only those sections requiring replacement will be reconstructed and the contract has been structured to take this methodology into account.

Key issues
A public tender was advertised in The Age and released through eProcure on Saturday 10 March 2018 and closed on Wednesday 4 April 2018 with the following submissions:

(1) Novacon Group Pty Ltd;
(2) Metroplant and Civil Services Pty Ltd;
(3) State Civil Pty Ltd;
(4) VCrete Contractors Pty Ltd.

The result of the analysis can be found in Confidential Attachment 1: Evaluation Matrix.

Metroplant and Civil Services have primarily been involved in the Civil Construction business for almost seven years with 16 years of background experience. Metroplant and Civil Services has successfully delivered the Kerb and Channel replacement program since 2014 for Bayside City Council.

This is a schedule of rates contract, however in order to seek a comparison of pricing, an indicative quantity based on Council's historical work quantities was used to calculate a cost to enable this evaluation.

As shown in Confidential Attachment 1 – Evaluation Matrix, the tender evaluation panel concluded that Metroplant and Civil Services offers the best value for money and recommends that the contract be awarded to Metroplant and Civil Services.
Recommendation

That Council:

1. Awards Contract CON/18/46 Kerb and Channel Replacement Program for 2018/19 and 2019/20 to Metroplant and Civil Services for the specified schedule of rates in Confidential Attachment 2;

2. Authorises the Acting Chief Executive Officer to sign all necessary documentation related to Contract CON/18/46 Kerb and Channel Replacement Program for 2018/19 and 2019/20; and

3. Advises the unsuccessful tenderers accordingly.

Support Attachments

1. Confidential Attachment 1 - CONTRACT CON/18/46 Kerb and Channel Replacement Program Tender Evaluation Matrix (separately enclosed) (confidential)
2. Confidential Attachment 2 - CONTRACT CON/18/46 Kerb and Channel Replacement Program Schedule of Rates (separately enclosed) (confidential)

Considerations and implications of recommendation

Liveable community

Social
The works under this contract will renew kerb and channel that has reached a condition where reconstruction is necessary to maintain residential amenity and safety for pedestrians.

Natural Environment
Recycled concrete will be used in construction of the base of kerb and channel and demolished concrete will be sent to the recycling plant.

Built Environment
Damaged or deteriorated kerb and channel allows water to ingress into the road pavement contributing to road failure and also hinders smooth flow of storm water to the drainage system.

Customer Service and Community Engagement
Advice in relation to the work and traffic management arrangements will be communicated directly to the local residents prior to commencement of the work in relevant areas.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
This Request for Tender was undertaken in accordance with the Bayside City Council’s Quotation and Tendering Procedure and section 186 of the Local Government Act 1989.
Finance

The allocation for the Kerb and Channel Replacement Program in the Draft 2018/19 Budget is $866,000. Consequentially over two years it is expected to be approximately $1,732,000.

The extent of work will be managed to ensure that the cost does not exceed yearly budget allocation during the total contract period of two years. No minimum quantity of work is guaranteed to the successful contractor.

As the contract is a schedule of rates contract, it does not have lump sum contract value. Hence, it is appropriate that this contract be awarded on the basis of the schedule of rates. The schedule of rates is not subject to review during the contract period.

Links to Council policy and strategy

This project is consistent with the 2017/2021 Council Plan as identified under Goal 1 – Infrastructure – Council will work together with the Bayside community to plan and deliver community infrastructure that responds to the changing needs of the Bayside community.

A key objective of this goal is to have a Bayside where infrastructure is fit for purpose for today and into the future.
Executive summary

Purpose and background
The purpose of this report is to appoint a contractor to undertake the Asphalt Footpath Reconstruction Program (Residential) for 2018/19 – 2019/20 under Contract CON/18/48.

The works under this contract comprise reconstruction of asphalt footpaths throughout the Municipality in residential streets. This contract commences on 1 July 2018 and is for a total period of 23 months. The contract is a schedule of rates contract.

The condition of footpaths throughout the Municipality is assessed by visual surveys. The footpath locations identified for reconstruction are prioritised based on the condition assessments. This work is in accordance with the relevant Asset Management Plan and Road Management Plan and is an asset renewal activity.

Key issues
A public tender was advertised in The Age and released through eProcure on Saturday 17 March 2018 and closed on Wednesday 11 April 2018 with the following submissions:

(1) Citywide Service Solutions;
(2) Country Wide Asphalt;
(3) Fulton Hogan Industries;
(4) Novacon Group;
(5) Sercorp.

The result of the analysis can be found in Confidential Attachment 1: Evaluation Matrix.

Citywide Service Solutions (Citywide) offer a range of civil construction and maintenance contracting services. Citywide is currently the incumbent holder of the routine maintenance contract, and reconstruct a large quantity of asphalt footpath to Bayside City Council specifications. The experience learned from these works gives Citywide insight into what the residents and stakeholders expect from a quality, aftercare, communication and timeliness perspective.

This is a schedule of rates contract, however in order to seek a comparison of pricing, an indicative quantity based on Council’s historical work quantities was used to calculate a cost to enable this evaluation.

As shown in Confidential Attachment 1 – Evaluation Matrix, the tender evaluation panel concluded that Citywide Service Solutions offer the best value for money and recommends that the contract be awarded to Citywide Service Solutions.
Recommendation
That Council:

1. Awards Contract CON/18/48 Asphalt Footpath Reconstruction Program (Residential) for 2018/19 – 2019/20 to Citywide Service Solutions for the specified schedule of rates in Confidential Attachment 2;

2. Authorises the Acting Chief Executive Officer to sign all necessary documentation related to Contract CON/18/48 Asphalt Footpath Reconstruction Program (Residential) for 2018/19 – 2019/20; and

3. Advises the unsuccessful tenderers accordingly.

Support Attachments
1. Confidential Attachment 1 - CONTRACT CON/18/48 Asphalt Footpath Reconstruction Program Tender Evaluation Matrix (separately enclosed) (confidential)
2. Confidential Attachment 2 - CONTRACT CON/18/48 Asphalt Footpath Reconstruction Program Schedule of Rates (separately enclosed) (confidential)

Considerations and implications of recommendation

Liveable community
Social
The works under this contract will renew footpaths that have reached a condition where reconstruction is necessary to maintain residential amenity and safety for pedestrians.

Natural Environment
Environmentally friendly warm mix asphalt will be used to construct footpaths. This asphalt is produced at a temperature up to 50 degrees celsius less than conventional asphalt. It is cooler when laid on site, thus reducing fume emissions and is safer to use. This product will also contain up to 20% recycled asphalt.

Demolished asphalt from old footpaths will be taken to the asphalt plant for recycling.

Built Environment
Removal of footpaths in poor condition will improve the built environment.

Customer Service and Community Engagement
Advice in relation to the work and traffic management arrangements will be communicated directly to the local residents prior to commencement of the work in relevant areas.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
This Request for Tender was undertaken in accordance with the Bayside City Council's Quotation and Tendering Procedure and section 186 of the Local Government Act 1989.
Finance

The proposed allocation for the Residential Footpaths Renewal Program in the draft 2018/19 Budget is $1,600,000.

<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>Draft Budget 2018/19</th>
<th>Potential Budget 2019/20</th>
<th>2 Year Proposed Spending</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Contract CON/18/48 - Asphalt Footpath Reconstruction Program</td>
<td>$950,000</td>
<td>$1,037,000</td>
<td>$1,987,000</td>
</tr>
<tr>
<td>CON/18/50 - Concrete Footpath Reconstruction Program</td>
<td>$650,000</td>
<td>$650,000</td>
<td>$1,300,000</td>
</tr>
<tr>
<td></td>
<td>$1,600,000</td>
<td>$1,687,000</td>
<td></td>
</tr>
</tbody>
</table>

The extent of work will be managed to ensure that the cost does not exceed yearly budget allocation during the total contract period of two years. No minimum quantity of work is guaranteed to the successful contractor.

As the contract is a schedule of rates contract, it does not have lump sum contract value. Hence, it is appropriate that this contract be awarded on the basis of the schedule of rates. The schedule of rates is not subject to review during the contract period.

Links to Council policy and strategy

This project is consistent with the 2017/2021 Council Plan as identified under Goal 1 – Infrastructure – Council will work together with the Bayside community to plan and deliver community infrastructure that responds to the changing needs of the Bayside community.

A key objective of this goal is to have a Bayside where infrastructure is fit for purpose for today and into the future.
Executive summary

Purpose and background

The purpose of this report is to appoint a contractor to undertake the Concrete Footpath Reconstruction Program (Residential) for 2018/19 – 2019/20 under Contract CON/18/50.

The works under this contract comprise concrete footpaths throughout the Municipality in residential streets. This contract commences on 1 July 2018 and is for a total period of 23 months. The contract is a schedule of rates contract.

The condition of footpaths throughout the municipality is assessed by visual surveys. The footpath locations identified for reconstruction are prioritised based on the condition assessment. This work is in accordance with the relevant Asset Management Plan and Road Management Plan and is an asset renewal activity.

Key issues

A public tender was advertised in The Age and released through eProcure on Saturday 17 March 2018 and closed on Wednesday 11 April 2018 with the following submissions:

(1) Novacon Group Pty Ltd;
(2) Metroplant and Civil Services Pty Ltd;
(3) Prestige Paving Pty Ltd;
(4) Sercorp Pty Ltd.

The result of the analysis can be found in Confidential Attachment 1: Evaluation Matrix.

Metroplant and Civil Services have primarily been involved in the Civil Construction business for almost seven years with 16 years of background experience. Metroplant and Civil Services has successfully delivered the Kerb and Channel replacement program since 2014 for Bayside City Council and Concrete Footpath reconstruction program since 2016.

This is a schedule of rates contract, however in order to seek a comparison of pricing, an indicative quantity based on Council’s historical work quantities was used to calculate a cost to enable this evaluation.

As shown in Confidential Attachment 1 – Evaluation Matrix, the tender evaluation panel concluded that Metroplant and Civil Services offer the best value for money and recommends that the contract be awarded to Metroplant and Civil Services.
Recommendation

That Council:

1. Awards Contract CON/18/50 Concrete Footpath Reconstruction Program (Residential) for 2018/19 – 19/20 to Metroplant and Civil Services for the specified schedule of rates in Confidential Attachment 2;

2. Authorises the Acting Chief Executive Officer to sign all necessary documentation related to Contract CON/18/50 Concrete Footpath Reconstruction Program (Residential) for 2018/19 – 19/20; and

3. Advises the unsuccessful tenderers accordingly.

Support Attachments

1. Confidential Attachment 1 - CONTRACT CON/18/50 Concrete Footpath Reconstruction Program Tender Evaluation Matrix (separately enclosed) (confidential)
2. Confidential Attachment 2 - CONTRACT CON/18/50 Concrete Footpath Reconstruction Program Schedule of Rates (separately enclosed) (confidential)

Considerations and implications of recommendation

Liveable community

Social
These works under this contract will renew footpaths that have reached a condition where reconstruction is necessary to maintain residential amenity and safety for pedestrians.

Natural Environment
Recycled concrete will be used in construction of footpath bases and the demolished concrete will be recycled.

Built Environment
Removal of footpaths in poor conditions will improve the built environment.

Customer Service and Community Engagement
Advice in relation to the work and traffic management arrangements will be communicated directly to the local residents prior to commencement of the work in relevant areas.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
This Request for Tender was undertaken in accordance with the Bayside City Council’s Quotation and Tendering Procedure and section 186 of the Local Government Act 1989.
Finance

The proposed allocation for the Residential Footpaths Renewal Program in the draft 2018/19 Budget is $1,600,000.

<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>Draft Budget 2018/19</th>
<th>Potential Budget 2019/20</th>
<th>2 Year Proposed Spending</th>
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<tbody>
<tr>
<td>CON/18/48 - Asphalt Footpath Reconstruction Program</td>
<td>$ 950,000</td>
<td>$ 1,037,000</td>
<td>$ 1,987,000</td>
</tr>
<tr>
<td>This Contract CON/18/50 - Concrete Footpath Reconstruction Program</td>
<td>$ 650,000</td>
<td>$ 650,000</td>
<td>$ 1,300,000</td>
</tr>
<tr>
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The extent of work will be managed to ensure that the cost does not exceed yearly budget allocation during the total contract period of two years. No minimum quantity of work is guaranteed to the successful contractor.

As the contract is a schedule of rates contract, it does not have lump sum contract value. Hence, it is appropriate that this contract be awarded on the basis of the schedule of rates. The schedule of rates is not subject to review during the contract period.

Links to Council policy and strategy

This project is consistent with the 2017/2021 Council Plan as identified under Goal 1 – Infrastructure – Council will work together with the Bayside community to plan and deliver community infrastructure that responds to the changing needs of the Bayside community.

A key objective of this goal is to have a Bayside where infrastructure is fit for purpose for today and into the future.
Executive summary

Purpose and background
The purpose of this report is to appoint a contractor to undertake construction works under Contract CON/18/51 which includes drainage improvement works and road reconstruction works on Durrant Street from Marion Street and Hampton Street, Brighton.

A previous contract CON/17/5 for Durrant Street Drainage, Pavement, Streetscape and Safety Improvements, Brighton was awarded by Council. There was a significant delay in getting final approval from Melbourne Water as the conditions of approval required a redesign and the scope of works was materially increased. Because of the dramatic changes in the scope and delay, the contract CON/17/5 was terminated by mutual agreement and the revised works were retendered.

The objectives of this project are to reduce localised flooding, provide conditions for healthier street trees and improve traffic flow and safety of residents and other road users and is in accordance with Council’s Drainage Upgrade Strategy. The project involves road reconstruction works, drainage, kerb and channel, drive ways and planting of trees.

The existing street trees close to the drainage channel have adversely affected the surrounding road and drainage infrastructure. The tree roots have lifted the road pavement, kerbs and channels, which in turn has resulted in localised water ponding and in some locations, flooding of abutting properties.

The design involves re-positioning drainage channels so that they are not affected by tree roots, and forming tree pits to permit healthy development of existing trees. Twelve street trees, which are in poor health, are proposed to be removed and replaced with twelve new trees.

Driveways are being extended in most locations. On-street parking will change in a few places, and new bike lanes are being included. The works will also enable buses to fully pull up to the kerb, and will improve the traffic movement along the street.

Key issues
The works were publically tendered in March 2018 in accordance with Council’s Procurement Policy however no submissions were received. The works were then tendered through a selective tender process and three qualified Contractors were invited to tender for the works. This report outlines the evaluation and recommended tenderer.

Tenderers

(1) Evergreen Civil Pty Ltd;
(2) CDN Constructors Pty Ltd; and
(3) VCrete Contractors Pty Ltd.

The result of the analysis can be found in Confidential Attachment 1 – CON/18/51 Evaluation Matrix.
Evergreen Civil offered the lowest price for the work and its submission demonstrated a good understanding of the project and presented an appropriate methodology. Evergreen Civil also identified the risks involved in the project and addressed its risk control measures comprehensively. It has completed projects of a similar nature in Bayside in the past and is committed to complete the work within the specified timeframe.

Evergreen was requested to provide possible cost saving measures to reduce the overall cost of the project. Some of these cost savings have been accepted.

As shown in Confidential Attachment 1 – Evaluation Matrix, the tender evaluation panel concluded that Evergreen Civil offer the best value for money and recommends that the contract be awarded to Evergreen Civil.

Recommendation

That Council:

1. Awards Contract CON/18/51 Durrant Street Improvement Stage One and Two Construction to Evergreen Civil for the lump sum price of $1,596,143.60 (excl. GST) and $1,755,757.90 (incl GST);

2. Authorises the Acting Chief Executive Officer to sign all necessary documentation related to Contract CON/18/51 Durrant Street Improvement Stage One and Two Construction; and

3. Advises the unsuccessful tenderers accordingly.

Support Attachments

1. Confidential Attachment 1 - CONTRACT/18/51 Durrant Street Improvement Stage One and Two Construction Tender Evaluation Matrix (separately enclosed) (confidential)

Considerations and implications of recommendation

Liveable community

Social
The work under this Contract will reduce localised flooding, provide conditions for healthier street trees, and improve traffic flow and safety of residents and other road users.

Natural Environment
The existing street trees close to the drainage channel have adversely affected the surrounding road and drainage infrastructure. The tree roots have lifted the road pavement, kerbs and channels, which in turn has resulted in localised water ponding and in some locations, flooding of properties.

The design aims to minimise impact of the built infrastructure on trees and provide better on going conditions for trees. Twelve trees in poor health will be removed and replaced.

Built Environment
Driveways are being extended in most locations. On-street parking will be slightly altered and new bike lanes are being included. The works will also enable the buses to completely pull up to the kerb, which will improve the traffic movement along the street.
Customer Service and Community Engagement

During the concept and detailed design stages, extensive community consultation was undertaken with the local residents and businesses in the precinct of Durrant Street. Constructive responses were received regarding retaining the streetscape character and the opportunity to introduce design aspects that addressed improving stormwater drainage, pedestrian and road safety.

During the extensive delays to this project the residents in Durrant Street have been informed of the project status.

Together with the successful Contractor, Council will provide progress updates to local residents, both prior to the commencement and during the construction work on site, and will maintain contact with key stakeholders during full construction.

Human Rights

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal

This Request for Tender was undertaken in accordance with the Bayside City Council’s Quotation and Tendering Procedure and section 186 of the Local Government Act 1989.

Finance

The Capital Works Budget for 2017/18 has an allocation of $850,000 (ex GST) for this project. Note prices are excluding GST.

<table>
<thead>
<tr>
<th>Consultant Cost</th>
<th>$ 35,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Cost</td>
<td>$1,596,144</td>
</tr>
<tr>
<td>Contingencies</td>
<td>$ 98,856</td>
</tr>
<tr>
<td>Project Cost (ex GST)</td>
<td>$1,730,000</td>
</tr>
</tbody>
</table>

The expected project cost is $1,730,000 (ex GST) which is above the allocated budget. The additional requirement for the completion of the project will be taken up from Road Reconstruction program (2018/19 proposed budget).

Links to Council policy and strategy

This project is consistent with the 2017/2021 Council Plan as identified under Goal 1 – Infrastructure – Council will work together with the Bayside community to plan and deliver community infrastructure that responds to the changing needs of the Bayside community.

A key objective of this goal is to have a Bayside where infrastructure is fit for purpose for today and into the future as per Drainage Upgrade Strategies and Park & Street Tree Management Policy.
10.17 CONTRACT CON/18/58 BALCOMBE ROAD/ EBDEN AVENUE INTERSECTION UPGRADE, BLACK ROCK

Environment, Recreation & Infrastructure - City Assets & Projects
File No: PSF/18/97 – Doc No: DOC/18/93905

Executive summary

Purpose and background
The purpose of this report is to appoint a contractor to undertake the construction of the Balcombe Road and Ebden Avenue Intersection Upgrade in Black Rock under Contract CON/18/58. This project includes the establishment of new stormwater drainage, kerb and channel, traffic islands, footpath, asphalt overlay, line marking and signs. The construction of this project will provide a safe crossing for pedestrians whilst upgrading the streetscape and civil infrastructure in the area simultaneously.

During the design phase of the project additional drainage works were integrated into the scope of works to establish a new point of discharge for small businesses adjacent to the works. Additional road resurfacing works on Balcombe Road have also been included in the project in order to obtain VicRoads approval to proceed with the works.

Key issues
A public tender was advertised in The Age and released through eProcure on Saturday 30 March 2018 and closed on Thursday 26 April 2018 with the following submissions:

(1) CDN Constructors Pty Ltd;
(2) Kaizen Civil Pty Ltd;
(3) Metroplant and Civil Services Pty Ltd.

The result of the analysis can be found in Confidential Attachment 1: Evaluation Matrix.

Metroplant and Civil Services demonstrated a good understanding of the project and was able to present an appropriate methodology. Metroplant and Civil Services identified the key risks involved in the project, accompanied by comprehensive risk control measures. It has completed multiple projects of a similar nature for Bayside City Council in the past and is committed to completing the works within the specified timeframe.

A financial assessment was also requested and Metroplant and Civil Services was deemed financially capable of completing the works.

As shown in Confidential Attachment 1 – Evaluation Matrix, the tender evaluation panel concluded that Metroplant and Civil Services offer the best value for money and recommends that the contract be awarded to Metroplant and Civil Services.
Recommendation

That Council:

1. Awards Contract CON/18/58 Balcombe Road and Ebden Avenue Intersection Upgrade in Black Rock to Metroplant and Civil Services for the lump sum price of $299,225.02 (excl. GST) and $329,147.52 (incl GST);

2. Authorises the Acting Chief Executive Officer to sign all necessary documentation related to Contract CON/18/58 Balcombe Road and Ebden Avenue Intersection Upgrade in Black Rock; and

3. Advises the unsuccessful tenderers accordingly.

Support Attachments

1. Confidential Attachment 1 - CONTRACT CON/18/58 Balcombe Road/ Ebden Avenue Intersection Upgrade, Black Rock Tender Evaluation Matrix (separately enclosed) (confidential)

Considerations and implications of recommendation

Liveable community

Social
The provision of pedestrian crossings at intersections, particularly at locations with high volumes of pedestrians such as Major Activity Centres, will improve pedestrian safety and establish a streetscape that is supportive of pedestrian activity.

Natural Environment
The works under this contract has considered environmental factors whilst maintaining a functioning activity centre. The removal of existing garden beds will be offset by the establishment of new gardens beds able to survive in the heavily pedestrian trafficked area.

Built Environment
The work under this contract will provide access for all with the implementation of directional Tactile Ground Surface Indicators. The implementation of stormwater drainage will allow runoff to be effectively discharged into the Council stormwater network.

Customer Service and Community Engagement
Council has informed the traders that are directly affected by the works and Council, with the contractor will provide further advice prior to commencement of the work and will maintain contact with key stakeholders during the construction period.

Four Variable Mounted Signs (VMS) will be erected one week prior to works starting to inform motorist, pedestrians, traders and residents. Traders to be informed and have a point of contact with Council and the contractor.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.
Legal
This Request for Tender was undertaken in accordance with the Bayside City Council’s Quotation and Tendering Procedure and section 186 of the Local Government Act 1989.

Finance
The Capital Works Budget for 2017/18 has an allocation of $130,000.00 (ex GST) for this project. The expenditure overspend of $189,225.00 (ex GST) is primarily due to additional drainage and road resurfacing. The drainage component of the project has a value of $50,000.00 ex GST and will be offset by significant savings in other 2017/18 Council drainage upgrade projects. There are also advanced negotiations in place with VicRoads to fund a proportion of the road resurfacing component of this project. The cost of the road resurfacing is $60,000 ex GST.

<table>
<thead>
<tr>
<th>Contract Cost</th>
<th>$299,225.02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingencies, Design &amp; Project Management Costs</td>
<td>$20,000.00</td>
</tr>
<tr>
<td><strong>Project Cost (ex GST)</strong></td>
<td><strong>$319,225.02</strong></td>
</tr>
</tbody>
</table>

The expected project cost is $319,225.02 (ex GST), which is greater than the allocated funding. Savings in the other capital drainage projects are available to fund budget shortfall. VicRoads funding is being sought to offset the road resurfacing component of work. An amount of $60,000 has been sought from VicRoads. This funding, however, is not required to proceed with the project, but will lower Council’s cost if granted.

Links to Council policy and strategy
This project is consistent with the 2017/2021 Council Plan as identified under Goal 1 – Infrastructure – Council will work together with the Bayside community to plan and deliver community infrastructure that responds to the changing needs of the Bayside community.

A key objective of this goal is to have a Bayside where infrastructure is fit for purpose for today and into the future.
10.18 CONTRACT 18/14 - PROVISION OF INTERNAL AUDIT SERVICES

Corporate Services - Governance
File No: PSF/18/103 – Doc No: DOC/18/99258

Executive summary

Purpose and background
To award a contract for the provision of Internal Audit Services for a period of three years for Bayside City Council.

Key issues
Council’s Internal Audit Services have been undertaken by Crowe Horwath for a period of 4 years expiring on 30 June 2018.

A request for tender was undertaken in accordance with Council’s Procurement Policy and section 186 of the Local Government Act 1989.

A public tender was called in The Age Newspaper on Saturday 3 March 2018 and closed on Wednesday 28 March 2018. As a result of this process Council received five tender submissions:

- BDO Melbourne
- HLB Mann Judd
- Oakton
- Crowe Horwath
- Pitcher Partners

Selection Criteria
The selection criteria consisted of the following weighted criteria:

1. Price (lump sum) - 30%
2. Experience capacity and past performance – 25%
3. Plan for proposed audit service – 30%
4. Innovation and value added offerings – 15%

In addition information was sought on the hourly rates involved in the audit to ensure value for money and also a flat hourly rate based upon 700 to 800 hours per annum.

Tender analysis

Based on a detailed tender analysis by the appointed selection panel, a short listed of two preferred tenderers were identified and individual interviews were conducted on both preferred tenderers.
The interview panel consisted of the Chairman of the Audit and Risk Committee, Acting Chief Executive Officer and the Acting Director Corporate Services.

Whilst there are many similarities between all internal Audit providers given the same internal audit methodology and risk management approach are used across the sector, a key component of the interview was based on the proposed developed of the internal audit plan for a period of three years, the innovation and value added offering they bring to the table as part of the audit, and the relations between provider and the organisation.

Based on the interviews conducted, and reference checks, the panel recommended Crowe Horwath Melbourne as the preferred tenderer.

Crowe Horwath Melbourne was established over 40 years ago and has been providing internal audit services to the local government sector since 1994. Crowe Horwath prides itself on the timely delivery of the internal audit program and provides a great deal of time clearly articulating the scope and expectations of the audits. The tenderer’s personnel recommended to undertake the internal audit function are well qualified and have many years’ experience in internal audit across the local government sector.

Crowe Horwath currently undertakes internal audit and advisory services to 22 municipalities and also provides external audit services as an agent to the Victorian Auditor General’s Office to 17 Councils.

A reference check has been received and the feedback is very positive, in addition to the past experience of Crowe Horwath as Bayside’s current supplier.

Recommendation

That Council:

1. awards Contract No: 18/14 for the provision of Internal Audit Services to Crowe Horwath (Aust) Pty Ltd (ABN: 84 006 466 351) for the provision of internal audit services for a period of three years with a one year option to extend, for a lump sum of:
   - Year 1 - $110,269.50 (inclusive of GST) 2018/19
   - Year 2 - $110,269.50 (inclusive of GST) 2019/20
   - Year 3 - $110,269.50 (inclusive of GST 2020/21

2. Authorises the Chief Executive Officer to sign all necessary contract documentation relating to the awarding of Contract 18/14 for the provision of Internal Audit Services.

Support Attachments

Nil
Considerations and implications of recommendation

Liveable community

Social
There are no social implications associated with this report.

Natural Environment
There are no natural environmental impacts associated with this report.

Built Environment
There are no built environmental impacts associated with this report.

Customer Service and Community Engagement
The proposed new contract will commence on 1 July 2018 and the three year audit plan will be prepared in consultation with Council officers and presentation to the Audit and Risk Committee for endorsement.

Human Rights
The implications of this report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal
The tendering process has been undertaken in accordance with Council’s Procurement Policy and in accordance with section 186 of the Local Government Act 1989.

Finance
The proposed tendered price is within the budget allocation for 2018/19.

Links to Council policy and strategy
There are no direct links to policy and strategy however internal audit is a key requirement of the Local Government Act and good governance and is reflected in the Council Plan.
Executive summary

Purpose and background
This report presents to Council a schedule of actions pending for the period to 22 May 2018.

Key issues
This report contains resolutions of Council that require a further report to Council.

Recommendation
That Council notes the Council Action Awaiting Report.

Support Attachments
1. Council Action Awaiting Report - May 2018
<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>COUNCIL RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/05/16</td>
<td>10.4 Home and Community Care (HACC) Service Review</td>
</tr>
<tr>
<td>24/05/16</td>
<td>10.2 Sandringham Village Streetscape Masterplan</td>
</tr>
</tbody>
</table>

**COUNCIL RESOLUTION**

10.4 Home and Community Care (HACC) Service Review

- 6 receives further reports as information becomes available in order to consider Council’s future role and contribution to meeting the needs of its community for home support services.

**DIVISION**

DCPCS

**COMMENTS/STATUS**

DCPCS

- In the event that the bus route changes in Bay Road, Beach Road, and Station Street do not proceed and the Village Square concept will be presented at a future Council meeting for adoption.

<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>COUNCIL RESOLUTION</th>
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<tbody>
<tr>
<td>24/05/16</td>
<td>10.7 Children’s Sensory Garden Investigation</td>
</tr>
</tbody>
</table>

**COUNCIL RESOLUTION**

- 1. notes the interest of a suburban sensory garden;
- 2. proposes the CSIRO site is the preferred location for the establishment of a sensory garden in Bayside;
- 3. seeks community feedback regarding the concept of establishing a sensory garden in Bayside to inform future decisions;
- 4. requires further reporting, including the financial implications associated with the establishment of a sensory garden.

**DIVISION**

DERI

**COMMENTS/STATUS**

DERI

- Further update on the Bayside Public Transport Advocate/Statement will be provided to Council for adoption for any new advocacy issues when they arise.

<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>COUNCIL RESOLUTION</th>
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</thead>
<tbody>
<tr>
<td>21/06/16</td>
<td>10.3 Bayside Public Transport Advocate/Statement</td>
</tr>
</tbody>
</table>

**COUNCIL RESOLUTION**

2. endorses further updates as part of the ongoing Council’s resolution for adopting the ITS to seek the endorsement of any new advocacy issues and positions that are evolved.
<table>
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<tr>
<th>DATE OF MEETING</th>
<th>COUNCIL RESOLUTION</th>
<th>DIVISION</th>
<th>COMMENTS/STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/02/17</td>
<td><strong>Potential Land Purchase</strong>&lt;br&gt;1. authorises the Chief Executive Officer to seek to negotiate&lt;br&gt;the purchase of approximately 0.35 hectare of land at the CSIRO site in Highett for the potential future development&lt;br&gt;of a library and community facilities; and&lt;br&gt;2. receives a further report on the outcomes of these negotiations</td>
<td>DCorp</td>
<td>A further report will be submitted to Council following the negotiations.</td>
</tr>
<tr>
<td>25/07/17</td>
<td><strong>Bayside Environmental Sustainability Framework 2016-2025 Annual Progress Report</strong>&lt;br&gt;That Council receives a further report in the first quarter of the 2018/19 financial year detailing progress against targets, the overall success of actions and reviewing issues and risks.</td>
<td>DERI</td>
<td>A report will be submitted to the August 2018 Council meeting.</td>
</tr>
<tr>
<td>22/08/17</td>
<td><strong>Brighton Secondary College Synthetic Hockey facility - Management Committee Financials Update</strong>&lt;br&gt;That Council receives a further report no later than July 2018 from the Management Committee summarising activities, including the financial position of the Brighton Secondary College Hockey Facility Management Committee.</td>
<td>DERI</td>
<td>A report will be submitted to the July 2018 Council meeting.</td>
</tr>
<tr>
<td>19/09/17</td>
<td><strong>Amendment C126 – Small Activity Centres Strategy 2014</strong>&lt;br&gt;That Council:&lt;br&gt;1. Considers the submissions to Amendment C126 at a future Council meeting.</td>
<td>DCPCS</td>
<td>- Work is progressing to finalise the material for the Council Briefing report to be presented on 5 December 2017.</td>
</tr>
<tr>
<td>DATE OF MEETING</td>
<td>COUNCIL RESOLUTION</td>
<td>DIVISION</td>
<td>COMMENTS/STATUS</td>
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<tr>
<td>24/10/17</td>
<td>10.1 Amendment C151 – Hampton East (Moorabbin) Structure Plan. That Council following the Minister for Planning decision in relation to the above receives a report that outlines the scope for an additional study for precincts 3, 5 and 6 including costs, funding options and timing.</td>
<td>DCPCS</td>
<td>A report will be submitted to Council following the Minister for Planning’s decision in 2018.</td>
</tr>
<tr>
<td>24/10/17</td>
<td>10.16 HMVS Cerberus – Heritage Works Permit Update. That Council 2. Receives a further report once Heritage Victoria has assessed the permit application for conservation and stabilisation of the HMVS Cerberus.</td>
<td>DERI</td>
<td>A further report will be presented to a future Council meeting following Heritage Victoria’s assessment of the Planning Application.</td>
</tr>
<tr>
<td>9/11/17</td>
<td>8 Determining the Meeting Cycle of Council Meetings and Committee Meetings. 4. That Council review the frequency of the Planning and Amenity Committee at the May meeting cycle.</td>
<td></td>
<td>A further report will be presented in May 2018.</td>
</tr>
<tr>
<td>DATE OF MEETING</td>
<td>COUNCIL RESOLUTION</td>
<td>DIVISION</td>
<td>COMMENTS/STATUS</td>
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<td>That Council</td>
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<td></td>
<td>5. Receives a further report prior to June 2018, with options for Council's ongoing role in relation to disability inclusion, advocacy and planning beyond the cessation of the Inclusive Communities funding in June 2018.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21/11/17</td>
<td>10.3 Statutory Planning Service and Delegations</td>
<td>DCPCS</td>
<td>That Council consider a report at the June 2018 Council meeting.</td>
</tr>
<tr>
<td></td>
<td>That Council receives a further report in June 2018 reporting on the outcomes of the trial and any further recommendations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19/12/17</td>
<td>10.15 Bayside Film Festival</td>
<td>DCCCS</td>
<td>A report will be submitted to Council at the October 2018 meeting</td>
</tr>
<tr>
<td></td>
<td>4. Pending the outcome of the grant application, a further report be provided to Council which includes the findings of the work undertaken should the application be successful, and in the event that it is not, Council receive a further report.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20/3/18</td>
<td>10.2 Proposed Sale of Land 31 &amp; 33 Orlando Street Hampton, and 49 &amp; 51 Beach Road Hampton</td>
<td>DCS</td>
<td>A further report to be considered in May 2018.</td>
</tr>
<tr>
<td></td>
<td>6. In the event submissions are received, a further report will be presented to a Special Committee of Council in accordance with section 223 of the Local Government Act 1989 consisting of all Councillors with a quorum of four Councillors to consider any submissions received at a meeting to be held on Wednesday, 16 May 2018 at 6:30 pm in the Council Chambers, Boxshall Street Brighton in relation to the proposed sale.</td>
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<td></td>
<td>That Council</td>
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</tr>
<tr>
<td>DATE OF MEETING</td>
<td>COUNCIL RESOLUTION</td>
<td>DIVISION</td>
<td>COMMENTS/STATUS</td>
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<tr>
<td>20/3/18</td>
<td>10.23 <em>Rescission of Bayside Gaming Machines policy 2010</em>&lt;br&gt;That Council defer the consideration of this item until the May 2018 meeting cycle.</td>
<td>DCPCS</td>
<td>That Council considers this report in May 2018.</td>
</tr>
<tr>
<td>24/4/18</td>
<td>10.2 <em>Future Provision of Netball Facilities – Update</em>&lt;br&gt;That Council:&lt;br&gt;8. Receives a report at or before the 23 October 2018 Council meeting on the establishment and project timeline of a netball centre on the site of the Sandringham Golf Driving Range;</td>
<td>DERI</td>
<td>A report will be submitted to Council at the October 2018 meeting.</td>
</tr>
<tr>
<td>24/4/18</td>
<td>10.17 <em>Lease and Licence Policy Review</em>&lt;br&gt;That Council:&lt;br&gt;2. receives a report back on the results of the feedback to consider any further amendment prior to adopting a revised Lease and Licence Policy.</td>
<td>DCS</td>
<td></td>
</tr>
</tbody>
</table>
11. Reports by Delegates

1. Association of Bayside Municipalities – The Mayor Cr Laurence Evans
2. MAV Environment Committee – Director Environment, Recreation & Infrastructure
3. Metropolitan Transport Forum – Cr Clarke Martin
4. Municipal Association of Victoria – Cr Alex del Porto
5. Inner South Metropolitan Mayors’ Forum – The Mayor Cr Laurence Evans
6. Metropolitan Local Government Waste Forum – Cr Michael Heffernen

12. Urgent Business

13. Notices of Motion

Nil
14. Confidential Business

That pursuant to Section 89(2) of the Local Government Act 1989, the Council resolves that so much of this meeting be closed to members of the public, as it involves Council consideration of matters coming within some or all of the following categories listed in Section 89(2) of such Act.

(a) Personnel matters;
(b) The personal hardship of any resident or ratepayers;
(c) Industrial matters;
(d) Contractual matters;
(e) Proposed developments;
(f) Legal advice;
(g) Matters affecting the security of Council property;
(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
(i) A resolution to close the meeting to members of the public.

14.1 VARIATION TO RECEIPT OF RECYCLABLES CONTRACT CON/12/69
(LGA 1989 Section 89(2)(d) contractual matters.)

As Acting Chief Executive Officer, I hereby declare that the contents of this agenda relating to the closed meeting of the ordinary meeting of Council are deemed confidential and accordingly members of Council are reminded that the contents of the agenda are not to be disclosed to any other party.

Mick Cummins

Acting Chief Executive Officer