



# Finance, Community & Services Committee

Monday 3 June 2024  
6.30pm

## Agenda

## Finance, Community & Services Committee (FC&S)

Woollahra Council will be holding Committee meetings (i.e. Environmental Planning (EP), Finance, Community & Services (FC&S) and Strategic & Corporate (S&C) with The Mayor, Councillors and staff will be participating in person. Members of the public are invited to attend the Committee meeting in person or watch and/or listen to meetings live (via Council's website).

Members of the public may also submit late correspondence. Instructions on how to do this are provided below:

- **To watch and/or listen to the meeting live (from 6.30pm)**  
Details on how to watch and listen to the meeting live will be available at Council Agendas, Audio Recordings and Minutes.  
<https://www.youtube.com/@woollahracouncil5355/streams>
- **To request to address the Committee (pre-register by 10.00am on the day of the meeting)**  
Pre-register to address the Committee by 10.00am on the day of the meeting by using the relevant registration form on Council's website - [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)
- **To submit late written correspondence (submit by 10.00am on the day of the meeting)**  
Members of the public may submit late written correspondence on an agenda item being considered at the Committee meeting. If you wish to make a written submission on an item on the agenda, please email your submission to [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au) by 10.00am on the day of the meeting.

Once registered you will be forwarded information on how to join the meeting via email.

The audio recording and late correspondence considered at the meeting will be uploaded to Council's website by 5.00pm on the next business day.

### Outline of Meeting Protocol & Procedure:

- The Chairperson will call the Meeting to order and ask the Committee Members and/or Staff to present apologies and/or late correspondence.
- The Chairperson will commence the Order of Business as shown in the Index to the Agenda.
- At the beginning of each item the Chairperson will invite member(s) of the public who registered to speak to address the Committee.
- Members of the public who have registered to address the Committee, will be allowed four (4) minutes in which to address the Committee. One (1) warning bell will be rung at the conclusion of three (3) minutes and two (2) warning bells rung at the conclusion of four (4) minutes. Please direct comments to the issues at hand.
- If there are persons representing both sides of a matter (e.g. applicant/objector), the person(s) against the recommendation speak first.
- At the conclusion of the allocated four (4) minutes, the speaker will take no further part in the debate unless specifically called to do so by the Chairperson.
- If there is more than one (1) person wishing to address the Committee from the same side of the debate, the Chairperson will request that where possible a spokesperson be nominated to represent the parties.
- After considering any submissions the Committee will debate the matter (if necessary), and arrive at a recommendation
- (R items which proceed to Full Council) or a resolution (D items for which the Committee has delegated authority).

### Disclaimer:

Councillors, staff and members of the public are advised that meeting are being lived streamed, accessible via a link from Council's website.

By speaking at a Committee Meeting members of the public consent to their voice, image and personal information (including name and address) being recorded and publicly available on Council's website. Accordingly, please ensure your address to Council is respectful and that you use appropriate language and refrain from making any defamatory statements or discriminatory comments.

Woollahra Council **does not** accept any liability for statements, comments or actions taken by individuals during a Committee meeting. Any part of the meeting that is held in closed session will not be recorded.

People connecting to this meeting by conferencing technology are reminded that under the *Local Government Act 1993*, the recording of meetings by a member of the public using any electronic recording device including a mobile phone or video camera is not permitted. Any person found recording without the permission of Council may be expelled from the meeting.

The audio recording of each meeting will be retained on Council's website for a minimum period of 6 months. After that period has passed, recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

For further information please visit [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Recommendation **only** to the Full Council ("R" Items):

- Such matters as are specified in Section 377 of the Local Government Act and within the ambit of the Committee considerations.
- The voting of money for expenditure on works, services and operations.
- Rates, Fees and Charges.
- Donations.
- Grants Program.
- Asset Rationalisation.
- Corporate Operations:
  - Statutory Reporting;
  - Adoption of Council's Community Strategic Plan, Delivery Program and Operational Plan;
  - Delegations; and
  - Policies.
- Voluntary Planning Agreements (VPAs).
- Leases required to be determined by Full Council by specific legislative requirements.
- Matters which involve broad strategic or policy initiatives within responsibilities of Committee.
- Matters delegated to the Council by the Roads and Maritime Services.
- Residential Parking Schemes - Provision and Policies.
- Matters requiring the expenditure of moneys and in respect of which no Council vote has been made.
- Matters not within the specified functions of the Committee,
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive change.

### Delegated Authority to be determined at Committee level ("D" Items):

- General financial and corporate management of the Council, except those specifically excluded by statute, by Council direction or delegated specifically to another Committee.  
Note: This is not to limit the discretions of nominated staff members exercising Delegated Authorities granted by the Council.
- Statutory reviews of Council's Delivery Program and Operational Plan.
- Finance Regulations, including:
  - Authorisation of expenditures within budgetary provisions where not delegated;
  - Quarterly review of Budget Review Statements;
  - Quarterly and other reports on Works and Services provision; and
  - Writing off of rates, fees and charges because of non-rateability, bad debts, and impracticality of collection.
- Auditing.
- Property Management.
- Asset Management.
- Works and Services - Monitoring and Implementations.
- Legal Matters and Legal Register.
- Parks and Reserves Management.
- Infrastructure Management, Design and Investigation.
- Community Services and Programs.
- Cultural Programs.
- Library Services.
- Health.
- Licensing.
- Liquor Licences.
- Regulatory.
- Fire Protection Orders.
- Residential Parking Schemes (surveillance and administration).
- Traffic Management (Traffic Committee Recommendations).
- Waste Minimisation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agendas (and as may be limited by specific Council resolution).
- Confirmation of the Minutes of its Meetings.
- Statutory reviews of Council's Delivery Program and Operational Plan.
- Any other matter falling within the responsibility of the Finance, Community & Services Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed above.
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive change.

**Finance, Community & Services Committee Membership:** 7 Councillors  
**Quorum:** The quorum for Committee meeting is 4 Councillors

# Woollahra Municipal Council

## Notice of Meeting

30 May 2024

To: His Worship the Mayor, Councillor Richard Shields ex-officio  
Councillors Toni Zeltzer (Chair)  
Mary-Lou Jarvis (Deputy Chair)  
Peter Cavanagh  
Luise Elsing  
Nicola Grieve  
Harriet Price  
Mark Silcocks

Dear Councillors,

### Finance, Community & Services Committee – 3 June 2024

In accordance with the provisions of the Local Government Act 1993, I request your attendance at Council's **Finance, Community & Services Committee** meeting to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 3 June 2024 at 6.30pm.**

Members of the Public may:

- Register to address the meeting (via Zoom or in Person) by completing the relevant form available on Council's website: <https://www.woollahra.nsw.gov.au/files/assets/public/v/2/forms/registration-form-to-address-council-committee-2023-2024.pdf> and email the completed form to [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au) by **10.00am on the day of the meeting.**
- Submit late correspondence for consideration by Councillors by emailing [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au) by **10.00am on the day of the meeting.**

Watch and listen to the meeting live via Council's website:

[https://www.woollahra.nsw.gov.au/council/meetings\\_and\\_committees/committees/finance\\_community\\_and\\_services\\_committee\\_fcs/fc\\_and\\_s\\_agendas\\_and\\_minutes](https://www.woollahra.nsw.gov.au/council/meetings_and_committees/committees/finance_community_and_services_committee_fcs/fc_and_s_agendas_and_minutes)

An audio recording of the meeting will be uploaded to Council's website following the meeting by 5.00pm on the next business day.

If you have any difficulties accessing the meeting please contact (02) 9391 7001.

Regards,

Craig Swift-McNair  
General Manager



# Finance, Community & Services Committee

## Agenda

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3	Leave of Absence and Apologies	
4	Disclosures of Interest	

### Items to be Decided by this Committee using its Delegated Authority

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**Item No:** D1 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF MEETING HELD ON 6 MAY 2024**  
**Author:** Sue O'Connor, Governance Officer  
**File No:** 24/82636  
**Purpose of the Report:** The Minutes of the Finance, Community & Services Committee of 6 May 2024 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT the Minutes of the Finance, Community & Services Committee Meeting of 6 May 2024 be taken as read and confirmed.

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**Executive Summary:**

This report presents the Finance, Community & Services Committee Minutes of 6 May 2024 for confirmation. The Minutes of the meeting are presented as **Attachment 1** for adoption.

**Discussion:**

The Finance, Community & Services Committee Minutes are presented to the Committee as a procedural matter. Any matter arising from the Minutes can be discussed.

A copy of the Minutes are provided as **Attachment 1**.

**Options:**

Submission of Minutes to the Finance, Community & Services Committee is a procedural matter for the adoption of the Minutes.

**Community Engagement and / or Internal Consultation:**

No internal or external consultation has taken place in the preparation of this report.

**Policy Implications:**

There are no direct policy implications as a result of this report.

**Financial Implications:**

There are no direct financial implications as a result of this report.

**Resourcing Implications:**

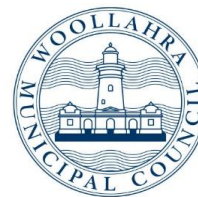
There are no direct resourcing implications as a result of this report.

**Conclusion:**

The Minutes are presented for confirmation by the Finance, Community & Services Committee.

**Attachments**

1. Unconfirmed Minutes FC&S - 6 May 2024 [!\[\]\(0908fcdb6f0603cb1f7d3875f84ec9c3\_img.jpg\) !\[\]\(52e5c9f4e06826b7069fc7ab9aad1a78\_img.jpg\)](#)



# Finance, Community & Services Committee

Monday 6 May 2024  
6.30pm

## Minutes

Unconfirmed

## Finance, Community & Services Minutes

Monday 6 May 2024

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Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

6 May 2024

## Finance, Community & Services

### Minutes of the Meeting held on 6 May 2024 at 6.30pm

Present: His Worship the Mayor, Councillor Richard Shields ex-officio

Councillors: Mary-Lou Jarvis (Chair)  
Peter Cavanagh (via Zoom)  
Luise Elsing  
Nicola Grieve  
Harriet Price  
Mark Silcocks

Staff	Emilio Andari	(Manager – Engineering Services)
	Jennifer Chenhall	(Manager – Governance & Risk)
	Paul Fraser	(Manager – Open Space & Trees)
	Micaela Hopkins	(Teams Leader - Environment & Sustainability)
	Rhys Johnson	(Governance Coordinator)
	Richard Ladlow	(Manager – Capital Projects)
	Zubin Marolia	(Manager – Property & Projects)
	Sue Meekin	(Director – Corporate Performance)
	Patricia Occelli	(Director – Community & Customer Experience)
	Tom O'Hanlon	(Director – Infrastructure & Sustainability)
	Paul Ryan	(Chief Financial Officer)

Also in Attendance: Nil

## 1. Opening

The Chair declared the Finance, Community & Services Committee of 6 May 2024 open and welcomed Councillors, staff and members of the public who are watching and listening to this evenings meeting.

## 2. Acknowledgement of Country (Gadigal People and Birrabirragal People)

The Chair read the following Acknowledgement of Country:

*I would like to acknowledge that we are here today on the land of the Gadigal and Birrabirragal people, the traditional custodians of the land. On behalf of Woollahra Council, I acknowledge Aboriginal or Torres Strait Islander people attending today and I pay my respects to Elders past, present and emerging.*

## 3. Acknowledgement of the Sovereign of the Day (King Charles III)

The Chair read the following Acknowledgement of the Sovereign of the Day (King Charles III):

*I also acknowledge King of Australia King Charles III.*

## 4. Leave of Absence and Apologies

An apology was received and accepted from Councillor Zeltzer and leave of absence granted.

**General Item No:** 4.1 Audio-Visual Link

**(Elsing/Grieve)**

**Resolved:**

THAT in accordance with clause 5.23 of Council's Code of Meeting Practice, Council approves the following Councillors participation in the Finance, Community & Services Committee of 6 May 2024 via Audio-Visual Link:

- Councillor Cavanagh

**Note:** *In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

### **For the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

**7/0**

### **Against the Motion**

Nil

## **5. Late Correspondence**

Late correspondence was submitted to the committee in relation to items R1 & R4

## **6. Disclosures of Interest**

Nil

Unconfirmed

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

6 May 2024

**Items to be Decided by this Committee using its Delegated Authority**

**Item No:** D1 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF MEETING HELD ON 2 APRIL 2024**  
**Author:** Sue O'Connor, Governance Officer  
**File No:** 24/57192  
**Purpose of the Report:** The Minutes of the Finance, Community & Services Committee of 2 April 2024 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**(Silcocks/Price)**

**Resolved:**

THAT the Minutes of the Finance, Community & Services Committee Meeting of 2 April 2024 be taken as read and confirmed.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

Nil

7/0

**Item No:** D2 Delegated to Committee  
**Subject:** **WOOLLAHRA LOCAL TRAFFIC COMMITTEE MINUTES - 2 APRIL 2024**  
**Author:** Emilio Andari, Manager Engineering Services  
**Approver:** Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 24/73440  
**Purpose of the Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**(Grieve/Elsing)**

**Resolved:**

THAT the Recommendations Y3-Y4 contained in the minutes of the Woollahra Local Traffic Committee held on Tuesday 2 April 2024 be adopted, with items Y1-Y2 being deferred for further investigation to a future meeting at a date to be determined.

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

6 May 2024

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

Nil

7/0

**Item No:** Y1  
**Subject:** ROSE BAY AVENUE, BELLEVUE HILL - MOBILITY PARKING SPACE  
**Author:** Frank Rotta, Traffic & Transport Engineer  
**Approvers:** Ever Fang, Traffic & Transport Engineer  
Emilio Andari, Manager Engineering Services  
**File No:** 24/52966  
**Purpose of the Report:** To create reasonable access for a Mobility Permit holder to their residence  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**(Grieve/Elsing)**

**Resolved:**

THAT the Committee defer the matter for further investigation to a future meeting at a date to be determined:

- A. A 'Mobility Parking' space be installed on the southern side of Rose Bay Avenue Bellevue Hill, immediately east of the timed 'No Stopping' restrictions in front of property No.9 Rose Bay Avenue for a section of 5.8 metres, as indicated in Attachment 1.
- B. The applicant be advised of Council's Procedure and Conditions for Mobility Parking Zones, including the requirement to renew these zones annually.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

Nil

7/0

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

6 May 2024

**Item No:** Y2  
**Subject:** ROSE BAY AVENUE, BELLEVUE HILL - TIMED PARKING RESTRICTIONS  
**Author:** Frank Rotta, Traffic & Transport Engineer  
**Approvers:** Ever Fang, Traffic & Transport Engineer  
Emilio Andari, Manager Engineering Services  
**File No:** 24/52995  
**Purpose of the Report:** To respond to request from the local community  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

(Grieve/Elsing)

**Resolved:**

THAT the Committee defer the matter for further investigation to a future meeting at a date to be determined:

'2P 7:30am-4pm Mon-Fri School Days Only' parking restrictions be installed for a section of 11 metres, as indicated in Attachment 1, to allow visitors and tradesmen to access these private residences.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

**Against the Motion**

Nil

7/0

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

6 May 2024

**Item No:** Y3  
**Subject:** **GLENMORE ROAD, PADDINGTON - PARKLET INSTALLATION**  
**Authors:** Ever Fang, Traffic & Transport Engineer  
Jim Allison, Senior Property Officer  
Emilio Andari, Manager Engineering Services  
**Approver:**  
**File No:** 24/53346  
**Purpose of the Report:** To seek approval for the installation of a parklet.  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**(Grieve/Elsing)**

**Resolved:**

THAT approval be granted to replace the existing '1P 8:30am-6pm Mon-Fri 8:30am-12:30pm Sat' located on the western side of Glenmore Road, Paddington, across the frontage of 2a/2-16 Glenmore Road and immediately south to the existing parklet, with 'No Stopping' restrictions for a section of 4.25 metres, as shown in Attachment 1, for the installation of a parklet to support and encourage community connection by introducing additional outdoor seating and planting, subject to the following conditions:

- A. Any directive provided by the NSW Police Force is to be complied with.
- B. All conditions contained within the Parklet Approval issued by Woollahra Council (Attachment 2).
- C. The parklet is to operate in conjunction to the approved footway dining permit and operate for a period of up to 7 years commencing from the date in which the applicant is notified of the determination of their application.
- D. The applicant must supply and erect protection barriers for the parklet to ensure public safety. The applicant must remove any implemented barriers, at the completion of the period.
- E. The applicant must inform Council officers when the parklet is no longer required and will be removed.
- F. Council shall be indemnified against all claims for damage or injury that may result from either the activities or from the occupation of part of the public road reserve during the activities. A copy of Public Liability Insurance Cover to the value of \$20,000,000 shall be provided to Council prior to the installation of the parklet and Council must be listed as an interested party on the insurance policy.
- G. Council shall be reimbursed for the cost of repair of any damage caused to Council property as a result of the activities.
- H. Noise created by the use of equipment or activity must be controlled as required by the 'Protection of the Environment Operations (Noise Control) Regulation 2000'.
- I. The applicant must make arrangements to remove all waste/rubbish from the parklet on a daily basis.
- J. Failure to comply with any of these conditions may result in the cancellation of the use of a parklet at Council's discretion.
- K. Woollahra Council reserves the right to cancel this approval at any time.

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6 May 2024

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

Nil

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**Item No:** Y4  
**Subject:** EPPING ROAD, DOUBLE BAY - UPGRADE TO PEDESTRIAN REFUGE ISLAND DESIGN PLAN  
**Author:** Ever Fang, Traffic & Transport Team Leader  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 24/53693  
**Purpose of the Report:** To improve traffic conditions and pedestrian safety at this intersection due to construction of adjacent childcare centre  
**Alignment to Delivery Program:** Strategy 6.1: Facilitate an improved network of accessible and safe active transport options.

**(Grieve/Elsing)**

**Resolved:**

THAT the design plan for the proposed pedestrian refuge island upgrade and the installation of a concrete blister and edge line marking in Epping Road, Double Bay (as per attached Attachment 1 – Design Plan) be approved.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

Nil

7/0

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

6 May 2024

**Item No:** D4 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF THE PUBLIC ART PANEL MEETINGS HELD ON 15 MARCH AND 19 APRIL 2024**  
**Author:** Maria Lacey, Public Art Coordinator  
**Approvers:** Vicki Munro, Manager Community & Culture  
Patricia Occelli, Director Community & Customer Experience  
**File No:** 24/71839  
**Purpose of the Report:** The Minutes of the Public Art Panel of 15 March and 19 April 2024 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

**(Elsing/Silcocks)**

**Resolved:**

THAT the Minutes of the Public Art Panel Meetings held on 15 March 2024 and 19 April 2024 be taken as read and noted.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

7/0

**Against the Motion**

Nil

**Item No:** D5 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF ARTS AND CULTURE ADVISORY COMMITTEE MEETING HELD ON 25 MARCH 2024**  
**Author:** Maya Jankovic, Coordinator Community & Culture  
**File No:** 24/72250  
**Purpose of the Report:** The Minutes of the Arts and Culture Advisory Committee of 25 March 2024 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

**(Elsing/Grieve)**

**Resolved:**

THAT the Minutes of the Arts and Culture Advisory Committee Meeting of 25 March 2024 be taken as read and confirmed.

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6 May 2024

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

7/0

**Against the Motion**

Nil

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**Items to be Submitted to the Council for Decision with Recommendations  
from this Committee**

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**Item No:** R1 Recommendation to Council  
**Subject:** LICENCE FOR A SECTION OF VAUCLUSE BOWLING CLUB & COMMUNITY FACILITY WITH SOUTH EASTERN SYDNEY LOCAL HEALTH DISTRICT (SESLHD) CHILD AND FAMILY HEALTH FOR USE AS CHILD AND FAMILY HEALTH NURSING SERVICE  
**Authors:** Vicki Munro, Manager Community & Culture  
Zubin Marolia, Manager Property & Projects  
**Approver:** Patricia Occelli, Director Community & Customer Experience  
**File No:** 24/32843  
**Purpose of the Report:** To seek authorisation for the General Manager to enter into a licence of a section of Vacluse Bowling Club & Community Facility with South Eastern Sydney Local Area Service (SESLHD) for the delivery of a Child and Family Health Nursing Service.  
**Alignment to Delivery Program:** Strategy 2.1: Build strong and respectful connections with partners so that we can enhance and protect our local area and quality of life.  
**Note:** Late correspondence was tabled by Patricia Occelli, Council's Director Community & Customer Experience.

**(Grieve/Elsing)**

**Recommendation:**

THAT Council:

- A. Enters into a licence for a five (5) year term plus a further five (5) year option period at a peppercorn rent (\$1 if demanded) including the payment of associated outgoing costs for cleaning, electricity and water with South Eastern Sydney Local Health District (SESLHD) Child and Family Health for the provision of a Child and Family Health Nursing Service at the newly renovated Vacluse Bowling Club & Community Facility at 80-82 New South Head Road, Vacluse.
- B. Accepts the financial contribution of \$200,000 excluding GST towards the development of the site which will be payable at the execution of the legal agreement.
- C. Authorises the General Manager to execute all legal documents required to enter into a lease agreement with South Eastern Sydney Local Area Health Service.

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Finance, Community & Services Committee Minutes

6 May 2024

- D. Notes the Woollahra Local Planning Panel is considering the Development Application on 2 May 2024. The outcome will be provided through late correspondence.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

Nil

7/0

**Item No:** R2 Recommendation to Council  
**Subject:** **CAPITAL WORKS PROGRAM - QUARTERLY PROGRESS REPORT MARCH 2024**  
**Authors:** Petrina Duffy, Coordinator Strategy & Performance  
Henrietta McGilvray, Senior Corporate Accountant  
**Approvers:** Sue Meekin, Director Corporate Performance  
Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 24/72617  
**Purpose of the Report:** To provide the Committee with an update on the status of the projects in the FY2023-24 Capital Works Program, for the quarter ended 31 March 2024  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**Note:** Shoshana Fogelman and Robin Spiro, in person addressed the Committee.

**(Elsing/Grieve)**

**Recommendation:**

THAT the Capital Works Program – Quarterly Progress Report for the quarter ended 31 March 2024 be received and noted.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

Nil

7/0

Woollahra Municipal Council  
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**Item No:** R3 Recommendation to Council  
**Subject:** **2023-24 BUDGET REVIEW FOR THE QUARTER ENDED 31 MARCH 2024**  
**Authors:** Henrietta McGilvray, Senior Corporate Accountant  
Esther Hii, Acting Senior Corporate Accountant  
Paul Ryan, Chief Financial Officer  
**Approvers:** Sue Meekin, Director Corporate Performance  
Craig Swift-McNair, General Manager  
**File No:** 24/38670  
**Purpose of the Report:** To report on the review of the 2023-24 budget forecast position as at the quarter ended 31 March 2024  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**(Elsing/Grieve)**

**Recommendation:**

THAT Council:

- A. Receive and note the report on the budget review for the quarter ended 31 March 2024.
- B. Note the statement from the responsible accounting officer, Council's Chief Financial Officer that the projected financial position at 31 March 2024, based on the forecasts outlined in this report, will remain satisfactory.
- C. Adopt the recommended variations to the 2023-24 budget as outlined in this report titled 2023-2024 Budget Review for the quarter ended 31 March 2024, resulting in a net operating deficit before capital grants and contributions of (\$2.299) million, a decrease of \$6.769 million from the quarter ended 31 December 2023 revised budget. The original approved 2023-24 budget after revotes for net operating result before capital grants & contributions was \$1.079m.
- D. Establish a new internally restricted reserve for the Urban Forest Strategy and approve a one off transfer of \$3m to this reserve.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

**7/0**

**Against the Motion**

Nil

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

6 May 2024

**Item No:** R4 Recommendation to Council  
**Subject:** **MONTHLY FINANCIAL REPORT - 31 MARCH 2024  
INVESTMENT HELD AS AT 30 APRIL 2024**  
**Author:** Abdullah Rayhan, Team Leader Financial Services  
**Approvers:** Paul Ryan, Chief Financial Officer  
Sue Meekin, Director Corporate Performance  
**File No:** 24/68344  
**Purpose of the Report:** To present the monthly financial report for March 2024 and to present a list of investments held as of 30 April 2024.  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**Note:** Late correspondence was tabled by Paul Ryan, Council's Chief Financial Officer.

**(Silcocks/Elsing)**

**Recommendation:**

THAT Council:

- A. Receive and note the Monthly Financial Report – March 2024.
- B. Note that the Council's 12-month weighted average return for March 2024 on its direct investment portfolio of 5.20% (LM: 5.14%, LY: 4.11%) exceeds the benchmark 90-day AusBond Bank Bill Index of 4.42%.
- C. Note that the interest revenue for the year to date March 2024 is \$3.88M, exceeding our revised year to date budget of \$2.27M for the same period.
- D. Receive and note the list of Council's investments held as of 30 April 2024 (provided as late correspondence).

**Note:** *In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

**Against the Motion**

Nil

**7/0**

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

6 May 2024

**Item No:** R5 Recommendation to Council  
**Subject:** **GUGARA PARK - RESPONSE TO NOTICE OF MOTION TO CONSIDER TOILET FACILITIES IN GUGARA PARK, PADDINGTON**  
**Author:** Paul Fraser, Manager Open Space & Trees  
**Approver:** Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 24/67846  
**Purpose of the Report:** To respond to Notice of Motion – Dillon Street Reserve aka Gugara Park  
**Alignment to Delivery Program:** Strategy 5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.

**Note:** The Committee added a new Part C to the Recommendation.

**(Price/Cavanagh)**

**Recommendation:**

THAT Council:

- A. Note the previous consultation undertaken prior to the redesign of Gugara Park and the recent requests raised by community members relating to the addition of a toilet in the park.
- B. Undertake community consultation on the proposed toilet and report those findings back to the Finance, Services and Community Committee.
- C. Request that staff propose two (2) or three (3) alternative feasible sites within the park for the placement of the toilets to be included as part of the public exhibition and consultation process.

**Note:** In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.

**For the Motion**

**Against the Motion**

Councillor Cavanagh  
Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Shields  
Councillor Silcocks

Nil

7/0

There being no further business the meeting concluded at 7.40pm.

**We certify that the pages numbered 217 to 231 inclusive are the Minutes of the Finance, Community & Services Committee Meeting held on 6 May 2024 and confirmed by the Finance, Community & Services Committee on 3 June 2024 as correct.**

Chairperson

Secretary of Committee

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**Item No:** D2 Delegated to Committee  
**Subject:** **WOOLLAHRA LOCAL TRAFFIC COMMITTEE MINUTES - 7 MAY 2024**  
**Author:** Emilio Andari, Manager Engineering Services  
**Approver:** Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 24/91419  
**Purpose of the Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT the Recommendations Y1-Y4 contained in the minutes of the Woollahra Local Traffic Committee held on Tuesday 7 May 2024 be adopted.

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**Executive Summary:**

This report presents the Woollahra Local Traffic Committee Minutes held on 7 May 2024 for consideration by the Finance Community & Services Committee of 3 June 2024. The minutes are presented as **Attachment 1**.

**Options:**

There is no options on this report.

**Community Engagement and / or Internal Consultation:**

There is no community engagement and/or internal review on this report.

**Policy Implications:**

There is no policy implications on this report.

**Financial Implications:**

There is no financial implications on this report.

**Resourcing Implications:**

There is no resourcing implications on this report.

**Conclusion:**

The minutes are presented for consideration by the Finance, Community & Services Committee.

**Attachments**

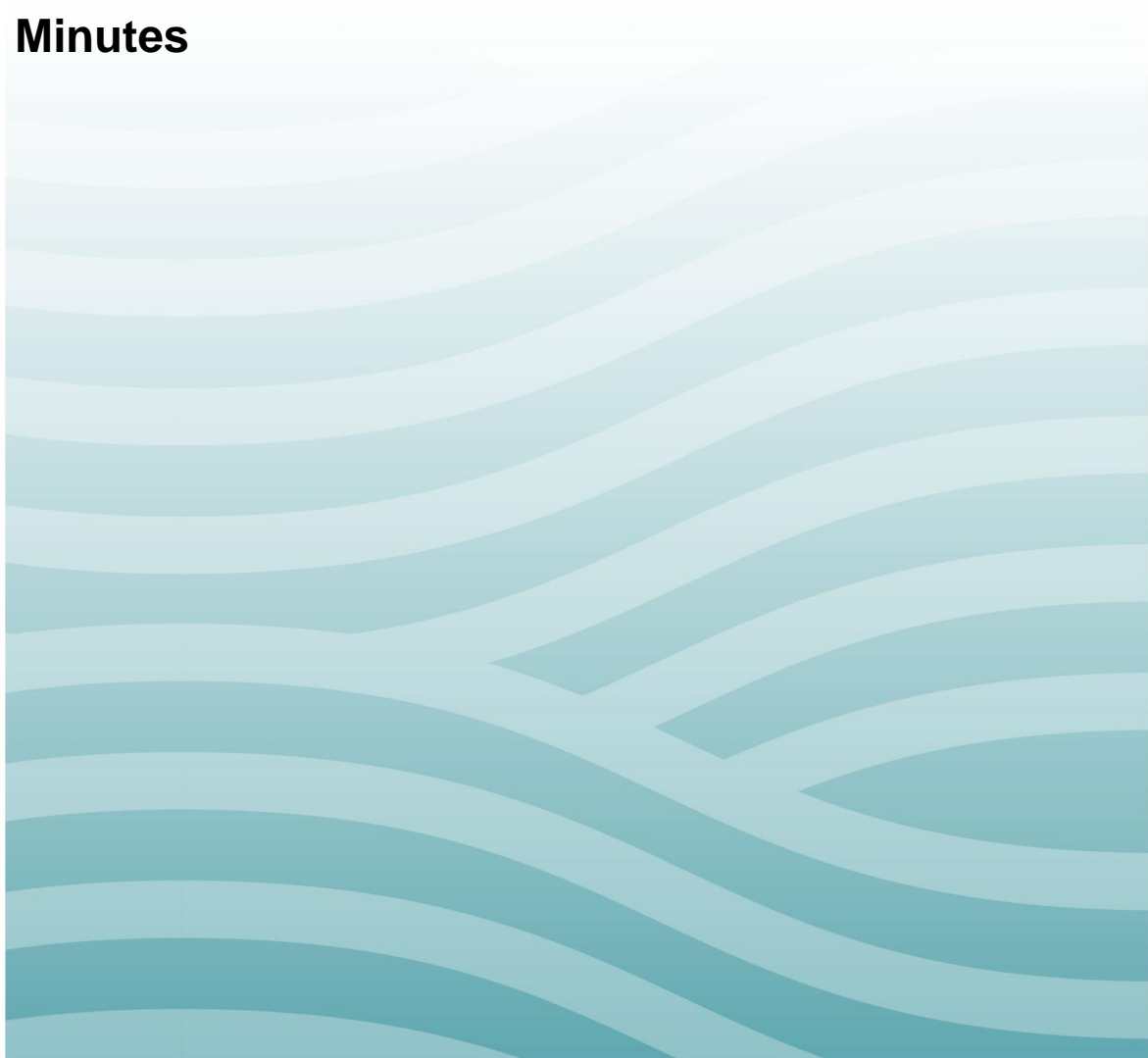
1. Woollahra Local Traffic Committee Minutes - 7 May 2024 [!\[\]\(212b52c059406392b31b163ee5a09287\_img.jpg\) !\[\]\(06031e8b6a826cf5b8e3168e70d358f5\_img.jpg\)](#)



# Woollahra Local Traffic Committee

Tuesday 7 May 2024  
10.00am

## Minutes



## Woollahra Local Traffic Committee Minutes

**Tuesday 7 May 2024**

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5.	Matters arising from Minutes of Previous Meeting	
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7.	Extraordinary Meetings	
8.	Late Correspondence	

#### Items to be Recommended to the Finance, Community and Services Committee by the Woollahra Local Traffic Committee for Consideration

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Woollahra Municipal Council  
Woollahra Local Traffic Committee Minutes

7 May 2024

## Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Tarralbe Room, 536 New South Head Road, Double Bay, on 7 May 2024 at 10.00am.

### Attendance

#### Committee Members:

Present:	Emilio Andari	(Woollahra Municipal Council) (Chair)
	Daniel Davidson	(Transport for NSW)
	Sgt Anthony Leeson	(Eastern Suburbs Police)
	Dylan Gojak	(Kellie Sloane MP Representative)

Staff:	Coen O'Shannessy	(Woollahra Municipal Council)
	Ever Fang	(Woollahra Municipal Council)
	Yasas De Silva	(Woollahra Municipal Council)

Also in Attendance:	Ben Kremer	(Resident – Item Y1)
	Maurie Stang	(Resident – Item Y1)

### 1. Opening

The Manager of Engineering Services declared the Woollahra Local Traffic Committee of 7 May 2024 open and welcomed Committee Members.

### 2. Acknowledgement of Country (Gadigal People and Birrabirragal People)

The Manager Engineering Services read the following Acknowledgement of Country:

*I would like to acknowledge that we are here today on the land of the Gadigal and Birrabirragal people, the traditional custodians of the land. On behalf of Woollahra Council, I acknowledge Aboriginal or Torres Strait Islander people attending today and I pay my respects to Elders past, present and emerging.*

### 3. Leave of Absence and Apologies

Apologies:	Alex Greenwich MP	(Member for Sydney)
	Jonas Manalang	(Woollahra Municipal Council)

### 4. Confirmation of Minutes of Previous Meeting

The minutes of Meeting No. 3/24 held in Tarralbe Room, Double Bay, and via teleconference on Tuesday, 2 April 2024 confirmed by Sgt Anthony Leeson and Daniel Davidson.

### 5. Matters arising from Minutes of Previous Meeting

Nil.

Woollahra Municipal Council  
Woollahra Local Traffic Committee Minutes

7 May 2024

**6. Woollahra Local Traffic Committee recommendations not adopted or amended by  
Woollahra Council Finance, Community & Services Committee**

**Item No:** Y1  
**Subject:** ROSE BAY AVENUE, BELLEVUE HILL - MOBILITY PARKING SPACE  
**Author:** Frank Rotta, Traffic & Transport Engineer  
**Approvers:** Ever Fang, Traffic & Transport Engineer  
Emilio Andari, Manager Engineering Services  
**File No:** 24/52966  
**Purpose of the Report:** To create reasonable access for a Mobility Permit holder to their residence  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**(Grieve/Elsing)**

**Resolved:**

THAT the Committee defer the matter for further investigation to a future meeting at a date to be determined:

- A. A 'Mobility Parking' space be installed on the southern side of Rose Bay Avenue Bellevue Hill, immediately east of the timed 'No Stopping' restrictions in front of property No.9 Rose Bay Avenue for a section of 5.8 metres, as indicated in Attachment 1.
- B. The applicant be advised of Council's Procedure and Conditions for Mobility Parking Zones, including the requirement to renew these zones annually.

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**Item No:** Y2  
**Subject:** ROSE BAY AVENUE, BELLEVUE HILL - TIMED PARKING RESTRICTIONS  
**Author:** Frank Rotta, Traffic & Transport Engineer  
**Approvers:** Ever Fang, Traffic & Transport Engineer  
Emilio Andari, Manager Engineering Services  
**File No:** 24/52995  
**Purpose of the Report:** To respond to request from the local community  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**(Grieve/Elsing)**

**Resolved:**

THAT the Committee defer the matter for further investigation to a future meeting at a date to be determined:

'2P 7:30am-4pm Mon-Fri School Days Only' parking restrictions be installed for a section of 11 metres, as indicated in Attachment 1, to allow visitors and tradesmen to access these private residences.

**7. Extraordinary Meetings**

Nil.

**8. Late Correspondence**

- One late submission was received in regards to Item Y1. A copy of the document has been distributed to the committee members via email and was also presented at the meeting.

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Woollahra Local Traffic Committee Minutes

7 May 2024

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**Items to be Recommended to the Finance, Community and Services Committee by  
the Woollahra Local Traffic Committee for Consideration**

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**Item No:** Y1  
**Subject:** **FITZWILLIAM ROAD AND BURRABIRRA AVENUE, VAUCLUSE -  
TRAFFIC CALMING MEASURES DESIGN PLAN**  
**Author:** Ever Fang, Traffic & Transport Engineer  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 24/30846  
**Purpose of the Report:** To improve road safety address local flooding issues.at this intersection.  
**Alignment to Delivery Program:** Strategy 6.1: Facilitate an improved network of accessible and safe active transport options.

**Recommendation:**

THAT the matter be deferred for an on-site meeting to allow the Committee members to consider the design plan for the proposed kerb extension and infrastructure upgrades at the intersection of Fitzwilliam Road at Burrabirra Avenue, Vaucluse, and issues raised by residents that attended this meeting.

- Note:** Mr Ben Kremer, addressed the committee and raised concerns on the reduced road width that would create a safety hazard for turning vehicles. An alternative design was proposed and presented to committee members.
- Note:** Mr Maurie Stang, addressed the committee and raised concerns on the proposed kerb extension and its adverse impact on manoeuvrability of large vehicles, including delivery vehicles and waste collection.
- Note:** Mr Emilio Andari, Council's Manager of Engineering Services, explained the rationale of the design and noted the main objective for the design is to improve the stormwater infrastructure and to mitigate overland flow, as well as to improve speeding issues that were identified along this section of Fitzwilliam Road. Swept path analysis diagrams were presented to demonstrate successful vehicular movements around this intersection.
- Note:** Mr Yisas De Silva, Council's Infrastructure Assets Team Leader, responded to the proposed alternative design that the pedestrian safe grate/box gutter drains typically apply to private driveways and are not feasible for public footpath.
- Note:** Sgt Anthony Leeson of the NSW Police Force acknowledged the concerns expressed by the local community. Sgt Leeson recommended this matter be discussed on-site.
- Note:** Mr Dylan Gojak, representing Kellie Sloane MP, acknowledge the safe concerns raise by the community and recommended that this matter be deferred to an on-site meeting.
- Note:** Mr Daniel Davidson from TfNSW supported the current design.
- Note:** Recommendation amended at meeting.

**Committee Vote:** Unanimous Support

Woollahra Municipal Council  
Woollahra Local Traffic Committee Minutes

7 May 2024

**Item No:** Y2  
**Subject:** **OLD SOUTH HEAD ROAD, VAUCLUSE - DESIGNATED ELECTRIC VEHICLE CHARGING SPACE AND TIMED PARKING RESTRICTIONS**  
**Author:** Ever Fang, Traffic & Transport Team Leader  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 24/69248  
**Purpose of the Report:** To provide an additional electric vehicle charging space to the local community.  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**Recommendation:**

THAT:

- A. The parking space immediately adjacent to the existing designated electric vehicle charging bay on the eastern side of Old South Head Road, Vaucluse, north of its intersection with New South Head Road, be converted to a second dedicated charging bay to better utilise the existing charging station and cater for the charging demand in this area; and
- B. '4P 8am-8pm Electric Vehicles Only While Charging' and 'No Parking Electric Vehicles Excepted Only While Charging At All Other Times' restrictions be installed to both spaces, as shown in Attachment 1, to improve electric vehicle charging opportunities.

**Committee Vote:** Unanimous Support

**Item No:** Y3  
**Subject:** **DORHAUER LANE, WOOLLAHRA - ELECTRIC VEHICLE CHARGING SPACE PARKING REVIEW**  
**Author:** Ever Fang, Traffic & Transport Team Leader  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 24/69260  
**Purpose of the Report:** To review the timed Electric Vehicle parking restrictions  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**Recommendation:**

THAT the existing '2P 8.30am-6pm Mon-Fri, 8.30am-12.30pm Sat, Electric Vehicles Excepted Only While Charging' and 'No Parking Electric Vehicles Excepted Only While Charging At Other Times' for the two (2) 90 degree angle parking spaces on the western side of Dorhauer Lane, Woollahra, within the Woollahra Council Car Park, be retained as shown in Attachment 1.

**Committee Vote:** Unanimous Support

Woollahra Municipal Council  
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**Item No:** Y4  
**Subject:** **GLENMORE ROAD, PADDINGTON - REMOVAL OF REDUNDANT POST BOX AND MAIL ZONE**  
**Author:** Ever Fang, Traffic & Transport Team Leader  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 24/69264  
**Purpose of the Report:** To seek approval to adjust parking restrictions adjacent to a redundant post box.  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**Recommendation:**

THAT the existing post box on the northern side of Glenmore Road, immediately east of Liverpool Street, Paddington, be removed, and the existing 'No Stopping Australia Post Vehicles Only' restrictions at this location, be replaced with '2P 8am-11pm Permit Holders Excepted Area PGTN 1', as shown in Attachment 1, in order to improve car parking opportunities in this area.

**Committee Vote:** Unanimous Support

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**Items for Discussion by Committee Members**

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**Item No:** Z1  
**Subject:** **TRANSPORT FOR NSW FUNDED PROJECTS STATUS**  
**Author:** Ever Fang, Traffic & Transport Team Leader  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 24/73777  
**Purpose of the Report:** Monthly Update on Transport for NSW Funded Projects  
**Alignment to Delivery Program:** Strategy 6.1: Facilitate an improved network of accessible and safe active transport options.

**Recommendation:**

THAT the information be received and noted.

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**9. General Business**

50km/hr for the entirety of New South Head Road.

Emilio Andari addressed the Committee on behalf of Council to follow up on the requested investigation for Transport for NSW (TfNSW) to standardise the speed limit to 50km/hr along New South Head Road, Double Bay.

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There being no further business the meeting concluded at 11:19 am.

**We certify that the pages numbered 1 to 6 inclusive are the Minutes of the Woollahra Local Traffic Committee Meeting held on 7 May 2024.**

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**Chairperson**

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**Secretary of Committee**

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**Item No:** R1 Recommendation to Council  
**Subject:** **DRAFT CHILDREN, YOUTH & FAMILIES STRATEGY AND 4 YEAR ACTION PLAN**  
**Authors:** Jamie Adams, Development Officer, Community & Culture  
Maya Jankovic, Coordinator Community & Culture  
**Approvers:** Vicki Munro, Manager Community & Culture  
Patricia Occelli, Director Community & Customer Experience  
**File No:** 24/15017  
**Purpose of the Report:** To present the Draft Children, Youth & Families Strategy and Action Plan to Council to be placed on public exhibition for a period of 28 days.  
**Alignment to Delivery Program:** Strategy 2.2: Understand needs of our community so that we can facilitate access to support and services.

**Recommendation:**

THAT Council:

- A. Endorse the Draft Children, Youth & Families Strategy and Action Plan presented as **Attachment 1** for the purpose of public exhibition for a period of 28 days.
- B. Notes that a further report will be tabled at a future meeting of Council on submissions received to the Draft Children, Youth & Families Strategy and Action Plan.

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**Executive Summary:**

The Children, Youth & Families Strategy and 4 Year Action Plan is an initiative which addresses the evolving needs of children, youth, and families within the Woollahra local government area.

The Strategy's development is grounded in research, data analysis, and extensive consultation. Council actively engaged with the community, local service providers, schools, Councillors and Council staff to ensure the plan reflects the most pressing community needs.

This report seeks endorsement for the draft Children, Youth & Families Strategy and 4 Year Action Plan to be placed on 28 days public exhibition.

**Discussion:**

The draft Children, Youth & Families Strategy and 4 Year Action Plan aims to improve the lives and wellbeing of children, families and young people in Woollahra LGA.

Woollahra Council's 2021 Community Satisfaction and Community Capacity Measurement Report found that Woollahra residents have a lower satisfaction with childcare services as compared to the metro benchmark. It also identified some interest in having improved youth services in the LGA. These results prompted the formation of the Children, Youth & Families Strategy and 4 Year Action Plan project.

The draft Strategy and Action Plan aligns with the following goals stipulated in the Woollahra 2032 Community Strategic Plan:

**Goal 1:** A connected, harmonious and engaged community for all ages and abilities.

**Goal 2:** A supported, enabled and resilient community.

The project team commenced in April 2023 with the formation of a dedicated team, project brief development, and issuing a Request for Quote (RFQ). Spark Strategy consultancy was awarded the contract in June 2023, with the inception meeting held on 6 July, 2023. A timeline of key activities in this project can be found below:

Date	Activity
<b>2023</b>	
July-September	Undertake community mapping & primary consultations
24 October	Ideation workshop
30 October-12 November	Stress-testing survey (Your Say)
23 November	Action Planning workshop
24-29 November	Two draft Action Plans submitted by Spark Strategy to Council
30 November	1.5-hour workshop with ELT / Managers
1 December	Third Draft Action Plan to Council
5 December	Councillor Briefing
12 December	Draft Long Form Strategy & Action Plan submitted by Spark Strategy to Council
<b>2024</b>	
15 - 25 January	Second Draft Long Form Strategy & Action Plan to Council
7, 12, 21 February	Three meetings of key Community & Customer Experience staff to finalise Action Plan
3 & 8 April	Action Planning Workshops with Council Divisions
24 April	Progress Report and Draft Strategy and Action Plan to ELT
3 June	Report to FC&S Draft Long Form Strategy (& Action Plan) for Public Exhibition
11 June	Report to Council Draft Long Form Strategy (& Action Plan) for Public Exhibition
17 June to 15 July	Public Exhibition
5 August (tentative, pending outcome of public exhibition)	Report to FC&S Final Long Form Strategy (& Action Plan) for adoption
12 August (tentative, pending outcome of public exhibition)	Report to Council Final Long Form Strategy (& Action Plan) for adoption

The draft Children, Youth & Families Strategy and 4 Year Action Plan builds on Council's existing strategies, plans and policies and is informed by research, evidence, and most importantly through consultation with the community and organisations that partner with Council. Its development involved six key phases, following the appointment of Spark Strategy:

1. Desktop Analysis: establish existing strategic commitments at the local, state and national level.
2. Stakeholder Engagement: with community members and with Council staff
3. Analysis: of research and consultation data
4. Strategy on a Page: a framework which identifies key pillars and themes from the analysis
5. Stress testing with community: local services, community members, and Council staff invited to provide feedback on the Strategy on a Page
6. Action Planning: creation of practical action plan based on results of previous steps

Community consultation activities gained insights from over 500 community members and partners (further details found below in 'Community Engagement and / or Internal Consultation') and identified 6 key areas of concern for children, youth and families in Woollahra:

1. Housing availability and affordability
2. Access to physical spaces

3. Childcare availability, affordability and quality
4. Mental health and positive wellbeing
5. Giving voice to community
6. Market stewardship

The draft Strategy and Action Plan elaborates on these themes from page 15 of the attachment.

The core objective of the draft Children, Youth & Families Strategy and 4 Year Action Plan is to enhance the lives and wellbeing of children, families, and young people in the Woollahra LGA, with the four year strategy to enhance our impact focussing on four pillars including:

1. Voice – Deep listening and action;
2. Working Together – Collaborative relationships;
3. Places and Spaces – Thriving environments that connect people and;
4. Advocacy – Shaping the future.

The draft Strategy and Action Plan underwent continuous review and refinement, including additional action planning workshops conducted between March and April 2024 with all four Council Divisions, fostering a collaborative approach to addressing community needs.

The implementation of this Strategy and Action Plan will impact the work that different Council Divisions are doing, which will positively affect the community that we serve. The actions will influence how Council interacts with both individuals and service providers within the community. The actions will be a catalyst for further community consultation in some cases, and will also change and/or create places and spaces in Woollahra that are appropriate for children, youth people and/or families.

### **Options:**

Council may resolve in line with the recommendation/s as included in this report or, Council may choose to resolve in some other manner.

### **Community Engagement and / or Internal Consultation:**

Altogether, 537 community members and partners were consulted. Community consultation activities occurred between July and November 2023.

Specifically children, young people, parents, carers (e.g. nannies, grandparents), community members and relevant service providers were consulted. Community was consulted by the following methods:

- i. 13 focus groups with community members and service providers
- ii. 9 community pop-ups
- iii. 2 community surveys (one in the Stakeholder Engagement phase and another in the Stress Testing phase).

Key Council staff and Councillors were consulted by one-on-one interviews in July and September 2023. Council staff also participated in an ideation workshop (24 October 2023) to inform the Strategy on a Page, as well as action-planning workshop (23 November 2023) following the formation of the Strategy on a Page. Councillors were given a briefing update regarding this project on 5 December 2023.

Additional action planning workshops were conducted between March and April 2024 with all four Council Divisions, to ensure that the actions are reasonable, actionable, and that they are not duplicating existing work.

### **Policy Implications:**

No policy changes will be required to commit to the actions outlines by the draft Children, Youth & Families Strategy and 4 Year Action Plan.

### **Financial Implications:**

The project consultancy cost for the development of the draft Children, Youth & Families Strategy and 4 Year Action Plan was \$105,475.70. Funding for this project was allocated across the last two financial years (2022/23 and 2023/24) and was listed in Council's Operational Plans for both periods.

Funding for the first year implementation of the strategy and action plans has been considered, with \$38,400 allocated in the draft 2024/25 Budget for Council consideration. Funding will be considered in future operational budgets 2025/26 and 2026/27 to support further implementation of the Strategy and Action Plan.

### **Resourcing Implications:**

Actions in the Strategy and Action Plan have resourcing implications for Council staff, contributing to the existing workload and will be incorporated into Council Operational Plans in the appropriate years of implementation. No actions are a duplication of existing work or actions listed in other Strategy documents.

### **Conclusion:**

It is recommended that the draft Children, Youth & Families Strategy and 4 Year Action Plan be placed on 28 days public exhibition for the period 17 June 2024 to 15 July 2024 and that a report be presented back to Council in August, 2024.

Public exhibition will allow for further community input, and will also demonstrate Council's ongoing commitment to working with and supporting the children, youth and families in Woollahra.

### **Attachments**

1. 24/92185 Draft Children, Youth & Families Strategy and Action Plan 2024-2027 [↓](#) 



**DRAFT**

# **CHILDREN, YOUTH AND FAMILIES STRATEGY AND ACTION PLAN**

**2024–2027**

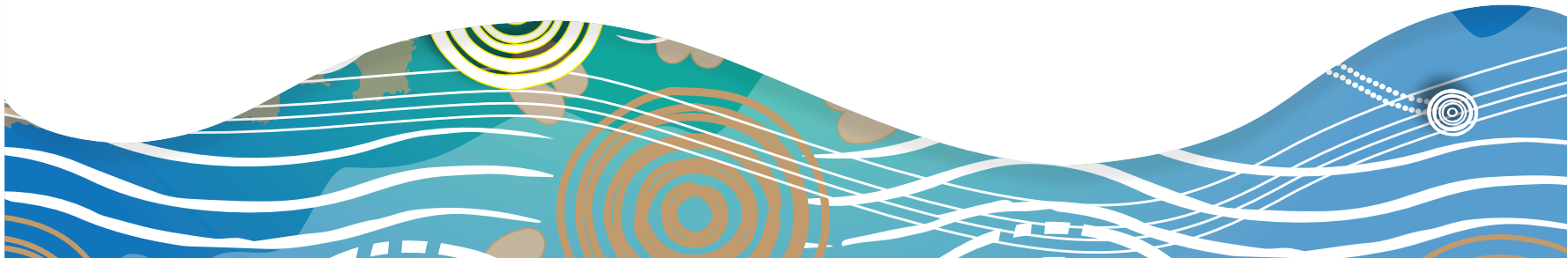


June 2024

### Acknowledgement of Country

Woollahra Council acknowledges the  
Gadigal and Birrabirragal people who are the  
Traditional Custodians of this land and we pay our  
respects to Elders past, present and emerging.

Artwork by Jordan Ardler (detail)



## Message from the Mayor and General Manager



Children, youth and families living in Woollahra make up a significant proportion of our local population, which is why having a strategy in place to make sure we meet the needs of these community sectors is important.

This *Children, Youth and Families Strategy and Action Plan 2024-2027* identifies the actions we can take to respond to top community priorities children, youth and families and local organisations and support groups have shared with us.

We have heard that children, youth and families expect to have their opinions heard and valued and that by working collaboratively we can build strong relationships. We understand the value the community holds in having places and spaces in Woollahra that connect people, make them feel safe and included and that we have a strong role to play in advocating on behalf of children, youth and families for improved mental health services and more affordable housing options.

I commend everyone who has participated in this Strategy and I look forward to working with my Councillor colleagues to take actions that make a positive contribution to our community now and well into the future.

**Councillor Richard Shields**  
Mayor of Woollahra



Thank you to the hundreds of members of our community who shared their feedback on issues, concerns and hopes for the future that has helped us prepare our first *Children, Youth and Families Strategy and Action Plan 2024-2027*.

Woollahra Council is committed to community engagement and using feedback to guide the decisions we make and the services and facilities we provide. As a result of the community feedback gathered during the development of this Strategy we now know more about children, youth and families and we are looking forward to working towards addressing key local issues for children, youth and families.

We know people want good access to parks, playgrounds and open spaces; we understand how important mental health and wellbeing are to everyone and we have a clear understanding of how access to affordable and good quality childcare is of key importance.

Through the actions outlined in this Strategy we will be able to work toward addressing these issues and aspirations and we will play an active role in lobbying and advocating on behalf of the Woollahra community to ensure our children, youth and families voices are heard.

We look forward to working collaboratively with you so that we can deliver on our vision for a thriving, inclusive and resilient community that benefits future generations.

**Craig Swift-McNair**  
General Manager

# Executive Summary

More than 500 people and organisations contributed to the development of the Woollahra Municipal Council *Children, Youth and Families Strategy and Action Plan 2024 – 2027*.

The aim of this Strategy is to ensure our community and places are inclusive and supportive of children (ages 0-11), youth (ages 12-24) and families. This Strategy establishes a clear focus for Council and identifies our role as an advocate, service provider, place-maker, enabler and partner.

Partnerships, collaboration and deep listening are at the heart of achieving positive outcomes for children, youth and families. It is by working across Council and with our community, businesses and other government and non-government agencies that we will create the greatest social and collective impact.

This Strategy sets out a strategic roadmap that builds upon our existing strengths, leverages our community assets and seeks new ways to support children, youth and families in our municipality to flourish. It also supports delivery of the *Woollahra 2032 Community Strategy and Action Plan*.

The Strategy is underpinned by four strategic pillars that we will focus on in the coming four years.

- 1. Voice:** Deep listening and action
- 2. Working Together:** Collaborative relationships
- 3. Places and Spaces:** Thriving environments that connect people
- 4. Advocacy:** Shaping the future

The process to develop this Strategy has been both extensive and diverse, with rich data and conversations uncovering a wealth of perspectives and insights. Our belief, purpose, strategic pillars, outcomes and actions have been informed through research and consultation with the community.

In summary, the development process included 13 focus groups, 9 community pop-ups, many face-to-face interviews and two significant surveys. We spoke to 537 participants including: children, youth, parents and carers, local services, Councillors, Council staff and community members.

## Four Strategic Pillars



## Executive Summary

We analysed more than 50 relevant strategies, plans and frameworks at a national, state and local level to ensure the Children, Youth and Families Strategy and Action Plan is aligned with broader policy settings, and we mapped the services available to children, youth and families in the Woollahra LGA to better understand how to continue to build a robust service system with our partners.

From the background research and engagement undertaken across the community, six key issues and opportunities emerged that have informed our strategic pillars and actions.

To help communicate and promote the work we will be doing and how we will do it, we have developed a ‘Strategy on a Page’ (Section 2.0). The remainder of this document explains the detail, how we got there, and what actions we will be taking in the years ahead.

Together with our partners, Council has a long history of supporting the quality of life for children, youth and families in our municipality. We have illustrated some of our recent and ongoing work within this document.

This Strategy and Action Plan builds on these initiatives. It serves to focus how we will work with the community and our partners over the coming four-year period and where we will invest our resources to enhance the lives of our youngest community members and their families.

### Six key issues and opportunities



## What we did

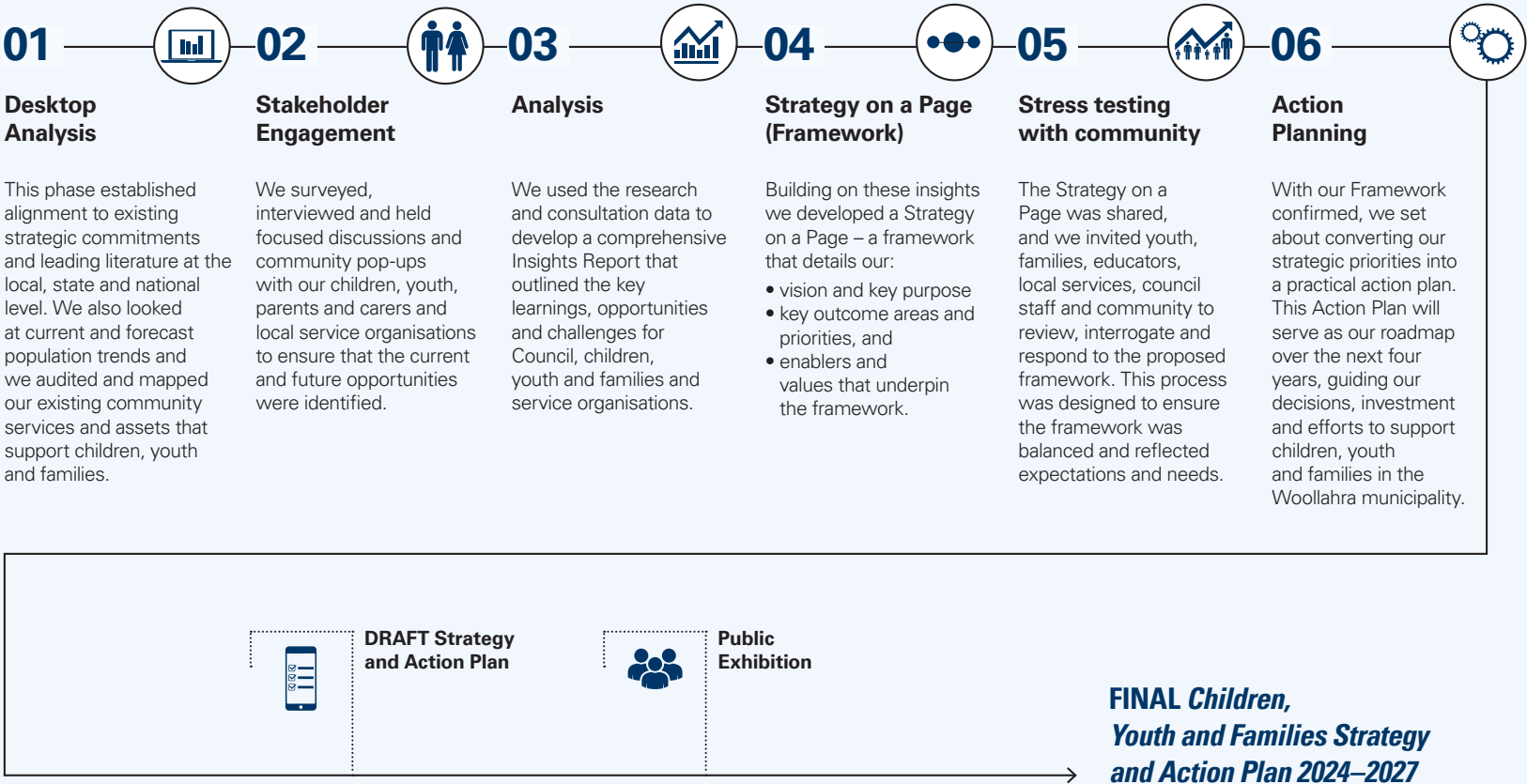
The Children, Youth and Families Strategy and Action Plan builds on Council's existing strategies, plans and policies and is informed by research, evidence, and most importantly through consultation with the community and organisations that partner with Council. Its development involved six key phases. —>



VI

WOOLLAHRA MUNICIPAL COUNCIL  
Children, Youth and Families Strategy and Action Plan 2024-2027 Draft June 2024

## What we did



## How we engaged and who contributed

We engaged through surveys, focus groups, community pop-ups and interviews.

### 203 people engaged through 13 focus groups:

- 6 focus groups with Preschool children and staff
- 1 focus group with preschool parents
- 1 focus group with primary aged children
- 2 focus groups with youth
- 2 focus groups with service providers
- 1 focus group with school teachers

Community engagement pop-up, Rose Bay.



VIII

WOOLLAHRA MUNICIPAL COUNCIL  
Children, Youth and Families Strategy and Action Plan 2024-2027 Draft June 2024

## How we engaged and who contributed

**183 people spoke to us at  
9 community pop-ups:**

Christison Park
Double Bay Markets, Guilfoyle Park
Double Bay Public School Fair
Holdsworth Playgroup
Lyne Park
Paddington Library
Watsons Bay Library
Westfield Shopping Centre, Bondi Junction
Woollahra Library at Double Bay

**151 people had their say through  
surveys and interviews:**

Community survey
Service provider mapping survey
Survey to stress test our strategy on a page with the community and service providers
1:1 interviews with service providers, Council staff and Councillors



## How we engaged and who contributed

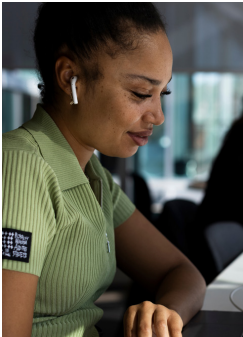
We engaged with **537** community members and partners



**140** Preschoolers



**22** Children primary aged, under 12 years.



**65** Youths 12–24 years



**199** Parents and carers



**58** Service providers and school staff



**53** Council staff, partners and other community members

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Bellevue Hill Public School students celebrating their Bellevue Hill 2023 artwork.



# 1.1 Introduction

## The Children, Youth and Families Strategy and Action Plan

The *Woollahra Municipal Council, Children, Youth and Families Strategy and Action Plan 2024–2027* is a roadmap designed to empower and nurture the well-being of our community’s children, youth and families.

Council has a strong commitment to the wellbeing and development of children, youth and families. This Strategy represents a dedicated effort to provide them with safe, inclusive, and thriving environments in which to grow and flourish.

This Strategy, shaped by extensive research, community engagement, and collaboration with stakeholders, outlines a multifaceted approach to promote the physical, emotional and social well-being of our youngest residents and their families.

By addressing key areas such as access to childcare, participation in decision making, access to physical spaces, and promotion of mental health and wellbeing we aim to foster a community

where children, youth and families have a sense of belonging and ownership and are supported to reach their full potential.

Through partnerships, investments, and innovative initiatives, we envision a future where every child and youth can thrive, and where families are supported in their vital role as the building blocks of our community.

### What we currently do

Woollahra Municipal Council plays a multifaceted role in strategic planning for services to address the needs of children, youth and families. We assess needs, provide and fund services, engage the community, advocate for resources, and collaborate with other stakeholders to ensure that children, youth and families have access to quality services and opportunities for development and well-being. We use regular evaluation feedback from children, youth and families in the community through events, activities, programs and services to inform improvements in programming.

Council has a long and proud history in supporting children, youth and families including through:

### 1. Preschool services

Council currently owns and operates Woollahra Preschool, located in Double Bay. Woollahra Preschool provides 80 places to 160 families. The Woollahra Preschool has a dedicated inclusion support program that in 2024 supported up to 8 children with High Inclusion Support needs.

The Preschool is in high demand with up to 100 eligible children remaining on the list after each intake. There is an unsatisfied demand for places for 3-year-old children.

Woollahra Preschool has opted into the NSW Start Strong Free Preschool and Fee Reduction Program offered to mobile and community-based preschools. The purpose of the program is to ensure all children can have access to 600 hours of quality preschool education in the year before entering school and allows Council to provide 2 days of preschool for all families, at a very low fee.

## 1.1 Introduction

### 2. Community and Cultural Development

Council supports a range of community and cultural development initiatives that target families with young children including the Starting School forum and other parenting education programs in collaboration with Woollahra Preschool, Woollahra Libraries and Waverley Council. The Community and Cultural Development team facilitates Youth Week activities each year and provides mental health first aid training to the community. Council has also coordinated the annual Woollahra Youth Photographic Award and Short Film Prize since 1994, encouraging year 7 to 12 high school students to engage through the competition and exhibition, or the related workshops, held during the October school holiday period.



Encouraging our community to have their say.



### 3. Funding

Council provides funding to Holdsworth Community to support play groups in Woollahra and Rose Bay. We also fund the Women's Housing Company to provide up to 10 medium-term transitional accommodation units to local women and their families escaping domestic violence through the Woollahra Domestic and Family Violence Accommodation and Support Program. In addition, Council funds the annual School Citizenship Awards for primary school aged children.

## 1.1 Introduction

### 4. Woollahra Libraries

Woollahra Municipal Council operates three libraries in Paddington, Double Bay and Watsons Bay. The library team includes two Engagement Officers specialising in children and youth services. The Libraries provide welcoming spaces that includes dedicated children's areas with a slide at Double Bay and has a specialised collection available for children and youth.

Programs include early literacy programs such as Rhyme Time and Story Time, science and technology programs, Higher School Certificate (HSC) support and tutoring, reading/book clubs, social activities aimed at youth (e.g. trivia and poetry slams), community workshops and school holiday activities. Woollahra Libraries also provide volunteering opportunities for Duke of Edinburgh candidates.



Study time at Woollahra Library Double Bay.

## 1.1 Introduction

### 5. Grants

Where there are identified gaps, we provide seeding grants for organisations, schools and individuals who want to start initiatives targeting children, youth and parents through the annual Woollahra Grants Program.

### 6. Rent subsidies

Council has had a partnership with the Department of Health, stretching back to the 1950s, to deliver Child and Family Health services. Currently these services are being delivered in Paddington and a new centre is being established in Vaucluse. The Child and Family Health Services are funded and operated by South-Eastern Sydney Area Health, whilst Council provides the premises.

### 7. Facilities and playgrounds

Council owns and manages a range of community venues, playgrounds, walking paths, swimming areas, community, recreation and sporting facilities and open spaces that support the health, wellbeing and quality of life for children, youth and families. We design these in consultation with the community. Many of the Community venues are hired for birthday parties and other family focused celebrations.

### 8. Service provider networks

Council attends service network meetings and maintains relationships with local service providers and neighboring councils to understand emerging community needs and assets.



Playground fun, Double Bay.



Engaging our community through events.

## 1.1 Introduction



National Tree Day 2023, a popular event for local families.

### 9. Sustainability

Council provides opportunities for children and youth to protect and care for the natural environment through various sustainability and volunteering programs. We support sustainability initiatives in local schools and preschools, along with hosting family friendly environmental activities each year.

### 10. Website and social media

Council provides information to the community via our website and social media pages. The community can learn about relevant events and programs available to children, youth and families through these platforms. Council also provides information about local services and important psychoeducation (regarding topics like domestic violence, child protection and mental health support) through the website.

## 1.2 Our Community



Population (2023)

**54,660**



Median age  
male **39 years**  
female **40 years**

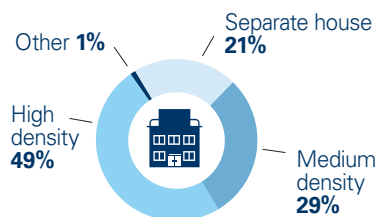


Families **13,761**  
Number of kids  
per family **1.8**



People per  
household **2.23**

Housing type (2021)



\*78% of dwellings are medium or high density (2021)



Born Overseas  
(2021) **34.4%**



Speak English  
at home **79.5%**



Australian  
citizen **78.8%**

Owns a  
house  
**35.3%**  
Owns with  
mortgage  
**24%**



Rent  
**36.8%**



Employment  
status (2016)  
**96.7%**

Of these 69% were employed full time, 30% were employed part-time and 3.3% were unemployed.



University qualified  
residents (2016)  
**48.9%**

Source: Australian Bureau of Statistics [dbr.abs.gov.au](https://dbr.abs.gov.au/profile.id.com.au/woollahra)  
[profile.id.com.au/woollahra](https://profile.id.com.au/woollahra)  
\*[profile.id.com.au/woollahra/dwellings](https://profile.id.com.au/woollahra/dwellings)

## 1.2 Our Community

In 2021, if the woollahra municipality was made up of 100 people\*:








<b>53.4</b>	Would be female	<b>2.9</b>	Would need assistance with core activities
<b>34.4</b>	Would be born overseas	<b>4.6</b>	Would be aged 0-4 years (Babies and preschoolers)
<b>16</b>	Would have arrived in Australia within 5 years prior to 2021	<b>7.1</b>	Would be aged 5-11 years (Primary schoolers)
<b>15.5</b>	Would speak a language other than English at home	<b>6.5</b>	Would be aged 12-17 years (Secondary schoolers)
<b>0.3</b>	Would be Aboriginal or Torres Strait Islander	<b>7.2</b>	Would be aged 18-24 years (Tertiary education and independence)
<b>14</b>	Would be Jewish	<b>15.7</b>	Would be aged 25-34 years (Young workforce)
<b>30.3</b>	Would live by themselves	<b>19.9</b>	Would be aged 35-49 years (Parents and homebuilders)
<b>48.6</b>	Would live in high-density housing	<b>12.6</b>	Would be aged 50-59 years (Older workers and pre-retirees)
<b>31.5</b>	Of those people aged 15 years + would earn an income of less than \$1,000 per week	<b>10.4</b>	Would be aged 60-69 years (Empty nesters and retirees)
<b>24.7</b>	Of those people aged 15 years + would earn an income of more than \$3,000 per week	<b>12.8</b>	Would be aged 70-84 years (Seniors)
		<b>3.2</b>	Would be aged 85 years and over (Elderly aged)

\*Source: [profile.id.com.au/woollahra](https://profile.id.com.au/woollahra) (2016 and 2021 data)  
[planningportal.nsw.gov.au/populations](https://planningportal.nsw.gov.au/populations) (2041 Forecasts)

## 1.2 Our Community

### Forecast population changes 2021 to 2041

- Woollahra’s population is expected to grow modestly in the coming years – by 2,976 people (5%) between 2021 and 2041 (0.25% annual growth compared to 0.95% annual growth for the NSW population)
- In 2021, there were 14,918 babies, children and youth aged 0–24 years living in Woollahra, representing one quarter (25.3%) of the total population
- By 2041, Woollahra will see little change in younger age groups and an increase in older age groups, particularly people over the age of 70 years
- People aged 25–49 years – our young workforce, parents and homebuilders – are expected to decrease by 144 people by 2041.

	2021	2041	
	Estimated resident population <b>58,988</b>	Estimated resident population <b>61,955</b>	↑ <b>2,976</b>
	Children & Youth (0–24yrs) <b>14,918</b>	Children & Youth (0–24yrs) <b>14,919</b>	↑ <b>1</b>
	Young workforce, parents & homebuilders (25–49yrs) <b>22,111</b>	Young workforce, parents & homebuilders (25–49yrs) <b>21,967</b>	↓ <b>144</b>
	Older workers, pre-retirees, empty nesters, retirees (50–69yrs) <b>13,164</b>	Older workers, pre-retirees, empty nesters, retirees (50–69yrs) <b>13,866</b>	↑ <b>702</b>
	Older people (70+yrs) <b>8,795</b>	Older people (70+yrs) <b>11,203</b>	↑ <b>2,408</b>

Source: [planningportal.nsw.gov.au/populations](https://planningportal.nsw.gov.au/populations)

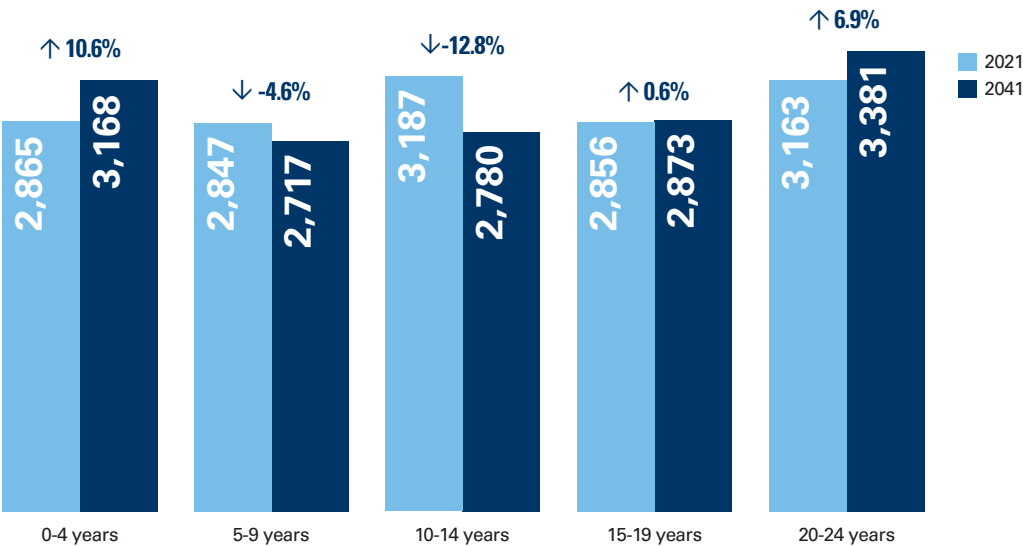
## 1.2 Our Community

### Our Children and Youth (2021–2041)

Through to 2041, the number of people aged 0–24 years is forecast to remain roughly the same (+1 person), however there will be:

- A small increase in babies and toddlers 0–4 years (+303)
- A decrease in children and youth aged 5–9 years (-130) and 10–14 years (-407)
- In increase in youth aged 15–19 years (+17) and 20–24 years (+218)

Forecast population growth for children and youth by 5 year age groups (2021-2041)



\*Source: [planningportal.nsw.gov.au/populations](https://planningportal.nsw.gov.au/populations)

## 1.2 Our Community

### Our Households (2021)

The number of households with children has remained relatively stable between the five years from 2016 to 2021. In 2021, 24.0% of Woollahra Municipality's total families were couple families with children (compared to 34.4% in Greater Sydney). This varied across the municipality, ranging from a low of 14.1% in Edgecliff to a high of 42.9% in Vaucluse – Watsons Bay.

The five areas with the highest percentages were:

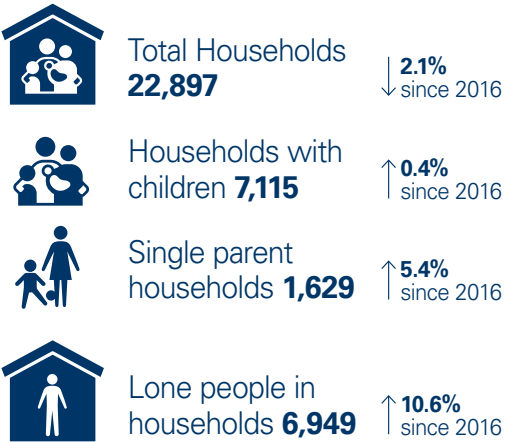
- Vaucluse – Watsons Bay (42.9%)
- Bellevue Hill (29.7%)
- Rose Bay (23.9%)
- Woollahra (22.2%)
- Paddington (19.9%).

In this same period, there was a 5.4% (n-83) increase in single parent households. In 2021, 7.1% of Woollahra Municipality's total families were one parent families (compared to 10.5% in Greater Sydney). This ranged from a low of 5.6% in Edgecliff to a high of 8.2% in Rose Bay and Vaucluse – Watsons Bay. The five areas with the highest percentages of single parent families were:

- Rose Bay (8.2%)
- Vaucluse – Watsons Bay (8.2%)
- Woollahra (7.8%)
- Double Bay – Point Piper (7.4%)
- Bellevue Hill (7.4%).

Council is interested to ensure that services and supports are available in areas where families are concentrated and to ensure targeted supports reach our growing number of single parent families who may experience greater financial and emotional pressures.

The number of lone households in Woollahra has also increased by 10.6% between 2016 and 2021. In 2021, there were 30.3% of lone person households (compared to 22.2% in Greater Sydney). Council is interested to ensure we design community programs, facilities and events where people can connect outside their homes and across generations.



Source: [profile.id.com.au/woollahra/households](https://profile.id.com.au/woollahra/households)

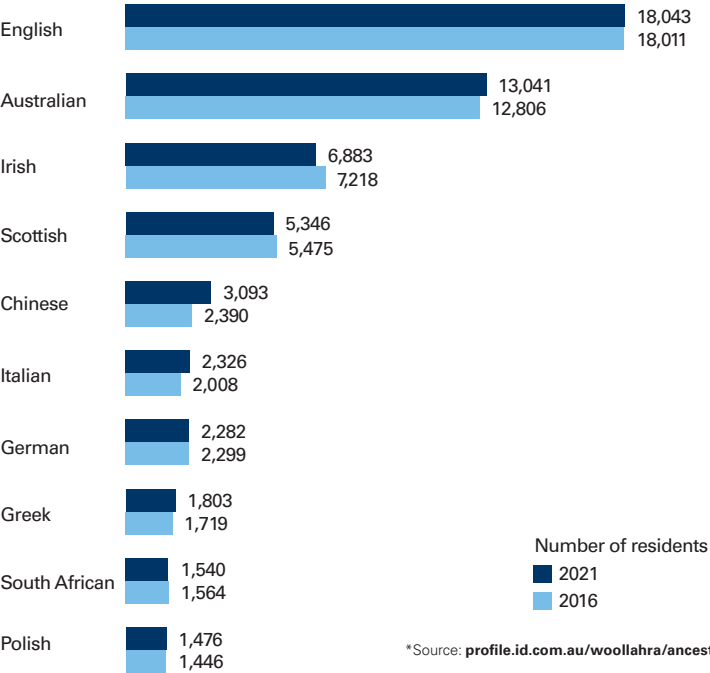


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## 1.2 Our Community

### Top 10 Ancestries (2016 – 2021)

In 2021, the top 5 ancestries of people living in the Woollahra Municipality were English, Australian, Irish, Scottish and Chinese. The top two ancestry growth rates in the LGA were Chinese (number of people increased by 29.41% since 2016) and Italian (number of people increased by 15.84% since 2016).



\*Source: [profile.id.com.au/woollahra/ancestry](https://profile.id.com.au/woollahra/ancestry)

## 1.2 Our Community

### Our Children, Youth and Families Service Provider Partners

As of April 2024, there were 49 Early Childhood Education and Care (ECEC) providers in the Woollahra LGA, providing 1,388 long day care (LDC) places, 182 Preschool places and 1,472 Outside School Hours Care (OSCH) services.

Whilst the number of places available has increased since we last mapped our services in 2018, with two new services opening in Double Bay (82 places) and one new service opening in Vaucluse (97 places) many parents we spoke with report they find it challenging to access quality, affordable childcare within the municipality.



**49**

Total number of Early Childhood Education and Care (ECEC).

**48** are listed on ACECQA national register.

**38** are privately owned organisations

**10** are not-for-profit organisations

**1** Government / Council owned organization



**26**

Long Day  
Care Services  
(1,388 places)



**18**

Outside School Hours  
Care (OSHC) Services  
(1,472 places)



**4**

Preschools  
(182 places)



**0**

Family Day Care  
(FDC) Services



**3**

Mix of Long Day Care (LDC)  
& Preschool (290 places)

Source: Woollahra Children's Services Service Mapping Report, Spark Strategy 2023)

## 1.3 Emerging issues and opportunities

### Housing availability and affordability

The availability and affordability of housing is a national crisis and Woollahra residents are not immune to its impacts.

#### Why is this important?

Housing costs are a significant part of family finances, often limiting disposable income needed for essentials like food, clothing, healthcare and education. To offset rising living costs, families have voiced the need for access to affordable basic services including health, education and care services along with leisure and recreation services.

In 2021, 78% of the dwellings in the Woollahra Municipality were medium or high density, compared with 46% in Greater Sydney. This leads to demand for safe and affordable public spaces outside people's homes. Affordable housing is important for the community structure in Woollahra, as it helps in attracting and retaining a diverse community of different age groups and backgrounds. This enhances intergenerational and cultural ties whilst boosting our economy, stability, vitality and quality of life.

Youth and their supporters have shared that the prospect of young people moving out but being able to afford to continue living locally is a significant source of stress for them. Affordable housing is also essential to accommodate key workers such as medical professionals, teachers and childcare staff, who play a vital role in our community.

#### What we're doing and will continue to do

Through our *Local Strategic Planning Statement 2020*, *Woollahra Local Housing Strategy 2021* and *Disability Inclusion Action Plan 2022* we have recognised housing affordability is an issue in Woollahra, particularly for essential service workers, we are promoting diverse housing choices for people of all ages and capabilities and commit to a broad range of actions, including but not limited to:

- Increasing the supply of accessible and affordable housing, including for essential or key workers
- Collaborating with other Councils, state government and other stakeholders to advocate for the supply of affordable housing
- Promoting inclusive design that supports, families with young children and people with a disability

- Supporting housing program through our Community & Customer Experience Directorate by funding a rental assistance program for women, children and youth escaping domestic violence
- Advocating to the Australian and NSW Governments for policy reforms that improve housing affordability.

"There are many kids in our school with parents that rent, and with high rental prices and cost of living there is often not much money left for other things than school."

**Community member (Focus group)**

"We have limited apartment options compared to huge single dwellings limit the options for young people and people from culturally diverse background to live in the area."

**Community member (Pop-up)**

## 1.3 Emerging issues and opportunities

### Access to physical spaces

Many families in Woollahra live in high density housing and, for those families, access to safe and affordable spaces outside the home is important. This is particularly true for youth who wish to connect with others and feel a sense of belonging in their community. As the cost of living continues to rise, the demand for accessible and cost-effective local spaces and activities is likely to grow.

The local Woollahra youth, and their supporters, emphasised the need for safe gathering spaces outside the home, where they can unwind and socialise, providing a respite from their busy lives filled with work, study, and family responsibilities.

### Why is this important?

Creating universally designed spaces ensures accessibility for individuals of all ages and abilities, promoting inclusivity. Accessible and affordable physical spaces serve as platforms for community engagement, social interaction and the provision

of support services and programs. Public parks, community centres, libraries and recreational areas bring residents together, fostering relationships and participation in various activities and events.

Used for exercise, relaxation and respite, green spaces like parks and nature reserves are vital for the physical and mental well-being of residents. For youth, outdoor spaces offer a much-needed break from the digital world. There is a well-documented link between nature and wellbeing, and it is important for all people to connect with nature to foster ownership and care for the natural environment.

Woollahra is known for its sporting, harbour and recreational facilities, which are highly valued by the community and add vibrancy to the area. Maintaining, enhancing and ensuring equity of access to these facilities is important to our children, youth and families. It's also great for our local economy, attracting many visitors to the area.

“I love sports. It would be good to have more sport & rec because kids are too much on their devices – so more things to do outside would help.”

**Young person, 12–17 years old (Pop-up)**

“Sports & rec is good for people with a psychosocial disability. Outings in local area so they build confidence and feel independent.”

**Service provider (Pop-up)**

“There is a lack of access to sporting facilities...and the private schools rent public spaces. Privilege takes up a lot of space.”

**Parent (Pop-up)**

## 1.3 Emerging issues and opportunities

### What we're doing and will continue to do

Through our *Local Strategic Planning Statement 2020*, *Social and Cultural Plan 2018 to 2030*, *Recreation Strategy 2023*, *Community Facilities Study 2019*, *Play Space Strategy 2023*, *Disability Inclusion Action Plan 2022* and *Woollahra Libraries Strategic Plan 2021–2026* we have committed to a broad range of actions, including but not limited to:

- Providing places and spaces for people to connect and interact
- Exploring avenues for expansion and improvement of Community facilities across the municipality
- Providing a new multipurpose facility at Rose Bay
- Committing to exploring avenues to upgrade the community facility at Holdsworth Community Centre
- Providing areas for remote working and learning at our libraries
- Delivering library programming for all ages including options for youth
- Providing more cultural and creative spaces across the LGA
- Exploring more flexible and adaptable spaces, promoting active play, activating facilities day and night, and ensuring accessibility for all users



Local family enjoying a game of basketball at Lyne Park, Rose Bay.

- Investigating better amenity for play areas, such as shade options for playgrounds with high sun exposure and better provision of toilet facilities for playgrounds where appropriate
- Supporting youth facilities, including progressing the development of a new facility in Rushcutters Bay and undertaking a feasibility study for a complementary youth precinct at Lyne Park
- Advocating for shared use of public and private education, recreation and community facilities
- Protecting and enhancing walking and cycling access to public open space and foreshore areas
- Exploring avenues to improve access to harbour pools for people with disabilities
- Developing a local community directory on Council's website to assist in the promotion of active and passive open spaces.

## 1.3 Emerging issues and opportunities

### Childcare availability, affordability and quality

Childcare availability and affordability are concerns for Woollahra's families with many either traveling outside the community to access care or choosing not to return to work.

As of April 2024, there were 49 ECEC providers in the Woollahra LGA. Seventy eight percent (78%) of ECEC services located in the Woollahra LGA are privately owned. There are:

- 38 privately owned organisations
- 10 not-for-profit organisations
- 1 government / Council owned organisation

Together, these providers supply:

- 26 long day care services providing 1,388 places
- 4 preschool services providing 182 places
- A further 3 providers providing 290 places that combine preschool and LDC
- 18 out of school hours care services providing 1,472 places for before and after school hours and vacation care (note 2 services and 45 places overlap with the above).

The number of centre-based childcare places has increased in the past three years despite our population of preschool aged children declining by 12.1% (334 children) over the five-year period between 2016 and 2021. Despite this, the parents we spoke to told us they experience challenges accessing local and affordable childcare. Whilst there is sufficient childcare across the LGA, there are pockets of undersupply in Point Piper, Watsons Bay, Darling Point, Bellevue Hill and Edgecliff meaning that some parents need to travel further than they would like to access childcare. For others, the cost of childcare, coupled with other cost of living pressures, is a barrier to access.

### Why is this important?

Affordable, quality early childhood education and care provides both immediate and long-term advantages for families in Woollahra. It's a key factor in enabling workforce participation, especially among women, fostering gender equality and balancing care responsibilities. Preschools provide early education and care for children aged between 3 and 6, and usually operate during normal school terms and hours, with a strong emphasis on learning through play and preparation for transition school.

"Many parents have problems with after school care, especially also during school holidays. After school care centres run expensive holiday programs, but many parents can't afford that – but they do have to work. Parents are stuck."

**School staff member (Focus group)**

"I think better paid early childcare workers to ensure children are being cared for in as enriching a way as is possible and to build consistency and continuity in childcare organisations. Investing in children 5 and under delivers so much more long term- socio- economic indicators than any other intervention."

**Community member (Survey)**

## 1.3 Emerging issues and opportunities

Long day care services offer early education and care for children from birth to 6 and are usually open for 48 weeks per year with extended hours to enable parental workforce participation. Parents and carers told us they found it challenging to access quality, affordable childcare in the municipality and many wanted more Preschool places to be made available.

Consistent access to childcare helps parents organise their work times more efficiently. Moreover, childcare centres can act as social hubs for parents and caregivers, fostering the creation of supportive networks and community ties.

High-calibre childcare acts as an early education foundation, aiding children in the development of crucial skills and readiness for formal schooling. Children in quality childcare programs reap the benefits of skilled providers who focus on their emotional and physical wellbeing, enabling early detection of any conditions or delays that could benefit from early intervention by specialised allied healthcare providers.



Quality childcare is our top priority at Woollahra Preschool.

### What we're doing and will continue to do

Through our *Social and Cultural Plan 2018–2030*, *Disability Inclusion Action Plan 2022* and our Council provided services we have delivered and committed to a broad range of actions, including but not limited to:

- In 2020 we expanded Council owned Woollahra Preschool by an additional 20 places, now accommodating 160 families per week in either 2- or 3-day placements
- Continuing to implement the Preschool Inclusion Support Program, and the Priority of Access guidelines to target Council managed preschool to people who need it the most
- Continuing to meet or exceed the National Quality Standards for early childhood education and care at Woollahra Preschool
- Continuing to provide training for Woollahra Preschool staff in supporting inclusion
- Conducting needs assessments of childcare in the LGA to understand where there is misalignment in supply and demand for childcare.

### 1.3 Emerging issues and opportunities

#### Mental Health and Positive Wellbeing

Service providers and the community have reported more people experiencing stress and anxiety, social isolation and loneliness, relationship stress, remote work challenges and disruptions to education and social interactions for children and adolescents. Covid-19 has exacerbated the upward trend in mental health presentations, with the long-term effects the pandemic still to unfold. Reduction in stigma and increased awareness have also driven demand upward.

In parallel, the accelerated adoption of telehealth and online services has made it easier for people to access care remotely, including tapping into services outside the Woollahra area. Nonetheless, supply of mental health supports is insufficient to meet demand from people experiencing mental health concerns. In addition to waiting lists, the high cost of mental health services can be a barrier to access for many people.

Meanwhile there is significant reform and investment in mental health by state and federal governments. There are also increasing legislative requirements for employers to support the mental health of their employees through workplace programs and initiatives.

With demand for mental health services outstripping supply, there is an imperative to focus on preventative strategies that enable people to be proactive in maintaining mental health, fostering resilience and developing coping mechanisms that can lessen the emergence or intensity of mental health issues. This may include awareness, education about coping strategies, stress management techniques and promotion of lifestyle factors that improve resilience. It may also include creating supporting environments within communities, schools, workplaces and other settings by fostering inclusion, reducing stigma and promoting mental health-friendly policies and practices.

“I see many kids in school struggle with mental health, anxiety and ADHD. It would be good if counselling could be free for young people.”

Young person, 12–17 years old (Pop-up)

“Access to specialists and allied health practitioners is a problem, for example paediatrician waitlists. They are shrinking a little since how long they were after lockdown, but it is still a big hurdle.”

School staff member (Focus Group)

“If I could weave a magic wand I would create more healthcare, especially for young children. Mental health counselling. Free GP. Anxiety, depression, ADHD, focus issues.”

Young person, 12–17 years old (Pop-up)

## 1.3 Emerging issues and opportunities

### Youth specific issues

Transition from adolescence to adulthood can be challenging. Despite its affluence, Woollahra is not immune to challenges that affect youth. There is concern for the rising national youth suicide rates (the second leading cause of death for young people aged 15-24 years) and a desire to bolster preventative factors for youth in Woollahra. Some key health and psychosocial issues impacting youth's mental health in Woollahra include:

- **Academic pressure:** pressure to excel academically, socially and in extracurricular activities
- **Substance Abuse:** Some youth in Woollahra are experimenting with or develop substance abuse issues, including alcohol and drug use
- **Peer pressure:** social comparison and bullying and the pressure to conform to standards
- **Technology and cyberbullying:** use of technology and social media is exposing youth to cyberbullying, online harassment, and negative mental health effects
- **Relationships and Dating Violence:** youth are facing challenges in their romantic relationships, including issues related to consent, dating violence, unhealthy relationship dynamics and sexual health.

### What we're doing and will continue to do

Through our *Community Strategic Plan 2032*, *Social and Cultural Plan 2018-2030* and *Disability Inclusion Action Plan 2022* we have committed to a broad range of actions, including but not limited to:

- Encouraging respect for diversity by planning and promoting inclusive multicultural events and activities, including activities that acknowledge First Nations peoples
- Enhancing Council provided community facilities to foster connections between people and place and enhance quality of life
- Funding Holdsworth Community to deliver Family Services, which includes two playgroups and associated programs, providing a safe place for families of young children to connect to others and to receive information to support a positive parenting experience
- Upskilling Council staff through the provision of accredited mental health training
- Continuing to provide mental health information and training sessions for the community
- Combating social isolation for youth through Youth Week activities
- Providing grant funding to mental health services and programs

- Supporting the delivery of Child and Family Health services by partnering with the South Eastern Sydney Area Health Service.



Creating engaging events for youth at Woollahra Library Double Bay.

## 1.3 Emerging issues and opportunities

### Giving voice to community

Across global, national, state and local settings, ensuring that all consumers and specifically children, youth and marginalised groups, have a voice in the decisions that impact them is a growing interest. Evidence supports that it is not just good practice, but is necessary for effective, equitable and sustainable governance.

### Why is this important?

Informed decision-making: Children, youth, and families have unique experiences and insights that, when considered, can lead to policies and initiatives that more effectively surface and address genuine community needs.

**Inclusive decision-making:** Diverse voices lead to more equitable and inclusive policies. Recognising and respecting the diversity of our community, including the experiences of families and youth from various backgrounds, is essential for creating policies that work for all.

**Early and accurate intervention:** In a tight fiscal environment, it's important that we invest in solutions that are well defined and evidence

informed. When we actively listen to children, youth and families and service providers' concerns, we can identify issues with greater precision and provide timely support and resources, potentially preventing more significant problems in the future.

**Intergenerational equity:** Sustainable development principles underscore the importance of intergenerational equity. Engaging children and youth ensures that the decisions we make today consider the needs and rights of future generations.

### Youth specific issues

**Civic participation:** Engaging youth in civic activities, volunteering and decision-making fosters a sense of civic responsibility that lasts into adulthood. Youth we engaged with to develop this Strategy and Action Plan showed relatively higher interest in community wide and global issues, (compared with other participants) and they sought opportunities to engage and volunteer.

**Youth Empowerment:** When we engage youth in decision-making, they develop valuable life skills, self-confidence, and a sense of agency that benefits their personal development and the broader community.

“There is a lack of youth voice, whereas we should be setting children up for life.”

**Nanny (Pop-up)**

“Choices are made on behalf of young people, rather than together with young people. I would like to have a say and be informed.”

**Young person, 12–17 years old (Pop-up)**

“It would be good knowing that you are actually participating in something and that it matters. ”

**Young person, 12–17 years old (Pop-up)**

“Make it fun to participate, like with design competitions. ”

**Young person, 12–17 years old (Focus group)**

## 1.3 Emerging issues and opportunities

Our consultations with youth revealed they were engaged with social and global issues (e.g. Reconciliation, Climate Change) and sought opportunities to make a difference, including through volunteering.

### What we're doing and will continue to do

Through our *Local Strategic Planning Statement 2020*, *Social and Cultural Plan 2018–2032*, *Community Engagement Strategy 2023*, *Play Space Strategy 2023* and *Woollahra Libraries' Strategic Plan 2021–2026* we have committed to a broad range of actions, including but not limited to:

- Encouraging inclusive community participation and build respectful relationships through engagement and input into decision making
- Engaging with children, youth and families to support their voice on matters that are important to them
- Building and maintaining relationships with schools, local organisations, community groups and support services, and keeping them informed of engagement opportunities of interest to them
- Tailoring consultations to target groups, including children, people with disabilities and other less represented groups by ensuring these groups are consulted on how they would like to be engaged
- Creating Library programming that is community-led, inclusive and celebrates diversity
- Engaging the community in decision making on play spaces
- Continuing to promote and support community involvement in protecting and enhancing our waterways such as Harbour Care volunteer groups
- Implementation of Council Child Safe policies and procedures.



Celebrating our commitment to reconciliation with Council staff, community and the Gujaga Foundation. Blackburn Gardens, Double Bay.

## 1.3 Emerging issues and opportunities

### Market Stewardship

The roles and functions for local government include strategic planning, service planning partner, enabler, provider and strategic land use planner.

Service providers and other stakeholders have asked that Council plays a lead role in developing a deep understanding of the Woollahra Municipality so that we can identify current and emerging needs and gaps in services and work with them to develop joint responses to social issues.

### Why is this important?

Continuing to increase our understanding about children, youth, and families in Woollahra, and the services that support them, allows us to plan more effectively for the optimal use of resources. Building strong evidence will enable us to argue for increased investment and identify where Council can directly address service shortages and support gaps.

### What we're doing and will continue to do

Through our *Local Strategic Planning Statement 2022*, *Social and Cultural Plan 2018–2032* and *Community Strategic Plan 2032* we have committed to a broad range of actions, including but not limited to:

- Planning for the needs and aspirations of families
- Understanding the needs and aspirations of our community so that we can facilitate access to support and services
- Fostering relationships and strategic networks in collaboration with government agencies, non-government organisations, businesses and community groups
- Using a place-based approach to our planning
- Mapping our childcare and specialist services for children, youth and families
- Providing demographic data on Council's website.

“I expect council to know their community back to front, so that when you're sitting at the table, you can advocate for their needs. I've got 'X' amount of resources and have to pick what to invest in, and I would like Council to support what baskets to put it in, and where to put my energy.”

Service provider (Focus group)

“There is duplication too. Sometimes there are 3 people playing at A, and no one at B. (Council should be) steering the sector about the needs.”

Service provider (Focus group)







## 3.0 Our detailed Strategy and Action Plan

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IMAGE: JETHRO WILLS

WOOLLAHRA MUNICIPAL COUNCIL  
Children, Youth and Families Strategy and Action Plan 2024–2027 Draft June 2024

## Woollahra Council's Vision

A thriving, inclusive, sustainable and resilient community that will benefit future generations.

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## 3.1 Our belief and purpose

### We believe

All children, youth and families should have the opportunity and space to connect, create, play and grow. Their voices will be heard and will help inform our decisions and actions.

### Our purpose

Through this Strategy, we will use our connections and relationships to understand our evolving community needs and will advocate, provide resources and services, and create places and spaces for children, youth and families

Deep Listening and Action

Pillar 1: Voice



**Children, youth and families will have a say in decisions that impact them.**

We will proactively engage with children, youth, parents and carers. We will value their insights, perspectives and creativity and empower them to shape their own futures.

We will use those insights, alongside data and research, to deepen our understanding of the issues impacting our communities and to respond in ways that reflect their needs. We will engage and communicate outcomes transparently.

Actions	Timeframe	Division
1.1 Actively prioritise the current needs of children, youth and families in our grants program themes.	Short 2024/25 (ongoing)	Community & Customer Experience
1.2 Ensure grant funding applications targeting children, youth and families demonstrate that their voice has been included in the planning and creation of the proposals.	Medium 2025/26	Community & Customer Experience
1.3 In recognising the challenges in engaging youth in Council matters, we will develop a practice guide and training on youth engagement.	Medium 2025/26	Community & Customer Experience
1.4 Investigate best practice programs to create a mechanism for a voice for youth to Council so that they can inform decisions that affect them.	Short 2024/25	Community & Customer Experience
Trial a best practice model to influence Council's responses to youth in Woollahra.	Medium 2025/26	
Evaluate the success of youth voice in improving outcomes for youth in Woollahra.	Long 2026/27	
1.5 Explore a Council traineeship/work placement program, to provide youth with opportunities to support pathways to local government employment.	Medium 2025/26	Corporate Performance

Deep Listening and Action

# Pillar 1: Voice



Children engaged in playground design and renaming, Gugara Park Paddington.

Actions	Timeframe	Division
1.6 Undertake deeper engagement and consultation to identify and co-produce practical local solutions and responses to address the following social issues identified in the consultations including: a. responses to mental health and wellbeing for youth b. accessible and affordable places and spaces c. child care access and affordability d. affordable housing	<b>Medium</b> 2025/26 <b>Medium</b> 2025/26 <b>Long</b> 2026/27 <b>Long</b> 2026/27	Community & Customer Experience
1.7 Investigate the establishment of a mechanism to enable the voices of children and youth to be heard and influence the outcome of Council's places and spaces.	<b>Medium</b> 2025/26	Community & Customer Experience Infrastructure & Sustainability

## Collaborative relationships

# Pillar 2: Working Together

**We will deepen our relationships and trust with organisations, businesses and community members to make Woollahra even better for children, youth and families.**

We will actively build mutually beneficial partnerships based on trust, integrity and fairness. We will share information, leverage our joint strengths, capabilities and capacities, and identify and solve problems collaboratively and efficiently.

Together, we will achieve better outcomes for our children, youth and families.

Actions	Timeframe	Division
2.1 Continue to consider the needs of children, youth and families in the planning for: a. development contributions b. Council-led projects and/or developments.	<b>Short</b> 2024/25 (ongoing)	Infrastructure & Sustainability Planning & Place Community & Customer Experience
2.2 Promote Council as a provider of affordable and accessible early childhood education.	<b>Short</b> 2024/25 (ongoing)	Community & Customer Experience
2.3 Work with the childcare sector and neighbouring Councils to explore new models of childcare services that better respond to the needs of families for greater flexibility and extended hours.	<b>Medium</b> 2025/26	Community & Customer Experience
2.4 Create an information resource to inform the community about Council- and partner-led initiatives which address major life transitions for children, youth and families.	<b>Medium</b> 2025/26	Community & Customer Experience
2.5 In response to the Strategy consultation feedback, Council will engage with service providers to work collaboratively to address the following social issues within the sphere of local government: a. responses to mental health and wellbeing for young people b. accessible and affordable places and spaces c. child care access and affordability d. affordable housing	<b>Medium</b> 2025/26  <b>Medium</b> 2025/26 <b>Long</b> 2026/27 <b>Long</b> 2026/27	Community & Customer Experience

Thriving environments that connect people

## Pillar 3: Places and Spaces

**We will create, maintain and activate places and spaces so that children, youth and families have safe and accessible places to meet, connect, celebrate and feel they belong.**

We will create and optimally use the natural and built assets in our community. We will help the community to activate and enliven those spaces in the way that is meaningful to them.

We have a role in delivering high quality, relevant services and programs to meet the needs of children, youth and families.

Woollahra will be a welcoming and safe place for all community members and visitors.

Actions	Timeframe	Division
3.1 Explore in the development of the working model and planning for the new Rose Bay community facility, opportunities for affordable and accessible activities for children, youth and families.	Medium 2025/26	Community & Customer Experience
3.2 Work with NSW Area Health, Woollahra Libraries and complementary services to offer opportunities for child, youth and family supports and services at Vaucluse Bowling Club & Community Facility.	Medium 2025/26	Community & Customer Experience
3.3 With community partners, explore the use of other Council community facilities as locations that activate services for children, youth and families.	Long 2026/27	Community & Customer Experience
3.4 Explore options for offering financial relief to community members experiencing economic hardship, through the provision of discounted access to Council-led facilities, events and activities. Also consider the review of fees and charges to improve affordability of the above.	Long 2026/27	Community & Customer Experience Infrastructure & Sustainability
3.5 Explore youth-specific options for accessible, affordable, safe places and spaces in the wider community (e.g. Council-led facilities, schools, churches, etc.).	Long 2026/27	Community & Customer Experience
3.6 Continue to explore public access to existing private indoor pools in the municipality.	Long 2026/27	Infrastructure & Sustainability

Shaping the future

Pillar 4: Advocacy 

**We will be a dedicated advocate, championing the strengths, rights, needs and aspirations of children, youth, families and the organisations that support them.**

We will work with our stakeholders, community partners and government agencies, drawing on our collective insights and assets to influence policies that directly impact the well-being of children, youth and families.

We will advocate for the allocation of resources that ensure access to opportunities that promote the growth, development and quality of life for our communities.

Our advocacy will be inclusive and respect the diversity of our community, ensuring we address issues of equity, diversity and inclusion.

Actions		Timeframe	Division
4.1	Educate community service providers and networks of Council’s role in advocacy and scope of influence.	<b>Short</b> 2024/25 (ongoing)	Community & Customer Experience
4.2	Proactively share appropriate data regarding community assets and identified community needs with service providers and partners (grant recipients and funded organisations) to inform and support advocacy.	<b>Short</b> 2024/25 (ongoing)	Community & Customer Experience
4.3	Actively advocate on affordable housing for policy changes and resource allocation which will benefit Woollahra’s children, youth and families.	<b>Long</b> 2026/27	Planning & Place
4.4	Work with the childcare sector to explore options which respond to the need for further affordable and accessible childcare within our community.	<b>Short</b> 2024/25 (ongoing)	Community & Customer Experience
4.5	Actively advocate on mental health for policy changes and resource allocation which will benefit Woollahra’s children, youth and families.	<b>Medium</b> 2025/26 (ongoing)	Community & Customer Experience

## 3.3 What will enable us to achieve our Strategy?

### Leadership and Governance

We recognise that sound governance practices and inclusive decision-making processes are essential for effective and accountable service delivery. Our Strategy emphasises transparency, accountability, and community engagement in the decision-making processes that shape the policies and programs affecting children and families.

We are dedicated to fostering partnerships with stakeholders, including parents, community organisations, and experts, to ensure that diverse voices are heard and considered in the development, implementation, and evaluation of our initiatives.

Through collaborative governance and evidence-based decision-making, we aspire to create a nurturing and supportive environment where every child and youth can thrive, and families can access the resources and support they need to flourish.

### Resourcing and Expertise

We understand that providing comprehensive support to children and families requires adequate resources and a pool of expertise.

To ensure that our initiatives have a lasting impact, we are committed to allocating the necessary resources and leveraging external funding opportunities.

Additionally, we recognise the importance of building a skilled and diverse workforce with expertise in child development, community services, mental health, and education. This expertise will empower us to tailor our programs to meet the unique needs of our community's children, youth and families, fostering their growth and well-being in an ever-evolving social landscape.



Family enjoying a walk at Macquarie Lighthouse, Vaucluse.

### 3.3 What will enable us to achieve our strategy?



Welcoming HSC student study spaces at Woollahra Library Double Bay.

#### Customer Experience

We view children, youth and families as our valued 'customers' within the context of the facilities, programs and services we provide.

Our commitment to customer experience means that we prioritise their needs, preferences, and feedback at every step of our initiatives. We aim to create a seamless and supportive journey for families seeking assistance, ensuring that they feel heard, respected, and empowered throughout their interactions with our facilities, programs and services.

Regular feedback mechanisms, user-friendly communication channels, and responsiveness to their concerns are integral to our approach. By focusing on customer experience, we not only enhance the quality of our support but also build trust and engagement, ultimately contributing to the wellbeing and success of the children and families we serve.

#### Innovation and Agility

We recognise that the needs and challenges faced by children, youth and families can evolve rapidly, and therefore, we are committed to staying at the forefront of innovative solutions and being agile in our approach. We encourage a culture of continuous improvement and creativity in our efforts to support children, youth and families.

By fostering innovation, we seek to develop new and more effective strategies, programs, and services that can adapt to changing circumstances and emerging needs. Our goal is to remain flexible and responsive, using data-driven insights and best practices to inform our decisions and actions.

Through innovation and agility, we aim to provide the highest quality of care and support to children, youth and families in our community, ensuring that they have the resources and opportunities they need to thrive in an ever-changing world.

## 4.0 Monitoring our progress

Progress against our Children, Youth and Families Strategy and Action Plan will be monitored and reported as part of Council's Integrated Planning and Reporting Framework, with Council's Annual Report submitted to the NSW Office of Local Government.

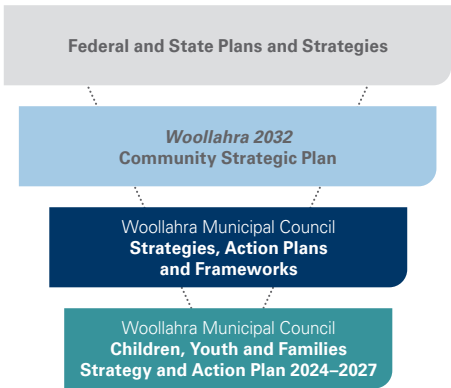
We will also monitor the success of this plan through ongoing consultation with key stakeholders who will be invited to provide feedback about satisfaction with Council's work towards improving the quality of life for children, youth and families in Woollahra.



Intergenerational event at Paddington Library.

# Appendix 1: Strategic context

Council's *Children, Youth and Families Strategy and Action Plan 2024–2027* aligns with the goals and objectives of relevant national, state and local policy settings. It also embeds Council's community vision and strategies as well as the key objectives and directions from a range of existing Council strategies, plans and policies.



## National

✓ The *National Strategy for Young Australians 2010* outlines the following vision: "The Australian Government's vision is for all youth to grow up safe, healthy, happy and resilient and to have the opportunities and skills they need to learn, work, engage in community life and influence decisions that affect them."

✓ *Australia's Youth Policy Framework (2021)* outlines how Australian Government policies and programs are supporting and improving the lives of young Australians. It reflects on disruptions to education, employment and social opportunities for youth caused by COVID-19. Key focus areas are on the erosion of social and support networks and the increased mental ill health.

✓ The Australian Government has developed a *National Early Years Strategy 2023* to shape its vision for the future of Australia's children and their families. Recognising how critical the early years are for children's development and later outcomes in life, the Strategy seeks to support improved coordination between Commonwealth programs, funding and frameworks impacting early childhood development.

✓ *National Action Plan for the Health of Children and Young People 2020–2030* prioritises fostering health and wellbeing in response to emerging challenges. It recognises early childhood's profound impact on future health outcomes. The document identifies key areas for action: health equity, empowering parents, mental health, chronic conditions, and workforce.

✓ *Australia Government Youth Engagement Strategy* (currently being developed) is seeking to develop a comprehensive Youth Engagement Model to formally engage youth in policy and program design. The model acknowledges the uniqueness and diversity of young Australians aged 12–25 years and recognises the significance of First Nations youth.

## Strategic context

### State

✓ *The NSW Strategic Plan for Children and Young People 2022–2024* prepared by the Advocate for Children and Young People seeks to elevate children and young people's voices, identify issues they have articulated and give them the opportunity to influence solutions.

✓ *The NSW Government, Start Strong Program* supports preschool education for all children in NSW. It recognises that when children participate in structured, play-based learning before they start school, they build key social, emotional and cognitive skills necessary to support lifelong learning. This is especially important for children experiencing vulnerability and disadvantage.

✓ *NSW Disability Inclusion Plan 2016* focuses on four areas for action including developing positive community attitudes and behaviours; creating liveable communities; supporting access to meaningful employment; and improving access to mainstream services through better systems and processes.

### Local

✓ *The Woollahra 2032 Community Strategic Plan* aims to deliver a connected, harmonious, and engaged community for all ages and abilities, and a supported, enabled, and resilient community.

✓ *The Woollahra Local Strategic Planning Statement (LSPS) 2020* sets out a 20-year vision and planning priorities for managing future land use and preserving our community's values and the special characteristics of our area. It supports and guides Woollahra's planning controls to help ensure our area continues to be a great place to live work, play and visit.

✓ *The Woollahra Local Housing Strategy 2021* and the *Woollahra Affordable Housing Policy 2021* together outline Council's commitment to protecting existing affordable housing and facilitating new affordable housing to meet the needs of the community. The policy will help to ensure Woollahra remains diverse, including by retaining children, youth and families as residents. The Policy also sets an objectives to increase the supply of affordable rental housing for key workers, which is key to our

supply of childcare workers, and to provide support to people experiencing vulnerability.

✓ *The Woollahra Community Engagement Strategy 2023* is designed to ensure Council decisions reflect the whole community by incorporating the community's views, concerns and aspirations into the decision-making process. This includes capturing the voices and concerns of children, youth and families. The Strategy is underpinned by social justice principles; equity, access, participation and rights.

✓ *The Woollahra Disability Inclusion Action Plan 2022–2026* outlines Council's commitment to enabling all members of the community to participate fully in community life.

✓ *The Woollahra Active Transport Plan 2023* articulates Council's vision to make walking and cycling (which we call 'active transport') the most convenient, comfortable and safe choice for short trips in Woollahra. The draft Plan sets out a long-term plan intended to guide investment and design decisions for the next 10-15 years for both walking and cycling.

## Strategic context

✓ In 2021 Woollahra Council began developing a *Reconciliation Action Plan 2022–2023 (RAP)* at the Reflect level to guide and drive our reconciliation efforts as a Council. It outlines the steps that Council would need to take to prepare itself for future reconciliation initiatives. Council is currently developing an Innovative RAP.

✓ The *Woollahra Communities Facilities Study 2019* identifies current and future gaps in Council's supply of community facilities across the LGA and provides recommendations for existing and proposed Council community facilities, as well as opportunities for innovative delivery.

✓ The *Play Space Strategy 2023* aims to provide strategic direction for Council for the next 10 years in relation to play provision across the LGA.

✓ The *Woollahra Social and Cultural Plan 2018 to 2030* documents Council's commitment to the residents of Woollahra. It outlines the goals, strategies and priorities that Council will implement over the next 12 years.

✓ The *Woollahra Libraries Strategic Plan 2021–2026* sets out how Woollahra Libraries defines and continues to provide a 'state of the art' library service for its community. It describes the priorities, sustainable strategies and initiatives the Library will undertake to achieve a dynamic and responsive public library service.

✓ The *Woollahra Municipal Council Recreation Strategy 2023* sets out strategic directions and recommendations to develop and manage a quality open space network with facilities that support the Woollahra community's recreation and sporting preferences. It focuses on community wellbeing, quality spaces and places, healthy environments, community leadership and participation and local prosperity. Amongst its commitments is improved access to affordable, safe and appropriate recreation spaces for children, young people and families.



Diverse venues are available to hire for parties.

## Strategic context

How national, state and local strategy and action plans map to the  
Woollahra Children, Youth and Families Strategic and Action Plan strategic pillars

Document	Voice	Working Together	Places and Spaces	Advocacy
National Strategy for Young Australians 2010	✓	✓		✓
Australia's Youth Policy Framework (2021)	✓	✓		✓
National Early Years Strategy (2023)		✓		✓
National Action Plan for the Health of Children and Young People 2020–2030	✓	✓	✓	✓
Australian Government Youth Engagement Strategy (currently being developed)	✓			✓
The NSW Strategic Plan for Children and Young People 2022-2024 (Advocate for Children and Young People)	✓			
The NSW Government Start Strong Program				✓
NSW Disability Inclusion Plan (2016)	✓	✓	✓	✓
Woollahra 2032 Community Strategic Plan	✓	✓	✓	✓

## Strategic context

Document	Voice	Working Together	Places and Spaces	Advocacy
Woollahra Disability Inclusion Action Plan 2022	✓		✓	✓
Woollahra Community Engagement Strategy 2023	✓			
Woollahra Local Strategic Planning Statement (LSPS) 2020			✓	✓
Woollahra Affordable Housing Policy 2021			✓	✓
Reflect Reconciliation Action Plan (2022–2023)				✓
Active Transport Strategy 2023			✓	
Woollahra Community Facilities Study 2019			✓	
Play Space Strategy 2023			✓	
Woollahra Social and Cultural Plan 2018 to 2030	✓	✓	✓	✓
Woollahra Libraries Five Year Strategic Plan 2021-2026			✓	



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<b>Item No:</b>	R2 Recommendation to Council
<b>Subject:</b>	<b>PROPOSED APPROACH FOR THE SIR DAVID MARTIN RESERVE BUILDINGS</b>
<b>Authors:</b>	Vicki Munro, Manager Community & Culture Zubin Marolia, Manager Property & Projects
<b>Approvers:</b>	Patricia Occelli, Director Community & Customer Experience Tom O'Hanlon, Director Infrastructure & Sustainability
<b>File No:</b>	24/69345
<b>Purpose of the Report:</b>	To seek Council support to negotiate with existing lessees or licensees of the Sir David Martin Reserve buildings for the Drill Hall, Sail Loft and the Cottage to extend their existing leases or licenses for a further 3 years with an option for a further 3 year period.
<b>Alignment to Delivery Program:</b>	Strategy 2.1: Build strong and respectful connections with partners so that we can enhance and protect our local area and quality of life.

### Recommendation:

THAT Council:

- A. Support entering into negotiations with existing lessees or licensees of the Drill Hall, the Sail Loft and the Cottage at Sir David Martin Reserve, namely Sailability NSW Inc. (Rushcutters Bay), Making Waves Foundation Inc., Critical Path Inc. and South Eastern Community Connect Inc. to progress the formation of extending their existing leases and or licenses, for 3 years with an option for a further 3 year period.
- B. Note that a further report on the outcomes of the negotiations will be presented to a future Council meeting.

---

### Executive Summary:

This reports seeks Council approval to enter into negotiations with the current lessees or licensees of the Sir David Martin Reserve Buildings (the Drill Hall, the Sail Loft and the Cottage). They are Sailability NSW Inc. (Rushcutters Bay), Making Waves Foundation Inc., Critical Path Inc. and South Eastern Community Connect Inc.

This report is in keeping with the draft Leasing and Licensing of Council Controlled Land Policy, which was considered at the 11 March 2024 Council meeting with approval given to place on public exhibition for 28 days until 10 May 2024. A report on the outcomes of the public exhibition for this policy is also being presented to tonight's Finance, Community and Services Committee meeting. The Generic Plan of Management for Crown Land Reserves, which includes the Sir David Martin Reserve authorises Council to enter into leases or licenses for these buildings.

### Discussion:

The following organisations have existing leases and/ or licenses for the Drill Hall, the Sail Loft, and the Cottage building located in the Sir David Martin Reserve. They include: Sailability NSW Inc. (Rushcutters Bay), Making Waves Foundation Inc., Critical Path Inc. and South Eastern Community Connect Inc. Their lease /license periods have ended and they are currently operating on either a monthly hold over or extended agreement until 31 October 2024, pending the decision on the Expression of Interest process.

Each of these groups provides an important and valuable service to the local community and there is a very good case to make a request that they remain on the site, without going through an Expression of Interest process, due to the specific nature of the site and their associated activities which provide a demonstrated community benefit.

Under the draft Leasing and Licensing of Council Controlled Land Policy, considered at the 11 March 2024 Finance, Community and Services and Council meetings, it states on page 6 of the Policy, as follows:

**1. Leases and licenses to not-for-profit community and / or sporting organisations**

*Council grants leases and licenses to not for profit sporting and community organisations. These typically occur on Community and Crown land but may also occur on Operational land. Current examples include: Woollahra Golf Course, Woollahra Park sports facilities, baby health centres and leases over the Drill Hall and Royal Australian Naval Sailing Association (RANSA) sites in Darling Point.*

*Generally, granting of leases and licenses to not-for-profit sporting and community organisations shall be subject to an expression of interest process with defined selection criteria which shall reflect community benefit and consistency with adopted Council strategies and policies. Prior to calling for expressions of interest, a report which details the proposed use under a lease or license will be brought before Council. Expressions of interest shall not be called until Council has approved the use.*

*It is however recognised that some existing not-for-profit lessees and licensees have strong historical, social and recreational ties to the facilities they use. In some cases, the lessee or licensee may have contributed cash or in-kind to the development of these facilities. Examples of this are the three community gardens and the Colleagues and Easts Rugby Clubs. In such cases, **Council may opt to enter into a new lease or license with the incumbent without reference to an expression of interest process. These cases will be subject to a report to Council which outlines the reasons for the continuation of the arrangement with the incumbent.** Negotiations with the incumbent shall not be commenced until such time as Council has resolved to enter negotiations.*

*All leases and licenses to not-for-profit community and sporting organisations shall be subject to a Council resolution and will not be delegated to the General Manager for approval.*

This policy was publically exhibited for 28 days as per the Council resolution and closed on 13 May 2024. A report on the outcomes of the public exhibition for this policy is also being presented to tonight's Finance, Community and Services Committee meeting. The new policy provides greater clarity on which leases and licenses require a Council resolution and which leases can be granted under delegation to the General Manager.

It is also noted that under the Plan of Management for the Sir David Martin Reserve, there is an action to review the conditions of use and lease for various buildings on the site to ensure the use meets the current needs of the community and aligns with the broader objectives of the Reserve.

In accordance the Plan of Management requirement and the draft Leasing and Licensing of Council Controlled Land Policy, a review has been undertaken and the following arguments made for each of the current organisations to remain in the Sir David Martin Reserve buildings for another 3 year lease or license period (with a 3 year option) and not be subject to an Expression of Interest process.

### **Sailability NSW Inc. (Rushcutters Bay) (SRB)**

**Purpose:** Sailability NSW Inc. is a non-profit organisation dedicated to making sailing accessible for people with disabilities and those of all abilities and age groups. They provide opportunities for people with disabilities to learn how to sail and experience the thrill of being on the water, by offering customized boats, equipment, and experienced volunteers.

Sailability Inc. (Rushcutters Bay - SRB) is one of 25 branches of Sailability NSW. It was established in April 1999 to manage and operate the first Salvo Class (Payne 7) yacht, Independence. The organisation now sails a Sonar and two Salvo class yachts. SRB was granted permission to base its yachts at the Legacy Marina built by the NSW Government in Rushcutters Bay for the Sydney 2000 Olympics and Paralympics.

SRB's aim is to provide sailing opportunities for people with various abilities and age groups. One of its key activities is their weekly group sails where disability service providers bring groups of clients each week for a sail on the harbour. This occurs three days per week.

SRB is staffed entirely by volunteers, who play an integral role in the club's sailing programs and other activities. They currently have 58 members, who pay an annual membership fee and support the above programs.

**Location:** Currently Sailability NSW Inc. (Rushcutters Bay) is located on the ground floor of the 'Sail Loft' building, situated behind the Drill Hall. They have approx. 1/3 of the ground floor space which is used by the SRB volunteers as a base and for storage. This building is in close proximity to access the dock which stores their three boats.

**Lease Conditions:** Sailability NSW Inc. (Rushcutters Bay) has historically had a lease with Council for this space since April 2006. They are currently operating on a monthly hold over, until the Expression of Interest is resolved.

**Support:** This organisation's purpose is to provide sailing opportunities for people with a disability or those of all abilities and age groups. They require direct access to Sydney harbour and storage facilities / base for their volunteers. This organisation is one of two community organisations, within the Woollahra LGA, that provides support for people with disabilities to experience sailing on Sydney harbour. They are considered to have strong historical, social and recreational ties to the facility. Council has no other suitable property, with direct access to the harbour for sailing programs operated by this organisation.

### **Making Waves Foundation Inc.**

**Purpose:** Making Waves Foundation Inc., formerly known as Sailors with DisAbility Inc., is a nationally registered not-for-profit charitable organisation. They provide unique on-water experiences for young people with disabilities or young adults experiencing disadvantage. Their vision is to challenge and support young people with disability or experiencing social challenges to further their personal growth and potential. They also aim to raise community awareness and understanding of people with disability and those experiencing social challenges.

This service has approx. 150 members and is heavily volunteer based. They have 5 staff based in the Sail Loft and another 3 regional based staff who provide support to the national organisation.

**Location:** Currently Making Waves Foundation Inc. operates its Head Office from the 'Sail Loft' building, situated behind the Drill Hall. They have approx. 2/3 of the ground floor space which is used for storage and the level 1 area, which is used as office space. This building is in close proximity to access the Cruising Yacht Club dock where the organisation's one yacht is berthed. The upper floor office location is not suitable for an organisation with a focus on disability services, and they would prefer a ground floor location within the Drill Hall building.

**Lease Conditions:** Making Waves Foundation Inc. has historically had a lease with Council for this space since December 2005. They are currently operating on a monthly hold over, until the Expression of Interest is resolved.

**Support:** This organisation provides sailing opportunities for young people with a disability and those experiencing disadvantage. They require direct access to Sydney harbour, a ground floor office area and storage facilities. This change could be accommodated without impacting the other proposed tenants or the hireable space of the facility. This is the second community organisation, within the Woollahra LGA, (the other being Sailability NSW Inc. (Rushcutters Bay) that provides support for people with disabilities and disadvantage to experience sailing on Sydney harbour. They are considered to have strong historical, social and recreational ties to the facility. Council has no other suitable property, with access to the harbour for programs operated by this organisation.

### **Critical Path Inc.**

**Purpose:** Critical Path's mission is to nurture and support independent Australian choreographers to push the boundaries of existing contemporary practice; to explore new ways of working, develop new collaborations and engage in debate and critical appreciation of dance. They emphasise their role as a 'centre': a place where the independent dance sector can congregate, share, discover, cross-fertilise, debate and critique. They strive to have an impact on the local, national and international contemporary art scene. They believe encouraging and respecting a diversity of people and practice is vital to the future of dance and choreography.

Critical Path Inc. was established in 2005 to fill a recognised gap in the independent dance sector in NSW – providing a 'critical' pathway through which professional dance-makers could innovate their choreographic practice. They annually host over 150 artists who develop their work and ideas through curated programs of residencies, fellowships, research studies, laboratories and workshops. The rest of the year, they facilitate subsidised access to the Drill Space to arts companies and institutions for rehearsals including Pinchgut Opera, Force Majeure, Performing Lines to name a few.

**Location:** Currently Critical Path Inc. operates within the Drill Hall. They utilise the ground floor level which is mostly used as a dance performance space, a 'green' room with a small storage area, a 'Research Room' and a small office space on level 1. They also use the generic kitchen facilities which are on the ground floor and available to all users of the Drill Hall.

**License Conditions:** Critical Path Inc. has had a license with Council for this space since February 2005. They are currently operating on a hold over agreement until 31 October 2024 and until the Expression of Interest is resolved.

**Support:** This organisation is known as Australia's leading centre for choreographic enquiry, research and development. It operates within the only performing arts venue that Council manages. To accommodate this purpose, it has a dedicated tarket floor which sits over a sprung timber dance floor. The flooring, insulation curtains, heating and basic lighting facilities within the dance performance space were purchased by a State government grant of \$50,000 in 2012 following initial capital investment which transformed the Drill Hall into a fit-for-purpose dance space when established. This facility has a Development Application which supports the use of the facility for dance, theatre and other artforms. They are considered to have strong historical and recreational ties to the facility. Council has no other suitable property, with a large performance dance space suitable for programs operated by this organisation.

### **South Eastern Community Connect Inc.**

**Purpose:** South Eastern Community Connect Inc. is a not for profit organisation that provides support to residents from Bayside, Randwick, City of Sydney, Waverley and Woollahra LGAs. They provide the only Dementia Day Care Centre within the Woollahra LGA which is known as The Cottage. This centre provides specialised support to people living with dementia through a day program which includes bespoke dementia care, arts and crafts, music and includes a hot lunch service. The Cottage is accessible for people 65 and over with a dementia diagnosis who reside in the above stated LGAs. They currently have up to 40 clients per week, of which up to 50% are from the Woollahra LGA. The service also provides information and support to the carers of each client.

**Location:** The Dementia Day Care Centre is located in the single, ground floor dwelling on the site known as The Cottage. The two main rooms are used for program areas, it has two disabled toilets, kitchen facility and an office. It is accessible with an area for a bus drop off at its front door.

**License Conditions:** South Eastern Community Connect Inc. has had a license with Council for this facility since 1 July 2014. They are currently operating on a monthly hold over agreement until 31 October 2024 and until the Expression of Interest is resolved.

**Support:** This is the only dementia day care centre operating within the Woollahra LGA. It supports up to 40 people per week, with the majority of clients from Woollahra. This location is suitable as it is ground floor, accessible and has direct bus drop off for clients at its front door, providing ease of access for its clients. They are considered to have strong social and recreational ties to the facility.

### **Overall Comment**

Council staff believe that each of the above organisations provide a unique and much needed community service to our local community and beyond, that are not provided anywhere else across the LGA. The use of the buildings by the above four community groups, each for their specific purpose, meets current local community needs.

The two sailing based organisations require direct access to Sydney harbour, which cannot be provided in other locations and Critical Path Inc. uses a dance performance studio which has been specifically built for that purpose. South Eastern Community Connect Inc. is the only bespoke dementia day care facility operating within the LGA. All organisations have been using the facilities for a significant timeframe, are highly valued and meet the criteria of having strong historical, social and recreational ties to the facilities they use.

To undertake an Expression of Interest process for the leasing/ licensing for these three buildings for 3 years with a further 3 year option will:

- require significant work by all potential lessees/ licensees to respond to the EOI;
- raise anxiety and concern on future location for current lessees/ licensees, dependent on the outcome and
- raise an expectation of potential change in the use of the Sir David Martin Reserve buildings.

In addition, three adjoining rooms on Level 1 of the Drill Hall are used for community venue hire, currently this is mainly used for yoga and meditation classes. Community venue hirers make use of the the generic kitchen facilities which are on the ground floor and available to all users of the Drill Hall.

A change to the existing Development Application will be required to widen the usage of the Drill Hall from its use for dance, theatre and other artforms to increase flexibility in use of the Drill Hall for the community venue hire area and to accommodate Making Waves Foundation Inc. in the building.

If Council approval is given to this report, Council staff will commence an application process to change the use of the Drill Hall to allow for wider community use, not limited to use only as dance, theatre and other artforms. Council will also commence the work on the new lease / license arrangements for these above community groups.

**Options:**

Council may resolve in line with the recommendation/s as included in this report or, Council may choose to resolve to invite Expressions of Interest for the Drill Hall, 'Sail Loft' and The Cottage.

**Community Engagement and / or Internal Consultation:**

In writing this report, internal consultation has been held with Director Infrastructure and Sustainability and his team members from Open Space and Trees and Property and Projects.

Council staff have met with representatives of each community group based in the Sir David Martin reserve buildings on 11 March 2024 to discuss their services and programs and general discussion on their accommodation requirements.

**Policy Implications:**

This report has been written based on the intent of the draft Leasing and Licensing of Council Controlled Land Policy, which Council considered in March 2024 and placed on public exhibition until 10 May 2024. A report on the outcomes of the public exhibition for this policy is also being presented to tonight's Finance, Community and Services Committee meeting.

The Plan of Management for the Sir David Martin Reserve provides a framework for the above policy and authorises Council to enter into licenses or leases for these buildings. In the Plan of Management there is an action to review the conditions of use and lease for various buildings on the site to ensure the use meets the current needs of the community and aligns with the broader objectives of the Reserve.

**Financial Implications:**

The rents will be determined by independent valuations as per previous years to cover some maintenance and upkeep costs of these heritage buildings. There are no financial implications as a result of this report.

**Resourcing Implications:**

There are no resourcing implications as a result of this report.



**Conclusion:**

The leases / licenses for the Sir David Martin Reserve buildings are due for renewal. The current leases / licenses are operating on a monthly hold over, or an extended agreement until 31 October 2024 and until the Expression of Interest is resolved.

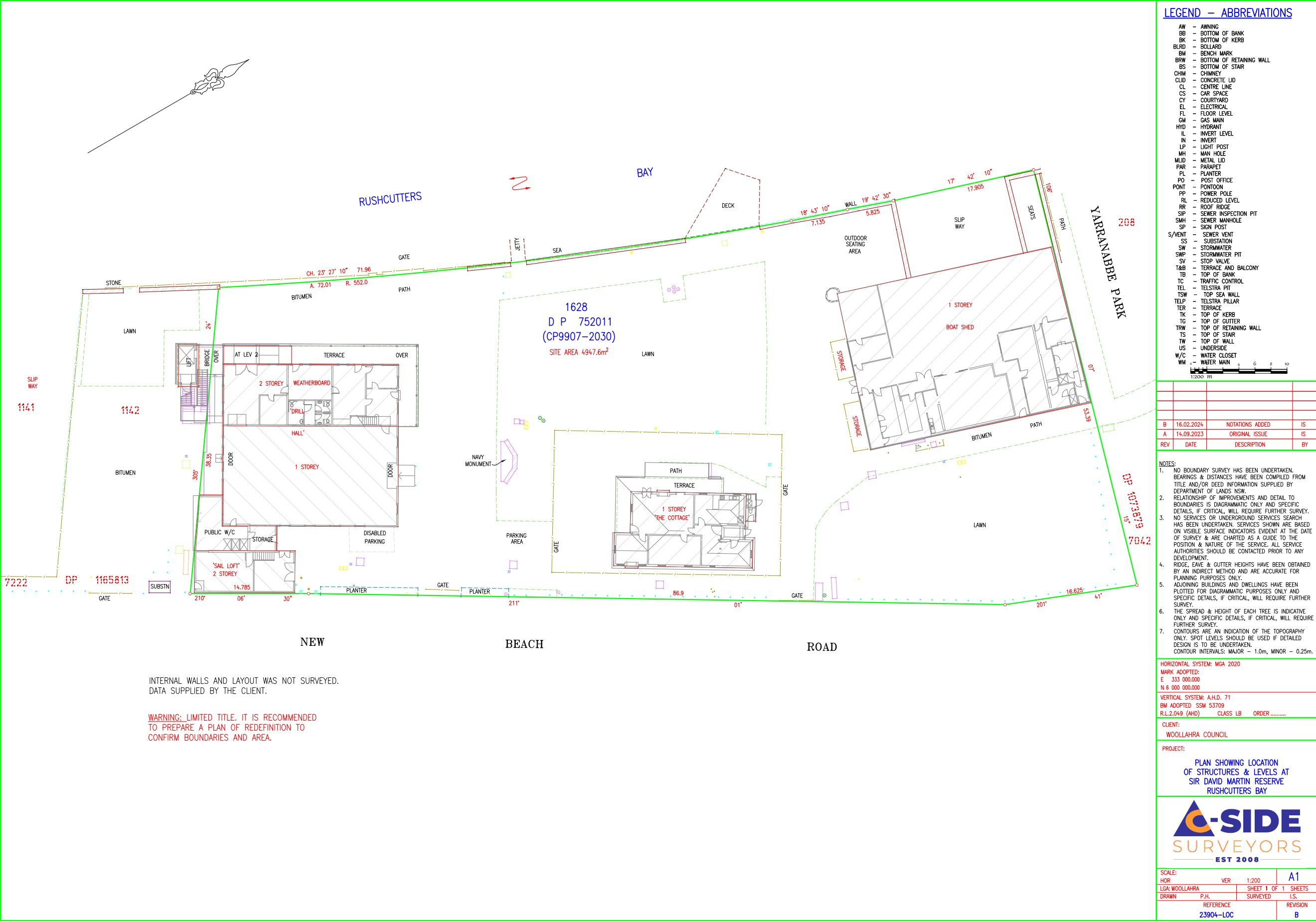
In accordance with the draft Leasing and Licensing of Council Controlled Land Policy, it is recommended that Council enter into negotiations with the current lessees/ licensees of the Sir David Martin Reserve Buildings (the Drill Hall, the 'Sail Loft' and The Cottage), namely Sailability NSW Inc. (Rushcutters Bay), Making Waves Foundation Inc., Critical Path Inc. and South Eastern Community Connect Inc. to extend their existing leases or licenses for a further 3 years with an option for a further 3 years.

This would negate the need to conduct an Expression of Interest process for leasing / licensing for these buildings, due to each organisation's unique relationship to the sites, as most fulfil the criteria of having strong historical, social and recreational ties to the facilities they use.

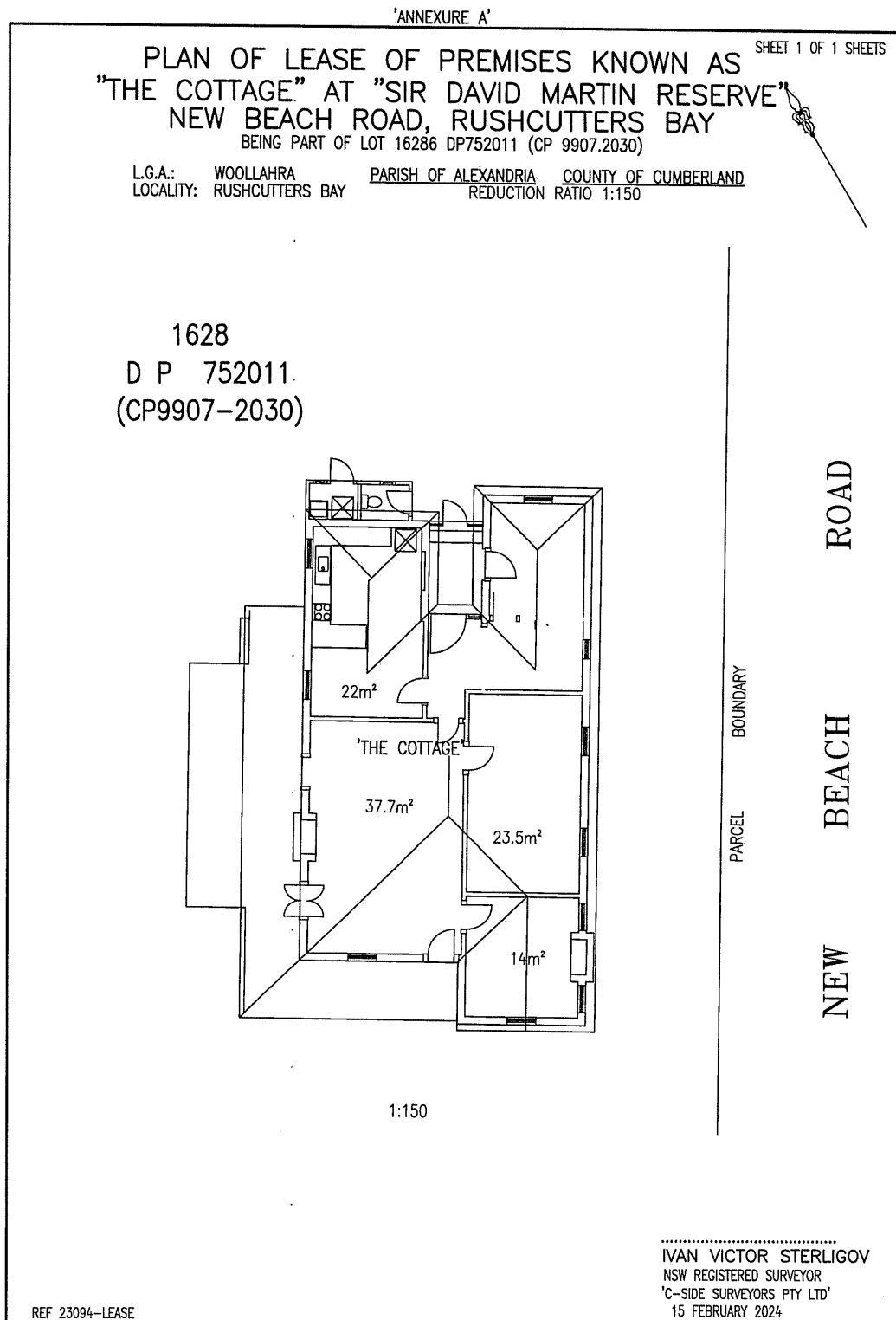
### Attachments

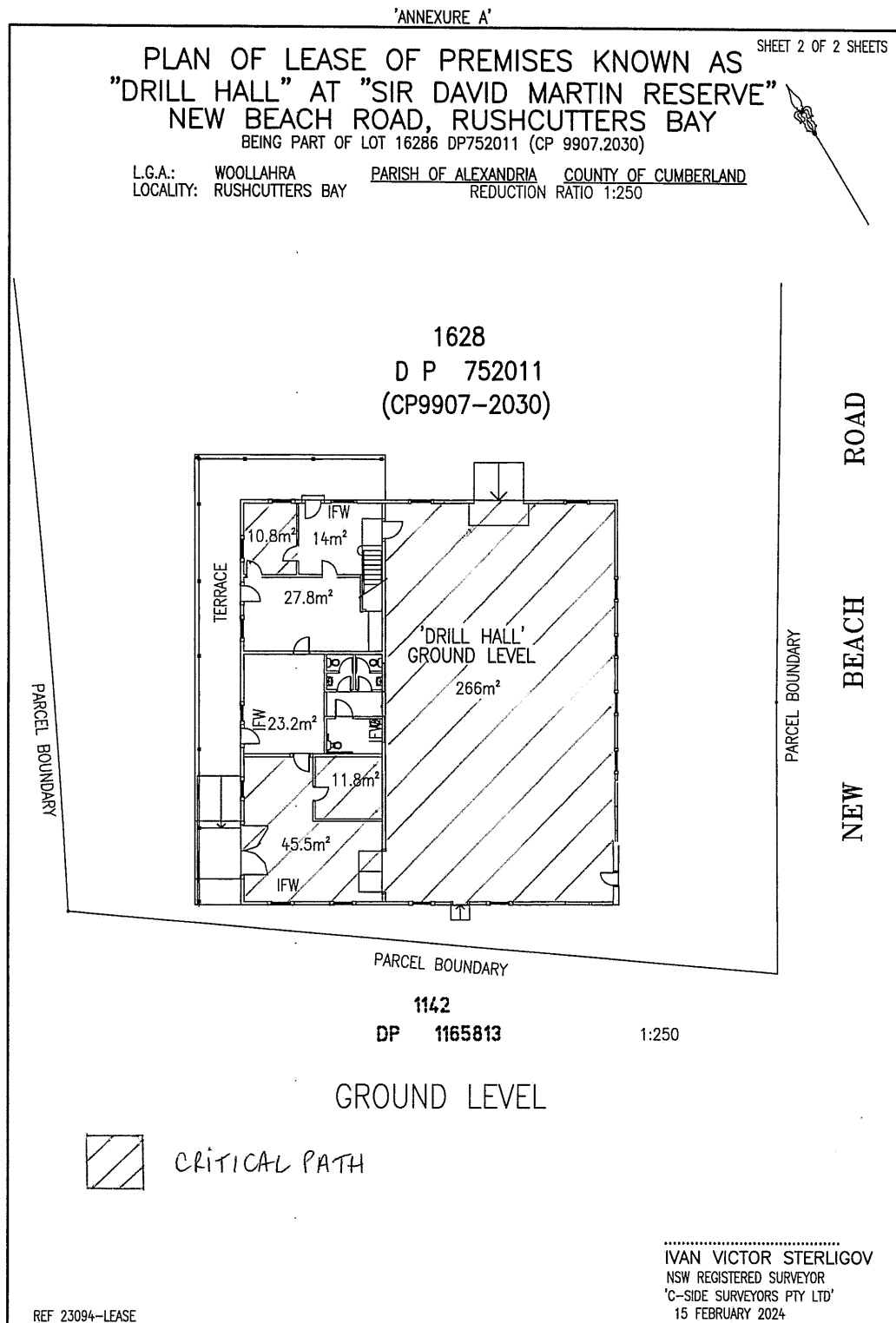
1. Site Plan for Sir David Martin Reserve [↓](#) 
2. Current leased areas of the Drill Hall, Sail Loft and the Cottage [↓](#) 

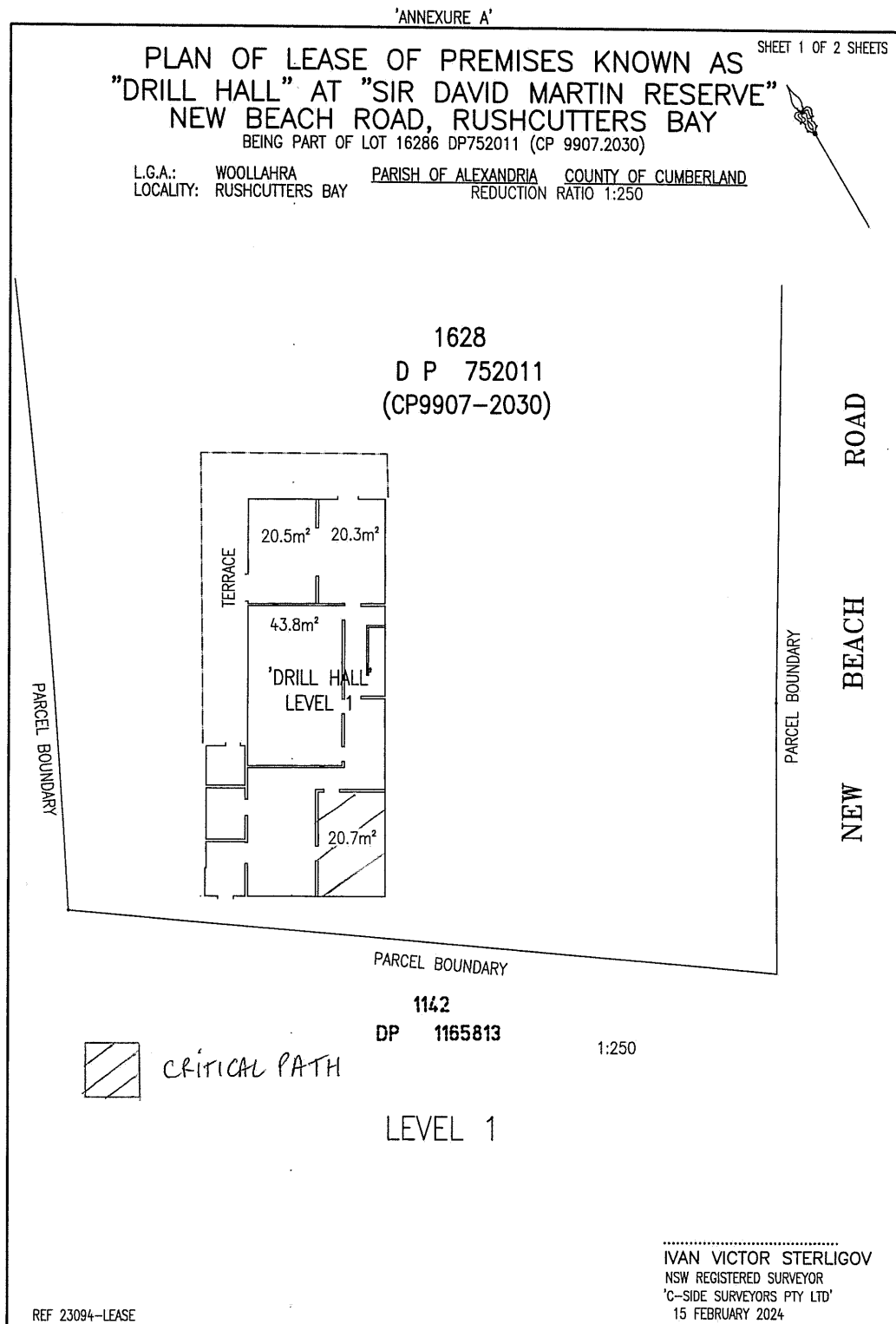


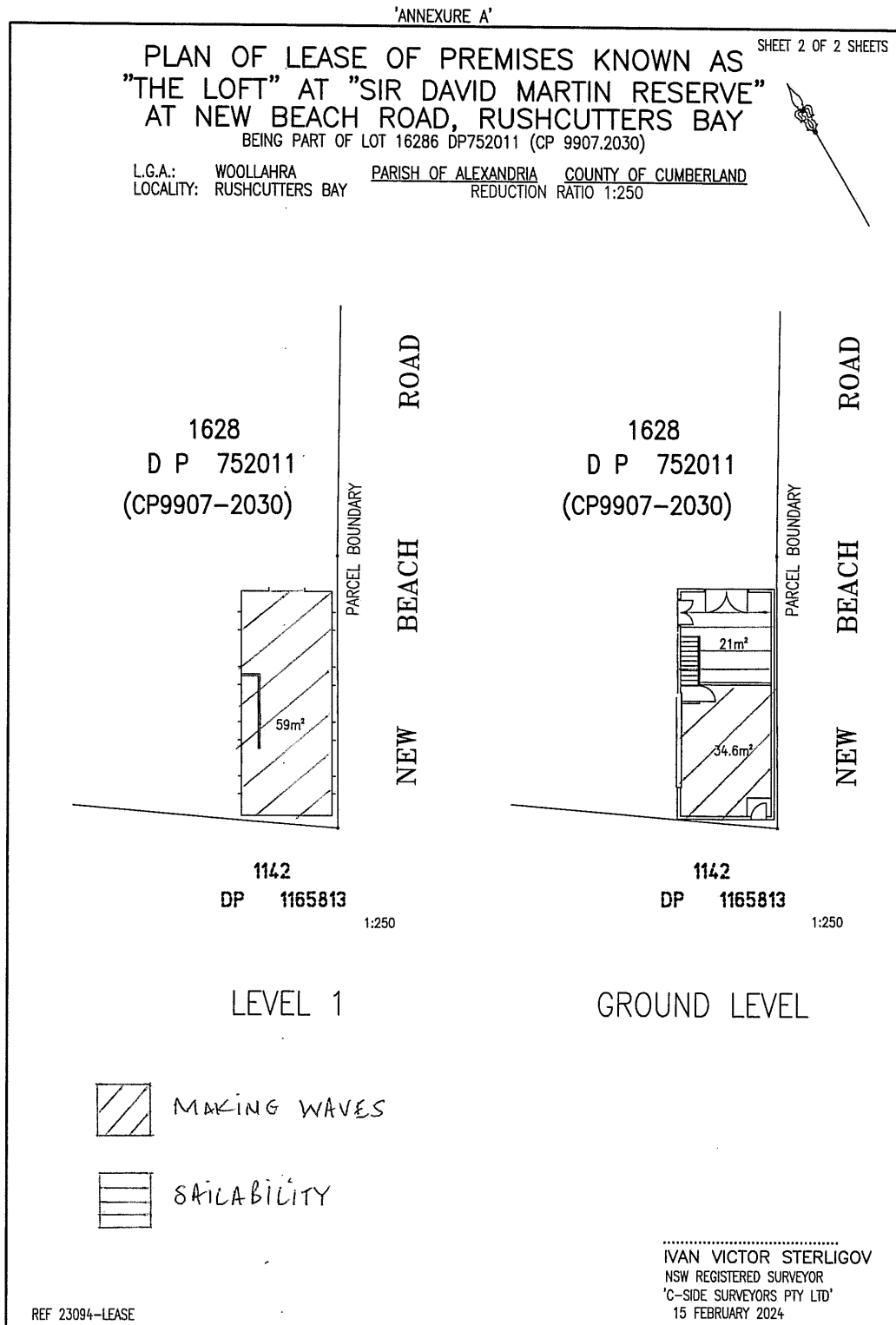












**Item No:** R3 Recommendation to Council  
**Subject:** **DONATIONS AND SPONSORSHIP POLICY AND DRAFT OUTGOING SPONSORSHIP GUIDELINES - PUBLIC EXHIBITION FEEDBACK**  
**Author:** Vicki Munro, Manager Community & Culture  
**Approver:** Patricia Occelli, Director Community & Customer Experience  
**File No:** 24/90716  
**Purpose of the Report:** To review public exhibition comments and adopt the amended Donations and Sponsorship Policy and Outgoing Sponsorship Guidelines.  
**Alignment to Delivery Program:** Strategy 1.1: Provide, promote and facilitate a range of community projects, programs and events that support an inclusive, thriving and sustainable community.

**Recommendation:**

THAT Council:

- A. Notes the submissions received in relation to the Donations and Sponsorship Policy and draft Outgoing Sponsorship Guidelines that was placed on public exhibition from 29 April to 27 May 2024.
- B. Having considered the submissions, adopts the amended Donations and Sponsorship Policy (**Attachment 1**) and Outgoing Sponsorship Guidelines (**Attachment 2**) for implementation in the 2024/25 financial year.
- C. Allocates in the draft 2024/25 budget, \$50,000 for the Outgoing Sponsorship Program and \$6,578 for staffing resources per annum.

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**Executive Summary:**

At the Council meeting of 12 February 2024, Council adopted a Notice of Motion by Councillors Zeltzer, Swan, Grieve, Elsing and Wynne calling for a report on how Council could establish a mechanism for the granting of sponsorship to organisations and or events that meet a certain criteria.

A report was presented to Council in April 2024 with an amended Donations and Sponsorship Policy and draft Outgoing Sponsorship Guidelines to enable the introduction of an Outgoing Sponsorship Program allowing for accountability and transparency in its execution. This report sought approval to place the above documents on public exhibition for 28 days.

The purpose of this report is to advise Council on the submissions received between 29 April and 27 May 2024 during the public exhibition period and to seek Council's endorsement of the amended Donations and Sponsorship Policy (**Attachment 1**) and new Outgoing Sponsorship Guidelines (**Attachment 2**).

**Discussion:**

The amended Donations and Sponsorship Policy and draft Outgoing Sponsorship Guidelines were presented to Council's Finance, Community & Services Committee on 2 April 2024 and at the meeting of 9 April 2024, Council resolved:

*THAT Council:*

- A. *Notes the report detailing how Council could establish a mechanism for the granting of outgoing sponsorship to organisations and/or events that meet certain criteria.*

- B. Considers the endorsement of the creation of an Outgoing Sponsorship Program including appropriate resourcing.*
- C. Endorses the draft changes to Council's existing Donations and Sponsorship Policy **Attachment 1** and proposed draft Outgoing Sponsorship Program **Attachment 2** in order to establish an Outgoing Sponsorship Program and that these documents be placed on public exhibition for 28 days with a further report to be presented to the Finance, Community & Services Committee and Council following the exhibition period.*
- D. Notes the financial and resource implications as detailed in the report including \$50,000 for program funding and \$6,578 for staff resources to administer the program.*
- E. Supports the budget to deliver the Outgoing Sponsorship Program be considered by Council as part of the development of the 2024-2025 budget, noting that due to the timing of the budget process this will be post public exhibition of the draft budget and as part of final budget consideration in June 2024.*

Council recognised the importance of long standing initiatives, local events and programs which have enabled the growth of social capital and helped build a thriving and inclusive community.

The proposed changes to the Donations and Sponsorship Policy and the new Outgoing Sponsorship Program is to provide a formal mechanism for Council to support new and long-standing initiatives and proven events and programs beyond those that the community are applying for through Council's annual Grants program. Council's Grants program will continue to help local individuals, groups, educational institutions and businesses make a difference in the community across four categories: Community and Cultural, Placemaking, Environmental and Business Sector Support.

The main objectives of the Outgoing Sponsorship program are to:

- Support the Community Strategic Plan and Delivery Program.
- Assist in building a diverse and economically strong community.
- Support a more connected and more prosperous community.
- Reduce isolation and improve physical and mental health.
- Support cultural and artistic initiatives and organisations that have proven programs and demonstrated history that enable Woollahra to thrive.
- Support long-standing initiatives that collectively harness the social capital of Woollahra.

The new Outgoing Sponsorship Program is proposed to commence in the 2024/25 financial year. The Outgoing Sponsorship Program would be available through an annual funding round for up to \$20,000 per submission with a proposed budget of \$50,000.

Between 29 April and 27 May 2024 the community was invited to make submissions on Woollahra Council's *Your Say* Platform. An email was also sent on 30 April 2024 to over 1,000 people, on Council's Grants contact list encouraging submissions to the linked *Your Say* platform.

The *Your Say* platform received 128 page views by 98 unique visitors. The amended Policy document was downloaded 26 times and the Draft Guidelines document downloaded 19 times. Council received 3 submissions during the public exhibition period, including 1 objection. The comments are listed below in full:

Submissions	Support / Objection	Comments	Response
Person One	Support	<p>"Page 8 - 8.2 Recurring functions or events of a primarily social nature organised by not-for-profit groups and organisations. * This could be misinterpreted. For example, the event I run, Hot jazz Picnic is a cultural, community festival - however it could be deemed social in nature and is an annual event. I believe this is referring to perhaps, social evenings, cocktail parties once a month etc - but perhaps ""event"" could be removed and just use functions? I'd hate for it to be misinterpreted."</p>	<p>Agree – Propose deletion of the word 'events' on page 8 of the policy and page 3 of the Guidelines. Shown in red in both documents.</p>
Person 2	Support	No comments provided	
Person 3	Objection	<p>I live in Woollahra local community. Our family and I love our area. I am very interested in arts and culture and take part in such too. However, I do not support spending our much-needed Woollahra council funds on outgoing donations to other groups or individuals for their personal creative pursuits and other areas which I perceive as discretionary spending by Council. Especially when we were as a community were recently asked/urged by council that Council funds were too low to continue to Maintain our infrastructure and existing expenditure. We were presented with a proposal for Council to increase our Levies so as to meet the required Spend on resources and infrastructure that is important for the ongoing momentum of the Woollahra Local area. I voted to approve such increases despite many residents in the region objecting to any increase: Failing to increase Levies means that Council runs into ongoing debt and our facilities that are vital every day are put in disrepair. I object to the Donations of up to \$20,000 for community application for what I perceive is luxury for this area. I want our Levies put to use to repair and Maintain the vital areas that NEED funds. Remember council - We were as a community were recently presented with urgent need to have increased levies in order to just meet ongoing and future projected expenses by our council. -As our representative I do not want my funds contributed to extracurricular activities such as community or individuals who wish to have funds to support their own projects. Please reject this proposal.</p>	<p>Noted only – for Councillors consideration</p>

### **Options:**

Council may resolve in line with the recommendation/s as included in this report or, Council may choose to resolve in some other manner.

### **Community Engagement and / or Internal Consultation:**

The amended Donations and Sponsorship Policy and draft Outgoing Sponsorship Guidelines were placed on public exhibition for the period 29 April and 27 May 2024. An email was also sent on 30 April 2024 to over 1,000 people, on Council's Grants contact list encouraging submissions to the linked *Your Say* platform.

The Your Say platform received 128 page views by 98 unique visitors. The amended Policy document was downloaded 26 times and the Draft Guidelines document downloaded 19 times. Council received 3 submissions during the public exhibition period, including 1 objection. The submitted comments have been listed in full in the discussion section of the report.

### **Policy Implications:**

The amended Donations and Sponsorship Policy will replace the previously adopted 23 May 2022 Policy, if so resolved by Council. The draft Outgoing Sponsorship Guidelines will support the policy.

### **Financial Implications:**

As reported to Council in April 2024, there are a number of financial implications should the Outgoing Sponsorship Program be adopted including:

- An amount of program funding will need to be allocated. It is recommended that for the first year this be in the order of \$50,000, noting that the program recommends a maximum for sponsorship of \$20,000 per submission.

There is currently no existing budget, for this program. A budget to deliver the program will need to be considered by Council as part of the development of the 2024-2025 budget, noting that due to the timing of the budget process this will be post public exhibition of the draft budget and as part of final budget consideration in June 2024.

- Staff resourcing will need to be allocated for the administration of the program on an annual basis as detailed below in Resourcing implications.

### **Resourcing Implications:**

The majority of the project will be undertaken by existing staff resources, however there will need to be a small allocation of casual staffing to assist with the administration of the program on an annual basis.



As outlined in the April 2024 report, based on the presumption of a maximum of 10 successful projects and 7 hours per day, the total staff hours required to implement the new annual Outgoing Sponsorship program has been estimated at 32 days/224 hours minus existing resources 105 Hours = 119 hours of additional staffing resources. Based on a staff rate of \$55.28 per hour, this represents an additional staffing cost of \$6,578.

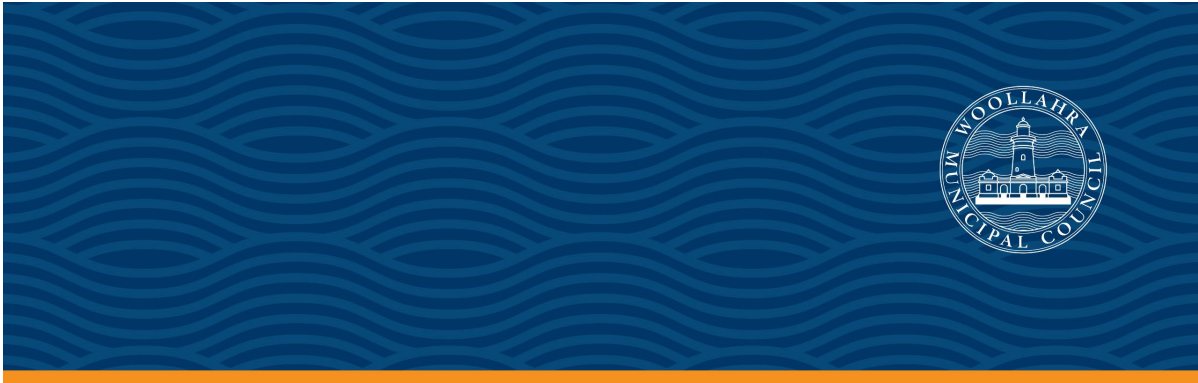
## Conclusion:

This report presents the community feedback to the amended Donations and Sponsorship Policy and draft Outgoing Sponsorship Guidelines which were placed on public exhibition for the period 29 April and 27 May 2024.

It recommends that Council proceed with the implementation of the Outgoing Sponsorship Program, in the 2024/25 financial year, by adopting the amended Donations and Sponsorship Policy and new Outgoing Sponsorship Guidelines and providing a budget of \$50,000 for the Project with additional staff resources of \$6,578 per annum.

## Attachments

1. Donations and Sponsorship Policy - draft policy following public exhibition [↓](#) 
2. Outgoing Sponsorship Program - Draft Outgoing Sponsorship Guidelines - Following public exhibition period [↓](#) 



# DRAFT

## Donations and Sponsorship Policy

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Adoption Date:	23 May 2022 by Council Resolution
Last Reviewed:	March 2024
Next Review Date:	March 2026
Division/Department:	General Manager 's Office
Responsible Officer:	General Manager
HPE CM Record Number:	22/119024

## 1 Policy Statement

This policy defines the types of donations and/ or sponsorship arrangements accepted by Woollahra Municipal Council (Woollahra Council) and how they will be managed to ensure good governance.

## 2 Application

### Purpose

The purpose of this Policy is to outline the principles of donations and/ or sponsorships by-Woollahra Council and to establish a coordinated and transparent approach to the way in which Woollahra Council seeks, secures, provides and manages all donations and/ or sponsorships opportunities.

This Policy replaces the previous Policy for the Sponsorship of Events and Activities 2006.

### Scope

This Policy applies to all donations and/or sponsorship received by Woollahra Council (incoming) or provided by Woollahra Council to external applicants (outgoing) and outlines the following:

- Assessment of donations and/ or sponsorship
- Approval of donations and/ or sponsorship
- Recognition of a donor or sponsor
- Acceptable types of donations
- Unacceptable types of donations
- Acceptable activities for sponsorships
- Unacceptable activities for sponsorships
- Probity safeguards
- Reporting requirements and
- Breach of the Policy.

## 3 Definitions

Term	Meaning
Donations	<p>A donation (including unconditional gift, bequest or endowment) is a provision of cash or items of value with no return benefits expected.</p> <p>An individual or an organisation may make a donation. Only an individual can make a bequest.</p> <p>Donations <b>do not</b> include:</p> <ul style="list-style-type: none"><li>• Payment made as part of any financial or business transaction made by Council.</li><li>• Donations of time and/ or human resources as covered by Council's Volunteering Guidelines.</li></ul>

Donations and Sponsorship Policy

Term	Meaning
	<ul style="list-style-type: none"> <li>Community and financial assistance grants covered by the Council's Grants Policy and Programs.</li> <li>Gifts and Benefits to individual Council staff and Councillors as covered by Council's Code of Conduct.</li> </ul>
Pledge	A pledge is a given as security for the fulfilment of a contract, in this policy it is a commitment to a future donation and or sponsorship.
Sponsorship	<p>Sponsorship is a commercial and formalised arrangement in which a sponsor provides a contribution in money or in-kind to support an activity in return for certain specified benefits.</p> <p>Sponsorship can be provided:</p> <ul style="list-style-type: none"> <li>By the corporate sector or private individuals, in support of a Council activity, service, resource, asset or event.</li> <li>By Council in support of related and worthwhile private or public sector activities.</li> </ul> <p>Sponsorship <b>does not</b> include:</p> <ul style="list-style-type: none"> <li>the selling of advertising space</li> <li>joint ventures</li> <li>consultancies</li> <li>grants (in regard to received sponsorship)</li> <li>unconditional gifts, donations, bequests or endowments.</li> </ul> <p>Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement.</p> <p><b>Source:</b> <i>Sponsorship in the Public Sector – ICAC Publication</i></p>
Deductible Gift Recipient (DGR)	<p>A deductible gift recipient (DGR) is an entity or fund that can receive tax deductible gifts. There are two types of DGR endorsement:</p> <ul style="list-style-type: none"> <li>An entity that has DGR endorsement in its own right</li> <li>An entity that is only a DGR in relation to a fund, authority or institution it operates. In this instance, only gifts to the fund, authority or institution are tax deductible.</li> </ul> <p><b>Source:</b> <a href="https://abr.business.gov.au/Tools/DgrListing">https://abr.business.gov.au/Tools/DgrListing</a></p> <p>Refer to Policy clause 7.1 below.</p>

#### 4 Community Strategic Plan, Delivery Program and Operational Plan

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2032 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

Theme:	Civic Leadership
Goal:	A well-managed Council
Strategy:	11.2 Secure Council's financial position.
Priority:	11.2.1 Effective management of Council's finances.

## 5 Relevant Legislation

- Local Government Act 1993
- Income Tax Assessment Act 1997 (Cth)
- Independent Commission Against Corruption (ICAC) Act 1998
- Independent Commission Against Corruption ICAC (2006) Sponsorship in the Public Sector – Sponsorship Policy and Guidelines
- Code of Conduct

## 6 Policy Content

### 6.1 Assessment of Donations and/ or Sponsorships

Any donations and/ or sponsorship arrangement that is offered or sought by Woollahra Council **must**:

- Benefit the broader community within the Woollahra Local Government Area and align with Council's Mission, Vision and Values;
- Align with Woollahra Council's Community Strategic Plan, Delivery Program and Operational Plan and policies;
- Not restrict Woollahra Council's ability to carry out any of its regulatory or other functions;
- Align with Woollahra Council's adopted Code of Conduct;
- Represent an appropriate sum of money or in-kind items/goods/services for a project or activity that enables Council to exercise its functions.

Donations and/or Sponsorships will not be accepted:

- Where there is a conflict with Council's core business or limits the independence and role of Council;
- From an organisation or individual who has not honoured previous donation and/ or sponsorship agreements;
- From an organisation or individual involved in the business of tobacco, alcohol, gambling and/or pornography or sex industry (noting that donations of alcohol for a specific event may be acceptable if served under the Responsible Service of Alcohol provision);
- From an individual or organisation who has an existing Development Application, Rezoning Application/Planning Proposal and/ or has commenced discussions with Council for an impending Development Application, Rezoning Application/Planning Proposal to be lodged in the coming 12-month period from the date of the donation and/ or sponsorship offer;
- Applications for development consent or other Council approvals by a party who has a donation or sponsorship agreement with Council may be referred to an independent assessor;

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Donations and Sponsorship Policy

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- From an individual who has a criminal record for a matter in the past 10 years;
- From political parties or organisations/ individuals with an identifiable political purpose/agenda (e.g. trade unions, political candidates).

Council will assess whether the incoming donation and/ or sponsorship can be used in the way the donor/sponsor has requested prior to accepting the donation or sponsorship.

Council will only accept donation of public facilities or contribution towards public facilities on public land where it is, in the opinion of Council, in the best interest of the community in general.

In assessing donations and/or sponsorship, Council staff will consider the best interests of the public, public accountability, public perceptions and potential risks as well as the potential benefits before accepting a donation. Assessment against the above mentioned criteria must be in accordance with the Donations and Sponsorship Internal Operational Procedures.

Council retains the discretion to reject donations and/ or sponsorship from any entity for any reason. If a donation and/or sponsorship offer is rejected, an explanation will be given to the interested party.

## 6.2 Approval of incoming donations and/ or sponsorship

The approval of donations and/or sponsorship is as follows:

- Donations and/ or sponsorship up to the value of \$20,000 should be approved by the General Manager or officer authorised by the General Manager. The General Manager may from time to time set out the criteria for staff to accept donations including the acceptance of nominal donations and/or amend sponsorship opportunities.
- Donations and/or sponsorship over and above \$20,000 should be approved by resolution of Council.
- Donations made to the Woollahra Municipal Public Art Gallery are to be referred to Council (as required).

## 6.3 Recognition of a donor or sponsor

Council will recognise its donors and/ or sponsors in a number of ways and the extent of such recognition will be determined in relation to the level and nature of the donations and/or sponsorship.

Benefits to the donor and/or sponsor may include:

- Invitation to selected Council functions;
- Printing of the sponsor's name and logo in Council's external publications and website;
- Event facilities, which may include hospitality, free preferential seats, event functions or award presentation;
- Media releases, mention in Mayoral Column, Woollahra eNews etc, recognising support given;

- Their name included on a donor and/or sponsor board.

## 7 Donations

### 7.1 Acceptable types of incoming donations

Acceptable donations include but are not limited to the following:

- Cash or cash equivalents in the form of cheque, electronic bank transfer (EFT) or credit card contribution;
- Real estate including improved and unimproved land, personal residences, commercial property, or rural land. If it is the intention of the donor that Woollahra Council not immediately dispose of the real estate, a written agreement between Council and donor must be in place before Council may accept such a property;
- In-kind including works of art, furniture, rare books, manuscripts, or any other item of value;
- Pledges which commits the donor to give a specific dollar amount (or in-kind support) according to a fixed time schedule. Noting all pledges and changes to a pledge must be made in writing;
- Bequests which involves the donor transferring money or property to Woollahra Council at the donor's death through either the donor's will or trust;
- Endowment where the sum of money is provided to Council where the principal is managed in a way that seeks to preserve or grow its value in perpetuity.
- Capital contributions by sporting and community groups as part of defined leasing and facilities management arrangements.

All property donations must be referred to our Property Department to ensure that the donation is in line with Council's relevant adopted strategic plan.

Council has two Deductible Gift Recipient funds (DGR) which allows donors to receive a tax deduction for specific fund use. Donors can deduct the amount of their donation from their taxable income when they lodge their tax return. These are for the Woollahra Municipal Public Art Gallery and Woollahra Municipal Library (also known as Woollahra Libraries). Donors are to seek legal and tax advice before making a gift. Council does not provide such advice to donors.

All DGR donations will be registered and/ or recorded.

### 7.2 Unacceptable types of incoming donations

Donations which are considered **unacceptable** may include, but not be limited to:

- Anonymous donations.
- Resources or Assets or Artworks that are deemed offensive, inappropriate or don't comply with other Council policies.
- Artworks that require care and maintenance of which Council is not in a position to provide.
- Library books unless they relate to the local history of the area or are relevant and useful to our members/the community.

- Donations that may infer excessive restrictions or exclusivity of use or benefit to only the donor.
- Materials that are political, are or could be perceived to be offensive or discriminatory in nature.

It is Council's discretion to accept or decline any offers in accordance with this Policy and internal operational procedures.

## 8 Sponsorship

Sponsorship should enhance opportunities for residents and visitors to participate in major community, cultural and sporting activities across the Woollahra municipality.

The main objectives of Council providing outgoing sponsorship are to:

- Assist in building a diverse and economically strong community;
- Attract visitation, growth and awareness of the Woollahra Local Government Area; and
- Aligned with Council's Community Strategic Plan and Delivery Program.

### 8.1 Acceptable activities for sponsorship

Activities suitable for sponsorships include but are not limited to the following:

- Programs that celebrate local culture and the visual and performing arts.
- Programs and organisations that help stimulate our local economy.
- Cultural and/or community festivals and events
- Competitions.
- Educational programs.
- Awards.
- Research and publications.
- Support to long-standing initiatives that have enabled the growth of social capital and delivered community-building outcomes.

### 8.2 Application for outgoing sponsorship

Applications are to be submitted as an Expression of Interest (EOI) process through an online form within the given timeframes, as specified in the application guideline for the particular year/ sponsorship round that will be obtained from Council and its website.

The applicant must:

- Be financially viable with appropriate insurance and workplace health and safety policies;
- Use funds used for the purpose for which the sponsorship is provided, unless written permission for variation obtained from Council prior to the activities being undertaken;
- Obtain all appropriate permits, approvals, and insurance relating to funded activities;
- Acknowledge the assistance Council provides in all promotions for the events, activities or programs:

Acknowledgements could take the form of marketing, branding, signage, speaking opportunities for the Mayor or representative, and on site presence at the event, e.g., information/display stand or engagement opportunity for Council staff.

- Show Council logo on all promotional material; for example, advertising, flyers, and event programs.

Note: artwork featuring the Council logo must be approved by Council's Communications and Engagement team;

- Invite Councillors or their representatives to any events or functions celebrating the launch;
- Provide an acquittal report within four weeks after completion of event or program. Applicants who do not complete and return an acquittal report will be ineligible for any future funding.

Council will not extend sponsorship for:

- Individuals and private endeavors (for example: an individual artist seeking funding for their personal creative project or an athlete pursuing their sporting goals).;
- Projects, activities or events that do not meet the program assessment guidelines;
- Ongoing operating expenses, such as rent, salaries, printing, or general administration costs;
- The purchase of equipment or items deemed as capital expenditure;
- Organisations raising funds on behalf of others;
- Recurring functions ~~or events~~ of a primarily social nature organised by not-for-profit groups and organisations.

### 8.3 Assessment of outgoing sponsorship

Criteria for sponsorship will be established annually aligned with the objects of the sponsorship program and will be approved through Council resolution. This criteria will be published annually, through an EOI process. Council may also select to undertake a direct EOI process.

Assessment of applications will be by a selection committee comprised of relevant Council staff. Each application will be assessed against how well the proposed project meets the selection criteria, as well as the merit of the application in relation to other applications, and its eligibility for funding from other sources. Meeting all requirements does not give any guarantee of the outcome of any application including in direct approaches.

Following assessment against the selection criteria and determination of merit, a report will be presented to Council showcasing the applications and proposing a list of successful applicants for Council approval.

## 9 Probity and Safeguards

To ensure the highest level of probity the following principles will be adhered to:

- Every donation or sponsorship proposal will be subject to an assessment process and consideration will be made by authorised Council staff on conflict of interest

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issues that may arise prior to entering into negotiations with potential donor or sponsor.

- The acceptance of any donations or sponsorship by Council does not explicitly imply endorsement of other activities.
- Any donations and/or sponsorship received on behalf of Woollahra Municipal Public Art Gallery and Woollahra Municipal Library (also known as Woollahra Libraries) must be used for the Woollahra Municipal Public Art Gallery and Woollahra Libraries endorsed activities.
- Donations and/ or sponsorships will not be entered into with individuals or corporations in conflict with Council's policies, or discriminate against any individual or group.
- Donors and sponsors will not be employed as contractors unless they have been selected through a public competitive tender process separate from the selection process for the sponsorship.
- No Councillor or Council staff member is to receive, or solicit, a personal benefit from a donation and/or sponsorship arrangement with Council.

## 10 Reporting requirements

The relevant Council Division will be responsible for the management of the donations and/ or sponsorship in accordance with this policy and internal operational procedure, dependent on the type of donation and/ or sponsorship.

The Governance & Risk Department will undertake the necessary assessment and manage the databases, systems and reporting to facilitate the handling of donation and sponsorship information.

All donations and/ or sponsorships will be included in a specific Donations and Sponsorship Register which will be available on Council's website. All donations and/ or sponsorship arrangements will be reported in the Woollahra Council Annual Report. As stated in Section 8, successful applicants are required to provide an acquittal report within four weeks after completion of event or program.

## 11 Breach of the Policy

A breach of the Policy as determined by the General Manager under this Policy may result in (but not limited to the following):

- Termination of agreement;
- Loss of future donations and/or sponsorship partnership opportunities with Council;
- Potential legal proceedings; and
- Referral to ICAC for investigation for corruption.

Donors and/ or sponsors will be required to comply with this policy and any breach of the policy will be referred to the General Manager.

## 12 Documentation/References

	<b>HPECM Reference</b>
Code of Conduct	22/237458

**Donations and Sponsorship Policy**

Donations and Sponsorship Register	22/57084

### 13 Related Policies and Procedures

	<b>HPECM Reference</b>
Incoming Donations and Sponsorship Internal Operational Procedure	22/57077
Gifts and Benefits Policy	19/16315
Outgoing Sponsorship Program Guidelines	24/50675

This Policy will be reviewed every two years or in accordance with legislative requirements. This Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy.

Any amendment to this Policy must be by way of the approval of the General Manager

### Policy Amendments

<b>Date</b>	<b>Responsible Officer</b>	<b>Description</b>
25 Mar 2024	Policy Officer Manager – Community & Culture Manager – Governance & Risk	Review and including external-facing sponsorships as per resolved Notice of Motion on 6 February 2024.



# Outgoing Sponsorship Guidelines

Updated: MARCH 2024

## Objectives of the outgoing sponsorship program

The main purpose of the Outgoing Sponsorship Program is to provide a formal mechanism for Council to support new and long-standing initiatives and proven events and programs beyond those that the community are applying for through Council's annual Grants program.

The main objectives of the program are to:

- a) Support the Community Strategic Plan and Delivery Program.
- b) Assist in building a diverse and economically strong community.
- c) Support a more connected and more prosperous community.
- d) Reduce isolation and improve physical and mental health.
- e) Support cultural and artistic initiatives and organisations that have proven programs and demonstrated history that enable Woollahra to thrive.
- f) Support long-standing initiatives that collectively harness the social capital of Woollahra.

## Definitions

Sponsorship	<p>Sponsorship is a commercial and formalised arrangement in which a sponsor provides a contribution in money or in-kind to support an activity in return for certain specified benefits.</p> <p>Sponsorship can be provided:</p> <ul style="list-style-type: none"><li>• By the corporate sector or private individuals, in support of a Council activity, service, resource, asset or event.</li><li>• By Council in support of related and worthwhile private or public sector activities.</li></ul> <p>Sponsorship <b>does not</b> include:</p> <ul style="list-style-type: none"><li>• the selling of advertising space</li><li>• joint ventures</li><li>• consultancies</li><li>• grants (in regard to received sponsorship)</li><li>• unconditional gifts, donations, bequests or endowments.</li></ul> <p>Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement.</p> <p><b>Source:</b> <i>Sponsorship in the Public Sector – ICAC Publication</i></p>
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## Acceptable activities for outgoing sponsorship

- Programs that celebrate local culture and the visual and performing arts
- Programs and initiatives that help stimulate our local economy
- Cultural and/or community festivals and events
- Competitions
- Educational programs
- Awards
- Research and publications
- Support to long standing initiatives that have enabled the growth of social capital and delivered community building outcomes.

### 1. Criteria for Woollahra Council Sponsorship:

Any sponsorship arrangement that is offered by Woollahra Council must:

- Benefit the broader community within the Woollahra Local Government Area and align with Council's Mission, Vision and Values.
- Align with Woollahra Council's Community Strategic Plan, Delivery Program and Operational Plan, strategies and policies.
- Not restrict Woollahra Council's ability to carry out any of its regulatory or other functions.
- Align with Woollahra Municipal Council's adopted Code of Conduct.
- Represent an appropriate sum of money or in-kind items/goods/services for a project or activity that enables Council to exercise its functions.
- Be for a maximum period of 12 months in line with Council's application process.
- Welcome community involvement and promote inclusivity.
- Adhere to Council's environmental and sustainability principles

### 2. Outgoing Sponsorships will not be provided in the following circumstances:

- Where there is a conflict with Council's core business or limits the independence and role of Council;
- To an organisation or individual who has not honoured previous grants, donation and/or sponsorship agreements and acquittal requirements;
- To an organisation or individual involved in the business of tobacco, alcohol, gambling and/or pornography or sex industry;
- To an organisation who has an existing Development Application, rezoning application/planning proposal and/or has commenced discussions with Council for an impending Development Application rezoning application/planning proposal to be lodged in the coming 12 month period from the date of the sponsorship offer;
- To political parties or organisations/individuals with an identifiable political purpose/agenda (e.g. trade unions, political candidates).

### 3. Exclusions

Sponsorship funding should be used for the purposes which it was intended and does not cover the:

- Purchase, sale or supply of liquor
- Donations to charities
- Staff salaries
- Capital investment
- Rental payments
- Other operational costs or overheads, or
- Retrospective funding
- Individuals and private endeavours (for example: an individual artist seeking funding for their personal creative project or an athlete pursuing their sporting goals).
- Projects, activities or events that do not meet the program assessment guidelines
- Organisations raising funds on behalf of others.
- Recurring functions ~~or events~~ of a primarily social nature organised by not-for-profit groups.

## Application Process

Outgoing Sponsorship Program funding will be available through an annual funding round for up to maximum amount of \$20,000.

Outgoing sponsorship by Council may be provided in kind through fee relief, contribution in kind such as marketing and promotional support or as a financial contribution as part of the application process.

Criteria for outgoing sponsorship will be established annually and aligned with the objectives of the sponsorship program and will be approved through a Council resolution. This criteria will be published annually, through an EOI process. Council may also select to undertake a direct EOI process, or assess an application that is submitted outside of the call of interest period.

### 1. Future outgoing sponsorship Priorities

Priorities for outgoing sponsorship are contained in the guidelines published annually.

### 2. Review and evaluation

The effectiveness of outgoing sponsorship, including guidelines and criteria, will be reviewed annually within the first year of application to monitor effectiveness and every two years after that.

### 3. Assessment of outgoing sponsorship applications

Assessment of applications will be by a selection committee comprised of relevant

Council staff. Each application will be assessed against how well the proposed project meets the selection criteria, as well as the merit of the application in relation to other applications, and its eligibility for funding from other sources. Meeting all requirements does not give any guarantee of the outcome of any application including in direct approaches.

To ensure appropriate probity in respect to sponsorship approvals, applicants are not to lobby Councillors or Council staff in respect to their applications.

Following assessment against the selection criteria and determination of merit, a report will be presented to Council showcasing the applications and proposing a list of successful applicants for Council approval.

#### 4. Probity safeguards

An applicant applying for sponsorship must operate within the Woollahra Council Local Government Area (LGA) or be able to demonstrate that the project will benefit residents of the Woollahra LGA.

The applicant must:

- Have appropriate insurance and workplace health and safety policies in accordance with the sponsorship agreement.
- Be financially viable and is able to meet safety and risk management requirements
- Use funds for the purpose for which the sponsorship was awarded, unless written permission for variation has been obtained from Council prior to the activities being undertaken.
- Obtain all appropriate permits, approvals, and insurance relating to funded activities
- Be aware of commitments under Council's Child Safe Policy and demonstrate capacity to implement as appropriate.
- Acknowledge the assistance of Woollahra Council in all promotions for sponsored activities. The Council logo must appear on all promotional material, for example, advertising, flyers, and event programs. Note: artwork featuring the Council logo must be approved by Council's Communications and Engagement team.
- Invite Councillors or their representatives to any events or functions celebrating the launch or implementation of the sponsorship outcomes.

#### 5. Reporting requirements

Successful applicants will be required to:

Enter into a sponsorship agreement with Council detailing benefits in return for the sponsorship investment. This agreement should outline benefits to your organisation by having Council as a sponsor and how Council will benefit and be acknowledged. Acknowledgements could take the form of marketing, branding, signage, speaking opportunities for the Mayor or representative, and on site presence at the event, eg, information/display stand or engagement opportunity for Council staff.

At the completion of the delivery of the program or event recipient of the sponsorship will be required to provide an accountability report outlining how the goals of the sponsorship

agreement was met and financial accountability for the sponsorship contributions including receipts for expenditure of Council provided funds.

**6. Future sponsorship from Council will be based on:**

- Evaluation of previous years' program effectiveness (if relevant).
- The applicant has provided an accountability report demonstrating how funding was used in accordance with sponsorship agreement.
- Whether or not the project still meets Council's objectives and sponsorship priorities.

Should an application be received for a program or event which the applicant have received previous grant funding, the post grant funding acquittal report will form part of the assessment criteria.

<b>Item No:</b>	R4 Recommendation to Council
<b>Subject:</b>	<b>GRANTS PROGRAM 2024/25 RECOMMENDED PROJECTS FOR FUNDING</b>
<b>Authors:</b>	Emma Rodgers-Wilson, Development Officer, Community & Culture Maya Jankovic, Coordinator Community & Culture Michelle Rose, Environmental Education Officer James Granter, Coordinator Economic Development Micaela Hopkins, Team Leader Environment & Sustainability
<b>Approvers:</b>	Vicki Munro, Manager Community & Culture Patricia Occelli, Director Community & Customer Experience Scott Pedder, Director Planning & Place Tom O'Hanlon, Director Infrastructure & Sustainability
<b>File No:</b>	24/83111
<b>Purpose of the Report:</b>	To give consideration to the proposed funding recommendations under Council's Grants Program including Community and Cultural Grants, Environmental Grants, Placemaking Grants and Business Sector Support.
<b>Alignment to Delivery Program:</b>	Strategy 2.1: Build strong and respectful connections with partners so that we can enhance and protect our local area and quality of life.

**Recommendation:**

THAT Council:

- A. Approve the staff selection committee's recommendations for large and small grants under the 2024/25 Council's Grants Program as detailed in this report and related attachments.
- B. Note that successful grant recipients will be invited to a Grants Awards presentation to be held on Wednesday 24 July, 2024 at 2:00pm, hosted by the Mayor.
- C. Approve that unspent funds from other 2024/25 Grants streams, namely \$1,398.25 from Community and Cultural Grants and \$2,500 from Business Sector Support Grants to be reallocated to the Placemaking Grant stream for the John Prince Siddon and Mangkaja Resource Agency Exhibition at Woollahra Gallery at Redleaf for NAIDOC Week, 2024 as submitted by Art House Gallery Australia.

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**Executive Summary:**

Council opened the Grants Program, 2024/25 round for applications from 1 April to 5 May 2024. Applications were received across the four grant streams of Community and Cultural Grants, Environmental Grants, Placemaking Grants and Business Sector Support Grants.

This report outlines projects recommended for funding support as well as projects not recommended for funding under the Grants Program and proposes the date and time of the Grants Awards presentation. It also requests consideration be given to reallocating unspent funds from other Grant streams namely \$1,398.25 from Community and Cultural Grants and \$2,500 from Business Sector Support Grants into the Placemaking Grants stream to support an application for the John Prince Siddon and Mangkaja Resource Agency Exhibition at Woollahra Gallery at Redleaf for NAIDOC Week, 2024 as submitted by Art House Gallery Australia.

**Discussion:**

On 5 February, 2024, the Finance, Community and Services Committee considered the Grants Program implementation dates for the 2024/25 round and their associated budget allocations.

Council resolved at its meeting on 12 February, 2024:

*THAT Council:*

- A. *Endorse the themes relating to the 2024/25 Grants round for the Community and Cultural and Placemaking grant streams.*
- B. *Notes the proposed dates for the implementation of the 2024/25 Grants program.*
- C. *Notes the update on the School Citizenship Award Program for 2023.*

The 2024/25 Grant round was open for applications from 1 April to 5 May 2024.

Two community information and applicant support sessions for the Grants Program were held in March 2024. An information session was held via zoom on 19 March 2024, 6:00pm – 7:00pm and a grants writing workshop was held at Woollahra Library@ Double Bay on 21 March, 10:00am - 12:00pm.

84 applications were received, 48 percent were received by new grant applicants. They were for the following grant streams:

- 43 Community and Cultural Grants – one of these applications was assessed under the Placemaking stream and two were withdrawn. The 40 remaining applications had a total value of requested funds of \$197,138.60. Thirty applications were received for community projects and 10 for cultural projects.
- 18 Environmental Grants - 16 eligible submissions representing a total value of requested funds of \$97,358.39 were assessed. Seven applicants were education facilities and nine were from not for profit community organisations. Two applications submitted were not eligible for Environmental Grants as they were from an individual business.
- 16 Placemaking Grants - representing a total value of requested funds of \$103,165. 11 applications were submitted under Category 1 - Events and 5 applications were submitted under Category 2 – Place Activation. One application was not eligible as they requested funding for capital works and one application was assessed under Business Sector Support Grant stream. One application is recommended for funding with unspent funds from other streams.
- 7 Business Sector Support Grants – Grant submissions had a total value of requested funds of \$67,500. Two applications submitted were not eligible for Business Sector Support funding as they did not meet Grant Policy and Guidelines.

By comparison, in 2023/24 Council received 87 applications, 2 of these were withdrawn and 45 percent were new applicants: 45 Community and Cultural, 12 Environmental, 18 Placemaking (12 under Category 1 - Events and 6 under Category 2 - Place Activation) and 9 for Business Sector Support.

Each Department reviewed their relevant grant applications and made initial recommendations for each. A meeting was held on 13 May, 2024 with the Grants Staff Selection Committee, to discuss the final recommendation to put forward for Council's consideration.

**Applications for any of Council's Grant Programs must address and meet the following generic selection criteria:**

1. Applicants should be delivering a grant project which must:
  - a. Benefit people living, working and /or studying in the Woollahra Municipality and
  - b. Be accessible to the target audience as detailed in the application form.

2. Demonstrates that the proposal has merit and addresses the local needs and aspirations and provides benefit to the chosen Council project theme to the local community, where applicable.
3. The proposal aligns with one or more of Council's Goals and Strategies.
4. The proposal provides opportunity for community participation, engagement or skills development to residents of Woollahra Municipality.
5. The application proposal demonstrates how the proposal will deliver the desired outcomes and provide evidence.
6. Cost-effective and a clearly outlined grant budget including quotes are provided (where applicable).
7. Demonstrate evaluation criteria and measures to report project success.
8. Applicants should have the demonstrated skills and expertise to deliver the proposal.
9. Capacity of the proposal to be used as a model or case study for other groups.
10. The applicant can articulate the social and/or economic benefits/ value associated with the proposal.
11. Preference may be given to those who have not previously received a Grant from Council.

**In addition applicants must address all criteria for the chosen grant stream and relevant category:**

1. Community and Cultural Stream:
  - Themes will be identified annually and endorsed through Council resolution to respond to specific community needs and listed under the Community and Cultural grants intended outcomes. Applications which demonstrate other community needs may also be considered. Themes for the 2024/25 round are:  
For Community Grants:
    1. Projects that provide opportunities for people to socialise and participate in the community or active ageing that results in supported emotional wellbeing and reduces social isolation.
    2. Projects that support community participation and/or mental health or suicide prevention with an emphasis on young people.  
For Cultural Grants:
    3. Projects with an emphasis on performing arts.
    4. Projects that are interdisciplinary by incorporating different mediums to highlight community topics of interest with a focus on the environment, inclusion and diversity through collaborative works.
2. Environmental Stream:
  - The Project demonstrates tangible benefits to the environment
  - The Project will foster the development of skills, knowledge and awareness in the community, to encourage action to protect and enhance the environment.
3. Placemaking Stream:
  - Themes are updated annually and endorsed through Council resolution to reflect changing community needs and aspirations. Theme for the 2024/25 round:
    - Events and activations that create vibrant, liveable and connected places.
  - Applications must demonstrate activation and enhancement of public spaces, business areas may also be considered.
  - The project must be of a scale appropriate to the proposed area and is thoughtfully sited to create a point of interest or define a space.
  - The applicant must have secured external event partners or can identify how they will engage partners to ensure longer term delivery of program.
  - The applicant has demonstrated that the proposed activity, promotes, and raises awareness around multiple businesses/a business precinct rather than one single business.

4. Business Sector Support Stream:

- The applicant has demonstrated that the proposed activity, promotes and raises awareness around multiple businesses; and/or a business precinct rather than one single business.
- The proposal must demonstrate an equitable distribution of services, events and activities to the businesses and communities the chamber represents.
- Project focuses on innovative business ideas and opportunities and demonstrates how they might advance and support our business and community.

**Grants proposed for funding in 2024/25:**

Community and Cultural Grants - \$115,000 available

This Grants Program supports local activities/ programs which foster a connected, liveable, vibrant and creative community. Grants may have either a community or cultural theme as defined in the accompanying guidelines which are updated annually to reflect changing community needs and aspirations.

- Small Grants of up to \$3,000, are available to community organisations, community groups, individuals or sole traders; and
- Large Grants of between \$3,001 and \$7,500, are available to community organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per the annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

This year we received applications totalling \$197,138.60 for an available budget of \$115,000. 15 applications were recommended for their requested full funding and 10 for partial funding by the selection panel. Partial funding was recommended when funding requested did not meet policy criteria for funding or budgeted items did not represent good value for community funds.

It is recommended that the 25 applications for the 2024/25 Community and Cultural Grants Program listed below are adopted.

Organisation name	Project	Amount recommended
WAYS Youth and Family	A WAYS Safe Summer	\$3,825.75
Holdsworth Community	Seniors Week Gatsby High Tea & Dance Celebration	\$6,108
B'nai B'rith Courage to Care NSW Inc	Courage to Care Woollahra Program Extension 2024	\$7,500
Heart on my Sleeve Movement	3 Course Conversations	\$1,156
Wrap with Love	Yarn for Local knitting Groups	\$1,000
South Head Anglican Parish	South Head Anglican Parish Community Lunch	\$7,500
St Francis Social Services	Centre 360 Youth Community Days	\$7,500
South Eastern Community Connect (SECC)	Nourishing Connections Community Arts	\$5,490
Inner City Legal Centre (ICLC)	Symposium for Trans & Gender Diverse justice, facilitated by the Inner-City Legal Centre for Trans Awareness Week 2024	\$5,300
Yoga Foundation	Yoga Walks on Country. An embodied awareness practice immersed in nature, with a Traditional Custodian.	\$4,500

Organisation name	Project	Amount recommended
Bellevue Hill Public School Parents and Citizens Association	Back to Bellevue Hill Open Day - Supporting Bellevue Hill Public School (BHPS) in celebrating their Centenary and inviting the local community to share the festivities in a meaningful way.	\$7,500
Lifeline Direct Ltd	Accessible Crisis Support and Training for the Eastern Suburbs	\$5,445
Dressability	Dressability Inclusive Fashion Styling Workshop	\$1,684
Woollahra Dementia Alliance (WDA)	Intergenerational Connections through Art – Workshops and Morning Tea Round Two	\$2,210
Dr Joseph DiBattista and Nicole Katherine McMahon	"Understanding Our Biodiversity" Community Engagement Program	\$2,775
Community Health Support	Lifesaver Woollahra: Year-Round Free First Aid and CPR Training	\$5,000
Emanuel	Young Adult and intergenerational Gatherings and Dinners	\$6,900
	<b>Total Community Grants</b>	<b>\$ 81,393.75</b>
Organisation name	Project	Amount recommended
Caroline Quaine	McKell Park Painting Group	\$3,000
REELise	2024 REELise Film Festival	\$3,060
Susan Wright	Textiles Installation	\$406
Kirsty Kross Nicholson	Gift Givers from the Deep	\$7,374
Critical Path Inc.	Unveilings	\$7,500
Citizen of the World music	Watsons Bay Winter Warmer	\$2,500
Shaun Parker & Company	HOVER performances, pre-show roving and an inclusive hip-hop workshop	\$5,868
Documentary Australia	Woollahra Community Documentary Society - sharing stories and challenging perspectives - a new way of connecting with our community	\$2,500
	<b>Total Cultural Grants</b>	<b>\$ 32,208</b>
	<b>Total Community and Cultural Grants</b>	<b>\$113,601.75</b>

The Community and Cultural Recommendations Summary Table 2024/25 is presented as **Attachment 1**.

#### Environmental Grants - \$50,000 available

Environmental Grants support local environmental improvement projects. They are open to all local schools, non-profit early learning centres, school-associated organisations like Parents and Citizens Associations and community organisations for projects that protect or enhance our local environment.

- Small Grants of up to \$3,000 per project; and
- Large Grants of between \$3,001 and \$7,500 per project.

Grants are only available to fund 'on the ground' projects, with real outcomes that protect or improve the environment in some way. Grants are not available to cover research and development, strategic plans, wages, insurance or other 'on-costs'.

This year there has been a significant increase in applications to this stream, with applications totalling \$97,358.39 for an available budget of \$50,000. With this stronger interest and high level of competition, two applications were recommended for full funding and nine for partial funding by the selection panel. The successful projects either have direct environmental benefits in the local area, or help empower communities to undertake activities that benefit the environment by providing the necessary knowledge and skills in a particular field.

Each project was assessed based on its merit and need, and the potential for the project to protect or enhance the local environment. The range of projects recommended for funding contribute to a number of environmental targets and actions in Council's Environmental Sustainability Action Plan, including:

- Reducing community greenhouse gas emissions
- Increasing canopy cover and reducing urban heat
- Reducing waste to landfill and supporting circular economy
- Supporting community gardens
- Enhancing biodiversity through habitat creation.

It is recommended that the eleven applications for the 2024/25 Environmental Grants Program listed below are adopted.

Organisation name	Project	Amount recommended
Vaucluse Public School	<i>Blooming at Vaucluse Public School</i> The project will improve the school garden to increase the amount of fresh produce, offer learning opportunities and create more safe spaces for native bees and other wildlife.	\$2,150
Paddington Community Garden	<i>Garden Plot Walls Rejuvenation</i> We will rejuvenate our 37 garden plots by replacing deteriorating wooden sleepers with repurposed, hardwood sleepers.	\$5,000
Sephardi Synagogue	<i>Installation of 28.6kW solar PV system</i> Sephardi Synagogue will install 28.6kW of solar power on our roof to deliver clean, green energy to our facility.	\$7,500
The Cottage Out of School Hours Care (OSHC)	<i>Greenhouse for children at The Cottage OSHC</i> The project will fund a greenhouse at The Cottage OSHC to grow vegetables and native plants.	\$1,798
Rose Bay Community Garden	<i>Plotting ahead - rebuilding the foundations of our garden</i> Our plots are being reclaimed by nature and we will rebuild them to benefit current and future members and visitors to the garden.	\$5,000
Cuddle Bundles a program of National Council of Jewish Women NSW	<i>Storage project for redistribution for Cuddle Bundles</i> We are creating extra storage space for donations so baby clothing and accessories are prevented from going to landfill, instead providing a social benefit to those in need.	\$7,500
All Saints' Church	<i>All Saints' Church, All LED Lights</i> Upgrading from metal-halide lighting to energy efficient LEDs for the Church building.	\$4,915

Organisation name	Project	Amount recommended
Cooper Park Community Garden	<i>Garden Plot Raising</i> Continue our project to raise the edge height of each plot from the current average of 100mm to 400mm to improve accessibility and safety.	\$5,000
Glenmore Road Public School P&C	<i>Playground Rainforest Regeneration - Tree Canopy Project</i> Incorporating more native trees, shrubs and groundcovers to transform our rainforest area into an outdoor learning space that cools the school.	\$5,000
Double Bay Public School P & C Association	<i>Cool Our School</i> Reducing air and surface temperatures in playground spaces through re-greening of Double Bay Public School.	\$5,000
Kincoppal Rose-Bay School Junior School	<i>School Recycling and Sustainability Initiative</i> Student led initiative from The Environment Leadership Club to start recycling and composting in each classroom. Introduce native bees to help pollinate our school environment.	\$1,137
Total		<b>\$50,000</b>

The Environmental Grants Recommendations Summary Table 2024/25 is presented as **Attachment 2**.

#### Placemaking Grants - \$65,000 available

Placemaking Grants support projects, activities and events that activate and enhance public spaces, publicly accessible spaces, commercial centres and suburbs within the Woollahra LGA. There are two categories under this Grant's Program stream.

#### Category 1 – Events

#### Category 2 - Place activation

- Small Grants of up to \$3,000 are available to businesses, sole traders, community organisations, community groups and individuals and
- Large Grants of between \$3,001 and \$7,500 are available to businesses, community organisations or community groups.

It is recommended that 11 applications for the 2024/25 Placemaking Grants Program listed below are adopted using available funding.

Organisation name	Project	Amount recommended
Chabad Double Bay	<i>Chanukah at the Bay</i>	\$7,500
Pound Paws	<i>Pound Paws Dog Day at Double Bay</i>	\$3,500
Queen Street and West Woollahra Association	<i>Community Christmas Carols</i>	\$7,500
Cambridge Markets	<i>Watsons Bay Markets in Sept 2024 and Feb 2025</i>	\$7,500
Produced By Caroline Kemp Pty Ltd	<i>Hot Jazz Picnic</i>	\$7,500
Double Bay Christmas Fair (Pallas Group)	<i>Double Bay Christmas Fair 2024 at Steyne Park</i>	\$7,500
Paddo Collective	<i>Paddo Collective Live Music Week</i>	\$7,500
Historic Houses Association	<i>Walking Woollahra II</i>	\$3,000
Sophie Hatch	<i>Yoga at Gap Park</i>	\$3,000

Organisation name	Project	Amount recommended
Toddlerstastic	<i>Free Pop-Up Learning Based Play Activity Marquee for under 5yo's.</i>	\$2,892
Lumiere Sculpture Festival Incorporated	<i>2025 Lumiere Sculpture Festival</i>	\$7,500
<b>Total</b>		<b>\$64,892</b>

It is recommended that 1 application for the 2024/25 Placemaking Grants Program listed below be approved utilising the unspent funds from other Grants streams, namely \$1,398.25 from Community and Cultural Grants, \$108 from Placemaking Grants and \$2,500 from Business Sector Support Grants.

Organisation name	Project	Amount recommended
Art House Gallery Australia	<i>John Prince Siddon and Mangkaja Arts Resource Agency Exhibition at Woollahra Gallery at Redleaf for NAIDOC week 2024</i>	\$4,006.25
<b>Total</b>		<b>\$4,006.25</b>

The Placemaking Grants Recommendations Summary Table 2024/25 is presented as **Attachment 3**.

#### Business Sector Support - \$30,000 is available

Business Sector Support Grants support projects by organisations (including business chambers) that have an ABN and carry out the following activities:

- Supports local businesses and economic development in the Woollahra LGA.
- Markets and promotes local businesses in the Woollahra LGA.
- Facilitates educational workshops and seminars, information sharing, business training, and regular networking opportunities.
- Attracts trade, talent, new businesses and investment into Woollahra LGA.

Grants are available of up to \$10,000 per Business Sector Support organisation. The amount of funding provided is dependent on the individual merits of the funding request. The merits of funding requests will be influenced by proposed economic benefits of intended activities.

It is recommended that 3 applications for the 2024/25 Business Sector Support Grants Program listed below are adopted.

Organisation name	Project	Amount recommended
Paddo Collective	<i>Paddo Collective District Support</i>	\$10,000
Paddington Chamber of Commerce	<i>Promoting and Connecting the Businesses of Paddington</i>	\$10,000
The Bay Street Initiative	<i>Supporting, enhancing and creating community events in the Double Bay precinct</i>	\$7,500
<b>Total</b>		<b>\$27,500</b>

The Business Sector Support Grants Recommendations Summary Table 2024/25 is presented as **Attachment 4**.

Grant Applicants will be notified of the outcome and successful applicants will be invited to the Grants Awards Presentation on Wednesday 24 July, 2024 at 2:00pm. All projects will be implemented with a completion date of no later than 30 June 2025. These recommendations result in NIL unspent funds.

**Options:**

Council may resolve in line with the recommendations as included in this report or may choose to resolve in some other manner.

**Community Engagement and / or Internal Consultation:**

Council widely promoted the call for submissions to the 2024/25 Grants Program. This included a direct email to past grants applicants, for the last 6 years, across all Grants streams, promotion in Council's e-newsletters, publicity in Wentworth Courier print media, Social Media, Mayoral Column, What's on Woollahra Booklet distributed to Libraries and Customer Service Centre, and emails sent to local community, cultural, environmental and business networks.

Two community information and applicant support sessions for the Grants Program were held in March 2024. An information session was held via zoom on 19 March 2024, 6:00pm – 7:00pm and a grants writing workshop was held at Woollahra Library Double Bay on 21 March, 10:00am - 12:00pm.

**Policy Implications:**

There are no policy implications as a result of this report.

**Financial Implications:**

The 2024/25 Grants Program budget has the following budgets allocated to each grant stream.

- a. Community and Cultural Grants \$115,000
- b. Placemaking Grants \$65,000
- c. Environmental grants \$50,000
- d. Business Sector Support \$30,000

There is funding available to cover all of the recommendations for successful grant funding.

- Community and Cultural Grants budget \$115,000 – proposed grants total \$113,601.75 (\$1,398.25 unspent funds).
- Environmental Grants budget \$50,000 – proposed grants total \$50,000
- Placemaking Grants budget \$65,000 - proposed grants total \$64,892 (\$108 unspent funds).
- Business Sector Support Grants budget - \$30,000 – proposed grants total \$27,500 (\$2,500 unspent funds).

Total grants funding recommended is \$255,993.75 from a total available budget of \$260,000 (\$4,006.25 unspent funds).

Remaining funds of \$4,006.25 is recommended to fund an additional Placemaking Grant application – an exhibition at Woollahra Gallery at Redleaf to coincide with NAIDOC week (Arthouse Gallery Australia application).





**Resourcing Implications:**

There is no resourcing implications on this report.

## Conclusion:

Through the provision of the Council wide Grants Program, Council is playing a pivotal role in the development of the Woollahra community, making a valuable contribution to community life, to protecting and enhancing the local Woollahra environment as well as providing support and assistance to local business and community organisations to activate and enhance public spaces, publically accessible spaces, commercial centres and suburbs within the Woollahra LGA.

## Attachments

1. Community and Cultural Grants Recommendations Summary Table 2024/25 [↓](#) 
2. Environmental Grants Recommendations Summary Table 2024/25 [↓](#) 
3. Placemaking Grants Recommendations Summary Table 2024/25 [↓](#) 
4. Business Sector Support Grants Recommendations Summary Table 2024/25 [↓](#) 

### Woollahra Council – Community and Cultural Grants 2024 / 2025

#### Summary of Applications and Recommendations

#### Grant Themes

#### For Community Grants:

1. Projects that provide opportunities for people to socialise and participate in the community or active ageing that results in supported emotional wellbeing and reduces social isolation.
2. Projects that support community participation and/or mental health or suicide prevention with an emphasis on young people.

#### For Cultural Grants:

3. Projects with an emphasis on performing arts.
4. Projects that are interdisciplinary by incorporating different mediums to highlight community topics of interest with a focus on the environment, inclusion and diversity through collaborative works.

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Community Grants</b>								
1	WAYS Youth and Family	A WAYS Safe Summer	Peer Education outreach program that aims to improve the health and mental health of local young people by providing skills to build resilience, psychosocial education, referrals to local services for support regarding use of alcohol and other drugs, risky behaviours, sexual health and mental health concerns. Based off 2023/24 data WAYS expect to engage with approximately 1400 youth living, working or studying in the Woollahra LGA. This project is financially supported by Waverley and Randwick Councils as well as funds from the applicant organisation.	Part funding for products and resources to be distributed to young people as part of the project. This project aligns strongly with theme 2.  Vehicle expenses and Survey Monkey subscription are considered operational costs and therefore not fundable as per the policy.  This project supports a resilient youth community and addresses a variety of relevant social issues for that group. Each year it supports a new cohort of young people.	2014 - \$4,500 2015 - \$4,500 2016 - \$4,500 2017 - \$7,500 2018 - \$7,500 2019 - \$7,500 2020 - \$7,500 2021 - \$7,500 2022 - \$5,000 2023 - \$2,000	\$23,255.09	\$3,860.04	\$3,825.75
2	Holdsworth Community	Seniors Week Gatsby High Tea & Dance Celebration	This one-off dress up event will take seniors back to the roaring 1920s with a Gatsby-themed event at Cooper Park Community Hall. The event will include a High Tea lunch, dance performance and the opportunity to take to the dance floor with captivating Jazz music. Outcomes include fun, reduced social isolation, increased connections, and enhanced overall well-being. It is expected that 80 – 100 seniors from the LGA will attend.	Full funding for food, entertainment and expenses that are part of this project. This project aligns strongly with theme 1.  This project activates a council venue with a fun, social, active event for seniors.	nil	\$6,272	\$6,108	\$6,108
3	B'nai B'rith Courage to Care NSW Inc.	Courage to Care Woollahra Program Extension 2024	Courage to Care (established for 25 years) is a provider of free anti-discrimination school programs to the Woollahra community. The programs promote inclusivity, intercultural understanding, social harmony and well-	Full funding for training videos and volunteer recruitment expenses.  This project addresses a current issue relating to anti-Semitism and promotes tolerance. The project is an investment	2019 - \$750	\$8,490	\$7,500	\$7,500

**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Community Grants</b>								
			being. Using testimony from Holocaust survivors, young people are encouraged to be 'Upstanders' (taking action to create real change).  This project aims to recruit and train a new cohort of 20 motivated and engaged volunteers. It is expected that as a result of this project, up to 2000 young people per year could benefit from ongoing.	in establishing a valuable tried and tested program in the Woollahra LGA.				
4	Heart on my Sleeve Movement	3 Course Conversations	This event is designed to increase mental wellbeing and confidence by enabling participants to practice communication and connection skills and possibility spark new friendships.  The activity will be an event where three stations are set up and participants are professionally guided by questions designed to facilitate open conversation. The three groups rotate to enable meetings of people of all ages, backgrounds and interests.  Participants take home a set of conversation cards to resource their continued skill development. Participants will pay a fee to contribute to the project expenses. It is anticipated that 15 people would attend the event.	Full funding for venue hire, expert facilitator, conversation cards and items as a part of this project.  As the applicant has included potential ticket sales in their application of \$225, the recommended grant funding has been reduced by this amount.  This project activates a council venue and addresses mental health challenges by promoting meaningful connection and addressing social isolation.	nil	\$5,760	\$1,381	\$1,156
5	Wrap with Love	Yarn for Local knitting Groups	Yarn is distributed to knitting groups in the Woollahra Council Area such as aged care facilities and retirement villages. Outcomes include socialisation benefits for participants and knitted items are donated to those in need. There are currently 40 members participating in these knitting groups in the LGA.	Full funding to purchase yarn for local knitting groups. This project aligns strongly with theme 1.  This project will ensure the activity is affordable for the participants who will benefit from being a part of a meaningful and social activity.	2020 - \$1,000 2022 - \$4,500 2023 - \$1,000	\$1,000	\$1,000	\$1,000
6	South Head Anglican Parish	South Head Anglican Parish Community Lunch	South Head Anglican Parish holds a monthly Community Lunch open to all faiths and promoted widely in the community. Invitations are extended to aged care homes and lunches are primarily attended by older residents. Monthly events include a two course lunch and entertainment for two hours. Outcomes include friendship, emotional wellbeing, reduced social isolation,	Full funding contributes to catering for 12 months at approximately \$10 per head. This project aligns strongly with theme 1.  This project supports community connection and reduced social isolation for seniors, ensuring an outing of lunch and entertainment is affordable for all.	2022 - \$4,500 2023 - \$7,000	\$12,300	\$7,500	\$7,500

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**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Community Grants</b>								
			feeling valued and participating in fun and games. South Head Parish contribute funds to this project and participants also contribute with a \$5 donation on attendance (if affordable). No participant is turned away if they are unable to contribute. Usual attendance is about 60 per lunch, with capacity to increase up to 80 - 90.					
7	St Francis Social Services	Centre 360 Youth Community Days	Four free youth-led community events will be led by the Centre360 Youth Advisory Committee at the Centre360 Hall in Paddington. These events aim to bring together diverse youth communities including: financially disadvantaged, first nations, LGBTQIA+ communities and young people with mental illness or disability. Intended outcomes include overcoming isolation, social exclusion and marginalisation and a more connected, harmonious and engaged community. 150 young people are anticipated to attend at least one of these events.	Full funding contributes to catering, local performers, arts and crafts and Youth Advisory Council stipend. This project strongly aligns to theme 2.  The project has a youth and community connection focus.	2019 - \$3,500 2019 - \$5,300 2023 - \$7,050	\$7,500	\$7,500	\$7,500
8	South Eastern Community Connect (SECC)	Nourishing Connections Community Arts	This arts-based project promotes socialisation, active ageing, and emotional wellbeing for carers and community members whom at least 20% will be from diverse cultural backgrounds and 15% live with a disability or chronic illness. This project will provide a safe space for individuals, including carers of people living with dementia, to connect, relax, and rejuvenate at The Cottage Dementia Day Centre in Darling Point which overlooks the harbour. Selected artworks will then be on display for the public to view upon completion of the project. SECC will contribute in-kind resources including marketing, materials, musical instruments and volunteer support. SECC expect that 250-375 individuals will benefit from this project. Activities funded by this grant will stretch across 4 monthly events (July to October).	Full funding will pay for art therapy facilitation for 4 x monthly events, art supplies and snacks for this project. This project strongly aligns to theme 1.  This project will support the wellbeing of carers who provide invaluable support to loved ones in the community. Council's DIAP 2022 – 2026 encourages disability and dementia groups to apply for grants funding.	2021 - \$2,000 2023 - \$4,624	\$5,490	\$5,490	\$5,490
9	Inner City Legal Centre (ICLC)	Symposium for Trans & Gender	This one-day symposium for Trans Awareness Week 2024 aims to address	Full funding to support venue hire, expert facilitation, catering and	nil	\$7,575	\$5,300	\$5,300

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**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Community Grants</b>								
		Diverse justice, facilitated by the Inner-City Legal Centre for Trans Awareness Week 2024	<p>unique issues faced by the transgender community, including an identified lack of trans-only support networks in eastern Sydney. ICLC will also host a "legal affirmation drop-in clinic" at a Woollahra Council venue, offering free legal support to trans people in the catchment area.</p> <p>Workshops and discussions will be led by the Trans Justice Project's Jackie Turner, directly connecting community connection, inspiration, advocacy strategies and justice. Outcomes will address challenges in healthcare, housing and employment.</p> <p>The project was initiated by several clients from the Woollahra LGA. It is expected that approximately 20 people will attend the symposium with 60% from the LGA.</p> <p>This project will also receive financial support from Pride Foundation, community fundraising and the ICLC's own contribution.</p>	workshop materials. This is a project that meets a gap in the Woollahra LGA.				
10	Yoga Foundation	Yoga Walks on Country. An embodied awareness practice immersed in nature, with a Traditional Custodian.	Yoga Walks on Country bring together the multi-dimensional benefits of being in nature, walking, gentle movement, breath work and mindfulness. The ten x 90 minute, Yoga Walks activities are an opportunity to connect on Country. Facilitated by a First Nations Yoga teacher and a Yoga Therapist, small groups of up to 12, participants will learn about First Nations practices and "junga-ngarraanga miinggi" - hearing, listening, learning, feeling, thinking and understanding. The project expects to engage 108 people in the events.	<p>Part funding has been provided to cover the contracted yoga instructors. This project strongly aligns to theme 1.</p> <p>The project management fee cannot be funded as this is a staff expense and therefore not fundable as per the policy.</p> <p>Walks are designed to be suitable for all, and ideal for seniors providing connection, socialisation and participation in the LGA. If participants have mobility issues walks can be adapted.</p>	2023 - \$3,000	\$6,450	\$6,450	\$4,500
11	Bellevue Hill Public School Parents and Citizens Association	Back to Bellevue Hill Open Day - Supporting Bellevue Hill Public School (BHPS) in	2025 marks the centenary of Bellevue Hill Public School which is responsible for educating generations of Woollahra locals. The school is developing a Centenary Study Unit in which students of each grade will research and study a	Full funding to pay for the production of a 100th anniversary booklet, printing, entertainment and fun open day activity expenses. This project aligns strongly with themes 1 and 2.	2019 - \$1,600 (Enviro)	\$7,500	\$7,500	\$7,500

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**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Community Grants</b>								
		celebrating their Centenary and inviting the local community to share the festivities in a meaningful way.	different decade, starting from the 1920's, the time the school was built.  This project is an opportunity to showcase their work through a centenary exhibition and booklet and will help the school celebrate this milestone with the wider local community on a fun and engaging open day. Booklets will be distributed free to parts of the school community and contributing alumni etc. The current cohort of 550 students as well as wider community will engage in this project.	This project will result in meaningful documentation of the story of the school for students, families, alumni and communities who have been a part of its history.				
12	Lifeline Direct Ltd	Accessible Crisis Support and Training for the Eastern Suburbs	Lifeline prides itself on being 'in community, for community and with community' This project will deliver training to increase the community's capacity to help each other in times of crisis. The Accidental Counsellor workshop will train 15 participants.	Part funding to support one Accidental Counsellor Workshop. Funding has not been provided for operational costs as per the grants policy.	2022 - \$7,000 + further \$7,000 from council funding.	\$7,473	\$7,473	\$5,445
13	Dressability	Dressability Inclusive Fashion Styling Workshop	Dressability proposes an inclusive fashion styling workshop, targeting residents of all ages, genders, and abilities within the Woollahra Council area. The workshop will be held in a council venue with accessibility for those with a disability.  The workshop will foster community connections and inclusivity through fashion styling, empowering participants with the "confidence to feel visible." Participants will explore styling techniques, sustainability practices, and engage in meaningful discussions, building bonds with fellow community members. Up to 30 participants are expected to engage in the workshop.	Part funding for Woollahra Library venue hire, catering, promotion collateral and expenses for this project. This project aligns strongly with theme 1.  Staffing expenses are not fundable as per the policy.  This project is inclusive of all, addressing mental wellbeing that results from increased confidence and self-esteem.	nil	\$3,000	\$3,000	\$1,684
14	Woollahra Dementia Alliance (WDA)	Intergenerational Connections through Art – Workshops and Morning Tea Round Two	WDA will host two intergenerational dementia-friendly art events at the Cultural Hub, with themed activities and guided visits to Woollahra Gallery run by an Art Therapist.  The project aims to connect older and younger individuals, reducing social isolation and enhancing mental well-	Part funding for Art Therapist facilitator, catering, promotion collateral and expenses as part of the project. This project strongly aligns to themes 1 and 2.  Administration overheads are not fundable as per the grants policy.	2022 - \$2,200 2023 - \$2,490	\$2,580	\$2,340	\$2,210

Woollahra Council Grants Program 2023 / 2024  
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**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Community Grants</b>								
			being. Art therapy benefits include stress reduction, relaxation and creativity. By sharing stories and promoting understanding, the project supports an inclusive community.	This projects activates a community venue and the intergenerational approach addresses stigma by raising awareness, encouraging empathy and valuing people living with dementia for their contributions to the arts.				
15	Dr Joseph DiBattista and Nicole Katherine McMahon	"Understanding Our Biodiversity" Community Engagement Program	This Community Engagement Program will encourage environmental awareness of marine and terrestrial flora and fauna with comprehensive activities targeted to individuals aged 4+. The program will continue to engage NSW Early Career Researchers to present their research in activated spaces and assist with outreach to adults in the broader Woollahra community. The program would expand on its Junior Wildlife Ranger activities that include show and tell tutorials on the animals that live in or near Sydney Harbour.  Short walks with seniors in the community will be offered to enable equitable participation in global citizen science platforms like iNaturalist. It is expected that some ticket sales will provide financial support for this project. Six to eight activities will be conducted between August 2024 and June 2025.	Part funding for venue and park hire, promotion collateral and materials for the project. This project aligns with goals 1 and 2.  Funding does not include vouchers for scientist guest speakers as fees are covered by ticket prices.  (Note this applicant type is not eligible to apply for funding under the environmental stream).  This project activates 6 – 8 venues across the LGA, is inter-generational with activities for children and seniors resulting in connection to community and the Woollahra environment.	nil	\$3,575	\$2,575  Note a budget error has resulted in an incorrect total funding requested. This amount should be:  \$3,575	\$2,775
16	Community Health Support (CHS)	Lifesaver Woollahra: Year-Round Free First Aid and CPR Training	"Lifesaver Woollahra" by CHS provides free first aid and CPR training to the Woollahra community, enhancing public safety. Participants gain vital skills through expert-led sessions and quality materials, fostering community resilience. The project budget includes first aid training equipment, marketing expenses, first aid education booklets and trainer costs. The applicant has secured philanthropy and corporate sponsorship financial support for this project. Promotion will be to the whole community with participation open to all.	Full funding to provide first aid training equipment, marketing collateral, education materials and expert trainer.  This project aims to significantly boost training capacity, benefiting families, seniors, educators, and youth.	nil	\$11,550	\$5,000	\$5,000
17	Emanuel	Young Adult and intergenerational Gatherings and Dinners	The project seeks to enhance monthly potluck gatherings hosted by Emanuel Synagogue for young adults and the intergenerational community by providing additional food options such as	Part funding to contribute to the food expenses for the project. Funding does not include disposable table items. This project strongly aligns with theme 1.	2020 - \$2,000 (Enviro)	\$13,100	\$7,500	\$6,900

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Woollahra Council – Community and Cultural Grants 2024 / 2025

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
Supported Community Grants								
			main dishes and desserts. Events incorporate music, singing and discussions to encourage engagement and camaraderie. More than 100 participants are expected to attend the monthly dinners. It is unclear the proportion of these that would reside in Woollahra. The synagogue will also contribute own funds/ in kind to support this project.	The monthly gatherings are open to all of the community with expected outcomes including community building, developing a sense of belonging, inter-generational connection and a celebration of Jewish culture.				
						Total	\$ 87,777.04	\$ 81,393.75

**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Unsupported Community Grants</b>								
18	Easts Rugby	Increasing participation by women and girls at Easts Rugby Club through jerseys/training apparel specifically designed by women and girls.	Easts Rugby Club aims to increase participation by women and girls from 60 to 100 participants for the 2025 season as a result of a jersey re-design to reduce fear of judgement from appearance.	Not recommended for funding. Whilst increasing female participation is worthy, the application did not demonstrate that the existing jersey design has been shown to impact female participation. Additionally the applicant did not demonstrate the proportion of female members who reside in Woollahra or the expected number of Woollahra residents who would benefit from the project.	2022 - \$7,500 2023 - \$7,500 (Enviro)	\$15,000	\$6,000	0
19	Southern Communities Council	Social Sailing and SUPPING for ATSI, Diverse and Diverse Youth in Woollahra LGA	Social sailing for Woollahra diverse youth from Aboriginal and Torres Strait Islander, Pacific Islander, CALD and refugee youth from Ukrainian background. Targeting youth from public schools the project aims to enable 25 young people to participate in sailing and other water sports such as SUP paddling.	Not recommended for funding as the applicant did not provide required pricing evidence and the applicant's website is not active. Additionally there are Sailing groups operating in the LGA meeting this need.	nil	\$5,000	\$5,000	0
20	She Runs Club	She Pilates Community Event	Sole Trader Millie Rowley is looking to offer monthly mat Pilates for women seeking friendship and movement in Woollahra Parklands.	Not recommended for funding due to participant fees offsetting park hire expenses and speaker and microphone expenses are considered operational costs.	nil	\$850	\$550	0
21	Lisa Leonard	Queens of Aces Social Tennis	This project aims to build a social women's tennis community. This social connection extends beyond the court to include dinners, movie nights and charity events. This project is supported by ticket sales.	Not recommended for funding as the budget shows this project to be in profit and therefore not in need of council funds to go ahead.	nil	\$30,702.65	\$3,000	0
22	Eastern Suburbs Older Persons Mental Health Service, Prince of Wales Hospital	Let's Talk about Thriving, Connect and Ageing Forum	Over the past twenty years, the Older Person Mental Health Service (OPMH) has held a half-day forum, focusing on issues relevant to seniors, their families, carers, and health and aged care providers. Content includes a strong knowledge translation component, highlighting current research on positive ageing strategies that can be incorporated into the daily routines of older people. The topics covered encourage social connections and use of community by providing an awareness of strategies to reduce risk factors for	Although this is a worthy activity, it is not recommended for funding as the organisation type is not eligible as per the grants policy. However, Council is able to provide support by publicising the event to the community.	nil	\$10,040	\$1,000	0

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Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Unsupported Community Grants</b>								
			psychological distress and memory disorders as people age. The project will be delivered in Kingsford. The South East Sydney Local Health District (SESLHD) will contribute funds to this event.					
23	The Shepherd Centre	Early Intervention for children with hearing loss: Life-changing support in Woollahra	Staffing for service delivery to children experiencing hearing loss and their families. Outcomes includes the children's development of social skills and improved wellbeing and empowerment for parents to support their children to cope with the challenges. The National Disability Insurance Scheme (NDIS) is a financial contributor to these services.	Not recommended as staff costs are not fundable as per the policy.  Children with disabilities may also be eligible for funding under NDIS to support their needs.	nil	\$3,336.50	\$1,292	0
24	Communteer	Building a sustainable community ecosystem in the City of Woollahra	This project targets three main sectors: Volunteer Involving Organisations (VIOs), corporates, and educational organisations. The Project comprises 2 events: VIO workshop aims to help 30 VIOs get set up on our platform, train them on recruiting and engaging volunteers, and involve them in Communteer programs. Hackathon invites 30 students and 5 corporate employees to brainstorm ideas to solve problems presented by VIOs. Winning teams work with corporate mentors to implement their ideas, while Communteer uses the events to network and build relationships with corporate and educational partners.  Although unconfirmed the applicant's budget indicates an expectation to receive corporate sponsorship to financially support this project.	Not recommended as the applicant is a business and staffing costs have been requested which are not fundable as per the policy. Additionally, the budget shows the project will be in profit if corporate sponsorship is gained.	nil	\$7,500	\$7,500	0
25	Coco and Nero	Coco & Nero - Bridgerton in the Park Party & Fashion Show	Coco & Nero Sydney (dog fashion brand) will host a free community morning tea party & fashion show in theme of the NETFLIX Series Bridgerton to coincide with the Launch of its new MAXBONE x BRIDGERTON COLLECTION for Dogs as well as the Series Launch on NETFLIX. It is proposed to hold the Morning Tea & Fashion Show in Rushcutters Bay Park	Not recommended as the applicant is a business and therefore not eligible under the policy.	nil	\$3,925	\$3,000	0

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**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Unsupported Community Grants</b>								
			in conjunction with Dogs in the Park Event. A percentage of proceeds from sales on the day will be donated to Pound Paws. Expected outcomes include a percentage of sales to be donated to charity and fun community connection as a result of the event.					
26	COA	Friday Blend: Uniting Generations through Coffee	The primary objective of "Friday Blend" is to combat social isolation among seniors while simultaneously creating opportunities for meaningful interaction and participation within the community. Through monthly coffee gatherings, seniors and volunteers come together, share experiences, build relationships, and support one another. The activity is provided at COA's Rowe St Woollahra premises.	Whilst the objective of Friday Blend Coffee morning is worthy it is not recommended for funding as the budgeted items do not represent good value for money with \$6600 allocated to a Barista.	2021 - \$5,000 Revitalisation 2022 - \$3,655 2023 - \$1,400	\$11,707	\$7,500	0
27	Jewish Folk Centre (JFC)	Update to old audio system to help keep locals connected through culture and the love of music	The JFC is home to several regular meeting groups and is well attended by locals. The current sound system at the hall is over 40 years old. JFC are concerned that speaker mountings are hazardous and substandard audio reduces music and lecture quality. This project aims to update the audio system.	Not recommended as the items are considered to be capital investment and therefore not fundable as per the policy.	2019 - \$1,120 2019 - \$3,555 2020 - \$3,495	\$5,455	\$5,455	0
28	Our Big Kitchen	Barista Training for unemployed, incarcerated, and homeless individuals.	This program offers valuable skills and job opportunities to unemployed, incarcerated, and homeless individuals. By learning to be baristas, they gain practical skills for employment in the growing coffee industry. This project is to purchase a commercial coffee machine and coffee making items. The majority of participants reside in the City of Sydney.	Not recommended. The applicant has not demonstrated how many Woollahra residents would be expected to benefit from the training or demonstrated a need from ex-incarcerated and homeless individuals in Woollahra. Additionally the purchase of this equipment would be considered capital items which are not fundable as per the policy.	2021 - \$2,000	\$7,433.90	\$7,433.90	0
29	Sailability Rushcutters Bay	Power Away	Sailability Rushcutters Bay provides "freedom on the water" for people of all abilities in the community. This project aims to purchase 2 Mercury 6 horse power 4 stroke outboard motors for the two Salvo Boats moored at Legacy Marina. These motors are expected to be more reliable and consume less fuel than engines currently in use.	Not recommended as the purchase of these items are considered to be capital investment and therefore not fundable as per the policy.	2014 - \$3,000 2017 - \$3,000 2018 - \$2,000 2019 - \$3,129 2021 - \$2,000 2022 - \$7,500 2023 - \$7,500	\$3,618.18	\$3,618.18	0
30	Inala	Empowering Individuals:	Equipment purchases for Miroma Vaucluse of an examination Couch and	Not recommended as the applicant has not demonstrated that the	2014 - \$5,000 2015 - \$5,000	\$4,265	\$4,265	0

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**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Unsupported Community Grants</b>								
		enhancing services at Miroma Vacluse	drop down padded side cot, resulting in an upgrade of facilities.	equipment requested is directly related to participant outcomes. This equipment is considered to be capital investment and therefore not fundable as per the policy.	2016 - \$5,000 2017 - \$7,401 2018 - \$6,000 2019 - \$5,400 2020 - \$6,170 2023 - \$5,813			

**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Cultural Grants</b>								
31	Caroline Quaine	McKell Park Painting Group	Community painting group at Cannonbury Cottage in McKell Park to learn creative techniques from an experienced art tutor in a Council venue. This project activates a community venue and is popular with local residents. Participants will pay a fee to contribute to the project expenses.	Full funding to cover venue hire and contracted art tutor. This cultural project also aligns to community theme 1.	2022 - \$3,000 2023 - \$3,000	\$4,920	\$3,000	\$3,000
32	REELise	2024 REELise Film Festival	<p>The 2024 REELise Film Festival empowers youth through education, storytelling and filmmaking, to share their stories and perspectives about navigating life in order to promote mental health and suicide prevention.</p> <p>Through a short film competition, digital resources, networking opportunities and a live showcase (in cinema and via livestream), the project builds confidence and skills and fosters creative expression, community participation, and dialogue on important youth issues. Beneficiaries include young filmmakers 12 to 24 years, school communities, parents, teachers, and audiences.</p> <p>The Festival project delivers education, entertainment, and a vital space for reflection and support, addressing crucial youth mental wellness issues.</p> <p>Note this project also receives support via ticket sales, Randwick Council (\$10,000) and donations.</p>	<p>Part funding is provided for photography, the printed program and event entertainment. This project strongly aligns with themes 1 and 3.</p> <p>Funding is not provided for prize money, printed large size checks or trophies as these items are not considered good value for money.</p> <p>This is an important project which includes a safe and inclusive platform for youth of diverse backgrounds to express themselves creatively and engage in meaningful dialogue about youth mental health and the issues impacting them.</p>	2019 - \$1,256	\$27,134.43	\$7,500	\$3,060
33	Susan Wright	Textiles Installation	Susan will hold an exhibition at Woollahra Gallery at Redleaf from 13 November to 8 December 2024 (to coincide with International Day of People with Disability (IDPwD) on 3 December). Her textiles installation and workshops aim to celebrate deaf culture and promote Auslan (Australian Sign Language).	<p>Part funding to pay for Cultural Hub hire and art materials. The purchase of a sewing machine is not recommended as this is a capital item and therefore not fundable as per the policy.</p> <p>The interactive community workshops will engage the audience in learning about deaf culture, fostering inclusivity, and celebrating diversity.</p>	nil	\$2,805	\$2,805	\$406

**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Cultural Grants</b>								
34	Kirsty Kross Nicholson	Gift Givers from the Deep	Kirsty will hold an exhibition at Woollahra Gallery from 11 December 2024 to 12 January 2025 that will also activate the Murray Rose Swimming Pool in a free, community participation, celebratory performance spectacular on 14 December. Musicians from Woollahra will perform as participants are "gifted" treasures made by Kirsty Kross in collaboration with Miroma Community Group. Four workshops with pupils from Woollahra Pre-School and seniors from Holdsworth will also take place during the exhibition and involve collective gift making and giving.	Full funding to contribute to performance documentation, art materials and musician fees. This project strongly aligns with themes 2 and 3.  This project will activate the pool at Redleaf and is unique and site-specific to the LGA. Intergenerational inclusion will engage the community and will contribute to community engagement with contemporary art.	nil	\$9,374.00	\$7,374.00	\$7,374.00
35	Critical path Inc.	Unveilings	Two multidisciplinary artists will open the Drill Hall doors for free to the community to share their work embracing the Drill as a place of inspiration, and imagine new forms between the fields of dance and visual arts. This is an opportunity for Woollahra residents of all ages and the artistic community to gather and discover artists' works in a playful and inclusive context. Residents will be invited to appreciate their playing a part in a vibrant creative community open to cross-disciplinary and cross-cultural dialogues. It is expected that 60 – 80 people will actively engage and at least one third from the LGA.  Katya Petetskaya, a performance artist working in collaboration with renowned sound artist Gail Priest, will invite audiences to participate in her "object-audience-soundscape choreography" research culminating in a performance.  Rakini Devi, a choreographer and visual artist of Indian heritage, will explore cross-cultural movement and visual languages over a 3-day lab with diverse emerging dancers, culminating in an open sharing and discovery for the community.	Full funding for artists, photographer and materials. This project aligns strongly with themes 3 and 4.  A diverse, multi-cultural group of 6 artists will open their creative process for the community providing an immersive experience for the community over several days. The Drill Hall will be a character in the story telling of the works.	2019 - \$3,300 2019 - \$7,500	\$17,377	\$7,500	\$7,500

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**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Cultural Grants</b>								
			It is aimed that an audience of 60-80 will be actively engaged (a third with a connection to the Municipality).  Create NSW are a financial partner for this project.					
36	Citizen of the world music	Watsons Bay Winter Warmer	The free music event for the local community will be held in Robertson park during the winter months. Musicians will perform and create a nice atmosphere for people to enjoy the sunset.	Full funding will pay for the park booking, musicians, sound and lighting expenses. This project strongly aligns with theme 3.  The event would be open and appealing to a large part of the community.	2021 - \$2,000	\$2,500	\$2,500	\$2,500
37	Shaun Parker & Company (SP&Co)	HOVER performances, pre-show roving and an inclusive hip-hop workshop	Shaun Parker & Company will deliver a free, joyous outdoor experience for Woollahra residents at Rushcutters Bay on Saturday 15 March 2025. SP&Co will present two HOVER performances, pre-show roving and an inclusive hip-hop workshop HOVER, which is a 20-minute outdoor work performed on hoverboards, featuring catchy pop songs and classic hits, blending multiple dance styles such as hip-hop, breakdance, popping, and locking in a humorous homage to boy bands throughout the ages. Create NSW is also providing financial support for this project.	Full funding for performers, technician, costumes, equipment and venue hire. This project strongly aligns with theme 3.  This event will activate Rushcutters Bay with a performance during Council's annual Festival of Fun New Experiences.	nil	\$6,868.48	\$5,868.48	\$5,868.00
38	Documentary Australia	Woollahra Community Documentary Society - sharing stories and challenging perspectives - a new way of connecting with our community	Documentary Australia will launch the inaugural Community Documentary Society in Woollahra using their new resource DocAccess - an online platform featuring 50+ titles based on issue areas of environment, health/wellbeing, human rights/social justice, Indigenous, the arts, women/girls, youth/education.  Quarterly community screenings will be presented (screening venues include Shark Island Institute, Vivcourt Trading and Chauvel Cinema) for residents of Woollahra.  Like a book-club, local leaders will be invited to join the post-screening discussion/Q&A with the filmmakers as well as local organisations looking to	Part funding to support speakers, film licencing, refreshments, printing and promotion. Staffing expenses will not be funded as per the grants policy.  Films shown will reflect the pressing issues of this area; dementia awareness/support, mental health/wellbeing, environment/sustainability/waste.	nil	\$12,500	\$7,500	\$2,500

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**Woollahra Council – Community and Cultural Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Cultural Grants</b>								
			increase engagement and create action on issues related to the films. This project will receive in kind support from screening venues and financial support from ticket sales.					
						<b>Total</b>	<b>\$44,047.48</b>	<b>\$ 32,208.00</b>

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Unsupported Cultural Grants</b>								
39	Ms CHAN Suk Yan	Woollahra Mosaic	The "Woollahra Mosaic" project is an initiative aimed at celebrating the diverse and vibrant spirit of the community. Through a collaborative effort, the project would bring residents together to contribute short video clips showcasing the various aspects of life in Woollahra, including local landmarks, events, activities, and people. These clips would be skilfully edited to create a cohesive and engaging video collage that highlights the unique identity of the community. Expected outcomes include the fostering of a sense of connection and pride amongst residents, the strengthening of community bonds and the promotion of unity.	The concept behind this project is a worthy one however this project is at the early stages of planning and would benefit from further development. For this reason the project is not recommend for funding at this stage.	nil	3,000	3,000	0
40	Goodstart Early Learning Centre Double Bay	Cultural Awareness	This project is for the purchase of creative and cultural resources and the facilitation of a Koori Curriculum workshop.	Not recommended due to limited community impact as it will primarily benefit families of the centre only. Additionally, cultural awareness resources are considered operational costs in this setting.	2021 - \$2,000 (Enviro) 2022 - \$2,075 (Enviro)	7,296	7,000	0

**Woollahra Council – Environmental Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Environmental Grants</b>								
1	Vaucluse Public School	Blooming at Vaucluse Public School	The project will improve the school garden to increase the amount of fresh produce, offer learning opportunities and create more safe spaces for native bees and other wildlife.	Partial funding. Worm farms can be supplied through Council's Compost Revolution Program. Council will provide some plants through our schools program. School to find alternative source of funding for aprons.	2020	\$4,432.39	\$5,000	\$2,150
2	Paddington Community Garden	Garden Plot Walls Rejuvenation	We will rejuvenate our 37 garden plots by replacing deteriorating wooden sleepers with repurposed, hardwood sleepers.	Partial funding. It is important to support our established community gardens to maintain and improve infrastructure to ensure ongoing viability. Encourage to re-apply 2025 for stage 2 to complete other beds.	2020	\$11,677	\$7,500	\$5,000
3	Sephardi Synagogue	Installation of 28.6kW solar PV system	Sephardi Synagogue will install 28.6kW of solar power on our roof to deliver clean, green energy to our facility.	Full funding. This project has clear emissions reductions and ability to educate the broader community.	No	\$33,788	\$7,500	\$7,500
4	The Cottage Out of School Hours Care (OSHC)	Greenhouse for children at The Cottage OSHC	The project will fund a greenhouse at The Cottage OSHC to grow vegetables and native plants.	Partial funding. Funds to cover most of cost of greenhouse. Request support for plants from our community gardens. Good opportunity to support an Out of School Hours Care project.	No	\$2,647	\$3,000	\$1,798
5	Rose Bay Community Garden	Plotting ahead - rebuilding the foundations of our garden	Our plots are being reclaimed by nature and we will rebuild them to benefit current and future members and visitors to the garden.	Partial funding. It is important to support our established community gardens to maintain and improve infrastructure to ensure ongoing viability. Encourage to re-apply 2025 for stage 2 to complete other beds.	2023 2020	\$10,645	\$7,500	\$5,000
6	Cuddle Bundles (National Council of	Storage project for redistribution	We are creating an extra storage space for donations so baby clothing and accessories are prevented from going to	Full funding. Excellent example of a circular economy project with well-	No	\$8,000	\$7,500	\$7,500

**Woollahra Council – Environmental Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported Environmental Grants</b>								
	Jewish Women NSW)	for Cuddle Bundles	landfill, instead providing a social benefit to those in need.	established volunteer support and growing interest from services.				
7	All Saints' Church	All Saints' Church, All LED Lights	Upgrading from metal-halide lighting to energy efficient LEDs for the Church building.	Partial funding (Full funding less GST as budget should be ex GST). This project has clear emissions reductions and ability to educate the broader community about lighting upgrades.	No	\$5,407	\$5,407	\$4,915
8	Cooper Park Community Garden	Garden Plot Raising	Continue our project to raise the edge height of each plot from the current average of 100mm to 400mm to improve accessibility and safety.	Partial funding. It is important to support our established community gardens to maintain and improve infrastructure to ensure ongoing viability. Encourage to re-apply 2025 for stage 3 to complete other beds.	2023 2020	\$11,282	\$7,500	\$5,000
9	Glenmore Road Public School P&C	Playground Rainforest Regeneration - Tree Canopy Project	Incorporating more native trees, shrubs and groundcovers to transform our rainforest area into an outdoor learning space that cools the school.	Partial funding. This project includes native plants that will provide canopy and habitat value. Council's Urban Forest team to review and provide advice on tree selection.	2021	\$7,392	\$7,392	\$5,000
10	Double Bay Public School P & C Association	Cool Our School	Reducing air and surface temperatures in playground spaces through re-greening of Double Bay Public School.	Partial funding. Positive to have a project to increase canopy and address urban heat. Council's Urban Forest team to review and suggest alternative tree species options with better canopy creation. The school's intention to plant Magnolia Little Gems will be limited in canopy value.	2021	\$7,364	\$7,364	\$5,000
11	Kincoppal Rose-Bay School Junior School	School Recycling and Sustainability Initiative	Student led initiative from The Environment Leadership Club to start recycling and composting in each classroom. Introduce	Partial funding. Excellent to see a student-led school waste project. Funds to cover bins for class rooms. Students to liaise with Council's	No	\$3,000	\$3,000	\$1,137

Woollahra Council – Environmental Grants 2024 / 2025								
Summary of Applications and Recommendations								
No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
Supported Environmental Grants								
			native bees to help pollinate our school environment.	Compost Revolution Program for advice on system design and education. Investigate potential to supply bees by splitting the existing bee hive at the Kincoppal Early Learning Centre.				
	Total					\$105,634	\$ 67,741	\$ 50,000

Total applied for by all eligible applicants = **\$97,358.39**. (Note: Total does not include applications received that were not eligible to apply.)

**Woollahra Council – Environmental Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Unsupported Environmental Grants</b>								
1	B'nai B'rith Retirement Villages Limited	Guilfoyle Gardens Retirement Village Solar Lighting	Installing Solar Bollard Lighting in the pathways and garden at Guilfoyle Gardens Retirement Village to enhance safety for residents and visitors while reducing environmental impact through solar energy use.	No funding. This is new infrastructure for safety, therefore not reducing existing emissions.	No	\$8,062	\$7,500	Nil
2	The Scots College	Nature's Guardians: Empowering Young Minds for a Sustainable Future	Through the purchase of a water pump and barrel, the children at our early learning service will learn about the finite nature of water. Additionally, we also plan on acquiring raised garden beds that will enable our students to cultivate their own vegetables,	No funding This project is unlikely to result in actual water savings. Any environmental benefit would be minor and come from educating the children. Garden project funded in 2022.	2022	\$2,971	\$3,000	Nil
3	Paddington Chamber of Commerce	Paddington's Community Cup Library - Sydney's First Community Cup Library	This project will reduce waste caused by take-away coffee cups and change behaviour by instilling a reusable cup program in Paddington. An organisation known as the 'Reusable Cafe Project (RCP)' will partner with The Chamber to create a reusable 'Community Cup Library' for cafes.	No funding Cups specified for the cup library are expensive (\$30 each) and there is potential they may not be returned. Unclear reduction in disposable cups per year. This project could be run with free or low cost cups eg from donations. Suggest cafes provide incentives for patrons to bring their own reusable cups (eg charge extra for a disposable cup).	No	\$4,921	\$4,921	Nil
4	Emanuel Woollahra Preschool	Bush Tucker Indigenous Garden	Create and maintain a Bush Tucker Indigenous Garden for our children, families and community.	No funding Limited environmental outcomes as the site is very small and the number of plants proposed to be planted is unclear.	No	\$6,725	\$6,725	Nil

Woollahra Council – Environmental Grants 2024 / 2025								
Summary of Applications and Recommendations								
No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
Unsupported Environmental Grants								
5	Emanuel Synagogue	Emanuel Synagogue Communal Garden	Develop a 2 tier community garden behind the learning centre building. The garden would be a focal point for Community of all ages to volunteer, learn and play.	No funding Funding requested for project coordination, not structures or plants.	2020	\$12,000	\$7,500	Nil

**Woollahra Council – Environmental Grants 2024 / 2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Not assessed</b>								
1	I Maccheroni	Solar Panel Installation	Installing Solar panels will lower our carbon emissions, show climate action leadership in our community and help us save on our electricity bills.	Not assessed Not eligible to apply for Enviro Grants		\$8,100	\$7,500	Nil
2	I Maccheroni	Revitalisation of street garden patch	On Jersey road there is a patch of green left unattended and growing weeds. We would refresh it and turn into a herb garden box for the neighbourhood to use and or plant some natives.	Not assessed Not eligible to apply for Enviro Grants  UFS team intend to plant a canopy tree in this tree pit.		\$1,000	\$1,000	Nil

**Woollahra Council – Placemaking Grants 2024/2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported grants</b>								
1	<b>Chabad Double Bay</b>	Chanukah at the Bay	<p>Event – Steyne Park – 30 December 2024:</p> <p>Chanukah at the Bay is the Annual Chanukah (The Festival of Lights). This is a family oriented social event where community members of Jewish and non-Jewish backgrounds come together to celebrate the religious aspect of the event and to celebrate freedom and harmony. The event will include live music, carnival rides, games and conclude with a pyrotechnic display.</p>	A well planned event that addresses the 2024 theme 'Create vibrant, liveable and connected places' and promotes local businesses with multiple local businesses contributing to the event. The applicant has demonstrated how this event is inclusive and is accessible to all members of the public and is consistent with the Grants Policy and Guidelines. Full funding is recommended.	2023 - \$7,000 2022 - \$5,000	\$15,770	\$7,500	\$7,500
2	<b>Paddo Collective</b>	Paddo Collective Live Music Week	<p>Event – Various venues in Paddington – Early 2024:</p> <p>A live music week with individual events to be held in various venues operated by the businesses of Paddo Collective.</p> <p>The purpose of the events are to increase awareness of the businesses that are a part of the Collective and the Paddo Collective precinct, to activate publicly accessible spaces and to enliven and increase activity and to increase foot traffic and spend in the area. Each member venue will receive funds from the grant to pay for a live music act for at least one night in a</p>	A well thought out event to promote at least 8 businesses and raise awareness of the Paddington district. After successfully delivered and funded in 2023, the applicant has secured external providers that are local to the area to ensure longer term delivery of the program and has addressed the 2024/2025 theme well. This event has also received State Government support and is consistent with the Grants Policy and Guidelines. Full funding is recommended.	2023 - \$7,500	\$19,364	\$7,500	\$7,500

**Woollahra Council – Placemaking Grants 2024/2025**

Summary of Applications and Recommendations

			chosen week. The venues will be encouraged to choose locally based artists to perform.					
3	<b>Cambridge Markets</b>	Watsons Bay Markets	<p>Event – Robertson Park - 15 September 2024 and February 2024:</p> <p>A festival style market event with approximately 150 mixed stalls, offering a range of products.</p> <p>There will be stalls including boutique homewares, fashion, art, specialty craft, gourmet foods, children's wear, toys as well as food and beverages. The aim is to provide a free fun filled event where everyone is welcome from local families to visitors.</p>	Cambridge Markets are a well-established business with a proven track record in delivering successful events in our LGA. The markets continue to be a valuable community event that fosters connection and provides economic opportunities for small businesses. The event is consistent with the Grants Policy and Guidelines. Full funding is recommended if 2 markets are delivered in September and February (the original application stated September only). Cambridge has stated this is agreeable and achievable. The applicant is encouraged to actively seek participation from small businesses within the Woollahra LGA to ensure the market benefits the local community and economy.	2023 - \$3,750 2022 - \$7,500 2020 - \$5,672 2019 - \$5,000 2018- \$7,500	\$52,804	\$7,500	\$7,500
4	<b>Queen Street and West Woollahra Association</b>	Community Christmas Carols	<p>Event – Chiswick Gardens – 3 December 2024:</p> <p>The annual Community Christmas Carols event aims to bring together businesses and families within the local area to celebrate the festive season. This is a family friendly event for all members of the community to enjoy. Entertainment will be provided by local choir groups and both adults and children</p>	This is a successful event that has been held in previous years. The event is clearly planned for and demonstrates collaboration by various local businesses to support local economic development and fosters community connection. The applicant has demonstrated how the event addresses the 2024/2025 theme 'Create vibrant, liveable and connected places'. The	2023 - \$7,500 2022 - \$7,500 2019 - \$6,300	\$9,699	\$7,500	\$7,500

**Woollahra Council – Placemaking Grants 2024/2025**

Summary of Applications and Recommendations

			from schools and churches in the area. Food and beverage options will be available including a barbeque provided by nearby restaurant Chiswick. Children's entertainment will include balloons, face painting and a visit from Santa Claus.	event is consistent with the Grants Policy and Guidelines and full funding is recommended.				
5	<b>Produced By Caroline Kemp Pty Ltd</b>	Hot Jazz Picnic	<p>Event – Lyne Park – 8 Feb 2025:</p> <p>An Australian picnic-style jazz festival including music, fashion and food, designed to foster shared cultural experiences in an intimate setting. The event will be launched as part of Australian Music month, and is a ticketed event, raising the profile of jazz locally and nationally.</p> <p>This is a family inclusive event with children under the age of 12 able to attend for free. There will be multiple food and beverage options on site and will promote local food businesses and NSW producers.</p>	A successful event that has received support via State Government funding. To build this event in the second year, the applicant aims visitation of 2,000 locals and visitors and to encourage visitation to the Rose Bay Centre before and after the event. This fits under the 2024/25 theme of "Events and Activations that create vibrant, liveable and connected places". The project aims to be commercially viable in the long term while activating and enhancing Rose Bay. Full funding is recommended.	2023 \$7,500 Placemaking	\$279,403	\$7,500	\$7,500
6	<b>Justine Wallace (Double Bay Christmas Fair) - Fortis/ Pallas Group</b>	Double Bay Christmas Fair 2024	<p>Event – Steyne Park – 30 November 2024:</p> <p>A community event in the lead up to Christmas to showcase some of the local talent (led by soloists and local school bands) as well as food stalls by the local food vendors, highlighting the various offerings by local businesses in the surrounding area in an open and accessible space.</p>	<p>The Double Bay Christmas Fair was successfully held in 2023 and this application is to expand the event in size.</p> <p>This project is a good demonstration of how local businesses, schools and members of the community can collaborate to activate and promote Double Bay. The event is consistent with the Grants Policy and Guidelines.</p>	2023 - \$5,200 funded to Pallas for Community Event	\$55,600	\$7,500	\$7,500

**Woollahra Council – Placemaking Grants 2024/2025**

Summary of Applications and Recommendations

			In its second year, the applicant is seeking to expand to Steyne Park. Last year it was held in Guilfoyle Park as above.	Recommendation is to support growth of this event, following the success in 2023, to the larger Steyne Park. Full funding recommended.				
7	<b>Historic Houses Association</b>	Walking Woollahra	<p>Place Activation – Various locations throughout the LGA – Between 2 November to 14 Dec 2024:</p> <p>Walking Woollahra is a series of walking tours (incorporating bus transfers) to activate and enhance streetscapes and other built environment and encourage protection of local history, heritage values and buildings.</p> <p>The four themed walks will highlight our streetscapes and other built environments in different suburbs and localities and encourage protection of local history, heritage values and buildings. Each walk runs for approximately two hours and is led by a local historian, subject matter expert or other storyteller. Archival photographs and maps, historical records and newspaper articles are used to tell the story of the particular area.</p>	A well planned event that promotes and activates the streetscapes and other built environments throughout the LGA. A previously successful walking tour which promotes the local area and businesses. The applicant has requested \$7,500 which is greater than the total cost of the project and some items were not eligible for funding under the Grants Policy and Guidelines. Therefore, partial funding is recommended.	2023 - \$2,850 2022 - \$4,000	\$10,860	\$7,500	\$3,000
8	<b>Sophie Hatch</b>	Yoga at Gap Park	<p>Place Activation – Gap Park – Various dates between 15 October 2023 and 21 March 2024:</p> <p>Free yoga to be held twice per week and held over</p>	The applicant has demonstrated how the activation promotes and enhances Gap Park as a place for community connection, physical activity and mindfulness. This is a well	2023 \$3,000	\$3,000	\$3,000	\$3,000

**Woollahra Council – Placemaking Grants 2024/2025**

Summary of Applications and Recommendations

			<p>approximately three months. A total of 20 classes.</p> <p>The intended outcome is to reinvigorate Gap Park as a community space, which has the dual benefit of ensuring the park is busy during quieter times. The presence of people in the park is a positive factor and it allows people to connect with others in the community through yoga, which has proven mental and physical benefits.</p>	<p>thought out project which is consistent with the Grants Policy and Guidelines. The event activates space, connects the community and promotes surrounding local businesses. In 2023, the class attracted 263 attendees with aim to increase this by 100 in 2024. Full funding is recommended.</p>				
9	<b>Pound Paws</b>	Pound Paws Dog Day at Double Bay	<p>Event - The Sheaf, Double Bay – 17 March 2025:</p> <p>The purpose of the event is to raise awareness on pet adoption and responsible pet ownership. This is a family friendly event and the aim is to educate the community whilst bringing together people and their dogs in a fun and inclusive environment. Local businesses will get involved either as vendors, judges or guests.</p>	<p>The applicant has demonstrated how the event addresses the 2023/2024 theme 'Create vibrant, liveable and connected places' and is a valuable event that creates opportunities for community connection. The applicant has secured a venue that is in a central location and is consistent with the Grants Policy and Guidelines. However, the funding request is greater than the total cost of the project and we are seeking to support a greater range of projects. Therefore, partial funding is recommended. The applicant is encouraged to take active steps to explore sustainable funding for the long term future of the event.</p>	<p>2023 - \$3,500 2022 - \$5,000 2021 - \$7,000 2020 - \$3,750</p>	\$6,312	\$7,000	\$3,500
10	<b>Toddlerstastic</b>	Free Pop Up Play Marquee / Set up in Parks/Playgro	<p>Various dates from 3/9/24 to 11/4/24 at locations of Woollahra's choosing. Toddlerstastic is owned by an</p>	<p>This program is a great example of an initiative that supports families, placemaking and local business. As</p>	No previous funding	\$2,892	\$2,892	\$2,892

**Woollahra Council – Placemaking Grants 2024/2025**

Summary of Applications and Recommendations

		unds and/or Public Spaces. Weekly During NSW School Term Calendar	Early Childhood teacher that runs similar program at Bondi Pavilion. Program involves setting up a 3m x 3m marquee to provide 4 tables of play based learning activities for under 5 year olds each week from 9.30am to 11am. The program would include the time of a qualified early Childhood teacher during activation.	a recurring activation during warmer months, it has the potential to support place activation, community dwell time and local business patronage in a strategic location. The application has details on expenses and is seeking funding to support use of the marquee and fund Council Venue Hire fees only. A suggested location would be Guilfoyle Park at Double Bay on Saturday or Sunday mornings to support the community, families and shopping district. Full funding is recommended.				
11	<b>Lumiere Sculpture Festival Incorporated</b>	2025 Lumiere Sculpture Festival	Event – Gap Park and Signal Hill Reserve - 18-27 April 2025  Festival designed to activate the area day and night by bringing people to the area to enjoy the beautiful scenery and the sculptures which are illuminated by solar lights. This is a repeat event from 2024.	This application and proposed event has significant merit as a long-term Place-making opportunity at a location at The Gap with long term social and community notoriety. The application had limited detail on expenses. Lumiere Sculpture Festival have been contacted for more information and provided a list of additional costs that will be incurred including heritage reports (\$2,000), Council vehicle permits, Council advertising permits, installation costs, opening function, solar lights, offsite storage, transportation. Full funding is recommended to assist with costs for this Council supported initiative and to assist with Council fees.	No previous Grant funding. However, over \$20,000 of “in-kind” support and waiving of Council fees has previously been provided to Lumiere Festival.	\$14,450	\$7,500	\$7,500

**Woollahra Council – Placemaking Grants 2024/2025**

Summary of Applications and Recommendations

Grant Funding Requesting Additional Funding from Unused Business Sector Support Stream (not included in totals)								
12	<b>Arthouse Gallery Australia</b>	John Prince Siddon, Mangkaja Arts Resource Agency & Arthouse Gallery at Woollahra Gallery at Redleaf - NAIDOC week 2024.	This exhibition brings Arthouse Gallery artist John Prince Siddon & Mangkaja Arts Resource Agency to Woollahra Gallery at Redleaf to coincide with NAIDOC week 2024 under the theme 'Keep the Fire Burning! Blak, Loud and Proud'. This exhibition was accepted by Council occupying Gallery "3" and "4". Indigenous artist John Prince Siddon's work has been acquired by Art Gallery of New South Wales as a permanent collection and exhibited at Powerhouse. This exhibition includes a public program engaging Erin Vink (AGNSW), Beau James (Powerhouse), Ali Yeldham (Arthouse Gallery) and Will Mansfield (Arthouse Gallery) in a public discussion at Redleaf.	This application is a great example of activating Woollahra Gallery to engage the community and raise awareness of Indigenous history and culture. The applicant has effectively articulated how this program will enhance the public space in line with the goals of the Woollahra Council's Reconciliation Action Plan (RAP). As a one-time Woollahra Gallery exhibition this application is relevant as a Community and Cultural Grant recipient but does not meet Grant Guidelines as a private business. Part funding recommended using unspent funds from other streams.	No previous funding	\$6,513	\$6,513	\$4,006.25 from unspent funds in all streams.
<b>Unsupported Grants</b>								
13	<b>The Mito Foundation</b>	The Bloody Long Walk – East Sydney	Event – walk through Woollahra with 4 checkpoints – 17 November 2024  The Bloody Long Walk (BLW) – Sydney East is an annual health and fitness challenge, offering a 35km walk through Sydney's picturesque eastern suburbs. The event includes 4 major checkpoints in the Woollahra Council area and welcomes local and interstate participants. The event attracts approximately 1,500 applicants and raises	This event covers multiple LGA's including Woollahra and for a valuable charitable cause. It is a well promoted and attended event that brings visitors to Woollahra and meets Grant Guidelines and Policy. Part funding would be supported if possible to partly offset Council Venue hire fees for checkpoints but due to limited funding, no funding is recommended.	No previous funding	\$75,267	\$5,310	Nil

**Woollahra Council – Placemaking Grants 2024/2025**

Summary of Applications and Recommendations

			awareness of Mitochondrial Disease.					
14	<b>St Peters Anglican Church</b>	<b>Prayer Garden on Church land at The Gap</b>	Installation of new bench seats at St Peters Anglican Church to promote a Prayer Garden at The Gap. The aim is to provide a quiet space for all, but particularly for people who are seeking peace, contemplation and solitude for any reason.	Funding is not recommended as the funding request is to assist in the purchase of capital upgrades which we are unable to fund as per the Grants Policy and Guidelines.	No previous placemaking grant funding.	\$32,407	\$7,500	Nil
15	<b>Journey Walks</b>	Once Upon a Time and Crime in Woollahra	Journey Walks is an established tour operator with various walks across The Rocks, Kings Cross and Sydney. This application is for fortnightly culture, crime and history walking tours in Woollahra LGA throughout the year of 10-15 people each. The 3km trail will incorporate: Historic structures and shops on Queen Street Victorian villas on Ocean Street and its surround Art deco apartments on Edgecliff Road Heritage houses and eccentric architectural features Public reserves, hidden-nocks and sculptures	This program would be a welcome addition to the community and the application has merit. However, the funding requested is primarily for tour and research creation by Journey Walks (which equates to staff salaries for a business outside of Grant Policy and Guidelines.) No other businesses or event partners are engaged. It is also a ticketed event not free for the community and ticket sales are not listed as an income source on the application. No funding is recommended.	No previous Placemaking grant funding	\$4,150	\$4,150	Nil
16	<b>Hirschfield Holdings</b>	Aqua Sculpt	Event - 30 November 2024 – Rose Bay Park and Bellamy Beach Aqua Sculpt classes in the open water, ice baths, breath work sessions, and health and wellness related talks and workshops, culminating in a picnic brunch setting. This event plans to engage four Woollahra LGA businesses as event	This event has merit in terms of attendee wellness and health outcomes. However as a single event with a maximum of 80 attendees, the limitations are the limited scope, the need for vigilant risk assessment, licencing and approvals, and the fact this event is not free. It is a ticketed event (single tickets are \$65pp). No funding is recommended.	No previous Placemaking grant funding	\$10,124	\$7,300	Nil

**Woollahra Council – Placemaking Grants 2024/2025**

Summary of Applications and Recommendations

			partners including Cranbrook School Aquatic					
17	<b>Double Bay Christmas Fair (Justine Wallace) – Fortis/ Pallas Group</b>	Double Bay Christmas Festival	<p>Event – Guilfoyle Park – 30 November 2023:</p> <p>A community event in the lead up to Christmas to showcase some of the local talent (led by soloists and local school bands) as well as food stalls by the local food vendors, highlighting the various offerings by local businesses in the surrounding area in an open and accessible space.</p> <p>In its second year, the applicant is seeking to expand to Steyne Park – see second application below.</p>	This project is a good demonstration of how local businesses, schools and members of the community can collaborate to activate and promote Double Bay. The event is consistent with the Grants Policy and Guidelines. Funding is recommended to expand this successful event to Steyne Park, in second application. See above recommendation. No funding required for this application as it is the same application, different location.	2023 - \$5,200 funded to Pallas for Community Event	\$35,200	\$7,500	Nil Duplicate application. Second application above is supported to expand to Steyne Park
	<b>TOTAL</b>						<b>\$103,165</b>	<b>\$64,892</b>

**Woollahra Council – Business Sector Support Grants 2024/2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
<b>Supported grants</b>								
1	<b>Paddo Collective</b>	Paddo Collective District Support	<p>Various events and activations to promote Paddo Collective (PC) as a destination district and association, to attract, engage and educate the public on what Paddington has to offer and to promote local businesses.</p> <p>The funding will assist in promoting brand identity, rolling out a marketing and PR campaign to continue the PC initiative started last year and establish a program of events and future sponsorship and partnership opportunities. Examples of the marketing campaigns include Concrete Playground eDM, Facebook and Instagram promotions, "Love Letter to Paddington" Video production and 1 Ad in Day &amp; Night Guide. This will promote the district and member businesses, showcasing the vibrant and creative community, which will in turn benefit local businesses and the economy.</p>	A well written application that demonstrates activities and events to support a diverse group of businesses in Paddington, which is consistent with the Grants Policy and Guidelines. The applicant has addressed the criteria strongly in terms of promoting awareness of multiple businesses, innovative ideas to support the business community and marketing and evaluation techniques to assess the effectiveness of the project. Full funding is recommended.	2023 - \$10,000	\$15,000	\$10,000	\$10,000
2	<b>Paddington Chamber of Commerce</b>	Promoting and Connecting the Businesses of Paddington	A series of networking events, that will include subject matter experts on a range of topics breakfasts, lunches and dinners with business relevant speakers and local representatives. The aim is to provide contacts for businesses to collaborate with	The project aims to support and promote a diverse range of businesses throughout Paddington through networking events and a Paddo Night Out which has been successful in previous years. The previous Woollahra funded networking	2023 - \$5,000 2022 – \$7,500 2019 - \$7,500	\$14,600	\$10,000	\$10,000

**Woollahra Council – Business Sector Support Grants 2024/2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
			and work together. A Christmas Paddo Night Out or Paddo Long Lunch is planned to take place at the end of 2024.	event was well attended with 50 businesses and there is committee members and new president. The applicant has a proven track record in the delivery of running similar events that have been successful and secured various partners to collaborate with and in turn have a greater impact on the business community.  Full funding is recommended conditional on minimum 3 networking events delivered with subject matter experts and the Paddo Night Out or Paddo Long Lunch.				
3	<b>The Bay Street Initiative</b>	The Bay Street Initiative: supporting, enhancing and creating community events in the Double Bay precinct	THE Bay Street Initiative (BSI) is a community driven scheme to activate Bay Street, Double Bay and its surrounding streets. Formed in 2023, the BSI aims to bring fun and life to the area for residents, visitors and local businesses. Proposed free community projects include: Double Bay in Lights – digital light display on streets Double Bay Christmas Fair (see separate application) Performances in Guilfoyle Park Bay Hop – promoting pre-dinner evening drinks across multiple locations	This is an excellent example of community driven event and placemaking initiatives that support local business and are free for the community, supporting local businesses with longer-term place-making goals. BSI is well organised, plans for recurring activations, has a dedicated promotions budget and has community buy-in across multiple stakeholders. The projects meet Grant Policy, Guidelines and placemaking themes, will also drive night-time economy and support local businesses. The applicant is also applying for an Uptown Grant with NSW	No previous funding	\$246,000	\$7,500	\$7,500

**Woollahra Council – Business Sector Support Grants 2024/2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
				Govt. Full funding is recommended.				
<b>Unsupported grants</b>								
4	<b>Produced By Caroline Kemp Pty Ltd</b>	Hot Jazz Picnic	<p>Event – Lyne Park – 25 November 2023:</p> <p>An Australian picnic-style jazz festival including music, fashion and food, designed to foster shared cultural experiences in an intimate setting. The event will be launched as part of Australian Music month, and is a ticketed event, raising the profile of jazz locally and nationally.</p> <p>This is a family inclusive event with children under the age of 12 able to attend for free. There will be multiple food and beverage options on site and will promote local food businesses and NSW producers.</p> <p>This event is seeking funding under both Business Sector Support and Placemaking.</p>	<p>A successful event that has received support via State Government funding. Last year under Placemaking Grant, this year also seeking funding to cover costs of local businesses and community centres engaging in Hot Jazz. Proposal funds would be used to cover infrastructure costs of participating local stallholders (marquees, stall power, fridges, handwashing, signage); to market the Local Rose Bay Hub and participating businesses; funds would be used to extend Hot Jazz to local "hubs" in the area with pop up performances and activations to encourage participation in the event and engagement with the creativity of the event outside of the event day. As a ticketed event somewhat removed from Rose Bay Hub, the opportunity for local businesses to participate may be limited with catering for the event supplied by non-local external vendors. No funding recommended under business sector with full funding recommended under placemaking.</p>	2023 - Nil under Business Sector (\$7500 Placemaking grant)	\$279,403	\$10,000 (plus \$7,500 Placemaking Grant)	Nil Business sector - (\$7,500 recommended under placemaking)

**Woollahra Council – Business Sector Support Grants 2024/2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
5	<b>to GET PTY LTD</b>	Shop your Mainstreet online – Woollahra LGA	<p>Digital marketing and online shopping website to enable Woollahra businesses to be promoted under a shop local campaign while also offering online distribution and delivery for businesses for a fee.</p> <p>The aims of the project are to increase the number of residents shopping locally, increase the products available to local residents to shop local businesses online, highlight the value of small businesses and reduce increased traffic and associated environmental impacts, due to the take up of delivery options from outside the area.</p>	<p>In 2023, Council funded this project. At present ToGet has 9 businesses it promotes online with 1 business (Pasta Pantry Rose Bay) in the Woollahra LGA. The site does not promote a Woollahra-focussed shop local campaign specifically and offers online delivery across Sydney, for a commission to business. The application does not offer detail on how the project will be delivered. The requested funding is for a \$10,000 invoice from ToGet (which is equivalent to staff wages) with limited detail on how marketing and promotion will be delivered. Based on the results of this project from past funding, and the expenses equating primarily to staff wages outside Grant guidelines, additional funding is not recommended.</p>	2023 - \$3,000 2021 - \$5,000	\$10,000	\$10,000	Nil
6	<b>Nivedita Rajendra</b>	Promoting Bondi as a Health and Wellness Hub	Series of Networking Events to promote Bondi as a Health and Fitness area. Budgeted spend for social media and brand creation, venue hire and catering in various Bondi business.	While the project demonstrates merit, it is inconsistent with the Grants Policy and Guidelines. The applicant has requested funding primarily for the benefit of Bondi-based businesses which do not sit within Woollahra LGA. It is unclear how this initiative will benefit businesses within Woollahra LGA or promote tourism in	No previous grant funding	\$10,000	\$10,000	Nil

**Woollahra Council – Business Sector Support Grants 2024/2025**

Summary of Applications and Recommendations

No	Organisation	Project	Project description	Recommendation	Funding previously received	Total project cost	Total funding requested	Total funding recommended
				Woollahra. Funding is not recommended.				
	<b>Nivedita Rajendra</b>	Promoting Bondi as a Health and Wellness Hub	This project aims to create an evidence based snapshot of women in the Woollahra community who have experienced menopause. The project aim is to develop it into a documentary series to be marketed and promoted.	While the project demonstrates merit, it is inconsistent with the Grants Policy and Guidelines. The applicant is an individual not an organisation and has requested funding for staff salary outside Grant guidelines. It is unclear how this initiative will benefit businesses within Woollahra LGA or promote tourism in Woollahra. Funding is not recommended.	No previous grant funding	\$10,000	\$10,000	Nil
	<b>TOTAL</b>						<b>\$67,500</b>	<b>\$27,500</b>



**Item No:** R5 Recommendation to Council  
**Subject:** **MAYOR AND COUNCILLOR FEES 2024/25 FINANCIAL YEAR**  
**Author:** Rhys Johnson, Coordinator Governance  
**Approvers:** Jennifer Chenhall, Manager Governance & Risk  
Sue Meekin, Director Corporate Performance  
Craig Swift-McNair, General Manager  
**File No:** 24/91507  
**Purpose of the Report:** To determine the fees payable to the Mayor and Councillors for the 2024/25 Financial Year, following the release of the Local Government Remuneration Tribunal determination.  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT Council:

- A. In accordance with Section 248 of the Local Government Act 1993, fix the annual fee for Councillors at a maximum amount of \$22,540 for the period 1 July 2024 to 30 June 2025.
- B. In accordance with Section 249 of the Local Government Act 1993, fix the annual fee for the Mayor at a maximum amount of \$49,170 for the period 1 July 2024 to 30 June 2025, which is a fee in addition to the fee paid to the Mayor as a Councillor.

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**Executive Summary:**

Prior to 30 June each year, Council is required to determine annual Councillor and Mayoral Fees to be paid for the next twelve month period. In this instance commencing 1 July 2024.

On 29 April 2024 the Local Government Remuneration Tribunal (the Tribunal) released its annual determination in relation to its 2024 review for the payment of fees to Councillors and Mayors. The Tribunal is also required to determine minimum and maximum amounts of fees to be paid to Mayors and Councillors in categories determined.

The purpose of this report is to present the Tribunal determination and recommend that Council adopt the Mayor and Councillor fees payable for the period 1 July 2024 to 30 June 2025.

**Discussion:**

Sections 248 and 249 of the Local Government Act 1993 (the Act), provides that Council must pay its Mayor and Councillors an annual fee. The Act also provides that the Council may fix the annual fee and if it does so, it must fix the annual fees in accordance with the appropriate determination of the Tribunal. A Council which does not fix the annual fee must pay the appropriate minimum fee as determined by the Tribunal. The fees fixed by Council must be in the range determined by the Tribunal and it is mandatory for the fees to be paid to the Mayor and Councillors. The fees are paid monthly in arrears.

In its determination, the Tribunal has awarded a 3.75% increase to Mayor and Councillor Fees, effective from 1 July 2024.

The Tribunal considered a range of factors in determining the amount to increase minimum and maximum fees payable to Councillors and Mayors. This included economic data, including the Consumer Price Index, Wage Price Index, full-time adult average weekly ordinary time earnings, NSW Public Sector increases, and Local Government State Award increases. It also considered the Base Cost Change model used by IPART in setting the rate peg for 2024/25.

Section 239 of the Local Government Act requires the Tribunal to determine the categories of Councils and Mayoral offices at least once every three (3) years. The Tribunal last reviewed these categories in 2023.

Woollahra Council is categorised in the Metropolitan Small category. In this category Councillors Fees range from a minimum of \$10,220 to a maximum of \$22,540 and Mayoral Fees from a minimum of \$21,770 to a maximum of \$49,170.

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000. Other features which distinguish them from other metropolitan Councils include having total operating revenue less than \$150M per annum. While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils, the overall sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.

The Tribunal will next consider the model, criteria for each group, and the allocation of councils in the 2026 review.

In light of the Tribunal's determination, Council should now determine the Councillors Fees and the Mayoral Fees for 2024/25 financial year, be in accordance with the following band of fees for a Metropolitan Small Council for 2024/25:

Category		Councillor / Member Annual Fee (\$)		Mayor / Chairperson Annual Fee (\$)	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Metropolitan Small	10,220	22,540	21,770	49,170

Council, in the past has adopted the maximum fee determined by the Tribunal for both the Mayor and Councillors.

To assist in the determination of what annual fees be fixed for Councillors and the Mayor for 2024/25, Councillors may wish to take the following points into consideration:

- i. The time required to attend and prepare for Monday night Council and Committee meetings;
- ii. The time required to attend Councillor Briefings;
- iii. The time required to attend other meetings such as the South Sydney Regional Organisation of Councils (SSROC), Strategic and Corporate Committee and Working Parties, community consultation meetings and other reference groups;
- iv. The time taken to attend to individual representations made by members of the community; and/or
- v. The additional benefits provided (reimbursements) to Councillors in the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy.

It is also important to note that the Mayor's fee is paid in addition to the fee paid to the Mayor as a Councillor.

It is also pertinent to remind Councillors that, Council at its meeting on 28 March 2022 resolved:

*THAT pursuant to section 254B of the NSW Local Government Act 1993 (the Act), Woollahra Municipal Council declares to make superannuation contribution payments to its Councillors from 1 July 2022 in accordance with the provisions outlined in the Act.*

The above-mentioned superannuation contribution has been budgeted for and included in the Draft 2024/25 budget and to be paid to Councillors in addition to the adopted annual fees.

### **Options:**

It is open for Council to determine the level of payment for the purpose of the fees for the Mayor and Councillors in accordance with the ranges outlined in the report.

### **Community Engagement and / or Internal Consultation:**

In preparing this report and consideration of options, internal consultation has taken place between the General Manager, Director Corporate Performance and the Manager Governance & Risk.

### **Policy Implications:**

Council's current Payment of Expenses and Provision of Facilities Policy references the Annual fees paid to the Mayor and Councillors and will be therefore updated administratively.

### **Financial Implications:**

Budget has been allocated for the payment of the annual fees to the Mayor and Councillors for the 2024/25 Financial Year within the Draft Budget as follows:

*Annual fee for the Mayor - \$49,170 (in addition to the Councillor fee)  
Annual fee for Councillors - \$22,540 per Councillor*

Subject to Council's consideration, it is important to note that the 2024/25 Draft Budget has sufficient budget provision for the increase in both the Mayoral Allowance and Councillor Fees.

### **Resourcing Implications:**

There are no resourcing implications as a result of this report.

### **Conclusion:**

The fees payable to the Mayor and Councillors are detailed in this report and it is open for Council to consider the fees in line with the Local Government Remuneration Tribunal determination. For the purpose of presenting this report and presenting the staff recommendation, staff have included the maximum fee allowable for both the Mayor and Councillors fees.

### **Attachments**

1. Local Government Remuneration Tribunal - 2024 Annual Determination [!\[\]\(4290ed62d3ac45df353b66ab3501519e\_img.jpg\) !\[\]\(341f6fa573eab2143edebf6c63dde2c8\_img.jpg\)](#)

**Local Government  
Remuneration Tribunal**

# Annual Determination

Report and determination under sections  
239 and 241 of the Local Government Act  
1993

29 April 2024



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# Executive Summary

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

## Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023.

The Tribunal will next consider the model, criteria for each group, and the allocation of councils in the 2026 review.

The criteria for each category is published in Appendix 1 of the Determination and remains unchanged from 2023.

Two (2) councils have been recategorised from Rural Large to Regional Rural as a result of meeting the criteria at Appendix 1.

## Fees

The Tribunal has determined a 3.75 per cent per annum increase in the minimum and maximum fees applicable to each category from 1 July 2024.

# Section 1 – Introduction

1. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2023.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act requires:

*“In making a determination, the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the [Industrial Relations Act 1996](#) when making or varying awards or orders relating to the conditions of employment of public sector employees.”*
4. The Industrial Relations Amendment Act 2023, assented on 5 December 2023, repealed section 146C of the *Industrial Relations Act 1996*, resulting in changes to wages policy and removal of the cap on remuneration increases.
5. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees.
6. The Tribunal’s determination takes effect from 1 July each year.

## Section 2 – 2023 Determination

7. In 2023, the Tribunal received 18 written submissions.
8. An extensive review of the categories, criteria, and allocation of councils into each of the categories was undertaken by the Tribunal as required by Section 239 of the LG Act.
9. The review resulted in the Tribunal determining the creation of two new categories, being Metropolitan Major and Rural Large.
10. The categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Major	Regional Strategic Area
Metropolitan Large	Regional Centre
Metropolitan Medium	Regional Rural
Metropolitan Small	Rural Large
	Rural

11. The Tribunal was of the view that improving consistency of criteria in categories was paramount. The Tribunal therefore determined to include the non-resident population criteria in Major Strategic, Regional Strategic, Regional Centre, and Regional Rural categories.
12. A total of 26 councils were recategorised as a result of changes in the 2023 Determination.
13. The Tribunal determined that fees would increase by 3 per cent in the minimum and maximum fees applicable to each category from 1 July 2023.


# Section 3 – 2024 Review

## 2024 Process

14. The Tribunal's annual review commenced in October when it wrote to all councils inviting submissions regarding fees. The Tribunal outlined that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 review. The invitation noted that it is expected that submissions are endorsed by respective councils.
15. The Tribunal also wrote to the President of Local Government NSW (LGNSW) inviting a submission.
16. The Tribunal received 19 written submissions, of which 18 were from individual councils and 1 submission from LGNSW.
17. The Tribunal notes that 17 of the 18 council submissions were endorsed by their representative councils.
18. The Tribunal acknowledges and thanks all parties for their submissions.


## Submissions Received – Request for recategorisation

19. Two council submissions received requested recategorisation, with Paramatta City Council and Lake Macquarie putting forward individual cases for the Tribunal's consideration.

- 
20. Paramatta City Council requested recategorisation from its current classification of Major CBD to Principal CBD. Paramatta City Council's case to be included in Principal CBD category is based on the following:
- Paramatta being critical to the success of the Greater Sydney Region Plan
  - The LGA expecting an estimated 186,000 new residents between 2022 and 2041
  - An increase in the number of government services, corporations, and private enterprises relocating into Paramatta CBD
  - A local economy that generates approximately \$32.88 billion in gross regional product and 33,000 businesses that generated over 202,000 jobs
  - The Council's Local Strategic Planning Statement covers seven priority growth areas and precincts identified by the NSW Government in order to give effect to their Housing strategy
  - Paramatta City Council has a 2023/24 capital works budget of \$613m and it provides a number of significant services within the local government area, including two aquatic centres, redevelopment to key community centres, and funding for local parks, roads, cycleways, and footpaths.
21. The Tribunal last considered the criteria for Principal CBD in the 2023 Annual Determination process. The Tribunal's view at the time was that

the criteria characteristics for Principal CBD category was appropriate, therefore no changes were required.

22. Paramatta City Council does not meet the criteria for Principal CBD. Accordingly, the Tribunal is not persuaded to include Paramatta Council in Principal CBD category.
23. Lake Macquarie City Council requested that it be recategorised from a Regional Strategic Area to a Major Strategic Area. Reasons include:
  - The LGA having a resident population of 216,603, and a non-resident working population of 24,769 (for a total of 241,372)
  - Connection to Greater Sydney via the M1, rail and a regional airport that supports the community
  - 99 towns, villages and nine economic centres across an area of 757 square kilometres
  - An annual economic output of \$26.1 billion (which is approximately 20 per cent of the Hunter economy)
  - 1.3 million tourists per year
  - 14,081 active businesses, 73,233 jobs and a total workforce across the LGA of 102,029
  - Community facilities that include a Regional Gallery – Museum of Art and Culture, one University, two TAFE campuses and a regional centre for health care
  - Operating revenue exceeding \$290 million.


- 
24. As stated in Council's own submission, currently it does not meet the population threshold criteria for Major Strategic Area. Accordingly, the Tribunal is not persuaded to include Lake Macquarie Council in Major Strategic Area category.
  25. The council also advocated for the population threshold for Major Strategic Area to be reviewed from its current threshold of 300,000 to 200,000 to restore incremental balance between Major Strategic Area and Regional Strategic Area categories.
  26. Lake Macquarie Council provided late supplementary information to support their argument for the population threshold of Regional Strategic Area being adjusted. Council submitted that five precincts in the Lake Macquarie LGA have been identified for inclusion in the New South Wales Government Transport Oriented Development Program, which aims to encourage housing development near transport hubs.
  27. The Council argues this increase in housing will lead to population growth in the selected centres, especially those with a large number of identified precincts.
  28. Consistent with section 239 and 240 of the LG Act, the Tribunal carefully considered the population threshold for all categories, as part of the 2023 Annual Determination. It was determined at that time, on extensive evidence examined and considered by the Tribunal, that the population threshold for Major Strategic Area was appropriate.
  29. The Tribunal is not persuaded at this time to change the population threshold for Major Strategic Area. Should further evidence become available to support a change in the population threshold for this category,

it can be considered by the Tribunal as part of the three yearly review of categories in 2026.

30. The Tribunal will monitor, as data becomes available, the impact of the New South Wales Government Transport Oriented Development Program on population thresholds.
31. One submission received from Wollondilly Shire Council advised that Council resolved to write to the Premier and appropriate Ministers, requesting Wollondilly Shire Council be considered as a regional Council.
32. The Tribunal has previously determined that Wollondilly Shire Council, for the purpose of setting the minimum and maximum fees payable to Councillors and Mayors, be classified as Regional Centre.
33. The Tribunal notes Wollondilly's submission and proposed course of action.

## **Categories – movement of Councils within the framework**

34. The Tribunal reviewed population and data relating to Council operations to determine if the categorisations of Councils was consistent with the current criteria.
35. Population data was sourced from the Australian Bureau of Statistics (ABS), released 26 March 2024 for the period 2022 – 2023 financial year, the most recent data available at the time of writing this determination.


- 
36. Data relating to Council operations was sourced from the Office of Local Government (OLG).
  37. These sources provide a consistent, and complete overview of all councils in NSW. These data sources are consistent with those used in previous LGRT determinations.
  38. Each Council was also assessed against the relevant criteria at Appendix 1.
  39. As a result, it was identified that two Rural Large councils, Hilltops Council and Muswellbrook Shire Council, each had a combined resident and non-residential working population above 20,000 each. This population figure exceeds the population threshold for a Regional Rural council classification.
  40. For this reason, the Tribunal has reclassified both Hilltops Council and Muswellbrook Shire Council as Regional Rural councils.

### **Submissions Received – Remuneration Structure**

41. A significant number of submissions commented on the remuneration structure, advocating for major changes to be made, including the need for a full comprehensive review. These issues are addressed below.
42. One submission advocated for a new remuneration structure to be established that:
  - Is benchmarked in a more transparent way

- Recognises workload
- Encourages participation by a cohort that is more representative of the community
- Recognises skills and experience that is relevant to the roles.

43. Several submissions argued that the current remuneration structure does not adequately compensate elected Councillors and Mayors for the complex requirements of the role, significant workload, time requirements, responsibilities, and changes in the role over recent years.
44. A number of submissions provided comparison data that included remuneration paid to: Queensland and Victorian local government Councillors and Mayors, Federal, State, and Territory Parliamentary Members, Audit Risk and Improvement Committee members, and average remuneration for chairs/directors of not-for-profit organisations.
45. The basis of providing this data was to support arguments that NSW Councillors and Mayors are paid below these organisations and the work of Councillors and Mayors is being undervalued.
46. Some submissions outlined that low levels of remuneration can have a detrimental impact on the quality and diversity of candidates standing for election.
47. The LG Act is clear that Councillors and Mayors receive an annual fee, not a wage, with section 251 clearly stating that fees paid do not constitute a salary.

- 
48. Whilst the Tribunal acknowledges these issues, as previously explained in the 2023 Annual Determination at paragraph 97 they are not currently within the Tribunal's remit.
49. One submission advocated for fees of rural councils to be commensurate with those of regional and metropolitan councils, arguing that the skills and knowledge required for the role is the same regardless of the council location.
50. Others advocated for significant increases to rural and regional fees in order to address low candidate numbers while others asserted that the current remuneration fails to take into account significant stressors facing regional and rural councils.
51. The Act requires that the Tribunal must determine categories at least once every three years and places each council into a category. The determination of categories by the Tribunal is for the purpose of determining the minimum and maximum fees to be paid for councillors and Mayors in each category. When determining categories, the Tribunal is required to take into account matters prescribed in Section 240 of the LG Act:
- *the size of areas;*
  - *the physical terrain of areas;*
  - *the population of areas and the distribution of the population;*
  - *the nature and volume of business dealt with by each council;*
  - *the nature and extent of the development of areas;*

- *the diversity of communities served;*
- *the regional, national and international significance of the council;*
- *such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and*
- *such other matters as may be prescribed by the regulations.*

52. The Determination of minimum and maximum fees for 2024 is dealt with below at section 4.


53. Two submissions asserted that the current remuneration structure fails to recognise the role, responsibilities, and contribution of the Deputy Mayor position. It was suggested that a distinct independent fee be included for the position of Deputy Mayor.

54. Section 249 (5) of the LG act states:

*“A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor’s annual fee.”*

55. Accordingly, the Tribunal lacks the power to implement changes to the fee structure that would include a distinct independent fee for the position of Deputy Mayor.


56. One argument put forward is that the impact of the current superannuation arrangements has a negative impact on female participation.


- 
- 
57. Section 254B of the Act sets out the circumstances with respect to the payment of superannuation for Mayors and Councillors. The payment of superannuation is not automatic or mandatory, pursuant to 254B (4)(a) of the Act a council must pass a resolution prior to making superannuation contribution payments.
  58. Any changes to superannuation contribution payments for Councillors and Mayors to assist in eliminating barriers to participation would require changes to the legislation.

# Section 4 – 2024 Fees

## Submissions - 2024 Fees

59. The LGNSW submission requested the Tribunal increase fees by at least 10% in order to:
- Reverse the fee erosion which occurred under the NSW Public Sector Wages Policy
  - Mitigate economic pressures and the rising cost of living
  - Ensure that Councillors and Mayors receive fair and reasonable remuneration for the work they perform
  - Address the historic undervaluation of the work performed by elected representatives in local government in New South Wales.
60. LGNSW used economic and wage data to support their argument that included:
- Consumer Price Index
  - Wage Price Index
  - National and State Wage cases
  - Market comparability
61. LGNSW in its meeting with the Tribunal and Assessors asserted that fees paid to Councillors and Mayors have reduced in real terms over recent years, further advocating for an increase of 10% being fair and reasonable.

- 
62. In meeting with LGNSW, the question of Government policies (State and Federal) on housing reform was discussed. The Tribunal is mindful of the additional workload associated with policies such as the NSW Government's Transport Oriented Development Program place on affected Councils. Similar considerations arise from the infrastructure requirements related to Renewable Energy Zones.
  63. The role of a Councillor as a member of the governing body of the council is outlined under s232 of the LG Act and the Tribunal has addressed this matter generally in the 2023 Determination at paragraph 97.
  64. Four submissions received from individual councils addressed the issue of fees quantum increase. These submissions sought an increase ranging from 3% to 5.57%.
  65. Other submissions advocated for remuneration to be set at a level to:
    - Reflect the role, commitment required, complexity of the role, workload, and responsibilities required to perform the role successfully
    - Ensure no one is out of pocket for the work they do for council
    - Attract a diverse range of potential candidates.
  66. Five submissions advocated for the Tribunal to change the determination in regard to the remuneration structure. Some submissions suggested setting a fixed mandatory fee for Councillors and Mayors, whilst others argued that individual councils should not determine their own



remuneration, due to potential conflict of interest, instead the decision should be left to State Government or an independent decision maker.

67. It has been suggested that such an approach could:

- Remove potential conflict of interest
- Facilitate good governance
- Create equity amongst councils in the same category
- Assist in fostering good relationships with the community
- Alleviate public perception that increases are unjust.

68. Currently the Tribunal, consistent with its obligations set out in the LG Act, section 248 and section 249, determines a minimum and maximum remuneration range for Councillors and Mayors. It is then up to individual councils, to fix the annual fee for councillors and Mayors.

69. Furthermore, the tribunal does not have the authority to determine a fixed mandatory fee, section 241 of the LG Act states:

*“The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under section 239, the maximum and minimum amounts of fees to be paid during the following year to councillors (other than mayors) and mayors.”*

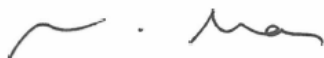


### **Fee Increase.**

70. The Tribunal considered a range of factors in determining the amount to increase minimum and maximum fees payable to Councillors and Mayors. This included economic data, including the Consumer Price Index, Wage Price Index, full-time adult average weekly ordinary time earnings, NSW Public Sector increases, and Local Government State Award increases. It also considered the Base Cost Change model used by IPART in setting the rate peg for 2024-25.
71. On this occasion the Tribunal has determined that a 3.75% per cent increase will apply to the minimum and maximum fees applicable to existing categories.

## Conclusion

72. The Tribunal's determination has been made with the assistance of the Assessors, Ms Kylie Yates, Mr Brett Whitworth and Mr Douglas Walther.
73. Determination 1 sets out the allocation of councils into each of the categories as per section 239 of the LG Act.
74. Determination 2 sets out the minimum and maximum fees paid to councillors and mayors and chairpersons of county councils as per section 241 of the LG Act.
75. The Tribunal acknowledges and thanks the secretariat for their excellent research and support in completing the 2024 determination.



Viv May PSM

**Local Government Remuneration Tribunal**

Dated 29 April 2024

# Section 5 – Determinations

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2024

## General Purpose Councils – Metropolitan

### Principal CBD (1)

- Sydney

### Major CBD (1)

- Parramatta

### Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

### Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

### Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

### Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra



**General Purpose Councils - Non-Metropolitan**

**Major Regional City (2)**

- Newcastle
- Wollongong

**Major Strategic Area (1)**

- Central Coast

**Regional Centre (23)**

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury

**Regional Strategic Area(4)**

- Lake Macquarie
- Maitland
- Shoalhaven
- Tweed
- Lismore
- Mid-Coast
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly



**Regional Rural (14)**

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey
- Kiama
- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

**Rural Large (16)**

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Federation
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

**Rural (38)**

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling
- Cobar
- Coolamon
- Coonamble
- Dungog
- Edward River
- Forbes
- Gilgandra

- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee
- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

## County Councils

### Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

### Other (6)

- Castlereagh-Macquarie
- Central Murray
- Hawkesbury River
- New England Tablelands
- Upper Hunter
- Upper Macquarie

## Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2024

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2024 as per section 241 of the *Local Government Act 1993* are determined as follows:

### Table 4: Fees for General Purpose and County Councils

#### General Purpose Councils – Metropolitan

##### Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Principal CBD	30,720	45,070
Major CBD	20,500	37,960
Metropolitan Major	20,500	35,890
Metropolitan Large	20,500	33,810
Metropolitan Medium	15,370	28,690
Metropolitan Small	10,220	22,540

##### Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024

Category	Minimum	Maximum
Principal CBD	188,010	247,390
Major CBD	43,530	122,640
Metropolitan Major	43,530	110,970
Metropolitan Large	43,530	98,510
Metropolitan Medium	32,650	76,190
Metropolitan Small	21,770	49,170



### General Purpose Councils - Non-Metropolitan

#### Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Major Regional City	20,500	35,620
Major Strategic Area	20,500	35,620
Regional Strategic Area	20,500	33,810
Regional Centre	15,370	27,050
Regional Rural	10,220	22,540
Rural Large	10,220	18,340
Rural	10,220	13,520

#### Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024

Category	Minimum	Maximum
Major Regional City	43,530	110,970
Major Strategic Area	43,530	110,970
Regional Strategic Area	43,530	98,510
Regional Centre	31,980	66,800
Regional Rural	21,770	49,200
Rural Large	16,330	39,350
Rural	10,880	29,500



**County Councils**

**Councillor/Member Annual Fee (\$) effective 1 July 2024**

Category	Minimum	Maximum
Water	2,030	11,280
Other	2,030	6,730

**Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024**

Category	Minimum	Maximum
Water	4,360	18,520
Other	4,360	12,300

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

Viv May PSM  
**Local Government Remuneration Tribunal**  
Dated 29 April 2024

# Appendices

## Appendix 1 Criteria that apply to categories

### Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

## Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

### **Metropolitan Major**

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.


Other features may include:

- total operating revenue exceeding \$300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

### **Metropolitan Large**

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.



Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:


- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

### **Metropolitan Medium**

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.



Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

### **Metropolitan Small**

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:


- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

### **Major Regional City**

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region


- 
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
  - have significant natural and man-made assets to support diverse economic activity, trade and future investment
  - typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

### **Major Strategic Area**

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.




Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

### **Regional Strategic Area**

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.




Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

### **Regional Centre**

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.



Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

### **Regional Rural**

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

### **Rural Large**

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.



## **Rural**

Councils categorised as Rural will typically have a residential population less than 10,000.

## **County Councils - Water**

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

## **County Councils - Other**

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.

**Item No:** R6 Recommendation to Council  
**Subject:** **DRAFT RESTRICTED FUNDS POLICY**  
**Author:** Paul Ryan, Chief Financial Officer  
**Approver:** Sue Meekin, Director Corporate Performance  
**File No:** 24/79246  
**Purpose of the Report:** To report on the public exhibition of the Draft Restricted Funds Policy and to seek Council adoption  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT Council:

- A. Note that no submissions were received in relation to the draft Restricted Funds Policy in response to public exhibition.
- B. Adopt the Restricted Funds Policy at **Attachment 1**.

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**Executive Summary:**

At its meeting of 11 March 2024, Council endorsed the draft Restricted Funds Policy for public exhibition. The documents were on public exhibition from 12 March 2024 for 28 days. The purpose of this report is to advise Council that there were no submissions received and to recommend that Council adopt the Restricted Funds Policy.

**Discussion:**

Council has significant cash, cash equivalents and investments. Restrictions are established to set aside funds for Council to meet legislative requirements, to allocate funds against future projects and activities and to ensure sufficient funding is available to meet current and long term financial obligations.

At its meeting of 20 June 2023, Council's ARIC recommended that Council consider the establishment of a Restricted Funds Policy. There is no legislative requirement for Council to adopt a Restricted Funds Policy, however the ARIC noted that it is considered best practice and the absence of a policy may increase the risk of externally restricted funds being used for purposes in breach of legislation.

A draft policy was subsequently developed and presented to the ARIC at its meeting on 5 December 2023. A copy of the draft policy incorporating suggestions made by the ARIC at that meeting is presented at **Attachment 1** and was endorsed by Council on 11 March 2024 to place on public exhibition for a period of 28 days from 12 March 2024.

The public exhibition is now closed and no submissions were received.

**Options:**

Council may resolve in line with the recommendation/s as included in this report or Council may choose to resolve in some other manner.

**Community Engagement and / or Internal Consultation:**

The draft Restricted Funds Policy endorsed by Council was placed on public exhibition from 12 March 2024 for 28 days. No submissions were received.

### **Policy Implications:**

The Restricted Funds Policy is a new policy to be adopted by Council. There is no legislative requirement for Council to adopt a Restricted Funds Policy however Council's ARIC has recommended its establishment, noting that it is considered best practice and the absence of a policy may increase the risk of externally restricted funds being used for purposes in breach of legislation.

### **Financial Implications:**

There are no financial implications as a result of this report.

### **Resourcing Implications:**

There are no resourcing implications as a result of this report.

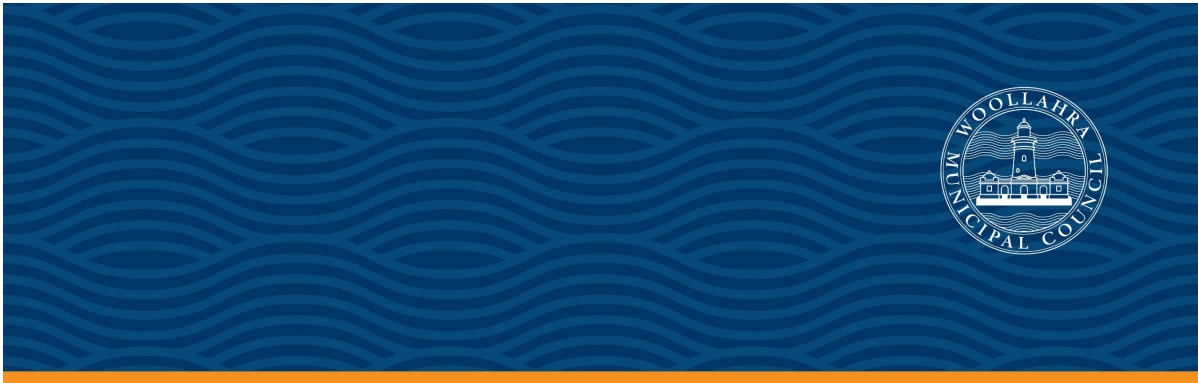
### **Conclusion:**

Council has significant cash, cash equivalents and investments. Restrictions are established to set aside funds for Council to meet legislative requirements, to allocate funds against future projects and activities and to ensure sufficient funding is available to meet current and long term financial obligations.

The Restricted Funds Policy at **Attachment 1** provides a framework for the management of Council's restricted cash. The adoption of such a policy is considered best practice and its absence may increase the risk of restricted funds being used for inappropriate purposes, in breach of the applicable legislation.

### **Attachments**

1. Restricted Funds Policy [!\[\]\(f23a6afa509d1b3937db9fd28f72b879\_img.jpg\)](#) 



# Restricted Funds Policy

Adoption Date:	17 June 2024
Last Reviewed:	Not Applicable – New Policy
Next Review Date:	1 June 2026
Division/Department:	Corporate Performance/Finance
Responsible Officer:	Chief Financial Officer
HPE CM Record Number:	23/159052

## 1 Policy Statement

Council is committed to best practice financial reserves accounting and reporting, in accordance with accounting standards, statutory legislation and internal management reporting requirements.

## 2 Application

### 2.1 Purpose

The purpose of this policy is to provide a framework for the establishment and management of Council's restricted funds as reserves. The policy details those funds which Council recognises as external restrictions and internal allocations/restrictions and the purposes for which the reserves will be applied.

### 2.2 Scope

This Policy applies to all restrictions of cash, cash equivalents and investments held by Council as reserves.

### 2.3 Overview

Council has significant cash, cash equivalents and investments. These funds can either be Unrestricted Cash or Restricted Funds. Unrestricted Cash are cash, cash equivalents and investment funds available to cover operational needs and unexpected or emergency costs. Restricted funds are established to set aside cash, cash equivalents and investment funds for Council to meet legislative requirements or third-party contractual agreements. Internally Allocated/Restricted Funds are cash, cash equivalents and investment funds not subject to external restrictions may be internally allocated by resolution or policy of the elected Council for future projects and activities; and to ensure sufficient funding is available to meet current and long term financial obligations.

## 3 Definitions

Term	Meaning
Unrestricted Cash	Cash, Cash Equivalents and Investments not subject to restrictions. Available to cover operational needs and unexpected emergency costs.
Restricted Funds	Cash, Cash Equivalents and Investments subject to restrictions. These can be "Externally Restricted Funds" or "Internally Allocated/Restricted Funds".
Externally Restricted Funds	Externally restricted funds are cash, cash equivalents and investments created as reserves as a result of a legislative requirement governing the use of the funds or a third-party contractual agreement. These funds must be fully expended for

**Restricted Funds Policy**

<b>Term</b>	<b>Meaning</b>
	the specific purpose defined and cannot be used by Council for general operations.
Internally Allocated/Restricted Funds	Internally restricted funds are cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council for future projects and activities; and to ensure sufficient funding is available to meet current and long term financial obligations. The Council may resolve to change the purpose of these funds unless the funds are allocated to Employee Leave Entitlements (ELE).

#### **4 Community Strategic Plan, Delivery Program and Operational Plan**

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan *Woollahra 2030* and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

Theme: Community leadership and participation

Goal 11: A well managed Council

Strategy 11.2: Develop and maintain effective reporting systems that enable Council to measure and report on performance

Priority: 11.2.1 Effective management of Council's finances

#### **5 Relevant Legislation**

Local Government Act, 1993

Local Government (General) Regulation, 2005

NSW Local Government Code of Accounting Practice and Financial Reporting

#### **6 Policy Content**

**Restricted Funds** are cash backed and are established for specific purposes. Restrictions are of two types:

- a) External Restrictions
- b) Internal Allocations / Restrictions

**External Restrictions** over cash, cash equivalents and investments are those where there is a legislative obligation to use the funds for the purpose for which they were paid to Council. Under section 409(3) of the Local Government Act 1993 they are of three categories:

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Restricted Funds Policy

- i. Money that has been received as a result of the levying of a special rate or charge may not be used otherwise than for the purpose for which the rate or charge was levied (e.g. Domestic Waste Management charges).
- ii. Money that is subject to the provisions of this or any other Act (being provisions that state that the money may be used only for a specific purpose) may be used only for that purpose (e.g. developer contributions).
- iii. Money that has been received from the Government or from a public authority by way of a specific purpose advance or grant may not, except with the consent of the Government or public authority, be used otherwise than for that specific purpose (e.g. specific purpose grant funding).

**Internal Allocations / Restrictions** over cash, cash equivalents and investments are those funds restricted only by a resolution of the Council. Internal restrictions are adopted by Council to cover commitments that are included in Council's Delivery Program and Operational Plan and where it is prudent for Council to hold cash restrictions to meet those future commitments.

The purpose of each of Council's external and internal restrictions is included at **Attachment 1**. External and Internal restricted funds are reported annually in Council's Annual Financial Reports and are reported monthly to Council in the monthly financial report.

Additional internal allocations/restrictions over cash, cash equivalents and investments may be created by resolution of Council. The Council resolution must set out:

- i. The name and purpose of the allocation/restriction.
- ii. The permitted use/s of the internally restricted funds.
- iii. How the funds are collected or the basis of calculating any transfer of funds to the restriction.
- iv. If there is an end date for the restricted funds to be utilised.

Internal allocations/restrictions must be authorised by a resolution of Council and will not normally be established for future expenditure less than \$500,000. Where possible, values less than this should be accommodated within the annual budget.

Interest must be applied to external cash restrictions where required by legislation, e.g. developer contributions. The rate of interest is equal to the end of month interest rate on the online saver deposit account (unless another rate or methodology is required by legislation). Interest earnings are added to the balance of the restriction.

Interest is not to be calculated and applied to internal allocations/restrictions. There may be individual circumstances where interest is applied to an internal allocation/restriction on payment/refund (e.g. security bonds & deposits).

At least every 24 months Council will review its future need for the internal allocations/restrictions it is holding. All decisions to undertake a review of an internal allocation/restriction will be on the basis of the best use of those funds by Council. A Council resolution is required to return funds no longer required to unrestricted cash. If an

**Restricted Funds Policy**

urgent, unplanned or emergency needs arises during the year to access internally restricted funds Council may resolve to do so outside of the review process. The Council is not able to transfer or use the funds allocated to Employee Leave Entitlements (ELE).

## 7 Documentation/References

Document	HPE CM Reference
Restricted Reserves – Descriptions	24/33714

## 8 Related Policies and Procedures

Related Policy or Procedure	HPE CM Reference
Nil	

## 9 Policy Amendments

This Policy will be reviewed every two years or in accordance with legislative requirements. This Policy may also be changed from time-to-time as a result of related policy amendments and within the spirit of this Policy

Any amendment to this Policy must be by way of a Council Resolution.

Date	Responsible Officer	Description
30/08/2023	Chief Financial Officer	Creation of Policy

## Restricted and Allocated Reserves/Funds - Descriptions

### Externally Restricted Reserves/Funds as at March 2024:

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

Reserve Name	Description
Developer Contributions - general	Reserve account for Section 7.11 and Section 7.12 of the Environmental Planning and Assessment Act 1979, enables local councils or other consent authorities to levy monetary contributions for public amenities required as a consequence of development. Developer contributions received throughout the year are transferred to this reserve and transfers are then made out of the Reserve to fund individual projects. Note that there are no more contributions received under the 7.11 plan and the remaining reserve balance is earmarked for certain projects. "To be used in line with the 2002 plan" [That is the old s.94 2002 plan.]
Specific purpose unexpended grants (recognised as revenue) – general fund	Following the introduction of new accounting rules this Reserve will cease to exist once the current balance is used.
Stormwater Management	Reserve account for Stormwater Management Charge Restrictions. Section 496A of the Local Government Act enables council to make and levy an annual charge for stormwater management for each parcel of rateable land for which a stormwater management service is provided. Income received from the Stormwater Management Charge is transferred to this reserve and transfers are made from this reserve to fund individual projects.
Domestic Waste Management (DWM). Includes Employee Leave Entitlements (ELE) balance for DWM employees)	Reserve account for Domestic Waste Management Restrictions. The Local Government Act 1993 provides in sections 496 & 504 that the domestic waste management services of the council must be financed by a specific annual charge made and levied for that purpose alone. This Reserve is used to hold funds that are unused at the end of the financial year. They are then utilised in future years to fund individual projects, including capital, for example the replacement of Council's Waste Collection Trucks.

**Internally Allocated Reserves/Funds as at March 2024:**

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council to identified programs of works and any forward plans identified by Council.

Reserve Name	Description
Employees Leave Entitlement (ELE)	Reserve account for Employee Leave Entitlement Restrictions. This reserve is required to fund the future payments of employee leave entitlements and is a requirement under both Office of Local Government accounting requirements and accounting standards.
Environmental and infrastructure renewal levy (E&IRL)	Reserve account for E&IRL projects Council has a special rate for the Environmental & Infrastructure Renewal Levy (E&IRL) for ongoing funding of environmental and infrastructure renewal projects. Income received from the E&IR Levy is transferred to this reserve and transfers are made from this reserve to fund individual capital renewal projects. From 2023/24 this reserve has a component related to the SRV approved by IPART in June 2023.
Insurance Reserve	Reserve Account for Insurance Restrictions Council makes allowances for insurance costs within its budget including self-funded losses. The net result of the insurance income/expenditure compared to budget is transferred to/from the reserve at year end and set aside for insurance liabilities.
Information Technology Reserve	Reserve account for Information Technology Restrictions. Reserve used to fund items related to Information Technology. The Library has a component of this reserve, whereby \$66,000 is transferred to the Library reserve each year.
Deposits, retentions and Bonds	Reserve account for Deposits Restrictions Funds held in relation to Security Bonds, Deposits & Retentions held by Council. Many of these are held by Council and used to repair any damage to Council property e.g footpath and gutters. If there is no damage they are usually refunded back to the original payer.
Preschool Reserve (includes Employee Leave Entitlements (ELE) balance for Preschool employees)	Reserve account for Preschool Restrictions This reserve is used for pre-school operations. Preschool fees are charged on a user pays basis to parents. Any net surplus/ deficit in the annual preschool budget is transferred to/ from this reserve at year end. Part of this reserve includes Employee Leave Entitlements (ELE) balance for Preschool employees. These ELE funds cannot be transferred.
Property Reserve	Reserve account for Property Restrictions This reserve receives the proceeds of any property transactions including road sales. They are held in the Reserve and used to fund projects in future years.

Carry over works	Reserve account for Revotes & Rollovers Restrictions This reserve is used to fund items that have been revoted or rolled over from the prior year, via a resolution of Council.
Financial Assistance Grant Prepayment	Reserve account for Financial Assistance Grant Restrictions Future year prepayment of the Financial Assistance Grants is transferred to this reserve at the end of the financial year for use in the following financial year.
Property Development Projects reserve	The small balance remaining in this reserve has been allocated to budgeted specific projects and the reserve is expected to close at the end of the 2023/24 year.
Oxford St Placemaking Reserve	This reserve is to be used for Placemaking projects in the Oxford Street Paddington area.
Old Section 94	Old Section 94 "were funds prior to the 2002 plan and not required to be transferred to the Externally Restricted reserve [s.711 Contributions reserve]. At the time of transfer, these Old Section 94 funds were identified to be utilised to fund car parking related projects and will be used accordingly". The funds are expected to be fully expended in 2023/24 at which time the reserve will be closed.
Open Space projects reserve	The balance remaining in this reserve has been allocated to budgeted specific projects and the reserve is expected to close at the end of the 2023/24 year.
Other	Reserves used to fund Specific Projects: a) Election Expenses - Council sets aside an amount annually to cover the costs of Council elections. In an election year the reserve balance is utilised. b) General Reserve – Council allocates an amount that includes funds for iPad/iPhone insurance. c) Plant Replacement Reserve - Proceeds from the sale of plant items to be used for plant replacement.
Open Space & Community Facilities Reserve	Reserve account for Open Space & Community Facilities The balance remaining in this reserve has been allocated to budgeted specific projects and the reserve is expected to close at the end of the 2023/24 year.
Kiaora Place Reserve	Reserve account for Kiaora Place investment property. At year end the Surplus/ Deficit of Kiaora Place investment property operations is calculated and transferred to/from this reserve. This reserve funds future capital works of the Kiaora Place investment property.
Public Art Gallery Reserve	Reserve account for Public Art Gallery Money. \$100,000 is set aside each year from s.7.12 Developer Contributions to fund Public Art. If the money is unspent in a particular year it is transferred to this reserve. Any monetary public art donations received are also transferred to this reserve. This reserve is used to fund Public Art purchases.

Special Rate Variation (SRV) Reserve	Reserve accounts for Special Rate Variation (SRV – 2023) This reserve was created for the permanent SRV levied on ordinary and business rates in 2023/24 (+10%) and 2024/25 (+5%). The additional rates collected and unspent in the financial year is transferred to this reserve to fund SRV projects as identified in the SRV application approved in June 2023 by IPART. This reserve and the specific projects funded occur over a 10-year period commencing in 2023/24 and finish at the end of 2033/34.
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**Item No:** R7 Recommendation to Council  
**Subject:** **MONTHLY FINANCIAL REPORT - 30 APRIL 2024  
INVESTMENT HELD AS AT 31 MAY 2024**  
**Author:** Abdullah Rayhan, Team Leader Financial Services  
**Approvers:** Paul Ryan, Chief Financial Officer  
Sue Meekin, Director Corporate Performance  
**File No:** 24/90302  
**Purpose of the Report:** To present the monthly financial report for April 2024 and to present a list of investments held as of 31 May 2024.  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**Recommendation:**

THAT Council:

- A. Receive and note the Monthly Financial Report – April 2024.
- B. Note that the Council's 12-month weighted average return for April 2024 on its direct investment portfolio of 5.26% (LM: 5.20%, LY: 4.16%) exceeds the benchmark 90-day AusBond Bank Bill Index of 4.40%.
- C. Note that the interest revenue for the year to date April 2024 is \$4.33M, exceeding our revised year to date budget of \$3.07M for the same period.
- D. Receive and note the list of Council's investments held as of 31 May 2024 (provided as late correspondence).

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**Executive Summary:**

The purpose of this report is for the Responsible Accounting Officer (RAO), the Council's Chief Financial Officer to provide the Council with a written report for April 2024 as per the Local Government Regulation 2005 (Clause 212), setting out details of all money that the Council has invested.

As previously noted by the Committee, due to the end of the month occurring after the closure of the meeting agenda and business papers, the full report for that month is unable to be prepared for the meeting and is instead presented at the following meeting. In order to meet the investments reporting obligations under the Local Government (General) Regulation noted above, a list of investments held at the end of the month will be presented to the Committee at its meeting as 'late correspondence'. Therefore this report presents the full monthly financial report for April 2024. A list of investments held as of 31 May 2024 will be presented to the Committee at its meeting on 03 June 2024 as "late correspondence".

The 12-month weighted average return for April 2024 rose by 0.06bps to 5.26% (last month: 5.20%; last year's same month 4.16%) on the back of rising deposit rates. The interest revenue is ahead of our revised budget and will be reviewed as part of our quarterly forecast.

**Discussion:**

The Monthly Financial Report for April 2024 is submitted to the Committee for consideration and includes the following:

- ◆ Investment Transactions for the month.
- ◆ Restricted Cash (Reserves).
- ◆ Summary of Receipts, Payments, and Bank Balance.

- ◆ Details of Investment Portfolio.
- ◆ Investment Policy Compliance Report.
- ◆ Charts: Weighted Average Days to Maturity, Weighted Average Return, Weighted Average Return v 90-day AusBond Bank Bill Index, Actual Interest Earned v Original Budget & Revised Forecast.
- Movements in Book Value (Fair Value) of Investments.

### Investment Transactions for April 2024

Date	Investment Description	Term	Rate	Transaction	Amount
Opening Balance as at 1 April 2024					109,311,901.49
15/04/2024	National Australia Bank TD	368	4.50	Maturity	-3,000,000.00
26/04/2024	Bendigo Adelaide Bank TD	365	4.70	Maturity	-5,000,000.00
24/04/2024	Westpac Banking Corporation TD	377	5.17	Purchase	4,000,000.00
30/04/2024	Westpac Banking Corporation TD	385	5.34	Purchase	2,000,000.00
30/04/2024	CBA Online movement			Withdrawal	-1,000,000.00
30/04/2024	NAB Loan Repayment account		4.75	Monthly Interest	2,511.20
Net movement in Portfolio for the month					-2,997,488.80
<b>Closing Balance as at 30 April 2024</b>					<b>106,314,412.69</b>

### Commentary:

Council's investment portfolio remains steady, and the total new investment for the month equates to \$6 million.

### Restricted Cash

Restricted Cash is funds set aside for future expenditure and is established either by a legislative requirement or Council resolution. Reserves established by a legislative requirement are called "External Restrictions" while those established by Council are "Internal Restrictions".

The breakdown below shows that of the Council's total cash and investments of \$108.18M\* at the end of April'24, \$92.14M was restricted leaving \$16.04M in unrestricted cash.

	30/04/2024
	\$'000
Total Cash, Cash Equivalents and Investments	108,181
Less: Restricted Cash:	
External Restrictions	15,660
Internal Restrictions	<u>76,482</u>
Unrestricted Cash	<u>16,039</u>

\*Includes on call cash in operating bank accounts not included in the investments balance above.

Details of restricted cash balances are provided each quarter in the quarterly budget review.

## Summary of Receipts, Payments, and Bank Balance

### Summary of Receipts, Payments and Bank Balance

<b>Cash Book Balance as at 31 March 2024</b>			<b>1,751,321.25</b>
	General Fund Acct	1,007,583.43	
	Kiaora Bank Acct	743,737.82	

#### Receipts

Rates	1,604,729.96
Investment Maturities	8,000,000.00
Transfers In from At Call Accounts	5,041,603.72
Other	8,756,494.34
<b>Total Receipts</b>	<b>23,402,828.02</b>

#### 10 Largest Receipts during the month

Description	This month	Current YTD	Previous YTD
Kiaora Place	891,153	10,224,948	10,026,004
Deposits & Bonds	1,175,296	9,258,407	8,417,627
Sundry Debtors	790,984	13,901,017	8,661,322
Parking Fines	626,778	6,217,393	6,062,683
Preschool Subsidy	377,908	1,522,666	1,426,670
S7.12 Contributions	342,557	3,503,954	3,508,972
Parking Meter Charges	216,710	2,106,453	1,832,799
Capital Grants	164,874	576,675	412,185
Trade Waste Debtors	156,845	1,493,820	1,390,840
Work Zone Charges	155,441	1,783,057	1,755,832
	4,898,546	50,588,389	43,494,934

#### Payments

Cheque Payments	-650,955.75
Cancelled Cheques	235,959.82
EFT Payments	-9,675,517.08
Returned EFT Payments	246.40
<b>Total Payments before Direct Debits</b>	<b>-10,090,266.61</b>

#### 10 Largest Payments during the month

Reference	Payment Date	Payee	Description	Amount
169999	9/04/2024	Commonwealth Bank	Loan repayment 139 - Principal & Interest	-1,963,674.56
0000109195	4/04/2024	Veolia Environmental Services	Tipping fees - Municipal/Commercial	-601,394.00
0000109804	26/04/2024	Veolia Environmental Services	Tipping fees - Municipal/Commercial	-519,608.91
0000109252	4/04/2024	PayClear Services	Superannuation Payment	-422,274.40
0000109835	26/04/2024	Holdsworth St Community	Community Support Quarterly Contribution	-246,124.73
0000109650	18/04/2024	Civeco Pty Ltd	General Works - Capital Projects	-234,210.81
0000109219	4/04/2024	GJ's Landscapes Pty Ltd	General Works - Capital Projects	-232,422.33
0000109886	26/04/2024	Stateline Asphalt	General Works - Capital Projects	-192,335.00
0000109458	11/04/2024	URM Environmental Services Pty	Waste recycling collection	-179,806.54
0000109898	26/04/2024	URM Environmental Services Pty	Waste recycling collection	-109,693.69

#### Payments - Direct Debits From Bank A/c

Payroll	-2,420,339.67
PAYG Tax	-893,706.00
Bank Charges	-1,616.87
Revenue Collection Charges	-19,011.31
Investment Purchases	-6,000,000.00
Transfers to At Call Accounts	-4,000,000.00
Credit cards	-12,951.62
<b>Total Direct Debits for period</b>	<b>-13,347,625.47</b>
<b>Total Payments</b>	<b>-23,437,892.08</b>

#### Cash Book Balance as at 30 Apr 2024

General Fund Acct	1,284,789.96
Kiaora Bank Acct	431,467.23

Issued Cheques	Value:	561,559.80
Outstanding Deposits & Miscellaneous Items		-356,890.01

**Reconciled Cash Book Balance as at 30 Apr 2024** **1,920,926.98**

**Bank A/c Balances as at 30 Apr 2024** **1,920,926.98**

General Fund Acct	1,489,459.75
Kiaora Bank Acct	431,467.23

#### Unpresented Cheques > \$50,000.00

Cheque No.	Cheque Date	Payee	Description	Amount
231034	2/05/2024	Withheld	Security Bond Refund	-79,039.35
231046	9/05/2024	Withheld	Security Bond Refund	-57,830.08
231022	18/04/2024	Withheld	Security Bond Refund	-57,464.92
231027	26/04/2024	Withheld	Security Bond Refund	-53,253.66

### Commentary:

This statement presents Council's bank reconciliation as of 30 April 2024. The top ten receipts and payment items are provided. Excluding investment transactions, payments exceeded receipts this month by approximately \$3.07M and together with movements in cash at bank resulted in a \$2.99M decrease in our total portfolio value.

**DETAILS OF INVESTMENTS PORTFOLIO AS AT 30 April 2024**

RATING	BANK & SECURITY	PURCHASE DATE	MATURITY DATE	TOTAL TERM (DAYS)	REMAINING DAYS TO MATURITY	%	BOOK VALUE \$
	<b><u>1. OAKVALE CAPITAL Limited</u></b>						
	Emerald Reverse Mortgage Backed Security Face Value 1 Million						727,156.28
	<b><u>2. WMC DIRECT INVESTMENTS</u></b>						
<b>BBB</b>	<b><u>BANKVIC</u></b>						
	TERM DEPOSIT	29/05/2023	29/05/2024	366	29	5.11	5,000,000.00
<b>BBB</b>	<b><u>AMP BANK</u></b>						
	TERM DEPOSIT	8/06/2023	11/06/2024	369	42	5.45	4,000,000.00
<b>AA</b>	<b><u>NATIONAL AUSTRALIA BANK</u></b>						
	TERM DEPOSIT	19/07/2023	22/07/2024	369	83	5.44	5,000,000.00
<b>BBB</b>	<b><u>AMP BANK</u></b>						
	TERM DEPOSIT	19/07/2023	22/07/2024	369	83	5.75	3,000,000.00
<b>AA</b>	<b><u>COMMONWEALTH BANK</u></b>						
	TERM DEPOSIT	21/08/2023	20/08/2024	365	112	5.53	5,000,000.00
<b>A</b>	<b><u>SUNCORP BANK</u></b>						
	TERM DEPOSIT	21/08/2023	21/08/2024	366	113	5.21	5,000,000.00
<b>AA</b>	<b><u>NATIONAL AUSTRALIA BANK</u></b>						
	TERM DEPOSIT	20/09/2023	23/09/2024	369	146	5.30	8,000,000.00
<b>AA</b>	<b><u>WESTPAC BANKING CORPORATION</u></b>						
	TERM DEPOSIT	31/10/2023	31/10/2024	366	184	5.50	2,000,000.00
<b>A</b>	<b><u>SUNCORP BANK</u></b>						
	TERM DEPOSIT	28/11/2023	28/11/2024	366	212	5.47	2,000,000.00
<b>BBB</b>	<b><u>BANK OF QUEENSLAND</u></b>						
	TERM DEPOSIT	20/12/2023	21/01/2025	398	266	5.10	1,000,000.00
<b>A</b>	<b><u>SUNCORP BANK</u></b>						
	TERM DEPOSIT	20/12/2023	21/01/2025	398	266	5.20	7,000,000.00
<b>A</b>	<b><u>ING DIRECT</u></b>						
	TERM DEPOSIT	20/12/2023	21/01/2025	398	266	5.23	7,000,000.00
<b>AA</b>	<b><u>NATIONAL AUSTRALIA BANK</u></b>						
	TERM DEPOSIT	24/01/2024	4/02/2025	377	280	5.15	3,000,000.00
<b>AA</b>	<b><u>WESTPAC BANKING CORPORATION</u></b>						
	TERM DEPOSIT	24/01/2024	4/02/2025	377	280	5.16	7,000,000.00
<b>AA</b>	<b><u>NATIONAL AUSTRALIA BANK</u></b>						
	TERM DEPOSIT	27/02/2024	4/03/2025	371	308	5.10	5,000,000.00
<b>AA</b>	<b><u>WESTPAC BANKING CORPORATION</u></b>						
	TERM DEPOSIT	27/02/2024	4/03/2025	371	308	5.12	5,000,000.00
<b>BBB</b>	<b><u>BANKVIC</u></b>						
	TERM DEPOSIT	13/03/2024	13/03/2025	365	317	5.11	2,000,000.00
<b>A</b>	<b><u>ING DIRECT</u></b>						
	TERM DEPOSIT	13/03/2024	13/03/2025	365	317	5.13	5,000,000.00
<b>A</b>	<b><u>ING DIRECT</u></b>						
	TERM DEPOSIT	26/03/2024	2/04/2025	372	337	5.11	3,000,000.00
<b>BBB</b>	<b><u>BANKVIC</u></b>						
	TERM DEPOSIT	26/03/2024	2/04/2025	372	337	5.15	2,000,000.00
<b>AA</b>	<b><u>WESTPAC BANKING CORPORATION</u></b>						
	TERM DEPOSIT	24/04/2024	6/05/2025	377	371	5.17	4,000,000.00
<b>AA</b>	<b><u>WESTPAC BANKING CORPORATION</u></b>						
	TERM DEPOSIT	30/04/2024	20/05/2025	385	385	5.34	2,000,000.00
<b><u>AT CALL:</u></b>							
<b>AA</b>	<b><u>COMMONWEALTH BANK</u></b>						
	ONLINE SAVER A/C					4.35	13,000,000.00
<b>AA</b>	<b><u>NATIONAL AUSTRALIA BANK</u></b>						
	LOANS REPAYMENT A/C					4.75	587,256.41
	Total WMC Direct Investments						105,587,256.41
	Weighted Average Days to Maturity of WMC Direct Investments				218		
	Weighted Average Return of WMC Direct Investments					5.26	
	<b>PORTFOLIO TOTALS</b>						106,314,412.69

I hereby certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's investment policy.

P. Ryan  
CHIEF FINANCIAL OFFICER

**Commentary:**

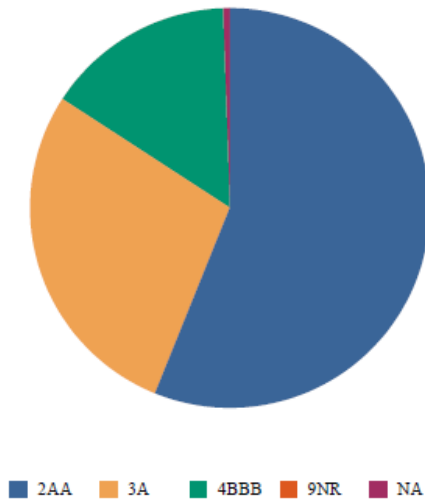
As of the end of April 2024, Council was within the policy limits for each individual ADI. Overall, the portfolio is well diversified across the entire credit rating spectrum. The majority of the portfolio is directed to fixed-term deposits and cash.

### Investment Policy Compliance Report as at 30 April 2024

Acct	Bank	Rating Cat.	%	Policy Limit \$	Current Holding	% of Total	Compliance
<b>Counterparty Limits:</b>							
AMP	AMP Bank	BBB	10%	10,631,441	7,000,000	7%	Complies - \$ 3,631,441 available
CBA	Commonwealth Bank	AA	30%	31,894,324	18,000,000	17%	Complies - \$13,894,323 available
ING	ING Direct	A	15%	15,947,162	15,000,000	14%	Complies - \$ 947,161 available
NAB	National Australia Bank	AA	30%	31,894,324	21,587,256	20%	Complies - \$10,307,067 available
OAK	Oakvale Capital	NA		0	727,156	1%	Grandfathered - Complies
QLD	Bank of Queensland	A	15%	15,947,162	1,000,000	1%	Complies - \$14,947,161 available
SUN	Suncorp	A	15%	15,947,162	14,000,000	13%	Complies - \$ 1,947,161 available
VIC	BankVic	BBB	10%	10,631,441	9,000,000	8%	Complies - \$ 1,631,441 available
WBC	Westpac Banking Corporation	AA	30%	31,894,324	20,000,000	19%	Complies - \$11,894,323 available
					106,314,413		

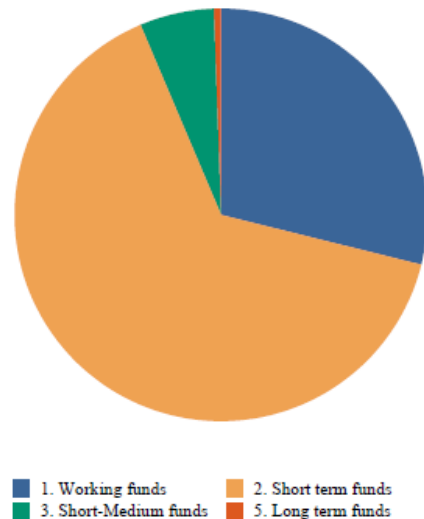
#### Credit Quality Limits:

Rating Cat.	Limit	\$	%	
AA	100%	59,587,256	56%	Complies
A	60%	30,000,000	28%	Complies
BBB	40%	16,000,000	15%	Complies
NA		727,156	1%	Grandfathered
		106,314,413		

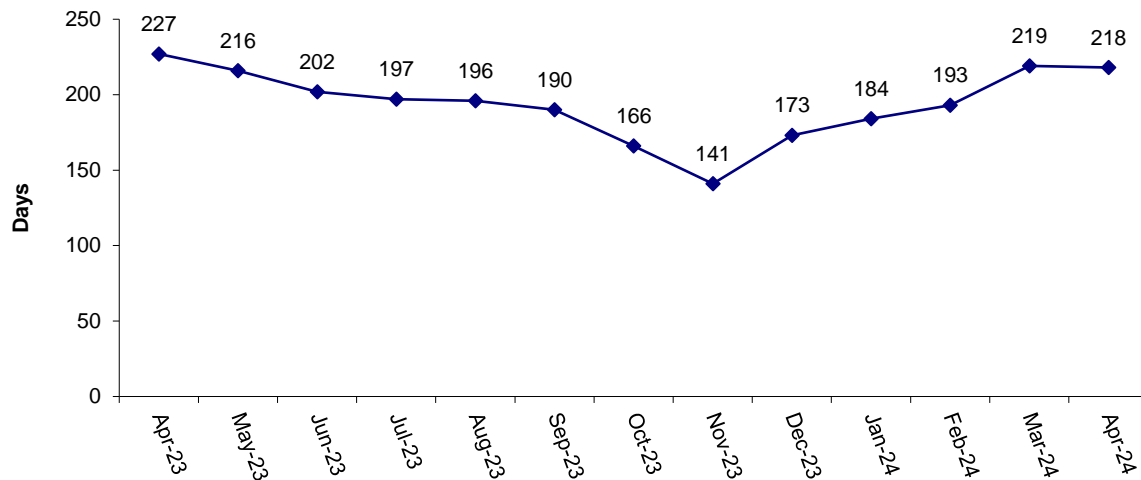


#### Term to Maturity Limits:

Term	Limit	\$	%	
1. Working funds	10-100	30,587,256	29%	Complies
2. Short term funds	20-100	69,000,000	65%	Complies
3. Short-Medium funds	0-70	6,000,000	6%	Complies
5. Long term funds	0-20	727,156	1%	Complies
		106,314,413		



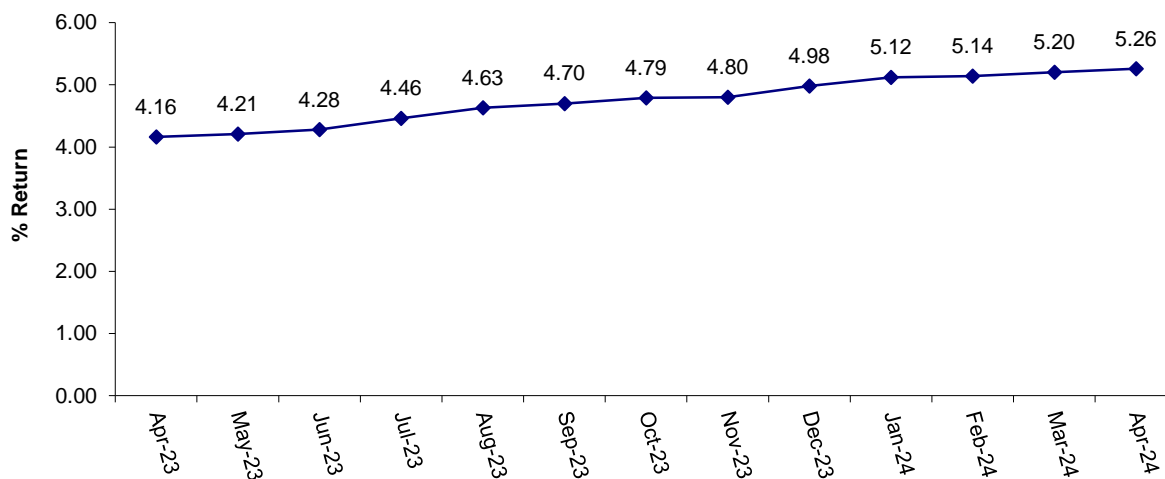
### Weighted Average Days to Maturity



#### Commentary:

The weighted average days to maturity decreased by a day over the month and new investments placed on terms no greater than 385 days.

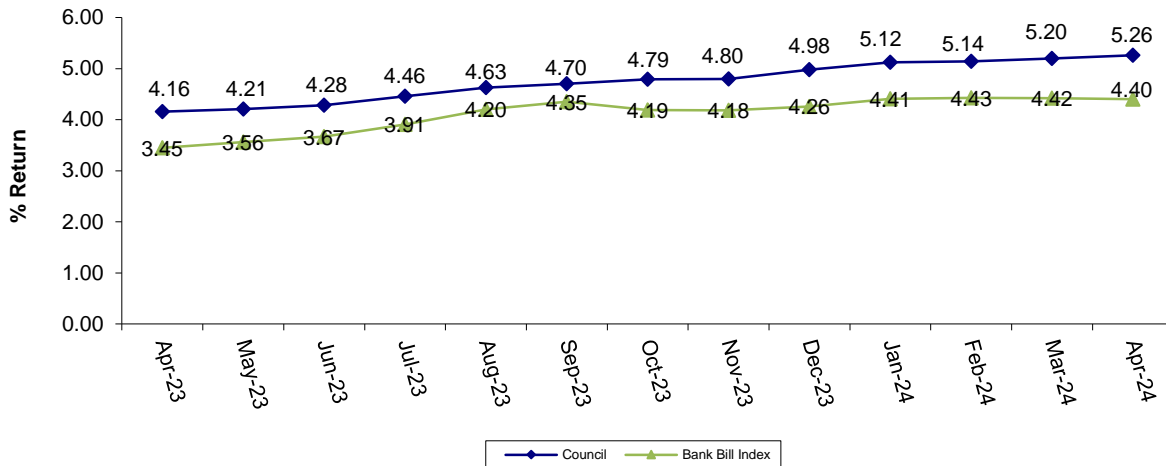
### Weighted Average Return



#### Commentary:

The weighted average return for April 2024 saw an increase of 0.06bps with new investments placed on interest rate terms ranging from 5.17% to 5.34% per annum.

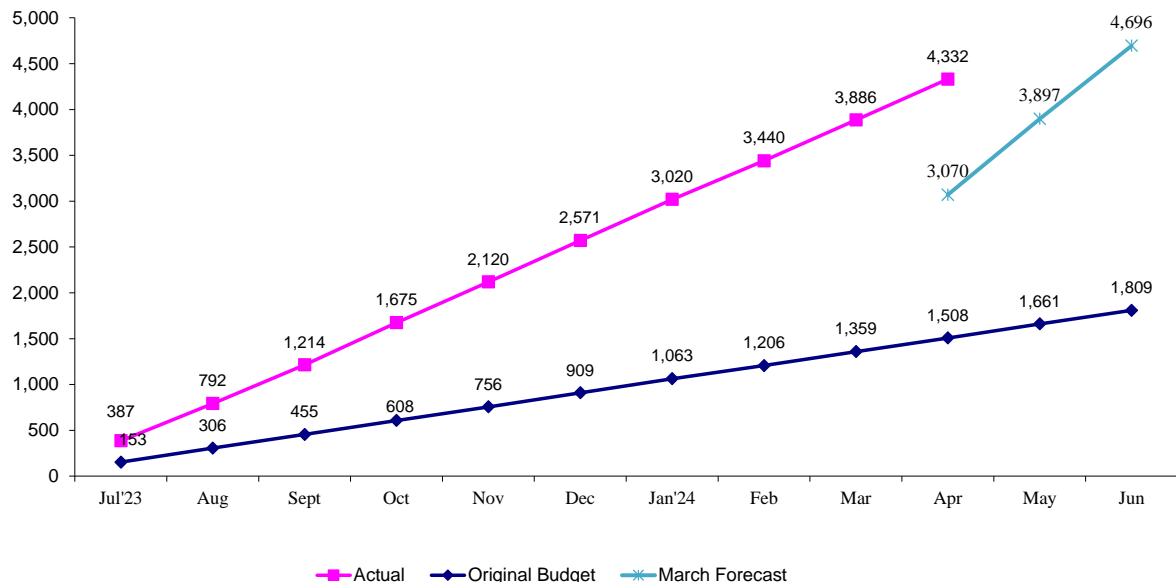
### Weighted Average Return v Bank Bill Index



#### Commentary:

This chart tracks the Council's weighted average return on its direct investment portfolio against a 90-day AusBond Bank Bill Index. The Council's weighted average increased to 5.26% per annum with the 3mth AusBond Bank Bill Index of 4.40% per annum.

### Actual Interest Earned v Budget \$'000



#### Commentary:

Council's year to date April 2024 interest revenue came in at \$4.33M, ahead of our revised budget and will continue the trend. The interest income gets revised as part of the quarterly budget review presented to council.

## Movements in Book Value (Fair Value) of Investments

### EMERALD MBS2007-1B

	Securities	Total Book Value
30/06/2023 Balance brought forward	727,156.28	727,156.28
	<b>727,156.28</b>	

#### Commentary:

The table above details movements in the Council's portfolio formerly managed by Oakvale Capital. It typically includes the maturity or sale of securities, quarterly coupon payments and fair value (market) adjustments.

#### Options:

This report is presented to the Committee for noting.

#### Community Engagement and/or Internal Consultation:

There has been no community engagement or internal consultation in the preparation of this report.

#### Policy Implications:

There are no Policy implications arising from this report.

#### Financial Implications:

Over the financial year depending on economic conditions and bank interest offerings, Council will continue to invest in the longer term by placing a slightly larger proportion of deposits across 12 months or more. Over a cycle and in a normal market environment, this may earn up to ¼-½% p.a. higher compared to investing in shorter terms.

#### Conclusion:

Despite potential interest rate cuts on the horizon, given an upward-sloping deposit curve, maintaining a slightly longer average duration position on deposits will continue to outperform shorter durations. The deposit market has largely already factored in the potential rates cut cycle, reflected by the flattening of the curve demonstrated by the longer-term holdings over the past few months. Interestingly, amongst the major banks, 2 to 5-year deposit rates are now being offered slightly below 12-month rates. Therefore, Council continues to place new investments on terms no greater than 12 months with rates on offer continuing to increase along this part of the curve.

Due to the timing of the June 2024 FC&S Committee meeting being so close to May month end, the May 2024 Monthly Financial Report will be tabled at the July 2024 FCS Committee in line with the Committee resolution.

To meet the minimum investments reporting obligations under the Local Government (General) Regulation a list of investments held as of 31 May 2024 will be presented to the Committee at its meeting on 03 June 2024 as late correspondence.

#### Attachments

Nil

**Item No:** R8 Recommendation to Council  
**Subject:** **REQUEST FOR TENDERS FOR THE LEASE AND OPERATION OF TRUMPER PARK TENNIS CENTRE, TRUMPER PARK, 1 QUARRY ST, PADDINGTON NSW 2021**  
**Author:** Michelle Perez, Senior Property Officer  
**Approvers:** Zubin Marolia, Manager Property & Projects  
Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 24/83478  
**Purpose of the Report:** To inform Council of Officers' intention to invite Tenders for the lease and operation of Trumper Park Tennis Centre  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**Recommendation:**

THAT Council:

- A. Resolves to initiate a Request for Tender for the lease and operation of Trumper Park Tennis Centre at 1 Quarry St, Paddington, comprising the six courts and operation of the Kiosk in connection with use of the courts.
- B. Includes provisions in the tender to allow for multi-sport use of two courts, ensuring diverse activities can take place to optimise usage of the courts

---

**Executive Summary:**

The Trumper Park Tennis Centre is currently occupied and operated as a tennis centre under a month to month holdover in line with the holdover provisions of the expired lease effective 10 August 2023. It is proposed that Tenders are invited to enter into a lease of the Tennis Centre with the Council for seven (7) years with an option to renew for a further seven (7) years.

**Discussion:**

Tenders were last invited for the lease and operation of Trumper Park Tennis Centre in 2008. As a result of the Tender, Council resolved on 28 April 2008 to grant a 7 year lease term plus 7 year lease option to Nazija Holdings Pty Ltd (T/a Palms Tennis Centre).

The lease was assigned in June 2015 to Papa A Pty Ltd. The initial term expired on 10 August 2015, and the lessee exercised their option right for a further 7 year lease term. At the end of the lease term, due to the uncertainty and effects the Covid-19 pandemic had to the operations of the Tennis Centre, Council granted a further 12 month lease extension to 10 August 2023. Subsequently, the Tenant is now under a month to month holdover which may be terminated by giving three (3) month's written notice.

The premises are on Crown land and following the introduction of the Crown Lands Management Act NSW 2016, Council's management responsibilities were significantly increased and included a requirement to prepare and adopt a Plan of Management.

The Plan of Management adopted on the 14 December 2023 affirms that long term leases of the premises for use for public recreation i.e. tennis centre and for public social welfare or development such as a kiosk, can be granted. It is therefore proposed to invite Tenders for the lease and operation of the premises as a Tennis Centre and Kiosk for an initial seven year lease term with an option for a further seven year term.

In 2023, Council resolved as part of its Recreation Strategy to undertake the following action:

*3.14 Upon renewal of a licence for the management of a tennis court facility staff investigate other uses of the courts to be more multi-purposed*

Following recent controversy over the inclusion of multi-sports in a tender at Cooper Park tennis centre, the incumbent operator at Trumper Park tennis centre was asked to comment on the desirability of allowing for multiple sports in a new lease. The feedback received is that the incumbent finds merit in allowing multiple sports within the lease agreement. The current lease is silent in relation to multi-sports and we understand that these courts do get used for other sports from time to time. Allocating one or two courts for diverse activities on occasions would optimise usage of the courts, when they are not booked for tennis. Tennis will continue to serve as the primary use of this facility.

On 11 March 2024, Council resolved to approve the exhibition of the revised *Leasing and Licensing of Council Controlled Land Policy (Draft March 2024)*. In part, that draft policy provides as follows in the case of leases and licenses to commercial operators on Community or Crown Land:

- "1 The market shall be tested through an open tender process....
- .
- .
- 3 Prior to the calling of tenders, a report which details the proposed use under a lease or licence will be brought before Council. Tenders shall not be called until Council has approved the use."

Although the draft policy is yet to be adopted, it is considered appropriate to seek Council's approval as provided for in the draft policy.

Council approval is being sought at this time so that if approved, the Tender process may be initiated and progressed during the Council's caretaker period in anticipation of the Local Government elections due to be held on 14 September 2024. Once the tender process is completed a report will be submitted to the Finance Community & Services Committee meeting in November 2024.

**Options:**

The Council has the option to either accept the resolution or come to a decision it deems suitable. Additionally, the Council can resolve not to introduce multi-sport offerings at this centre.

**Community Engagement and / or Internal Consultation:**

There was no community engagement and / or consultation required in writing this report. The tender will be publically advertised in accordance with the Tendering Regulations.

**Policy Implications:**

There are no policy implications as a result of this report.

**Financial Implications:**

Council currently receives an income for the premises equating to \$199,354.91 per annum ex. GST. It is anticipated that the invitation to Tender will lead to offers in excess of this amount.

**Resourcing Implications:**

Council Officers will conduct the Tender with assistance from contracted solicitors and an independent probity adviser.

**Conclusion:**

It is considered appropriate for Tenders to now be invited for the lease and operation of Trumper Park Tennis Centre.

There appears to be a demand for repurposing some of the tennis courts to offer a wider variety of recreational options that cater to the diverse needs of the community. This is a good opportunity for the Council to upgrade this facility and enhance its functionality for the enjoyment of the courts for a broader community as envisaged in the Recreation Strategy.

**Attachments**

Nil



**Item No:** R9 Recommendation to Council  
**Subject:** **REVIEW OF POLICY FOR LEASING & LICENSING OF COUNCIL CONTROLLED LAND**  
**Authors:** Zubin Marolia, Manager Property & Projects  
Tom O'Hanlon, Director Infrastructure & Sustainability  
**Approver:** Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 24/88564  
**Purpose of the Report:** To seek endorsement of a revised policy following a public exhibition process  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT Council endorse the draft Leasing and Licensing of Council Controlled Land Policy, as shown at Attachment 1 of this report, for adoption.

---

**Executive Summary:**

At the meeting of 11 March 2024, Council endorsed for public exhibition a draft policy for *Leasing and Licensing of Council Controlled Land*. The exhibition process has now concluded, with one submission received. No changes to the exhibited draft Policy are recommended as a result of feedback received.

It is recommended that the draft Policy, shown at Attachment 1, be endorsed for adoption.

**Discussion:**

On 4 March 2024, the Finance Community and Services (FC&S) Committee considered a report on a revised Policy for Leasing and Licensing of Council Controlled Land. A copy of that report is provided for information at Attachment 2.

The Committee made the following recommendation to Council;

*THAT Council:*

- A. *Approve the exhibition of the revised Leasing and Licensing of Council Controlled Land Policy for a period of 28 days, subject to the policy being revised to include a mechanism for Council to:*
- i. Review and define the use under a Lease or License over Community and Crown Land, as per 5.i of the draft revised Policy, prior to tenders being called;*
  - ii. Review and define the use under a Lease or License over Community, Crown or Operational Land, as per 5.iii of the draft revised Policy, prior to Expressions of Interest being called; and*
  - iii. Review any proposal to enter into a new Lease or License with an incumbent without reference to an Expression of Interest process, as per 5.iii of the draft revised Policy, prior to negotiations with the incumbent commencing.*

The changes as recommended by the FC&S Committee all had the effect of enhancing the role of the elected Council by involving Councillors earlier in the leasing and licensing process.

Prior to the Council meeting of 11 March, staff made the amendments as recommended by the FC&S Committee and tabled an amended draft Policy as late correspondence to the Council meeting.  
Council subsequently resolved;

*THAT Council:*

- B. Approve the exhibition of the revised Leasing and Licensing of Council Controlled Land Policy (Draft March 2024), as attached to late correspondence, for a period of 28 days.*
- C. Note that a further report will be tabled following the conclusion of the exhibition period.*

The draft Policy was exhibited from 8 April to 13 May (see further information at *Community Engagement* below) and, despite the Policy being viewed by over 100 individuals, only one submission was received.

The submission suggested that the Policy lacked sufficient detail and recognition of the importance of community assets, referencing in particular 'access to Sydney Harbour' and the role of local sailing clubs. As the submission specifically references 'recent instances where access to Sydney Harbour and the significance of local sailing clubs have been overlooked' it seems reasonable to infer that the submission is driven by recent concerns expressed by the sailing community in relation to the Lyne Park Playground upgrade and its perceived impact on the license over a small section of Lyne Park to Woollahra Sailing Club for rigging activity.

In response, staff have reviewed the section of the draft Policy which applies to the Woollahra Sailing Club license. The relevant section is *5iii. Leases and licenses to not-for-profit community and/or sporting organisations*. It is the view of staff that this section of the Policy as currently drafted would allow for proper consideration of any new lease or license which may apply to the Woollahra Sailing Club site or any other license over harbour side land which is managed by Council. It is not therefore recommended that the draft Policy be amended.

**Options:**

As there are numerous examples throughout the Woollahra LGA of Council controlled land which are subject to a lease or license, it is essential that Council has in place an adopted policy framework that addresses issues that may arise.

It is open to Council to adopt the draft Policy as attached to this report or to resolve to amend the draft Policy prior to adoption.

**Community Engagement and / or Internal Consultation:**

The draft Policy as endorsed by Council was exhibited via the Your Say Woollahra web page from 8 April to 13 May 2024, with a notice placed in the Wentworth Courier on 10 April.

The web page was viewed 134 times by 104 separate visitors. One submission was received, which is shown in its entirety below.

*The draft policy on leasing one Licencing of controlled land by Woollahra Council lacks sufficient detail and recognition of the importance of community assets, particularly regarding “access to Sydney Harbour” and the role of local sailing clubs. The policy should comprehensively identify all current and potential assets that fall under its scope to facilitate proper consultation and understanding of community needs. Examples of recent instances where access to Sydney Harbour and the significance of local sailing clubs have been overlooked underscore the need for greater consideration in the policy. Proper acknowledgment and recognition of the longstanding community and their enjoyment of Sydney Harbour are essential in shaping an effective leasing policy. Feedback should be provided to the council to address these concerns and ensure that the final policy reflects the community's needs and values.*

The staff response to the submission is outlined above under the heading ‘Discussion’.

### **Policy Implications:**

If adopted by Council, the draft *Leasing and Licensing of Council Controlled Land Policy* will replace the previous policy which was adopted in 2004.

### **Financial Implications:**

The revised Policy is essentially an update and clarification of the previous policy and does not materially alter Council’s approach to leasing and licensing, other than to clearly codify delegations for decision making and to provide for Councillor involvement earlier the leasing/licensing process. There are therefore no financial implications arising from the revised Policy.

### **Resourcing Implications:**



There are no resourcing implications as a result of this report.

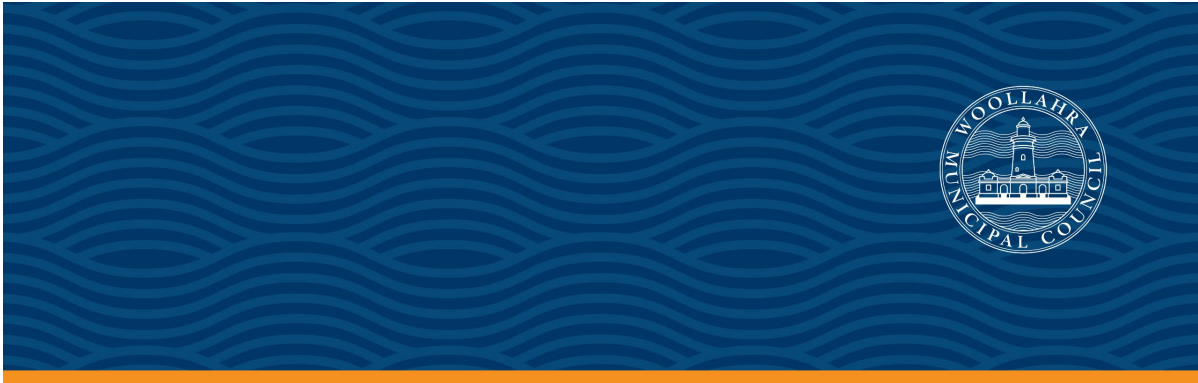
### **Conclusion:**

The draft *Leasing and Licensing of Council Controlled Land Policy* was endorsed by Council for public exhibition on 11 March 2024. The draft Policy was exhibited from 8 April to 13 May 2024, with one submission received.

It is recommended that the draft Policy, as exhibited, be adopted unchanged.

### **Attachments**

1. Draft Leasing and Licensing of Council Controlled Land Policy [↓](#) 
2. Copy of report - Review of Policy for Leasing and Licensing of Council Controlled Land - Finance, Community & Services Committee 4 March 2024 [↓](#) 



# Leasing and Licensing of Council Controlled Land Policy

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Adoption Date:	3 June 2024 by Council Resolution
Last Reviewed:	September 2019 (18/144185)
Next Review Date:	May 2029
Division/Department:	Infrastructure & Sustainability Division / Property & Projects Department
Responsible Officer:	Manager, Property & Projects
HPE CM Record Number:	24/13026

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## Policy Statement

### 1. Objective

The objective of this Policy is to ensure that, when considering the leasing or licensing of Woollahra Municipal Council (Council) controlled land or land based assets, Council explores possible options for the use of the land, applies processes that are demonstrably equitable, consistent and transparent, complies with appropriate legislative requirements and obtains best value results for the Woollahra community.

### 2. Principles

All leasing or licensing of Council-controlled land assets will:

- Be consistent with Council's economic, social and environmental objectives,
- Be undertaken in compliance with legislative and other obligations, including Office of Local Government and/or Independent Commission Against Corruption (ICAC) guidelines,
- Be consistent with adopted Community and Crown Land Plans of Management
- Be informed by relevant strategies adopted by Council
- Be informed, where appropriate, by consultation with affected stakeholders
- Be undertaken with the intention of securing an optimum mix of financial and other benefits for the community,
- Be through a fair and open process and include regular market testing where appropriate
- Be open to public scrutiny while maintaining appropriate levels of commercial confidentiality

### 3. Application of this Policy

This Leasing and Licensing Policy applies to the Woollahra Council Local Government area and any land or land-based property assets owned by Woollahra Council and Crown Land controlled and/or managed by Woollahra Council on behalf of the Crown or a Trust.

The Policy does not apply to;

- Short term and casual hire of parks, sportsfields and community halls (managed through application process and adopted Fees and Charges)
- Seasonal hire of sportsfields (managed through seasonal application process and adopted Fees and Charges)
- Footway Dining Approvals (managed under separate policy)
- Private encroachments onto Council land (managed under separate policy)

#### 4. Types of Land Over Which Leases and Licenses Occur in Woollahra

The types of land which are either owned or managed by Council and to which leases and licenses are granted are shown in the following table:

Land Type	Applicable Legislation
Council-owned land which is classified as Community	Local Government Act 1993 S25,46
Council-owned land which is classified as Operational	Local Government Act 1993 S25
Crown Land which is managed by Council	Crown Land Management Act 2016 S3.23
Road Reserves	Roads Act 1993 S153

#### 5. Leasing or Licensing of Council Controlled Land Assets

Leasing and licensing of Council owned or controlled land assets will generally fall into the following categories:

- Leases and licenses to commercial operators on Community Land or Crown Land
- Leases and licenses to commercial operators on Operational Land
- Leases and licenses to not-for-profit community and/or sporting organisations
- Leases of road reserve

Council's approach to leases and licenses under each of these categories shall be as outlined below:

i. Leases and licenses to commercial operators on Community Land or Crown Land

Council frequently enters into leases for commercial activity on Community Land or Crown Land which is managed by Council. Examples of activities which are currently subject to lease or license are kiosks, cafes and tennis centres in parks and reserves.

The Local Government Act includes specific and prescriptive requirements relating to leasing and licensing of Community land. These relate primarily to the types of leases and licenses that may be entered into and the term of those agreements. These requirements flow through to Crown Land managed by Council as the Crown Lands Management Act requires Council to manage these lands as if they were Community land under the Local Government Act.

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Leasing and Licensing of Council Controlled Land Policy

Very importantly, any lease or license to be entered into on Community or Crown land must be expressly authorised in the Plan of Management applying to the land.

In granting any lease or license over Community or Crown land, Council will at all times ensure consistency with S46 of the Local Government Act and S3.23 of the Crown Lands Management Act.

In addition, the following specific approach shall be followed prior to granting of leases and licenses to commercial operators on Community or Crown Land:

1. The market shall be tested through an open tender process.
2. In recognition of the strong community interest that is often associated with these activities, the results of the tender process shall be reported to Council and the granting of the lease or license shall be subject to Council resolution and not delegated to the General Manager.
3. Prior to the calling of tenders, a report which details the proposed use under a lease or license will be brought before Council. Tenders shall not be called until Council has approved the use.
4. The maximum term of leases and licenses shall be 15 years, including any option for extension.

ii. Leases and licenses to commercial operators on Operational Land

Council owns a number of sites which are classified as Operational land and over which leases and licenses may be granted. Examples include the Kiaora Place site in Double Bay and the Cross Street Car Park and Cosmopolitan Centre in Double Bay.

For Operational land, there are no special restrictions under the Local Government Act relating to the granting of leases and licenses. Management of these sites is effectively the same as for privately owned land.

In managing retail and commercial leases on operational land, Council's principal objective will be to efficiently achieve optimum commercial benefit over the long term, noting that effective management of a large retail/commercial leasing portfolio requires a high degree of agility and ability to capitalise on appropriate commercial offers as they arise.

For the majority of retail and commercial sites on Operational land, leases and licenses will be granted under delegation to the General Manager and will be subject to an appropriate market testing process which may be in the form of an expression of interest/tender or through attainment of advice from a specialist retail consultant or centre manager.

The exception to this will be for leases and licenses which have a term of greater than 15 years (including any option for extension) or annual income of greater the \$1m. In these

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Leasing and Licensing of Council Controlled Land Policy

instances, the General Manager will not have delegation to grant these leases and licenses, with the granting of such leases or licenses to be subject to a resolution of Council.

iii. Leases and licenses to not-for-profit community and / or sporting organisations

Council grants leases and licenses to not for profit sporting and community organisations. These typically occur on Community and Crown land but may also occur on Operational land. Current examples include: Woollahra Golf Course, Woollahra Park sports facilities, baby health centres and leases over the Drill Hall and Royal Australian Naval Sailing Association (RANSA) sites in Darling Point.

Generally, granting of leases and licenses to not-for-profit sporting and community organisations shall be subject to an expression of interest process with defined selection criteria which shall reflect community benefit and consistency with adopted Council strategies and policies. Prior to calling for expressions of interest, a report which details the proposed use under a lease or license will be brought before Council. Expressions of interest shall not be called until Council has approved the use.

It is however recognised that some existing not-for-profit lessees and licensees have strong historical, social and recreational ties to the facilities they use. In some cases, the lessee or licensee may have contributed cash or in-kind to the development of these facilities. Examples of this are the three community gardens and the Colleagues and Easts Rugby Clubs. In such cases, Council may opt to enter into a new lease or license with the incumbent without reference to an expression of interest process. These cases will be subject to a report to Council which outlines the reasons for the continuation of the arrangement with the incumbent. Negotiations with the incumbent shall not be commenced until such time as Council has resolved to enter negotiations.

All leases and licenses to not-for-profit community and sporting organisations shall be subject to a Council resolution and will not be delegated to the General Manager for approval.

iv. Leases of road reserve

In accordance with S153 of the Roads Act, Council may grant leases over unused portions of road reserve to the owner or lessee of land adjacent to the road reserve. In the Woollahra context, these leases are relatively uncommon and have usually been entered into in order to formalise existing encroachments (which are the subject of a separate policy) or to allow for parking of private vehicles on unused portions of road reserve.

Such leases shall be limited to a five year period and will be subject to market assessment and a resolution of Council. Granting of leases over road reserve will not be delegated to the General Manager.

Leasing and Licensing of Council Controlled Land Policy

**Policy Amendments**

Date	Responsible Officer	Description
September 2019	Manager – Property & Projects	Policy reviewed
March 2024	Manager – Property & Projects	Revised for consideration by Council on 11 March 2024
May 2024	Manager – Property & Projects	Adoption pending Council resolution

Woollahra Municipal Council  
Finance, Community & Services Committee

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**Item No:** R5 Recommendation to Council  
**Subject:** **REVIEW OF COUNCIL POLICY FOR MANAGING LEASING & LICENSING OF COUNCIL CONTROLLED LAND**  
**Authors:** Zubin Marolia, Manager Property & Projects  
Tom O'Hanlon, Director Infrastructure & Sustainability  
**Approver:** Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 24/30490  
**Purpose of the Report:** To seek Council endorsement to publicly exhibit a revised policy  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT Council:

- A. Approve the exhibition of the revised *Leasing and Licensing of Council Controlled Land Policy* for a period of 28 days.
- B. Note that a further report will be tabled following the conclusion of the exhibition period

**Executive Summary:**

Council adopted a policy for management of leasing and licensing of Council controlled land in 2004. The policy has been reviewed periodically by staff throughout the intervening period but has not been brought before Council for endorsement of any required amendments. This reflects that the policy has remained relatively fit for purpose and has not, in the view of staff, required significant amendment.

A revised Policy (**Attachment 1**) is now being brought before Council due primarily to the lengthy period since adoption of the existing policy but also because the revised Policy seeks to explicitly clarify which leases and licenses will require a resolution of Council and which will be granted under delegation to the General Manager.

It is noted that the revised policy does not materially change Council's previously adopted approach to leasing and licensing but the document has been substantially re-written to provide greater clarity and to make it consistent with any changes to relevant legislation.

**Discussion:**

The types of Council owned or managed land which are subject to lease and licences, and the primary legislation which governs their management, are shown in the following table;

Land Type	Applicable Legislation
Council owned land which is classified as Community	Local Government Act 1993 S25,46
Council owned land which is classified as Operational (e.g. Kiaora Place)	Local Government Act 1993 S25
Crown Land which is managed by Council	Crown Land Management Act 2016 S3.23
Road Reserves	Roads Act 1993 S153

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Generally, leasing and licensing of Council owned or controlled land assets falls into the following categories;

- Leases and licenses to commercial operators on Community Land or Crown Land
- Leases and licenses to commercial operators on Operational Land
- Lease and licenses to not-for-profit community and / or sporting organisations
- Leases of road reserve

Council's approach to leases and licenses under each of these categories is outlined in the attached draft Policy under the heading *5. Leasing or Licensing of Council Controlled Land Assets*. It is noted in particular that for each of the categories, the Policy defines whether the granting of a lease or license will be subject to Council resolution or will be delegated to the General Manager.

Currently the General Manager has delegation to all approve all leases and licenses. Consistent with advice previously provided to Councillors by the General Manager, it is now proposed to limit the extent of the General Manager's delegation and require that those categories of leases and licenses which attract a high level of community interest and / or potential community impact be brought to Council for determination.

This revised delegation regime is summarised in the following table;

Category	Delegation
Leases and licenses to commercial operators on Community Land or Crown Land	Requires Council resolution
Leases and licenses to commercial operators on Operational Land where the term of the lease or license is less than 15 years and the rental value is less than \$1m p.a.	Delegated to General Manager (as per current delegations)
Leases and licenses to commercial operators on Operational Land where the term of the lease or license is 15 years or longer and the rental value is \$1m p.a. or greater.	Requires Council resolution
Leases and licenses to not-for-profit community and / or sporting organisations	Requires Council resolution
Leases of road reserve	Requires Council resolution

As can be seen in the above table, in almost all cases the granting or license will be subject to a Council resolution. The only exceptions will be for some commercial leases over Operational Land, which are proposed to be delegated to the General Manager. The rationale for this exception is outlined at page 5 of the draft Policy, as per the following excerpt;

*For Operational land, there are no special restrictions under the Local Government Act relating to the granting of leases and licenses. Management of these sites is effectively the same as for privately owned land.*

*In managing retail and commercial leases on operational land, Council's principal objective will be to efficiently achieve optimum commercial benefit over the long term, noting that effective management of a large retail/commercial leasing portfolio requires a high degree of agility and ability to capitalise on appropriate commercial offers as they arise.*

*For the majority of retail and commercial sites on Operational land, leases and licenses will be granted under delegation to the General Manager and will be subject to an appropriate market testing process, which may be in the form of an expression of interest/tender or through attainment of advice from a specialist retail consultant or centre manager.*

The delegations as proposed in the draft Policy will be consistent with those proposed in the General Manager's delegation which will be tabled at a future meeting of Council.

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**Options:**

As there are numerous examples throughout the Woollahra LGA of Council controlled land which are subject to a lease or license, it is essential that Council has in place an adopted policy framework that addresses issues that may arise.

It is open to Council to endorse for exhibition the draft Policy as attached to this report or to resolve to amend the draft Policy prior to exhibition.

**Community Engagement and / or Internal Consultation:**

The draft *Leasing and Licensing of Council Controlled Land Policy* has been prepared by Council's Property and Projects team with input from the Community Services team.

Subject to Council endorsement, it is proposed to publicly exhibit the draft Policy on Council's Your Say Woollahra page for a period of 28 days.

A further report will be provided to Council for consideration of the comments received on the draft Policy post the exhibition period.

**Policy Implications:**

If adopted by Council, the draft *Leasing and Licensing of Council Controlled Land Policy* will replace the previous policy which was adopted in 2004.

**Financial Implications:**

The revised Policy is essentially an update and clarification of the previous policy and does not materially alter Council's approach to leasing and licensing. Adoption of the draft Policy will have no financial implications.

**Resourcing Implications:**

There are no resourcing implications as a result of this report.

**Conclusion:**

The previously adopted Council policy for managing leases and licenses over Council controlled land has been updated and revised to provide greater clarity, particularly around delegations for granting of lease and licenses.

It is recommended that the draft *Leasing and Licensing of Council Controlled Land Policy* be publicly exhibited for a period of 28 days, with a further report to be provided to Council after the closing of the exhibition period.

**Attachments**

1. DRAFT Corporate Policy - Leasing and Licensing Council Controlled Land Policy - February 2024



**Item No:** R10 Recommendation to Council  
**Subject:** **STARDUST CIRCUS - PROPOSAL FOR HIRE OF LYNE PARK MAIN FIELD IN JANUARY 2025**  
**Authors:** Roger Faulkner, Team Leader - Open Space & Recreation Planning  
Paul Fraser, Manager Open Space & Trees  
**Approver:** Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 24/90665  
**Purpose of the Report:** To seek Council approval for the proposed financial agreement with Stardust Circus to run a circus in January 2025 at Lyne Park, Rose Bay, subject to DA consent for the event.  
**Alignment to Delivery Program:** Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

**Recommendation:**

THAT Council:

- A. Note the pending submission of a Development Application from Stardust Circus to conduct a circus for three weeks in January 2025 at Lyne Park, Rose Bay.
- B. Approve a reduced fee of \$34,496 (incl GST) for Stardust Circus to conduct a circus for three weeks in January 2025 at the Lyne Park main field, subject to DA consent.

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**Executive Summary:**

Council staff have been approached by Stardust Circus to run a circus from 6-28 January 2025 at the Lyne Park main field.

The purpose of the report is to seek Council approval for the proposed financial agreement with Stardust Circus, subject to DA consent for the event.

Lyne Park offers a unique setting for a well-managed large scaled event and similar proposals have previously been facilitated at Lyne Park in 2010 and 2013 with the Moscow Circus, which was well received and attended.

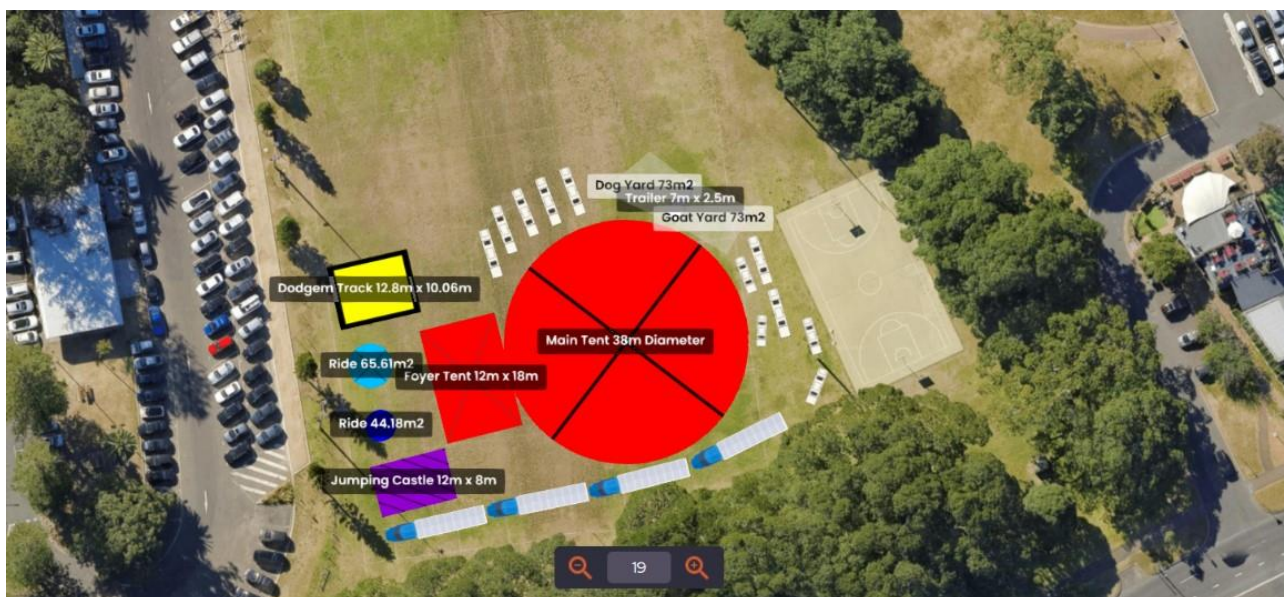
**Discussion:**

Janlin Circuses Pty Ltd (trading as Stardust Circus) is a very experienced private company, with Stardust Circus having operated since 2003. They have upcoming circuses scheduled at Castle Hill Showground in June 2024, Rosehill Racecourse in July 2024, and Hinkler Park Manly in August 2024. Further information about Stardust Circus can be found on the company website at: <https://www.stardustcircus.com.au/>

Stardust Circus proposes to hire the Lyne Park main field, the larger of the two sportsgrounds in the park, from 6 to 28 January 2025 (inclusive). The 22-day booking includes bump in and bump out.

As illustrated in Figure 1 below, the applicant proposes to erect a circular 'big-top' style tent 38 metres in diameter, a rectangular foyer 12 x 18 metres for sales of tickets, refreshments and merchandise, four rides, a dog yard, a goat yard, portable toilets, waste facilities, four trucks and approximately 22 small vans around the edge of the big-top. Circus staff and performers will live in vans on-site for the duration of the field booking.

Figure 1. Indicative site map for Lyne Park main field



This report recommends that Council approves a reduced park hire fee for the event.

An event booking in a Council park for 22 days would normally cost \$59,136 (incl GST) at Council's 2024/25 park booking rate of \$112.00 per hour (incl GST).

Discussions between Stardust Circus and Council staff have found that a fee of this magnitude would not be viable for the organisers and they would not be in a position to proceed. It is therefore proposed that fees not be charged for the hire of the field between the hours of 9pm and 7am, when the main field is not available for hire by sports clubs, schools and casual hirers. This equates to a park hire fee of \$34,496 (incl GST) for 22 days. DA fees would be charged in addition to the park hire fee. This arrangement has previously been the approach approved by Council for Circuses at Lyne Park in 2010 and 2013.

A security bond of \$25,000 (excl GST) will also be charged for the event. If, at the conclusion of the event, it is determined by Council staff that areas of the field require re-turfing or other ground rectification works, the cost of this work may be deducted from the bond.

It should also be noted that this proposed event will not impact on regular park hirers, such as sports clubs and schools, as these groups are in recess at this time of the year and do not require bookings at Lyne Park.

### Options:

Council may resolve in line with the recommendation/s as included in this report or, Council may choose to resolve in some other manner.

### Community Engagement and / or Internal Consultation:

Internal consultation was undertaken with Council's Assets and Parks Maintenance Coordinator and Horticulture East Team Leader.

### Policy Implications:

There are no policy implications as a result of this report.

**Financial Implications:**

This event will generate income of \$34,496 (excl GST) for Council during the January school holiday period when income from bookings of the field are traditionally minimal. Any turf rectification that may be required will be paid for by Stardust Circus. A security bond of \$25,000 will be held for this purpose.

**Resourcing Implications:**

There are minor staff resourcing implications as a result of this report which will be covered by Council's Open Space and Recreation Planning team.

**Conclusion:**

Stardust Circus has approached Council about running a circus for three weeks in January 2025 at Lyne Park, Rose Bay. A Development Application is required for an event of this scale and the organisers are planning to submit a DA in the very near future should the proposed park hire fee be approved by Council.

Council's 2024/25 park hire fee of \$112 per hour for this type of commercial event would equal \$59,136 (incl GST) if Stardust Circus was charged for 24 hours of field hire per day for 22 days. This figure is not feasible for Stardust Circus to proceed with the event.

It is recommended that Council charge field hire between the hours of 7am and 9pm each day and not between the hours 9pm and 7am when the park is unavailable for hire. This equates to a total fee of \$34,496 for Stardust Circus to run the event, subject to DA consent.

**Attachments**

Nil

