

# ANNUAL REPORT 2013-2014



**Hurstville**  
City Council

**Annual Report 2013-2014**  
**Reference 14/900 (D14/85912)**  
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## Introduction


It gives me great pleasure to report the achievements of Council during the 2013-14 financial year. The Delivery Program steers Council's program of works over four years and identifies specific initiatives to be implemented.

The Annual Report aligns key actions and performance measures in the Delivery Plan 2013-17 with the Community Strategic Plan 2021 structure as required under the Section 402 of The Local Government Act 1993.

The audited Annual Financial Statements for the 12-month period ending 30 June 2014 was adopted by Council on 5 November 2014. Council achieved an Operating Surplus of \$6.374 million for the 2013-14 financial year. Also, Council achieved a Net Operating Surplus Before Capital Grants and Contributions of \$2.144 million. This was achieved without a reduction in Council's day-to-day operations.

Significant achievements over the 2013-14 year include:

- Completed the 2013/14 Infrastructure Plus Program of works which saw the re-sheeting of 12 streets (\$519,337), footpath repairs in all three wards (\$178,737), improvements to buildings and facilities (\$230,573), and various upgrades to parks, playgrounds and sporting fields (\$509,903); Town Centre upgrade (\$226,716), and kerb/gutter maintenance (\$90,015)
- Completed Stage 2 of the Peakhurst Light Industrial Stormwater Harvesting and Reuse Scheme. The project included irrigation and topsoil upgrades, and the planting of an additional 5,000 native shrubs;
- Completed the Riverwood Commercial Centre Upgrade including paving, tree planting and street furniture;
- Completed construction of new public toilet amenities (including disabled and baby change facilities) at Hurstville Transport Interchange;
- Hosted the annual Hurstville City Council Mayoral Ball and Hurstville Mayoral Golf Day, and raised approximately \$60,000 for the Cancer Care Centre at St George Hospital;
- Allocated more than \$700,000 to 50 community organisations for projects and programs which will benefit Hurstville residents through the ClubGRANTS Committee;
- Obtained a \$160,000 grant from the Office of Environment and Heritage to supplement Council's contribution of \$100,000 for Stage 1 of a Floodplain Risk Management Study and Plan for Hurstville local government area;
- Received Federal Government funding of \$84,000 to install 14 CCTV cameras at Penshurst, Mortdale, Narwee and Riverwood shopping centres;
- Installed 12 solar hot water systems and one heat pump across eight council facilities; which will save Council approximately \$12,000 per year in electricity costs;
- Hosted the 2014 Lunar New Year Street Festival, 2014 Australia Day Dinner, 2014 Australia Day Festival, 2014 Harmony Day, 2014 Seniors Week, 2013 Discovery Festival of Community Arts and 2013 Volunteers Day;
- Completed designs for the widening of Lily Street railway overbridge which will help to reduce traffic congestion and enhance the road network;
- Constructed a raised pedestrian crossing in Margaret Street and Thorpe Street, Kingsgrove;
- Gave away approximately 2,400 native trees and shrubs to local residents on National Tree Day 2013. Council also planted in excess of 640 native trees along the Vanessa Street rail corridor as part of the RailCorp fencing upgrade;
- Launched free "WiFi Hotspots" at Hurstville Entertainment Centre, Hurstville Museum and Gallery and Hurstville Aquatic Leisure Centre.



Victor GD Lampe  
General Manager



# Integrated Planning and Reporting Process

## Community Strategic Plan

Section 402 of the Local Government Act 1993 requires each local government area to have a Community Strategic Plan that has been developed and endorsed by Council. The Community Strategic Plan is the overarching and primary document underpinned by a suite of plans, reports and reviews which make up an integrated planning process. The Community Strategic Plan sets clear strategic directions and provides a blueprint for building the future of Hurstville.

The Hurstville Community Strategic Plan 2021 is complemented by Council’s Resourcing Strategy. A Long-term Financial Plan, Asset Management Plan and Workforce Plan will ensure that Council can deliver its part of the Community Strategic Plan.

The Community, Council, State and Federal government and other organisations all have responsibilities to implement and deliver on the various strategies and activities. The 4-year Delivery Program is the implementation by Council of the strategies identified in the Hurstville Community Strategic Plan 2021. The success of the 4-year Delivery Program, and the Community Strategic Plan 2021, relies on collaboration between the community and these organisations.

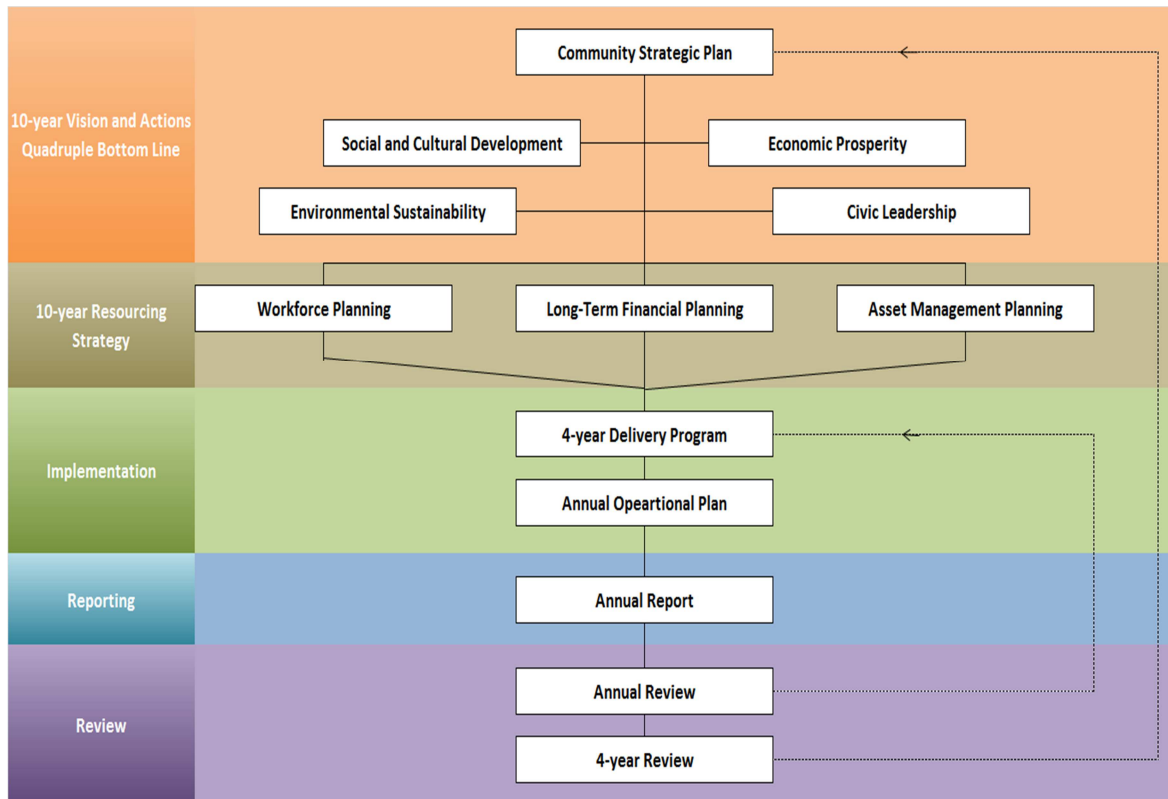
Supporting the 4-year Delivery Program is the Annual Operational Plan. Laying out the implementation by year, the Annual Operational Plan breaks down the Delivery Program further to provide measurable and detailed actions which will move the community to the future they desire.

Over the next 10 years, Council will track the progress made against the Community Strategic Plan and report back to the community at regular intervals through quarterly progress, annual and 4-year end of term reports on what has been achieved. The first 2008-2012 End of Term Report was presented to Council in August 2012. After every four years the Community Strategic Plan will be reviewed and adopted by Council or earlier if circumstances or community priorities change to require modification.

## Integrated Planning Process

Council is required to maintain an integrated planning and reporting process which is captured in the diagram below.

Integrated Planning Process



## Key Elements of the Hurstville Community Strategic Plan 2021

### *Our Community Vision*

An evolving city which promotes a sustainable and safe community that connects people and places, and celebrates diversity.

### *Council's Values*

- Honesty and Integrity

We are mindful of acting in the public interest and are open, honest, fair and ethical in dealing with others.

- Customer Focus

We focus on our customers by understanding their needs and delivering quality service in a responsive manner.

- Teamwork

We respect and support each other through a cross-organisational approach to ensure we deliver the best outcomes.

- Professionalism

We take pride in our work and value innovation to achieve continual improvement.

### *Guiding Principles*

The Hurstville Community Strategic Plan 2021 was developed in accordance with the requirements of environmentally sustainable development, social justice principles and the Quadruple Bottom Line approach.

- Environmentally Sustainable Development

The Council's Charter under Environmentally Sustainable Development has a set of principles that guides Council in carrying out its functions.

- Social Justice Principles

The Social Justice Principles of equity, access, participation and rights underpinned the development of the Community Strategic Plan 2021.

- Quadruple Bottom Line

The Quadruple Bottom Line is a balanced and holistic approach to developing a community strategic plan. The issues raised through the community engagement process and the resulting strategies and delivery have been allocated to the most appropriate Pillar. The Pillars are Social and Cultural Development, Environmental Sustainability, Economic Prosperity and Civic Leadership.

### *The Pillars*

- Social and Cultural Development

Creating a diverse, harmonious and inclusive City that provides a range of social, cultural, educational and leisure opportunities.

- Environmental Sustainability

Protecting and improving the City's natural and built environments and cultural assets for the health, wellbeing and benefit of current and future residents.

- Economic Prosperity

Increasing Hurstville's level of income and capital, and distributing this wealth to the community in the form of local facilities, services and jobs.

- Civic Leadership

A highly effective, efficient and accountable organisation which engages with the community to provide responsive and relevant services.

## Annual Reporting

Local councils in NSW are required to undertake their planning and reporting activities in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005. The annual report is a key point of accountability between a council and its community and focuses on Council's implementation of the Delivery Program and Operational Plan. These are the plans that are wholly the council's responsibility. The report also includes information that is prescribed by the Local Government (General) Regulation 2005 as they assist the community to know about and understand how council performed as a business entity and a community leader.

Under section 428 of the Local Government Act 1993 the Annual Report should show council's achievements in implementing its Delivery Program. In the year of the ordinary election it should also include an outline of achievements in implementing the Community Strategic Plan and the State of the Environment Report. Council's audited financial statements and notes and any information required by the Regulation or the Guidelines should be included.

Additionally the Local Government (General) Regulation 2005 Clause 217 requires details be provided regarding overseas visits by councillors and council staff; mayoral and councillor fees, expenses and facilities; contracts awarded by council; amounts incurred in relation to legal proceedings; private works and financial assistance; external bodies, companies and partnerships; General Manager's & expenditure on Senior Staff remuneration; stormwater levies and charges; companion animals management; and a statement of the activities undertaken in implementing the equal employment opportunity management plan.

The Hurstville Community Strategic 2021 was approved on 22 June 2011. Progress made in the first and second years were reported in the 2011-12 and 2012-13 Annual Reports.

The 2013-17 Delivery Program and 2013-14 Operational Plan were adopted on 29 May 2013 and came into effect from 1 July 2013. This 2013-14 Annual Report reports on the progress made in the third year of the Community Strategic Plan 2021 and has been prepared in accordance with Section 428 of the Local Government Act 1993. It reports progress made in delivering the 2013-14 Operational Plan.

# Section 1

## Progress Against the Delivery Program

Overview

Financial Summary

Social and Cultural Development Pillar

Environmental Sustainability Pillar

Economic Prosperity Pillar

Civic Leadership Pillar

# Overview

This section sets out what Council achieved and how it was funded in 2013-14. It details Council's performance as measured against the Community Strategic Plan 2021. The table below shows the issues addressed under each of the four pillars.

	<b>Social and Cultural Development</b> – Creating a diverse, harmonious and inclusive City that provides a range of social, cultural, educational and leisure opportunities.
Issues to be Addressed	A.1 Crime and Anti-social Behaviour – Reducing crime and anti-social behaviour (including vandalism and graffiti).
	A.2 Community Facilities – Building and maintaining community facilities and services (such as community centres, libraries, museum, and public toilets).
	A.3 Aged Care – Improving aged care facilities and services to the elderly.
	A.4 Culturally Diverse Community – Increasing awareness and understanding of values and benefits derived from our culturally diverse community.
	A.5 Recreation and Sporting Facilities – Improving recreation and sporting facilities (including ground conditions, seating, signage and lighting) as well as parks and open spaces (such as natural bushland).
	A.6 Public Transport – Providing improved access to public transport by improving rail and bus services.
	A.7 Families and Children – Providing access to family-friendly programs and events.
	A.8 Youth – Providing opportunities/affordable access to youth development, programs and events.
	<b>Environmental Sustainability</b> – Protecting and improving the City's natural and built environments and cultural assets for the health, wellbeing and benefit of current and future residents.
Issues to be Addressed	B.1 Environmentally sustainable practices – Adopting and promoting environmentally sustainable practices (such as saving water/energy, improving water quality in creeks, and reducing noise pollution).
	B.2 Public health – Providing support and initiating programs to improve public health (such as mental health, drug and alcohol awareness programs, and health standards in food outlets).
	B.3 Illegal dumping and littering – Reducing illegal dumping and littering.
	B.4 Scenic and cultural heritage sites – Preserving scenic and cultural heritage sites.
	B.5 Domestic and commercial waste collection – Improving domestic and commercial waste collection.
	<b>Economic Prosperity</b> – Increasing Hurstville 's level of income and capital, and distributing this wealth to the community in the form of local facilities, services and jobs.
Issues to be Addressed	C.1 Town Planning – Addressing town planning issues that result from an increasing population.
	C.2 The Road Network – Improving and maintaining the road network.
	C.3 Availability of Car Parking – Improving the availability of car parking.
	C.4 Supporting and Attracting Local Businesses – Supporting and attracting local businesses and encouraging local employment.
	C.5 Improving Traffic Flow – Improving traffic flow (with the use of speed humps, traffic islands, chicanes etc).
	<b>Civic Leadership</b> – A highly effective, efficient and accountable organisation which engages with the community to provide responsive and relevant services.
Issues to be Addressed	D.1 Community Engagement – Facilitating good communication and relationships with businesses and residents. Developing a framework that facilitates the engagement process. Promoting the benefits and value of proper engagement.
	D.2 Communications – Informing the community and making resources accessible, relevant and timely on all activities, services, policies and plans. Retaining customer focus – maintaining focus on face to face aspect of communication. Overall, raise general awareness of Council activities.
	D.3 Financial Stability – Stable and healthy financial portfolio which is resistant to financial and economic volatility. Prudent financial management with a long term view. Enhancing overall efficiency and delivery of facilities and services.
	D.4 Governance – Open and transparent form of Government. Minimise risk to the organisation. Workforce planning – highly skilled and well-resourced staff. Unified and cohesive approach via strategic alliances with other Government stakeholders, businesses, etc.

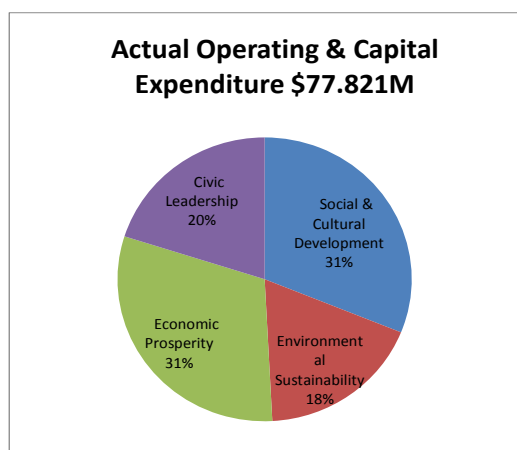
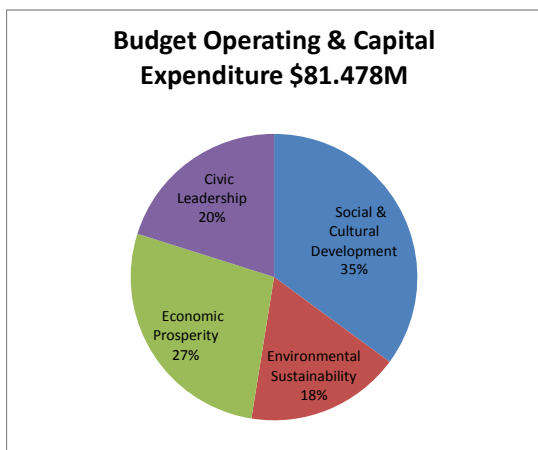
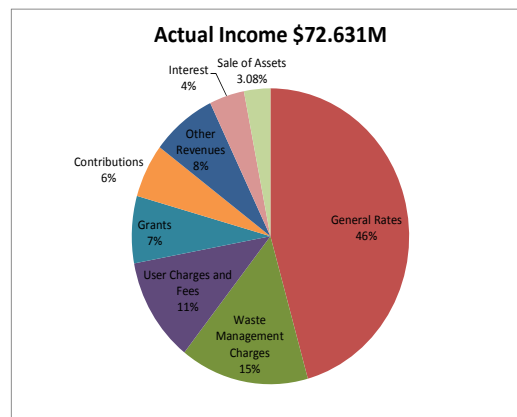
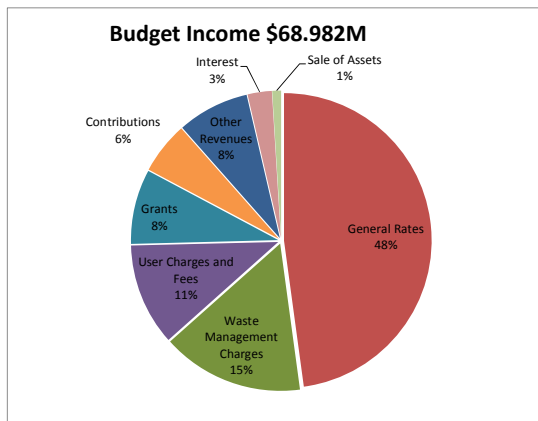
# Financial Summary

An Operating Surplus of \$6.375 million was achieved for the year. Council continues to generate sufficient revenue to cover its operating expense and capital expenditure requirements, such that a Cash Budget surplus of \$2,603k was delivered in 2013-14.

Detailed schedules and analysis, including KPIs, are provided with the Financial Statements and Auditors Report which forms part of the Annual Report under Section 3.

<b>Financial Summary</b>	<b>Adopted Budget \$'000</b>	<b>Full Year Actuals \$'000</b>
Operating Income	\$64,494	\$66,164
Net Income from Sale of Assets	\$653	\$2,237
Capital Grants and Contributions	\$3,835	\$4,230
<b>Total Income</b>	<b>\$68,982</b>	<b>\$72,631</b>
Operating Expenses	(\$68,974)	(\$66,255)
<b>Operating Result - Surplus / (Deficit)</b>	<b>\$8</b>	<b>\$6,375</b>
Capital Expenditure	(\$11,504)	(\$10,441)
Borrowing Proceeds / (Repayments)	(\$1,000)	(\$1,125)
Add back Non-Cash Items - Depreciation & Investment Revaluations & Asset Contributions (included in Income Statement)	\$11,266	\$8,815
<b>Annual Cash Generation / (Application)</b>	<b>(\$1,230)</b>	<b>\$3,624</b>
Nett Movement from/(to) Reserves and WDV Adjustments	\$2,491	(\$1,021)
<b>Cash Budget - Surplus / (Deficit)</b>	<b>\$1,261</b>	<b>\$2,603</b>
<i>Operating income &amp; expenditure based on Income Statement</i>		

*Operating Income & Expenditure based on Income Statement*



## SUMMARY CASH BUDGET BY PILLAR

PILLAR	2013-14 Adopted Budget	2013-14 Full Year Actuals
<b>INCOME AND GRANTS</b>		
Social & Cultural Development	(7,739,598)	(8,396,624)
Environmental Sustainability	(11,719,184)	(12,283,331)
Economic Prosperity	(14,639,248)	(15,661,969)
Civic Leadership	(38,021,394)	(39,327,312)
<b>TOTAL INCOME</b>	<b>(72,119,423)</b>	<b>(75,669,237)</b>
<b>OPERATING EXPENDITURE</b>		
Social & Cultural Development	24,107,865	23,396,495
Environmental Sustainability	13,680,700	12,746,604
Economic Prosperity	20,467,626	20,195,740
Civic Leadership	12,763,597	11,970,546
<b>Total</b>	<b>71,019,789</b>	<b>68,309,385</b>
<b>CAPITAL EXPENDITURE</b>		
Social & Cultural Development	6,287,696	2,434,447
Environmental Sustainability	950,846	1,720,132
Economic Prosperity	2,827,799	4,823,574
Civic Leadership	1,438,000	1,462,832
<b>Total</b>	<b>11,504,341</b>	<b>10,440,986</b>
<b>LOAN REPAYMENTS</b>		
Social & Cultural Development	1,000,000	1,125,000
<b>Total</b>	<b>1,000,000</b>	<b>1,125,000</b>
<b>TOTAL EXPENDITURE</b>	<b>83,524,130</b>	<b>79,875,370</b>
<b>Net Movement From/To Internal Funding</b>	<b>(1,399,387)</b>	<b>2,005,399</b>
<b>NETT RESULT (including Depreciation)</b>	<b>10,005,321</b>	<b>6,211,533</b>
<b>Add back Non-Cash Items - Depreciation &amp; Investment Revaluations &amp; Asset Contributions</b>	<b>11,265,931</b>	<b>8,814,985</b>
<b>CASH BUDGET - SURPLUS / (DEFICIT)</b>	<b>1,260,611</b>	<b>2,603,452</b>

# Social and Cultural Development

## COMMUNITY STRATEGIC PLAN ISSUES

- 1. CRIME AND ANTI-SOCIAL BEHAVIOUR** – Reducing crime and anti-social behaviour (including vandalism and graffiti).
- 2. COMMUNITY FACILITIES** Building and maintaining community facilities and services (such as community centres, libraries, museum, and public toilets).
- 3. AGED CARE** – Improving aged care facilities and services to the elderly.
- 4. CULTURALLY DIVERSE COMMUNITY** – Increasing awareness and understanding of values and benefits derived from our culturally diverse community.
- 5. RECREATION AND SPORTING FACILITIES** – Improving recreation and sporting facilities (including ground conditions, seating, signage and lighting) as well as parks and open spaces (such as natural bushland).
- 6. PUBLIC TRANSPORT** - Providing improved access to public transport by improving rail and bus services.
- 7. FAMILIES AND CHILDREN** - Providing access to family-friendly programs and events.
- 8. YOUTH** - Providing opportunities / affordable access to youth development, programs and events.

## SIGNIFICANT ACHIEVEMENTS IN 2013-2014

The 2014 Hurstville Lunar New Year street festival attracted 50,000 people and Council received \$99,880 in sponsorship. The 2014 Australia Day Festival at Oatley Park on 26 January 2014 attracted 5,000 people and Council received \$11,000 in sponsorship. The annual Mayoral Ball attracted over 350 people and raised more than \$28,000 for the Cancer Care Centre at St George Hospital.

The NAIDOC Week of events were held in July 2013 with attendances of around 600. The Reconciliation Week event in May 2014 attracted over 80 people and featured Aboriginal cultural performance, guest speakers and entertainment by students from Danebank Anglican School.

Council held a St George Migrant Information Day in partnership with other Councils and Migrant Resource Centre and provided information to newly arrived migrants. Information sessions were held in partnership with Department of Education & Communities and Migrant Resource Centre for Chinese families on the NSW School and the education system.

The Youth Strategy was adopted on 19 March 2014. Youth Week 2014 was celebrated with a “Discobility” dance event for young people with a disability, and the “Short Stuff” Youth Film Festival with more than 80 young people participating. St George Career Compass on 15 May 2014 attracted more than 640 students receiving information on career and employment opportunities. A Cyber Safety Seminar attracted 30 parents and teenagers. Parenting seminars on Drugs & Alcohol and Teen Depression were held for families with teenagers with 60 in attendance.

The volunteer run ‘Read and Chat’ program operates at two nursing homes. Seniors are involved in regular programs across the Library, Museum & Gallery facilities including author talks (152 attendees), jazz concert (66), adult creative classes (55), Third Wednesday Book Club (30), computer classes (46) and other events such as local history bus tours (19), high teas (57) and exhibition highlights tours (22). Hurstville City Library operates a home library service which makes regular deliveries to 11 nursing homes and house bound residents.

Six falls prevention programs were held in partnership with Area Health and Kingsgrove Community Aid Centre. An Art Works Exhibition was held for dementia sufferers as part of Dementia Week. Over 30 events were held to celebrate Seniors Week in March 2014 and 800 people attended



The lawn mowing program where Council subsidises eligible pensioners' runs from September to March each year, however it has been extended through to April this year due to the extended growing season. There are 176 properties on the list.

Council Open Day was hosted for the Spanish and Nepalese communities and they were provided information on how the Council operates. Over 100 persons attended. Council hosted, in conjunction with St George Police, the 2014 Refugee Week on 19 June 2014 with more than 130 people attending

Six Aboriginal, five Multicultural, four Access Advisory Committees and eight Youth Council meetings were held with a combined attendance of 199.

Upon notification, 6330 graffiti tags were removed within acceptable time frames (See Graph 1). Photos of graffiti incidents are catalogued and forwarded to the police. Murals were painted on a number of amenity blocks which are discouraging graffiti.

Of the 40 Community Grant applications received 31 were approved for funding of \$89,500 on 4 September 2013. Applications for Community Grants Program opened in June 2014 and 43 applications were received. 2014 ClubGRANTS Program closed at end of April 2014. More than \$700k was allocated to 50 community organisations for projects and programs benefitting Hurstville residents.

All sports fields, playgrounds and park facilities and amenities under the 2013-14 Infrastructure Plus Program were completed. A total of 12 bus stops were upgraded during 2013-14.

Total visitor numbers to the Hurstville Library, Penshurst Branch Library and Museum & Gallery were 574,911 as compared to 563,200 in 2012-13. 1,001 programs were run and attended by 29,529 persons. (See Graph 2). Breakdown by program and attendees were Youth 81 events (932 attendees); Children 574 (21,979); Adults 87 (1813); Seniors 56 (753); CALD 99 (1722); and Cross generational 117 (2332). Library and Information Week 2014 was very successful with attendance of 85 at the Sydney Writers' Festival author talk, 66 at the jazz concert 45 at the Discovery Writers' group and 75 at the Positive Parenting workshops for Chinese parents.

There were 137,094 wireless logins at Hurstville Library compared to 105,024 logins in 2012-13. This represents a 30.5% increase in wireless usage. There were 9,335 wireless logins at Penshurst Library and 4,684 in 2012-13. This represents a 100% increase in wireless usage. Library, Gallery and Entertainment web assets (website, catalogue, social media sites & eNewsletter) received 1,731,946 web hits compared to 1,657,008 hits in 2012-13 representing an increase of 4.5%.

Average annual turnover rate for library lending stock was 6.81 which was well above the baseline national standard of 4.7 and above the enhanced rate of 6.1 for turnover of stock in public libraries (Standards & Guidelines for Australian Public Libraries ALIA). Further there were 15,216 Freegal music downloads from 1,171 customers and 21,400 songs were streamed by 437 patrons.

There were 918,463 visitors to Hurstville Aquatic Leisure Centre whereas in 2012-13 there were 836,321. (See Graph 3). A community barbecue celebrated the 1 millionth visitor to Hurstville Aquatic Leisure Centre. The Hurstville Aquatic Leisure Centre is running at capacity since the upgrade. Similarly there were 31,255 visitors to the Golf Course compared to 37,430 in 2012-13. There were 25,455 visitors to the Tennis Courts and 15,156 in 2012-13. (See Graphs 4 and 5). Community Meeting rooms continues to remain underutilised as can be seen from Graph 6.

Childcare facilities have been maintained since July 2012 with average vacancy rates varying between facilities with vacancy rate peaks before and after Christmas due to some families ceasing care and other families commencing. Long Day Care had minimal vacancy rates due to the enrolment orientation process. Preschool positions had an 80% occupancy rate as no school holiday care or working hours opening were available. Two Council childcare services were assessed with the Family Day Care receiving - Working toward the National Quality Standard and the Jack High Child Care Centre & Preschool - Meeting the National Quality Standard.

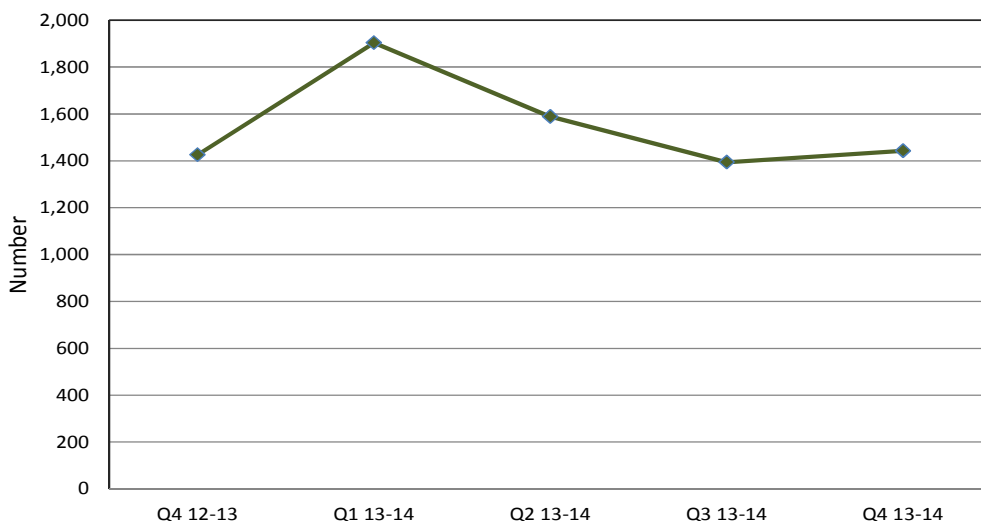
National Quality Framework requirements were implemented at Family Day Care, Jack High Child Care Centre and Preschool. Changes are being rolled out at Hurstville Early Learning Centre (Westfield) and Penshurst Long Day Care Centre. Family Day Care moved from 1:5 to 1:4 educator-to-child ratio. All staff are qualified as per the National Quality Standard. New immunisation guidelines came into effect and records for families and services were updated.

Munch and Move program endorsed by NSW Dept of Health was implemented. Healthy meal options complying with Australian Dietary Standard for Children under 5years were offered to families and children at Jack High and the Hurstville Early Learning Centre.

The end-of-year celebrations held for children and families received positive feedback. The week long celebrations included Ride your Bike, Scooter or Skateboard Day, Wet & Wild Day, Dress-Up Day, Fire Truck Visit Day and Cooking with Christos Day.

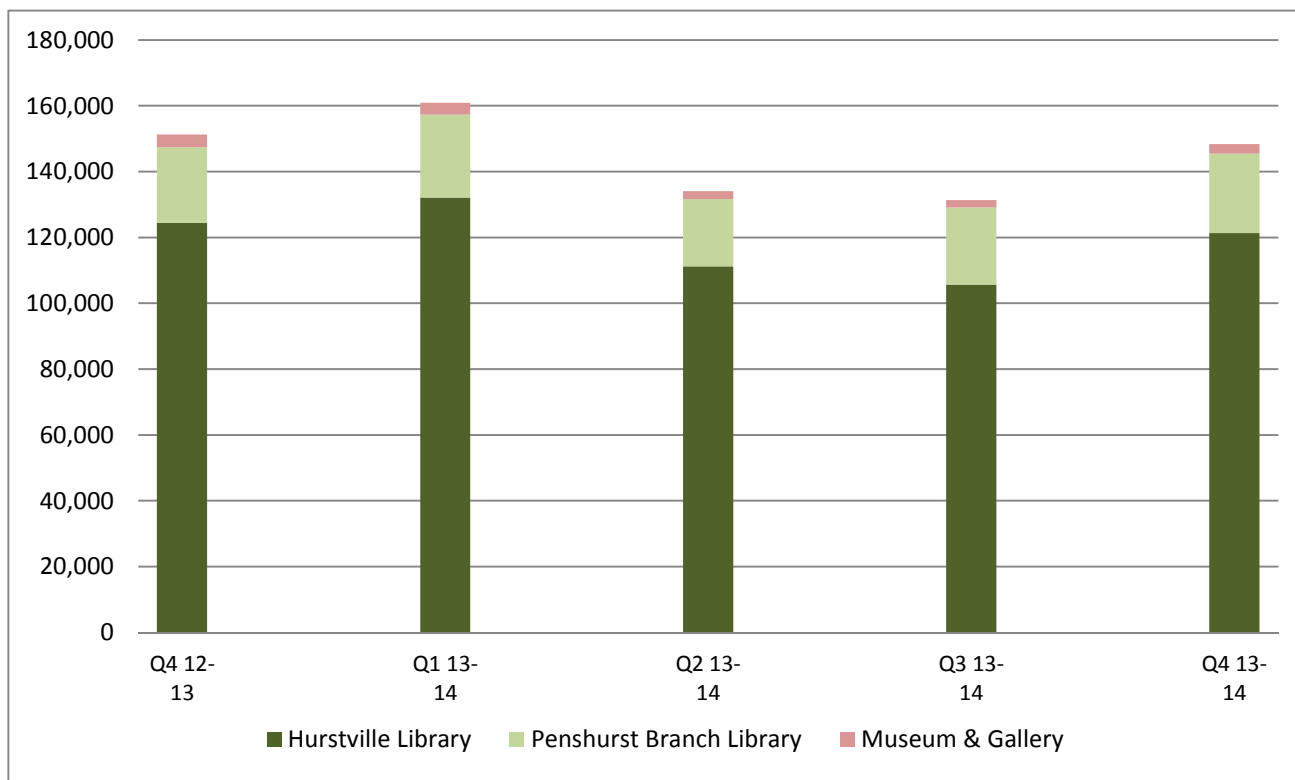
## GRAPHIC INDICATORS

### 1. Graph 1 Graffiti Tags Removed



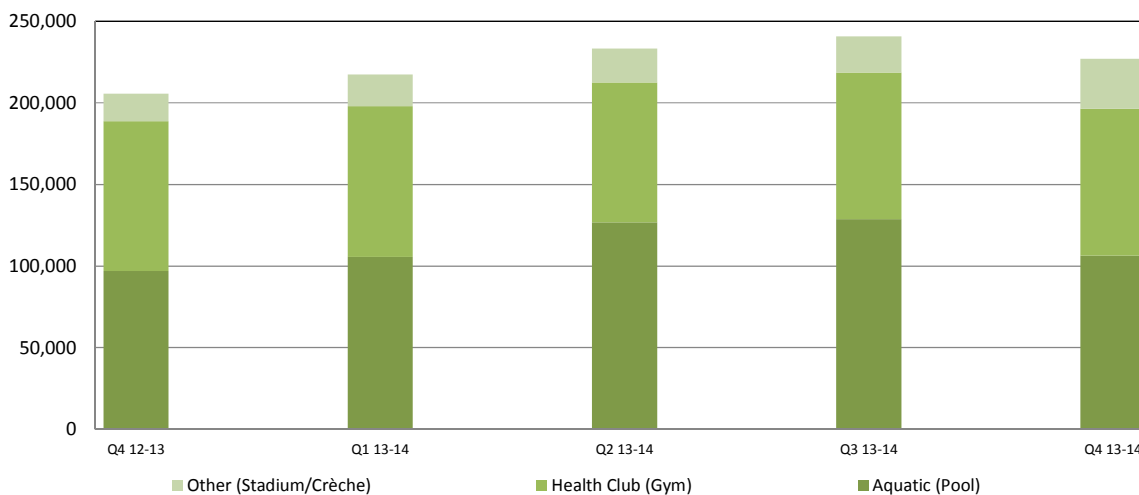
*Comments: Council is spending \$280k annually to remove all tags that are in or can be seen from public spaces. Anti-graffiti campaigns are conducted aimed at reducing incidents of graffiti. Also graffiti tags are photographed and catalogued as part of a coordinated approach to assist NSW Police with their investigations.*

## Graph 2 Visitors to the Libraries, Museum & Gallery



Comments: The quarterly average is over 140,000. There are fewer visitors to the Library, Museum and Gallery following the HSC period (Q2) and Christmas/New Year public holidays (Q3).

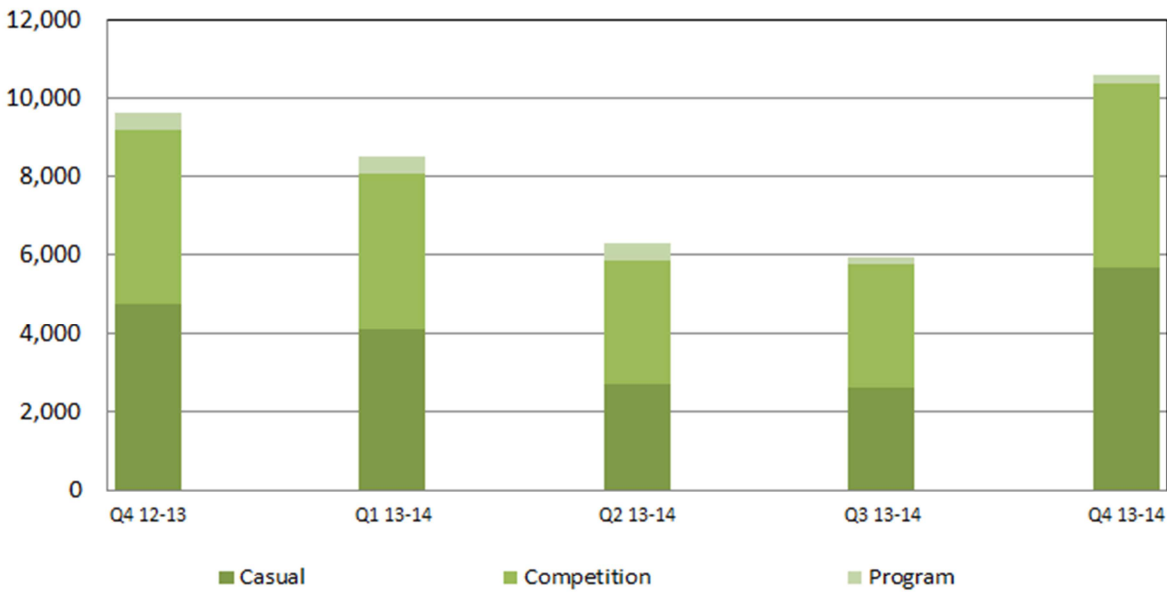
## Graph 3 Visitors to the Hurstville Aquatic Leisure Centre



Comments: The Centre is now running near full capacity with attendances in excess of 200,000 per quarter.

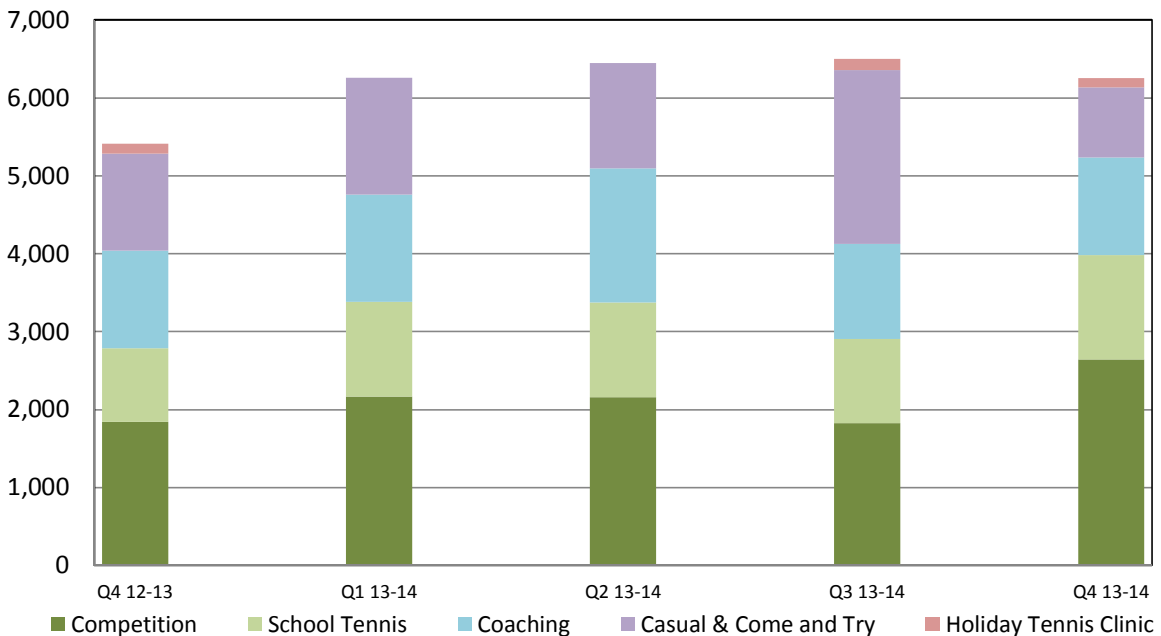
Comments: The use of stadium/crèche increased over the year. The Centre reached its 1 millionth visitor milestone in 2013-14.

**Graph 4 Visitors to the Golf Course**



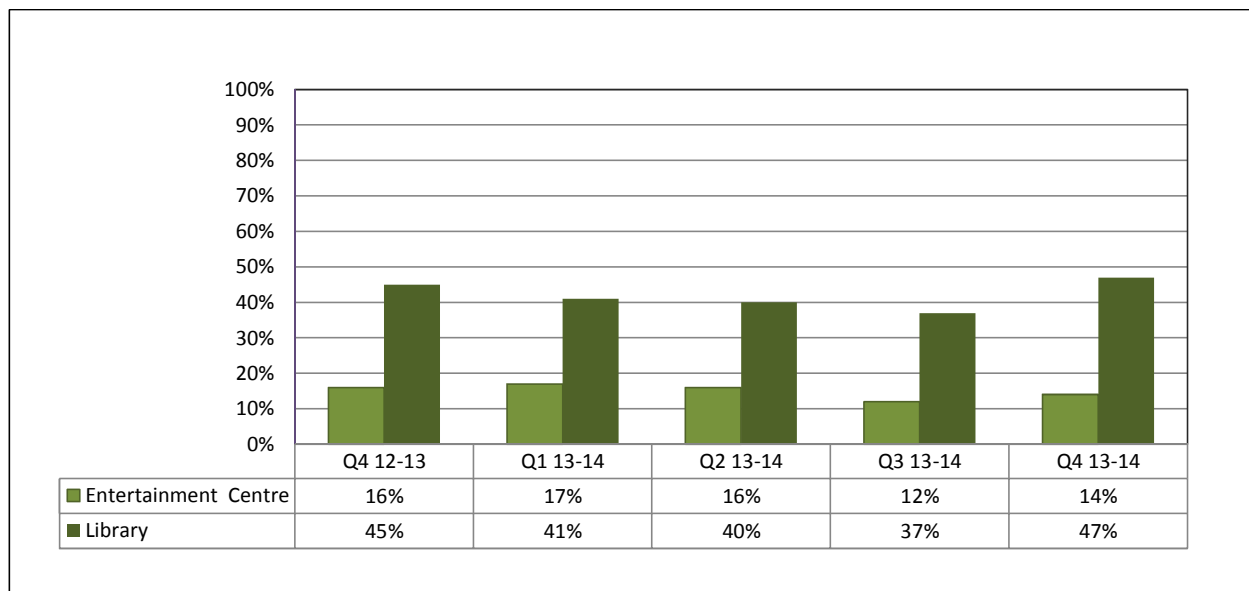
*Comments: Casual Golf Course numbers have increased in Q4 compared to Q2 and Q3 when renovations reduced attendance numbers. However total attendance is now comparable to pre-renovation numbers.*

**Graph 5 Visitors to Tennis Courts**



*Comments: Competition figures increased in Q4 compared to the same period last year. Overall attendance is steady with over 6,000 visitors per quarter.*

## Graph 6 Usage of Community Meeting Rooms



*Comments: Utilisation of booked Library meeting spaces has increased as the library exhibition area is now primarily used by public rather than for group bookings. Hurstville Entertainment Centre utilisation remains low but steady.*

## PERFORMANCE IN DETAIL

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
	Issue: Crime and Anti-social Behaviour – Reducing crime and anti-social behaviour (including vandalism and graffiti)	
A.1.1.1	Maintain Role of the Community Safety Committee and continue to implement a Crime Prevention Strategy.	A meeting was held in every quarter and 12, 8, 8 and 7 people attended respectively. Crime Prevention Strategy was adopted by Council on 19 February 2014
A.1.1.2	Promote & publicise the community safety statistics and raise awareness of safety initiatives e.g. Neighbour Day / Safety Forums.	Crime statistics are reported in the Community Safety Committee meeting minutes and posted on Council's website. Reduction in incidences were recorded for all categories except for items stolen from motor vehicles, persons and retail categories
A.1.1.3	Publish crime statistics in minutes of Community Safety Committee on Council's web site.	Crime statistics are posted on Council's website
A.1.2	Target policing around hotels and other high risk areas. (Support Police as required)	Statistics presented to Community Safety Committee indicate no major incidents at licensed premises in the Hurstville LGA
A.1.3.1	Identify suitable location for Multi-Purpose Youth Facility, obtain Council's endorsement and develop concept plans. (Construction subject to funding and approval).	Options are reviewed as opportunities arise

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
A.1.5.1	Deliver Public Spaces Youth Protocols with the Police about behavioural expectations of high school students in public places.	Delivery of Youth Protocols program is dependent on the availability of a Police Liaison Officer. No programs were delivered
.1.6	Improve lighting and maintain electronic surveillance activities in the CBD (including Central Plaza), and other foot traffic areas, car parks /empty spaces in other areas of the LGA. Check street trees and prune trees to increase the feeling of safety.	Thirty seven requests were made for repairs of faulty street lights and referred to Ausgrid for action. All repairs were completed on time. Agreement was reached with Ausgrid as part of the SSROC Street Lighting Improvement Program for the installation of energy efficient LED lamps when existing street lamps fail. A flood light in a pedestrian laneway in Mortdale was relocated
A.1.6.2	<i>Review CCTV camera network annually to ensure it is meeting expectation.</i>	Cameras for the Civic Centre Car Park were installed. The internal CCTV camera network was expanded to include Penshurst Branch Library
A.1.7.1	Encourage participation in community performances in community spaces, for example movies / theatre/ bands/ outdoor movies  <i>Provide a Community Grants Program and report on last year's performance.</i>	Of the 40 Community Grant applications received, 31 were approved for funding of \$89,500 on 4 September 2013. Applications for Community Grants Program opened in June 2014 and 43 applications were received
A.1.7.2	<i>Administer a ClubGRANTS Program on behalf of participating Clubs up to notification to applicants' stage.</i>	2014 ClubGRANTS Program closed at end of April 2014. More than \$700k was allocated to 50 community organisations for projects and programs benefitting Hurstville residents
	<b>Issue: Community Facilities – Building and maintaining community facilities and services (such as community centres, libraries, museum and public toilets)</b>	
A.2.1.1	Seek funding through Council and grant bodies to implement a collection storage facility for use by the Library, Museum & Gallery.	Staff underwent in-house collection management training. Project staff worked with the contractor on the Hurstville Library Courtyard layout and requirements of the space
A.2.1.2	Seek funding to deliver the Hurstville Library floor redesign brief.	Floor redesign will commence after the court yard redevelopment and LMGE storage works are completed
A.2.1.3	Raise community awareness about the identification, use and preservation of heritage sites/items.	Quarterly Dragonfiles magazines were published and focussed on historic images from the Local Studies collections, photo digitisation project and images of objects in the LMGE collections. National Trust Heritage Festival was celebrated with a tour of Forest Road and local sites of significance. 'If these walls could talk' exhibition focusing on the history on 14 MacMahon was hosted. Fortnightly newsletters were sent out promoting heritage items
A.2.1.4	Build toilet facilities at Bus/Rail Interchange at Hurstville Central Business District.	Construction is in progress and the facilities will be completed in Q1 of 2014-15

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
A.2.2.1	<p>Work with the community to plan and deliver future facilities.</p> <p><i>Upgrade of Jubilee Park, Mortdale.</i></p>	<p>Development Application for the upgrade of Jubilee Park was approved in December 2013. Also tenders were approved and site establishment has commenced</p>
<p>Issue: Aged Care – Improving aged care facilities and services to the elderly</p>		
A.3.1	<p>Support independent affordable living services and provide information to enable older community members to stay at home for longer e.g. gardening, meals, transport, and social activities.</p>	<p>Six falls prevention programs were held in partnership with Area Health and Kingsgrove Community Aid Centre. An Art Works Exhibition was held for dementia sufferers as part of Dementia Week. Over 30 events were held to celebrate Seniors Week in March 2014 and 800 people attended</p>
A.3.2.1	<p>Develop &amp; Manage Oatley Seniors Living Facility rezoning and reclassification process to completion. Identify preferred developer. Negotiate development agreement and lease. Commence road closure and consolidation of site.</p>	<p>A presentation was made to Councillors on 26 March 2014 discussing development options for Council to consider. A report was prepared based on the outcomes. Work is in progress</p>
A.3.2.2	<p>Assess Strategic Planning component for the former Oatley Bowling site for seniors housing &amp; community room.</p>	<p>To commence when a Planning Proposal is lodged</p>
A.3.3.1	<p>Develop seniors programming across Library, Museum &amp; Gallery and Entertainment.</p>	<p>The volunteer-run ‘Read and Chat’ program operates at two nursing homes. Seniors were involved in regular programs across the Library, Museum &amp; Gallery facilities including author talks (152 attendees), jazz concert (66), adult creative classes (55), Third Wednesday Book Club (30), computer classes (46) and other events such as local history bus tours (19), high teas (57) and exhibition highlights tours (22)</p>
A.3.3.2	<p>Implement the Positive Ageing Strategy.</p>	<p>Seniors programs are covered under A.3.3.1 above</p>
A.3.3.3	<p>Annual program of events and activities for seniors and nursing homes and recognising the needs of the multicultural and diverse senior community including elderly parents from the Chinese community.</p>	<p>Hurstville City Library operates a home library service which makes regular deliveries to 11 nursing homes and house bound residents</p>

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
Issue: Culturally Diverse Community – Increasing awareness and understanding of values and benefits derived from our culturally diverse community		
A.4.1.1	Manage civic events to celebrate community participation - Chinese New Year, Australia Day, Mayoral Ball, Mayoral Golf Day, Volunteers Reception, Citizenship Ceremonies, Business Awards, and Citizen of the Year Awards.	The 2014 Hurstville Lunar New Year street festival attracted 50,000 people and Council received \$99,880 in sponsorship. The 2014 Australia Day Festival at Oatley Park on 26 January 2014 attracted 5,000 people and Council received \$11,000 in sponsorship. The annual Mayoral Ball attracted over 350 people and raised more than \$28,000 for the Cancer Care Centre at St George Hospital. The annual 'Hurstville Excellence in Business' awards event was attended 250 people. Three citizenship ceremonies were held and 235 people received their certificates. A community barbecue celebrated the 1 millionth visitor to Hurstville Aquatic Leisure Centre
A.4.2	Work with local providers to improve access to English classes.	Council works with the St George Migrant Resource Centre and they are updating the list of English Language providers. Also staff worked with the Spanish community to improve access to English classes
A.4.3	Celebrate NAIDOC and Reconciliation Weeks to increase awareness of Aboriginal and Torres Strait Islander culture and heritage.	The NAIDOC Week events were held in July 2013 with attendances of around 600. The Reconciliation Week event in May 2014 attracted over 80 people and featured Aboriginal cultural performance, guest speakers and entertainment by students from Danebank Anglican School
A.4.4	Work with the St George Migrant Resource Centre and other services to provide local information to newly arriving migrants to assist them to settle.	Council held a St George Migrant Information Day in partnership with adjoining Councils and Migrant Resource Centre and provided information to newly arrived migrants. Information sessions were held in partnership with Department of Education & Communities and Migrant Resource Centre on the NSW school and education system for Chinese families
A.4.4.1	Provide opportunities and access to community development programs and events. Build a stronger sense of inclusion and cohesion such as facilitation of Harmony Day, Interfaith activities, Open Days, and supporting programs by other migrant services.	Council Open Day was hosted for the Spanish speaking and Nepalese communities and they were provided information on how Council operates. Over 100 persons attended. Council hosted, in conjunction with St George Police, the 2014 Refugee Week on 19 June 2014 with more than 130 people attending



Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
	Issue: Recreation and Sporting Facilities – Improving recreation and sporting facilities (including ground conditions, seating, signage and lighting) as well as parks and open spaces (such as natural bushland)	
A.5.1	Develop a medium-term program for new recreation and sporting facilities.	Action is planned in the future
A.5.2.1	Upgrade sports fields and facilities as part of the Infrastructure Plus Program	The 2013-14 sports fields and facilities upgrade as part of the Infrastructure Plus Program was completed
A.5.3.1	Upgrade children's playgrounds as part of the Infrastructure Plus Program.	The 2013-14 playground replacement as part of the Infrastructure Plus Program was completed
A.5.3.2	Upgrade park facilities and amenities as part of the Infrastructure Plus Program.	The 2013-14 park facilities and amenities upgrade as part of the Infrastructure Plus Program was completed
A.5.3.3	Facilitate annual Sports Advisory Committee for key sporting groups.	The annual Sports Advisory Committee meeting was held in August 2013. New terms of reference was adopted at the first Sports Forum held in March 2014
	Issue: Public Transport – Providing improved access to public transport by improving rail and bus services, as well as the public transport interchange	
A.6.1	Advocate and support Service Providers to improve provision of public transport services (including rail, bus and bike paths).	Council continues to provide improved bus stops and public transport infrastructure such as bike racks, bus seats and bus shelters
A.6.2	Support Service Providers in encouraging residents to use public transport services as the preferred option.	Council supports or advocates for public transport providers through the Traffic Committee process by encouraging residents to use public transport as the preferred option and by facilitating installation of bus stops, bus zones and other bus priority measures
	Issue: Families and Children – Providing access to family-friendly programs and events	
A.7.1	Develop an end of year Children's Services event for all services and families.  <i>Develop an end of year Children's Services event for all services and families.</i>	End of year celebrations were held for children and families which received positive feedback. The week long celebrations included Ride your Bike, Scooter or Skateboard Day, Wet & Wild Day, Dress-Up Day, Fire Truck Visit Day and Cooking with Christos Day
A.7.2	Promote the provision of parenting programs, including Healthy Living Programs for children  <i>Promote the provision of parenting programs, including Healthy Living Programs for children</i>	Munch and Move program endorsed by NSW Dept of Health was implemented. Healthy meal options were offered to families and children at Jack High and Hurstville Early Learning Centre and they fully complied with Australian Dietary Standard for Children under 5years

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
A.7.3	Advocate for and provide affordable childcare facilities.	Quality improvements were implemented across all services. Only 4 complaints were received out of 360 families regarding fee increases in 2014-15 which would apply from 1 July 2014
A.7.3.1	Implement the requirements of the National Quality Framework for Children's Services.	National Quality Framework requirements have been implemented at Family Day Care and Jack High Child Care Centre and Preschool. Changes are being rolled out at Hurstville Early Learning Centre (Westfield) and Penshurst Long Day Care Centre
A.7.3.2	Develop a plan and implement the new FDC current Educator-to-child ratio requirement from 2014.	Family Day Care moved from 1:5 to 1:4 Educator-to-child ratio. Decrease in fee revenue was partially offset by recruiting new educators
A.7.3.4	Implement the plan to up-skill all Children's Services staff and ensuring that staff have or are working towards appropriate qualifications.	All staff are qualified as per the National Quality Standard
A.7.4	Advocate for and support service providers to increase access to immunisation services.	New immunisation guidelines and associated documentation were implemented. Records of families and services were updated
Issue: Youth – Providing opportunities/affordable access to youth development, programs and events		
A.8.1.1	Implement a long-term Strategy for Youth. Facilitate Youth Career Expos, Transition Forums and Youth Week activities.	The Youth Strategy was adopted on 19 March 2014. Youth Week 2014 was celebrated with a 'Discobility' dance event for young people with a disability, and the 'Short Stuff' Youth Film Festival with more than 80 young people participating. St George Career Compass on 15 May 2014 attracted more than 640 students who received information on career and employment opportunities
A.8.2	Promote positive images of youth.	Covered under Action A.8.1.1 above

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
<b>Pillar: Social and Cultural Development</b>			
Issue: Crime and Anti-social Behaviour – Reducing crime and anti-social behaviour (including vandalism and graffiti)			
A.1.K.1.1	Number and severity of crime related incidents (police statistics)	Program of safety audits in suburban town centres as decided by the Community Safety Committee. <i>Number of audits conducted</i>	Audits are conducted when the Community Safety Committee identifies a need. No safety audits were conducted

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
A.1.K.1.2		Promote & publicise the community safety statistics and raise awareness of safety initiatives e.g. Neighbour Day / Safety Forums. <i>Report.</i>	Crime statistics are published on Council's website as part of the Community Safety Committee minutes. Data indicated a reduction in crime for all categories except for items stolen from motor vehicle, person and retail
A.1.K.1.3		Convene and resource Community Safety Committee. <i>Number of meetings held and attendance.</i>	A meeting was held in each quarter with 12, 8, 8 and 7 in attendance respectively. Council is participating with Bankstown, Canterbury and Auburn Councils in the 'Perception of Safety' project
A.1.K.2	Number of incidents and complaints reported in the libraries	To be reported in future years.	Incidents and complaints are investigated and addressed as required
A.1.K.3	Attendance and feedback from educational talks and events per year	Education programs for Primary/High School students about their behavioural expectations in public spaces for Council. <i>Number of programs delivered.</i>	Delivery of Youth Protocols programs is dependent on the availability of a Police Liaison Officer. None were delivered in 2013-14
A.1.K.4	Satisfaction with reduction in crime and anti-social behaviour in the Hurstville area	To be reported in future years.	A survey is to be conducted as part of the Renewal of the Community Strategic Plan in 2014-15
A.1.K.5.1	Number of complaints about unsafe areas in CBD	Street lighting improvements within agreed times by Ausgrid. <i>% of improvements within agreed times</i>	Thirty seven requests were made for repairs of faulty street lights and referred to Ausgrid for action. All repairs were completed on time
A.1.K.5.2		Electronic surveillance activities in the CBD (including Central Plaza), and other foot traffic areas, car parks/empty spaces. <i>Footage provided within agreed times</i>	Twelve requests were received and footage provided to Police within agreed timeframes

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
A.1.K.6	Incidence of graffiti tags and removal times	No of graffiti tags removed every quarter and the % removed with 48 business hours. <i>Number in Quarter &amp; % removed within agreed times</i>	There were 6330 graffiti incidents removed within acceptable time frames. Photos of graffiti incidents are catalogued and forwarded to the police. Murals were painted on a number of amenity blocks which are discouraging graffiti
Issue: Community Facilities – Building and maintaining community facilities and services (such as community centres, libraries, museum, and public toilets)			
A.2.K.1.1	Usage of buildings by community groups e.g. Hurstville Entertainment Centre	Implementation of the Facilities Disability Access Plan. <i>% of Plan completed as at end of quarter</i>	Implementation is continuing with 25% completed in 2013-14 and the remainder in future years
A.2.K.1.2		Upgrading bus stops to meet disability standards. <i>% of Plan completed as at end of quarter</i>	Twelve bus stops were constructed as part of the 2013-14 program and included upgrading and extensive ancillary path paving
A.2.K.2	Feedback from community through surveys	To form part of the Community Strategic Plan survey in future years.	No action was required in 2013-14. Surveys will be conducted in 2014-15
A.2.K.3	Meet priorities in Hurstville Development Contributions Plan	Reviews in future years. <i>Priorities met</i>	Projects in the Hurstville Development Contributions Plan are being progressively completed as funds become available
Issue: Aged Care – Improving aged care facilities and services to the community			
A.3.K.1	Number of people housed in aged care facilities	Information to be collected in future years. <i>Number housed in aged care facilities by type.</i>	Data is being reviewed and the information compiled for inclusion on Council's web site
A.3.K.2	Number of services available and the uptake levels for these e.g. lawn mowing service	Lawn Mowing Assistance Program. <i>Number of nature strips mowed per quarter</i>	There are 176 properties on the eligible list of the Lawn Mowing Assistance Program. The program was extended to the end of April 2014 due to high growth rates of grass
A.3.K.3	Number of participants attending events such as 'Neighbour Day'	Program of events and activities for seniors and nursing homes residents. <i>Number of events and attendance</i>	Six Falls Prevention programs were held with 120 attending. There were 30 Seniors Week events with a total of 800 attending including nursing home residents
A.3.K.4	Number/participation rates in independent living programs	To be investigated.	To be investigated in the future

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
Issue: Culturally Diverse Community – Increasing awareness and understanding of values and benefits derived from our culturally diverse community			
A.4.K.1	Participation rates in English classes	To be investigated. <i>To be investigated.</i>	To be investigated in the future
A.4.K.2	Participation rates at indigenous events	Community participation at events promoting civic pride, respect and diversity e.g. Discovery Festival, NAIDOC (National Aboriginal Islander Day Observance Committee) Week, Cultural Exhibition, etc. <i>Number of events and attendance</i>	NAIDOC Week of events was held in July 2013 with over 600 attending. Discovery Festival with 12 events attracted 800-900 people. Harmony Day event attracted 150 people. Also the Healthy Minds Expo and the International Day of People with Disability event attracted around 150 persons and 120 persons respectively. The Open Day for the Nepalese community and the Refugee Week event attracted 60 and 130 persons respectively
A.4.K.3.1	Participation rates at cultural diversity events	Community Advisory Committee consultation with Multicultural, Youth, Aged and Disability and Aboriginal and Torres Strait Islander groups. <i>Number of meetings and attendance</i>	23 Advisory Committee meetings were held attended by 199 in total. The breakup were Aboriginal (6), Multicultural (5), Access (4) and Youth Council (8)
A.4.K.3.2		Civic events to celebrate community participation including Chinese New Year, Mayoral Ball, Mayoral Golf Day, Australia Day, Business Awards, Citizenship Ceremonies, Tours for schools, Launches, Christmas Celebrations and Volunteers Reception. <i>Report quarterly</i>	The 2014 Hurstville Lunar New Year street festival attracted 50,000 people and Council received \$99,880 in sponsorship. The 2014 Australia Day Festival at Oatley Park attracted 5,000 people and Council received \$11,000 in sponsorship. The annual Mayoral Ball attracted 350 people and raised more than \$28,000 for the Cancer Care Centre at St George Hospital. The annual Hurstville Excellence in Business Awards was attended by more than 250 people. At the three citizenship ceremonies 235 people received their certificates. The community barbecue celebrated the 1 millionth visitor to Hurstville Aquatic Leisure Centre
A.4.K.4	Number of incidences of information being distributed to new migrants	To be investigated.	To be investigated in the future

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
	Issue: Recreation and Sporting Facilities – Improving recreation and sporting facilities (including ground conditions, seating, signage and lighting) as well as parks and open spaces (such as natural bushland)		
A.5.K.1.01	Number of people using recreation and sporting facilities, e.g. Hurstville Aquatic Leisure Centre, Hurstville Golf Course, Hurstville City Library, Museum and Gallery	Visitor numbers to Library, Museum & Gallery.	There were 470,455 visitors at the Hurstville Library, 93,117 at the Penshurst Branch Library and 11,339 at the Hurstville Museum & Gallery
A.5.K.1.02		Number of programs and attendees at Library, Museum & Gallery programs.	There were 1,001 programs attended by 29,529 people. Breakdown by number of programs (and attendees) were: Youth 81 events (932 attendees); Children 574 (21,979); Adults 87 (1813); Seniors 56 (753); CALD 99 (1722); and Cross generational 117 (2332). Library and Information Week 2014 was very successful with attendances were for the Sydney Writers' Festival author talk (85), jazz concert (66), Discovery Writers' group (45) and the Positive Parenting workshops for Chinese parents was fully subscribed (75)
A.5.K.1.03		Number of wireless log-ins for public access in the Library, Museum & Gallery.	There were 137,094 wireless logins at Hurstville Library compared to 105,024 logins in 2012-13. This represents a 30.5% increase in wireless usage. There were 9,335 wireless logins at Penshurst Library and 4,684 in 2012-13. This represents a 100% increase in wireless usage
A.5.K.1.04	Number of people using recreation and sporting facilities, e.g. Hurstville Aquatic Leisure Centre, Hurstville Golf Course, Hurstville City Library, Museum and Gallery	Number of web-site, e-newsletter and social media hits in the Library, Museum & Gallery & Entertainment.	LMG&E web assets received 1,731,946 web hits compared to 1,657,008 hits in 2012-13 representing an increase of 4.5%. The HEC website received 56,285 hits compared to 38,131 hits in 2012-13 representing a 47.6% increase
A.5.K.1.05		Volunteer hours worked across Library, Museum & Gallery and Entertainment.	There were 12,008 volunteer hours worked across LMG&E

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
A.5.K.1.06		Annual collections (e.g. Books, CDs) turn-over rate.	Annual turn-over rate for total collections for 2013-14 was 6.81 which is a 0.43% increase on 2012-13. (6.37). This exceeds ALIA enhanced guideline for Public Libraries of 6.1 and NSW Public Libraries exemplary guideline of 4.8
A.5.K.1.07		Check-outs for on-line music collection. <i>Number</i>	There were 15,216 Freegal music downloads from 1,171 customers. 21,400 songs were streamed by 437 patrons
A.5.K.1.08		Visitors to Hurstville Aquatic Leisure Centre. <i>Number by type</i>	In 2013-14 there were 918,463 visitors to Hurstville Aquatic Leisure Centre whereas in 2012-13 there were 836,321
A.5.K.1.09		Visitors to Golf Course.	In 2013-14 there were 31,255 visitors to the Golf Course whereas in 2012-13 there were 37,430
A.5.K.1.10		Visitors to Tennis Courts.	In 2013-14 there were 25,455 visitors to the Tennis Courts where as in 2012-13 there were 15,156 visitors
A.5.K.1.11		Playing sports fields mowed weekly. <i>% mowed each week</i>	100% parks were mowed and maintained as per the agreed schedule
A.5.K.1.12		Reserves and parklands mowed every 3 weeks. <i>% mowed within 3 weeks</i>	High growth rates of grass occurred in January – March 2014 due to prolonged wet and warm weather resulting in the target not being met
A.5.K.2	Extent to which facilities are utilised	Meeting and function room utilisation in the Library, Museum Gallery & Entertainment. <i>% utilisation</i>	Total utilization rates for the HEC facilities over the four quarters were 17, 16, 12 and 14% respectively compared to 15, 16, 14 and 14% in 2012-13
A.5.K.3	Satisfaction with cleanliness of community facilities, toilets etc.	Surveys to be conducted in the future.	Toilets were cleaned daily as per schedule and no complaints were received
A.5.K.4	Complaint levels and the response times to address these	Incorporated into Customer Service response KPI and reported at D.2.	There were 7173 service requests which were addressed on average within 11.1 days

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
Issue: Public Transport – Providing improved access to public transport by improving rail and bus services, as well as the public transport interchange			
A.6.K.1	Public transport usage rates in comparison to all transport modes	Public Transport use. <i>Annual Report</i>	The mode share of public transport (bus, train and walking and cycling) the in Hurstville CBD is about 34%
Issue: Families and Children – Providing access to family-friendly programs and events			
A.7.K.1.1	Number of childcare places available, and utilisation rates	Utilisation of Children's Services % <i>Utilisation rates</i>	Utilisation remains high. Long Day Care positions had minimal vacancy rate due to the enrolment orientation process. Preschool positions had a 80% occupancy rate as no school holiday care or working hours opening were available
A.7.K.1.2		Quality early childhood services through annual user satisfaction survey <i>User satisfaction rating</i>	Surveys across all services indicated that families were happy with services delivered by the centres
A.7.K.1.3		Childhood immunisation rates in Hurstville using Health Department data. All children at HCC facilities immunised. <i>Report provided annually</i>	All requirements were met and documentation and databases are kept current
A.7.K.1.4		Early childhood services meet the requirements of the National Standard through the assessment process. <i>National Quality Standard met</i>	Results were: Family Day Care - Working toward the National Quality Standard; & Jack High Child Care Centre & Preschool - Meeting the National Quality Standard
A.7.K.2	Participation rates at family friendly events/initiatives	Participation rates at family friendly events/initiatives. <i>Report</i>	Participation rates are approximately 70% at family events. Also informal participation has increased
Issue: Youth – Providing opportunities/affordable access to youth development, programs and events			
A.8.K.1	Usage/attendance at events and programs	Youth attendance at events and programs. <i>Report quarterly</i>	A Cyber Safety Seminar attracted 30 parents and teenagers. Parenting Seminars on Drugs & Alcohol and Teen Depression were held for families with teenagers with 60 persons attending. Over 80 young people participated in Youth Week events. The Career Compass event attracted 640 students
A.8.K.2	Number of positive youth stories/profiles in local papers	To be developed. Covered under Action A.8.2	Covered under Action A.8.2. More to be developed



# Environmental Sustainability

## COMMUNITY STRATEGIC PLAN ISSUES

1. **ENVIRONMENTALLY SUSTAINABLE PRACTICES** Adopting and promoting environmentally sustainable practices (such as saving water/energy, improving water quality in creeks and reducing noise pollution).
2. **PUBLIC HEALTH** – Providing support and initiating programs to improve public health (such as mental health, drug and alcohol awareness programs and health standards in food outlets).
3. **ILLEGAL DUMPING AND LITTERING** – Reducing illegal dumping and littering.
4. **SCENIC AND CULTURAL HERITAGE SITES** - Preserving scenic and cultural heritage sites.
5. **DOMESTIC AND COMMERCIAL WASTE COLLECTION** – Improving domestic and commercial waste collection.

## SIGNIFICANT ACHIEVEMENTS IN 2012-13

Stages 1 and 2 of the Peakhurst Light Industrial Stormwater Harvest and Reuse Scheme were completed. The scheme captures and treats stormwater run-off from neighbouring catchments and the water is used to irrigate the golf course. Each year it will help to save 21 million litres of tap water. Webbs Dam upgrade was completed but no suitable environmental grants are currently available for an irrigation system to water the fields.

A review of the Hurstville Heritage Study 1988, which is partly funded by the NSW Office of Environment and Heritage, will ensure that Council's scenic and cultural heritage sites are identified and preserved. The findings were incorporated in a Local Environment Plan (LEP) amendment to Draft Hurstville Comprehensive LEP 2012. Amendment No 2 to Hurstville LEP 2012 was published on NSW legislation website on 4 April 2014. LEP Amendment was implemented into Council's systems and letters were sent to all affected land owners.

New LED down-lights were installed in the Hurstville Library and metering has shown significant reduction in power consumption. Thirty seven requests were made for repairs of faulty street lights and referred to Ausgrid for action. All repairs were completed on time. Agreement was reached with Ausgrid as part of the SSROC Street Lighting Improvement Program for the installation of energy efficient LED lamps when existing street lamps fail.

As part of environmental sustainability libraries are now using suppliers who provide sustainable and 'green' products such as printers and the 'Habitat Range' of wines. Also leftover food not reusable onsite are picked up by Ozharvest.

The annual tree give-away and tree planting was held on 27 July 2013 and 2260 trees/shrubs were given away and 500 shrubs and trees were planted. A further 350 native trees and shrubs were also planted in various parks /reserves & bushland areas.

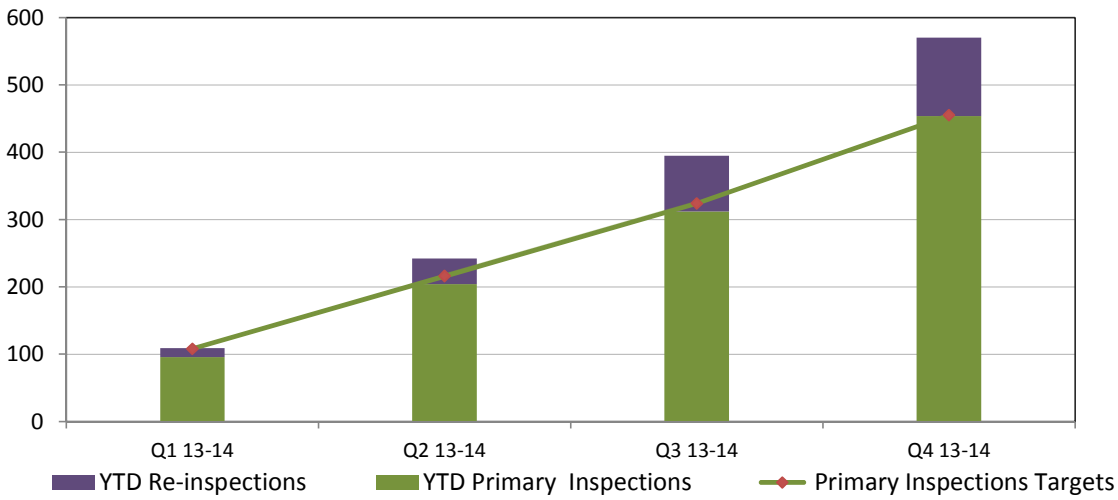
Council involved the community in the 2013-14 Riverhealth Monitoring at Lime Kiln Bay and Myles Dunphy Reserve and in cleaning up Hurstville sites as part of the Riverkeeper Program. Also volunteers residing in the Hurstville LGA, as part of Oatley Flora and Fauna Community Group, participated in River Health Sampling outside the Hurstville LGA at Dharawal National Park. Council's participation in the Riverkeeper Program from July to June 2014 resulted in the collection of 8.66 tonnes of rubbish. Volunteers expended 3,380 hours on various activities. Additionally 69.4 tonnes sediment / rubbish were removed from sedimentation ponds and gross pollutant traps.

To promote healthy food premises Council inspected 455 high and medium risk food premises and did 116 re-inspections. (See Graph 7). Food Safe Information packages were distributed to new high and medium risk premises as they opened and quarterly Food Safe Newsletters were distributed to all food premises. Six Food Safe Seminars were delivered attracting 150 attendees. Council issued 18,017 PINs and received 348 or 1.93% complaints. Customer Service Requests comprised less than 0.1% of the total waste services provided and these requests were

dealt with within 48 hours. Council provided 10,337 Commercial Waste & Recycling Services. There were 2,483 illegal dumping incidences.

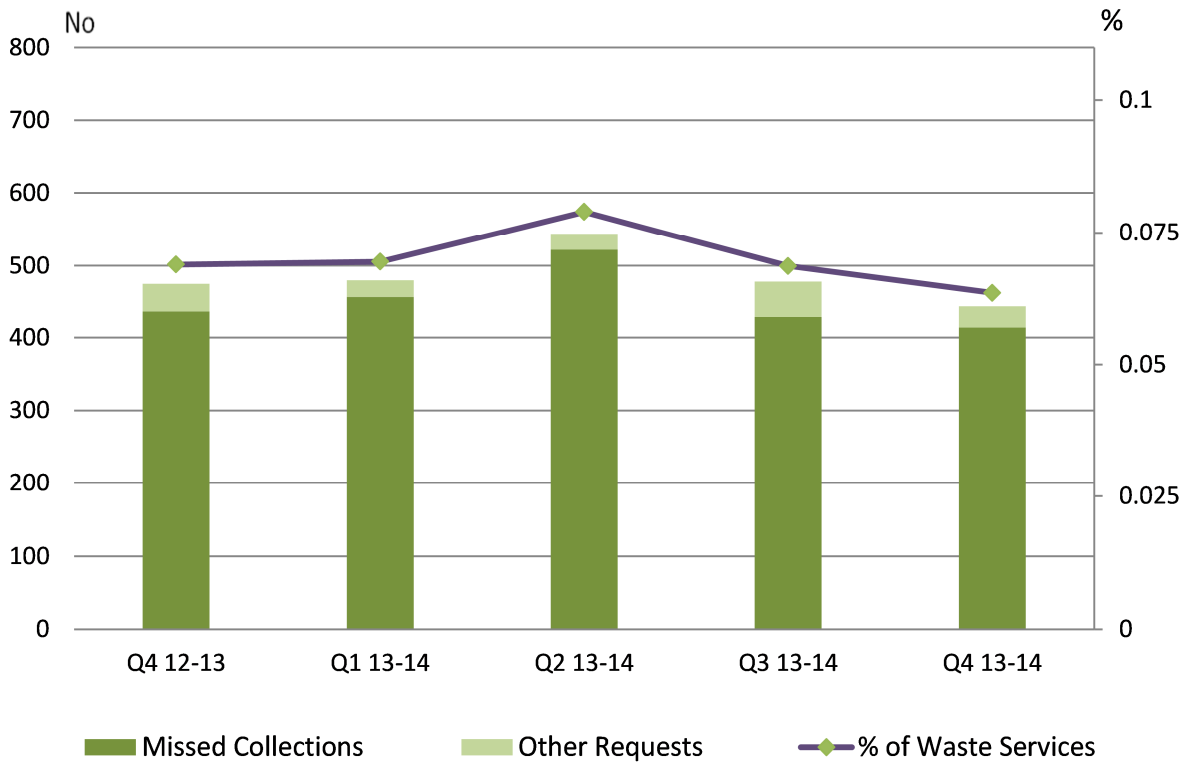
**GRAPHIC INDICATORS**

**Graph 7 High/Medium Risk Food Premises Inspections**



*Comments: Achieved the goal to inspect 455 high/medium food premises in 2013-14. There were 116 or 25.5% re-inspections which was better than the 40% target.*

**Graph 8 Customer Waste Service Requests**



*Customer Service Requests represents less than 0.1% of total Waste Services provided. Missed Collections in Q4 decreased compared to the same period last year.*

## PERFORMANCE IN DETAIL

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
	Issue: Environmentally sustainable practices – Adopting and promoting environmentally sustainable practices (such as saving water/energy, improving water quality in creeks and reducing noise pollution)	
B.1.1.01	Develop a Library, Museum & Gallery and Entertainment action plan to promote environmental sustainability and help reduce our carbon footprint.	LMG&E developed an Environmental Sustainability Action Plan and are using suppliers who provide sustainable and 'green' products such as printers and 'Habitat Range' of wines. Also leftover food not reusable onsite are picked up by Ozharvest
B.1.1.02	Seek Funding for Floodplain Risk Management Plan development. Develop and implement Floodplain Risk Management Plan.	A contract was awarded for the Hurstville Overland Flow Flood Study on 12 May 2014. Documentation such as historical flood information, existing local flood studies and satellite imagery are being reviewed
B.1.1.03	Implement Myles Dunphy Plan of Management. Monitor an annual program of actions for the next five years.	Erosion was identified in MDR Plan of Management as high priority. An Expression of Interest was lodged with Greater Sydney Local Land Services to implement an erosion control project at Myles Dunphy Reserve
B.1.1.04	Develop and implement Landscape Masterplans to guide future upgrades of key environmental assets such as Evatt Park (m), Water Sensitive Urban Design Constraints Analysis (m) & S94 funding (s).	Awaiting advice from Office of Environment and Heritage on a grant application which was lodged for concept and detailed designs for the stormwater harvesting system at Gannon's Park
B.1.1.05	Complete desktop review, based on existing information and prepare a strategy, including actions focussing on the protection and restoration of biodiversity.	The Biodiversity Study was completed and Expressions of Interest were lodged with Greater Sydney Local Land Services to implement erosion work and for funds to commence the Biodiversity Strategy
B.1.1.07	Prepare a Water Sensitive Urban Design (WSUD) Action Plan & Schedule of on-ground works.	The WSUD Action Plan was updated to reflect new initiatives and past achievements
B.1.1.08	Implement information management tools to support visibility of Council's Environmental Sustainability Practices.	A review of companies who provide data reporting service was undertaken and quotes were requested from these service providers
B.1.1.09	Investigate Stormwater/Environmental funding options to assist funding infrastructure maintenance, on ground works and community education initiatives.	No suitable grants are available to implement or develop landscape plans. Grants opportunities are being sought and will be applied for as they become available

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
B.1.1.10	Review environmental provisions in DCPs for all development types. Promote environmentally sustainable practices at Development Assessment stage of proposals and consider as part of DCP 1 review.	This was considered a part of the recent DCP 1 review for consistency with LEP 2012 (Adopted June 2013) and included as part of the development assessment process and conditions of consent
B.1.2.	Encourage the community to work together on environmental projects (e.g. Clean Up Australia Day, Bushcare, and community gardens).	The community was involved in 2013-14 Riverhealth Monitoring at Lime Kiln Bay and Myles Dunphy Reserve and in cleaning up of Hurstville sites as part of the Riverkeeper Program. Also volunteers residing in the Hurstville LGA, as part of Oatley Flora and Fauna Community Group, participated in River Health Sampling outside the Hurstville LGA at Dharawal National Park
B.1.2.1	Implement a program in partnership with local community groups, residents and regional organisations such as the GRCCC (e.g. River Health (GRCCC), Cooks River Alliance) and Bushcare.	Under the 2013-14 Hurstville LGA Riverkeeper Program 8.66 tonnes of rubbish was collected using 3380 volunteer hours. There were 102 GRCCC Riverhealth Community volunteer hours in 2013-14
B.1.2.2	Develop and manage the City's Bushcare programs.	The annual tree give-away and tree planting was held on 27 July 2013. Approximately 2260 trees/shrubs were given away and about 500 shrubs and trees were planted. Approximately 350 native trees and shrubs were also planted in various parks /reserves & bushland areas
B.1.2.3	Develop and implement a Street Tree Management Strategy.	Field work and consultation to develop the strategy is progressing. Implementation of street tree management is ongoing
B.1.3	Develop and promote initiatives to use and manage stormwater (such as rainwater tanks).	Investigation on ways to capture data on the installation of stormwater management devices and rainwater tanks in private and council owned developments will commence in the future
B.1.3.01	Complete Stage 1 of the Peakhurst Light Industrial Stormwater Harvesting and Reuse Scheme.	Completed Stage 1 of Peakhurst Light Industrial Stormwater Harvest and Reuse Scheme. The scheme captures and treats stormwater run-off from neighbouring catchments. The water is used to irrigate the golf course. Each year it will help to save an 21 million litres of tap water
B.1.3.02	Construct Stage 2 of the Peakhurst Light Industrial Stormwater Harvesting and Reuse Scheme.	Stage 2 was completed and the golf course was re-opened in April 2014

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
B.1.3.04	Monitor the Peakhurst Light Industrial Stormwater Harvesting and Reuse Scheme.	Internal fortnightly monitoring of water quality in the storage dam is continuing. Subject to funding, laboratory monitoring of treated irrigation water and methane will commence
B.1.3.05	Complete Webb's Dam (Evatt Park) Upgrade including stormwater harvesting and reuse opportunities on adjoining sports fields.	Webbs Dam upgrade was completed. No suitable environmental grants are currently available for a irrigation system to water fields
B.1.3.09	Review current documentation to include or strengthen controls that promote water conservation and stormwater reuse.	Covered under B.1.1.10 and forms part of the development assessment process and conditions of consent
B.1.3.10	Investigate options to capture data on the number and capacity of rainwater tanks.	Covered under B.1.3. Action to commence in the future
B.1.4	Inform people of 'correct' environmentally sustainable practices, including use of an environmentally specific e-newsletter.	Twice yearly Environmental Sustainability Newsletters are being developed which will encourage community uptake of sustainability measures. i.e. rainwater tanks / solar, etc
B.1.5	Promote Council and other organisations' initiatives (energy/water saving etc.) and encourage their implementation in the community – such as water saving devices, using mulch and solar panels See also B.1.2.1	Work has commenced on a reporting framework for Environmental Sustainability measures. An internal Sustainability Working Group will develop these measures
B.1.6.1	Implement Council's Energy and Water Management Framework and the Climate Change Adaption Plan. Take actions to reduce the Carbon Footprint for Council and the LGA. Trends to be reported under KPI B.1.K.07.	New LED down lights were installed in the Hurstville City Library and metering is showing significant reduction in power consumption
Issue: Public health – Providing support and initiating programs to improve public health (such as mental health, drug and alcohol awareness programs and health standards in food outlets)		
B.2.1.	Identify demand for public health services (including after-hours GPs and mental health services), and advocate to address shortcomings (e.g. more staff/health professionals).	The Headspace Mental Health facility for youth is nearing completion and will be operational in Q1 of 2014-15
B.2.1.1	Continue to advocate for the implementation of a Comprehensive Public Health Program.	A Comprehensive Needs Assessment co-ordinated by Medicare Local was completed

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
B.2.2.	Maintain quality standards in food outlets through a food enforcement and education program and inform the community of standards achieved.	The 2013-14 Inspection Program for 455 high and medium risk food premises was completed including 116 re-inspections
B.2.3.	Provide information and promote public health services available in the area (e.g. create a Directory).	Food Safe Information packages were distributed to new high and medium risk premises as they opened Quarterly Food Safe Newsletter were distributed to all food premises
B.2.4.2	Implement Gannons Park Landscape Masterplan.	Awaiting response to a grant application for \$85k submitted under NSW Estuary Management Program for concept and detailed designs for a stormwater harvest and reuse scheme at Gannon's Park
B.2.4.3	Prepare a Water Sensitive Urban Design Constraints Plan for the City.	WSUD Action Plan was updated to reflect new initiatives and past achievements
Issue: Illegal dumping and littering – Reducing illegal dumping and littering		
B.3.1.	Continue with Waste Audits and implement recommendations.	Recommendations arising from waste auditing and monitoring of multi-unit developments and public places were actioned
B.3.3.1	Prepare Information Brochures on Food Safety, Pollution Controls and Building Site Management.	Food Safe Information packages were distributed to new high and medium risk premises as they opened. Quarterly Food Safe Newsletter were distributed to all food premises
Issue: Scenic and cultural heritage sites – Preserving scenic and cultural heritage sites		
B.4.1.	Undertake a Heritage Study Review to identify sites (including Aboriginal sites) and incorporate findings in a Local Environment Plan (LEP) amendment to Draft Hurstville Comprehensive LEP 2012.	Amendment No 2 to Hurstville LEP 2012 was published on the NSW legislation website on 4 April 2014. First LEP amendment was made by Manager Strategic Planning as delegate of Minister of Planning. LEP Amendment was implemented into Council's systems and letters sent to all affected land owners
Issue: Domestic and commercial waste collection – Improving domestic and commercial waste collection		
B.5.1.1	Implement Waste Disposal and Green Waste Processing contracts.	Green waste processing contract and waste disposal contract are operational
B.5.2.1	Provide information packages to residents and business education programs.	Information packages were provided to businesses and residents as requested

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
B.5.4	Deal with resident / business queries and complaints efficiently. To be reported under KPI at B.2. Provide an effective and efficient public place recycling program through service provision, audits and education initiatives.	Public Place Recycling Program is in place at several locations. Low contamination issues are being addressed through regular auditing and monitoring

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
<b>Pillar: Environmental Sustainability</b>			
Issue: Environmentally sustainable practices – Adopting and promoting environmentally sustainable practices (such as saving water/energy, improving water quality in creeks, and reducing noise pollution)			
B.1.K.01	Community and business awareness and behaviour	Environmental awareness (knowledge and behaviours) within the residential and business communities. To be reported in future years. <i>Report every 4 years</i>	No action required in 2013-14
B.1.K.02	Level of participation in environmentally related activities	Participation and satisfaction in key Council events and programs. <i>Report every six months</i>	Council's participation in the Riverkeeper Program from July to June 2014 resulted in the collection of 8.66 tonnes of rubbish. Volunteers expended 3,380 hours on various activities
B.1.K.03		Develop and implement Bushcare & Tree Planting programs. <i>Report annually</i>	Approximately 1,800 trees/shrubs and grasses were planted in various parks /reserves & bushland areas by volunteers. Many plants were also regenerated in bushland areas. Council staff planted approximately 1000 trees/shrubs and grasses in streets, parks and public places
B.1.K.04	Number/capacity of stormwater capture facilities (BASIX data)	Modelled effectiveness of Council owned stormwater capture and treatment facilities within the City. % <i>of operating devices meeting best practice standards</i>	All water improvement devices are regularly maintained and functioning as designed

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
B.1.K.05	Number/capacity of stormwater capture facilities (BASIX data)	Number & capacity of stormwater capture facilities (BASIX data). Volume of rainwater tanks approved for installation. <i>No. and Volume approved in the last financial year</i>	Further investigation will be done in the future. There are 14 gully pit traps, 30 litter baskets, 3 trash racks, 1 artificial wetland and 4 bioretention/rain gardens
B.1.K.06	Usage of water and energy in Council buildings	Annual energy and water consumption within Council facilities. <i>Report annually</i>	Quotes were requested from suppliers with an aim to appoint in Q1 of 2014-15
B.1.K.07		Carbon Footprint information for Council activities. <i>Report quarterly</i>	Annual Report on carbon emissions for 2012-2013 was produced. The next Annual Report is due in 2014-15
B.1.K.08	Level and extent of noise pollution	For future development.	To be developed
B.1.K.09	Quality of water at specific locations e.g. Lime Kiln Bay and Jewfish Bay	Water quality at Jewfish Bay. 80% compliance with 'Beachwatch protocols'. <i>% compliance report every 6 months</i>	The next Beachwatch Annual report is due in Q2 of 2014-15
B.1.K.10	Quality of water at specific locations e.g. Lime Kiln Bay and Jewfish Bay	Lime Kiln Bay - Long term improvement in Riverhealth assessment. <i>Report annually</i>	The next GRCCC's River Health Monitoring Program is due in Q2 of 2014-15
B.1.K.11		Sediment / rubbish removed from sedimentation ponds and gross pollutant traps. <i>Tonnes removed.</i>	Approximately 69.4 tonnes of rubbish / sediments were removed
B.1.K.12	Performance against targets in the Sydney Metropolitan Catchment Authority Catchment Action Plan	Report on Sydney Water Sewerage Overflow.	Sydney Water is undertaking environmental assessments of Lime Kiln Bay to determine the impacts of diverting flows from Dairy Creek outlet to Roberts Avenue overflow point
Issue: Public health – Providing support and initiating programs to improve public health (such as mental health, drug and alcohol awareness programs, and health standards in food outlets)			
B.2.K.1	Measure number of health standard violations in food outlets	Health standard at all Medium to High Risk Food Premises. Annual target 100% inspected. <i>Number and Cumulative % inspected</i>	In 2013-2014 all 455 Food Premises were inspected
B.2.K.2	Measure number of health standard violations in food outlets	Reduction in Food Premises reinspected through education, information, and promotion of health and hygiene standards. <i>Number and % reinspected</i>	Of the 455 Food Premises inspected in 2013-14 there were 116 or 25.5% reinspections which was better than the 40% target



KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
B.2.K.3		Food Safe Seminars conducted regularly. <i>Number conducted and attendance</i>	Six Food Safe Seminars were held in 2013-14 and attended by 127 persons
B.2.K.4		Food Safe Newsletters delivered quarterly to all Food Premises. <i>Number and % delivered</i>	Food Safe Newsletters were delivered to all Food Premises
B.2.K.6		Food information package sent to business as part of an educational program for medium to high risk premises. <i>Number sent and % of medium to high risk premises</i>	Food information packages were sent to businesses as part of an educational program for medium to high risk premises
B.2.K.7	Proportion of complaints about environmental compliance responded to within 48 hours	Complaints compared to total Infringements issued. <i>% of complaints against infringements issued</i>	Council issued 18,017 PINs and received 348 or 1.93% complaints which was better than the <5% target
B.2.K.8		Animal Management Activities (eg, dog attacks, dogs unleashed, barking dogs, feral cats, etc). Less than 20 complaints per week. <i>Number of complaints per quarter</i>	Council received 758 animal complaints or on average of 14.6 complaints per week which is better and under the <20 per week target
B.2.K.9	Proportion of registered premises (hairdressers, food shops etc) inspected annually	Annual program developed and premises inspected. Included and reported under KPI B2. <i>Number and Cumulative % inspected</i>	Council inspected 17 out of the 75 Skin Penetration Premises in 2013-14
<b>Issue: Illegal dumping and littering – Reducing illegal dumping and littering</b>			
B.3.K.1	Waste collected (commercial and residential).	Reduce number of all waste contract service complaints to less than 35 per week. <i>Number of complaints per quarter</i>	There were 1923 complaints or 37 on average per week against the target of less than 35
B.3.K.2	Waste collected (commercial and residential).	Respond to customer requests with 48 hours. <i>% of customer requests actioned within 48hrs</i>	All customer requests were dealt with within 48 hours
B.3.K.3	Waste collected (commercial and residential).	Increase progressively the number of commercial waste and recycling services. <i>Additional number of services per quarter</i>	Council provided 10,337 Commercial Waste & Recycling Services

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
B.3.K.4	Number of incidences and complaints of illegal dumping	Reduce level of illegal dumping below 25 per week through promotion of alternatives, education, and minimisation strategy. <i>Number of illegal dumpings per quarter</i>	There were 2483 illegal dumping incidences or on average 46.6 per week against the target of less than 25
B.3.K.5	Number of incidences of 'littering'	Number of incidences of 'littering'. To be developed. <i>Number of incidences of 'littering'.</i>	To be developed
B.4.K.1	Public awareness, knowledge, appropriate use and development of heritage sites	Public awareness, knowledge, appropriate use and development of heritage sites.	To be developed
<b>Issue: Domestic and commercial waste collection – Improving domestic and commercial waste collection</b>			
B.5.K.1	Proportion of waste not diverted to landfill (Target 50% of waste recovered)	Increase the total Diversion Rate (waste diverted from landfill - e.g. increase recycling rates through education and information initiatives). <i>% of waste stream diverted per quarter</i>	The Diversion Rate or the Proportion of Waste Recycled ranged from 43% to 47% per quarter against the State target of 50%
B.5.K.2	Public awareness and knowledge of correct practices	Public awareness and knowledge of correct practices.	To be developed

# Economic Prosperity

## COMMUNITY STRATEGIC PLAN ISSUES

1. **TOWN PLANNING** – Address town planning issues that result from an increasing population.
2. **THE ROAD NETWORK** – Improving and maintaining the road network.
3. **AVAILABILITY OF CAR PARKING** – Improving the availability of car parking.
4. **SUPPORTING AND ATTRACTING LOCAL BUSINESSES** – Supporting and attracting local businesses and encouraging local employment.
5. **IMPROVING TRAFFIC FLOW** – Improve traffic flow (with the use of speed humps, traffic islands, chicanes etc).

## SIGNIFICANT ACHIEVEMENTS 2012-13

Council supported and assisted local businesses by providing a business advisory service and establishing and maintaining relationships with Chambers of Commerces in Mortdale & Hurstville and the Newtown Business Precinct Business Association. The 2014 Hurstville Excellence in Business Awards received 58 entries and 240 people attended the Awards Dinner on 6 June 2014.

Council assisted the Business Enterprise Centre Southern in providing advice to 22 businesses. NSW Office of the Small Business was assisted in attracting more than 60 local businesses of Chinese background to attend an information session. Council continued to send referrals from local businesses requiring assistance to BEC Southern Sydney. The St George Health and Well Being Network meet quarterly. A joint forum with Sutherland Council was attended by more than 50 local businesses. Economic indicators are published on an annual basis with the latest being in February 2014.

The revised Public Spaces Local Approvals Policy was adopted and 304 street stalls were approved. Also the 2014-15 fees and charges for street stalls were adopted and took effect from 1 July 2014. Council resolved on 10 December 2013 to support the installation of way-finding signage at relevant locations.

To improve or maintain accessibility, Council invested in local roads and maintained the Traffic Committee, an advisory committee which reviews and makes recommendations in relation to traffic issues such as traffic calming, restrictions and pedestrian safety. There were eleven Traffic Committee meetings held to consider traffic and transportation issues and 54 reports were considered. The majority of the recommendations of the Traffic Committee were adopted and subsequently implemented by Council.

All projects in the annual Roads, Infrastructure Plus and the Capital Works programs (construction, re-sheeting, maintenance and repair) were completed. Also, the annual program for maintenance, re-construction and creation of building assets was completed. Additionally, 12 accessible bus stops were constructed under the accessible bus stop program.

Hurstville LEP 2012 was approved by the Minister for Planning and Infrastructure on 7 December 2012. The DCP1 was adopted by Council and came into effect on 24 June 2013. The new DCP and LEP 2012 have been incorporated into Council's systems and procedures

A report on draft amendments to DCP 2 Hurstville City Centre was considered on 2 April 2014. An extension to the Gateway Determination timeframes from Department of Planning & Environment was requested and was granted to 31 October 2014. Draft Amendments to DCP 2 were completed

RailCorp in partnership with Hurstville and Kogarah City Councils completed detailed designs for the proposed Lily Street Rail Overpass. Site investigations and service relocations are scheduled in 2014-2015 with construction

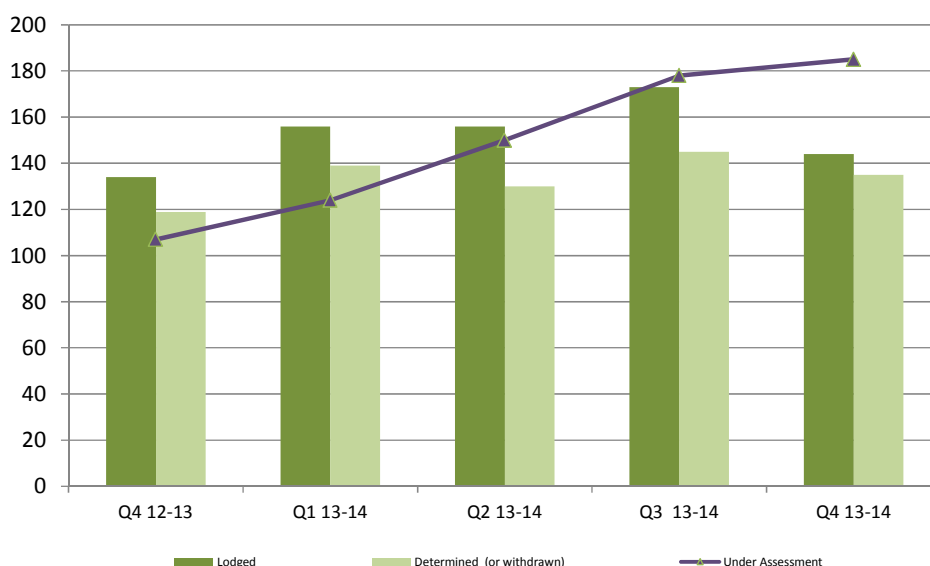
commencing in 2015-2016. RailCorp has completed designs for the Tracey Street Overpass. Construction of the bridge is scheduled for completion in 2014-2015

Council determined 521 Development Applications. There were 629 lodged with 185 remaining undetermined as at 30 June 2014. Average turnaround times range between 75 to 89.7 days. (See Graphs 9 & 10). The value of Development Applications determined in 2013-14 was \$734.51 million.

Twenty traffic speed surveys and their findings were reported to Council recommending appropriate traffic management actions. Minor traffic hot-spot areas were resolved as a part of Local Traffic Committee process. Two potential major 'traffic hot spot' areas were identified and are being addressed for potential traffic issues in Roberts Avenue at new Woolworths Development and the Kingsgrove Mashman Development.

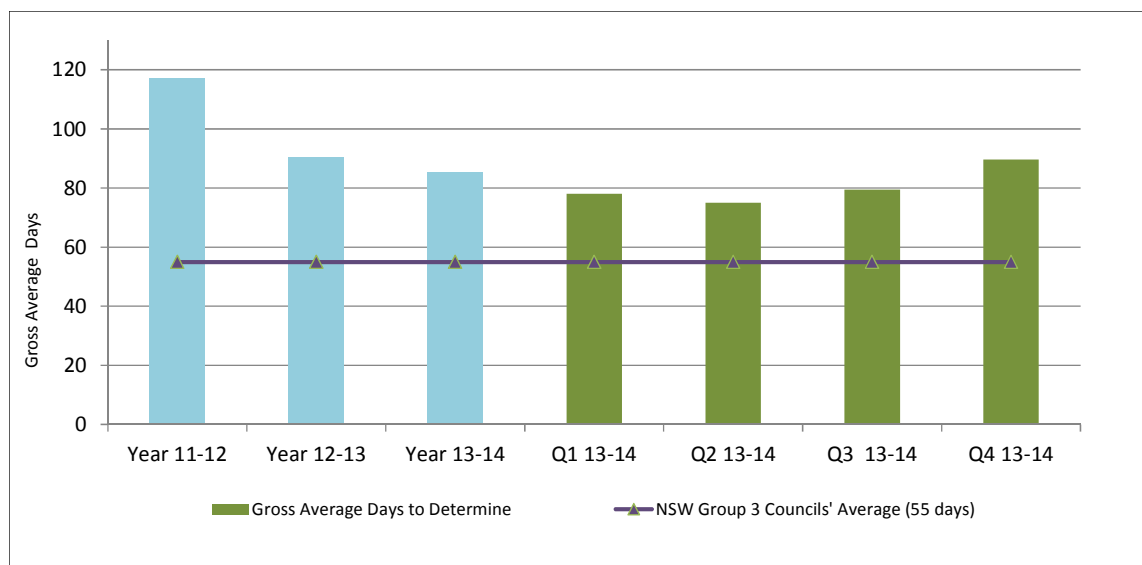
## GRAPHIC INDICATORS

**Graph 9 Development Applications Lodged, Determined and Under Assessment**



*Comments: Development Applications lodged in the last three quarters show a greater increase over last year's development activity. The number of DAs lodged or under assessment is trending upwards.*

**Graph 10 Development Application Assessment Turnaround Time**



*Comments: Gross processing times are measured according to the NSW Department of Planning and Environment definition. Q4 figure reflects the increase in the number of applications lodged.*

## PERFORMANCE IN DETAIL

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
	Issue: Town planning – Address town planning issues that result from an increasing population	
C.1.1.01	Implement a new Hurstville Comprehensive Local Environmental Plan (LEP) 2012 for LGA (except for land identified as the Hurstville City Centre). Hurstville Comprehensive LEP 2012 adopted in 2012-2013.	Hurstville LEP 2012 was approved by the Minister for Planning and Infrastructure on 7 December 2012 and incorporated into Council's systems
C.1.1.01A	Undertake Planning for Council owned sites (e.g. Treacy St and Chambers St).	Action to commence once the draft City Centre LEP is completed
C.1.1.02	Review Development Control Plan No. 1 to align with the provisions of the Hurstville Comprehensive LEP 2012.	The DCP1 was adopted by Council and came into effect on 24 June 2013. The new DCP has been incorporated into Council's systems and procedures
C.1.1.03	Develop Commercial Centre Strategies and review development controls for local shopping centres.	Tender documents were prepared for the Employment Lands Study (ELS) in May 2014 covering commercial and industrial zoned land. Land use audits of industrial areas and local and neighbourhood centres land commenced in June 2014 in preparation for the study
C.1.1.04A	Planning System Review - White Paper Submission	Completed
C.1.1.05	Complete planning proposal for the Canterbury/Hurstville LGA Boundary Adjustment and amendment to Hurstville LEP 2012.	The gazettal of LEP amendment was completed
C.1.1.07	Adopt and implement Hurstville City Centre LEP and Development Control Plan (DCP) and update the City Centre Masterplan 2004, including the DCP for Hurstville Commercial Only Core.	A report on draft amendments to DCP 2 Hurstville City Centre was considered on 2 April 2014. An extension to the Gateway Determination timeframes from Department of Planning & Environment was requested and granted to 31 October 2014. Draft Amendments to DCP 2 were completed
C.1.1.08	Prepare a Civic Centre Local Environmental Plan (LEP) and Development Control Plan (DCP) and update the City Centre Masterplan 2004.	Covered under C.1.1.01. To commence after draft City Centre LEP 2014 is completed

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
C.1.1.10	Undertake a review of Foreshore Building Line and amendment to the Hurstville Comprehensive LEP 2012.	To be considered in the future
C.1.2	Develop and manage public spaces to encourage economic activity for the Hurstville CBD and town centres	In 2013-14, 304 street stalls were approved. The 2014-15 fees and charges for street stalls were adopted and will take effect from 1 July 2014
C.1.2.1	Design and construct Central Plaza. <i>Negotiate development agreement and contract for sale with preferred developer. Develop a concept plan for Plaza with developer and undertake community consultation. Monitor development application process.</i>	Tenders closed on 18 March 2014 and a report will be prepared for Council's consideration in July 2014
C.1.2.3	Review Public Spaces Local Approvals Policy in accordance with requirements following the 2011 Local Government election.	The revised Public Spaces Local Approvals Policy was adopted
C.1.3.1	Implement the revitalisation of the shopping centres - Revitalisation of shopping centres - Kingsgrove, Beverly Hills, Peakhurst, Mortdale and Riverwood.	All works approved and budgeted for 2013-14 financial year including Stage 4 construction works at Riverwood Commercial Centre were completed
C.1.4	Communicate Council's plans, policies and development controls to key stakeholders and the wider community.	Changes to EP&A Regulation 2000 regarding Complying Development were implemented and advice provided as required
C.1.4.3	Provide an on-line information system on Development Control Plans (DCP) and Local Environmental Plans (LEP).	Digital datasets were provided to Department of Planning and Environment of latest changes to the LEP e.g. Heritage
C.1.5.	Encourage individuals, investors and developers to undertake affordable long term sustainable, commercial, residential and industrial development	Provided advice as required
C.1.5.1	Conduct evening forums or seminars on Hurstville Council Certification and Compliance.	To commence in Q3 of 2014-15 or upon implementation of new legislation
C.1.5.3	Facilitate opportunities for regular interaction between Council and the business community.	Council worked with Hurstville Chamber of Commerce and the Newtown Business Precinct Business Association. The 2014 Hurstville Excellence in Business Awards received 58 entries and 240 people attended the Awards Dinner on 6 June 2014

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
Issue: The road network – Improving and maintaining the road network		
C.2.1	Undertake network audits for key road assets and update Asset Management Plans.	Asset Management Plans are updated on a regular basis as network audits and/or asset upgrades occur
C.2.2 C.2.2.1	Continue with annual road network asset renewal with quality upgrade and repair. Undertake road maintenance works as identified in Asset Management Plans.	The annual road network asset renewal with quality upgrade and repair, and maintenance works were completed
2.4.1	Undertake an annual Infrastructure Plus works program on roads and footpaths.	Detailed designs for the widening of Lily Street Railway Over Bridge which will reduce traffic congestion and potential safety risks and enhance the reliability of the road network were completed. Also completed were all traffic management measures to improve road safety in the vicinity of Oatley Road Underpass across the railway.  All Infrastructure Plus works for the 2013-14 financial year were completed
C.2.4.2	Implement annual programs for asset maintenance and improvements in accordance with Asset Management Plans and Developer Contribution Plans.	All Revenue works for 2013-14 were completed in the Hurstville, Penshurst and Peakhurst wards
C.2.5	Maintain and repair roads for which State Government is responsible. (Not a Council responsibility).  <i>Advocate repair of roads for which State Government is responsible.</i>	The 2014-15 Funding for the Repair Roads & Maritime Services Program was received
C.2.6	Ensure the Road Asset Group (Transport Roads & Maritime Services and adjoining councils) work cooperatively and effectively.  <i>Facilitate monthly Traffic Advisory Committee meetings with key stakeholders.</i>	In 2013-14, 54 reports were written for Traffic Advisory Committee meetings. Council considered the recommendations and all their decisions were implemented on time
Issue: Availability of car parking – Improving the availability of car parking		
C.3.1	Increase car parking capacity by better utilisation of carparks, redeveloping existing or sourcing and acquiring new sites, eg Connelly St, Cook St, Edgbaston Road, etc.	Documentation was prepared for the Connelly Street car park development. Strategic acquisitions are being considered for Gloucester Road and Cook Street car parks. Detailed site survey for Edgbaston Road to identify constraints to development has commenced

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
C.3.1.3	Identify opportunities to increase public car parking using Developer Contribution funding. Possibilities include Civic Precinct and suburban Active Property Development Program sites.	All proposed developments of Council's car parks consider Developer Contribution funding
C.3.1.4	Progress Active Property Development Program and report on progress.	12 major and 7 minor projects are in progress as part of the Property Development Program
C.3.1.5	Enforce car parking regulations to ensure availability.	Parking enforcement and compliance operational programs are in place
C.3.3	Improve 'way-finding' signage (including 'space available' lights) to facilitate better utilisation of car parks	Council resolved on 10 December 2013 to support the installation of 'way-finding' signage at relevant locations. A report is being prepared for the August Traffic Committee on implementing improvements to the current 'way finding' system
C.3.3.1	Investigate "way-finding" signage & parking number availability. Develop a policy on 'way-finding' signage in Hurstville City Centre, town centres and public toilets.	Covered under C.3.3 above
C.3.3.3	Develop a program and install 'way-finding' signage as town centres and Central Plaza are upgraded.	Covered under C.3.3 above
Issue: Supporting and attracting local businesses – Supporting and attracting local businesses and encouraging local employment		
C.4.1.1	Produce a range of local economic indicators.	Economic indicators are published on an annual basis with the last being in February 2014
C.4.1.2	Implement recommendations of the Better Business Study / Small Business Study.	Advice and support is provided to new and existing businesses regarding Council policies, requirements and programs
C.4.1.3	Work with Hurstville Chamber of Commerce on improving marketing material and other information outlining the key benefits of Hurstville as a place to do business.	Information was provided to NSW Government Cabinet meeting held in Hurstville on 19 May 2014, on the likely impacts of relocating 500 staff from ATO and 500 from the Office of Environment and Heritage from Hurstville
C.4.1.4	Develop and review promotional brochures on 'Business in Hurstville' and update biennially.	
C.4.2	Develop and use a business register to communicate with and attract businesses	Awaiting release of the latest data from the Australian Business Register before constructing the database



Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
C.4.2.2	Develop a business register to monitor numbers and types of businesses in the Hurstville LGA in partnership with adjoining Councils.	Progress reported under C.4.2
C.4.2.3	Improve communication channels and processes between Council and the business community.	Council assisted Business Enterprise Centre Southern in providing advice to 22 businesses. NSW Office of the Small Business was assisted in attracting more than 60 local businesses of Chinese background to attend an information session
C.4.3	Encourage networking and educational opportunities and develop business clusters.	The St George Health and Well Being Network meet quarterly. A joint forum with Sutherland Council was attended by more than 50 local businesses
C.4.3.1	Review and enhance the content of the Business Section of Council's website and include a range of information, resources and opportunities.	Business information pages were updated to include the latest economic data
C.4.3.2	Evaluate programs and network opportunities provided by the Business Enterprise Centre (BEC) Australia and other stakeholders. Investigate opportunities with other service providers.	Council continued to send referrals from local businesses requiring assistance to BEC Southern Sydney business advisor
C.4.3.3	Provide and update a web-based resource site of business educational opportunities including the Sutherland Shire Hub for Economic Development.	Business content of Council's website is updated as required
C.4.3.4	Work with BEC to provide annual programs of educational and networking opportunities for businesses in the Hurstville Local Government Area.	Council works with BEC to promote networking and educational opportunities for local businesses.
C.4.3.5	Encourage networking and educational opportunities for local business and develop business clusters in particular the creation of a joint cluster focussing on the health and wellbeing sector in partnership with Kogarah City Council.	The St George Health and Well Being Network meets quarterly. A joint forum with Sutherland Council was attended by more than 50 local businesses
C.4.4	Review processes/regulations and encourage a variety of businesses (including large corporations) to move to the Hurstville local area.	Advice is provided to local and new businesses wishing to set up in Hurstville

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
C.4.7	Develop, implement, promote and review Place Management Plans for Town Centres.	Action to commence in future years
Issue: Improve traffic flow – Improve traffic flow (with the use of speed humps, traffic islands, chicanes etc)		
C.5.3	Provide online location services for business services, parking areas, walking trails and cycle paths. Document walking trials and cycle paths.	Council's My Services and Mobile application (iphone/android) provide the community with the location of cycle ways, GRCCC catchment map and walking & cycle maps. They are also on Council's website
C.5.4.1	Develop and implement TMAP for Hurstville Central Business District. Continue to update traffic modelling data for Hurstville CBD and highlight need for improvements. Combined with C 5.5.1 Program Delivery	TMAP was developed for the Hurstville City Centre. Actions arising were discussed with State authorities and relevant stakeholders and implementation is subject to availability of funding
C.5.4.2	Widen Lily Street Rail Overpass in conjunction with State Government and Kogarah Council.	RailCorp in partnership with Hurstville and Kogarah City Councils completed detailed designs for the proposed bridge. All site investigations and service relocations are scheduled in 2014-2015. Construction is to commence in 2015-2016
C.5.4.3	Investigate options for improving traffic flow in the CBD including traffic flow of Forest Rd through Hurstville CBD.	The Hurstville City Centre TMAP actions were discussed with State authorities and relevant stakeholders and implementation is subject to availability of funding
C.5.4.4	Investigate widening of Treacy Street railway overpass.	RailCorp has completed designs for the Tracey Street overpass. Construction of the bridge is scheduled for completion in 2014-2015
C.5.4.5	Investigate Forest Road Two-way through CBD.	A community consultation strategy was developed and consultation will commence in July 2014
C.5.4.6	Investigate widening of The Avenue Underpass (Subject to funding)	Awaiting funding before action can commence
C.5.5	Develop long term traffic modelling and transport plans for town centres.	Peak period traffic models were developed to assess the deficiencies of the road network within Hurstville CBD. No funding or resources are available to develop similar long-term traffic models for other town centres

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
	Pillar: Economic Prosperity		
	Issue: Town planning – Address town planning issues that result from an increasing population		
C.1.K.01	Local Environmental Plans and Development Control Plans are in place	Local Environmental Plans and Development Control Plans are in place.	Progress against specific LEPs and DCPs are described under actions in C.1.1 above
C.1.K.02	Population and employment increases (through number of dwellings constructed, and the change in employment numbers)	Meeting NSW Sub-Regional Strategy Dwelling Growth Targets. <i>Report annually</i>	Reported as part of Economic Indicators under C.4.1.1. Information received is that 550 staff from the Australian Tax Office will move out of the Hurstville CBD by November 2014 and 500 from the NSW Office of Environment and Heritage (National Parks) by early 2016
C.1.K.03	Number and value of businesses locating to Hurstville	Report biennially on number and value of businesses locating to Hurstville. <i>Report every 2 years</i>	To be reported next year
C.1.K.04	Awareness and understanding of Council's plans, policies and development controls (stakeholders and community)	Provide Pre-Development Application advice. <i>Number per quarter</i>	Twenty nine Pre-Development Applications were received including for a multi-storey building, seniors living, industrial, residential flat building child care centre
C.1.K.05		Awareness and level of understanding of Council's plans, policies and development controls. <i>Customer satisfaction in last financial year</i>	To be reported in future years
C.1.K.06	Number of and turnaround times for development applications, construction and complying development certificates	Improved turnaround time on Development Applications (s96, s82A) and subdivision (Strata, Stratum, Torrens, community as benchmarked to NSW Councils of similar size). <i>Number lodged, determined &amp; outstanding. Average assessment turnaround time</i>	There were 629 DAs lodged, 521 determined and 185 remaining undetermined as at 30 June 2014. Average times for determining DAs ranged from 75 to 89.7 gross days per quarter

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
C.1.K.07	Number of and turnaround times for development applications, construction and complying development certificates	Development Applications determined by staff as benchmarked to NSW Councils of similar size. Improve staff delegations. <i>% of DAs determined by staff.</i>	There were 58.7% (306 of the 521) DAs determined by Staff and 38.5% by Council & DAC-DEL. The remaining were lodged in error, rejected, etc
C.1.K.08		Development Applications assessed per officer as benchmarked to NSW Councils of similar size. <i>Number per officer</i>	Average number of DAs assessed per quarter ranged from 17.7 to 26.4 applications per officer
C.1.K.09		Development Application referrals completed within 14 days. <i>% completed with 14 days</i>	75% were completed within 14 days
C.1.K.10		Number of appeals successfully defended by Council. <i>% successfully defended</i>	Three appeals were dismissed, 7 were upheld with amended plans and 3 were discontinued
C.1.K.11		Improved turnaround time on Construction Certificates benchmarked against NSW State target of 40 days. <i>Number lodged, determined and outstanding. % determined</i>	There were 102 Construction Certificates lodged and all were determined under 40 Days
C.1.K.12		Improved turnaround time on Complying Development Certificates benchmarked against NSW State Target of 10 days. <i>Number and % turnaround within 10 days</i>	There were 32 Complying Development Certificates lodged and the average determination rate was 12.9 Days
C.1.K.13		Improved turnaround time for Building Certificates benchmarked against NSW State Target of 28 days. <i>Number and % turnaround within 28 days</i>	100% of standard Building Certificates Applications were determined under 28 Days
C.1.K.14		Complaints relating to unauthorised building works responded to within 3 working days. <i>Number and % of complaints responded within 3 days</i>	There were 452 Service Requests. 100% of initial actions were completed within 3 working days

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
C.1.K.15	Number of and turnaround times for development applications, construction and complying development certificates	Swimming Pool Compliance Certificates issued within the NSW State target of 42 Days.). <i>% issued within 42 days</i>	All determinations were completed within 42 Days
C.1.K.16		Improved fire safety compliance with all appropriate buildings evidenced by current annual Fire Safety Statements. <i>Number and % submitted by due date</i>	Certificates submitted per quarter were 124 or 82%, 145 or 82%, 110 or 83% and 136 or 81% by the due dates
C.1.K.17		Subdivision Certificates approved. <i>Number and % approved within 5 days &amp; 14 days. Median time taken</i>	Number by type and processing times were DA referrals 181 (median 6 days, 99.4% in 14 days); Subdivision Certificates 34 (median 1 day, 100% in 5 days); 88B Instruments 41 issued (median 1.5 days, 100% in 14 days); Subdivision DAs 3 issued 19.5 days average time, 100% in 40 days
C.1.K.18		Certificates under Section 88G of the Conveyancing Act 1919 issued within 14 days of request. <i>Number and % issued within 14 days. Median time taken</i>	No 88G Certificates were issued
C.1.K.19	Value of development applications approved and completed	Value of development applications approved and completed. <i>Dollar Value for previous financial year</i>	Value of Development Applications determined in 2013-14 was \$734.51 million
C.1.K.20	Values relating to key aspects of the local economy, e.g. Gross Regional Product, number and value of businesses	Report biennially on Hurstville Gross Regional Product benchmarked against Southern Sydney local government areas in collaboration with Dept of Trade and Investment. <i>Report every 2 years</i>	Reported as part of Economic Indicators in Q3
C.1.K.21	Values relating to key aspects of the local economy, e.g. Gross Regional Product, number and value of businesses	Use of Public Space Applications received, approved and processed within agreed times or 21 days. <i>Number and % within 21 days</i>	There were 304 Public Space applications processed

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
Issue: The road network – Improving and maintaining the road network			
C.2.K.1	Condition of the road network through the road network audit	Annual report on condition of the road network.	A condition summary report is at Appendix A - Road Inventory. A comprehensive network audit and condition report is in progress
C.2.K.2	Public transport usage rates (in comparison to all transport modes)	Covered elsewhere.	Covered under Action A. 6.1
C.2.K.3	Number and value of initiatives generated through cooperation with other Government organisations	Funding allocation received from NSW State & Federal Governments for capital works. <i>\$ and % of External funding received</i>	Council received \$412,000 from the State Government and \$204,973 from the Commonwealth Government for capital works (including upgrade works)
C.2.K.4	Quantity and value of renewal and maintenance work completed by class e.g. road, footpath, etc.	Community satisfaction scored at 8 or more on the amenity and cleanliness of Hurstville CBD. <i>Report annually</i>	Hurstville Chamber of Commerce is considering KPI's regarding cleanliness and amenity within the City Centre and also the dates for walk throughs
C.2.K.5	Quantity and value of renewal and maintenance work completed by class e.g. road, footpath, etc.	Infrastructure Plus capital expenditure table for each asset class. <i>Report annually</i>	Infrastructure Plus is covered under Public Works and Infrastructure Plus Section of this report
Issue: Availability of car parking – Improving the availability of car parking			
C.3.K.1	Number of carparking spaces by different categories/parking limit-regimes over time	Annual update of the number of parking spaces in Town Centres. <i>Report annually</i>	Car parking is covered at Appendix D – Car Parking Areas in this report

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
Issue: Supporting and Attracting Local Businesses – Supporting and attracting local businesses and encouraging local employment			
C.4.K.1	Gross Regional Product benchmarked against Southern Sydney local government areas	Gross Regional Product benchmarked against Southern Sydney local government areas. <i>To be reported in future years.</i>	Reported as part of Economic Indicators and available on Council's website
C.4.K.2	Change in the number of businesses (including by business size, type and length of time in operation within the Hurstville local government area)	Change in the number of businesses (including by business size, type and length of time in operation within the Hurstville local government area). <i>To be reported in future years</i>	See C.4.K.1 above
C.4.K.3	Number of new or retrofitted "green" buildings	Number of new or retrofitted "green" buildings.	To be reported in future years
C.4.K.4	Community satisfaction with the amenity and cleanliness of Hurstville CBD	Community satisfaction with the amenity and cleanliness of Hurstville CBD. <i>Incorporated under D.2 - Community Satisfaction</i>	Issues received from the business community regarding amenity and cleanliness are dealt with as appropriate
Issue: Improving Traffic Flow – Improving traffic flow (with the use of speed humps, traffic islands, chicanes, etc)			
C.5.K.1	Level of traffic flow/congestion in the CBD	Advocate and report annually on traffic 'Hot Spots' to Council. <i>Annual Report</i>	Minor traffic hot-spot areas were resolved as a part of Local Traffic Committee process. Two potential major 'traffic hot spot' areas were identified and being addressed are potential traffic issues in Roberts Ave at new Woolworths Development and the Kingsgrove Mashman Development
C.5.K.2	Speeds during peaks on key routes in Hurstville local government area	To be developed.	Twenty traffic speed surveys were done and the findings were reported to Council recommending appropriate traffic management actions

# Civic Leadership

## COMMUNITY STRATEGIC PLAN ISSUES

1. **COMMUNITY ENGAGEMENT** – Facilitating good communication and relationships with businesses and residents. Developing a framework that facilitates the engagement process. Promoting the benefits and value of proper engagement.
2. **COMMUNICATIONS** – Informing the community and making resources accessible, relevant and timely on all activities, services, policies and plans. Retain customer focus – maintain focus on face to face aspect of communication. Overall, to raise general awareness of Council activities.
3. **FINANCIAL SUSTAINABILITY** – Stable and healthy financial portfolio which is resistant to financial and economic volatility. Prudent financial management with a long term view. Enhanced overall efficiency and delivery of facilities and services.
4. **GOVERNANCE** – Open and transparent form of Government. Minimise risk to the organisation. Workforce planning - highly skilled and well-resourced staff. Unified and cohesive approach via strategic alliances with other Government stakeholders, businesses, etc.

## SIGNIFICANT ACHIEVEMENTS IN 2012-13

To inform the community and Council about relevant projects and initiatives five editions of Hurstville City News were produced. There were 93 press releases, 55 speeches and 12 General Managers Monthly Updates for Councillors and Staff. Also numerous flyers and brochures were published covering various Hurstville Council activities particularly for Lunar New Year and Australia Day Festivals.

A Social Media presence was established in October 2013. Most popular posts included the 2013 Lunar New Year media launch, free Wi-Fi at Hurstville LMG and the Sydney Water contamination of the Georges River. Users are beginning to use Facebook as a way of raising concerns about issues, particularly those outside normal hours. On average website hits have remained stable at 625,000 per quarter. (See graph 11).

A multilingual brochure and information card on Council services were produced. Also the Community Safety brochure was updated and translated into Chinese.

Council collaborated with Randwick City Council for transiting the weekly pay cycle to a fortnightly pay cycle. Fortnightly pay commenced with the first period being paid on 19 September 2013 which has reduced administrative costs.

An asset program review was implemented to ensure correct depreciation, replacement and residual rates are reflecting the true cost to Council. The SSROC standard depreciation rate was applied. A program was developed as part of Asset Accounting and Capitalisation policy and Capitalisation was completed.

Payroll Shared Services agreement was signed with Randwick City Council. Officers are working from alternate sites and mapping and streamlining common processes. SSROC Councils presented examples of best practice to bi-monthly meetings of Senior Managers Shared Services Group. Procurement Roadmap was developed to ensure proper framework and processes are in place including transparency, probity and best practice.

All vacant positions were advertised in the local newspaper. Council manages work experience placements to support local opportunities. There were 18 trainee positions which were actively sourced locally or through My Gateway. Tools and training were provided on Recruitment and Selection processes based on 'merit' and the 'right' skills for Council's roles.

A student delegation was hosted from our sister city Shiroishi, Japan together with organising a reciprocal student exchange with local students and a welcome dinner for the adult Shiroishi delegation.



Staff retention rate was 86% as at end of June 2014 which has been consistent for the last 5 quarters. Exit data show that staff left primarily to retire, for promotion or personal reasons. Annual Leave Liability for individuals with balances in excess of 8 weeks was \$633,998 as at end of June 2014 which is less than the \$1 million target. The annual staff time lost to workplace injury was 0.28% as at 30 June 2014.

Service requests and average completion times are monitored and reported to the community. A monthly survey of customer satisfaction with service request outcomes is also provided. (See Graphs 12 and 13).

The implementation of Technology One management information system is in its third year. In 2013-14, Finance, Drainage, Land and Open Spaces modules were completed which will enable Council to consolidate all its assets into a single system. This went live on 23 June 2014.

Tree Applications were launched online to enable people to track progress of their applications. Phase 3 (Zone R3 - Medium Density Residential land) of Section 149 online project was completed. Section 149 certificates are available online for approximately 78% of all properties. EventPro a system to manage customer bookings is in the final testing phase for online payment.

Policies rolled out included Fitness for Duty, Code of Conduct, Hours of Work and Mobile Telephone Use together with eTime in Attendance. Effective Price-Setting" workshops were held for Program Managers as well as training on 'Finance for non-Finance Managers. Also Cultural Awareness, Mandarin, Team Building and Mental Health Awareness training were completed.

The Call Centre received 56,970 calls over the year and on average 61 to 67% of calls were answered within 20 seconds. The abandoned rate ranged on average from 5.4 to 9.8% over a quarter. All correspondence received were completed within service timeframes. Well-Done Group, Council's after-hour service provider, received 3,160 after-hours calls and 2 to 11% needed follow up the next day.

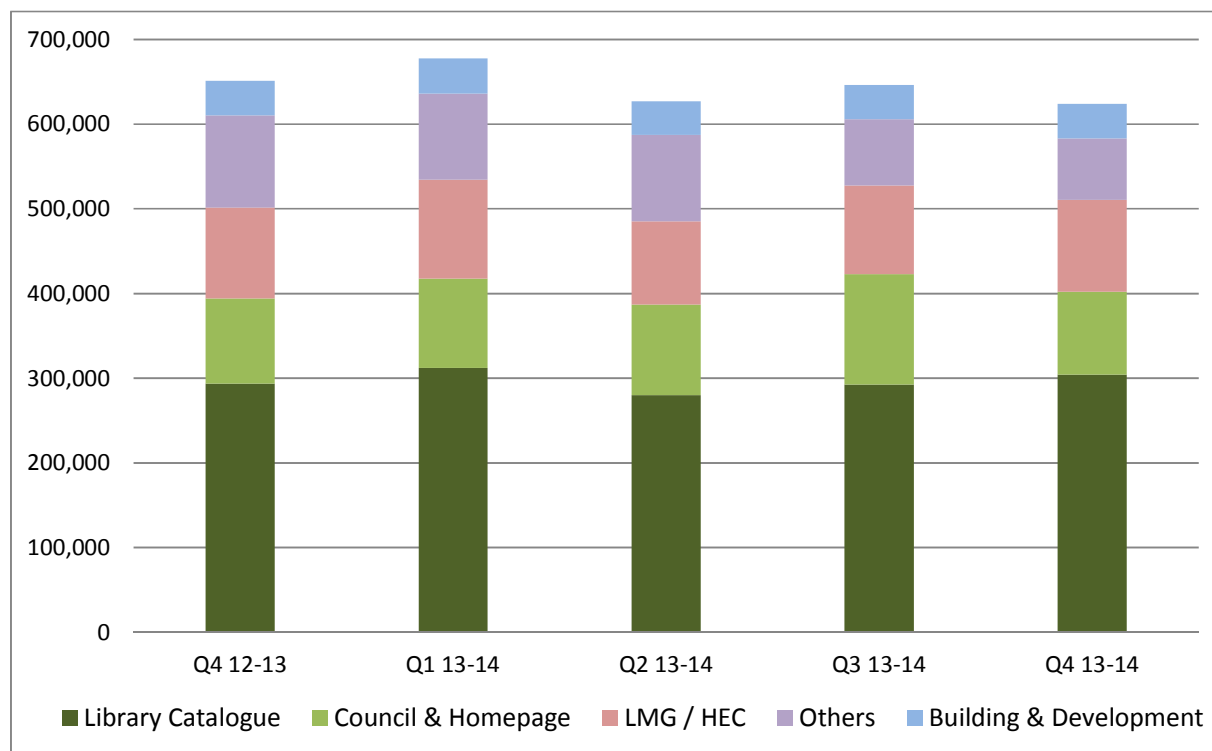
Ten Customer Satisfaction surveys were conducted over the year of 20 customers whose service requests were completed with average satisfaction score of 63.5%. (See Graph 12). There were 7173 service requests addressed on average within 11.1 days. (See Graph 13). There were 63 online service requests lodged between January to June 2014.

Council continues to generate sufficient revenue to cover its operating expenditure. An Operating Surplus of \$6,374k was generated against an original budget of \$8k. As at 30 June 2014 Council had \$8,790k in available working capital compared to 7,037k in 2012-13, which sits well above Council's external auditors recommended target of \$4,356k.

The 2014-18 Delivery Program & 2014-15 Operational Plan together with the 2014-15 Fees and Charges were adopted by Council on 28th May 2014. The Plans are fully integrated and aligned with the Hurstville Community Strategic Plan 2021. The Long Term Financial Plan was reviewed and is based on the adopted 2013-14 budget. The Strategic Asset Management Plan was updated to reflect progress made in 2013-14.

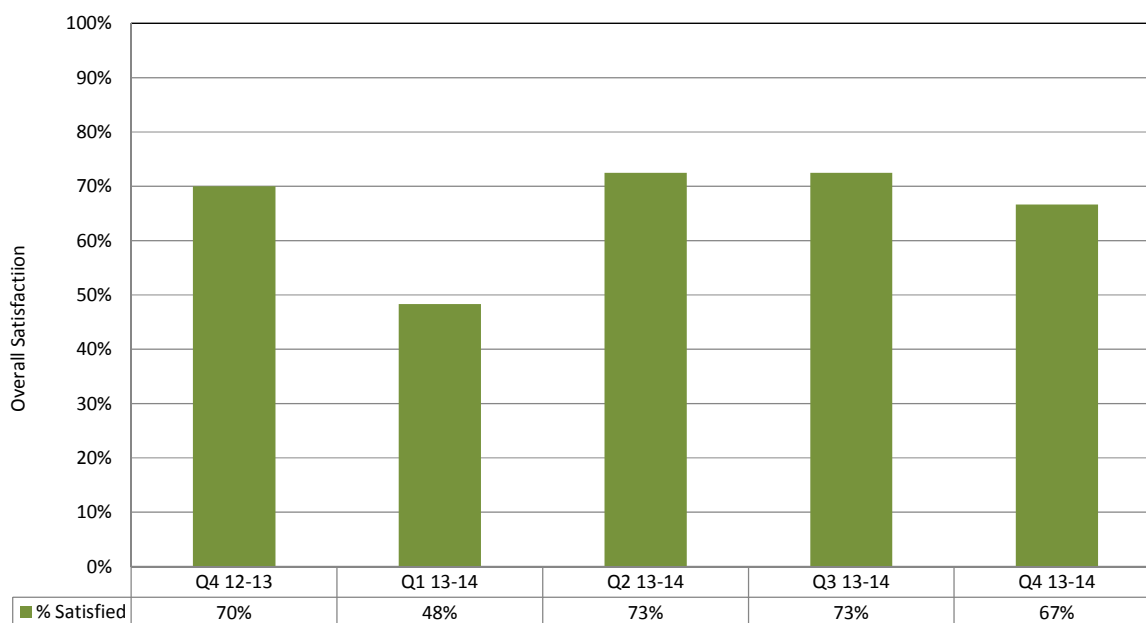
## GRAPHIC INDICATORS

**Graph 11 Internet Site Views**



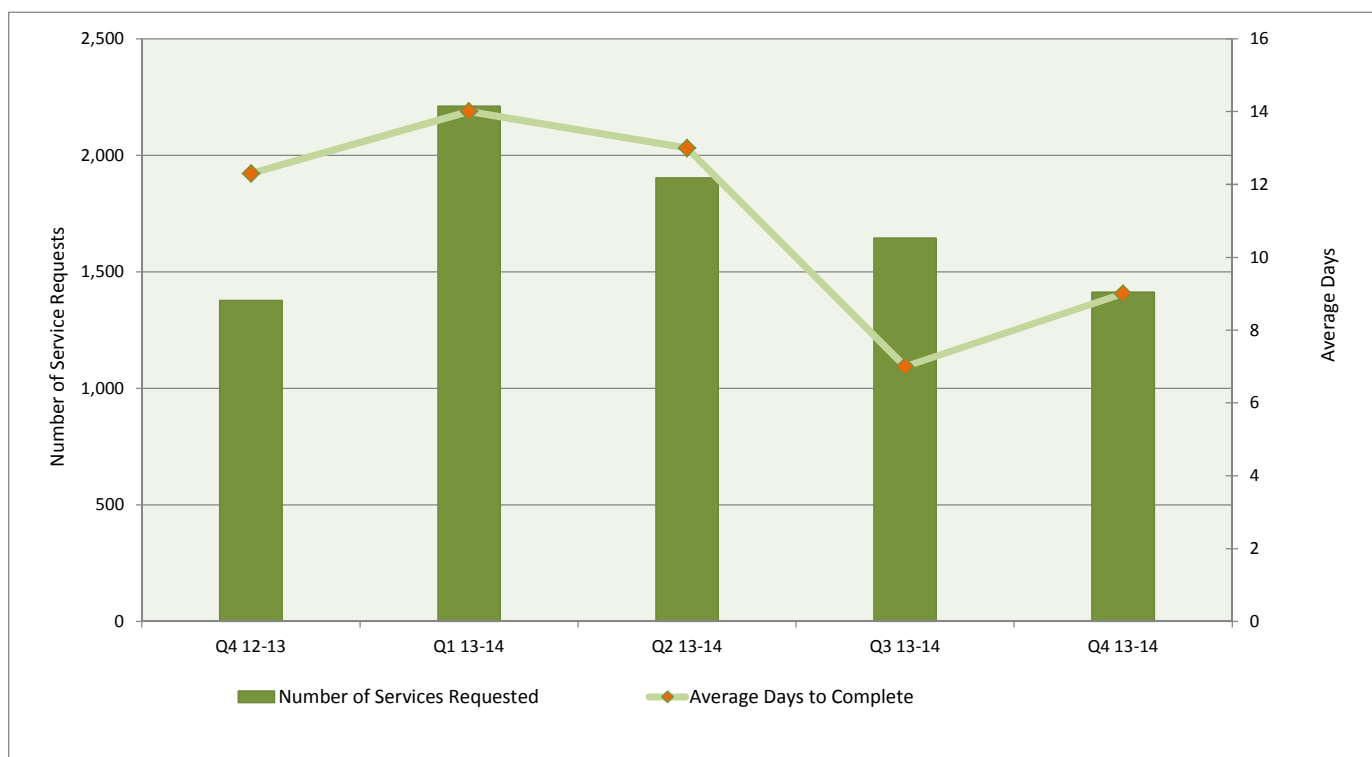
*Comments: Improved internet services continue to be provided and attracted a range of Council-related enquiries. Website hits are stable at approximately 625,000 per quarter.*

**Graph 12 Customer Satisfaction Surveys**



*Comments: Based on monthly random telephone surveys of 20 customers whose Service Requests were completed. Feedback indicates more follow-up communication is desired particularly for requests taking longer than expected to complete.*

**Graph 13 Customer Service Requests and Completion Times**



Comments: Average number of days taken to complete Service Requests was under 9 days in Q3 and Q4. The number of new requests in a quarter is trending downwards.

### PERFORMANCE IN DETAIL

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
	Issue: Community Engagement – Facilitating good communication and relationships with businesses and residents. Developing a framework that facilitates the engagement process. Promoting the benefits and value of proper engagement	
D.1.1	Develop, implement and promote a Community Engagement Plan that outlines how Council will interact with the community, and its benefits	To be considered in the development of the next Community Strategic Plan in 2014-15 and will also take account of changes to NSW Planning Legislation
D.1.2	Provide opportunities for more involvement between residents, businesses, community organisations, and Council - including online, and face-to-face attendance at meetings / events / forums etc.  <i>Convene resource and promote the Aboriginal Advisory Committee, the Multicultural Advisory Committee, the Disability Access Committee, the Community Safety Committee and the Youth Advisory Committee.</i>	Council convened and resourced 6 Aboriginal, 5 Multicultural, 4 Access and 8 Youth Council meetings attended by 198 people in total

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
D.1.2.1	Communication Strategy Policy Framework. Expand on-line interactions with the community including social media. Audit current interaction modes. Establish a social media presence (Facebook, Twitter, etc.) and progressively place more services on-line.	A Social Media presence was established in October 2013. Most popular posts included the 2013 Lunar New Year media launch, free Wi-Fi at Hurstville Libraries, Museum and Gallery, and the Sydney Water contamination of the Georges River. Users are beginning to use Facebook as a way of raising concerns about issues, particularly those outside hours. Main concerns included traffic and noise
D.1.2.2	Continue to improve on the social media capability of the new website launched in March 2013.	
D.1.2.5	Provide information about Community Services projects and initiatives using Council News, Council brochures. Implement a communication strategy to increase access of Hurstville diverse communities.	Five editions of Hurstville City News were produced. Numerous flyers and brochures were also published covering various Hurstville Council activities, particularly for Lunar New Year and Australia Day Festivals
D.1.2.6	Develop information packages in community languages about community services.	A multilingual brochure and information card on Council services were produced. The Community Safety brochure was updated and translated into Chinese
	<b>Issue: Communications – Informing the community and making resources accessible, relevant and timely on all activities, services, policies and plans. Retaining customer focus – maintaining focus on face to face aspect of communication. Overall, raise general awareness of Council activities.</b>	
D.2.1.1	Maintain positive media presence including press releases, internal/external communications, monthly updates, news briefs, media clippings, speeches, memos and all other communication materials.	There were 93 press releases, 55 speeches, 12 General Manager’s Monthly Updates for Councillors and Staff and 5 Hurstville City News. Numerous flyers and brochures were also published covering various Hurstville Council activities
D.2.1.4	Report progress against the Hurstville Community Strategic Plan, 2013-17 Delivery Programs & 2013-14 Operational Plan and S94 Developer Contributions Management. Adopt the 2014-18 Delivery Program, 2014-15 Operational Plan & 2014-15 Fees and Charges.	Quarterly progress reports and 2012-13 Annual Report against the 2013-17 Delivery Program and the 2013-14 Operational Plan were submitted to Council on time. Council adopted the 2014-18 Delivery Program and 2014-15 Operational Plan
D.2.2	Promote effective and integrated decision making by providing timely and relevant information to and seeking input from the community.	The Corporate Planning Portal was set up and four rounds of 2013-14 quarterly progress reports were completed. The Corporate Planning Portal was set up in readiness for 2014-15 reporting

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
D.2.3	Streamline internal communication processes.	Tree Applications were launched on online to enable people to track the progress of their applications
D.2.4.1	Implement automated delivery of S149 Certificates on-line.	Phase 3 (Zone R3 - Medium Density Residential land) of Section 149 online project was completed. Section 149 certificates are available for online for approximately 78% of all properties
D.2.4.3	Investigate opportunities to create information packages for residents and businesses regarding planning and building matters.	Investigation is in progress
	<b>Issue: Financial Sustainability – Stable and healthy financial portfolio which is resistant to financial and economic volatility. Prudent financial management with a long term view. Enhanced overall efficiency and delivery of facilities and services</b>	
D.3.1.1	Optimise commercial outcomes from Council's property portfolio. Represent Council on the Library, 38 Humphries Lane and Medica Centre Building Management Committees.	Work is progressing on utilisation of carpark and Council's properties. Options for vacant space in Hurstville House and leasing opportunities for Medica Centre and Humphreys Lane are being investigated
D.3.1.2	Review, implement and report on the Long-Term Financial Plan, Strategic Asset Management Plan (and detailed sub plans) and Workforce Plan annually.  <i>Support sustainable funding of Strategic Asset Management Plan.</i>	As part of the 2014-18 Delivery Program the Long Term Financial Plan, Update on the Strategic Asset Management Plan and Workforce Plan were adopted. The plans will come into effect from 1 July 2014
D.3.1.3	Develop, implement and report on Delivery Program, Annual Operational Plans, Annual Fees and Charges and S94 Contributions Management.	The 2013-14 Operational Plan was implemented and quarterly and annual progress reports were submitted to Council
D.3.1.4	Prepare and adopt next financial year's Annual Budget and Fees and Charges.	The 2014-15 Budget and 2014-15 Fees & Charges were adopted and came into effect from 1 July 2014
D.3.1.5	Review and implement procurement policies, procedures and responsibilities.	The Procurement Plan, developed to ensure proper framework and processes are in place including transparency, probity and best practice was approved for implementation
D.3.1.6	Implement fortnightly pay in arrears for all Council employees. 35-hour staff transitioned to weekly pay in arrears by 1 July 2013. All staff transitioned to fortnightly in arrears by end September 2013.	Fortnightly pay commenced with first period being paid on 19 September 2013

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
D.3.2.1	Keep Strategic Asset Management Plan current for Council-owned land and commercial buildings. Update Asset Plans and Council Land Register as the asset portfolio changes.	The Asset Management Plan was updated to reflect changes such as depreciation of assets ,creation of new assets or disposal
D.3.2.2	Develop and adopt industry best practice policy and procedure for divestment of interest in real estate.	The Property Asset Strategy and Business Plan were adopted by Council
D.3.2.3	Coordinate legal actions approved by Council with respect to potential losses on structured investments. Maximise outcome of Lehman Brothers bankruptcy actions in Australia, UK and USA.	Liquidators of Lehman Brothers Australia have determined to admit Council's claim
D.3.2.4	Develop a program for review of asset financial data to insure correct depreciation, replacement and residual rates reflect the true cost to Council.	SSROC standard depreciation rate was applied. A program was developed as part of the Asset Accounting and Capitalisation policy
D.3.2.5	Revalue progressively each asset class at a minimum of 5 year period in line with Division of Local Government requirements.	No revaluation was necessary in 2013-14. Discussions between Council's Auditors & OLG is continuing regarding the auditing of T-Corp (Treasury Corporation) Key Performance Indicators
D.3.2.6	Implement Technology One Asset Management module and promote the Asset Management Collaboration Framework.	Drainage, Land And Open Spaces modules were completed under Technology One which will enable Council to consolidate all its assets into a single system. This went live on 23 June 2014
D.3.2.7	Investigate funding options for upgrading drainage assets.	Opportunities continue to be investigated for external funding
D.3.3.3	Formalise and centralise internal reporting procedures for grants funding existing programs/projects.	The internal reporting procedures were reviewed
D.3.3.4	Apply for annual Federal and State Government Grants for road maintenance and capital works, including public transport initiatives eg bike paths and tracks. Seek grants to fund existing programs/projects.	Applications were submitted for Roads and Maritime Services (RMS) grants and Federal Government Regional Program for Kingsgrove Commercial Centre Upgrade. Council was advised that the funding has been withdrawn

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
	Issue: Governance – Open and transparent form of Government. Minimise risk to the organisation. Workforce planning - highly skilled and well-resourced staff.	
D.4.1	Show that Council activities are open and transparent, including regular reporting (in compliance with the Government Information and (Public Access) Act 2009 [GIPAA]).	Formal applications were responded to within legislative timeframes. Investigation by the Information Commissioner on an invalid application which complained upheld Council assessment of the application
D.4.2.2	Investigate opportunities to increase the number of on-line services available in Planning and Development.	Section 149 Phase 3 (Zone R3 - Medium Density Residential land) online project was completed. Applications for 149 certificates for approximately 78% of all properties can be made online
D.4.2.3	Upgrade Records management and desktop software to streamline document management.	Records management upgrade was completed, including organisation-wide training on 'TRIM basics' and changes in version 7
D.4.2.4	Finalise implementation of new business platform Technology One to realise business process benefits.	eTime in Attendance for 2013-14 was rolled out for employees entitled to flexitime and migrated to the Technology One system
D.4.2.7	Continue to implement e-business tools to improve efficiency.	Tree Development Application Permits can be tracked online. EventPro a system to manage bookings is in the final testing phase for online payment
D.4.3.01	Develop annual audit plans for the new financial year.	The Strategic Internal Audit Plan for 2013-2018 and Annual Audit Plan for 2013 were updated and are being progressively implemented.
D.4.3.02	Coordinate investigation of complaints against Councillors and misconduct matters against staff as directed.	Eight investigations were conducted against staff with 4 resulting in various forms of disciplinary action. One Councillor was investigated with allegations being sustained
D.4.3.03	Support Council staff to meet their obligations on how they should interact with the Community and each other. <i>Provide appropriate training to front line staff as required. Cultural Awareness Training; Mental Health Awareness; Communication with the Public, etc.</i>	Cultural Awareness, Mandarin, Team Building and Mental Health Awareness training were completed for staff
D.4.3.04	Roll out key codes & policies annually including Council Values, Code of Conduct, Gifts & Benefits, Electronic Communication, and secondary Employment Administration. Roll out Conflict of Interest Policy every two years. Update the on-line induction program.	Administration Policies for Code of Conduct, Hours of Work and Mobile Telephone Use were rolled out

Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
D.4.3.05	Develop and implement Council's Learning and Development Plan, Staff Training and Development Plans including benefits arising from Tech One implementation.	Training was implemented based on staff requests. The Staff Training Needs Analysis for 2014-15 was completed
D.4.3.06	Develop multiple learning platforms.	e-learning review and face-to-face and on the job training continue as required
D.4.3.07	Integrate Learning and Development with Succession Planning as part of building internal staff capability.  <i>Develop and rollout Succession Planning template as per Council Workforce Plan.</i>	e-learning, face-to-face and on the job training continue as required  Work to commence in 2014-15
D.4.3.08	Celebrate success through Excellence Awards.  <i>(Awards presented in Q2 and Q4)</i>	Three Staff Excellence Awards events were held and awards given for Safety, Environmental Sustainability, Excellence / Innovator, Team and Customer Focus / Professionalism
D.4.3.09	Roll out Employee Opinion Survey to seek staff feedback and measure progress against previous surveys.	A survey is under preparation with VOICE Project including some 'aspirational' open-ended questions
D.4.3.10	Establish corporate protocols for 'tool box talks' and team meetings as a key communication channel for staff.	No training was required. Depot staff continue to use the templates created for their toolbox meetings which are working well
D.4.3.11	Conduct Risk Assessments annually in all workplaces.	Risk Assessment and Risks Control Plans were completed for Management Information Systems and Works Depot Cleansing Units. Work Health & Safety Monthly / Quarterly Audits plans which include customized checklists and a roster were created
D.4.3.12	Train Supervisors and Managers on the Fitness for Duty Administration Policy.	Supervisors and Managers were trained on the Fitness for Duty Administration Policy. Also specific training was provided on request
D.4.3.13	Certify staff appropriately to carry out their duties e.g. Certificate for Working with Power Lines. Conduct audits and checks on staff licences and tickets. Arrange training prior to the expiry of the certification.	Training was arranged for staff prior to the expiry of their certification. Staff were certified to carry out their duties e.g. Certificate for Working with Power Lines. Audits and checks were done on licences and tickets. Also staff completed Armed Hold Up training
D.4.3.14	Consult with staff & the Consultative Committee and work with external Employee Associations. Meet every six weeks with Consultative Committee.	Council consulted staff and the Consultative Committee and worked with external Employee Associations. The Consultative Committee met on seven occasions



Plan No	2013-2014 OPERATIONAL PLAN ACTION	2013-2014 ACHIEVEMENT
D.4.4	Review and implement the Business Continuity Plan and test the Technical Infrastructure Recovery Plan annually.	The Annual Business Continuity Plan was updated and the Accounts Payable Section Business Continuity Plan was finalised
D.4.5.1	Review and update annually the Workforce Plan which includes Human Resources Strategies, Retention Plan and Succession Plans (Employer of Choice).	The Workforce Plan was updated
D.4.5.2	Establish strategies to target skills from within the local area.	All positions were advertised in the local newspaper. Council manages work experience placements to support local opportunities. There were 18 trainee positions which were actively sourced locally or through My Gateway
D.4.5.3	Provide tools and training on Recruitment and Selection processes based on 'merit' and the 'right' skills for Council's roles.	Tools and training were provided on Recruitment and Selection processes based on 'merit' and the 'right' skills for Council's roles
D.4.5.4	Build up Council's skills at the entry level stage through traineeships and apprenticeships.	Council worked with My Gateway, Direct Hire, WPC Group (Indigenous Trainees) and UTS to manage trainees/ apprenticeships
D.4.6	<p>Develop and deliver leadership programs to up-skill staff.</p> <p><i>Deliver Leadership Programs including Change Management, Risk Management, 'Tool Box' Communication channel and Work Health &amp; Safety Requirements.</i></p>	The Tool Box Talk training and framework was developed.
D.4.6.1	Deliver Change Management and Finance for Non Finance Managers.	Change Management was delivered. Effective Price-Setting" workshops were held for Program Managers together with training on 'Finance for Non-Finance Managers
D.4.7	Provide opportunities for staff to develop and grow their skill-set to enable them to take up higher level positions as needed.	Career development opportunities were given as they arose for staff to act at higher grades or on secondment
D.4.8.1	Collaborate with regional organisation of councils (e.g. SSROC), joint projects, consortiums, special interest groups, industry groups, etc.	Payroll Shared Services agreement was signed with Randwick City Council. SSROC Councils presented examples of best practice to bi-monthly meetings of Senior Managers Shared Services Group. The Procurement Roadmap was developed.
D.4.8.2	Participate in Sister Cities Program including student and resident exchanges, and provide relevant information as requested.	A student delegation was hosted from Shiroishi, together with organising a reciprocal student exchange with local students and a welcome dinner for the adult Shiroishi delegation

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
	Pillar: Civic Leadership		
	Issue: Community Engagement – Facilitating good communication and relationships with businesses and residents. Developing a framework that facilitates the engagement process. Promoting the benefits and value of proper engagement		
D.1.K.1	Satisfaction with the level of Council's engagement with the community	Satisfaction with the level of Council's engagement with the community. Satisfaction surveys conducted as part of the Community Strategic Plan Review every four years. <i>Satisfaction surveys</i>	No action was required in 2013-14. A survey will be conducted in 2014-15 as part of the Renewal of the Community Strategic Plan
D.1.K.2	Participation rates at Council events	Participation rates at Council events. Reported under KPI at A.4. <i>Participation rates at Council events</i>	The 2014 Hurstville Lunar New Year street festival attracted more than 50,000 people. The 2014 Australia Day Festival at Oatley Park on 26 January 2014 attracted more than 5,000 people and was a great success. The annual Mayoral Ball attracted more than 350 people. The annual Hurstville Excellence in Business Awards was attended by more than 250 people. A community barbecue was hosted to celebrate the 1 millionth visitor to Hurstville Aquatic Leisure Centre
	Issue: Communications – Informing the community and making resources accessible, relevant and timely on all activities, services, policies and plans. Retaining customer focus – maintaining focus on face-to-face aspect of communication. Overall raise general awareness of Council activities.		
D.2.K.01	Number of web hits by service type e.g. library, development applications, etc.	Website hits by service type, e.g. Development and Building. <i>Number of web hits by type per quarter</i>	See Graph 11. Website hits are stable at approximately 625,000 per quarter.
D.2.K.02	Number of web hits by service type e.g. library, development applications, etc.	Website contents are to up-to-date. Timely promotion, advertisements and information provision in relevant media eg Website hits, Hurstville City News, etc. <i>Report annually</i>	Five editions of Hurstville City News were produced. Council advertisements were placed in the Leader on a weekly basis. Also numerous flyers and brochures covering Council activities were produced

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
D.2.K.04	Number of people and their key sources of Council information, e.g. The St George and Sutherland Shire Leader, Hurstville City News, etc	Survey to be conducted in the future. To be reported in 2015-2016.	A survey is to be conducted and reported in 2015-2016
D.2.K.05	Number and response times for telephone calls, customer requests, correspondence, etc	Meet Customer Satisfaction Charter standards, including response time on correspondence, customer requests and phone answering statistics. <i>% of calls answered within 20 seconds</i>	The Call Centre received 56,970 calls over the year and on average 61 to 67% of calls were answered within 20 seconds
D.2.K.06		Meet Customer Satisfaction Charter standards, including response time on correspondence, customer requests and phone answering statistics. <i>% of calls abandoned</i>	The abandoned rate ranged on average from 5.4 to 9.8% per quarter
D.2.K.07		Meet Customer Satisfaction Charter standards, including response time on correspondence, customer requests and phone answering statistics. <i>% of correspondence actioned within 21 days</i>	All correspondence received were completed within service timeframes
D.2.K.08		Calls followed up within the next business day. <i>% of calls followed up</i>	Well-Done Group, Council's after-hours service provider, received 3,160 after-hours calls, 2 to 11% of which needed follow up the next day
D.2.K.09		Response times for customer requests and correspondence. TRIM actions completed within 21 days. <i>Number &amp; % of customer requests &amp; correspondence responded within agreed times</i>	Between 77 to 89% of TRIM Actions were completed within expected timeframes
D.2.K.10	Satisfaction with customer services by survey	Satisfaction with Council services by monthly survey of 20 customers. <i>% of customers satisfied per quarter</i>	See Graph 12. Ten Customer Satisfaction surveys were conducted over the year with average satisfaction scores of 63.5%
D.2.K.11	Complaint levels and response times to address them	Complaint levels and response times to address them. <i>Report monthly and quarterly</i>	See Graph 13. There were 7173 service requests addressed on average within 11.1 days

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
D.2.K.12		Number and response times for customer information requests. <i>Report monthly and quarterly</i>	There were 7173 service requests addressed on average within 11.1 days
D.2.K.13		Improve customer satisfaction by encouraging online self-service, including 149s request, Payments made online etc. <i>Number using on-line self-service. (13 month rolling graph of transactions)</i>	There were 63 online service requests lodged between January to June 2014
Issue: Financial Sustainability – Stable and healthy financial portfolio which is resistant to financial and economic volatility. Prudent financial management with a long term view. Enhanced overall efficiency and delivery of facilities and services			
D.3.K.01	Annual Infrastructure Renewals Ratio approaching the target of 100%	Improve Annual Infrastructure Renewals Ratio toward the long-term target of 100%. <i>4 year rolling average (Capital Works &amp; Asset Replacement excluding income from disposal of plant and equipment. Capital Expenditure \$8.174m)</i>	2012-13 Audited Financial Statements was 45.2% and the 2013-14 Adopted Budget was 29.3%. 2013-14 Audited Financial Statements was 49.22%
D.3.K.02		Keep Annual Rates & Annual Charges Outstanding Percentage keep below 5% industry benchmark. <i>Number of rate payers by classification &amp; percentage</i>	2012-13 Financial Statements was 3.8% and the 2013-14 Adopted Budget was 2.3%. 2013-14 Audited Financial Statements was 2.52%
D.3.K.03		Balanced Operating Result over the life of the Community Strategic Plan. (Income & Expenditure Statement). Net Operating Result before Capital Grants and Contributions. <i>4 year rolling average approaching \$0. Net Operating Result before Capital Grants and Contributions. Cash Budget surplus</i>	2012-13 Financial Year Net Operating result was \$10,946k and the 2013-14 Adopted budget operating result was \$8k. 2013-14 Audited Financial Statements was \$6,374k
D.3.K.04		Investment returns are greater than the UBSA Bank Bill Index. <i>% above UBSA Bank Bill Index</i>	The annual return as at June 2014 return was 5.38% against annual UBS Bank Bill index of 2.67%, more than double the benchmark
D.3.K.05		Implement an asset program review to ensure correct depreciation, replacement and residual rates are reflecting the true cost to Council. <i>Report on status of program implementation</i>	SSROC standard depreciation rate was applied. A program was developed as part of the Asset Accounting and Capitalisation policy. Capitalisation was completed

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
D.3.K.06		Optimise commercial outcomes from Council's property portfolio. % <i>Occupancy of Commercial Rental Space, % Arrears</i>	The occupancy rate was 90%. Arrears were managed effectively
D.3.K.07		Resolve tenants' issues in a timely and effective manner. Track with TRIM / Work Order customer request system. <i>Quarterly Program Review with "Customer Satisfaction" statistics</i>	All tenant enquiries were dealt within acceptable timeframes by Council's commercial agent. No complaints were received
D.3.K.08	Annual unrestricted Current Ratio of greater than 2.0	Annual Unrestricted Current Ratio of greater than 2.0. <i>Ratio reported quarterly</i>	2012-13 Financial Statements was 2.34:1 and the 2013-14 Adopted Budget was 2.90:1. 2013-14 Audited Financial Statements was 2.04:1
D.3.K.08 A		Available Working Capital. \$3M	Available Working Capital as at 30 June 2014 was \$8.790M
D.3.K.09	Return Council to a debt free position	Return Council to a debt free position. Reduce by 10% per annum. <i>Report on balance of Debt.</i>	On Target - Adopted Budget reduction of principal balances by \$1M in 2013-14. 2013-14 Principal reduction was \$1,125k
	Issue: Governance – Open and transparent form of Government. Minimise risk to the organisation. Workforce planning - highly skilled and well-resourced staff.		
D.5.K.01	Number and response times for customer information requests	90% of formal requests determined within statutory timeframes. <i>Annual Report</i>	Twelve Formal Applications were received and completed except one was not 'completed' as the applicant declined to respond when asked to pay the \$600 fee
D.5.K.02	Number and value of collaborative initiatives	Number and value of collective initiatives. Collaborative involvement of key stakeholders in proposals / issues. <i>Report initiatives and achievements</i>	Payroll Shared Service initiative is proceeding with Randwick City Council. Officers are working from alternate sites and mapping and streamlining common processes
D.5.K.03	Disaster plans in place	Disaster Plans in place. <i>Report annually</i>	Section Business Continuity Plans were completed for Facilities Management, Human Resources, Risk Management, Customer Services and Governance and Records
D.5.K.04	Staff numbers and annual staff retention rate	Annual staff retention rate greater than 90% over five quarters. % <i>staff retention rate</i>	The annual retention rate as at 30 June 2014 was 86%

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	2013-2014 ACHIEVEMENT
D.5.K.05	Staff numbers and annual staff retention rate	Annual Leave Liability for leave in excess of more than 8 weeks to be less than \$1 Million.	The excess annual employee leave Liability as at 30 June 2014 was \$63.4k
D.5.K.06	Staff numbers and annual staff retention rate	Annual Skill and Performance Review of permanent/temporary staff. % <i>Review completed on time</i>	99.7% of the reviews were completed on time. Exceptions were those who were on extended leave over the period
D.5.K.07	Staff time lost to workplace injury and sick leave	Staff time lost to workplace injury ratio of less than 0.2%. (Workforce Hours lost due to workplace injury over Total Workforce Hours worked). Annual rolling average over 4 quarters. % <i>Staff time lost to injury &amp; Annual rolling average</i>	The annual staff time lost to workplace injury was 0.28% as at 30 June 2014
D.5.K.08	Number and percentage of statutory reports submitted on time	Key statutory reports submitted on time including Annual Reports, Delivery Programs, Operational Plans, annual Fees and Charges, and quarterly Operational Plan and financial progress reports. % of <i>Reports submitted on time.</i>	All reports for July 2013-June 2014 were submitted on time
D.5.K.09	Percentage and value of projects /programs delivered on time and budget	Progress and value of projects/ programs delivered on time and budget. % <i>completed and value</i>	Progress and value of projects form part of this report
D.5.K.11	Internal Audit	Implement an annual audit plan as per timelines agreed. (Implement a 5-yearly audit program to cover all auditable areas as identified in the Enterprise Risk Management (ERM) risk register.) (Complete an average of 1-2 medium/high risk audit projects. <i>No. and % cumulative. (There are 45 audit projects in the Audit Universe covering all auditable risks areas prioritised through the ERM framework)</i>	Audit reports were completed for Review of Procedures – Tendering; Acquisition and Disposal of Plant and Fleet Units, Stores & Audit of Petty Cash Funds. A flyer giving Tips on the Use of Petty Cash Funds was developed. The annual rolling Audit Plan was updated

## Section 2

# Statutory Information

State of the Environment

Public Works and Infrastructure Plus

Companion Animals Management

Legal Proceedings

Mayoral and Councillor Fees

Senior Staff Remuneration

Contracts Awarded

Rates and Charges Written Off

Financial Assistance Granted

Subsidised Work on Private Land

External Functions

Interest in Companies

Joint Ventures

Equal Employment Opportunity Management

Access to Information

Public Interest Disclosure

Overseas Visits

Privacy Management Plan

## State of the Environment Report

Under 428 of the Local Government Act 1993 Council is required to produce a state of the environment report. The annual report of a council in the year in which an ordinary election of councillors is to be held must include a report (a *state of the environment report*) as to the state of the environment in the local government area in relation to such environmental issues as may be relevant to the objectives for the environment established by the community strategic plan (the *environmental objectives*). Accordingly a comprehensive State of the Environment Report was produced for Council in the 2011-12 financial year which covered the period 2008 – 2012. Under the Integrated planning and report framework the next State of the Environment report is due on 30 November 2016.

The 2008-2012 State of the Environment Report can be accessed at:

<http://www.hurstville.nsw.gov.au/State-of-the-Environment-Report.html>



## Public Works and Infrastructure Plus

This report provides information on the condition of the public works (including public buildings, public roads and water, sewerage and drainage works) under the control of Council as at 30 June 2014, together with an estimate (at current values) of the amount of money required to bring the works up to a satisfactory standard, and an estimate (at current values) of the annual expense of maintaining the works at that standard and the council's program of maintenance for that year in respect of the works.

Significant Public Works and Assets under the Council's control at 30 June 2014 included:

### Public Works

The City has 243.55 km of public roads including:

State Roads (RTA)	13.55 km
Regional Roads (Council)	16.94 km
Local Roads (Council)	213.06 km
Total	243.55km

4.5 km of access roadways are also maintained in Evatt Park, Lugarno and Oatley Park, Oatley, together with a 10km network of fire trails.

The above roads also include 370 km of kerb and gutter and over 3 km of guard rails.

Comprehensive details of all roads are contained in Council's Transport Asset Register (TAR), Council's Geographical Information Systems (GIS) and the Pavement Management System (PMS) and all road pavements are considered to be in satisfactory condition for their classification and function.

A sample printout of road sections from the TAR is contained in Appendix B - Roads Inventory, found at Section 4 - Appendices.

### Footpaths and Cycleways

The City has 441,950 m<sup>2</sup> of constructed footpaths. The inventory and condition rating of all footpaths are continuously being updated on the Council's Asset Management System. (*Appendix B - Roads Inventory*)

Four (4) kilometres of recreational cycleways are also maintained in Olds Park, Mortdale; Kempt Field, Hurstville; Gannons Park, Peakhurst and Peakhurst Park, Peakhurst together with a network of bushland walking trails. The Kempt Field cycleway has been upgraded to international criterium standard. Children's cycle-tracks are provided at Edgbaston Reserve and Rasdall Park.

### Public Buildings

Council maintains 97 public buildings. Details including condition assessment are shown in *Appendix C - Public Buildings*, found at Section 4 Appendices.

## Stormwater Drainage Systems

Council maintains 153 km of drains, 4,900 Pits & Converters, 440m of Subsoil Drainage and 58 Pollution Control Devices (comprising 31 Pit Baskets, 6 Rain Gardens / Bioretention Systems, 16 Gross Pollution Traps & 5 Constructed Wetlands / Sediment Ponds).

The Council's inventory of its comprehensive stormwater drainage system has been completed in accordance with the requirements of AAS27. Work to date including ongoing condition assessment has indicated that the system is in a generally sound condition.

## Car Parking Areas

Council currently controls 2,956 public car parking spaces and 65 disabled parking spaces as identified in *Appendix D - Car Parking Areas*. Additional parking areas on public roadways are provided at Hurstville, Kingsgrove, Narwee, Beverly Hills, Mortdale, Penshurst, Riverwood, Oatley West, Oatley and Chivers Hill. Car parking areas are also maintained in Gannons Park, Peakhurst Park, Olds Park, Kempt Field, Oatley Park, Evatt Park, Riverwood Park, Penshurst Park, Beverly Hills Park, Pole Depot and Smith Park.

All parking areas are considered to be in adequate condition for their purpose. Condition rating for the purpose of AAS27 has been developed.

## Sporting Facilities / Playgrounds

Council maintains 155 Public Reserves totalling 298.8 ha. A further ninety (90) garden plots on public roads are also maintained.

Sporting facilities include:

13 All Weather Netball Courts	1 Eighteen (18) Hole Golf Course
1 Aquatic Leisure Centre	2 Grass Athletic Tracks – Hurstville Oval & Olds Park
17 Artificial Turf Cricket Wickets	19 Grass Netball Courts
2 Australian Rules Football Fields	3 Long Jump Pits
2 Baseball Fields	6 Recreational Cycle Tracks – 3 Children & 3 Other
1 Bocce Field	9 Rugby League/Union Fields
30 Cricket Practice Nets	23 Soccer Fields – 13 Full Fields, 6 Midi & 4 Mini Fields
2 Practice Golf Cages	2 Tennis Centres
4 Turf Practice Nets	1 Tidal Baths Complex
2 Discus Circles	1 Turf Cricket Wicket Table
2 Reversible Basketball / Netball Courts	2 Dog Off-Leash Exercise Areas

Council also maintains an extensive inventory of playground equipment. The condition of such equipment is continually monitored by Council staff and is further subjected to a quarterly external safety audit.

## Condition

As indicated above and in the relevant Appendices, the Council's public works range from generally good to fair. Additional funding is required to bring the assets to a satisfactory standard. Details are provided in the Special Schedule 7 in the Annual Financial Statements.

## Maintenance Allocations

Based on work completed to date, the Council's current maintenance allocations will need additional funding to maintain the Council's public works at a satisfactory standard. Council's programme of maintenance of significant Public Works and Assets for the year included:

### Public Roads:

Maintenance and Repair	\$741,276
Road Restorations	\$265,060
Resheet Programme	\$210,782
Kerb and Gutter Maintenance	\$93,929
Road and Traffic Signs	\$9,091
<i>(Roads in Public Reserves are covered under Parks and Gardens Maintenance)</i>	

### Footpaths / Cycleways:

Paved Footpaths	\$244,872
Footpath Restorations	\$322,288
Driveway Crossings Maintenance & Repair	\$15,000
<i>(Cycleways are covered under Parks and Gardens Maintenance)</i>	

### Public Buildings:

Civic Centre, Entertainment Centre, Hurstville Library, Hurstville House, Childcare Centres, community and other buildings	\$904,683
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### Stormwater:

Drains Maintenance & Repair	\$114,252
GPT Maintenance	\$60,741
Cleaning of Drains	\$260,231

### Car Parking:

Parking Areas Maintenance & Repair	\$38,472
<i>(Parking areas on public parks are covered under Parks, Gardens and Reserves Maintenance &amp; Repair)</i>	

### Sporting Facilities/Playgrounds:

Parks, Gardens and Reserves Maintenance & Repair	\$3,825,639
Golf Course Maintenance & Repair	\$630,389
Tennis Courts Maintenance & Repair	\$12,414
Aquatic Leisure Centre Maintenance & Repair	\$984,827

\*the above figures are actual expenditures and do not include depreciation expenses

## Infrastructure Plus

Following an application from Council, the Minister for Local Government determined on 26 June 2006, that "in pursuance of Section 508 (2) of the Local Government Act 1993 ... the percentage by which Hurstville City Council may increase its general income for 2006/2007 is 9.95% above that for 2005/2006". The approval includes a special rate variation of 6.35% applicable over 15 years. The 6.35% was applied to the infrastructure maintenance and renewal program, Infrastructure Plus.

### Income for 2013-14

<b>Total special rate variation income received</b>	<b>\$1,971,597</b>
Programs and expenditure for 2013-14	
Road re-sheet	\$519,337
Parks	\$509,903
Footpaths (repair)	\$178,737
Buildings	\$230,573
Kerb & gutters	\$90,000
Town centre renewal	\$150,000
Street lighting	\$0
<b>Total</b>	<b>\$1,678,550</b>

Since its commencement the total Infrastructure Plus income is \$14,153,983 and expenditure to 2013-14 is \$13,605,909. An amount of \$548,074 was unspent and transferred to a reserve for expenditure in the following year.

## Reporting

Council provides regular community reports on Infrastructure Plus proposed and completed works through the monthly newsletter, Hurstville City News. This information is also available on Council's website.

*Details of the outcomes are provided in Appendix A under Section 4 - Appendices*

### Stormwater Levy

Council had not sought a stormwater levy to be applied in the Hurstville LGA in 2013-2014.

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## **Companion Animals Management**

### Informing the community of companion animal initiatives

Residents can access Council's Companion Animal Management Plan on Council's Web-site, and the information is also published on the Sydney Dogs and Cats Home (Council's Pound) Website.

From time to time updates are provided on companion animal management programs, such as, the 'Responsible Pet Ownership Information Brochure' which is available through the Council's Customer Service Centre.

Hurstville, Kogarah and Rockdale Councils operate a one pound facility. Hurstville Council impounded 245 dogs 199 cats, 12 livestock and 50 DOAs. On average over 50 animals were impounded per month. Complaints relate to barking dogs, dog attacks, off-leash areas, feral cats and birds or poultry.

### Alternatives to euthanasia for unclaimed animals

Recognised bona-fide welfare groups who are appropriately accredited by the Division of Local Government have access to animals for re-homing where suitable.

### Off-leash areas

Council maintains three off-leash areas at Lower Gannons Park, Riverwood Park and Evatt Park between the hours of 5am-9am and 5pm and 8pm 7 days per week.

## Legal Proceedings

The table provides in summary, amounts incurred by Council in relation to legal proceedings taken by or against Council (including amounts, costs and expenses paid or received by way of out-of court settlements, other than those the terms of which are not to be disclosed) and a summary of the state of progress of each legal proceeding and (if it has been finalised) the result.

### Legal Costs 2013-14

The Legal Costs indicated below exclude staff time:

#### *Rates Debt Recovery Costs*

Various Judgements obtained to collect rates: \$16,331

All successfully awarded and cost recoverable from those in default

#### *Planning & Development*

For more details refer to *Appendix E - Legal Proceedings* \$351,210

#### *Compliance*

Proceedings requiring professional legal services \$166,739

#### *Property Management*

Relates to Property acquisitions and lease arrangements \$50,812

(individual cases not disclosed)

#### *Other Administrative Legal Costs*

Relates to general legal costs not covered in the above \$54,627

*Total* \$639,719

## Mayoral and Councillor Fees

Money expended on mayoral and councillors' fees, provision of facilities for use by councillors and the payment of councillors' expenses are provided together with a statement of the total amount of money expended during that year on the provision of such facilities and the payment of such expenses.

Council's Civic Office Expenses Policy regarding the provision of facilities for use by Councillors and the payment of Councillors' expenses is included at Appendix F - Civic Office Expenses Policy.

### Mayoral and Councillors' Fees

The amount expended during 2013-2014 on Mayoral and Councillors' fees was \$319,393.

### Councillor Facilities and Expenses

The total amount expended during 2013-2014 on the provision of councillor facilities and the payment of councillor expenses was \$80,270 including the cost of these separate items:

Provision of dedicated office equipment allocated to councillors	\$8,307
Telephone calls made by councillors (mobile and landline)	\$16,554
Attendance of councillors at conferences and seminars	\$34,217
Training of councillors and provision of skill development	Nil
Interstate visits by councillors, including transport, accommodation and other out of pocket travelling expenses	Nil
Overseas visits by councillors, including transport, accommodation and other out of pocket travelling expenses	Nil
Expenses of any spouse, partner or other person who accompanied a councillor	Nil
Expenses involved in the provision of care for a child or an immediate family member of a councillor	Nil

## Senior Staff Remuneration

In accordance with Section 332(1) of the Act, Council at its meeting of 5 November 2008 classified the General Manager and the Directors as senior staff positions.

Apart from the General Manager, Council has three senior staff positions (as defined by the Local Government Act), being Director Administration, Director Service Delivery and Director Planning and Development.

In accordance with LG (General) Regulation Clause 217(1)(b) & (c), the General Manager's and senior staff remuneration packages consists of:

1. Salary component
2. Employer's contribution and/or salary sacrifice to a superannuation scheme
3. Non-cash benefits (motor vehicle)
4. Amount payable by Council by way of Fringe Benefit Tax for non-cash benefits.

The total of the remuneration package for the General Manager for components 1, 2, 3 above was \$303,157 and the amount payable by Council by way of FBT for non-cash benefits was \$9,332.

The total of the remuneration package for Senior Staff for components 1,2, 3 above was \$638,479 and the amount payable by Council by way of FBT for non-cash benefits was \$24,057.

In connection with Section 339 of the Local Government Act 1993 and the requirement for the General Manager to report annually on the contractual conditions of senior staff, the following information is also provided:

The contractual conditions for each of the senior staff listed above is outlined in the 'standard form of contract' approved by the Director-General Division of Local Government. This standard is accessible from the Division's website [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au)



## Contracts Awarded

Described below are details of contracts awarded by Council for more than \$150,000 other than employment contracts.

Nature of Service	Name of Contractor	Total Amount Payable
Construction of New Jubilee Park Community Centre	Keystone Projects	4,028,522.30
Golf Course Improvement Works	M & DI Donohoe	1,343,500.92
Roadworks and Associated Services and Road Stabilising Works	Downer EDI Works Pty Ltd- PANEL CONTRACT	1,000,314.45
Roadworks and Associated Services	Asphalt Laying	211,932.38
Footpath & Pavement Construction	KK Civil Engineering	782,881.55
Electricity	AGL Sales Pty Ltd	746,656.10
Concrete Construction – Kerb, Gutters, Paving and Drainage Services	Dxcore Pty Ltd PANEL CONTRACT	428,091.71
Concrete Construction – Kerb, Gutters, Paving and Drainage Services	StateLine Asphalt PANEL CONTRACT	388,446.36
Concrete Construction – Kerb, Gutters, Paving and Drainage Services	Ally Property Services Pty Ltd PANEL CONTRACT	382,495.75
Concrete Construction – Kerb, Gutters, Paving and Drainage Services	Anzellotti Constructions PANEL CONTRACT	222,966.04
Concrete Construction – Kerb, Gutters, Paving and Drainage Services	Nitro Civil & Engineering PANEL CONTRACT	159,275.38
Design & Construction of Amenities building at Rasdall and Evatt Park	Trevelle Homes	341,885.50
Design & Construction of Amenities building at Rasdall and Evatt Park	Homann Constructions Pty Ltd	205,700.00
Replacement of Children’s Playgrounds at Various Locations	Forpark Pty Ltd	322,245.00
Supply Road Sweeper	Schwarze Industries	316,710.05
Cleaning Services at various Council Buildings	The Sparkle Cleaning Team Pty Ltd	290,656.30
Supply and Installation of Batch Reactor at Hurstville Golf Course	Iconic Water Solutions Pty Ltd	260,535.00
Paving Supplies	Urbanstone	232,636.85
Architectural Consultancy Fees Jubilee Park Community Centre and Library Courtyard	Conybeare Morrison	225,246.38

<b>Nature of Service</b>	<b>Name of Contractor</b>	<b>Total Amount Payable</b>
Advertising	Fairfax Media Publications	216,758.92
Overflow Study of Hurstville Local Government Area	SMEC	209,742.50
Reconstruction of Various Sportfields	Hi Quality Turf	202,437.38
Upgrade of Floodlighting at various sports fields	Sportz Lighting	185,556.80
Footpath & Pavement Riverwood Commercial Centre Upgrade	KK Civil Engineering	168,960.00
Reconstruction of Sportfields at various locations	Garden Growing Solutions	168,300.00
Geotechnical Consultancy Services	Douglas Partner	157,836.25
<b>Total</b>		<b>\$7,828,266.65</b>

Proper processes to be followed are in place in awarding contracts and Council is implementing the Contracts Management module of Technology One system in 2014/15.

## Rates and Charges Written Off

The following write-offs have been applied to the ratepayers' accounts and Council has approved the writing off of rates and annual charges for the rating period ended 30 June 2014 as follows:

Description	Sections of LGA	Amount
***Mandatory Pensioner Rebate - Rates and Domestic Waste Charges	Pensioner Rebates under Section 575/577 of Local Government Act 1993	\$1,248,320
Council Voluntary Pensioner Rebate - Rates and Domestic Waste Charges	Pensioner Rebates under Section 582 of Local Government Act 1993	\$375,499
Rateable to Non Rateable	Sections 555/556 (Non Rateable Land Classification) Local Government Act 1993	\$0
Interest Charges	Sections 566/567 Local Government Act 1993 and Section 25 Local Government Financial Management Regulation	\$4,990
Postponed Rates	Section 585 (Postponed Rates)	\$2,202
Postponed Rates Interest Charges	Charges Local Government Act 1993	\$757
<b>Total</b>		<b>\$1,631,768</b>

*** Mandatory Rebate		\$1,248,320
Council reimbursed from Government Subsidy		-\$686,576
Net Costs to Council for Mandatory Rebate		\$561,744

### **Financial Assistance Granted**

During the year Council approved total donations and financial assistance of \$507,511. This amount includes donations, sponsorship, community grants, childcare special needs, Entertainment Centre and parks subsidies.

### **Subsidised Work on Private Land**

No work, either fully or partially subsidised by Council, was carried out on private land.

### **External Functions**

During the year there were no external bodies that exercised functions delegated by the Council.

### **Interest in Companies**

During the year there were no companies in which the Council held a controlling interest.

### **Joint Ventures**

During the year there were no Partnerships, Co-operatives or other Joint Ventures to which Council was a party.

## Equal Employment Opportunity Management

Hurstville City Council (HCC) embraces a diversity management approach to EEO as a business strategy that leverages the greatest advantage from its diverse workforce. This reflects HCC's philosophy of inclusiveness, where individual differences (including ideas, opinions and backgrounds) are valued and managed in a way that maximises organisational effectiveness.

HCC is committed to creating a workplace that values culture and diversity as we work together to provide quality services to our Community. HCC continues to work in a high-performance manner, and this requires that HCC fosters a culturally diverse workforce that is progressively creating a vibrant environment for our community to enjoy.

### Workforce Profile

As at 30 June 2014, there were 364 employees (332 full time equivalent) employed by HCC. Each employee plays a role in creating and delivering the many and varied services offered by HCC.

Council has specific strategies that are detailed in its community planning which guide the work that Human Resources delivers so that HCC can build a workforce that is highly capable. Council aims for gender equity in that it endeavours to have an equal balance between men and women in the workplace. This year a greater balance was achieved with 50.5% of male representations with 49.5% female representation. Female representation increased by 1.5% from last year.

Other than gender equity, there are many other components that assist in creating a great workforce. They are:

#### (a) Women in the Workplace

The representation of women in management positions remained relative to previous years even with an increase in the overall representation of women in the workforce. HCC continues to support a female representation of 69% within its leadership roles. This demonstrates HCC's commitment to developing leadership capability within its workforce and assisting women to more effectively manage the challenges of balancing a career and life.

#### (b) Indigenous Employment

HCC remains committed to the employment of indigenous Australians and worked closely with Apprenticeship Centres, including WPC Group, throughout the reporting period to provide innovative indigenous apprenticeships and traineeships targeting young indigenous Australians. Apprenticeships within Information and Communication Technology, Mechanics and Horticulture were just some of the areas where our young indigenous Australian's made a positive impact to the internal and external services that HCC provides. HCC was unable to report on the overall representation of indigenous employees within its workforce as diversity data is collected on a voluntary basis to alleviate privacy concerns.

#### (c) NESB Employment (people from non-English speaking backgrounds):

The representation of NESB employees increased to 10.4% of its total workforce. Fostering such diversity within our workforce provides HCC with a number of benefits including increased innovation and improved understanding of our clients and the service levels that they desire.

#### (d) Disability Employment

The representation of people with a disability increased to 2.47%. HCC continues to encourage a workplace that values the contributions that people with a disability make in creating and maintaining our services. It is important to note that HCC is preparing for this representation to increase as HCC grows with its ageing workforce. This highlights HCC's commitment to promoting a workplace culture that is accessible and inclusive.

## Celebrating Equal Employment Opportunity

As HCC works so hard to foster a creative environment for a culturally diverse workforce, it is imperative that we celebrate our cultural diversity. HCC continued to celebrate throughout the reporting period:

- NAIDOC Week
- International Woman’s Day
- Chinese Lunar New Year
- Reconciliation Week
- Youth Week – Hosting ‘Discobility’ event
- Refugee Week

## Strategies that Support a Culturally Diverse Workforce

The following Equal Employment Opportunity (EEO) initiatives were implemented during the year:

### (a) Recruitment and Selection

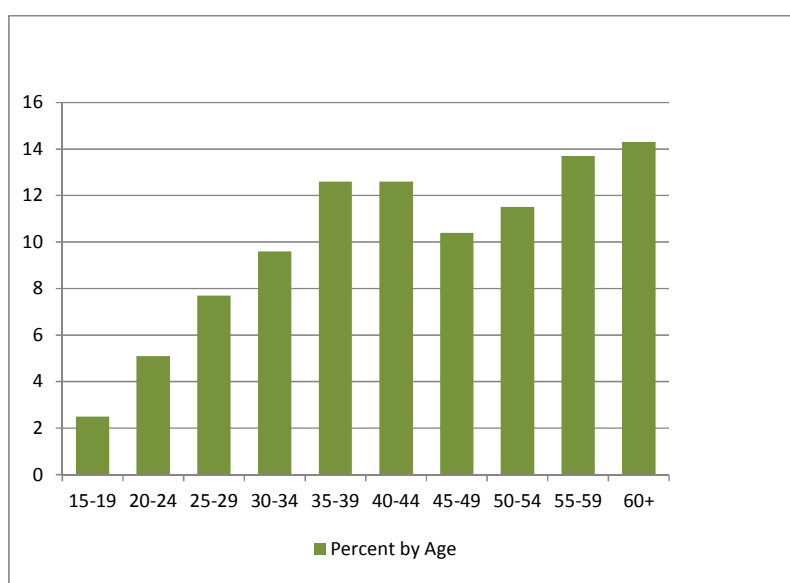
HCC continues to work towards creating a high-performance workforce and is committed to attracting and recruiting the best people in their fields to ensure that we have the internal capability to deliver our objectives.

HCC recognises that a large proportion of the workforce is aging and Council aims to attract and retain young employees so that succession plans can be realised. Council has continued to support the growth and development of our young people by facilitating traineeship and apprenticeship opportunities in our operational areas including horticulture, turf management, customer service and communication technology. Having a diverse range of ages across the workforce allows HCC to access a broader range of ideas and insights.

### (b) Managing an Ageing Workforce

As detailed in the graph below, HCC has a great representation of most age groups. During the reporting period the average age of HCC employees is 31. However HCC can report that employees employed over the age of 55 has decreased by 2% this year. The challenges of an ageing workforce remain during the 2013-2014 reporting period and HCC continued to address its impact through superannuation/transition to retirement seminars, flexible working arrangements and knowledge transfer activities.

Graph 1 HCC Employee Profile by Age



### (c) Work-Life Balance

HCC continues to offer flexible working arrangements. Workplace Flexibility is seen as a key strategy in achieving the needs of the business for a flexible workforce and maintaining employee engagement, as well as attracting, motivating and retaining the right people.

### **A Culture of Learning and Development**

HCC recognises the importance of supporting people to be successful in their job performance and career pursuits such that optimum business outcomes are also achieved. Learning and Development practices have been widely adopted to ensure that development of our people is fair, supports individual performance outcomes and takes into account personal and organisational strengths as well as personal and organisational development needs.

HCC continues to develop new employee's skills through induction programs and educate staff on Council's EEO management strategies. HCC continued building individual and organisational capability by providing staff with learning and development activities developing their professional knowledge, skills and leadership competencies, spending \$180,000 for the reporting period. HCC continues to build a Culture of Leadership through developing the organisation's leadership capability and facilitated leadership training for all managers and supervisors in the reporting period, which included further developing their people management skills.

### **Health and Wellbeing at Work**

HCC's Health and Wellbeing Program continued to deliver benefits for employees and the organisation. During the reporting period, HCC undertook a number of health promotion activities, providing information on support available for employees and their families. 100 staff received a free Flu vaccination and 103 staff attended Skin Cancer Screening clinics. The Skin Cancer Screening clinic is now an annual event and a free service. Council also reinstated the bi-monthly Health & Well-Being newsletter, In Good Health which is distributed throughout Council

### **Maintaining a Bullying and Harassment-Free Workplace**

HCC is committed to the elimination of workplace harassment, discrimination and bullying. HCC has a "Respect" program that focuses staff attention on Council's Values of honesty and integrity, customer focus, team work and professionalism as part of its EEO strategy. The program outlines Council and staff obligations to ensure a workplace free from harassment, discrimination and bullying. All new employees are given a Respect brochure in which they need to acknowledge that they will abide by before commencing.

HCC will continue to ensure that the importance of maintaining a diverse workforce is communicated through the new reporting period's goals and objectives so that we can continue promoting and recognising our diverse workforce.

## Access to Information

As required, the following information is provided in relation to applications received by Council under the Government Information (Public Access) Act 2009:

Table A: Number of applications by type of applicant and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	1	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	2	2 <sup>1</sup>	0	0	0	0	0	0
Members of the public (other)	4	2 <sup>2</sup>	0	0	0	0	0	0

Table A Notes:

<sup>1</sup> **Partial Access – Legal Representatives:**

13/1580: 'Full history' sought which has not been retained by Council (complied with State Records)

14/928: Not all information held by Council (referred to secondary agency)

<sup>2</sup> **Partial Access – Members of the Public:**

13/1592: Public interest considerations applied for some of the information requested (see Table E)

13/1768: Personal details contained in a complaint not provided.



Table B: Number of applications by type of application and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Personal information application	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	7	4	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

*Table B Notes:*

*For the purposes of Part 3; Division 4(25) Requirement for Disclosure Log, all access applications related to private property matters and were considered of personal interest only.*

Table C: Invalid Applications	
Reason for Invalidity	Number of Applications
Application does not comply with formal requirements (section 41 of the Act)	1 <sup>1</sup>
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

*Table C Notes:*

<sup>1</sup> *One application received without an application fee deemed an invalid application; request referred to IPC (ref. IPC14/R000251)*

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act	
	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*Table D Notes:*

*No Schedule 1 information requested.*

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act	
	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1 <sup>1</sup>
Business interests of agencies and other persons	1 <sup>1</sup>
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

*Table E Notes:*

<sup>1</sup> 13/1592: Partial access provided. Public Interest considerations of 3(a) and 4(a) applied when applicant sought financial status of and individual and commercial-in-confidence information in order to undercut competitive tender process.

Table F: Timeliness	
	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	9
Decided after 35 days (by agreement with applicant)	1 <sup>1</sup>
Not decided within time (deemed refusal)	1 <sup>2</sup>
Total	11

*Table F Notes:*

<sup>1</sup> 14/928: Application determined after 35 days was waiting for further information from the applicant; turnaround time after the clarification was received was 4 days

<sup>2</sup> 13/1592: Application not decided within time due to an extensive internal process.

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)			
	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

*Table G Notes:*

*No formal applications were referred for review.*

Table H: Applications for review under Part 5 of the Act (by type of applicant)	
	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

*Table H Notes:*

*No formal applications were referred for review.*

## Public Interest Disclosure

### Annual report on Public Interest Disclosures - (section 31)

#### Introduction

The Public Interests Disclosure (PID) Act sets out a comprehensive framework for protecting public officials who disclose wrongdoing in accordance with the PID Act. All councils are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures. The purpose of this public interest disclosures system is to promote integrity and to enable Council to fix problems. Councillors, staff and others who are in the service of Council are often best placed to identify and report problems. It is therefore in the public interest, and in the Council's interest, that these "public officials" are encouraged to come forward with information of this kind and that they are supported when they do so.

#### Hurstville City Council's Commitment

Council is committed to an ethical workplace, free of corruption, maladministration and wastage, and active in providing government information. As such it has adopted the latest version of its Internal Reporting Policy on 10 December 2013. Council has publicised the Policy on its website and has scheduled promoting the Policy to all staff during Awareness Sessions in July/August 2014.

The Policy is also a part of Council's eLearning and Induction Program. The Mayor and General Manager were previously made aware of their specific obligations on 21 March 2013.

#### Statistical information on PIDs

	July 2013 – June 2014
Number of public officials who made PIDs	2
Number of PIDs received	2
Of PIDs received, number primarily about:	
Corrupt conduct	2
Maladministration	0
Serious and substantial waste	0
Government information contravention	0
Local government pecuniary interest contravention	0
Number of PIDs finalised	2

## Overseas Visits

During the year Hurstville City Council hosted delegations from its sister cities in Japan and China.

### City of Shiroishi, Japan

The sister city relationship with Shiroishi was ratified in 1994. Through regular exchanges of community groups and school students, it seeks to improve mutual understanding between Australia and Japan.

Council did not send any delegations to Shiroishi during this period. However, Council hosted a student delegation in August 2013 which consisted of 10 students and two chaperones.

### City of Changzhou, People's Republic of China

Council did not send or hosted any delegations to Changzhou during this period.

## **Privacy Management Plan**

Privacy and Personal Information Protection Act 1998 S33(3) The annual report of each public sector agency must include a statement of the action taken by the agency in complying with the requirements of this Act, and statistical details of any review conducted by or on behalf of the agency under Part 5.

Council adopted an amended Privacy Management Plan at its meeting of 3 April 2013, which was reviewed and updated following the release of the Division of Local Government Model Privacy Management Plan. Council continues to acknowledge the importance of privacy as expressed in the Information Protection Principles from the Act.

One review was conducted in 2012-13, relating to the inclusion of a property in the Heritage Study Review report. The review concluded that privacy was not breached under Principle 1, and no further action was taken.

## Section 3 Financial Statements

1. Statement by Councillors and Management

2. Primary Financial Statements:

- Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Cash Flow Statement

3. Notes to the Financial Statements

4. Independent External Auditor's Reports:

- On the Financial Report (Sect 417 [2])
- On the Conduct of the Audit (Sect 417 [3])

## **Financial Statements**

Council adopted the Financial Statements on 5 November 2014 and the documents were forwarded to Office of Local Government on 27 October 2014.

This document, which forms part of the 2013-14 Annual Report as required under the Local Government Act 1993 Section 428, can be accessed at:

<http://www.hurstville.nsw.gov.au/Annual-Report.html>



## Section 4 Appendices

Appendix A Public Works & Infrastructure Plus

Appendix B Roads Inventory

Appendix C Public Buildings

Appendix D Car Parking Areas

Appendix E Legal Proceedings

Appendix F Civic Office Expenses Policy

Appendix G Publication Guide

## Appendix A. Public Works and Infrastructure Plus

The works completed in 2013-14 were:

### Parks and Recreation

- Court and field resurfacing

Resurfacing of Riverwood Park Field 3

Resurfacing of Gannons Park Field 5

Resurfacing of Olds Park Soccer Field

Replacement of Beattie Street Reserve Practice Cricket Wickets

Replacement of Peakhurst Park Practice Cricket Wickets

Replacement of Thorpe Park Practice Cricket Wickets

Topdressing of Gannons Park Fields 1 & 2

Topdressing of Peakhurst Park Field 1

Topdressing of Peakhurst Park League Field

Topdressing of Oatley Park Oval

Topdressing of Olds Park Netball Courts

- Play & Sporting equipment

Replacement of Tucker Reserve Children's Playground

Replacement of Keppel Avenue Reserve Children's Playground

Replacement of Ken Rosewall Tennis Centre Children's Playground

- Park Upgrades

Peakhurst Industrial Stormwater Harvesting Stage 2 – Irrigation of Hurstville Golf Course and landscaping works

Upgrading of floodlighting in Gannons Park

### New Footpaths

Westbrook St, Beverly Hills

Ponyara Rd Beverly Hills (Pallamana to Kooemba)

Beverly Hills Commercial Centre Upgrade paving and St (furniture)

Whitegates Ave, Peakhurst Heights (Pindari to Lorraine)

Ogilvy St, Peakhurst (No 51 to Evans St)

Trafalgar St, Peakhurst (Jacques Ave to Peakhurst Park)

Forest Rd, Lugarno (near Boronia Parade) – new bus shelter

Myall St, Oatley (Mulga Rd to Wonoona Pde West)

Waratah St, Oatley (Mulga Rd to Wonoona Pde West)

Waratah St, (Wonoona Pde West to Griffiths St)

Acacia St, Oatley (Gungah Bay Rd to Woronora Pde West)

Olive Cr, Peakhurst

### Buildings

Hurstville Senior Citizens Centre - Painting of internal walls, resurfacing of timber floors and replacement of carpeted areas

Oatley Park Oval - Public Amenities upgrade

Hurstville Library - Public toilet Upgrade

AFL Clubhouse - Change room and club house renovation works

Civic Centre - Painting of internal offices and carpeting of selected areas

Roberts Avenue Tennis Centre - Public Amenities Upgrade

Hurstville Bus Interchange - Installation of twin EXELOO public toilet

Level 5 Hurstville House - Toilet refurbishments

## Town Centres

Belmore Road, Riverwood - paving from Coleridge to Josephine Street  
King George Road - Tooronga Terrace to laneway new paving  
Belmore Road Riverwood (at commercial centre) - paving repairs  
Mashman Lane and Kingsgrove Road - new paving funded by developer

## Road Rehabilitation

Akoona Place, Peakhurst  
Green Place, Peakhurst  
Dawn Street, Peakhurst  
Bonds Road, Peakhurst - parking lane Forest - Bailey  
Romilly Street & Broad Arrow Road, Riverwood - Thurlow - Bonds  
Oatley Park Avenue, Oatley  
Warrawee Place, Beverly Hills  
Omaru Street, Beverly Hills  
Yuruga Street, Beverly Hills  
Lockundy Lane, Hurstville  
Resheeting of Chamberlain St, Narwee  
Forest Road & Wayne Avenue, Lugarno roundabout  
Dudley Street, Hurstville - Gloucester to Millett  
Mashman Ave, Kingsgrove at cnr Kingsgrove Rd.  
Bassett Street, Hurstville - Warwick to Dudley  
Beatty St, Mortdale in front of Reserve

## Infrastructure Plus works and footpath repairs under Maintenance & Repair (M&R) program:

HURSTVILLE: Emily Street, between Louis Terrace and Barnards Avenue and Forest Road between Kenwyn Street and Croydon Road and Park Road.

PENSHURST: Ocean Street, Roberts Avenue, Newman Street, Villiers Avenue, Queensbury Road, Forest Road from Library carpark to No. 682, Penshurst Street, Margaret Street, Stoney Creek Road and St Elmo Parade.

PEAKHURST: Belmore Road, Henry Lawson Drive (between Belmore Road and Ogilvy Street), 1052 & 1172 Forest Road; Romilly Street, Thurlow Street and 30 Old Forest Road.

## Appendix B Roads Inventory

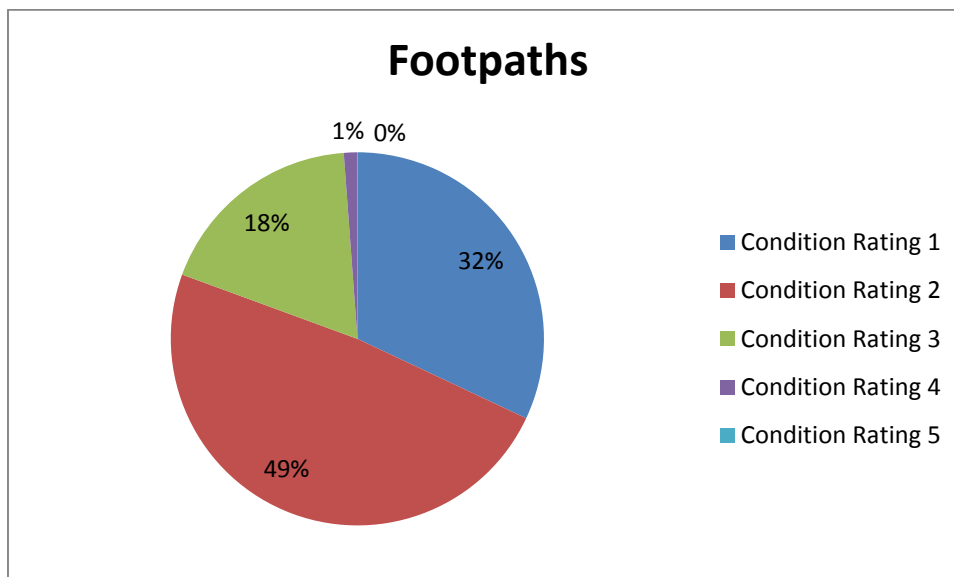
Road Pavement and Footway details as extracted from Council's Transport Asset Management System  
 STATISTICS - (for Hurstville City Council managed Assets)

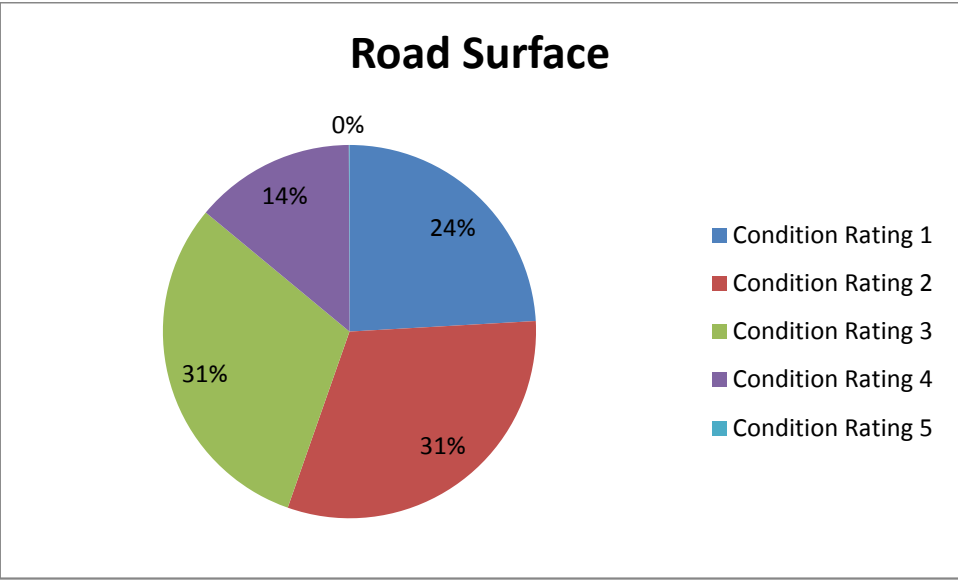
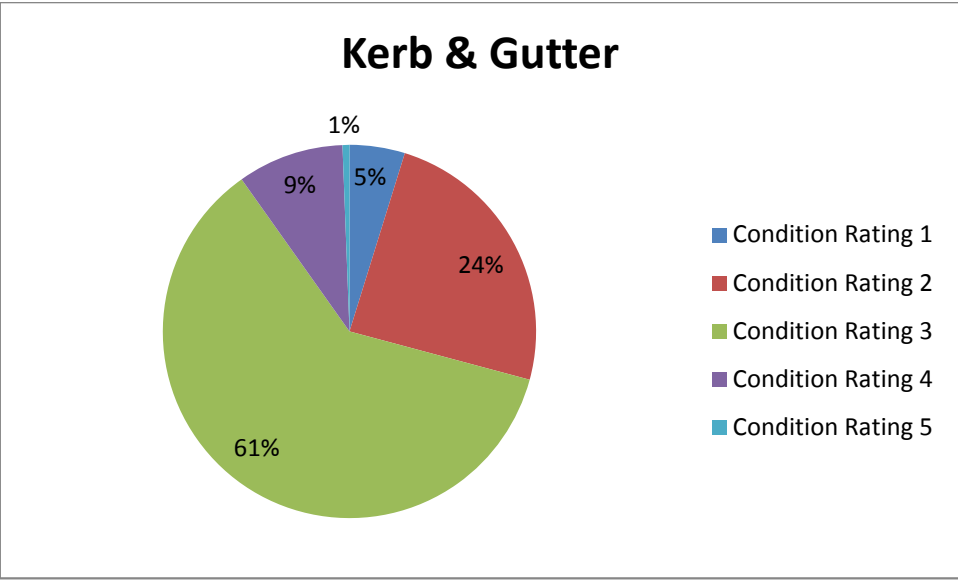
Total No. Roads : 584

Total No. Sections : 1,580

Asset category	Dimension
Roads	230km
Pathways	441,950m <sup>2</sup>
Pedestrian Ramps	1925
Kerb and Gutter	370km
Carparks	33
Traffic Devices (Raised thresholds, medians, roundabouts etc.)	450
Guardrails	2,860m

## Asset Condition Profile





Condition is measured using a 1 – 5 rating system.

Rating	Description of Condition
1	Excellent condition: Only planned maintenance required.
2	Very good: Minor maintenance required plus planned maintenance.
3	Good: Significant maintenance required.
4	Average: Significant renewal/upgrade required.
5	Poor: Unserviceable

## Appendix C Public Buildings

### Section 428

Condition of Public Works, Public Buildings / Structures		
	Description	Condition
1.	1 Barratt Street, Hurstville	Good
2.	Exeloo Unisex/Disabled Toilet Belmore Road, Riverwood	Poor
3.	Penshurst Shopping Centre, Toilet & Shelter Shed Bridge Street, Penshurst	Average
4.	Narwee Preschool Bryant Street, Narwee	Good
5.	Rasdall Park Toilet Block Bryant Street, Narwee	Average
6.	Westfield Parking Levels 1 & 2 Corner of Park Road & Cross Street, Hurstville	Average
7.	Westfield Occasional Childcare Centre Corner of Park Road & Cross Street, Hurstville	Good
8.	Council Depot SES Building Depot Road, Peakhurst	Good
9.	Hurstville Oval Grandstand Dora & Gordon Streets, Hurstville	Good
10.	Hurstville Oval Booth Saunders Pavilion Dora & Gordon Streets, Hurstville	Very Good
11.	Hurstville Oval/Timothy Reserve Toilet Block – Male & Female Dora & Gordon Streets, Hurstville	Average
12.	Hurstville Oval Kiosk Building Dora & Gordon Streets, Hurstville	Average
13.	Hurstville Oval Turnstiles Dora & Gordon Streets, Hurstville	Average
14.	Hurstville Oval Glasshouse Dora & Gordon Streets, Hurstville	Average
15.	Hurstville Oval Poisons Shed Dora & Gordon Streets, Hurstville	Average
16.	Hurstville Main Library, Phoenix Gardens 22 Dora Street, Hurstville <i>Upgrade of public toilets</i>	Good
17.	Kempt Field Toilet Block Durham Street, Carlton	Average
18.	Youth Centre 143 Forest Road, Hurstville	Average
19.	Torino 469 Forest Road, Penshurst	Very Good
20.	Olds Park, Penshurst Branch Library 630 Forest Road, Penshurst	Very Good

### Condition of Public Works, Public Buildings / Structures

21.	Gannons Park, Store Room Forest Road, Peakhurst	Average
22.	Gannons Park, Forest Ranger Soccer Club Forest Road, Peakhurst	Average
23.	Gannons Park, Toilet Block Forest Road, Peakhurst	Good
24.	Gannons Park, Amenities Block Forest Road, Peakhurst	Average
25.	Gannons Park, Store Room (Dog Club) Forest Road, Peakhurst	Average
26.	H.V. Evatt Park, Dressing Shed & Store Room Forest Road, Lugarno	Average
27.	H.V. Evatt Park, Staff Amenities, canteen & Store Forest Road, Lugarno	Good
28.	H.V. Evatt Park, Exeloo Unisex/Disabled Toilet Forest Road, Lugarno	Poor
29.	Olds Park, Shelter Shed & Toilet Block Forest Road, Peshurst	Good.
30.	Olds Park, Amenities Block Forest Road, Peshurst	Good
31.	Olds Park, AFL Building Forest Road, Peshurst <i>Renovations on change room and gym area completed</i>	Good
32.	Olds Park, St George Little Athletics Forest Road, Peshurst	Good
33.	Hurstville Aquatic Leisure Centre, Forest Road, Peshurst <i>Johnnie Warren stadium timber floor resurfaced</i>	Very Good
34.	Centennial Bakery 319 Forest Road, Hurstville	Good
35.	Mortdale Shopping Centre, Toilets & Shelter Shed George Street, Mortdale	Good
36.	Peakhurst Park, Toilet & Canteen Hedley Street, Peakhurst	Average
37.	Peakhurst Park, Store & Amenities Hedley Street, Peakhurst	Average
38.	Peakhurst Park, Amenities & Toilets Hedley Street, Peakhurst	Average
39.	Peakhurst Park, Canteen Hedley Street, Peakhurst	Average
40.	Woodville Park, Exeloo Unisex/Disabled Toilet Hudson Street, Hurstville	Average
41.	Beverly Hills 506 King Georges Road, Beverly Hills	Average

### Condition of Public Works, Public Buildings / Structures

42.	Penshurst Park, Blackshaw Pavilion King Georges & Forest Roads, Penshurst	Average
43.	Penshurst Park, Store Room/Club King Georges & Forest Roads, Penshurst	Average
44.	Penshurst Park, Senior Citizens' Bowling Club King Georges & Forest Roads, Penshurst	Average
45.	Taylor Reserve Toilet Block Lime Kiln Road, Lugarno	Poor
46.	Golf Course, Golf Club & Pro Shop Lorraine Street, Peakhurst	Good
47.	Golf Course, Pump House, Concrete Tanks & Pipes Lorraine Street, Peakhurst <i>Golf course pump house equipment upgraded for new irrigation works</i>	Average
48.	St George Regional Museum 14 MacMahon Street, Hurstville	Average
49.	Hurstville House 34 MacMahon Street, Hurstville <i>Level 5 Amenities upgraded</i>	Good
50.	Civic Centre, Administration Building 16-32 MacMahon Street, Hurstville <i>New carpet and painting in selected areas</i>	Good
51.	Civic Centre, Entertainment Centre 16-32 MacMahon Street, Hurstville	Average
52.	MacMahon Plaza, Hurstville Child & Family Centre 5, 23-27 MacMahon Street, Hurstville	Very Good
53.	Smith Park, Community Centre / Early Childhood Centre 30 Morgan Street, Kingsgrove	Excellent condition
54.	Oatley Park, Rangers Shed / Store Room Oatley Park Avenue, Oatley	Good
55.	Oatley Park, Dressing Shed / Baths Oatley Park Avenue, Oatley	Average
56.	Oatley Park, Bath Carpark / Toilet Block Oatley Park Avenue, Oatley	Good
57.	Oatley Park, Oval Toilet Block / Canteen Oatley Park Avenue, Oatley <i>Refurbishment works of the public amenities</i>	Very Good
58.	Oatley Park, The 'Castle' Oatley Park Avenue, Oatley	Good
59.	Gifford Park, Toilet & Shelter Shed Penshurst Street, Beverly Hills	Good
60.	Nicol Murray Reserve, Community / Early Childhood Centre 57-63 Pitt Street, Mortdale	Average
61.	Senior Citizens' Centre 91 Queens Road, Hurstville <i>Timber floor resurfaced and new carpet installed</i>	Good



### Condition of Public Works, Public Buildings / Structures

62.	Gladwyn 96 Queens Road, Hurstville	Good
63.	Council Depot, Amenities Block & Store 100 Roberts Avenue, Peakhurst	Good
64.	Council Depot, Storage Room 100 Roberts Avenue, Peakhurst	Average
65.	Council Depot, Workshop 100 Roberts Avenue, Peakhurst	Average
66.	Council Depot, Store & Office 100 Roberts Avenue, Peakhurst	Average
67.	Council Depot, Tyre & Lubrication Store 100 Roberts Avenue, Peakhurst	Average
68.	Council Depot, Store – Timber Racks 100 Roberts Avenue, Peakhurst	Poor
69.	Council Depot, Carpenters Shop & Painters 100 Roberts Avenue, Peakhurst	Average
70.	Council Depot, Rifle Range 100 Roberts Avenue, Peakhurst	Poor
71.	Council Depot, Spray Booth 100 Roberts Avenue, Peakhurst	Average
72.	Council Depot, Machine Shed & Store 100 Roberts Avenue, Peakhurst	Good
73.	Council Depot, High Bay Workshop 100 Roberts Avenue, Peakhurst	Average
74.	Council Depot, Rifle Clubhouse 100 Roberts Avenue, Peakhurst	Poor
75.	Golf Course, Staff Amenities Block Roberts Avenue, Peakhurst	Average
76.	Golf Course, Garage Roberts Avenue, Peakhurst	Good
77.	Golf Course, Golf Links-Machine Shed Roberts Avenue, Peakhurst	Good
78.	Roberts Ave Tennis Centre, 8 Tennis Court Shelters Roberts Avenue, Peakhurst	Good
79.	Roberts Ave Tennis Centre, Clubhouse & Toilets Roberts Avenue, Peakhurst <i>Amenities and public toilets have been upgraded</i>	Very Good
80.	Penshurst Long Day Care Centre 5 George Street, Penshurst	Good
81.	Pole Depot, Community Block 23 St George's Road, Penshurst	Good
82.	Thurlow St Centre, Senior Citizens' Club 31 Thurlow Street, Riverwood	Average

Condition of Public Works, Public Buildings / Structures		
83.	Beverly Hills Park, League Amenities Vanessa Street, Beverly Hills	Good
84.	Beverly Hills Park, Soccer Dressing Sheds Vanessa Street, Beverly Hills	Good
85.	Jack High Childcare Centre (former Beverly Hills Bowling Club)	Very Good
86.	Vanessa St Tennis Centre, Shelter Shed & Toilets Vanessa Street, Beverly Hills	Average
87.	Keppel Avenue Reserve, Early Childhood Centre 21D Webb Street, Riverwood	Good
88.	Riverwood Park, Canteen & Toilet Block William Road, Riverwood	Good
89.	Riverwood Park, Toilet & Amenities Block William Road, Riverwood	Very Good
90.	Riverwood Park, Canteen William Road, Riverwood	Good
91.	The Avenue, 38 Humphreys Lane, Hurstville	Very Good
92.	Medica Centre Car Park	Very Good
93.	Medica Centre – Retail Suites	Very Good
94.	Hurstville Bus Interchange and Amenities. Forest Road Hurstville	Very Good
95.	Smith Park Amenities Block. 30 Morgan St Kingsgrove.	Very Good.
96.	Penshurst Park Amenities/ Public toilets Cambridge St , Penshurst	Excellent
97.	Hurstville Bus Interchange EXELOO Public Toilet Woodville Lane , Hurstville	Excellent

- Both Woodville Park and Mortdale Park Band rotundas have been removed from Buildings and included with Park Assets
- 19 Connelly St Penshurst was demolished and removed from the buildings list

#### Rating Description of Condition

- Excellent condition: Only scheduled maintenance on major components required.
- Very good: Minor maintenance required plus scheduled maintenance.
- Good: Significant maintenance required.
- Average: Significant ongoing maintenance / component replacement required.
- Poor: Major component replacement required

## Appendix D Car Parking Areas

Hurstville City Council Off-Street Car Parks					
Location	Type of parking	Surface Type	Total No. of Public Parking Spaces	Disabled Parking Spaces	Condition Rating
<b>Hurstville</b>					
Palm Court Car Park	On-grade	Asphalt	31	1	Very Good
Dora Street (South side)	On-grade	Asphalt	24	1	Good
Gloucester Road	On-grade	Asphalt	116	2	Satisfactory
Treacy Street	On-grade	Asphalt	90	2	Very Good
Patrick Street	On-grade	Asphalt	150	4	Satisfactory
Medica Centre	Basement	Concrete	106	4	Very Good
7-11 The Avenue	Ground floor	Concrete	108	4	Very Good
	Basement	Concrete	35	3	Very Good
Westfield	Ground floor	Concrete	480	8	Very Good
	Basement	Asphalt	334	5	Very Good
<b>Mortdale</b>					
Morts Road/Cook Street	On-grade	Asphalt	30	2	Satisfactory
27 Cook Street	On-grade	Asphalt	41	0	Very Good
Cook Lane	On-grade	Asphalt	48	4	Satisfactory
<b>Kingsgrove</b>					
The Kingsway	On-grade	Asphalt	14	1	Fair
<b>Beverly Hills</b>					
Edgbaston Road	On-grade	Asphalt	126	2	Very Good
Frederick Avenue	On-grade	Asphalt	15	0	Good
Morgan Street	On-grade	Asphalt	90	2	Good
Beresford Avenue	On-grade	Asphalt	34	1	Good
Tooronga Terrace	On-grade	Asphalt	123	2	Very Good

Hurstville City Council Off-Street Car Parks					
Location	Type of parking	Surface Type	Total No. of Public Parking Spaces	Disabled Parking Spaces	Condition Rating
<b>Penshurst</b>					
Connelly Street	On-grade	Asphalt	121	1	Good
Bridge Street	On-grade	Asphalt	67	2	Fair
<b>Riverwood</b>					
Webb Street (North side)	On-grade	Asphalt	50	0	Good
Webb Street (South side)	On-grade	Asphalt	84	2	Very Good
Littleton Street (Angled)	On-grade	Asphalt	25	2	Fair
Littleton Street (Legion Club)	Basement	Concrete	77	2	Fair
Belmore Lane (38-40 Coleridge Street)	On-grade	Asphalt	77	2	Good
Killara Ave	On-grade	Pavers	34	0	Satisfactory
Thurlow Street	On-grade	Asphalt	29	2	Very Good
William Rd off Belmore Road	On-grade	Asphalt	54	0	Good
Morotai Avenue on Railway	On-grade	Asphalt	15	0	Very Good
<b>Peakhurst</b>					
Pindari Road Shops	On-grade	Asphalt	21	2	Very Good
Lorraine Street	On-grade	Asphalt	125	0	Very Good
Trafalgar Street	On-grade	Asphalt	125	0	Good
<b>Lugarno</b>					
Lime Kiln Road	On-grade	Asphalt	19	1	Fair
Chivers Hills Shops	On-grade	Asphalt	38	1	Good
<b>Total Number of Off-Street Parking Spaces (excluding Parks &amp; Recreational Areas)</b>			<b>2956</b>	<b>65</b>	

## Appendix E Legal Proceedings

The following list details legal proceedings active and taken by or against the Council including appeals, prosecutions and defended development related penalty infringement notices current and or completed during the reporting period.

It includes a summary of the case and legal expenses incurred by Council since commencement of that case (typically including costs for solicitors, counsel, consultants, and court lodgement costs) from receipts allocated to each case.

Costs for certain cases are not available where not yet invoiced, or due to invoice cross referencing limitation. Also, some invoices become payable during the reporting period even though the action to which it relates was commenced/current/finalised during the previous period. Therefore the total shown is from selected receipts from the financial year for ledger account planning/development 'legals' ledger and 'consultants' ledger, and may not represent the total of the individual items in the table below.

Legal proceedings current during the reporting period follow:

LEGAL PROCEEDINGS FOR 2013-2014							
Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgement Date
Hurstville City Council v Kevin Jacobs	12/10/2005	75 Clarke Street PEAKHURST	Matter Finalised	Class 4 – Civil enforcement commenced by Council. Council successful and costs awarded.	Bankruptcy proceedings resulted in all costs recovered by and paid to Council.	\$909.50	31/03/2010
Hurstville City Council v K Jacobs	8/02/2011	27 Cook Street MORTDALE	Matter Finalised	Class 4 - Civil enforcement tied up with 75 Clarke Street.	Bankruptcy proceedings resulted in all costs recovered by and paid to Council.	\$2,014.70	10/02/2011
Hurstville City Council v Naumcevski	08/02/2010	5 Booyong Avenue LUGARNO	Costs being recovered	Class 4 – Civil enforcement proceedings for Unauthorised works. Council successful and costs awarded.	Bankruptcy proceedings have commenced against debtor for recovery of balance of costs.	\$4,430.99	30/11/2011
Yi Yang Huang v Hurstville City Council	2/06/2011	2/15 Stanley Street PEAKHURST	Costs being paid pursuant to instalment plan	Class 1 - Appeal dismissed for sex service premises. Applicant appealed Supreme Court. Council successful with costs.	Instalment arrangement entered into to pay \$20,000. Debtor has been complying.	Nil	5/3/2014
Hurstville City Council v Maria Actypis	9/11/2012	28 Stoney Creek Road BEVERLY HILLS	Costs being recovered	Class 4 - Civil enforcement matter to enforce Demolition Order on dilapidated timber dwelling.	Orders made for demolition and Council costs. Building demolished. Costs being pursued via bankruptcy proceedings.	\$25,290.88	N/A

## LEGAL PROCEEDINGS FOR 2013-2014

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgement Date
Hurstville City Council v Sawssan Salami	10/12/2012	122 Dora Street HURSTVILLE	Matter Finalised	Local Court Prosecution concerning removal of Norfolk Palm tree without approval.	Judgment handed down, resident found guilty, no conviction recorded and no fine issued.	\$9,820.00	29/11/2013
Hurstville City Council v Sheng Hao Liu	18/2/2013	22 Holley Road BEVERLY HILLS	Under investigation	Enforcement of Council's demolition order for unauthorised building work.	DA approved for demolition of unauthorised structure. Extension to 3/8/2014 granted to Council's new order subject to conditions.	\$2,543.70	N/A
Xiao Ping Zheng v Hurstville City Council	7/3/2013	4 Clarendon Road PEAKHURST	Matter Finalised	Class 1 – Appeal against actual refusal of development application for demolition of existing structures and construction of one townhouse and three villas (Affordable Rental Housing).	Council successful in Court proceedings. Appeal dismissed.	\$82,810.79	25/2/2014
Elieti Pty Limited v Hurstville City Council	26/4/2013	454-456 Forest Road HURSTVILLE	Matter Finalised	Class 1 – Appeal against Council for refusal of development application for demolition and construction of 15 storey mixed use development with basement parking.	Land & Environment Court approved amended plans for two buildings, 12 storey at front and 4 storey at rear on the site.	\$36,004.84	31/10/2013
Charalampos Antonakopoulos and Jenny Antonakopoulos v Hurstville City Council	7/6/2013	44 Melvin Street BEVERLY HILLS	Matter Finalised	Class 1 – Appeal for refusal of development application for alterations and additions to residential flat building.	Land & Environment Court approved amended plans and appeal upheld.	\$42,445.94	4/9/2013

## LEGAL PROCEEDINGS FOR 2013-2014

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgement Date
Laneform Pty Ltd v Hurstville City Council	21/6/2013	556 Forest Road PENSHURST	Matter Finalised	Class 1 – Appeal against Council’s deemed refusal of development application for three storey mixed use development with basement parking.	Appeal upheld with modifications including removal of two units.	\$39,154.56	24/10/2013
Hurstville City Council v Romanous Developments Pty Ltd	14/11/2013	84D Roberts Avenue MORTDALE	Awaiting hearing	Class 4 – civil enforcement matter for unauthorised works and land contamination.	Matter listed for Court mediation 16/6/2014. Private Certifier has issued occupation certificate for gym and interim occupation for Woolworths. Hearing set for 4-6 August 2014.	\$188,844.65	N/A
Hurstville City Council v Others	5/2013	3/12 Norman Street, 4/9 Stanley Street, 6/47 Lorraine Street PEAKHURST	Matters Finalised	Enforcement matter to cease unauthorised use of light industrial units for the purposes of bikie club gatherings.	Uses ceased. Premises vacated.	\$10,179.00	11/2013
Hurstville City Council v Iman Mustapha	8/2013	954 Forest Road LUGARNO	Awaiting hearing	Investigation and possible prosecution for unauthorised works – Excavation without development consent – Local Court proceedings.	Order not complied with. Court Attendance Notice issued 25 March 2014. Guilty plea entered 15/5/2014. Matter listed for sentence hearing 10/7/2014.	\$10,524.88	N/A
Hurstville City Council v Liang Ma	8/2013	1 Rose Street HURSTVILLE	Matter Finalised	Local Court proceedings - Unlawful use for the purposes of sexual services.	Ma found guilty of charge relating to use of premises for sex services and fined \$5000 for operating out of hours and \$10,000 for breaching	\$10,639.64	24/2/2014

## LEGAL PROCEEDINGS FOR 2013-2014

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgement Date
					condition prohibiting use of premises for sex services. Costs awarded to Council of \$10,320.00.		
Hurstville City Council v Ya Jun Wu and Others	8/2013	72 Lily Street, 114 Park Road and 456 Forest Road HURSTVILLE	Under investigation	Enforcement matter to cease unauthorised use as boarding houses.	Under investigation.	\$6,638.00	N/A
Romanous Developments Pty Ltd v Hurstville City Council	22/11/2013	84D Roberts Avenue MORTDALE	Matter Finalised	Class 1 – Appeal against refusal of development application for childcare centre.	Appeal discontinued by applicant.	\$13,370.17	11/2/2014
Charlie Lovett v Hurstville City Council	29/11/2013	2 Stanley Street PEAKHURST	Awaiting judgment	Class 1 – Appeal against deemed refusal of application to modify development consent for extension of retail tenancy and trading hours.	Section 96 application to be considered. Matter adjourned to allow applicant to file additional documents. Decision reserved following hearing.	\$29,568.40	N/A
FM Holdings Pty Ltd v Hurstville City Council	5/12/2013	50-52 Lawrence Street PEAKHURST	Matter Finalised	Class 1 – Appeal against deemed refusal of development application for demolition of existing dwellings and construction of a three storey residential flat building with basement.	Appeal upheld.	\$54,302.93	8/4/2014
Angelo Boliaris v Hurstville City Council	5/12/2013	14 Cook Street MORTDALE	Matter Finalised	Class 1 – Appeal against deemed refusal of development application for a 10 room boarding house. Application refused by Council at meeting on 10/12/2013.	Appeal upheld.	\$61,161.93	21/5/2014



## LEGAL PROCEEDINGS FOR 2013-2014

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgement Date
Hurstville City Council v Taouk/Australia n Consulting Builder	3/2014	105 Forest Road HURSTVILLE	Under investigation	Enforcement matter to cease unauthorised use and clean-up site.	Under investigation. Some clean-up of site has taken place.	\$4,224.00	N/A
Elk 1 Pty Ltd v Hurstville City Council	22/4/2014	37-41 Gover Street PEAKHURST	Awaiting hearing	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Hearing scheduled 13-15/10/2014.	\$2,063.09	N/A
Elk 1 Pty Ltd v Hurstville City Council	22/4/2014	42-44 Lawrence Street PEAKHURST	Awaiting hearing	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Hearing scheduled 7-9/10/2014.	\$2,063.09	N/A
William Karavelas v Hurstville City Council	26/5/2014	66-68 Lawrence Street PEAKHURST	Awaiting hearing	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Hearing scheduled 15-16/9/2014.	\$1,209.76	N/A
William Karavelas v Hurstville City Council	26/5/2014	4-6 Lawrence Street PEAKHURST	Awaiting hearing	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Hearing scheduled 17-18/9/2014.	\$1,860.59	N/A
Design Workshop Australia Pty Ltd v Hurstville City Council	27/5/2014	3-7 Gover Street PEAKHURST	Awaiting Hearing	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Hearing 21-22/9/2014	\$1,451.00	N/A

## LEGAL PROCEEDINGS FOR 2013-2014

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgement Date
Achi Constructions Pty Ltd v Hurstville City Council	17/6/2014	77-79 Lawrence Street PEAKHURST	Awaiting hearing	Class 1 – Appeal against refusal of development application for proposed residential flat building with basement parking.	Directions Hearing 15/7/2014.	\$459.69	N/A
Achi Constructions Pty Ltd v Hurstville City Council	17/6/2014	71-75 Lawrence Street PEAKHURST	Awaiting hearing	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Directions hearing 15/7/2014.	\$459.69	N/A
					<b>Total</b>	<b>\$644,446.41</b>	

## Appendix F Civic Office Expenses Policy

The policy content as applicable during the report period is reproduced here. A full formatted copy of the current Civic Office Expenses Policy is available on Hurstville City Council's website.

Document Name:	Civic Office Expense Policy
Document Status:	Adopted
Date commenced:	7 August 2014
Author:	Katherine Garske, Manager Corporate Governance & Records
Document Owner:	Manager Corporate Governance & Records
Authorised By:	Council Resolution
Distribution:	Councillors and public via website
Council Report Reference:	CCL241-14
Council Meeting Date:	6 August 2014
Document No:	CD14/11
File No	14/506

### Change History

Version	Council Meeting	Release Date	Author	Reason for Change
0.1	25/08/10	25/08/10	W. Park	Draft for adoption by Council
1.0	25/08/10	10/09/10	K. Garske	Amendment of report as adopted.
1.1		4/5/11	K. Garske	Draft for Public Exhibition
2.0	27/07/11	28/07/11	K Garske	Adopted by Council (CCL127-11)
2.1	7/03/12	22/03/12	K Garske	General amendments and Councillor Communication Package
3.0	16/05/12	08/09/12	K Garske	Adopted by Council (CCL210-12)
3.1			K Garske	Addition to Communication Package and other minor amendments
4.0	21/11/12	22/11/12	K Garske	Adopted by Council (CCL462-12)
4.1		11/12/12	F.Segovia	Minor amendment to Communication package.
4.2	12/12/12	14/12/12	K Garske	Mayor's Community Fund (CCL506-12)
4.3	12/6/13	20/6/13	K Garske	Draft for Public Exhibition: Minor amendments to acquittals, taxi charge card & return of equipment
4.4	7/8/13	1/8/13	K Garske	Draft for adoption
5.0	7/8/13	8/8/13	K Garske	Adopted by Council (CCL239-13)
5.1	21/5/14	15/5/14	K Garske	Draft for public exhibition: Minor changes to reimbursement requirements and allowances, title changes, and legislative references
5.2	6/08/14	31/08/14	K Garske	Draft for adoption; amendment of Sister City reimbursements as per Council resolution CCL171-14
6.0	6/08/14	18/8/14	K Garske	Adopted by Council (CCL241-14)

### Related Documents

This document should be read in conjunction with:

- Local Government Act 1993
  - Division of Local Government, *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, October 2009*
  - Division of Local Government Circular 09-36, October 2009
- Credit Card & Reimbursements Policy

## PART 1 – INTRODUCTION

### Title, Commencement of the Policy

This Policy will be referred to as the Civic Office Expenses Policy; long title is “Policy for the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and other Councillors”. This Policy takes effect from the date of adoption until further amended.

### Purpose of the Policy

To ensure that there is accountability and transparency in the reimbursement of actual expenses incurred or to be incurred by Councillors. This Policy also ensures that the facilities provided to assist Councillors to carry out their Civic duties are reasonable.

To reimburse Councillors for expenses reasonably incurred in the performance of their duties, including expenses incurred in becoming adequately informed on subjects relevant to their Civic duties.

Further that the details and range of expenses paid and facilities provided to Councillors by the Council are clearly and specifically stated, fully transparent and acceptable to the local community.

### Objectives and Coverage of the Policy

Council's Policy should provide for the payment of appropriate expenses and the provision of the necessary facilities to ensure that:

- a) The Mayor, as the first citizen of the Council's area, as the leader of the governing body of the Council and as the principal spokesperson on Council Policy is provided with a standard and range of facilities appropriate to the importance and responsibilities of the office.
- b) The Councillors of Hurstville in their roles as members of the governing body of the Council and as elected persons are reimbursed for expenses reasonably incurred in the performance of the role and are provided with a standard and range of facilities to assist in discharging the functions of Civic Office.
- c) Councillors are not out-of-pocket as a result of performing and discharging their Civic functions and duties.

### Making and Adoption of the Policy

This policy is made in accordance with the requirements of Section 252-254 of the *Local Government Act 1993*, in accordance with the directions of Division of Local Government (DLG) Circular No 09/36 (7/10/09) and as adopted by Hurstville City Council from time to time. (S252[1]).

Within five months after the end of each financial year, Council must adopt a Policy concerning the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and other Councillors, in relation to discharging their functions of Civic Office.

Substantial amendments to this policy will not take effect unless at least 28 days' public notice is given of the proposed amendments and any submission received is considered by Council. Council does not need to give notice of a proposed amendment to the policy, if the amendment is not substantial.

The term 'not substantial' should be taken to mean minor changes to wording of the policy or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provision of equipment and facilities.

### Reporting Requirements

Section 428 of the Local Government Act requires Council to prepare and report within 5 months of the end of each financial year on certain matters regarding its performance for that year. In addition, Section 428(4)(b) of the Act states, “such other information as the regulations or the guidelines under section 406 may require”. Clause 217 of the Local Government (General) Regulations requires Council to include in its annual report the following information:

- (a) details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations),
  - (a1) details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:
    - (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines

- installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),*
- (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,*
  - (iii) the attendance of councillors at conferences and seminars,*
  - (iv) the training of councillors and the provision of skill development for councillors,*
  - (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
  - (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
  - (vii) the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time,*
  - (viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.*

## Legislative Provisions

Section 252(1) and (2) of the *Local Government Act 1993* provides that a Council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to the Mayor, the Deputy Mayor (if there is one) and the other Councillors and that the policy may provide for fees payable to be reduced by an amount representing the private benefit to the Mayor or a Councillor of a facility provided by the Council to the Mayor or Councillor.

In addition, Sections 253 and 254 of the *Local Government Act 1993* also provide that before adopting a policy for the payment of expenses or provision of facilities, the Council must give at least 28 days' public notice of the proposal and that the Council or a Council Committee all the members of which are Councillors must not close to the public that part of its meeting at which a Policy for the payment of expenses or provision of facilities is adopted or at which any proposal concerning those matters is discussed or considered.

Council must adopt a Policy of expenses and the provision of facilities within five (5) months after the end of each financial year, whether the policy is to be amended or not.

### Notes:

This policy excludes annual fees paid to the Mayor and Councillors in accordance with Sections 248-251 of the *Local Government Act 1993*. Those fees are separately determined by Council each year in accordance with a report from the Local Government Remuneration Tribunal.

This Policy also excludes meeting fees paid to the Council's Joint Regional Planning Panel (JRPP) members as determined by Council from time to time within the parameters set by the Minister for Planning under the *Environmental Planning and Assessment Act 1979*.

## Other Government Policy Provisions

Within 28 days after adopting a Policy or making an amendment to a Policy, Council is to forward to the Chief Executive of the Division of Local Government:

- *A copy of the Policy or amendment together with details of all submissions received*
- *A statement setting out, for each submission, the Council's response to the submission, and the reasons for the Council's response, and*
- *A copy of the notice given.*

Council must comply with all the requirements of Section 253 of the Act even if the Council proposes to adopt the same Policy as in existence.

Clause 403 of the Regulations (Payment of Expenses and Provision of facilities) states:

- A Policy under Section 252 of the *Local Government Act 1993* *must not* include any provision enabling a Council –
  1. *to pay any Councillor an allowance in the nature of a general expense allowance, or*
  2. *to make a motor vehicle owned or leased by the Council available for the exclusive or primary use or disposition of a particular Councillor other than a Mayor.*

This Policy should also be consistent with the provisions of Council's Code of Conduct.

## **Approval Arrangements**

### **At Conferences etc**

Attendance at Conferences, seminars and workshops must be in accordance with a specific resolution of Council.

If this is not possible due to timing of notification of the event and a Council meeting, then approval should be given jointly by the Mayor and General Manager. If the Mayor requires approval to travel outside of Council meetings it should be given jointly by the Deputy Mayor and General Manager.

Should approval be granted for the Mayor and or Councillors to travel without the opportunity for such to be considered by Council, but approved by the persons abovementioned, a report is to be submitted to the next available Council Meeting advising details of the travel for information purposes.

Retrospective re-imburement of travel expenses is not allowed unless prior authorisation of the travel has been obtained.

After returning from a Conference, seminar or workshop (other than the Local Government NSW Annual Conference) a Councillor, unless accompanied by a staff member, must provide a written report to Council on the aspects of the conference, seminar or workshop's relevance to Council business and / or the local community.

### **At Functions**

#### *Within the Hurstville local government area*

Attendance at functions where the Mayor and Councillors (and partners) receive an invitation to attend a civic / community function or event within the Hurstville Local Government Area (HLGA) in their official capacity as Mayor / Councillor and such is not a social event, the cost of any ticket/s (including a spouse or partner's ticket) is met by Council following authorisation by the General Manager.

Examples of the type of function/s mentioned above could include but not be limited to Australia Day Awards ceremonies, Citizenship ceremonies, civic receptions and charitable functions for charities normally supported by the Council.

#### *Outside the Hurstville local government area*

Attendance at functions where the Mayor or Councillors receive an invitation to *attend a civic / community function or event* outside the Hurstville LGA in their capacity as Mayor / Councillor and such is not a social event, Council will only meet the cost of any ticket/s for the Mayor or Councillor/s and not any accompanying spouse or partner ie fund raising charitable functions for charities normally supported by the Council following authorisation by the General Manager.

However, expenses for the partner of the Mayor or a Councillor, when representing the Mayor, when they are called on to *attend an official function of Council or carry out an official ceremonial duty* while accompanying the Mayor or Councillor outside the Hurstville LGA but within the State, will be met by Council. ie attending Parliament House.

*Note: The Mayor may nominate a substitute Councillor in his / her absence to attend functions within the Council area or Sydney metropolitan area on those occasions where the Mayor is unable to be in attendance. On such occasions and where the substitute is accompanied by his / her spouse or partner, the cost of the spouses / partner's attendance ticket or meal will only be met by Council as outlined above.*

### **At Forums**

Attendance at Forums where the Mayor, or his/her delegate have been invited to attend, such as State or Commonwealth Government initiated 'local government' forums, which are not social in nature and are held within Australia, be approved by the Deputy Mayor and the General Manager, and that the Council meets the costs for travel, accommodation and sustenance.

### **At Events**

Attendance at events where the Mayor, or his/her delegate have been invited to attend, which are not social in nature and are held within NSW including the ACT, be approved by the Deputy Mayor and the General Manager, and that the Council meets the costs for travel, accommodation and reimbursement of out-of-pocket expenses only.

## PART 2 – PAYMENT OF EXPENSES

### GENERAL PROVISIONS

#### Payment of Expenses Generally

##### ***Allowances and Expenses***

No provision will be made for the payment of an allowance in the nature of a general expense allowance. (DLG Circular 09/36 – 7/10/09)

##### ***Reimbursement and Reconciliation of Expenses***

This Policy only authorises payment or reimbursement of actual expenses incurred by Councillors in carrying out their civic duties. It is not appropriate or lawful to pay a general allowance unrelated to an actual expense. All claims for reimbursement of expenses incurred must be made on the approved claim form, supported by original receipts / tax invoices and be claimed within 3 months of the expense, but should be within the same financial year the cost incurred in.

##### ***Payment in Advance (Sustenance Allowance)***

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars or training away from Sydney. Councillors may also request an advance payment for the cost of any other expense covered by this Policy. However Councillors must reconcile all expenses against the amount of the advance when they return within 1 month of the close of the event for which the advance was made. In addition, no further advance allowances will be paid until the previous advance allowance has been acquitted. (See also cl 22)

All funds not expended on official business must be reimbursed to Council within one month of the date of the Conference / event.

##### ***Personal Interests***

It is considered the fundraising activities of political parties including political fundraising events, are to be personal interests. Council will not support and / or attend such activities and events.

##### ***Dispute resolution***

Should a Councillor dispute the amount of a claim paid/not paid by Council or provision of facilities not available to all Councillors (excluding additional facilities available to the Mayor), the Councillor may request the General Manager to submit a report to the next available Council meeting for determination.

#### Establishment of Monetary Limits and Standards

This Policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. By doing so, members of the public are aware of the expected cost of providing services to Councillors and provides openness and transparency in the provision of such services.

#### Spouse and Partner Expenses

Councillors may invite their spouse or partner to accompany them on a business trip. Accommodation, travel, meals and usual daily expenses incurred by a spouse or partner will not be met by Council.

However, Council will meet the cost of ticket/s for a spouse or partner's attendance at Official Conference Dinner/s when attending the Local Government NSW Annual Conference.

### SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS

#### Attendance at Seminars and Conferences

##### ***Who May Attend Conferences***

Councillors may be authorised to attend conferences, seminars, workshops or other functions specific to their civic duties by prior resolution of the Council.

##### ***What Conferences May Be Attended***

The conferences to which this Policy applies may include but not be limited to:

- Local Government NSW and Australian Local Government Association (ALGA) Conferences.
- Special 'one-off' conferences called or sponsored by the Local Government NSW and/or ALGA on important issues.
- Annual conferences of all the major professions in Local Government.
- Australian Sister Cities Conferences.
- Regional Organisation of Councils Conferences.

- Conferences, which further training and development of Councillors, or which relate to or impact upon the Council's functions.
- Any meetings or conferences of organisations or bodies on which a Councillor of the Council may be elected, or appointed to be, a delegate or member of a Committee or the Local Government NSW or other professional or lobby group such as Southern Sydney Regional Organisation of Councils (SSROC), Municipal Public Libraries Association (MPLA) etc.

### **Registration**

The Council will pay all normal registration costs associated with conferences and seminars which would normally include the official dinner and lunches during the conference / seminar and associated tours where they are relevant to the business and interests of the Council. Tours of a predominantly social nature will not be met by Council.

### **Categories of Payment or Reimbursement**

#### **Travel**

Travel to conferences, seminars and functions should be by the most appropriate means i.e. Council vehicle, hire or private vehicle (with fuel costs to be borne by Council), rail, air, or taxi if necessary. Travel by air will be by the most direct route and economically available fare in economy class. Economy class tickets affording Council the opportunity to change times/days of travel or cancellation with the ability to receive a credit shall be purchased. Should other means of travel be required or preferred, Council will only meet the cost up to the equivalent cost of economy class air travel as provided for above. With all travel arrangements, due consideration is to be given to the physical condition of the Councillor and any variation to these arrangements shall only occur with the approval of the Mayor and General Manager or the Deputy Mayor and General Manager where such arrangements relate to the Mayor.

#### **Travel – Hire Car / Taxi**

A hire car will only be provided, upon approval by the General Manager, when two (2) or more Councillors request one and who will be travelling together as use of taxi charge card will generally be more economical for travel to and from airports, travel on each day of the conference, seminar or training venue or inspecting sites of interest and benefit to the Council.

No more than one hire car will be approved unless there are more than four (4) Councillors attending and those Councillors will travel together and not use a taxi charge card for trips to/from airport, to/from Conference venues or inspecting sites of interest and benefit to the Council.

The hire car will be limited in size to a standard family size vehicle or a people mover if applicable and will be hired by Council from that company which provides the most economical rates at the time of hire.

#### **Private Benefit**

Councillors should not obtain more than incidental private benefit from the provision of equipment and facilities, nor from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs. However, it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to re-imbursement to Council. (See also cl15 General Provisions)

Where more substantial use occurs Council may request payment to cover the level of that private benefit (S 252[2] of the Act).

Where substantial private benefit may be obtained from the use of facilities or equipment the Mayor (or where it involves the Mayor, the Deputy Mayor) and the General Manager will determine the amount to be reimbursed to Council having regard to industry standards and practices. Should the amount or rate be disputed the matter will be reviewed in accordance with Council's Dispute Resolution clause in this Policy.

#### **Accommodation**

Council will meet the cost of a standard double room only accommodation in a motel or hotel appropriate to the area in which the conference or seminar is being held, including the night before the first official function or session and the last night of the conference where necessary. Accommodation will be selected by the Council, Mayor or General Manager on the basis of cost and convenience of location to the conference venue. A Councillor may choose accommodation at a different location but which is at the same cost or less.

#### **Councillors Accompanied by Spouses/Partners**

Other than the cost of the official dinners for the Local Government NSW Annual Conference other costs are to be met by the Councillor.



## Expenses (including Sustenance Allowance)

Refunds to Council will need to be made where the actual expenses are less than the amount provided in advance. In the event that a Councillor seeks re-imburement of expenses after a Conference, Seminar or Training Session, they will be processed on completion of the appropriate claim form.

Incidental expenses (ie dry cleaning, newspapers, internet use, phone/fax costs etc) are expected to be covered from the Sustenance Allowance provided to Councillors.

In addition, the cost of meals (breakfast, lunch, dinner, morning and afternoon teas, etc) not included in the registration fees for conferences or similar functions may be reimbursed (if an advance is not provided) up to a daily limit as follows:

- Attendance at conferences, seminars or training including travel:
- Full day \$167.82
- Half day 50% of full day

That the maximum limits on sustenance expenses outlined above be adjusted to the CPI for Sydney 1<sup>st</sup> July based on the 12 month period ending March each year.

*Note: March 2014, CPI increase was 2.8% (and is as amended above)*

*Note; In calculating allowances for Conferences, consideration will be given to the times of departure to/from a Conference by plane as to allow 1 hour travel time to airport plus the airlines check-in time in addition to the departure time of the flight to determine whether a full day or half day allowance will be provided.*

For Sydney based conferences, seminars and training sessions, payment of an allowance will be on a case by case basis and are based on re-imburement of actual expenses rather than an advance allowance. Sydney based conferences are those conferences held within the Local Government areas of Councils defined in the [Regional Development Regulations 2004](#).

With regard to the provision of receipts / tax invoices for reconciliation purposes, it is recognised at times it is not possible to obtain specific receipts for all expenditure items and provided it can be demonstrated that the expenditure was incurred and is not general in nature, original receipts / tax invoices may not be required and Councillors would be required to certify that the expenditure was for the purpose intended.

## Sister City Relationships

In respect of Official visits to International Sister Cities by Councillors, and staff authorised by the General Manager, the following guidelines apply:

1. Council consider, prior to its approval, each proposed Sister City delegation taking into account the particular circumstances of each visit and the benefit to Council, subject to the following:
  - i) a delegation of up to four (4) representatives being authorised to form the delegation at at the participant's cost, as outlined below; other Councillors, staff and when appropriate, members of the community may participate in the visit, at their own cost.
  - ii) The Mayor or his/her nominee represent Council
  - iii) The General Manager or his/her nominee represent Council
  - iv) Two (2) other representatives of Council be authorised to represent Council as part of the delegation. These representatives are to be determined by Council taking into account the particular circumstances of the visit. These representatives may be either a member of staff as considered appropriate and recommended by the General Manager and having regard to the nature and purpose of the visit, Councillors or a member of the community to be determined by Council on each occasion or any combination thereof.
2. Payment or reimbursement of costs associated with the cost of ground travel and accommodation expenses (including meals) for the official itinerary and visit only.
3. That a daily allowance not be paid.
4. That Council meet the cost for the Head Representative of Council for hosting one reciprocal Official Dinner in the host city during the visit.
5. That out-of-pocket expenses for official expenditure be refunded to delegates upon production of documents and receipts.

In regard to Council's Friendly City relationship with Tamworth Regional Council, the expense of participation in visits will be treated in the same manner as attending a Conference with attendance being subject to prior approval by Council.

## **Training and Educational Expenses**

Council's training budget for Councillors supports and encourages an active learning process and skills development specific to their Civic responsibilities. The full cost of identified training and education will be met by Council.

This commitment includes any training course registration fee for software packages to be utilised in association with Council.

## **Local Travel Arrangements and Expenses**

Council provides motor vehicle transportation (when available) for travel to conferences, seminars, and the like and when on official Council business.

A taxi charge card is provided to each Councillor for use when on official Council business as authorised by the Council, the Mayor or when performing the role of Councillor. A limit of \$1100pa incl GST is provided however the limit may be increased on a case-by-case basis for extenuating circumstances following a report to an Ordinary meeting of Council.

Examples of permitted use of the charge card include:

- attending a function on behalf of the Mayor or representing Council on official business
- travelling to and from a formal meeting of Council
- travelling directly from home to attend a Council function / activity and return
- travelling to / from an airport or directly to an authorised conference, seminar, training session etc.
- travelling to / from other approved functions
- travelling to / from conference hotel and conference venue

Council will only be responsible for those travel costs incurred which are associated with the business of the Council. Councillors will be required to meet those costs related to travel other than on Council business, such costs to be paid by Councillors by deduction from their allowance in accordance with Council's Credit Card & Reimbursement Administration Policy.

No tipping is allowed from Council funds.

It should be noted that Council staff do not verify any trips taken by Councillors. Councillors must ensure they use the taxi charge card in accordance with Council Policy and submit an acquittal form indicating the purpose, event and/or function attended for the trips outlined on the taxi charge card invoice when issued. The taxi charge card invoice will be issued in the Councillors name and will not be paid until the acquittal form is received.

In relation to use of Council's vehicles, Councillors on Council business are responsible for any traffic or parking fines incurred.

*[Refer Council's Credit Card & Reimbursement Policy (incorporates Corporate Credit Card, fuel card and CabCharge [taxi charge] card) - adopted 25 May 2011 – CCL076-11]*

### **Private Motor Vehicle**

Should a Council vehicle or other transportation means outlined above not be available to a Councillor for travel to / from official business, Council will reimburse the Councillor for use of their personal vehicle for intrastate usage only in accordance with the rates outlined in the Local Government State Award in force at the time. Prior notification of use of a personal vehicle must be submitted to the Mayor or General Manager. The total amount of reimbursement shall not exceed the cost of the most economical means of travel. Councillors must not use their private motor vehicle for interstate transport as other means of travel would be more cost effective and appropriate.

### **Travel outside the Council area, including Interstate and Overseas Travel**

#### **Interstate Travel**

The prior approval of the Council is required for interstate travel on Council business. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

#### **Overseas Travel**

Overseas travel must be approved by the Council prior to a Councillor undertaking a trip. Travel must be approved on an individual trip basis. Council will not allow the retrospective reimbursement of overseas travel expenses unless prior authorisation of the travel has been obtained. Travel proposals shall be included in the Council business papers and not

via a Mayoral Minute and must include full details of the travel itinerary, cost, reasons for the travel and benefit to Council.

After returning from overseas, Councillors (unless accompanied by a Council staff member) should provide a detailed report to Council on the aspects of the trip relevant to Council business and/or the local community.

Should the Mayor or other Councillor accept an invitation to travel overseas, details of travel must be included in the Council's Annual Report as required by the Local Government Act and Regulations. *Refer Clause 5 – Reporting Requirements and Disclosure of Interest Return (s449) if applicable.*

### ***Electronic Communication Packages***

Council provides an electronic communication package encompassing two options for the provision of essential electronic communication devices to enable Councillors to undertake their public duties. The communication package has been developed to provide for the different needs and requirements of Councillors and the ability of Council staff to provide appropriate support at an economical and efficient cost to the Council.

The electronic communication package has two options as detailed in the appendix.

The costs / expenditure limits are shown and are based on prices Council would pay for the items mentioned.

#### *Option 1 (provided and fully supported by Council)*

Council provides the equipment (in a locked down standard operating environment [SOE]), consumables and IT support.

#### *Option 2 (devices selected by Councillors as per specifications and allowances provided, but not supported by Council IT staff)*

This option provides the opportunity for Councillors to select devices suited to their working environment subject to specifications provided by Council. Councillors may choose to select any device/s that meets the minimum specifications required by Council but Councillors will only be reimbursed up-to the limits provided under this Policy.

Councillors that select option 2 will not be financially disadvantaged than those Councillors selecting option 1.

The Councillor/s must submit on the appropriate claim form and **on a monthly basis** to Council the first page of their bill/s (or original invoices for purchase of goods) to substantiate the reimbursement of expenses and for Council related calls/data charges up to the annual allowance provided by Council. All reimbursements must be made within the same financial year they are incurred.

#### *Switching Options during Council term*

It would be desirable for Councillors to choose an option for the duration of a Council term, however given that individual Councillor needs may change throughout the term, Councillors may opt out of one option into another but only when the two (2) year replacement cycle is being rolled out.

With Councillors switching from option 1 to option 2 there would be no financial implications as devices supplied by Council would be returned and deployed elsewhere through the Council. However for Councillors switching from option 2 to option 1 there would need to be a financial return to Council, based on a pro-rata basis, for any capital items purchased by the Councillor and reimbursed by Council. Should a Councillor have entered into a mobile phone plan or extended warranty for any devices these would still need to be met by the individual Councillor at their cost.

#### *Capital costs*

The policy provides for the purchase of capital items upon election as a Councillor and a replacement at the end of 2 years (commencement of 3<sup>rd</sup> term), if requested, for a mobile phone and a mobile computer (laptop/notepad & tablet) in line with devices deployed to staff to suit Council's business needs. A multifunctional device (MFD) capable of printing, scanning, photocopying and being a facsimile is allowed at the commencement of the Council term with no replacement.

#### *Connection of ADSL at Councillors Residence*

As per both options abovementioned Council will pay for an internet connection at the Councillor's residence for use in electronic communication and research for Council related business only in association with the provision by Council of a multi-purpose device and computer if required. Council will meet the cost of calls from this telephone line as outlined in the appendix, interstate and international calls will be barred.

Should it be more economically viable for Council to use an existing internet equipped telephone line at a Councillor's residence, Council will reimburse the Councillor up to the cost of their plan but no more than the cost of data downloads available to other Councillors.

Should a Councillor require the relocation of the ADSL telephone line during their term, Council will meet the cost of relocation but only on one occasion per Council term.

#### *Code of Conduct issues*

Councillors choosing option 2 would still be required to comply with Council Policies and Codes in the use of equipment they have purchased and have been reimbursed by Council. For instance the mobile phone shall not be used for electioneering purposes and use of a mobile computer using Council ADSL or Broadband device would need to comply with Council's Electronic Communication Administration Policy.

#### *Overseas call / data costs*

Councillors when visiting overseas are taken to be on leave from Council and accordingly there would be no reason to undertake business on these occasions.

Should a Councillor require access to call / data services whilst overseas they must inform the General Manager for this feature to be activated.

In this regard, Councillors should be mindful of the cost of making/receiving phone calls and data messages from overseas and access to email and the Councillor's Portal should preferably be through any internet shop/service rather than a Council provided device. If data is activated Councillors must liaise with MIS in order for an appropriate overseas data package to be arranged to minimize data costs. This cost will be attributed to the Councillor's allowance provided by Council.

#### *Expenditure over allowance limits*

Where the actual cost of telephone expenses (land line and mobile phone including any data charges) exceeds the annual allowance provided, the excess cost will be deducted from the Councillors Monthly Fees. For Councillors that select option 2 they will only be reimbursed up-to the allowance provided and no further reimbursements will be paid by Council.

#### *Allowances for Mayor of the day*

Subject to the option chosen by the Mayor an additional allowance will be provided. Council will meet or reimburse the cost of Council-related calls from either the telephone line or mobile phone up-to an additional \$2,640 (incl GST) per annum in recognition of the increased workload and demand from constituents to have contact with the Mayor if on Option 1.

#### *Allowances during last year of Council's term*

The mobile phone and landline (including data) allowances payable by Council under this Policy will only be paid/provided on a pro-rata basis for the months of July, August and September during the last year of Council's term.

#### *Ownership of capital items*

As Council reimburses Councillors for the cost of capital items under Option 2 the item/s are considered to be the property of Council.

### **Replacement of item/s provided under Communication Package – SOE – Option 1**

Should an item be required to be replaced because it was lost or accidentally damaged beyond repair, Council will replace the item on a like for like basis. Prior to the item being replaced a statement outlining the facts of the matter must be submitted to MIS and if stolen a Police report must accompany the statement. The appropriate documents must be submitted (along with the damaged item to MIS, if applicable), prior to MIS arranging for a replacement item. Should an item be required to be replaced more than once during a Councillor's term of office, excluding warranty issues, the Councillor must seek the Mayor of the Day's approval for the item to be replaced and may be requested to contribute towards the cost of replacement. Councillors, are being provided with a "tool of trade" to undertake their civic duties and are therefore responsible for the safe custody and care of items provided to them.

### **Replacement of item/s provided under Communication Package – DIY – Option 2**

Should an item be required to be replaced because it was lost or accidentally damaged beyond repair, this will need to be arranged by the Councillor under their insurance cover or the cost met from their own funds as no additional allowance or reimbursement will be provided by Council. Council will meet the cost of the insurance cover premium but only for the period whilst the Councillor is elected to Council. MIS or other Council officer is not to be involved in arranging for the item to be replaced as this is the sole responsibility of the Councillor concerned and Council will not provide a temporary replacement item whilst the original item is being replaced.

### **Repairs to item/s provided under Communication Package – SOE – Option 1**

Should an item be required to be repaired because it was accidentally damaged or becomes faulty under warranty, Council will arrange to have the item repaired at no cost to the Councillor. During the intervening period Council will arrange to have a replacement item made available. Should an item be required to be repaired more than once during a Councillor's term of office, excluding warranty issues, the Councillor must seek the Mayor of the Day's approval and may be requested to contribute towards the cost of repairs. Councillors, are being provided with a "tool of trade" to undertake their civic duties and are therefore responsible for the safe custody and care of items provided to them.

### **Repairs to item/s provided under Communication Package – DIY – Option 2**

Should an item be required to be repaired because it was accidentally damaged or becomes faulty under warranty, the Councillor will need to have it repaired under their insurance cover, warranty or the cost met from their own funds. Council will meet the cost of the insurance cover premium but only for the period whilst the Councillor is elected to Council. MIS or other Council officer is not to be involved in arranging for the item to be repaired as this is the sole responsibility of the Councillor concerned and Council will not provide a temporary replacement item whilst the original item is being repaired.

Note: See clause 18 for requirements in returning Council equipment following a general election.

### **Care and Other Related Expenses**

Councillors will be reimbursed for reasonable child (up to 16 years of age) / dependent care costs (including people with disabilities and the elderly) incurred in attending Council meetings, Committee meetings, workshops, briefing sessions, other meetings or approved functions / events relating to Council's operations up to \$3,300 per annum (incl. GST) per Councillor.

Reasonable costs includes carer expenses paid to providers other than immediate family, spouse or partner up to 1 hour before and after such meetings (based on advertised commencement time) subject to the prescribed form being completed and the production of appropriate documentation.

Should a Councillor be entitled to a Child Care Benefit or rebate from Centrelink/Medicare for childcare, the Councillor must inform Council for an appropriate adjustment to be made to any allowance provided by Council, if claimed.

### **Insurance Expenses and Obligations**

Councillors while on Council business will receive the benefit of Insurance Cover for:

- Personal Accident
- Councillors & Officers Liability
- Public Liability
- Professional Indemnity
- Travel Insurance for Council approved travel.

### **Legal Expenses and Obligations**

A Council, by resolution, may reimburse the reasonable legal expenses of:

- A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act 1993 (Section 731 refers), or
- A Councillor defending an action in defamation provided that the statements complained of were made in good faith in the course of exercising a function under the Act, or
- A Councillor for proceedings (inquiry, investigation or hearing) before the Local Government Pecuniary Interest and Disciplinary Tribunal or another investigative body as may be outlined in the DLG Guidelines provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.

The Council may at its discretion, set a limit to the total amount of reimbursement it is prepared to approve in respect of any enquiry, investigation, hearing or proceedings being taken against a Councillor. Such limit which should be determined at the time and on a case-by-case basis. Should re-imbusement be approved it will only be provided within the current financial year or a period of three months, where final costs are determined, whichever is the latter.

Having regard to this Policy and DLG Circular 09-36 and associated Guidelines, Council will not provide legal assistance in respect of legal proceedings initiated by the Mayor and / or Councillors in any circumstances or for seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation nor for legal proceedings that do not involve a Councillor performing their role as a Councillor.

## PART 3 – PROVISION OF FACILITIES

### GENERAL PROVISIONS

It is acknowledged that some minor private benefit may be derived by Members from the equipment and facilities provided by the Council. However, Council is of the opinion that such benefit is not significant and therefore considers the fees payable to the Mayor and Councillors under the Act should not be reduced, nor is it necessary for Councillors to reimburse Council for this incidental use.

Unless otherwise provided for in this Policy, if a Councillor does obtain a private benefit for the use of a facility provided by Council the Councillor shall be invoiced for the amount of the private benefit with repayment to be made within 30 days. The value of the private benefit shall be determined by Council in non-confidential session of a Council meeting.

Equipment, facilities and services provided under this Policy shall not be used to produce election material or for political purposes, nor for any improper activity that would breach any Act. (See also cl12 Private Benefit).

### Provision of Equipment and Facilities for Councillors

All Councillors are to receive the benefit of the following:

#### **Stationery**

Use of Councillor letterhead, envelopes, business cards, provision of name badges and copies of relevant books and legislation if required. Councillors should use the Internet rather than request the provision of hard copy books or legislation.

The use of Council business cards for electioneering purposes is considered to be a private interest and not appropriate.

Council will provide an e-letterhead template for each individual Councillor to minimise stationery expense.

#### **Secretarial Assistance**

Typing of official Councillor correspondence on the basis of submission of a draft and that it is confined to letters of reply to constituents concerning Council matters and reports for Council's consideration. This service is to be provided by the Mayor and Councillors' Executive Assistant, however with the introduction of Councillors' eLetterhead it is expected that Councillors will respond to constituents themselves. Further, copies of all official Council correspondence issued by Councillors is to be submitted to Council in accordance with the requirements outlined in Section 10 of the Councillors' Handbook.

#### **Computers / Email**

Provision of an appropriate computer on a two yearly replacement cycle as outlined in the Electronic Communications Package including council related software, all of which shall remain the property of the Council.

All Councillors to be provided with separate email addresses for civic duties, with Council to meet all costs associated with maintaining same.

#### **Council Chambers**

*Provision of a SOE computer and monitor for use at meetings of council.*

#### **Multi-purpose device**

Council will provide a multi-purpose device as provided for in the Electronic Communications Package that includes features for a facsimile / telephone answering machine / printer / scanner and provision of consumables, such to remain the property of the Council.

#### **Meals and Refreshments**

Provision of meals and refreshments associated with Council, Committee, Councillor Workshops and Task Group / Special Committee / Working Party meetings and other functions arranged by Council. A refreshment bar is also available in the Councillors' Suite for consumption of refreshments on-site.

#### **Meeting Rooms**

Provision of appropriate meeting facilities in the Civic Centre and the Councillors' Suite and offices for meetings with constituents. Meeting Rooms should be booked through the Mayor's and Councillors' Executive Assistant.

### **Councillors' Offices**

Provision of a dedicated office within the Councillors' Suite on the first floor and one on the Ground Floor with an entrance off MacMahon St for meetings with constituents complete with appropriate office furniture and equipment (including a photocopier, landline and internet) to assist Councillors in the conduct of their duties of Civic office. Access will also be provided for Councillors to a refreshment cabinet for consumption of refreshments on-site.

### ***Parking Facilities***

Provision of limited parking in the basement car park of the Civic Centre when on official Council business between the hours of 8:30 am and 4:30 pm, Monday to Friday. Full use of available spaces at other times, that is, evenings and weekends for official or non-official business use.

Councillors will be provided with a security device for access to the parking facilities at the Civic Centre and this device remains the property of Council and like other equipment, must be returned to Council upon the Councillor ceasing to hold office.

### ***Access to Council Offices***

Councillors will be provided with an access card that enables 24 hours, seven days a week entry to the Civic Centre basement, Councillors' Suite and Councillors' offices.

The access cards remain the property of Council and must be returned to Council upon the Councillor ceasing to hold office.

Councillors will also be provided with access to the Civic Centre's alarm system to compliment their 24 hour access to nominated areas. Use of the alarm system should be in accordance with the user instructions issued to Councillors.

### ***Taxi Charge Card***

Councillors will be provided with a taxi charge card for use on official Council business only in accordance with the terms of use outlined in clause 14.

## **Provision of Additional Equipment and Facilities for Mayor**

In addition to equipment and facilities provided to the Councillors, the Mayor is to receive the additional benefit of:

### ***Secretarial Services***

Administrative and personal secretarial support.

### ***Administrative Support***

Assistance with functions, organisations, meetings, and the like by the Mayor's and Councillors' Executive Assistant and other appropriate staff.

### ***Mayoral Office***

Provision of:

a fully furnished office within the Civic Centre with appropriate office furniture to assist the Mayor in the conduct of his / her duties of office.

appropriate office equipment such as a computer, facsimile machine, photocopier, telephone etc including a television and associated equipment.

a refreshment cabinet for consumption of refreshments on-site.

### ***Stationery***

Mayoral letterhead, envelopes, Christmas cards and other stationery generally for official purposes.

Council will provide an e-letterhead template for the Mayor to minimise stationery expense.

### ***Parking***

A dedicated car parking space within Council's Civic Centre.

### ***Corporate Credit Card***

The provision of a Corporate Credit card for use on official Council business within the limits provided by Council from time to time. (Currently \$5,000 per month. Refer Credit Card & Reimbursement Policy - adopted 25 May 2011 – CCL076-11) if requested.

### **Mayoral Robes and Chains of Office**

Mayoral robes, chains and other insignia of office will be provided for the Mayor to wear at official Civic functions / ceremonial occasions, as appropriate.

### **Presentation Gifts**

Gifts of a nominal value purchased by Council, such as ties, scarves, books etc., will be available for presentation by the Mayor to visiting dignitaries as a gesture of good will.

### **Mayor's Community Fund**

Determination of charitable donations from the Mayor's Community Fund, with donations to be managed in accordance with Council's Administration Policy in this regard. The amount provided for the fund is determined by Council on an annual basis when the Operating Plan and budget is being adopted.

*Note: The fund was established on the basis of the Mayor of the Day not being provided with a Mayoral vehicle.*

## **PART 4 – OTHER MATTERS**

### **18. Acquisition and Returning of Equipment and Facilities by Councillors**

Upon ceasing to be a Councillor, either by resignation, retirement or not being re-elected, a former Councillor shall be permitted to purchase the equipment provided by Council under this Policy on the basis of a purchase price of the item's current written down value according to accounting standards for equipment purchased under the DIY Package or Council's accounting records or payout figure if such equipment is leased.

In addition, in the event of Council disposing of the computer and associated equipment installed in their residence during his / her term of office the Councillor will be offered the opportunity to purchase such from the Council as per the requirements above.

The return of equipment may also be requested by Council should a Councillor take extended leave of absence.

Equipment and facilities need to be returned to Council whether it was provided under option 1 or 2 of the Communication package unless purchased as outlined above.

Equipment, if not purchased, must be returned to Council within 14 days of the day of the election.

### **19. Status of the Policy**

This Policy, once adopted, is to remain in force until it is reviewed (refer clause 20) by the Council in accordance with the provisions of Sections 252, 253 and 254 of the Local Government Act 1993, or beforehand.

### **20. Code of Conduct**

Code of Conduct provisions relevant to this Policy are:

**Use of council resources – clause 7** (please refer to Code of Conduct for individual provisions)

### **Review**

This Policy will be reviewed on an annual basis in accordance with the provisions of Section 252 (1) of the Local Government Act 1993.

Amendments to the Policy will be carried out in accordance with the provisions of Section 253 of the Local Government Act 1993.

### **Associated Documents**

The following publications, Council Policies and Administration Policies have been referenced in writing and should be read in conjunction with this Policy:

DLG Circular 09-36 – Release of revised Councillor Expenses and Facilities Guidelines

DLG Circular 12/19 – September 2012 Local Government Elections – caretaker provisions

DLG Circular 12/20 – Use of Council Resources and Electoral Material (Councillors' Handbook 2012).

DLG Circular 05/08 (9/3/05) – Legal Assistance for Councillors and Council Employees. – S731 LGA (Councillors' Handbook 2012).

Electronic Communication Administration Policy (Authorised 7 October 2011) (Councillors Portal – Policies/Codes/Circulars)

Mobile Telephones Use Administration Policy (Authorised 9 December 2013) (Councillors Portal – Policies/Codes/Circulars)



Council's Credit Card & Reimbursement Policy – Authorised 25 May 2011 (Council's website)  
Councillors car removed CCL180-13, 12 June 2013  
Council's Code of Conduct – CM 6/3/13 (CCL016-13).  
ICAC Publication – "No Excuse for Misuse" November 2002 (-ICAC website).

*The abovementioned documents are included in the 2012 edition of the Councillors' Handbook, the Councillors' Portal, agency websites or through Council Meeting reports.*

#### **Reimbursement Claim or Reconciliation Procedures**

All claims for reimbursement or reconciliation of any advance should be referred to the Manager Corporate Governance & Records on the relevant Claim Form and within the prescribed time frames and accompanied by supporting original receipts / tax invoices (refer Part 2 clause 9 of this Policy).

The balance of any unspent advance should accompany the reconciliation claim form in the form of cash or a cheque made payable to Hurstville City Council. Alternatively, a Councillor may provide an authority to have the balance of any unspent advance deducted from their next monthly Councillor Fees.

#### **Allowance (Salary) Sacrifice**

In accordance with the Australian Taxation Office Interpretative decision 2007/205, Council has determined that Councillors may forego all or part of their annual allowance (payable in accordance with S248 & 249 of the Local Government Act) and meeting allowances for the Joint Regional Planning Panel, in exchange for Council making contributions to a complying superannuation fund on their behalf.

Councillors should seek their own financial advice on the impact upon their personal financial and taxation benefits before nominating a deduction from their allowance/s into their nominated superannuation fund.

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

## Appendix G Publication Guide

The Publication Guide is reproduced here. A full formatted copy of the guide is available on Hurstville City Council's website

### Ownership and Version Control

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### Change History

Version	Release Date	Author	Reason for Change
0.1	23/05/10	Bruce Cooke	Initial Draft
0.2	01/07/10	Katherine Garske	Revisions following OIC feedback
1.0	05/07/10	Katherine Garske	Endorsement by OIC (ref D10/72124)
1.1	13/11/13	Katherine Garske	Updates
1.2	30/10/14	Katherine Garske	Annual administrative review

### Related Documents

This document should be read in conjunction with:

- Government Information (Public Access) Act 2009
- Government Information (Public Access) Regulation 2009
- Public Access to Information Administration Policy (HCC)
- Public Access to Information Procedures (HCC)
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- Hurstville City Council Privacy Management Plan
- Copyright Act 1968 (Commonwealth)

## Background

The object of the *Government Information (Public Access) Act 2009* is:

*In order to maintain and advance a system of responsible and representative democratic Government that is open, accountable, fair and effective, the object of the Act is to open government information to the public by:*

- (a) *authorising and encouraging the proactive release of government information by agencies, and*
- (b) *giving members of the public an enforceable right to access government information, and*
- (c) *providing that access to government information is restricted only when there is an overriding public interest against disclosure.*

This document, the *Publication Guide*, has been developed in accordance with Section 20 of the Act, in order to facilitate open information for the public. It includes, among other things, the types of information available, how it is accessed, and whether or not there is a fee.

## Structure and Functions

### Charter

The *Local Government Act 1993*, outlines a Council's charter in S(8):

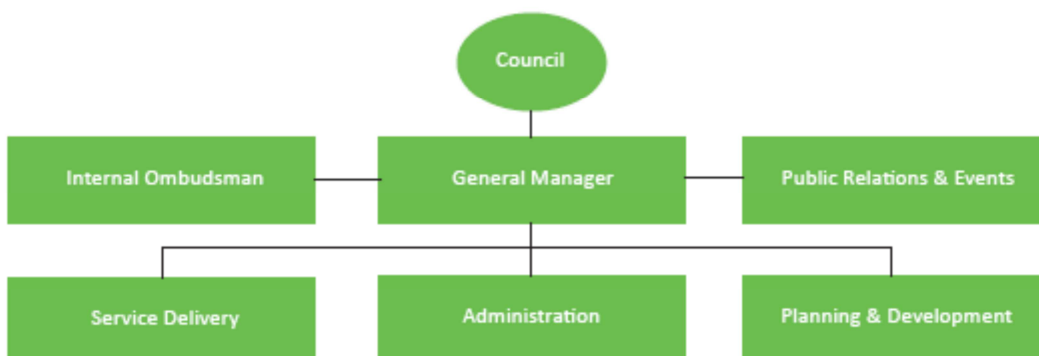
(1) A council has the following charter:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs of children
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible
- to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
- to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants
- to keep the local community and the State Government (and through it, the wider community) informed about its activities
- to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected
- to be a responsible employer.

(2) A council, in the exercise of its functions, must pursue its charter but nothing in the charter or this section gives rise to, or can be taken into account in, any civil cause of action.

### Structure

The structure of the Hurstville City Council is shown in the diagram below:



The Directorate responsibilities are listed below:

General Manager's Office	Administration	Service Delivery	Planning & Development
<ul style="list-style-type: none"> <li>▪ Internal Auditor / Ombudsman</li> <li>▪ Public Relations &amp; Events</li> <li>▪ Place Management</li> <li>▪ Executive Support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Property Assets</li> <li>▪ Corporate Planning</li> <li>▪ Customer Service</li> <li>▪ Finance and Risk</li> <li>▪ Human Resources</li> <li>▪ Management Information</li> <li>▪ Corporate Governance and Records</li> </ul>	<ul style="list-style-type: none"> <li>▪ Community Services</li> <li>▪ Children Services</li> <li>▪ Engineering Services</li> <li>▪ Environmental Services</li> <li>▪ Environmental Sustainability</li> <li>▪ Library Museum Gallery &amp; Entertainment</li> <li>▪ Parks &amp; Recreation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Strategic Planning</li> <li>▪ Development Assessment</li> <li>▪ Building Assessment</li> </ul>

### 2.3 Functions

The functions and principal activities of Hurstville City Council are represented as “Pillars” under the Community Strategic Plan. Each Pillar is described below with a goal and the associated key issues that affect the public.

	<b>Social and Cultural Development – Creating a diverse, harmonious and inclusive City that provides a range of social, cultural, educational and leisure opportunities.</b>
Issues to be Addressed	A.1 Crime and Anti-social Behaviour – Reducing crime and anti-social behaviour (including vandalism and graffiti).
	A.2 Community Facilities – Building and maintaining community facilities and services (such as community centres, libraries, museum, and public toilet).
	A.3 Aged Care – Improving aged care facilities and services to the elderly.
	A.4 Culturally Diverse Community – Increasing awareness and understanding of values and benefits derived from our culturally diverse community.
	A.5 Recreation and Sporting Facilities – Improving recreation and sporting facilities (including ground conditions, seating, signage and lighting) as well as parks and open spaces (such as natural bushland).
	A.6 Public Transport – Providing improved access to public transport by improving rail and bus services.
	A.7 Families and Children – Providing access to family-friendly programs and events.
	A.8 Youth – Providing opportunities/affordable access to youth development, programs and events.
	<b>Environmental Sustainability – Protecting and improving the City's natural and built environments and cultural assets for the health, wellbeing and benefit of current and future residents.</b>
Issues to be Addressed	B.1 Environmentally sustainable practices – Adopting and promoting environmentally sustainable practices (such as saving water/energy, improving water quality in creeks, and reducing noise pollution).
	B.2 Public health – Providing support and initiating programs to improve public health (such as mental health, drug and alcohol awareness programs, and health standards in food outlets).
	B.3 Illegal dumping and littering – Reducing illegal dumping and littering.
	B.4 Scenic and cultural heritage sites – Preserving scenic and cultural heritage sites.
	B.5 Domestic and commercial waste collection – Improving domestic and commercial waste collection.
	<b>Economic Prosperity – Increasing Hurstville's level of income and capital, and distributing this wealth to the community in the form of local facilities, services and jobs.</b>
Issues to be Addressed	C.1 Town Planning – Addressing town planning issues that result from an increasing population.
	C.2 The Road Network – Improving and maintaining the road network.
	C.3 Availability of Car Parking – Improving the availability of car parking.
	C.4 Supporting and Attracting Local Businesses – Supporting and attracting local businesses and encouraging local employment.
	C.5 Improving Traffic Flow – Improving traffic flow (with the use of speed humps, traffic islands, chicanes etc).
	<b>Civic Leadership – A highly effective, efficient and accountable organisation which engages with the community to provide responsive and relevant services.</b>
Issues to be Addressed	D.1 Community Engagement – Facilitating good communication and relationships with businesses and residents. Developing a framework that facilitates the engagement process. Promoting the benefits and value of proper engagement.
	D.2 Communications – Informing the community and making resources accessible, relevant and timely on all activities, services, policies and plans. Retaining customer focus – maintaining focus on face to face aspect of communication. Overall, raise general awareness of Council activities.
	D.3 Financial Stability – Stable and healthy financial portfolio which is resistant to financial and economic volatility. Prudent financial management with a long term view. Enhancing overall efficiency and delivery of facilities and services.
	D.4 Governance – Open and transparent form of Government. Minimise risk to the organisation. Workforce planning – highly skilled and well-resourced staff. Unified and cohesive approach via strategic alliances with other Government stakeholders, businesses, etc.

## Legislation

Among many other Acts and Regulations, the Council is responsible for administering various sections of the following legislation:

- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Roads Act 1993.

## Affecting the public

### Interacting with the public

All of the functions of Hurstville City Council have either a direct or indirect affect on members of its community. In summary, Council interacts with members of the public in the following ways:

- Services and facilities such as meeting facilities, children's services, libraries and recreation facilities – impacting on a broad range of the community.
- Controlling building and development to ensure that structural and environmental requirements are met and that adverse impact on the lives or amenity of any person is minimised – impacting on property owners and development professionals.
- Entering properties for specific regulatory purposes – impacting on property owners, residences and business owners.
- Collecting revenue through rates and other charges to fund services and facilities provided to the community – impacting on ratepayers and customers.
- Enforcement functions regarding non-compliance in areas such as non payment of rates and charges, unregistered dogs and parking offences – impacting on residents, businesses and visitors to the Hurstville area.
- Administrative functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

### Public Participation

In connection with public participation in the formulation of policy and the exercise of its functions, Council, under various provisions of the *Local Government Act 1993*, is required to consult with, and receive and consider submissions from the community before it undertakes a considerable range of activities, or considers applications, in areas such as:

- Assessment of Development Applications.
- The granting of financial assistance to certain individuals and organisations.
- The consideration and adoption of policies in relation to Civic Office Expenses and Council's Code of Meeting Practice.
- The development of the suite of management planning documents which includes Council's proposed budget, rating strategies, revenue raising policies, and the social plan.
- Plans of Management in relation to the management, use and operations of 'community land' (that is, parks and reserves).
- The classification of Council owned land as 'operational land'.

In addition, Council welcomes submissions from residents, ratepayers and members of the community in relation to the Council's activities and/or policies which it is considering and will have due regard to any such submissions which have relevance to and bearing upon issues before the Council.

## Council meetings

Two full meetings of the Council are normally held each month (excluding January).

Further information about meetings can be found on the website or by telephoning 9330 6222.

All members of the public are welcomed and encouraged to attend these meetings. Members of the public may speak on issues being considered by Council, with approval of the Chair of the meeting being granted in accordance with Council's Code of Meeting Practice.

Council also has various advisory committees, which although not open to the public, generally include community representatives. These advisory committees are:

- Aboriginal Advisory Committee (quarterly)
- Access Advisory Committee (quarterly)
- Community Safety Committee (quarterly)
- Multicultural Advisory Committee (quarterly)
- Traffic Advisory Committee (monthly)

## Information held by Council

Council holds much information that relates to the operations of the Council and the Hurstville City Council area. These documents are grouped into four categories:

- Mandatory open access information
- Proactive release information
- Informal access information
- Formal access information.

These four categories of information are defined in Appendix 1.

## Accessing information

### Access arrangements

#### ***Mandatory open access information***

Most of this information is available from Council's website, or from Council's Customer Service Centre. Returns of the interests of Councillors, designated persons and delegates are available by appointment with the Manager Corporate Governance & Records.

#### ***Proactive release information***

Most of this information is available from Council's website, or from Council's Customer Service Centre.

#### ***Informal access information***

This information can be accessed either from Council's Customer Service Centre, or by applying in writing outlining applicant's name and contact details and the specific details about the information required.

### **Formal access information**

To apply for access to 'formal application' information, an *Access to Information Application* form is to be completed and submitted, together with the statutory fee.

Detailed access arrangements are outlined in the associated Policy and Procedures.

### **Fees**

The fees to apply / access information are as follows:

<b>Information</b>	<b>Application</b>	<b>Processing</b>	<b>Photocopy</b>	<b>CD Rom</b>
Mandatory open access	No cost	No cost	Refer Fees and Charges * #	Refer Fees and Charges * #
Proactive release access	No cost	No cost	Refer Fees and Charges #	Refer Fees and Charges #
Informal application	No cost	No cost	Refer Fees and Charges #	Refer Fees and Charges #
Formal application	\$30	\$30/hr after first hour	Refer Fees and Charges #	Refer Fees and Charges #

\* If the information is available from Council's website, hard copies are provided at cost.

# Council's Fees and Charges are published on the website

### **Contact**

The Council officer responsible for the Access to Information process is:

Right to Information Officer

Hurstville City Council

or

Civic Centre

PO Box 205

MacMahon Street

HURSTVILLE BC NSW 1481

HURSTVILLE NSW 2220

Telephone: (02) 9330 6222

Email: [hccmail@hurstville.nsw.gov.au](mailto:hccmail@hurstville.nsw.gov.au)

All applications and / or requests for access to information should be lodged:

- By hand with the Customer Service Centre
- By mail at the above address, or
- By email at the above email address.

## **Office of the Information Commissioner**

Additional information or assistance may also be sought from

The Office of the Information Commissioner NSW

Level 11, 1 Castlereagh Street, Sydney 2000

GPO Box 7011, Sydney NSW 2001

ph: (02) 8071 7002 | fax: (02) 8114 3757

free call: **1800 INFOCOM** (1800 463 626)

website: [www.informationcommissioner.nsw.gov.au](http://www.informationcommissioner.nsw.gov.au)



## Appendix 1 – Information categories

### Open access information

- Information listed in S18 GIPA Act (see Appendix 2)
- Information listed in Schedule 5 GIPA Regulation (see Appendix 3) including information relating to:
  - development applications under consideration
  - current determined development applications

### Proactive release information

- [Administration Policies](#) (Council Policies are included in 'Open Access information')
- Procedures that affect the public
- [List of tenderers](#) (LG Reg 175 [4])
- Grants provided to organisations or individual resulting from Council invitation
- Community Services non-statutory plans
- [Maps of the local government area](#)
- [Media releases](#)
- Council facilities and services
- Information of interest to the public and local community

### Informal access information

- Owner's name and address of an applicant's adjoining property for tree issues
- Owner's name and address of an applicant's adjoining property for dividing fence issues
- Internal layouts of residential developments by owners
- Ownership details – requests by other agencies
- Status / update of requests initiated by the applicant
- Copies of correspondence addressed to the applicant
- Supporting information for infringement notices served on the applicant

### Formal access information

Most other information held by Council (subject to determination)

## Appendix 2 – Open Access Information – S 18, 19 GIPAA

### 18 What constitutes open access information

The following government information held by an agency is the agency's open access information that is required to be made publicly available by the agency under section 6 (Mandatory proactive release of certain government information):

- (a) the agency's current publication guide (see Division 2),
- (b) information about the agency contained in any document tabled in Parliament by or on behalf of the agency, other than any document tabled by order of either House of Parliament,
- (c) the agency's policy documents (see Division 3),
- (d) the agency's disclosure log of access applications (see Division 4),
- (e) the agency's register of government contracts (see Division 5),
- (f) the agency's record (kept under section 6) of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure,
- (g) such other government information as may be prescribed by the regulations as open access information.

### 19 Excluded functions of particular agencies

This Part does not apply to an agency in respect of any functions of the agency listed in Schedule 2 (Excluded information of particular agencies).

## Appendix 3 – Schedule 5 Government Information (Public Access) Regulation 2009

### 1 Information about local authority

- 1) Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
  - a) [the model code prescribed under section 440 \(1\) of the LGA and the code of conduct adopted under section 440 \(3\) of the LGA](#),
  - b) [code of meeting practice](#),
  - c) [annual report](#),
  - d) [annual financial reports](#),
  - e) auditor's report,
  - f) management plan,
  - g) EEO management plan,
  - h) policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors,
  - i) annual reports of bodies exercising functions delegated by the local authority,
  - j) any codes referred to in the LGA.
- 2) Information contained in the following records (whenever created) is prescribed as open access information:
  - a) returns of the interests of councillors, designated persons and delegates,
  - b) agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public),
  - c) minutes of any meeting of the local authority or any committee of the local authority, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting,
  - d) Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA.
- 3) Information contained in the current version of the following records is prescribed as open access information:
  - a) land register,
  - b) register of investments,
  - c) register of delegations,
  - d) register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008,
  - e) register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA,
  - f) the register of voting on planning matters kept in accordance with section 375A of the LGA.

### 2 Plans and policies

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

- a) local policies adopted by the local authority concerning approvals and orders,
- b) plans of management for community land,
- c) environmental planning instruments, development control plans and contributions plans made under the Environmental Planning and Assessment Act 1979 applying to land within the local authority's area.

## Appendix 3 – Schedule 5 Government Information (Public Access) Regulation 2009, (Cont)

### 3 Information about development applications

- 1) Information contained in the following records (whenever created) is prescribed as open access information:
  - a) development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and any associated documents received in relation to a proposed development including the following:
    - i) home warranty insurance documents,
    - ii) construction certificates,
    - iii) occupation certificates,
    - iv) structural certification documents,
    - v) town planner reports,
    - vi) submissions received on development applications,
    - vii) heritage consultant reports,
    - viii) tree inspection consultant reports,
    - ix) acoustics consultant reports,
    - x) land contamination consultant reports.
  - b) records of decisions on development applications (including decisions made on appeal),
  - c) a record that describes the general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2).
- 2) This clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:
  - a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
  - b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.
- 3) A local authority must keep the record referred to in subclause (1) (c).

### 4 Approvals, orders and other documents

Information contained in the following records (whenever created) is prescribed as open access information:

- a) applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application,
- b) applications for approvals under any other Act and any associated documents received in relation to such an application,
- c) records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals,
- d) orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA,
- e) orders given under the authority of any other Act,
- f) records of building certificates under the Environmental Planning and Assessment Act 1979,
- g) plans of land proposed to be compulsorily acquired by the local authority,
- h) compulsory acquisition notices,
- i) leases and licences for use of public land classified as community land.

# Hurstville City Council

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2014

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*An evolving city which promotes a sustainable  
and safe community that connects people and  
places and celebrates diversity.*



# Hurstville City Council

## General Purpose Financial Statements

for the financial year ended 30 June 2014

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### Overview

(i) These financial statements are General Purpose Financial Statements and cover the consolidated operations for Hurstville City Council.

(ii) Hurstville City Council is a body politic of NSW, Australia - being constituted as a Local Government area by proclamation and is duly empowered by the Local Government Act (LGA) 1993 of NSW.

Council's Statutory Charter is detailed in Paragraph 8 of the LGA and includes giving Council;

- the ability to provide goods, services & facilities, and to carry out activities appropriate to the current & future needs of the local community and of the wider public,
- the responsibility for administering regulatory requirements under the LGA and
- a role in the management, improvement and development of the resources in the area.

A description of the nature of Council's operations and its principal activities are provided in Note 2(b).

(iii) All figures presented in these financial statements are presented in Australian Currency.

(iv) These financial statements were authorised for issue by the Council on 22 October 2014. Council has the power to amend and reissue these financial statements.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

## Understanding Council's Financial Statements

### Introduction

Each year, individual Local Governments across NSW are required to present a set of audited financial statements to their Council & Community.

### What you will find in the Statements

The financial statements set out the financial performance, financial position & cash flows of Council for the financial year ended 30 June 2014.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting & reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

### About the Councillor/Management Statement

The financial statements must be certified by Senior staff as "presenting fairly" the Council's financial results for the year, and are required to be adopted by Council - ensuring both responsibility for & ownership of the financial statements.

### About the Primary Financial Statements

The financial statements incorporate 5 "primary" financial statements:

#### 1. The Income Statement

Summarises Council's financial performance for the year, listing all income & expenses.

This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

#### 2. The Statement of Comprehensive Income

Primarily records changes in the fair values of Council's Infrastructure, Property, Plant & Equipment.

#### 3. The Statement of Financial Position

A 30 June snapshot of Council's financial position indicating its Assets, Liabilities & "Net Wealth".

#### 4. The Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "Net Wealth".

#### 5. The Statement of Cash Flows

Indicates where Council's cash came from and where it was spent.

This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

### About the Notes to the Financial Statements

The Notes to the financial statements provide greater detail and additional information on the 5 primary financial statements.

### About the Auditor's Reports

Council's financial statements are required to be audited by external accountants (that generally specialize in Local Government).

In NSW, the Auditor provides 2 audit reports:

1. An opinion on whether the financial statements present fairly the Council's financial performance & position, &
2. Their observations on the conduct of the Audit including commentary on the Council's financial performance & financial position.

### Who uses the Financial Statements ?

The financial statements are publicly available documents & must be presented at a Council meeting between 7 days & 5 weeks after the date of the Audit Report.

Submissions from the public can be made to Council up to 7 days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.

## Hurstville City Council

### General Purpose Financial Statements for the financial year ended 30 June 2014

### Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- The Local Government Act 1993 (as amended) and the Regulations made thereunder,
- The Australian Accounting Standards and professional pronouncements, and
- The Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these Financial Statements:

- present fairly the Council's operating result and financial position for the year, and
- accords with Council's accounting and other records.

We are not aware of any matter that would render the Reports false or misleading in any way.

Signed in accordance with a resolution of Council made on 01 October 2014.



Con Hindi  
MAYOR



Michelle Stevens  
COUNCILLOR



Victor G D Lampe  
GENERAL MANAGER



Tino Caltabiano  
RESPONSIBLE ACCOUNTING OFFICER



## Hurstville City Council

## Income Statement

for the financial year ended 30 June 2014

Budget <sup>1</sup> 2014	\$ '000	Notes	Actual 2014	Actual 2013
<b>Income from Continuing Operations</b>				
<i>Revenue:</i>				
43,742	Rates & Annual Charges	3a	44,050	41,959
7,712	User Charges & Fees	3b	8,283	8,125
1,836	Interest & Investment Revenue	3c	2,947	2,600
5,451	Other Revenues	3d	5,496	6,345
5,753	Grants & Contributions provided for Operating Purposes	3e,f	5,386 <sup>2</sup>	6,818
3,835	Grants & Contributions provided for Capital Purposes	3e,f	4,230	9,670
<i>Other Income:</i>				
653	Net gains from the disposal of assets	5	1,174	1,524
-	Net Share of interests in Joint Ventures & Associated Entities using the equity method	19	-	-
<b>68,982</b>	<b>Total Income from Continuing Operations</b>		<b>71,566</b>	<b>77,041</b>
<b>Expenses from Continuing Operations</b>				
27,962	Employee Benefits & On-Costs	4a	27,385	25,157
405	Borrowing Costs	4b	375	364
17,493	Materials & Contracts	4c	16,511	17,210
11,266	Depreciation & Amortisation	4d	10,560	10,365
-	Impairment	4d	-	-
11,848	Other Expenses	4e	11,424	12,999
<b>68,974</b>	<b>Total Expenses from Continuing Operations</b>		<b>66,255</b>	<b>66,095</b>
<b>8</b>	<b>Operating Result from Continuing Operations</b>		<b>5,311</b>	<b>10,946</b>
<b>Discontinued Operations</b>				
-	Net Profit/(Loss) from Discontinued Operations	24	1,063	-
<b>8</b>	<b>Net Operating Result for the Year</b>		<b>6,374</b>	<b>10,946</b>
<b>8</b>	<b>Net Operating Result attributable to Council</b>		<b>6,374</b>	<b>10,946</b>
-	<b>Net Operating Result attributable to Non-controlling Interests</b>		<b>-</b>	<b>-</b>
<b>(3,827)</b>	<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>		<b>2,144</b>	<b>1,276</b>

<sup>1</sup> Original Budget as approved by Council - refer Note 16

<sup>2</sup> Financial Assistance Grants for 13/14 are lower, reflecting a timing difference due to a change in how the grant is paid - refer Note 3 (e)

## Hurstville City Council

## Statement of Comprehensive Income

for the financial year ended 30 June 2014

\$ '000	Notes	Actual 2014	Actual 2013
<b>Net Operating Result for the year</b> (as per Income statement)		<b>6,374</b>	<b>10,946</b>
<b>Other Comprehensive Income:</b>			
Amounts which will not be reclassified subsequently to the Operating Result			
Gain (loss) on revaluation of I,PP&E	20b (ii)	-	44,260
<b>Total Items which will not be reclassified subsequently to the Operating Result</b>		-	44,260
Amounts which will be reclassified subsequently to the Operating Result when specific conditions are met			
Asset ownership amendment due to ongoing data validation	20b (ii)	(206)	-
<b>Total Items which will be reclassified subsequently to the Operating Result when specific conditions are met</b>		(206)	-
<b>Total Other Comprehensive Income for the year</b>		<b>(206)</b>	<b>44,260</b>
<b>Total Comprehensive Income for the Year</b>		<b>6,168</b>	<b>55,206</b>
<b>Total Comprehensive Income attributable to Council</b>		<b>6,168</b>	<b>55,206</b>
<b>Total Comprehensive Income attributable to Non-controlling Interests</b>		<b>-</b>	<b>-</b>

## Hurstville City Council

## Statement of Financial Position

as at 30 June 2014

\$ '000	Notes	Actual 2014	Actual 2013
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash & Cash Equivalents	6a	4,041	3,661
Investments	6b	17,883	15,755
Receivables	7	3,620	4,986
Inventories	8	99	69
Other	8	257	637
<b>Total Current Assets</b>		<b>25,899</b>	<b>25,108</b>
<b>Non-Current Assets</b>			
Investments	6b	30,000	25,057
Receivables	7	472	317
Infrastructure, Property, Plant & Equipment	9	640,776	640,773
Investment Property	14	11,637	11,610
Intangible Assets	25	1,065	1,058
<b>Total Non-Current Assets</b>		<b>683,950</b>	<b>678,815</b>
<b>TOTAL ASSETS</b>		<b>709,849</b>	<b>703,923</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	10	8,475	7,925
Borrowings	10	1,000	1,000
Provisions	10	9,056	8,734
<b>Total Current Liabilities</b>		<b>18,531</b>	<b>17,659</b>
<b>Non-Current Liabilities</b>			
Payables	10	-	-
Borrowings	10	6,500	7,625
Provisions	10	178	167
<b>Total Non-Current Liabilities</b>		<b>6,678</b>	<b>7,792</b>
<b>TOTAL LIABILITIES</b>		<b>25,209</b>	<b>25,451</b>
<b>Net Assets</b>		<b>684,640</b>	<b>678,472</b>
<b>EQUITY</b>			
Retained Earnings	20	393,050	386,676
Revaluation Reserves	20	291,590	291,796
<b>Total Equity</b>		<b>684,640</b>	<b>678,472</b>

## Hurstville City Council

Statement of Changes in Equity  
for the financial year ended 30 June 2014

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non-controlling Interest	Total Equity
<b>2014</b>						
<b>Opening Balance</b> (as per Last Year's Audited Accounts)		386,676	291,796	<b>678,472</b>	-	<b>678,472</b>
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
<b>Revised Opening Balance (as at 1/7/13)</b>		<b>386,676</b>	<b>291,796</b>	<b>678,472</b>	-	<b>678,472</b>
<b>c. Net Operating Result for the Year</b>		<b>6,374</b>	-	<b>6,374</b>	-	<b>6,374</b>
d. Other Comprehensive Income						
- Other Reserves Movements ( <a href="#">enter details here</a> )	20b (ii)	-	(206)	<b>(206)</b>	-	<b>(206)</b>
<b>Other Comprehensive Income</b>		-	<b>(206)</b>	<b>(206)</b>	-	<b>(206)</b>
<b>Total Comprehensive Income (c&amp;d)</b>		<b>6,374</b>	<b>(206)</b>	<b>6,168</b>	-	<b>6,168</b>
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
<b>Equity - Balance at end of the reporting period</b>		<b>393,050</b>	<b>291,590</b>	<b>684,640</b>	-	<b>684,640</b>

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non-controlling Interest	Total Equity
<b>2013</b>						
<b>Opening Balance</b> (as per Last Year's Audited Accounts)		375,730	247,536	<b>623,266</b>	-	<b>623,266</b>
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
<b>Revised Opening Balance (as at 1/7/12)</b>		<b>375,730</b>	<b>247,536</b>	<b>623,266</b>	-	<b>623,266</b>
<b>c. Net Operating Result for the Year</b>		<b>10,946</b>	-	<b>10,946</b>	-	<b>10,946</b>
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	44,260	<b>44,260</b>	-	<b>44,260</b>
<b>Other Comprehensive Income</b>		-	<b>44,260</b>	<b>44,260</b>	-	<b>44,260</b>
<b>Total Comprehensive Income (c&amp;d)</b>		<b>10,946</b>	<b>44,260</b>	<b>55,206</b>	-	<b>55,206</b>
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
<b>Equity - Balance at end of the reporting period</b>		<b>386,676</b>	<b>291,796</b>	<b>678,472</b>	-	<b>678,472</b>

## Hurstville City Council

## Statement of Cash Flows

for the financial year ended 30 June 2014

Budget 2014	\$ '000	Notes	Actual 2014	Actual 2013
<b>Cash Flows from Operating Activities</b>				
<b>Receipts:</b>				
43,707	Rates & Annual Charges		44,576	41,308
7,685	User Charges & Fees		8,288	9,488
1,859	Investment & Interest Revenue Received		2,537	1,793
10,891	Grants & Contributions		9,870	17,522
1,780	Bonds, Deposits & Retention amounts received		1,005	1,880
5,454	Other		7,893	8,087
<b>Payments:</b>				
(27,955)	Employee Benefits & On-Costs		(26,536)	(25,171)
(17,508)	Materials & Contracts		(18,777)	(18,376)
(459)	Borrowing Costs		(389)	(395)
(1,100)	Bonds, Deposits & Retention amounts refunded		(1,040)	(2,156)
(11,848)	Other		(11,130)	(14,489)
<b>12,506</b>	<b>Net Cash provided (or used in) Operating Activities</b>	11b	<b>16,296</b>	<b>19,491</b>
<b>Cash Flows from Investing Activities</b>				
<b>Receipts:</b>				
-	Sale of Investment Securities		23,192	25,432
1,745	Sale of Infrastructure, Property, Plant & Equipment		732	957
<b>Payments:</b>				
(1,777)	Purchase of Investment Securities		(28,452)	(41,430)
-	Purchase of Investment Property		(27)	-
(11,474)	Purchase of Infrastructure, Property, Plant & Equipment		(10,235)	(10,304)
<b>(11,506)</b>	<b>Net Cash provided (or used in) Investing Activities</b>		<b>(14,791)</b>	<b>(25,345)</b>
<b>Cash Flows from Financing Activities</b>				
<b>Receipts:</b>				
-	Proceeds from Borrowings & Advances		-	5,000
<b>Payments:</b>				
(1,000)	Repayment of Borrowings & Advances		(1,125)	(875)
<b>(1,000)</b>	<b>Net Cash Flow provided (used in) Financing Activities</b>		<b>(1,125)</b>	<b>4,125</b>
-	<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>		<b>380</b>	<b>(1,729)</b>
5,000	plus: Cash & Cash Equivalents - beginning of year	11a	3,661	5,390
<b>5,000</b>	<b>Cash &amp; Cash Equivalents - end of the year</b>	11a	<b>4,041</b>	<b>3,661</b>
	plus: Investments on hand - end of year	6b	47,883	40,812
	<b>Total Cash, Cash Equivalents &amp; Investments</b>		<b>51,924</b>	<b>44,473</b>

Please refer to Note 11 for additional cash flow information

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

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n/a - not applicable

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below in order to assist in its general understanding.

Under Australian Accounting Standards (AASBs), accounting policies are defined as those specific principles, bases, conventions, rules and practices applied by a reporting entity (in this case Council) in preparing and presenting its financial statements.

##### (a) Basis of preparation

###### (i) Background

These financial statements are general purpose financial statements which have been prepared in accordance with;

- Australian Accounting Standards and Australian Accounting Interpretations issued by the Australian Accounting Standards Board,
- the Local Government Act (1993) & Regulation, and
- the Local Government Code of Accounting Practice and Financial Reporting.

For the purpose of preparing these financial statements, Council has been deemed to be a not-for-profit entity.

###### (ii) Compliance with International Financial Reporting Standards (IFRSs)

Because AASBs are sector neutral, some standards either:

- (a) have local Australian content and prescription that is specific to the Not-For-Profit sector (including Local Government) which are not in compliance with IFRS's, or
- (b) specifically exclude application by Not for Profit entities.

Accordingly in preparing these financial statements and accompanying notes, Council has been unable to comply fully with International Accounting Standards, but has complied fully with Australian Accounting Standards.

Under the Local Government Act (LGA), Regulations and Local Government Code of Accounting Practice & Financial Reporting, it should be noted that Councils in NSW only have a requirement to comply with AASBs.

###### (iii) New and amended standards adopted by Council

During the current year, the following relevant standards became mandatory for Council and have been adopted:

- AASB 13 Fair Value Measurement
- AASB 119 Employee Benefits

AASB 13 Fair Value Measurement has not affected the assets or liabilities which are to be measured at fair value, however it provides detailed guidance on how to measure fair value in accordance with the accounting standards.

It introduces the concept of highest and best use for non-financial assets and has caused the Council to review their valuation methodology.

The level of disclosures regarding fair value have increased significantly and have been included in the financial statements at Note 27.

AASB 119 Employee Benefits introduced revised definitions for short-term employee benefits.

Whilst the Council has reviewed the annual leave liability to determine the level of annual leave which is expected to be paid more than 12 months after the end of the reporting period, there has been no effect on the amounts disclosed as leave liabilities since Council's existing valuation policy was to discount annual leave payable more than 12 months after the end of the reporting period to present values.

###### (iv) Early adoption of Accounting Standards

Council has not elected to apply any pronouncements before their operative date in the annual reporting period beginning 1 July 2013.

Refer further to paragraph (ab) relating to a summary of the effects of Standards with future operative dates.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

##### (v) Basis of Accounting

These financial statements have been prepared under the **historical cost convention** except for:

- (i) certain financial assets and liabilities at fair value through profit or loss and available-for-sale financial assets which are all valued at fair value,
- (ii) the write down of any Asset on the basis of Impairment (if warranted) and
- (iii) certain classes of non current assets (eg. Infrastructure, Property, Plant & Equipment and Investment Property) that are accounted for at fair valuation.

The accrual basis of accounting has also been applied in their preparation.

##### (vi) Changes in Accounting Policies

Council's accounting policies have been consistently applied to all the years presented, unless otherwise stated.

There have also been no changes in accounting policies when compared with previous financial statements unless otherwise stated [refer Note 20(d)].

##### (vii) Critical Accounting Estimates

The preparation of financial statements requires the use of certain critical accounting estimates (in conformity with AASBs).

Accordingly this requires management to exercise its judgement in the process of applying the Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on Council and that are believed to be reasonable under the circumstances.

##### **Critical accounting estimates and assumptions**

Council makes estimates and assumptions concerning the future.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are set out below:

- (i) Estimated fair values of investment properties
- (ii) Estimated fair values of infrastructure, property, plant and equipment.

##### **Critical judgements in applying Council's accounting policies**

- (i) Impairment of Receivables - Council has made a significant judgement about the impairment of a number of its receivables in Note 7.
- (ii) Projected Section 94 Commitments - Council has used significant judgement in determining future Section 94 income and expenditure in Note 17.

##### (b) Revenue recognition

Council recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to it and specific criteria have been met for each of the Council's activities as described below.

Council bases any estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Revenue is measured at the fair value of the consideration received or receivable.

Revenue is measured on major income categories as follows:

##### **Rates, Annual Charges, Grants and Contributions**

Rates, annual charges, grants and contributions (including developer contributions) are recognised as revenues when the Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.



## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

A provision for the impairment on rates receivables has not been established as unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Control over granted assets is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and is valued at their fair value at the date of transfer.

Revenue from Contributions is recognised when the Council either obtains control of the contribution or the right to receive it, **(i)** it is probable that the economic benefits comprising the contribution will flow to the Council and **(ii)** the amount of the contribution can be measured reliably.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 3(g).

Note 3(g) also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

The Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of S94 of the EPA Act 1979.

Whilst Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon their physical receipt by Council, due to the possibility that individual Development Consents may not be acted upon by the applicant and accordingly would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required but the Council may apply contributions according to the priorities established in work schedules.

A detailed Note relating to developer contributions can be found at Note 17.

#### User Charges, Fees and Other Income

User charges, fees and other income (including parking fees and fines) are recognised as revenue

when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

A provision for the impairment of these receivables is recognised when collection in full is no longer probable.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided as at balance date.

#### Sale of Infrastructure, Property, Plant and Equipment

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

#### Interest and Rents

Rental income is accounted for on a straight-line basis over the lease term.

Interest Income from Cash & Investments is accounted for using the effective interest rate at the date that interest is earned.

#### Other Income

Other income is recorded when the payment is due, the value of the payment is notified or the payment is received, whichever occurs first.

#### (c) Principles of Consolidation

These financial statements incorporate **(i)** the assets and liabilities of Council and any entities (or operations) that it **controls** (as at 30 June 2014) and **(ii)** all the related operating results (for the financial year ended the 30th June 2014).

The financial statements also include Council's share of the assets, liabilities, income and expenses of any **Jointly Controlled Operations** under the appropriate headings.

In the process of reporting on Council's activities as a single unit, all inter-entity year end balances and reporting period transactions have been eliminated in full between Council and its controlled entities.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

##### (i) The Consolidated Fund

In accordance with the provisions of Section 409(1) of the LGA 1993, all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund and other entities through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this report.

The following entities have been included as part of the Consolidated Fund:

- General Purpose Operations

##### (ii) The Trust Fund

In accordance with the provisions of Section 411 of the Local Government Act 1993 (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the Council in trust which must be applied only for the purposes of or in accordance with the trusts relating to those monies.

Trust monies and property subject to Council's control have been included in these statements.

Trust monies and property held by Council but not subject to the control of Council, have been excluded from these statements.

A separate statement of monies held in the Trust Fund is available for inspection at the Council office by any person free of charge.

##### (iii) Joint Ventures

Council has no interest in any Joint Venture Entities, Assets or Operations.

##### (iv) Associated Entities

Where Council has the power to participate in the financial and operating decisions (of another entity), ie. where Council is deemed to have "significant influence" over the other entities operations but neither controls nor jointly controls the entity, then Council accounts for such interests using the equity method of accounting – in a similar fashion to Joint Venture Entities & Partnerships.

Such entities are usually termed Associates.

##### (v) County Councils

Council is not a member of any County Councils.

##### (d) Leases

All Leases entered into by Council are reviewed and classified on inception date as either a Finance Lease or an Operating Lease.

##### Finance Leases

Leases of property, plant and equipment where the Council has substantially all the risks and rewards of ownership are classified as finance leases.

Finance leases are capitalised at the lease's inception at the lower of the fair value of the leased property and the present value of the minimum lease payments.

The corresponding rental obligations, net of finance charges, are included in borrowings.

Each lease payment is allocated between the liability outstanding and the recognition of a finance charge.

The interest element of the finance charge is costed to the income statement over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period.

Property, plant and equipment acquired under finance leases is depreciated over the shorter of each leased asset's useful life and the lease term.

##### Operating Leases

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases.

Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

Lease income from operating leases is recognised in income on a straight-line basis over the lease term.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

##### (e) Cash and Cash Equivalents

For Statement of Cash Flows (and Statement of Financial Position) presentation purposes, cash and cash equivalents includes;

- cash **on hand**,
- deposits held **at call** with financial institutions,
- other short-term, highly liquid investments **with original maturities of three months or less** that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and
- bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities on the balance sheet but are incorporated into Cash & Cash Equivalents for presentation of the Cash Flow Statement.

##### (f) Investments and Other Financial Assets

Council (in accordance with AASB 139) classifies each of its investments into one of the following categories for measurement purposes:

- **financial assets at fair value through profit or loss**,
- **loans and receivables**,
- **held-to-maturity investments**, and
- **available-for-sale financial assets**.

Each classification depends on the purpose/intention for which the investment was acquired & at the time it was acquired.

Management determines each Investment classification at the time of initial recognition and re-evaluates this designation at each reporting date.

##### (i) Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss include financial assets that are “held for trading”.

A financial asset is classified in the “held for trading” category if it is acquired principally for the purpose of selling in the short term.

Assets in this category are primarily classified as current assets as they are primarily held for trading &/or are expected to be realised within 12 months of the balance sheet date.

##### (ii) Loans and receivables

Loans and receivables are non derivative financial assets with fixed or determinable payments that are not quoted in an active market.

They arise when the Council provides money, goods or services directly to a debtor with no intention (or in some cases ability) of selling the resulting receivable.

They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets.

##### (iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council’s management has the positive intention and ability to hold to maturity.

In contrast to the “Loans & Receivables” classification, these investments are generally quoted in an active market.

Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

##### (iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories.

Investments must be designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Accordingly, this classification principally comprises marketable equity securities, but can include all types

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

of financial assets that could otherwise be classified in one of the other investment categories.

They are generally included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date or the term to maturity from the reporting date is less than 12 months.

##### Financial Assets – Reclassification

Council may choose to reclassify a non-derivative trading financial asset out of the held-for-trading category if the financial asset is no longer held for the purpose of selling it in the near term.

Financial assets other than loans and receivables are permitted to be reclassified out of the held-for-trading category only in rare circumstances arising from a single event that is unusual and highly unlikely to recur in the near term.

Council may also choose to reclassify financial assets that would meet the definition of loans and receivables out of the held-for-trading or available-for-sale categories if it has the intention and ability to hold these financial assets for the foreseeable future or until maturity at the date of reclassification.

Reclassifications are made at fair value as of the reclassification date. Fair value becomes the new cost or amortised cost as applicable, and no reversals of fair value gains or losses recorded before reclassification date are subsequently made.

Effective interest rates for financial assets reclassified to loans and receivables and held-to-maturity categories are determined at the reclassification date. Further increases in estimates of cash flows adjust effective interest rates prospectively.

##### General Accounting & Measurement of Financial Instruments:

###### (i) Initial Recognition

Investments are initially recognised (and measured) at fair value, plus in the case of investments not at "fair value through profit or loss", directly attributable transactions costs

Purchases and sales of investments are recognised on trade-date - the date on which the Council commits to purchase or sell the asset.

Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council has transferred substantially all the risks and rewards of ownership.

###### (ii) Subsequent Measurement

**Available-for-sale financial assets** and **financial assets at fair value through profit and loss** are subsequently carried at fair value.

**Loans and receivables** and **held-to-maturity** investments are carried at amortised cost using the effective interest method.

Realised and unrealised gains and losses arising from changes in the fair value of the financial assets classified as "**fair value through profit or loss**" category are included in the income statement in the period in which they arise.

Unrealised gains and losses arising from changes in the fair value of non monetary securities classified as "**available-for-sale**" are recognised in equity in the available-for-sale investments revaluation reserve.

When securities classified as "**available-for-sale**" are sold or impaired, the accumulated fair value adjustments are included in the income statement as gains and losses from investment securities.

##### Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired.

A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 1. Summary of Significant Accounting Policies

### (iii) Types of Investments

Council has an approved Investment Policy in order to undertake its investment of money in accordance with (and to comply with) Section 625 of the Local Government Act and S212 of the LG (General) Regulation 2005.

Investments are placed and managed in accordance with the Policy and having particular regard to authorised investments prescribed under the Ministerial Local Government Investment Order.

Council maintains its investment Policy in compliance with the Act and ensures that it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing Council funds.

Council amended its policy following revisions to the Ministerial Local Government Investment Order arising from the Cole Inquiry recommendations. Certain investments that Council holds are no longer prescribed (eg. managed funds, CDOs, and equity linked notes), however they have been retained under grandfathering provisions of the Order. These will be disposed of when most financially advantageous to Council. The grandfathered CDO's have matured during the current financial year.

### (g) Fair value estimation

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques.

Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held.

If the market for a financial asset is not active (and for unlisted securities), the Council establishes fair value by using valuation techniques.

These include reference to the fair values of recent arm's length transactions, involving the same instruments or other instruments that are substantially the same, discounted cash flow analysis, and option pricing models refined to reflect the issuer's specific circumstances.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values.

The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

### (h) Receivables

Receivables are initially recognised at fair value and subsequently measured at amortised cost, less any provision for impairment.

Receivables (excluding Rates & Annual Charges) are generally due for settlement no more than 30 days from the date of recognition.

The collectibility of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off in accordance with Council's policy.

A provision for impairment (ie. an allowance account) relating to receivables is established when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of each receivable.

The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate.

Impairment losses are recognised in the Income Statement within other expenses.

When a receivable for which an impairment allowance had been recognised becomes



## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

uncollectible in a subsequent period, it is written off against the allowance account.

Subsequent recoveries of amounts previously written off are credited against other expenses in the income statement.

##### (i) Inventories

###### Raw Materials and Stores, Work in Progress and Finished Goods

Raw materials and stores, work in progress and finished goods in respect of business undertakings are all stated at the lower of cost and net realisable value.

Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated on the basis of normal operating capacity.

Costs are assigned to individual items of inventory on the basis of weighted average costs.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held in respect of non-business undertakings have been valued at cost subject to adjustment for loss of service potential.

###### Land Held for Resale/Capitalisation of Borrowing Costs

Land held for resale is stated at the lower of cost and net realisable value.

Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development.

When development is completed borrowing costs and other holding charges are expensed as incurred.

Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made.

Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

##### (j) Infrastructure, Property, Plant and Equipment (I,PP&E)

###### Acquisition of assets

Council's non current assets are continually revalued (over a 5 year period) in accordance with the fair valuation policy as mandated by the Office of Local Government.

At balance date, the following classes of I,PP&E were stated at their Fair Value;

- **Investment Properties** – refer Note 1(p),
- **Operational Land** (External Valuation)
- **Buildings – Specialised/Non Specialised** (External Valuation)
- **Plant and Equipment** (as approximated by depreciated historical cost)
- **Roads Assets incl. roads, bridges & footpaths** (External/Internal Valuation)
- **Drainage Assets** (External/Internal Valuation)
- **Community Land** (External Valuation)
- **Land Improvements** (External Valuation or as approximated by depreciated historical cost)
- **Other Structures** (External Valuation or as approximated by depreciated historical cost)
- **Other Assets** (as approximated by depreciated historical cost)

###### Initial Recognition

On initial recognition, an assets cost is measured at its fair value, plus all expenditure that is directly attributable to the acquisition.

Where settlement of any part of an asset's cash consideration is deferred, the amounts payable in the future are discounted to their present value as at the

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

date of recognition (ie. date of exchange) of the asset to arrive at fair value.

The discount rate used is the Council's incremental borrowing rate, being the rate at which a similar borrowing could be obtained from an independent financier under comparable terms and conditions.

Where infrastructure, property, plant and equipment assets are acquired for no cost or for an amount other than cost, the assets are recognised in the financial statements at their fair value at acquisition date - being the amount that the asset could have been exchanged between knowledgeable willing parties in an arm's length transaction.

#### Subsequent costs

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably.

All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

#### Asset Revaluations (including Indexation)

In accounting for Asset Revaluations relating to Infrastructure, Property, Plant & Equipment:

- Increases in the combined carrying amounts of asset classes arising on revaluation are credited to the asset revaluation reserve.
- To the extent that a net asset class increase reverses a decrease previously recognised via the profit or loss, then increase is first recognised in profit or loss.
- Net decreases that reverse previous increases of the same asset class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the asset, with all other decreases charged to the Income statement.

For all other assets, Council assesses at each reporting date whether there is any indication that a revalued asset's carrying amount may differ

materially from that which would be determined if the asset were revalued at the reporting date.

If any such indication exists, Council determines the asset's fair value and revalues the asset to that amount.

Full revaluations are undertaken for all assets on a 5 year cycle.

#### Capitalisation Thresholds

Items of infrastructure, property, plant and equipment are not capitalised unless their cost of acquisition exceeds the following;

##### Land

- council land	100% Capitalised
- open space	100% Capitalised
- land under roads (purchases after 30/6/08)	100% Capitalised

##### Plant & Equipment

Office Furniture	> \$2,000
Office Equipment	> \$2,000
Other Plant & Equipment	> \$2,000

##### Buildings & Land Improvements

Park Furniture & Equipment	> \$2,000
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##### Building

- construction/extensions	100% Capitalised
- renovations	> \$2,000

##### Other Structures

> \$2,000

##### Stormwater Assets

Drains & Culverts	100% Capitalised
Other	100% Capitalised

##### Transport Assets

Road construction & reconstruction	100% Capitalised
Reseal/Re-sheet & major repairs:	100% Capitalised

Asset Accounting and Capitalisation Policy has been applied to all categories of assets commencing 2013/14.

#### Depreciation

Depreciation on Council's infrastructure, property, plant and equipment assets is calculated using the

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

straight line method in order to allocate an assets cost (net of residual values) over its estimated useful life.

Commencing 1 July 2013 Council has applied depreciation rates on certain asset components based on a depreciation review by SSROC.

Land is not depreciated.

Estimated useful lives for Council's I,PP&E include:

<b>Plant &amp; Equipment</b>	
- Office Equipment	3 to 10 years
- Office furniture	10 to 15 years
- Vehicles	4 to 8 years
- Heavy Plant/Road Making equip.	5 to 8 years
- Other plant and equipment	3 to 15 years
<b>Other Equipment</b>	
- Playground equipment	10 years
- Benches, seats etc	10 years
<b>Buildings</b>	
- Buildings	0 to 100 years
remaining useful life as per independent valuation 30/06/13.	
<b>Stormwater Drainage</b>	
- Drains	20 to 100 years
- Culverts	20 to 100 years
<b>Transportation Assets</b>	
- Sealed Roads : Surface	25 to 100 years
- Sealed Roads : Structure	25 to 100 years
- Kerb, Gutter & Paths	25 to 80 years

All asset residual values and useful lives are reviewed and adjusted (if appropriate), at each reporting date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount – refer Note 1(s) on Asset Impairment.

#### Disposal and De-recognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in Council's Income Statement in the year the asset is derecognised.

#### (k) Land

Land (other than Land under Roads) is in accordance with Part 2 of Chapter 6 of the Local Government Act (1993) classified as either Operational or Community.

This classification of Land is disclosed in Note 9(a).

#### (l) Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051.

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 – Property, Plant and Equipment.

#### (m) Intangible Assets

##### IT Development and Software

Costs incurred in developing products or systems and costs incurred in acquiring software and licenses that will contribute to future period financial benefits through revenue generation and/or cost reduction are capitalised to software and systems.

Costs capitalised include external direct costs of materials and service, direct payroll and payroll related costs of employees' time spent on the project.

Amortisation is calculated on a straight line bases over periods generally ranging from 3 to 5 years.

IT development costs include only those costs directly attributable to the development phase and are only recognised following completion of technical



## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

feasibility and where Council has an intention and ability to use the asset.

##### **(n) Crown Reserves**

Crown Reserves under Council's care and control are recognised as assets of the Council.

While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown Reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating the reserves are recognised within Council's Income Statement.

Representations are currently being sought across State and Local Government to develop a consistent accounting treatment for Crown Reserves across both tiers of government.

##### **(o) Rural Fire Service assets**

Council does not control or recognise any Rural Fire Service assets in the Financial Statements.

##### **(p) Investment property**

Investment property comprises land &/or buildings that are principally held for long-term rental yields, capital gains or both that is not occupied by Council.

Investment property is carried at fair value, representing valuation based on a discounted cash flow analysis or an open-market value as determined annually by in-house or external valuers.

Annual changes in the fair value of Investment Properties are recorded in the Income Statement as part of "Other Income".

Full revaluations are carried out every three years with an appropriate index utilised each year in between the full revaluations.

The last full revaluation for Council's Investment Properties was dated 30/06/2013.

##### **(q) Provisions for close down, restoration and for environmental clean up costs – including Tips and Quarries**

As Council does not own any Tips, Quarries etc it currently does not have any provisions for Close down, Restoration and Remediation costs

##### **(r) Non-Current Assets (or Disposal Groups) "Held for Sale" & Discontinued Operations**

Non-current assets (or disposal groups) are classified as held for sale and stated at the lower of either **(i)** their carrying amount and **(ii)** fair value less costs to sell, if their carrying amount will be recovered principally through a sale transaction rather than through continuing use.

The exception to this is plant and motor vehicles which are turned over on a regular basis. Plant and motor vehicles are retained in Non Current Assets under the classification of Infrastructure, Property, Plant and Equipment - unless the assets are to be traded in after 30 June and the replacement assets were already purchased and accounted for as at 30 June.

For any assets or disposal groups classified as Non-Current Assets "held for sale", an impairment loss is recognised at any time when the assets carrying value is greater than its fair value less costs to sell.

Non-current assets "held for sale" are not depreciated or amortised while they are classified as "held for sale".

Non-current assets classified as "held for sale" are presented separately from the other assets in the balance sheet.

A Discontinued Operation is a component of Council that has been disposed of or is classified as "held for sale" and that represents a separate major line of business or geographical area of operations, is part of a single co-ordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

The results of discontinued operations are presented separately on the face of the income statement.

##### (s) Impairment of assets

All Council's I,PP&E is subject to an annual assessment of impairment.

Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Where an asset is not held principally for cash generating purposes (for example Infrastructure Assets) and would be replaced if the Council was deprived of it then depreciated replacement cost is used as value in use, otherwise value in use is estimated by using a discounted cash flow model.

Non-financial assets (other than goodwill) that suffered a prior period impairment are reviewed for possible reversal of the impairment at each reporting date.

Goodwill & other Intangible Assets that have an indefinite useful life and are not subject to amortisation are tested annually for impairment.

##### (t) Payables

These amounts represent liabilities and include goods and services provided to the Council prior to the end of financial year which are unpaid.

The amounts for goods and services are unsecured and are usually paid within 30 days of recognition.

##### (u) Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred.

Borrowings are subsequently measured at amortised cost.

Amortisation results in any difference between the proceeds (net of transaction costs) and the redemption amount being recognised in the Income Statement over the period of the borrowings using the effective interest method.

Borrowings are removed from the balance sheet when the obligation specified in the contract is discharged, cancelled or expired.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

##### (v) Borrowing costs

Borrowing costs are expensed.

##### (w) Provisions

Provisions for legal claims, service warranties and other like liabilities are recognised when:

- Council has a present legal or constructive obligation as a result of past events;
- it is more likely than not that an outflow of resources will be required to settle the obligation; and
- the amount has been reliably estimated.

Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole.

A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability.

The increase in the provision due to the passage of time is recognised as interest expense.

#### **(x) Employee benefits**

##### **(i) Short Term Obligations**

Short term employee benefit obligations include liabilities for wages and salaries (including non-monetary benefits), annual leave and vesting sick leave expected to be wholly settled within the 12 months after the reporting period.

Leave liabilities are recognised in the provision for employee benefits in respect of employees' services up to the reporting date with other short term employee benefit obligations disclosed under payables.

These provisions are measured at the amounts expected to be paid when the liabilities are settled.

All other short-term employee benefit obligations are presented as payables.

Liabilities for non vesting sick leave are recognised at the time when the leave is taken and measured at the rates paid or payable, and accordingly no Liability has been recognised in these reports.

Wages & salaries, annual leave and vesting sick leave are all classified as Current Liabilities.

##### **(ii) Other Long Term Obligations**

The liability for all long service and annual leave in respect of services provided by employees up to the reporting date (which is not expected to be wholly settled within the 12 months after the reporting period) are recognised in the provision for employee benefits.

These liabilities are measured at the present value of the expected future payments to be made using the projected unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

Expected future payments are then discounted using market yields at the reporting date based on national government bonds with terms to maturity and currency that match as closely as possible the estimated future cash outflows.

Due to the nature of when and how Long Service Leave can be taken, all Long Service Leave for employees with 4 or more years of service has been classified as Current, as it has been deemed that Council does not have the unconditional right to defer settlement beyond 12 months – even though it is not anticipated that all employees with more than 4 years service (as at reporting date) will apply for and take their leave entitlements in the next 12 months.

##### **(iii) Retirement benefit obligations**

All employees of the Council are entitled to benefits on retirement, disability or death.

Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

#### **Defined Benefit Plans**

A liability or asset in respect of defined benefit superannuation plans would ordinarily be recognised in the balance sheet, and measured as the present value of the defined benefit obligation at the reporting date plus unrecognised actuarial gains (less unrecognised actuarial losses) less the fair value of the superannuation fund's assets at that date and any unrecognised past service cost.

The present value of the defined benefit obligation is based on expected future payments which arise from membership of the fund to the reporting date, calculated annually by independent actuaries using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

However, when this information is not reliably available, Council can account for its obligations to defined benefit plans on the same basis as its

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

obligations to defined contribution plans – i.e. as an expense when they become payable.

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named the “Local Government Superannuation Scheme – Pool B”

This Scheme has been deemed to be a “multi employer fund” for the purposes of AASB 119.

Sufficient information is not available to account for the Scheme as a defined benefit plan (in accordance with AASB 119) because the assets to the scheme are pooled together for all Councils.

The last valuation of the Scheme was performed by Richard Boyfield and covers the period ended 30/06/2014.

However the position is monitored annually and the Actuary has estimated that as at 30 June 2014 the prior period deficit still exists.

Effective from 1 July 2009, employers are required to contribute additional contributions to assist in extinguishing this deficit.

The amount of employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense and disclosed as part of Superannuation Expenses at Note 4(a) for the year ending 30 June 2014 was \$ 868,233.

The amount of additional contributions included in the total employer contribution advised above is \$416,334.

The share of this deficit that can be broadly attributed to Council is estimated to be in the order of \$1,665,336 as at 30 June 2014.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils.

For this reason, no liability for the deficiency has been recognised in these financial statements.

Council has, however, disclosed a contingent liability in Note 18 to reflect the possible obligation that may

arise should the Scheme require immediate payment to correct the deficiency.

#### Defined Contribution Plans

Contributions to Defined Contribution Plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

#### (iv) Employee Benefit On-Costs

Council has recognised at year end the aggregate on-cost liabilities arising from employee benefits, and in particular those on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include Superannuation and Workers Compensation expenses which will be payable upon the future payment of certain Leave Liabilities accrued as at 30/06/14.

#### (y) Allocation between current and non-current assets & liabilities

In the determination of whether an asset or liability is classified as current or non-current, consideration is given to the time when each asset or liability is expected to be settled.

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle.

#### Exceptions

In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months (such as vested long service leave), the liability is classified as current even if not expected to be settled within the next 12 months.

In the case of inventories that are “held for trading”, these are also classified as current even if not expected to be realised in the next 12 months.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

##### (z) Taxes

The Council is exempt from both Commonwealth Income Tax and Capital Gains Tax.

Council does however have to comply with both Fringe Benefits Tax and Goods and Services Tax (GST).

##### Goods & Services Tax (GST)

Income, expenses and assets are all recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO).

In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the revenue / expense.

Receivables and payables within the Balance Sheet are stated inclusive of any applicable GST.

The net amount of GST recoverable from or payable to the ATO is included as a current asset or current liability in the Balance Sheet.

Operating cash flows within the Cash Flow Statement are on a gross basis, ie. they are inclusive of GST where applicable.

Investing and Financing cash flows are treated on a net basis (where recoverable from the ATO), ie. they are exclusive of GST. Instead, the GST component of investing and financing activity cash flows which are recoverable from or payable to the ATO are classified as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from (or payable to) the ATO.

##### (aa) New accounting standards and interpretations

Certain new (or amended) accounting standards and interpretations have been published that are not mandatory for reporting periods ending 30 June 2014.

**Council has not adopted any of these standards early.**

Council's assessment of the impact of these new standards and interpretations is set out below.

##### Applicable to Local Government with implications:

***AASB 9 Financial Instruments, associated standards, AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 and AASB 2012-6 Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and transitional disclosures and AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments (effective from 1 January 2017)***

AASB 9 Financial Instruments addresses the classification, measurement and de-recognition of financial assets and financial liabilities.

The standard is not applicable until 1 January 2015 but is available for early adoption.

When adopted, the standard will affect in particular Council's accounting for its available-for-sale financial assets, since AASB 9 only permits the recognition of fair value gains and losses in other comprehensive income if they relate to equity investments that are not held for trading.

Fair value gains and losses on available-for-sale debt investments, for example, will therefore have to be recognised directly in profit or loss although there is currently a proposal by the IASB to introduce a Fair value through Other Comprehensive Income category for debt instruments.

There will be no impact on Council's accounting for financial liabilities, as the new requirements only affect the accounting for financial liabilities that are designated at fair value through profit or loss and Council does not have any such liabilities.

The de-recognition rules have been transferred from AASB 139 Financial Instruments: Recognition and Measurement and have not been changed.

The Council has not yet fully assessed the impact on the reporting financial position and performance on adoption of AASB 9.



## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

##### **Applicable to Local Government but no implications for Council;**

##### ***AASB 2013-3 Amendments to AASB 136 Recoverable Amount Disclosures for Non-Financial Assets (effective for 30 June 2015 Financial Statements)***

There are no changes to reported financial position or performance from AASB 2013 – 3, however additional disclosures may be required.

##### **Applicable to Local Government but not relevant to Council at this stage;**

##### ***AASB 10 Consolidated Financial Statements, AASB 11 Joint Arrangements, AASB 12 Disclosure of Interests in Other Entities, revised AASB 127 Separate Financial Statements and AASB 128 Investments in Associates and Joint Ventures and AASB 2011-7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards (effective for 30 June 2015 Financial Statements for not-for-profit entities)***

This suite of five new and amended standards address the accounting for joint arrangements, consolidated financial statements and associated disclosures.

AASB 10 replaces all of the guidance on control and consolidation in AASB 127 Consolidated and Separate Financial Statements, and Interpretation 12 Consolidation – Special Purpose Entities.

The core principle that a consolidated entity presents a parent and its subsidiaries as if they are a single economic entity remains unchanged, as do the mechanics of consolidation. However, the standard introduces a single definition of control that applies to all entities.

It focuses on the need to have both power and rights or exposure to variable returns.

Power is the current ability to direct the activities that significantly influence returns. Returns must vary and can be positive, negative or both.

Control exists when the investor can use its power to affect the amount of its returns.

There is also new guidance on participating and protective rights and on agent/principal relationships. Council does not expect the new standard to have a significant impact on its composition.

AASB 11 introduces a principles based approach to accounting for joint arrangements.

The focus is no longer on the legal structure of joint arrangements, but rather on how rights and obligations are shared by the parties to the joint arrangement.

Based on the assessment of rights and obligations, a joint arrangement will be classified as either a joint operation or a joint venture.

Joint ventures are accounted for using the equity method, and the choice to proportionately consolidate will no longer be permitted.

Parties to a joint operation will account their share of revenues, expenses, assets and liabilities in much the same way as under the previous standard.

AASB 11 also provides guidance for parties that participate in joint arrangements but do not share joint control.

Council's investment in the joint venture partnership will be classified as a joint venture under the new rules.

As Council already applies the equity method in accounting for this investment, AASB 11 will not have any impact on the amounts recognised in its financial statements.

AASB 12 sets out the required disclosures for entities reporting under the two new standards, AASB 10 and AASB 11, and replaces the disclosure requirements currently found in AASB 127 and AASB 128.

Application of this standard by Council will not affect any of the amounts recognised in the financial statements, but will impact the type of information disclosed in relation to Council's investments.

Amendments to AASB 128 provide clarification that an entity continues to apply the equity method and does not remeasure its retained interest as part of ownership changes where a joint venture becomes an associate, and vice versa.

## Hurstville City Council

### Notes to the Financial Statements for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

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The amendments also introduce a “partial disposal” concept.

Council is still assessing the impact of these amendments.

Council does not expect to adopt the new standards before their operative date.

They would therefore be first applied in the financial statements for the annual reporting period ending 30 June 2015.

#### **Not applicable to Local Government per se;**

None

There are no other standards that are “not yet effective” and expected to have a material impact on Council in the current or future reporting periods and on foreseeable future transactions.

#### **(ab) Rounding of amounts**

Unless otherwise indicated, amounts in the financial statements have been rounded off to the nearest thousand dollars.

#### **(ac) Comparative Figures**

To ensure comparability with the current reporting period’s figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

#### **(ad) Disclaimer**

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

# Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

### Note 2(a). Council Functions / Activities - Financial Information

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 2(b).												
	Income from Continuing Operations			Expenses from Continuing Operations			Operating Result from Continuing Operations			Grants included in Income from Continuing Operations		Total Assets held (Current & Non-current)	
	Original Budget 2014	Actual 2014	Actual 2013	Original Budget 2014	Actual 2014	Actual 2013	Original Budget 2014	Actual 2014	Actual 2013	Actual 2014	Actual 2013	Actual 2014	Actual 2013
Governance	-	-	7	2,136	1,483	2,610	(2,136)	(1,483)	(2,603)	0	-	350	315
Social and Cultural Development	7,289	8,018	7,713	21,285	20,695	19,498	(13,996)	(12,677)	(11,785)	2,554	2,426	123,171	120,141
Environmental Sustainability	11,702	12,198	12,723	13,276	12,314	12,191	(1,573)	(116)	532	783	1,958	75,096	75,690
Economic Prosperity	12,712	12,882	17,991	19,452	19,106	20,920	(6,740)	(6,224)	(2,929)	279	915	470,732	471,679
Civic Leadership	777	2,314	2,859	12,826	12,657	10,876	(12,049)	(10,343)	(8,017)	-	-	40,500	36,098
<b>Total Functions &amp; Activities</b>	<b>32,480</b>	<b>35,411</b>	<b>41,293</b>	<b>68,974</b>	<b>66,255</b>	<b>66,095</b>	<b>(36,494)</b>	<b>(30,844)</b>	<b>(24,802)</b>	<b>3,616</b>	<b>5,299</b>	<b>709,849</b>	<b>703,923</b>
Share of gains/(losses) in Associates & Joint Ventures (using the Equity Method)	-	-	-	-	-	-	-	-	-	-	-	-	-
General Purpose Income <sup>1</sup>	36,502	36,156	35,748	-	-	-	36,502	36,156	35,748	1,717	2,720	-	-
<b>Operating Result from Continuing Operations</b>	<b>68,982</b>	<b>71,567</b>	<b>77,041</b>	<b>68,974</b>	<b>66,255</b>	<b>66,095</b>	<b>8</b>	<b>5,312</b>	<b>10,946</b>	<b>5,333</b>	<b>8,019</b>	<b>709,849</b>	<b>703,923</b>

1. Includes: Rates & Annual Charges (incl. Ex-Gratia), Untied General Purpose Grants & Unrestricted Interest & Investment Income.



## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 2(b). Council Functions / Activities - Component Descriptions

Details relating to the Council's functions / activities as reported in Note 2(a) are as follows:

##### **GOVERNANCE**

Costs relating to the Council's role as a component of democratic government, including elections, members' fees and expenses, subscriptions to local authority associations, meetings of council and policy making committees, area representation and public disclosure and compliance.

##### **SOCIAL AND CULTURAL DEVELOPMENT PILLAR**

*Goal: Creating a diverse, harmonious and inclusive City that provides a range of social, cultural, educational and leisure opportunities*

Golf Course, Tennis Courts, Aquatic Leisure Centre, Library, Museum and Gallery, Cleaning Community Centres, Festivals, Entertainment Centre, Children Services, Community Services, Community Centres, Senior Citizens, Community Grants, Parks, Gardens and Reserves, Graffiti, Street Lighting, Maintenance of Council's Buildings.

##### **ENVIRONMENTAL SUSTAINABILITY PILLAR**

*Goal: Protecting and improving the City's natural and built environments and cultural assets for the health, well-being and benefit of current and future residents.*

Environmental Sustainability, Animal Management, Environmental Health Services, Enforcement of Local Government Regulations, Waste Management, Tree Maintenance, Cleaning of Drains and Gross Pollutant Traps (GPT's), State Emergency Service, Bushland Management.

##### **ECONOMIC PROSPERITY PILLAR**

*Goal: Increasing Hurstville's level of income and capital, and distributing this wealth to the community in the form of local facilities, services and jobs.*

Fire Management Contribution, Section 94 Developer Contributions, CBD Masterplan, Commercial Properties, Development Assessment, Strategic Planning, Building Control, Town Improvement programs, Street Cleansing, Engineering Depot, Roads Maintenance and Renewal, Mobile Plant, Revenue Works, Drainage Construction, Car Parking Maintenance and Control, Footpath Maintenance.

##### **CIVIC LEADERSHIP PILLAR**

*Goal: A highly effective, efficient and accountable organisation which engages with the community to provide responsive and relevant services.*

Customer Service, Financial Services, Corporate Services, Management Information Services, Records, Public Relations, Management, Corporate Planning, Risk Management, Supply, Executive Support, Engineering Administration, Vehicle Maintenance, Human Resources, Internal Audit and Ombudsman Program.

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 3. Income from Continuing Operations

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Rates &amp; Annual Charges</b>			
<b>Ordinary Rates</b>			
Residential		26,615	25,615
Business		5,953	5,774
<b>Total Ordinary Rates</b>		<b>32,568</b>	<b>31,389</b>
<b>Special Rates</b>			
Town Improvement		537	518
<b>Total Special Rates</b>		<b>537</b>	<b>518</b>
<b>Annual Charges</b> (pursuant to s.496, s.496A, s.496B, s.501 & s.611)			
Domestic Waste Management Services		10,026	9,218
Waste Management Services (non-domestic)		880	798
Section 611 Charges		39	36
<b>Total Annual Charges</b>		<b>10,945</b>	<b>10,052</b>
<b>TOTAL RATES &amp; ANNUAL CHARGES</b>		<b>44,050</b>	<b>41,959</b>
Council has used 2011 year valuations provided by the NSW Valuer General in calculating its rates.			
<b>(b) User Charges &amp; Fees</b>			
<b>Specific User Charges</b> (per s.502 - Specific "actual use" charges)			
Waste Management Services (non-domestic)		71	41
<b>Total User Charges</b>		<b>71</b>	<b>41</b>
<b>Other User Charges &amp; Fees</b>			
Planning & Building Regulation		2,432	1,836
Section 603 Certificates		126	102
<b>Total Fees &amp; Charges - Statutory/Regulatory</b>		<b>2,558</b>	<b>1,938</b>
<b>(ii) Fees &amp; Charges - Other (incl. General User Charges</b> (per s.608)			
Child Care		1,927	1,801
Community Services		11	12
Golf Course		310	756
Leaseback Fees - Council Vehicles		238	225
Leisure Centre		1,690	1,415
Library		84	81
Parks Income		151	130
Public Halls		671	543
Restoration Charges		409	1,031
Tennis Courts		70	67
Other		93	85
<b>Total Fees &amp; Charges - Other</b>		<b>5,655</b>	<b>6,146</b>
<b>TOTAL USER CHARGES &amp; FEES</b>		<b>8,283</b>	<b>8,125</b>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 3. Income from Continuing Operations (continued)

\$ '000	Notes	Actual 2014	Actual 2013
<b>(c) Interest &amp; Investment Revenue (incl. losses)</b>			
<b>Interest &amp; Dividends</b>			
- Interest on Overdue Rates & Annual Charges (incl. Special Purpose Rates)		112	65
- Interest earned on Investments (interest & coupon payment income)		2,454	1,964
<b>Fair Value Adjustments</b>			
- Fair Valuation movements in Investments (at FV or Held for Trading)		381	571
<b>TOTAL INTEREST &amp; INVESTMENT REVENUE</b>		<u>2,947</u>	<u>2,600</u>
<b>Interest Revenue is attributable to:</b>			
<b>Unrestricted Investments/Financial Assets:</b>			
Overdue Rates & Annual Charges (General Fund)		112	65
General Council Cash & Investments		1,759	1,574
<b>Restricted Investments/Funds - External:</b>			
<b>Development Contributions</b>			
- Section 94		700	617
Domestic Waste Management operations		54	32
Town Improvement Levy		127	180
Other Externally Restricted Assets - LIRS - Jubilee Park Project		195	131
Other Externally Restricted Assets - Grant		-	1
<b>Total Interest &amp; Investment Revenue Recognised</b>		<u>2,947</u>	<u>2,600</u>
<b>(d) Other Revenues</b>			
Rental Income - Investment Properties	14	1,591	1,757
Rental Income - Other Council Properties		982	876
Fines		2,389	2,271
Legal Fees Recovery - Rates & Charges (Extra Charges)		63	53
Commissions & Agency Fees		6	12
Insurance Claim Recoveries		89	211
Workers Compensation Rebate		77	48
Other - Compensation on easement on land		-	825
Other		300	292
<b>TOTAL OTHER REVENUE</b>		<u>5,496</u>	<u>6,345</u>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 3. Income from Continuing Operations (continued)

\$ '000	2014 Operating	2013 Operating	2014 Capital	2013 Capital
<b>(e) Grants</b>				
<b>General Purpose (Untied)</b>				
Financial Assistance	1,195	2,185	-	-
Pensioners' Rates Subsidies - General Component	522	535	-	-
<b>Total General Purpose</b>	<b>1,717</b>	<b>2,720</b>	<b>-</b>	<b>-</b>
<sup>1</sup> The Financial Assistance Grant for 13/14 reflects a one off reduction due to the fact that this grant is no longer being paid in advance by up to 50% as has occurred in previous years - it does not represent a loss of income but is instead a timing difference.				
<b>Specific Purpose</b>				
Pensioners' Rates Subsidies:				
- Domestic Waste Management	165	169	-	-
Child Care	1,747	1,673	-	-
Community Services	88	206	-	-
Environmental Protection	-	-	87	-
Library	192	151	17	54
Parks	-	-	82	129
Peakhurst Stormwater Harvesting	-	-	20	1,052
Street Lighting	183	183	-	-
Transport (Roads to Recovery)	205	263	-	-
Transport (Other Roads & Bridges Funding)	-	2	25	285
Transport (RMS - Mulga Rd Underpass)	-	-	22	190
Waste Management	506	514	-	-
Local Infrastructure Renewal Scheme (LIRS)	186	59	-	-
Building Projects	-	-	39	-
Other	53	259	-	110
<b>Total Specific Purpose</b>	<b>3,325</b>	<b>3,479</b>	<b>292</b>	<b>1,820</b>
<b>Total Grants</b>	<b>5,042</b>	<b>6,199</b>	<b>292</b>	<b>1,820</b>
<b>Grant Revenue is attributable to:</b>				
- Commonwealth Funding	1,612	1,879	57	1,052
- State Funding	3,430	4,320	235	768
	<b>5,042</b>	<b>6,199</b>	<b>292</b>	<b>1,820</b>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 3. Income from Continuing Operations (continued)

\$ '000	2014 Operating	2013 Operating	2014 Capital	2013 Capital
<b>(f) Contributions</b>				
<b>Developer Contributions:</b>				
<b>(s93 &amp; s94 - EP&amp;A Act, s64 of the LGA):</b>				
S 94 - Contributions towards amenities/services	4	132	3,282	6,985
<b>Total Developer Contributions</b>	<b>4</b>	<b>132</b>	<b>3,282</b>	<b>6,985</b>
<b>Other Contributions:</b>				
Childcare	-	12	-	-
Developer Constructed Assets	-	-	301	612
Kerb & Gutter	-	-	86	-
Parks - Contribution by Sporting Club	-	-	13	-
Paving	-	-	110	152
Recreation & Culture	19	-	-	-
RMS Contributions (Regional Roads, Block Grant)	254	350	146	34
Waste Management Projects	38	117	-	-
Other	29	8	-	67
<b>Total Other Contributions</b>	<b>340</b>	<b>487</b>	<b>656</b>	<b>865</b>
<b>Total Contributions</b>	<b>344</b>	<b>619</b>	<b>3,938</b>	<b>7,850</b>
<b>TOTAL GRANTS &amp; CONTRIBUTIONS</b>	<b>5,386</b>	<b>6,818</b>	<b>4,230</b>	<b>9,670</b>

\$ '000	Actual 2014	Actual 2013
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## (g) Restrictions relating to Grants and Contributions

**Certain grants & contributions are obtained by Council on condition that they be spent in a specified manner:**

Unexpended at the Close of the Previous Reporting Period	14,424	6,725
<b>add:</b> Grants & contributions recognised in the current period but not yet spent:	4,672	8,700
<b>less:</b> Grants & contributions recognised in a previous reporting period now spent:	(3,262)	(1,001)
<b>Net Increase (Decrease) in Restricted Assets during the Period</b>	<b>1,410</b>	<b>7,699</b>
<b>Unexpended and held as Restricted Assets</b>	<b>15,834</b>	<b>14,424</b>
<b>Comprising:</b>		
- Specific Purpose Unexpended Grants	794	1,504
- Developer Contributions	15,040	12,920
	<b>15,834</b>	<b>14,424</b>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 4. Expenses from Continuing Operations

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Employee Benefits &amp; On-Costs</b>			
Salaries and Wages		21,142	19,634
Travelling		63	55
Employee Leave Entitlements (ELE)		2,541	2,427
Superannuation - Defined Contribution Plans		1,788	1,588
Superannuation - Defined Benefit Plans		868	850
Workers' Compensation Insurance		640	840
Fringe Benefit Tax (FBT)		145	(484)
Training Costs (other than Salaries & Wages)		198	247
<b><u>TOTAL EMPLOYEE COSTS EXPENSED</u></b>		<b><u>27,385</u></b>	<b><u>25,157</u></b>
Number of "Equivalent Full Time" Employees at year end		317	314
Number of "Equivalent Full Time" Employees at year end (incl. vacancies)		323	323
<b>(b) Borrowing Costs</b>			
<b>(i) Interest Bearing Liability Costs</b>			
Interest on Loans		375	364
<b><u>Total Interest Bearing Liability Costs Expensed</u></b>		<b><u>375</u></b>	<b><u>364</u></b>
<b>(ii) Other Borrowing Costs</b>			
Nil			
<b><u>TOTAL BORROWING COSTS EXPENSED</u></b>		<b><u>375</u></b>	<b><u>364</u></b>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 4. Expenses from Continuing Operations (continued)

\$ '000	Notes	Actual 2014	Actual 2013
<b>(c) Materials &amp; Contracts</b>			
Raw Materials & Consumables		736	756
Contractor & Consultancy Costs			
- Waste Services		9,454	9,206
- Contractors (various services)		2,472	3,055
- Consultancy Costs		763	914
Auditors Remuneration <sup>(1)</sup>		53	50
Legal Expenses:			
- Legal Expenses: Planning & Development		556	517
- Legal Expenses: Other		1	257
Operating Leases:			
- Operating Lease Rentals: Minimum Lease Payments <sup>(2)</sup>		234	314
IT Expenses		844	809
Motor Vehicle Expenses		1,007	946
Other		391	386
<b><u>TOTAL MATERIALS &amp; CONTRACTS</u></b>		<b><u>16,511</u></b>	<b><u>17,210</u></b>
<b>1. Auditor Remuneration</b>			
During the year, the following fees were incurred for services provided by the Council's Auditor (& the Auditors of other Consolidated Entities):			
<b>(i) Audit and Other Assurance Services</b>			
- Audit & review of financial statements: Council's Auditor		53	50
<b>Remuneration for audit and other assurance services</b>		<b><u>53</u></b>	<b><u>50</u></b>
<b>Total Auditor Remuneration</b>		<b><u>53</u></b>	<b><u>50</u></b>
<b>2. Operating Lease Payments are attributable to:</b>			
Computers		152	175
Other		82	139
		<b><u>234</u></b>	<b><u>314</u></b>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 4. Expenses from Continuing Operations (continued)

\$ '000	Notes	Impairment Costs		Depreciation/Amortisation	
		Actual 2014	Actual 2013	Actual 2014	Actual 2013
Plant and Equipment		-	-	1,316	1,355
Office Equipment		-	-	120	113
Furniture & Fittings		-	-	101	113
Land Improvements (depreciable)		-	-	-	
Buildings - Non Specialised		-	-	952	813
Buildings - Specialised		-	-	1,025	725
Other Structures		-	-	93	95
Infrastructure:					
- Roads		-	-	4,092	4,005
- Footpaths		-	-	485	693
- Stormwater Drainage		-	-	794	817
- Other Open Space/Recreational Assets		-	-	1,018	1,041
Other Assets					
- Library Books		-	-	287	360
Intangible Assets	25	-	-	277	235
<b>TOTAL DEPRECIATION &amp; IMPAIRMENT COSTS EXPENSED</b>		<b>-</b>	<b>-</b>	<b>10,560</b>	<b>10,365</b>



## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 4. Expenses from Continuing Operations (continued)

\$ '000	Notes	Actual 2014	Actual 2013
<b>(e) Other Expenses</b>			
Other Expenses for the year include the following:			
Advertising		286	306
Bad & Doubtful Debts		35	-
Bank Charges		21	16
Catering Food & Beverage		245	263
Child Care - Family Day Care Educator payments		705	621
Commission Charges		409	411
Contributions/Levies to Other Levels of Government			
- Department of Planning Levy		149	142
- Emergency Services Levy (includes FRNSW, SES, and RFS Levies)		1,100	1,067
- Other Contributions/Levies		2	1
Councillor Expenses - Mayoral Fee		59	58
Councillor Expenses - Councillors' Fees		266	265
Councillors' Expenses (incl. Mayor) - Other (excluding fees above)		86	88
Donations, Contributions & Assistance to other organisations (Section 356)		322	306
Election Expenses		87	394
Electricity & Heating		1,060	1,108
Exhibitions, Festivals & Events		499	457
Insurance		863	912
Memberships & Subscriptions		206	249
Postage		106	110
Printing & Stationery		224	224
Property Expenses - Utilities		596	641
Property Expenses - Other		2,128	2,019
Revaluation Decrements (Fair Valuation of Investment Properties)	14	-	1,473
Street Lighting		1,474	1,467
Telephone & Communications		225	237
Valuation Fees		174	147
Other		97	17
<b><u>TOTAL OTHER EXPENSES</u></b>		<b><u>11,424</u></b>	<b><u>12,999</u></b>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 5. Gains or Losses from the Disposal of Assets

\$ '000	Notes	Actual 2014	Actual 2013
<b>Plant &amp; Equipment</b>			
Proceeds from Disposal - Plant & Equipment		731	957
less: Carrying Amount of P&E Assets Sold / Written Off		(673)	(669)
<b>Net Gain/(Loss) on Disposal</b>		<b>58</b>	<b>288</b>
<b>Infrastructure</b>			
Proceeds from Disposal - Infrastructure		-	-
less: Carrying Amount of Infrastructure Assets Sold / Written Off		(226)	(284)
<b>Net Gain/(Loss) on Disposal</b>		<b>(226)</b>	<b>(284)</b>
<b>Financial Assets*</b>			
Proceeds from Disposal / Redemptions / Maturities - Financial Assets		23,192	25,432
less: Carrying Amount of Financial Assets Sold / Redeemed / Matured		(21,762)	(23,912)
<b>Net Gain/(Loss) on Disposal</b>		<b>1,430</b>	<b>1,520</b>
<b>Office Equipment</b>			
Proceeds from Disposal - Office Equipment		1	-
less: Carrying Amount of Office Equipment Assets Sold / Written Off		-	-
<b>Net Gain/(Loss) on Disposal</b>		<b>1</b>	<b>-</b>
<b>Other Structures</b>			
Proceeds from Disposal - Other Structures		-	-
less: Carrying Amount of Other Structures Assets Sold / Written Off		(77)	-
<b>Net Gain/(Loss) on Disposal</b>		<b>(77)</b>	<b>-</b>
<b>Library Collection</b>			
Proceeds from Disposal - Library Collection		-	-
less: Carrying Amount of Library Collection Assets Sold / Written Off		(12)	-
<b>Net Gain/(Loss) on Disposal</b>		<b>(12)</b>	<b>-</b>
<b>NET GAIN/(LOSS) ON DISPOSAL OF ASSETS</b>		<b>1,174</b>	<b>1,524</b>
<b>* Financial Assets disposals / redemptions include:</b>			
- Net Gain/(Loss) from Financial Instruments "At Fair Value through profit & loss"		1,430	1,520
<b>Net Gain/(Loss) on Disposal of Financial Instruments</b>		<b>1,430</b>	<b>1,520</b>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 6a. - Cash Assets and Note 6b. - Investments

\$ '000	Notes	2014	2014	2013	2013
		Actual Current	Actual Non Current	Actual Current	Actual Non Current
<b>Cash &amp; Cash Equivalents (Note 6a)</b>					
Cash on Hand and at Bank		1,541	-	3,561	-
Cash-Equivalent Assets <sup>1</sup>					
- Deposits at Call		2,500	-	100	-
<b>Total Cash &amp; Cash Equivalents</b>		<b>4,041</b>	<b>-</b>	<b>3,661</b>	<b>-</b>
<b>Investments (Note 6b)</b>					
- Long Term Deposits		3,000	30,000	14,900	22,000
- NCD's, FRN's (with Maturities > 3 months)		14,883	-	-	3,057
- CDO's		-	-	855	-
<b>Total Investments</b>		<b>17,883</b>	<b>30,000</b>	<b>15,755</b>	<b>25,057</b>
<b>TOTAL CASH ASSETS, CASH EQUIVALENTS &amp; INVESTMENTS</b>		<b>21,924</b>	<b>30,000</b>	<b>19,416</b>	<b>25,057</b>

<sup>1</sup> Those Investments where time to maturity (from date of purchase) is < 3 mths.

**Cash, Cash Equivalents & Investments were classified at year end in accordance with AASB 139 as follows:**

**Cash & Cash Equivalents**

a. "At Fair Value through the Profit & Loss"		<b>4,041</b>	<b>-</b>	<b>3,661</b>	<b>-</b>
--	--	--------------	----------	--------------	----------

**Investments**

a. "At Fair Value through the Profit & Loss"					
- "Held for Trading"	6(b-i)	14,883	-	855	3,057
b. "Held to Maturity"	6(b-ii)	3,000	30,000	14,900	22,000
<b>Investments</b>		<b>17,883</b>	<b>30,000</b>	<b>15,755</b>	<b>25,057</b>

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of investments held.

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 6b. Investments (continued)

\$ '000	2014	2014	2013	2013
	Actual Current	Actual Non Current	Actual Current	Actual Non Current
<b>Note 6(b-i)</b>				
<b>Reconciliation of Investments classified as "At Fair Value through the Profit &amp; Loss"</b>				
Balance at the Beginning of the Year	855	3,057	3,223	-
Revaluations (through the Income Statement)	381	-	544	27
Additions	12,452	-	-	3,030
Disposals (sales & redemptions)	(855)	(1,007)	(2,912)	-
Transfers between Current/Non Current	2,050	(2,050)	-	-
<b>Balance at End of Year</b>	<b>14,883</b>	<b>-</b>	<b>855</b>	<b>3,057</b>
<b>Comprising:</b>				
- NCD's, FRN's (with Maturities > 3 months)	14,883	-	-	3,057
- CDO's	-	-	855	-
<b>Total</b>	<b>14,883</b>	<b>-</b>	<b>855</b>	<b>3,057</b>
<b>Note 6(b-ii)</b>				
<b>Reconciliation of Investments classified as "Held to Maturity"</b>				
Balance at the Beginning of the Year	14,900	22,000	12,500	7,000
Additions	5,000	11,000	21,400	17,000
Disposals (sales & redemptions)	(19,900)	-	(21,000)	-
Transfers between Current/Non Current	3,000	(3,000)	2,000	(2,000)
<b>Balance at End of Year</b>	<b>3,000</b>	<b>30,000</b>	<b>14,900</b>	<b>22,000</b>
<b>Comprising:</b>				
- Long Term Deposits	3,000	30,000	14,900	22,000
<b>Total</b>	<b>3,000</b>	<b>30,000</b>	<b>14,900</b>	<b>22,000</b>
<b>Note 6(b-iii)</b>				
<b>Reconciliation of Investments classified as "Loans &amp; Receivables"</b>				
Nil				
<b>Note 6(b-iv)</b>				
<b>Reconciliation of Investments classified as "Available for Sale"</b>				
Nil				

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 6c. Restricted Cash, Cash Equivalents &amp; Investments - Details

\$ '000	2014	2014	2013	2013
	Actual Current	Actual Non Current	Actual Current	Actual Non Current
<b>Total Cash, Cash Equivalents and Investments</b>	<b>21,924</b>	<b>30,000</b>	<b>19,416</b>	<b>25,057</b>
<b>attributable to:</b>				
External Restrictions (refer below)	5,636	19,700	5,400	17,316
Internal Restrictions (refer below)	6,941	10,300	8,575	7,741
Unrestricted	9,347	-	5,441	-
	<b>21,924</b>	<b>30,000</b>	<b>19,416</b>	<b>25,057</b>

2014 \$ '000	Opening Balance	Transfers to Restrictions	Transfers from Restrictions	Closing Balance
-----------------	--------------------	------------------------------	--------------------------------	--------------------

## Details of Restrictions

**External Restrictions - Included in Liabilities**

Specific Purpose Unexpended Loans-General (A)	4,768	-	(213)	4,555
<b>External Restrictions - Included in Liabilities</b>	<b>4,768</b>	<b>-</b>	<b>(213)</b>	<b>4,555</b>

**External Restrictions - Other**

Developer Contributions - General (D)	12,920	3,976	(1,856)	15,040
Specific Purpose Unexpended Grants (F)	1,504	686	(1,396)	794
Domestic Waste Management (G)	489	1,095	(50)	1,534
Town Improvement Levy (G)	2,732	402	(269)	2,865
Special Rate Levy (G)	303	548	(303)	548
<b>External Restrictions - Other</b>	<b>17,948</b>	<b>6,707</b>	<b>(3,874)</b>	<b>20,781</b>
<b>Total External Restrictions</b>	<b>22,716</b>	<b>6,707</b>	<b>(4,087)</b>	<b>25,336</b>

**A** Loan moneys which must be applied for the purposes for which the loans were raised.

**D** Development contributions which are not yet expended for the provision of services and amenities in accordance with contributions plans (refer Note 17).

**F** Grants which are not yet expended for the purposes for which the grants were obtained. (refer Note 1)

**G** Water, Sewerage, Domestic Waste Management (DWM) & other Special Rates/Levies/Charges are externally restricted assets and must be applied for the purposes for which they were raised.

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 6c. Restricted Cash, Cash Equivalents &amp; Investments - Details (continued)

2014 \$ '000	Opening Balance	Transfers to Restrictions	Transfers from Restrictions	Closing Balance
<b>Internal Restrictions</b>				
Plant & Vehicle Replacement	915	823	(829)	909
Employees Leave Entitlement	1,934	375	-	2,309
Deposits, Retentions & Bonds	673	1,400	-	2,073
Property Asset	3,421	-	(486)	2,935
Building Replacement	655	100	-	755
CBD Masterplan	6,164	119	(6)	6,277
Childcare Equipment	51	15	(39)	27
Election Reserve	85	120	-	205
Golf Course Improvement	150	30	(180)	-
Golf Club Contribution	105	40	(138)	7
Office Technology	299	137	(175)	261
Building Maintenance	995	200	(60)	1,135
Revolving Energy Fund	110	35	(52)	93
Street Decorations	53	8	-	61
Tree Preservation	132	22	-	154
Other - Financial Assistance Grant	574	-	(574)	-
Mayor's Community Fund	-	40	-	40
<b>Total Internal Restrictions</b>	<b>16,316</b>	<b>3,464</b>	<b>(2,539)</b>	<b>17,241</b>
<b>TOTAL RESTRICTIONS</b>	<b>39,032</b>	<b>10,171</b>	<b>(6,626)</b>	<b>42,577</b>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 7. Receivables

\$ '000	Notes	2014		2013	
		Current	Non Current	Current	Non Current
<b>Purpose</b>					
Rates & Annual Charges		733	287	1,230	228
Interest & Extra Charges		74	60	82	89
User Charges & Fees		561	124	401	-
Contributions to Works		59	19	743	-
Accrued Revenues					
- Interest on Investments		889	-	823	-
- Other Income Accruals		533	-	583	-
Government Grants & Subsidies		359	17	529	-
Net GST Receivable		422	-	605	-
<b>Total</b>		<b>3,630</b>	<b>507</b>	<b>4,996</b>	<b>317</b>
<b>less: Provision for Impairment</b>					
User Charges & Fees		(10)	(35)	(10)	-
<b>Total Provision for Impairment - Receivables</b>		<b>(10)</b>	<b>(35)</b>	<b>(10)</b>	<b>-</b>
<b><u>TOTAL NET RECEIVABLES</u></b>		<b><u>3,620</u></b>	<b><u>472</u></b>	<b><u>4,986</u></b>	<b><u>317</u></b>
<b>Externally Restricted Receivables</b>					
Domestic Waste Management		192	64	331	58
Town Improvement		11	4	20	1
<b>Total External Restrictions</b>		<b>203</b>	<b>68</b>	<b>351</b>	<b>59</b>
<b>Internally Restricted Receivables</b>					
Nil					
<b>Unrestricted Receivables</b>		<b>3,417</b>	<b>404</b>	<b>4,635</b>	<b>258</b>
<b><u>TOTAL NET RECEIVABLES</u></b>		<b><u>3,620</u></b>	<b><u>472</u></b>	<b><u>4,986</u></b>	<b><u>317</u></b>

**Notes on Debtors above:**

- (i) Rates & Annual Charges Outstanding are secured against the property.
- (ii) Doubtful Rates Debtors are provided for where the value of the property is less than the debt outstanding.  
An allowance for other doubtful debts is made when there is objective evidence that a receivable is impaired.
- (iii) Interest was charged on overdue rates & charges at 9.00% (2013 10.00%).  
Generally all other receivables are non interest bearing.
- (iv) Please refer to Note 15 for issues concerning Credit Risk and Fair Value disclosures.

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 8. Inventories &amp; Other Assets

\$ '000	Notes	2014		2013	
		Current	Non Current	Current	Non Current
<b>Inventories</b>					
Stores & Materials		99	-	69	-
<b>Total Inventories</b>		<b>99</b>	<b>-</b>	<b>69</b>	<b>-</b>
<b>Other Assets</b>					
Prepayments		220	-	593	-
Other - Deposit to Supplier		37	-	44	-
<b>Total Other Assets</b>		<b>257</b>	<b>-</b>	<b>637</b>	<b>-</b>
<b>TOTAL INVENTORIES/ OTHER ASSETS</b>		<b>356</b>	<b>-</b>	<b>706</b>	<b>-</b>

**Externally Restricted Assets**

There are no restrictions applicable to the above assets.

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of other assets held.



Notes to the Financial Statements  
for the financial year ended 30 June 2014

Note 9a. Infrastructure, Property, Plant & Equipment

\$ '000	as at 30/6/2013				Asset Movements during the Reporting Period						as at 30/6/2014			
	At	At	Accumulated	Carrying	Asset Additions	WDV of Asset Disposals	Depreciation Expense	WIP Transfers	Adjustments & Transfers	Boundary Change	At	At	Accumulated	Carrying
	Cost	Fair Value	Dep'n	Value							Cost	Fair Value	Dep'n	Value
Capital Work in Progress	2,439	-	-	2,439	588	-	-	(1,863)	-	-	1,164	-	-	1,164
Plant & Equipment	-	10,754	5,409	5,345	1,670	(654)	(1,316)	-	-	-	-	11,084	6,039	5,045
Office Equipment	-	863	553	310	99	-	(120)	-	-	-	-	962	673	289
Furniture & Fittings	-	1,623	1,027	596	132	-	(101)	-	-	-	-	1,754	1,127	627
<b>Land:</b>														
- Operational Land	-	142,018	-	142,018	-	-	-	-	-	-	-	142,018	-	142,018
- Community Land	-	39,344	-	39,344	1,109	-	-	-	-	(165)	-	40,288	-	40,288
- Council Controlled Land	-	9,096	-	9,096	-	-	-	-	-	-	-	9,096	-	9,096
- Land under Roads (post 30/6/08)	-	16	-	16	-	-	-	-	-	711	-	727	-	727
Land Improvements - non depreciable	-	6,365	-	6,365	1,010	-	-	426	-	-	-	7,801	-	7,801
Buildings - Non Specialised	-	78,478	39,378	39,100	267	(19)	(952)	96	-	-	-	78,620	40,128	38,492
Buildings - Specialised	-	42,930	18,089	24,841	1,130	-	(1,025)	-	-	-	-	44,060	19,114	24,946
Other Structures	-	3,876	164	3,712	45	-	(93)	-	36	-	-	4,066	366	3,700
<b>Infrastructure:</b>														
- Roads	-	359,909	102,275	257,634	1,405	(50)	(4,092)	266	(111,419)	517	-	252,520	108,260	144,260
- Footpaths	-	49,461	12,109	37,352	1,565	(151)	(485)	-	(85)	-	-	48,921	10,725	38,196
- Bulk Earthworks (non-depreciable)	-	112	-	112	20	-	-	-	111,505	-	-	111,637	-	111,637
- Stormwater Drainage	-	98,463	41,748	56,715	340	(25)	(794)	360	(274)	-	-	99,159	42,837	56,322
- Other Open Space/Recreational Assets	-	23,089	7,971	15,118	799	(77)	(1,018)	715	31	-	-	24,359	8,791	15,568
<b>Other Assets:</b>														
- Library Collection	-	3,117	2,457	660	238	(11)	(287)	-	-	-	-	3,168	2,568	600
<b>TOTAL INFRASTRUCTURE, PROPERTY, PLANT &amp; EQUIP.</b>	<b>2,439</b>	<b>869,514</b>	<b>231,180</b>	<b>640,773</b>	<b>10,417</b>	<b>(987)</b>	<b>(10,282)</b>	<b>-</b>	<b>(206)</b>	<b>1,063</b>	<b>1,164</b>	<b>880,240</b>	<b>240,628</b>	<b>640,776</b>

Additions to Buildings & Infrastructure Assets are made up of Asset Renewals (\$4,118,371) and New Assets (\$1,865,440). Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of other Infrastructure, Property, Plant & Equipment.

## Hurstville City Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 9b. Externally Restricted Infrastructure, Property, Plant &amp; Equipment

\$ '000 Class of Asset	Actual 2014				Actual 2013			
	At Cost	At Fair Value	A/Dep & Impairm't	Carrying Value	At Cost	At Fair Value	A/Dep & Impairm't	Carrying Value
<b>Domestic Waste Management</b>								
Plant & Equipment	2,636	-	1,814	822	2,667	-	1,713	954
Other Structures	-	-	-	-	67	-	2	65
<b>Total DWM</b>	<b>2,636</b>	<b>-</b>	<b>1,814</b>	<b>822</b>	<b>2,734</b>	<b>-</b>	<b>1,715</b>	<b>1,019</b>
<b>Other Restricted Assets</b>								
Plant & Equipment	34	-	5	29	29	-	2	27
<b>Total Other Restrictions</b>	<b>34</b>	<b>-</b>	<b>5</b>	<b>29</b>	<b>29</b>	<b>-</b>	<b>2</b>	<b>27</b>
<b>TOTAL RESTRICTED I,PP&amp;E</b>	<b>2,670</b>	<b>-</b>	<b>1,819</b>	<b>851</b>	<b>2,763</b>	<b>-</b>	<b>1,717</b>	<b>1,046</b>

## Note 9c. Infrastructure, Property, Plant &amp; Equipment - Current Year Impairments

Council has recognised no impairment losses during the reporting period nor reversed any prior period losses.

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 10a. Payables, Borrowings &amp; Provisions

\$ '000	Notes	2014		2013	
		Current	Non Current	Current	Non Current
<b>Payables</b>					
Goods & Services - operating expenditure		1,506	-	2,092	-
Goods & Services - capital expenditure		614	-	451	-
Payments Received In Advance		816	-	936	-
Accrued Expenses:					
- Borrowings		-	-	14	-
- Salaries & Wages		580	-	-	-
- Other Expenditure Accruals		709	-	167	-
Security Bonds, Deposits & Retentions		4,145	-	4,180	-
ATO - FBT Payable		36	-	33	-
Other		69	-	52	-
<b>Total Payables</b>		<b>8,475</b>	<b>-</b>	<b>7,925</b>	<b>-</b>
<b>Borrowings</b>					
Loans - Secured <sup>1</sup>		1,000	6,500	1,000	7,625
<b>Total Borrowings</b>		<b>1,000</b>	<b>6,500</b>	<b>1,000</b>	<b>7,625</b>
<b>Provisions</b>					
<b>Employee Benefits;</b>					
Annual Leave		2,110	-	2,020	-
Sick Leave		748	-	811	-
Long Service Leave		5,787	178	5,414	167
Gratuities		273	-	387	-
Other Leave - RDO & TOIL		138	-	102	-
<b>Total Provisions</b>		<b>9,056</b>	<b>178</b>	<b>8,734</b>	<b>167</b>
<b>Total Payables, Borrowings &amp; Provisions</b>		<b>18,531</b>	<b>6,678</b>	<b>17,659</b>	<b>7,792</b>

**Liabilities relating to Restricted Assets**

There are no restricted assets (external or internal) applicable to the above liabilities.

<sup>1</sup>: Loans are secured over the General Rating Income of Council

Disclosures on Liability Interest Rate Risk Exposures, Fair Value Disclosures & Security can be found in Note 15.

## Hurstville City Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 10a. Payables, Borrowings &amp; Provisions (continued)

\$ '000	Actual 2014	Actual 2013
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**(ii) Current Liabilities not anticipated to be settled within the next 12 months**

The following Liabilities, even though classified as current, are not expected to be settled in the next 12 months.

Provisions - Employees Benefits	6,071	5,871
Payables - Security Bonds, Deposits & Retentions	2,645	3,507
	<u>8,716</u>	<u>9,378</u>

## Note 10b. Description of and movements in Provisions

Class of Provision	2013		2014			Closing Balance as at 30/6/14
	Opening Balance as at 1/7/13	Additional Provisions	Decrease due to Payments	Remeasurement effects due to Discounting	Unused amounts reversed	
Gratuities	387	16	(125)	(5)	-	273
<b>TOTAL</b>	<b>387</b>	<b>16</b>	<b>(125)</b>	<b>(5)</b>	<b>-</b>	<b>273</b>

- a. Gratuities - Employees Leave Entitlement represents those benefits accrued and payable and an estimate of those that will become payable in the future as a result of past service. Applicable to staff employed before 1978 and entitled to 2 weeks pay for every year of service.

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 11. Statement of Cash Flows - Additional Information

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Reconciliation of Cash Assets</b>			
Total Cash & Cash Equivalent Assets	6a	4,041	3,661
Less Bank Overdraft	10	-	-
<b>BALANCE as per the STATEMENT of CASH FLOWS</b>		<b>4,041</b>	<b>3,661</b>
<b>(b) Reconciliation of Net Operating Result to Cash provided from Operating Activities</b>			
<b>Net Operating Result from Income Statement</b>		<b>6,374</b>	<b>10,946</b>
<b>Adjust for non cash items:</b>			
Depreciation & Amortisation		10,560	10,365
Net Losses/(Gains) on Disposal of Assets		(1,174)	(1,524)
Non Cash Capital Grants and Contributions		(1,364)	(612)
<b>Losses/(Gains) recognised on Fair Value Re-measurements through the P&amp;L:</b>			
- Investments classified as "At Fair Value" or "Held for Trading"		(381)	(571)
- Investment Properties		-	1,473
<b>+/- Movement in Operating Assets and Liabilities &amp; Other Cash Items:</b>			
Decrease/(Increase) in Receivables		1,176	(294)
Increase/(Decrease) in Provision for Doubtful Debts		35	-
Decrease/(Increase) in Inventories		(30)	35
Decrease/(Increase) in Other Assets		380	(372)
Increase/(Decrease) in Payables		(586)	520
Increase/(Decrease) in accrued Interest Payable		(14)	(31)
Increase/(Decrease) in other accrued Expenses Payable		1,122	(715)
Increase/(Decrease) in Other Liabilities		(136)	73
Increase/(Decrease) in Employee Leave Entitlements		333	198
<b>NET CASH PROVIDED FROM/(USED IN) OPERATING ACTIVITIES from the STATEMENT of CASH FLOWS</b>		<b>16,296</b>	<b>19,491</b>

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 11. Statement of Cash Flows - Additional Information (continued)

\$ '000	Notes	Actual 2014	Actual 2013
<b>(c) Non-Cash Investing &amp; Financing Activities</b>			
Other Non Cash Items		301	612
<b>Total Non-Cash Investing &amp; Financing Activities</b>		<b>301</b>	<b>612</b>
<b>(d) Financing Arrangements</b>			
<b>(i) Unrestricted access was available at balance date to the following lines of credit:</b>			
Bank Overdraft Facilities <sup>(1)</sup>		150	150
Credit Cards / Purchase Cards		102	91
<b>Total Financing Arrangements</b>		<b>252</b>	<b>241</b>
<b>Amounts utilised as at Balance Date:</b>			
- Credit Cards / Purchase Cards		10	16
<b>Total Financing Arrangements Utilised</b>		<b>10</b>	<b>16</b>

1. The Bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.  
Interest rates on overdrafts are Interest Rates on Loans & Other Payables are disclosed in Note 15.

**(ii) Secured Loan Liabilities**

Loans are secured by a mortgage over future years Rate Revenue only.

**(e) Bank Guarantees**

Council is not liable for any Bank Guarantees

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 12. Commitments for Expenditure

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Capital Commitments (exclusive of GST)</b>			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
<b>Property, Plant &amp; Equipment</b>			
Buildings		4,457	555
Plant & Equipment		49	-
Parks - Play Equipment and Sporting Fields		519	73
Environmental Projects		-	14
Infrastructure		374	57
Other		-	66
<b>Investment Property</b>			
- Buildings		43	26
<b>Total Commitments</b>		<b>5,442</b>	<b>791</b>
<b>These expenditures are payable as follows:</b>			
Within the next year		5,442	791
<b>Total Payable</b>		<b>5,442</b>	<b>791</b>
<b>Sources for Funding of Capital Commitments:</b>			
Unrestricted General Funds		184	111
Sect 64 & 94 Funds/Reserves		182	35
Unexpended Grants		-	14
Externally Restricted Reserves		181	-
Internally Restricted Reserves		79	376
Unexpended Loans		3,713	248
Other Funding - Infrastructure plus Levy		1,103	7
<b>Total Sources of Funding</b>		<b>5,442</b>	<b>791</b>

#### Details of Capital Commitments

Construction of Jubilee Park Community Centre \$3.713M; Infrastructure Plus projects \$1.03M

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 12. Commitments for Expenditure (continued)

\$ '000	Notes	Actual 2014	Actual 2013
<b>(b) Finance Lease Commitments</b>			
Nil			
<b>(c) Operating Lease Commitments (Non Cancellable)</b>			
<b>a. Commitments under Non Cancellable Operating Leases at the Reporting date, but not recognised as Liabilities are payable:</b>			
Within the next year		207	181
Later than one year and not later than 5 years		330	378
Later than 5 years		-	-
<b>Total Non Cancellable Operating Lease Commitments</b>		<b>537</b>	<b>559</b>

**b. Non Cancellable Operating Leases include the following assets:**

Office Equipment - Computers, Scanners, Printer/Photocopier Fleet

- Lease term is 4 years for Computer Hardware and 5 years for Printer/Photocopier Fleet
- No Renewal options, period can be extended or Council can pay residual and own it outright
- No other specific conditions

Contingent Rentals may be payable depending on the condition of items or usage during the lease term.

**Conditions relating to Operating Leases:**

- All Operating Lease Agreements are secured only against the Leased Asset.
- No Lease Agreements impose any financial restrictions on Council regarding future debt etc.

#### (d) Investment Property Commitments

Non Capital expenditure on Investment Properties committed for at the reporting date but not recognised in the financial statements as liabilities:

Contractual Obligations - Repairs & Maintenance		89	15
<b>Total Commitments</b>		<b>89</b>	<b>15</b>
<b>These expenditures are payable as follows:</b>			
Within the next year		68	8
Later than one year and not later than 5 years		21	7
Later than 5 years		-	-
<b>Total Payable</b>		<b>89</b>	<b>15</b>



## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 13a(i). Statement of Performance Measurement - Indicators (Consolidated)

\$ '000	Amounts 2014	Indicator 2014	Prior Periods 2013      2012	
<b>Local Government Industry Indicators - Consolidated</b>				
<b>1. Operating Performance Ratio</b>				
Total continuing operating revenue <sup>(1)</sup>				
<u>(excl. Capital Grants &amp; Contributions) - Operating Expenses</u>	<u>(474)</u>	<b>-0.72%</b>	1.00%	-3.72%
Total continuing operating revenue <sup>(1)</sup> (excl. Capital Grants & Contributions)	<b>65,782</b>			
<b>2. Own Source Operating Revenue Ratio</b>				
Total continuing operating revenue <sup>(1)</sup>				
<u>(less ALL Grants &amp; Contributions)</u>	<u>60,396</u>	<b>86.27%</b>	78.00%	85.09%
Total continuing operating revenue <sup>(1)</sup>	<b>70,011</b>			
<b>3. Unrestricted Current Ratio</b>				
Current Assets less all External Restrictions <sup>(2)</sup>	<u>20,061</u>	<b>2.04 : 1</b>	2.34	2.92
Current Liabilities less Specific Purpose Liabilities <sup>(3, 4)</sup>	<u>9,815</u>			
<b>4. Debt Service Cover Ratio</b>				
Operating Result <sup>(1)</sup> before capital excluding interest and depreciation / impairment / amortisation (EBITDA)	<u>10,461</u>	<b>6.97</b>	9.19	10.21
Principal Repayments (from the Statement of Cash Flows) + Borrowing Interest Costs (from the Income Statement)	<u>1,500</u>			
<b>5. Rates, Annual Charges, Interest &amp; Extra Charges Outstanding Percentage</b>				
Rates, Annual and Extra Charges Outstanding	<u>1,154</u>	<b>2.52%</b>	3.78%	2.54%
Rates, Annual and Extra Charges Collectible	<u>45,853</u>			
<b>6. Cash Expense Cover Ratio</b>				
Current Year's Cash and Cash Equivalents including All Term Deposits	<u>37,041</u>	<b>7.53</b>	7.92	5.15
Payments from cash flow of operating and financing activities	<u>4,917</u>			

## Notes

<sup>(1)</sup> Excludes fair value adjustments and reversal of revaluation decrements, net gain/(loss) on sale of assets and net share of interests in joint ventures.

<sup>(2)</sup> Refer Notes 6-8 inclusive.

Also excludes any Real Estate & Land for resale not expected to be sold in the next 12 months

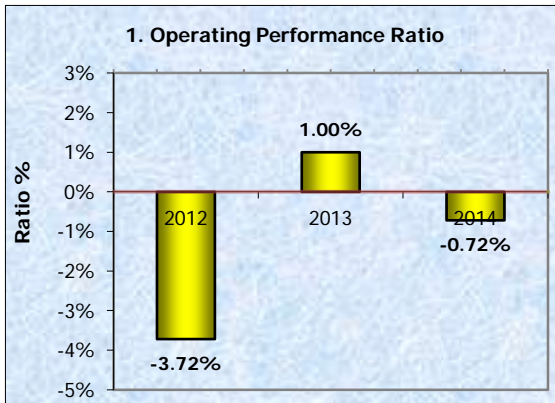
<sup>(3)</sup> Refer to Note 10(a).

<sup>(4)</sup> Refer to Note 10(a)(ii) - excludes all payables & provisions not expected to be paid in the next 12 months (incl. ELE).

# Hurstville City Council

## Notes to the Financial Statements for the financial year ended 30 June 2014

### Note 13a(ii). Local Government Industry Indicators - Graphs (Consolidated)



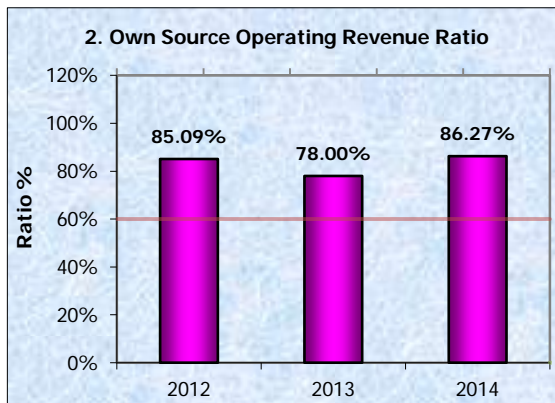
**Purpose of Operating Performance Ratio**

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Commentary on 2013/14 Result	
<b>2013/14 Ratio</b>	<b>-0.72%</b>
One-off reduction of Financial Assistance Grant in 2013/14 impacted Operating Result.	

— Minimum 0.00%

Source for Benchmark: Code of Accounting Practice and Financial Reporting



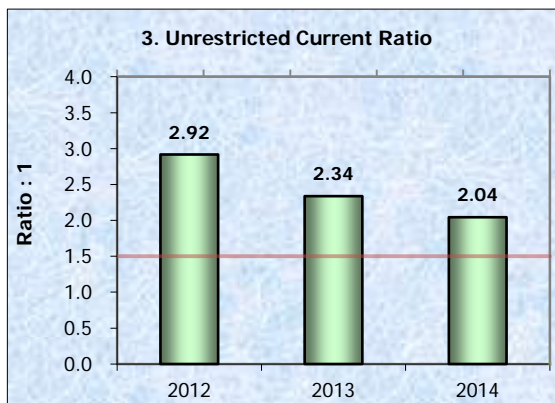
**Purpose of Own Source Operating Revenue Ratio**

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.

Commentary on 2013/14 Result	
<b>2013/14 Ratio</b>	<b>86.27%</b>
Reduction in Financial Assistance Grant and additional Interest Income lifted the ratio.	

— Minimum 60.00%

Source for Benchmark: Code of Accounting Practice and Financial Reporting



**Purpose of Unrestricted Current Ratio**

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Commentary on 2013/14 Result	
<b>2013/14 Ratio</b>	<b>2.04 : 1</b>
Cash balance has increased in 2013/14, however long Term Deposits with improved yield are not included in the ratio.	

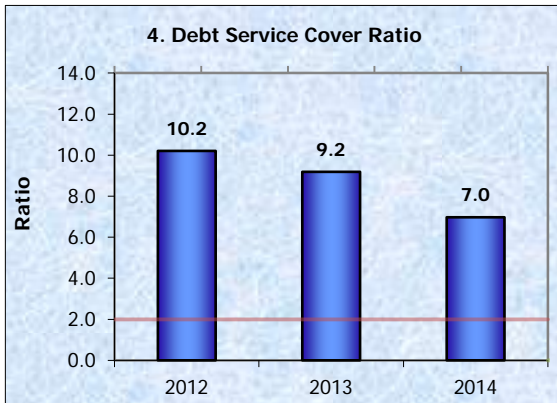
— Minimum 1.50

Source for Benchmark: Code of Accounting Practice and Financial Reporting

# Hurstville City Council

## Notes to the Financial Statements for the financial year ended 30 June 2014

### Note 13a(ii). Local Government Industry Indicators - Graphs (Consolidated)



— Minimum 2.00

Source for Benchmark: NSW Treasury Corporation

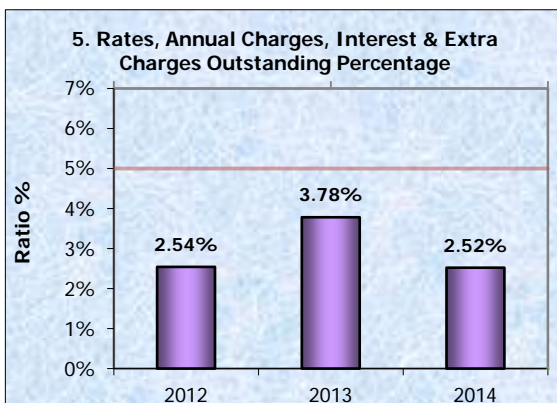
#### Purpose of Debt Service Cover Ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

#### Commentary on 2013/14 Result

**2013/14 Ratio 6.97**

Hurstville Aquatic Leisure Centre expansion and Jubilee Park upgrade loans are being serviced and repaid.



— Maximum 5.00%

Source for Benchmark: Office of Local Govt - Comparative Information (10/11)

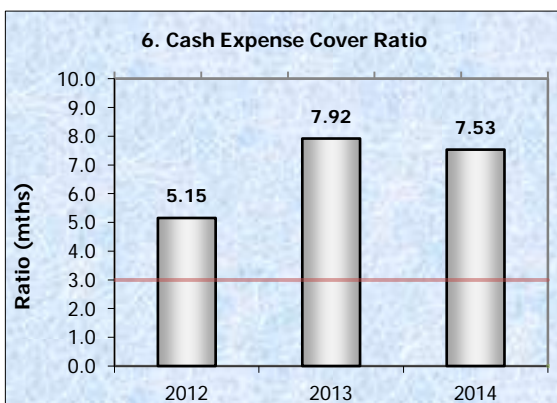
#### Purpose of Rates & Annual Charges Outstanding Ratio

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

#### Commentary on 2013/14 Result

**2013/14 Ratio 2.52%**

Following transition to new financial system last year, collections have returned to pre-2013 levels.



— Minimum 3.00

Source for Benchmark: Code of Accounting Practice and Financial Reporting

#### Purpose of Cash Expense Cover Ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

#### Commentary on Result

**2013/14 Ratio 7.53**

Stringent cost controls and strong cash investments

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 14. Investment Properties

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Investment Properties at Fair value</b>			
<b>Investment Properties on Hand</b>		<b>11,637</b>	<b>11,610</b>
<b>Reconciliation of Annual Movement:</b>			
Opening Balance		11,610	13,083
- Acquisitions		27	-
- Net Gain/(Loss) from Fair Value Adjustments		-	(1,473)
<b>CLOSING BALANCE - INVESTMENT PROPERTIES</b>		<b>11,637</b>	<b>11,610</b>
<b>(b) Valuation Basis</b>			
The basis of valuation of Investment Properties is Fair Value, being the amounts for which the properties could be exchanged between willing parties in arms length transaction, based on current prices in an active market for similar properties in the same location and condition and subject to similar leases.			
The 2014 revaluations are based on an Independent Assessment & Valuation made by AON Valuation Services combined with internal assessment made by our Property Division with reference to current market evidence.			
<b>(c) Contractual Obligations at Reporting Date</b>			
Refer to Note 12 for disclosures relating to any Capital and Service obligations that have been contracted.			
<b>(d) Leasing Arrangements</b>			
Details of leased Investment Properties are as follows;			
Future Minimum Lease Payments receivable under non-cancellable Investment Property Operating Leases not recognised in the Financial Statements are receivable as follows:			
Within 1 year		1,303	1,283
Later than 1 year but less than 5 years		2,878	2,787
Later than 5 years		987	1,240
<b>Total Minimum Lease Payments Receivable</b>		<b>5,168</b>	<b>5,310</b>
<b>(e) Investment Property Income &amp; Expenditure - summary</b>			
<b>Rental Income from Investment Properties:</b>			
- Minimum Lease Payments		1,591	1,757
<b>Direct Operating Expenses on Investment Properties:</b>			
- that generated rental income		(617)	(620)
<b>Net Revenue Contribution from Investment Properties</b>		<b>974</b>	<b>1,137</b>
plus:			
<b>Fair Value Movement for year</b>		-	(1,473)
<b>Total Income attributable to Investment Properties</b>		<b>974</b>	<b>(336)</b>

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 15. Financial Risk Management

\$ '000

##### Risk Management

Council's activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's Finance Section under policies approved by the Council.

A comparison by category of the carrying amounts and fair values of Council's Financial Assets & Financial Liabilities recognised in the financial statements is presented below.

	Carrying Value		Fair Value	
	2014	2013	2014	2013
<b>Financial Assets</b>				
Cash and Cash Equivalents	4,041	3,661	4,041	3,661
Investments				
- "Held for Trading"	14,883	3,912	14,883	3,912
- "Held to Maturity"	33,000	36,900	33,000	36,900
Receivables	4,092	5,303	4,092	5,303
<b>Total Financial Assets</b>	<b>56,016</b>	<b>49,776</b>	<b>56,016</b>	<b>49,776</b>
<b>Financial Liabilities</b>				
Payables	7,659	6,989	7,659	6,989
Loans / Advances	7,500	8,625	7,500	8,625
<b>Total Financial Liabilities</b>	<b>15,159</b>	<b>15,614</b>	<b>15,159</b>	<b>15,614</b>

Fair Value is determined as follows:

- **Cash & Cash Equivalents, Receivables, Payables** - are estimated to be the carrying value which approximates mkt value.
- **Borrowings & Held to Maturity Investments** - are based upon estimated future cash flows discounted by the current market interest rates applicable to assets & liabilities with similar risk profiles, unless quoted market prices are available.
- Financial Assets classified (i) "**at fair value through profit & loss**" or (ii) **Available for Sale** - are based upon quoted market prices (in active markets for identical investments) at the reporting date or independent valuation.

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of financial assets & liabilities

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 15. Financial Risk Management (continued)

\$ '000

##### (a) Cash & Cash Equivalents, Financial assets 'at fair value through the profit & Loss' "Available-for-sale" financial assets & "Held-to-maturity" Investments

Council's objective is to maximise its return on cash & investments whilst maintaining an adequate level of liquidity and preserving capital.

Council's Finance area manages the Cash & Investments portfolio with the assistance of independent advisors.

Council has an Investment Policy which complies with the Local Government Act & Minister's Investment Order. This Policy is regularly reviewed by Council and staff and an Investment Report is tabled before Council on a monthly basis setting out the portfolio breakup and its performance.

The risks associated with the investments held are:

- **Price Risk** - the risk that the capital value of Investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.
- **Interest Rate Risk** - the risk that movements in interest rates could affect returns and income.
- **Credit Risk** - the risk that the investment counterparty will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council - be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

Council also seeks advice from independent advisers before placing any funds in Cash Equivalents & Investments.

The following represents a summary of the sensitivity of Council's Income Statement and Accumulated Surplus (for the reporting period) due to a change in either the price of a financial asset or the interest rates applicable.

It is assumed that the change in interest rates would have been constant throughout the reporting period.

2014	Increase of Values/Rates		Decrease of Values/Rates	
	Profit	Equity	Profit	Equity
Possible impact of a 10% movement in Market Values	454	454	(554)	(554)
Possible impact of a 1% movement in Interest Rates	55	55	(55)	(55)
<b>2013</b>				
Possible impact of a 10% movement in Market Values	391	391	(391)	(391)
Possible impact of a 1% movement in Interest Rates	36	36	(36)	(36)

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 15. Financial Risk Management (continued)

\$ '000

##### (b) Receivables

Council's major receivables comprise **(i)** Rates & Annual charges and **(ii)** User Charges & Fees.

The major risk associated with these receivables is credit risk - the risk that debts due and payable to Council may not be repaid in full.

Council manages this risk by monitoring outstanding debt and employing stringent debt recovery procedures. It also encourages ratepayers to pay their rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts - that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates & annual charges at higher than market rates which further encourages the payment of debt.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

A profile of Council's receivables credit risk at balance date follows:

	2014 Rates & Annual Charges	2014 Other Receivables	2013 Rates & Annual Charges	2013 Other Receivables
<b>(i) Ageing of Receivables - %</b>				
Current (not yet overdue)	0%	83%	0%	84%
Overdue	100%	17%	100%	16%
	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

##### (ii) Ageing of Receivables - value

Current (not yet overdue)	0	2,579	-	3,232
Past due by up to 30 days	-	115	-	209
Past due between 31 and 60 days	733	152	1,141	206
Past due by more than 90 days	287	271	317	208
	<b>1,020</b>	<b>3,117</b>	<b>1,458</b>	<b>3,855</b>

##### (iii) Movement in Provision for Impairment of Receivables

	2014	2013
Balance at the beginning of the year	10	10
+ new provisions recognised during the year	35	-
<b>Balance at the end of the year</b>	<b>45</b>	<b>10</b>



## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 15. Financial Risk Management (continued)

\$ '000

##### (c) Payables & Borrowings

Payables & Borrowings are both subject to liquidity risk - the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended & overdraft facilities utilised as required.

The contractual undiscounted cash outflows (ie. principal and interest) of Council's Payables & Borrowings are set out in the maturity table below:

\$ '000	Subject to no maturity	payable in:						Total Cash Outflows	Actual Carrying Values
		≤ 1 Year	1-2 Yrs	2-3 Yrs	3-4 Yrs	4-5 Yrs	> 5 Yrs		
<b>2014</b>									
Trade/Other Payables	4,145	3,514	-	-	-	-	-	7,659	7,659
Loans & Advances	-	1,355	1,306	1,256	1,206	1,103	3,247	9,472	7,500
<b>Total Financial Liabilities</b>	<b>4,145</b>	<b>4,869</b>	<b>1,306</b>	<b>1,256</b>	<b>1,206</b>	<b>1,103</b>	<b>3,247</b>	<b>17,131</b>	<b>15,159</b>
<b>2013</b>									
Trade/Other Payables	4,180	2,809	-	-	-	-	-	6,989	6,989
Loans & Advances	-	1,405	1,355	1,306	1,256	1,206	4,350	10,878	8,625
<b>Total Financial Liabilities</b>	<b>4,180</b>	<b>4,214</b>	<b>1,355</b>	<b>1,306</b>	<b>1,256</b>	<b>1,206</b>	<b>4,350</b>	<b>17,867</b>	<b>15,614</b>

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs & debt servicing requirements. Council manages this risk through the diversification of borrowing types, maturities & interest rate structures.

The following interest rates were applicable to Council's Borrowings at balance date:

	2014		2013	
	Carrying Value	Average Interest Rate	Carrying Value	Average Interest Rate
Trade/Other Payables	7,659	0.0%	6,989	0.0%
Loans & Advances - Fixed Interest Rate	7,500	4.9%	8,625	4.9%
	<u>15,159</u>		<u>15,614</u>	



## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 16. Material Budget Variations

\$ '000

Council's Original Financial Budget for 13/14 was adopted by the Council on 29 May 2013.

While the Income Statement included in this General Purpose Financial Report must disclose the Original Budget adopted by Council, the Local Government Act requires Council to review its Financial Budget on a Quarterly Basis, so that it is able to manage the various variations between actuals versus budget that invariably occur throughout the year.

This Note sets out the details of MATERIAL VARIATIONS between Council's Original Budget and its Actual results for the year as per the Income Statement - even though such variations may have been adjusted for during each Quarterly Budget Review.

**Note that for Variations\* of Budget to Actual :**

Material Variations represent those variances that amount to **10%** or more of the original budgeted figure.

**F** = Favourable Budget Variation, **U** = Unfavourable Budget Variation

\$ '000	2014 Budget	2014 Actual	2014 Variance*		
<b>REVENUES</b>					
<b>Rates &amp; Annual Charges</b>	<b>43,742</b>	<b>44,050</b>	<b>308</b>	1%	<b>F</b>
<b>User Charges &amp; Fees</b>	<b>7,712</b>	<b>8,283</b>	<b>571</b>	7%	<b>F</b>
<i>The following items exceeded budget:-</i>					
Development Applications - \$172k and Hoarding Rental Fee - \$154k - due to increased development in the LGA					
Road Opening Permits - \$174k - offset by increased Contractors charges					
<i>The following items were under budget:-</i>					
Golf Course Management Fee - \$330k - due to construction of Stormwater Harvesting and Resue project 50% of course was closed.					
Restorations - \$280K - reduced requests from Utilities - offset by reduced Contractors charges					
<b>Interest &amp; Investment Revenue</b>	<b>1,836</b>	<b>2,947</b>	<b>1,111</b>	61%	<b>F</b>
Valuation of structured investments resulting in an unrealised gain of \$381k					
Interest - \$730k - due to higher cash balance than budgetted.					
<b>Other Revenues</b>	<b>5,451</b>	<b>5,496</b>	<b>45</b>	1%	<b>F</b>
<b>Operating Grants &amp; Contributions</b>	<b>5,753</b>	<b>5,386</b>	<b>(367)</b>	(6%)	<b>U</b>
<i>The following items exceeded budget:-</i>					
Childcare grants - \$393k - increase in fees and additional Family Day Care Educators / children					
Waste Management grants - \$382k - additional funding through Better Waste and Recycling fund					
<i>The following items were under budget:-</i>					
Financial Assistance Grant - \$1.104M - due to ceasing of prepayment of part of next financial years grant in June.					

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 16. Material Budget Variations (continued)

\$ '000	2014 Budget	2014 Actual	2014 ----- Variance* -----		
<b>REVENUES</b> (continued)					
<b>Capital Grants &amp; Contributions</b>	<b>3,835</b>	<b>4,230</b>	<b>395</b>	10%	<b>F</b>
Section 94 Contributions - construction within LGA greater than anticipated					
<b>Net Gains from Disposal of Assets</b>	<b>653</b>	<b>1,174</b>	<b>521</b>	80%	<b>F</b>
Maturity of Structured investment resulted in a gain of \$1.430M Property Sale - \$520k - deferred to 2014/15					
<b>EXPENSES</b>					
<b>Employee Benefits &amp; On-Costs</b>	<b>27,962</b>	<b>27,385</b>	<b>577</b>	2%	<b>F</b>
<b>Borrowing Costs</b>	<b>405</b>	<b>375</b>	<b>30</b>	7%	<b>F</b>
<b>Materials &amp; Contracts</b>	<b>17,493</b>	<b>16,511</b>	<b>982</b>	6%	<b>F</b>
<b>Savings occurred in the following expense items:-</b>					
Consultants - \$344k - Strategic Planning and Commercial Property - various projects Waste Contractors and Tipping fees - \$371k - reduced tipping charges					
<b>The following expense items exceeded budget:-</b>					
Legal Expenses - Planning & Development - \$201k - DA appeals					
<b>Depreciation &amp; Amortisation</b>	<b>11,266</b>	<b>10,560</b>	<b>706</b>	6%	<b>F</b>
Revaluation of some Asset types and revised Depreciation rates					
<b>Other Expenses</b>	<b>11,848</b>	<b>11,424</b>	<b>424</b>	4%	<b>F</b>
<b>Savings occurred in the following expense items:-</b>					
Electricity - \$125k - Hurstville Aquatic Leisure Centre Property Expenses \$170k - Strata Management Insurance Liability Claims - \$87k - decrease in claims					
<b>The following expense items exceeded budget:-</b>					
Family Day Care Educators payment - \$304k - additional Educators / children offset by Childcare benefit grant Election Expense - \$87k - bi-election					
<b>Operating Result from Discontinued Operations</b>	<b>-</b>	<b>1,063</b>	<b>(1,063)</b>	0%	<b>F</b>
Boundary Adjustment with Canterbury Council - recognition of new assets					

## Hurstville City Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 16. Material Budget Variations (continued)

\$ '000	2014 Budget	2014 Actual	2014 ----- Variance* -----		
<b>Budget Variations relating to Council's Cash Flow Statement include:</b>					
<b>Cash Flows from Operating Activities</b>	<b>12,506</b>	<b>16,296</b>	<b>3,790</b>	<b>30.3%</b>	<b>F</b>
Additional interest and user charges and fees and also savings in Employee costs as detailed above					
<b>Cash Flows from Investing Activities</b>	<b>(11,506)</b>	<b>(14,791)</b>	<b>(3,285)</b>	<b>28.5%</b>	<b>U</b>
Additional cash invested in longer term deposits					
<b>Cash Flows from Financing Activities</b>	<b>(1,000)</b>	<b>(1,125)</b>	<b>(125)</b>	<b>12.5%</b>	<b>U</b>
Additional Principal Loan repayment - \$125k					

# Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

### Note 17. Statement of Developer Contributions

\$ '000

Council recovers contributions, raises levies & enters into planning agreements on development works that are subject to a development consent issued by Council. All contributions must be spent/utilised for the specific purpose they were levied and any interest applicable to unspent funds must be attributed to remaining funds.

The following tables detail the receipt, interest and use of the above contributions & levies and the value of all remaining funds which are "restricted" in their future use.

#### SUMMARY OF CONTRIBUTIONS & LEVIES

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Drainage	338	23	-	17	(10)	-	368	-	(366)	2	-
Traffic Facilities	178	0	-	9	-	-	187	30	(224)	(7)	-
Parking	335	40	-	18	-	-	393	-	(393)	0	-
Open Space	123	441	-	5	(1,109)	583	43	2,320	(2,320)	43	-
Community Facilities	8,315	431	-	362	(500)	(583)	8,024	10,663	(55,660)	(36,973)	-
Library	2,930	82	-	180	(35)	-	3,157	525	(3,690)	(8)	-
Urban Space	518	30	-	41	(204)	-	386	79	(473)	(8)	-
Management	183	4	-	11	(8)	-	191	92	(281)	1	-
Open Space, Recreation & Public Domain Facilities	-	1,894	-	51	-	-	1,944	71,606	(104,000)	(30,449)	-
Deficient Car Parking	-	248	-	3	-	-	251	-	(19,600)	(19,349)	-
Non Residential Development in CBD	-	93	-	2	-	-	95	-	-	95	-
<b>S94 Contributions - under a Plan</b>	<b>12,920</b>	<b>3,286</b>	<b>-</b>	<b>700</b>	<b>(1,866)</b>	<b>-</b>	<b>15,040</b>	<b>85,315</b>	<b>(187,008)</b>	<b>(86,653)</b>	<b>-</b>
<b>Total S94 Revenue Under Plans</b>	<b>12,920</b>	<b>3,286</b>	<b>-</b>	<b>700</b>	<b>(1,866)</b>	<b>-</b>	<b>15,040</b>				<b>-</b>
S94 not under Plans	-	-	-	-	-	-	-	322	(322)	-	-
<b>Total Contributions</b>	<b>12,920</b>	<b>3,286</b>	<b>-</b>	<b>700</b>	<b>(1,866)</b>	<b>-</b>	<b>15,040</b>	<b>85,637</b>	<b>(187,330)</b>	<b>(86,653)</b>	<b>-</b>

# Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

### Note 17. Statement of Developer Contributions (continued)

\$ '000

#### S94 CONTRIBUTIONS - UNDER A PLAN

##### CONTRIBUTION PLAN - COUNCIL WIDE - Repealed from 14 March 2013

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Drainage	338	23	-	17	(10)	-	368	-	(366)	2	-
Traffic Facilities	178	0	-	9	-	-	187	30	(224)	(7)	-
Parking	335	40	-	18	-	-	393	-	(393)	0	-
Open Space	123	441	-	5	(1,109)	583	43	2,320	(2,320)	43	-
Community Facilities	8,315	160	-	354	(500)	(583)	7,746	1,134	(8,860)	20	-
Library	2,930	82	-	180	(35)	-	3,157	525	(3,690)	(8)	-
Urban Space	518	30	-	41	(204)	-	386	79	(473)	(8)	-
Management	183	4	-	11	(8)	-	191	92	(281)	1	-
<b>Total</b>	<b>12,920</b>	<b>780</b>	<b>-</b>	<b>637</b>	<b>(1,866)</b>	<b>-</b>	<b>12,471</b>	<b>4,180</b>	<b>(16,608)</b>	<b>43</b>	<b>-</b>

##### CONTRIBUTION PLAN - COUNCIL WIDE - Commenced 14 March 2013

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections**			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Open Space, Recreation & Public Domain Facilities	-	1,894	-	51	-	-	1,944	71,606	(104,000)	(30,449)	-
Community Facilities	-	271	-	7	-	-	278	9,529	(46,800)	(36,993)	-
Non Residential Development in CBD	-	93	-	2	-	-	95	-	-	95	-
Deficient Car Parking Hurstville	-	101	-	1	-	-	102	-	(19,600)	(19,498)	-
Deficient Car Parking Penshurst	-	147	-	3	-	-	149	-	-	149	-
<b>Total</b>	<b>-</b>	<b>2,506</b>	<b>-</b>	<b>63</b>	<b>-</b>	<b>-</b>	<b>2,569</b>	<b>81,135</b>	<b>(170,400)</b>	<b>(86,696)</b>	<b>-</b>

\*\* Based on 25 year Section 94 Contribution Plan 2013 - projections over the life of the plan

# Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

### Note 17. Statement of Developer Contributions (continued)

\$ '000

#### S94A LEVIES - As determined by Department of Planning

Major Project - Hurstville Private Hospital

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Infrastructure Works	-	-	-	-	-	-	-	322	(322)		
<b>Total</b>	-	-	-	-	-	-	-				-

## Hurstville City Council

### Notes to the Financial Statements for the financial year ended 30 June 2014

#### Note 18. Contingencies & Other Assets/Liabilities Not Recognised

\$ '000

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge & disclosure is considered relevant to the users of Council's Financial Report.

#### LIABILITIES NOT RECOGNISED:

##### 1. Guarantees

##### (i) Defined Benefit Superannuation Contribution Plans

Council participates in an employer sponsored Defined Benefit Superannuation Scheme, and makes contributions as determined by the Superannuation Scheme's Trustees.

Member Councils bear responsibility of ensuring there are sufficient funds available to pay out the required benefits as they fall due.

The Schemes most recent full actuarial review indicated that the Net Assets of the Scheme were not sufficient to meet the accrued benefits of the Schemes Defined Benefit member category with member Councils required to make significantly higher contributions in future years.

The Local Government Superannuation Scheme however is unable to provide Council with an accurate estimate of its share of the net deficit and accordingly Council has not recorded any net liability from its Defined Benefit Scheme obligations in accordance with AASB 119.

Future contributions made to the defined benefit scheme to rectify the net deficit position will be recognised as an expense when they become payable - similar to the accounting for Defined Contributions Plans.

The share of this deficit that can be broadly

attributed to Council is estimated to be in the order of \$1,665,336 as at 30 June 2014.

##### (ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to Local Government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the Net Assets or Liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the Fund Years.

The future realisation and finalisation of claims incurred but not reported to 30/6 this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

##### (iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW Local Government Industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the Company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of Net Assets in accordance with its Licence Requirements.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 18. Contingencies & Other Assets/Liabilities Not Recognised (continued)

\$ '000

##### LIABILITIES NOT RECOGNISED (continued):

###### (iv) Other Guarantees

Council has provided no other Guarantees other than those listed above.

##### 2. Other Liabilities

###### (i) Third Party Claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its Insurance Coverage and does not expect any material liabilities to eventuate.

###### (ii) S94 Plans

Council levies Section 94/94A Contributions upon various development across the Council area through the required Contributions Plans.

As part of these Plans, Council has received funds for which it will be required to expend the monies in accordance with those Plans.

As well, these Plans indicate proposed future expenditure to be undertaken by Council, which will be funded by making levies and receipting funds in future years or where a shortfall exists by the use of Council's General Funds.

These future expenses do not yet qualify as liabilities as of the Reporting Date, but represent Council's intention to spend funds in the manner and timing set out in those Plans.

##### ASSETS NOT RECOGNISED:

###### (i) Land Under Roads

As permitted under AASB 1051, Council has elected not to bring to account Land Under Roads that it owned or controlled up to & including 30/6/08.

###### (ii) Infringement Notices/Fines

Infringement Notices is followed up and collected by the Infringement Processing Bureau.

Councils Revenue Recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at Year End, there is a potential asset due to Council representing issued but unpaid Infringement Notices.

Due to the limited information available on the status, value and duration of outstanding Notices, Council is unable to determine the value of outstanding income.

###### (iii) Investments

Council is an admitted creditor in the liquidation of the estate of Lehman Brothers Australia in relation to losses sustained on Collateralised Debt Obligations acquired from them. A claims resolution process as approved by the court is currently in progress.

Council is a member of a group action against Standard & Poors in relation to losses sustained on Collateralised Debt Obligations purchased on the basis of their credit ratings. This matter is currently before the courts.

#### Note 19. Controlled Entities, Associated Entities & Interests in Joint Ventures

Council has no interest in any Controlled Entities, Associated Entities or Joint Ventures.



## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 20. Equity - Retained Earnings and Revaluation Reserves

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Retained Earnings</b>			
<b>Movements in Retained Earnings were as follows:</b>			
Balance at beginning of Year (from previous years audited accounts)		386,676	375,730
d. Net Operating Result for the Year		6,374	10,946
<b>Balance at End of the Reporting Period</b>		<b>393,050</b>	<b>386,676</b>
<b>(b) Reserves</b>			
<b>(i) Reserves are represented by:</b>			
- Infrastructure, Property, Plant & Equipment Revaluation Reserve		291,590	291,796
<b>Total</b>		<b>291,590</b>	<b>291,796</b>
<b>(ii) Reconciliation of movements in Reserves:</b>			
<b>Infrastructure, Property, Plant &amp; Equipment Revaluation Reserve</b>			
- Opening Balance		291,796	247,536
- Revaluations for the year	9(a)	-	44,260
- Asset ownership amendment due to ongoing data validation		(206)	-
<b>- Balance at End of Year</b>		<b>291,590</b>	<b>291,796</b>
<b>TOTAL VALUE OF RESERVES</b>		<b>291,590</b>	<b>291,796</b>

#### **(iii) Nature & Purpose of Reserves**

##### **Infrastructure, Property, Plant & Equipment Revaluation Reserve**

- The Infrastructure, Property, Plant & Equipment Revaluation Reserve is used to record increments/decrements of Non Current Asset values due to their revaluation.

#### **(c) Correction of Error/s relating to a Previous Reporting Period**

Council made no correction of errors during the current reporting period.

#### **(d) Voluntary Changes in Accounting Policies**

Council made no voluntary changes in any accounting policies during the year.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 21. Financial Result & Financial Position by Fund

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\$ '000

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Council utilises only a General Fund for its operations.

#### Note 22. "Held for Sale" Non Current Assets & Disposal Groups

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Council did not classify any Non Current Assets or Disposal Groups as "Held for Sale".

#### Note 23. Events occurring after the Reporting Date

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Events that occur between the end of the reporting period (ending 30 June 2014) and the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Auditors' Report as the applicable "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 22/10/14.

Events that occur after the Reporting Period represent one of two types:

##### **(i) Events that provide evidence of conditions that existed at the Reporting Period**

These financial statements (and the figures therein) incorporate all "adjusting events" that provided evidence of conditions that existed at 30 June 2014.

##### **(ii) Events that provide evidence of conditions that arose after the Reporting Period**

These financial statements (& figures therein) do not incorporate any "non-adjusting events" that have occurred after 30 June 2014 and which are only indicative of conditions that arose after 30 June 2014.

**Council is unaware of any material or significant "non-adjusting events" that should be disclosed.**

## Hurstville City Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 24. Discontinued Operations

\$ '000	Actual 2014	Actual 2013
<b>(i) Discontinued Operations</b>		
Boundary adjustment between Hurstville City Council and Canterbury City Council. This has been reflected in note 9a adjustments column and the Income Statement.		
<b>(ii) Financial Performance of Discontinued Operations</b>		
<b>Financial Performance</b>		
Revenues	-	-
Expenses	-	-
<b>Gross Profit/(Loss) of Discontinued Operations</b>	<b>-</b>	<b>-</b>
<b>Gain/(Losses) On Reclassification &amp;/or Sale</b>		
Consideration Received for Discontinued Operations	-	-
<b>less:</b>		
Loss on Reclassification to Discontinued Operations	-	-
<b>less:</b>		
Net Carrying Value of Discontinued Operations	-	-
<b>Gain/(Loss) on Reclassification/Sale</b>	<b>-</b>	<b>-</b>
<b>Boundary Adjustment</b>		
Revenues	24 (v) 1,063	-
Expenses	24 (v) -	-
<b>Gross Profit/(Loss) relating to Boundary Adjustment</b>	<b>1,063</b>	<b>-</b>
<b><u>NET PROFIT/(LOSS) from DISCONTINUED OPERATIONS</u></b>	<b><u>1,063</u></b>	<b><u>-</u></b>
<b>(iii) Details of the Boundary Adjustment</b>		
Consideration received or receivable:		
Community Land	133	-
Transport Infrastructure	518	-
Land Under Road (Discounted 90%)	711	-
<b>Total Disposal Consideration</b>	<b>1,362</b>	<b>-</b>
Carrying Amount of Net Assets Transferred	299	-
<b>Profit/(Loss) on Boundary Adjustment</b>	<b>1,063</b>	<b>-</b>

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 25. Intangible Assets

\$ '000	Actual 2014	Actual 2013
Intangible Assets represent identifiable non-monetary asset without physical substance.		
Intangible Assets are as follows;		
<b>Opening Values:</b>		
Gross Book Value (1/7)	1,387	523
Accumulated Amortisation (1/7)	(329)	(94)
Accumulated Impairment (1/7)	-	-
<b>Net Book Value - Opening Balance</b>	<b>1,058</b>	<b>429</b>
<b>Movements for the year</b>		
- Purchases	284	420
- Transfer from Work in Progress	-	444
- Amortisation charges	(277)	(235)
<b>Closing Values:</b>		
Gross Book Value (30/6)	1,671	1,387
Accumulated Amortisation (30/6)	(606)	(329)
Accumulated Impairment (30/6)	-	-
<b><u>TOTAL INTANGIBLE ASSETS - NET BOOK VALUE</u><sup>1</sup></b>	<b><u>1,065</u></b>	<b><u>1,058</u></b>
<sup>1</sup> The Net Book Value of Intangible Assets represent:		
- Software	1,065	1,058
	<b>1,065</b>	<b>1,058</b>

#### Note 26. Reinstatement, Rehabilitation & Restoration Liabilities

Council has no outstanding obligations to make, restore, rehabilitate or reinstate any of its assets/operations.

## Hurstville City Council

### Notes to the Financial Statements for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement

Hurstville City Council measures the following assets and liabilities at fair value on a recurring basis:

- Infrastructure, property, plant and equipment
- Investment Property
- Financial Assets

#### Fair Value Hierarchy

AASB 13 *Fair Value Measurement* requires assets and liabilities measured at fair value to be assigned to a level in the fair value hierarchy as follows:

Level 1	Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.
Level 2	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
Level 3	Unobservable inputs for the asset or liability

The table below shows the assigned level for each asset and liability held at fair value by Council

Year end June 30, 2014	Note	Level 2 (\$)'000 Significant observable inputs	Level 3 (\$)'000 Significant Unobservable inputs	Total (\$)'000
<b>Recurring Fair Value Measurements</b>				
<b>Financial Assets</b>				
Investments				
- At fair value through profit or loss	6	3,351	11,532	14,883

## Hurstville City Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement

Year end June 30, 2014	Note	Level 2 (\$)'000 Significant observable inputs	Level 3 (\$)'000 Significant Unobservable inputs	Total (\$)'000
<b>Recurring Fair Value Measurements</b>				
- Properties held with the primary purpose of external lease			11,639	11,639
<b>Infrastructure, Property, Plant and Equipment</b>	9a			
Plant & Equipment			5,045	5,045
Office Equipment			289	289
Furniture and Fittings			627	627
<b>Land:</b>				
- Operational land			142,018	142,018
- Community Land			40,288	40,288
- Council Controlled Land			9,096	9,096
- Land under Roads (acquired post 30/6/08)			727	727
Land Improvements			7,801	7,801
Buildings – (Specialised and Non-Specialised)			63,438	63,438
Other Structures			3,700	3,700
<b>Infrastructure:</b>				
- Roads			144,260	144,260
- Footpaths			38,196	38,196
- Bulk Earthworks			111,637	111,637
- Stormwater Drainage			56,323	56,323
- Other Open Space/Recreational Assets			15,567	15,567
<b>Other Assets:</b>				
- Library Books			600	600

## Hurstville City Council

### Notes to the Financial Statements for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement

##### Reconciliation of movements

A reconciliation of movements in recurring fair value measurements allocated to Level 3 of the hierarchy is provided below:

	2014 (\$) '000	Prior year (\$)
Balance at 1 July	652,806	Not required for first year of adoption
<b>Total gains or losses for the period</b>		n/a
Recognised in profit or loss – Realised – refer Note 5	1,174	n/a
Recognised in profit or loss – Unrealised – refer Notes 3 and 4	398	n/a
Recognised in other comprehensive income – Revaluation surplus	(201)	n/a
<b>Other movements</b>		
Purchases	19,987	n/a
Sales	(4,024)	n/a
Depreciation	(10,283)	
Transfers into level 3	2,926	n/a
Transfers out of level 3	0	n/a
Balance at 30 June	662,783	n/a

\*Above transfers identified include assets transferred from carried forward work in progress which were previously held at cost. The transfer also consists of assets acquired from a boundary change with The City of Canterbury.

## Hurstville City Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement

## Unobservable inputs and sensitivities

Asset / liability category	Carrying amount at fair value (\$'000)	Valuation Technique	Key unobservable inputs*	Expected range of inputs	Description of how changes in inputs will affect fair value
Financial Assets	14,883	Market Approach	<ul style="list-style-type: none"> <li>Unit Price</li> </ul>	<ul style="list-style-type: none"> <li>\$0.80 to \$1.10</li> </ul>	Significant changes in the estimated unit price would result in significant changes to fair value measurement.
Investment property	11,639	Income or Market Approach	<ul style="list-style-type: none"> <li>Estimated rental value (per sq mtr)</li> <li>Rental Yield</li> <li>Open Market Value</li> </ul>	<ul style="list-style-type: none"> <li>\$200-\$535 per square metre</li> <li>8% - 9%</li> <li>Quoted values in an active market.</li> </ul>	Significant increases (decreases) in estimated rental value (per sq/m p.a.) and rent growth p.a. in isolation would result in significantly higher (lower) fair value measurement. Significant increases (decreases) in long term vacancy rate and discount rate in isolation would result in significantly lower (higher) fair value measurement.
<ul style="list-style-type: none"> <li>Plant and Equipment</li> <li>Office Equipment</li> <li>Furniture and Fittings</li> <li>Library Collection</li> </ul>	6,561	Cost Approach	<ul style="list-style-type: none"> <li>Gross Replacement Cost</li> <li>Remaining Useful Life</li> <li>Residual Value</li> </ul>	<ul style="list-style-type: none"> <li>Varies significantly from asset to asset</li> <li>3 to 20 years</li> <li>0% - 40%</li> </ul>	Significant changes in the gross replacement value, pattern of consumption effecting the remaining useful life or residual value would result in significant changes to fair value measurement.



## Hurstville City Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement

Asset / liability category	Carrying amount at fair value (\$'000)	Valuation Technique	Key unobservable inputs*	Expected range of inputs	Description of how changes in inputs will affect fair value
Land <ul style="list-style-type: none"> <li>• Operational Land</li> <li>• Community Land</li> <li>• Council Controlled Land</li> <li>• Land Under Roads</li> </ul>	192,129	Market Approach	<ul style="list-style-type: none"> <li>• Price per square metre</li> <li>• Discount rate to account for zoning and other constraints on development and the potential for alternative use.</li> </ul>	Discount Rate between 0-90%	Significant increases (decreases) in the price per square metre will result in significantly higher (lower) fair value measurement. Significant increases (decreases) in the discount rate will result in significantly lower (higher) fair value measurement.
<ul style="list-style-type: none"> <li>• Other Structures, Land Improvements</li> <li>• Other Recreational-Open Space Assets</li> </ul>	27,068	Cost Approach	<ul style="list-style-type: none"> <li>• Condition and Useful Remaining Life</li> <li>• Unit Rates</li> </ul>	<ul style="list-style-type: none"> <li>• Condition 1 – As New to Condition 5 – Unserviceable</li> <li>• 0 – 100 years</li> <li>• Various unit rates adopted</li> </ul>	Significant increases (decreases) in the rated condition, useful and remaining life of assets in isolation would result in significantly higher (lower) fair value measurement. Significant increases (decreases) in the adopted unit rates would result in significantly higher (lower) fair value measurement.

## Hurstville City Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement

Asset / liability category	Carrying amount at fair value (\$'000)	Valuation Technique	Key unobservable inputs*	Expected range of inputs	Description of how changes in inputs will affect fair value
Buildings <ul style="list-style-type: none"> <li>• Specialised</li> <li>• Non-Specialised</li> </ul>	24,946 38,492	Cost Approach	<ul style="list-style-type: none"> <li>• Condition</li> <li>• Useful and Remaining Life</li> <li>• Component replacement rates</li> <li>• Allowance for economic and functional obsolescence</li> </ul>	<ul style="list-style-type: none"> <li>• Condition 1 – As New to Condition 5 – Unserviceable</li> <li>• 0 – 100 years</li> <li>• Various unit rates adopted</li> </ul>	Significant increases (decreases) in the condition rating, useful life, remaining life and component replacement cost will result in significantly higher (lower) fair value measurement. Significant increases (decreases) in the allowance made for functional and economic obsolescence will result in significantly higher (lower) fair value measurement.
Infrastructure <ul style="list-style-type: none"> <li>• Roads</li> <li>• Footpaths</li> <li>• Bulk Earthworks</li> </ul>	294,093	Cost Approach	<ul style="list-style-type: none"> <li>• Condition</li> <li>• Useful and Remaining Life</li> <li>• Residual Value</li> </ul>	<ul style="list-style-type: none"> <li>• Condition 1 – As New to Condition 5 – Unserviceable</li> <li>• 0-120 years</li> <li>• Various asset specific residual values</li> </ul>	Significant increases (decreases) in the rated condition, useful and remaining life of assets in isolation would result in significantly higher (lower) fair value measurement. Significant increases (decreases) in the residual value would result in significantly higher (lower) fair value measurement.

## Hurstville City Council

### Notes to the Financial Statements for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement

Asset / liability category	Carrying amount at fair value (\$'000)	Valuation Technique	Key unobservable inputs*	Expected range of inputs	Description of how changes in inputs will affect fair value
<ul style="list-style-type: none"> <li>Stormwater drainage</li> </ul>	56,323	Cost Approach	<ul style="list-style-type: none"> <li>Condition</li> <li>Useful Remaining Life and</li> <li>Unit Rates</li> <li>Residual Value</li> </ul>	<ul style="list-style-type: none"> <li>Condition 1 – As New to Condition 5 – Unserviceable</li> <li>0 – 150 years</li> <li>Various unit rates adopted</li> <li>Various asset specific residual values</li> </ul>	<p>Significant increases (decreases) in the rated condition, useful and remaining life of assets in isolation would result in significantly higher (lower) fair value measurement.</p> <p>Significant increases (decreases) in the adopted unit rates and residual values would result in significantly higher (lower) fair value measurement.</p>

\*There were no significant inter-relationships between unobservable inputs that materially affect fair values.

#### Transfers between levels of the hierarchy

There have been no assets or liabilities that are measured at fair value on a recurring basis that have been subject to a transfer between levels of the hierarchy.

#### Highest and best use

All assets valued at fair value in this note are being used for their highest and best use.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement

---

### Valuation Techniques

#### Level 2 measurements

Assets classed as Level 2 in the fair value hierarchy are comparable to assets which are available in the market and there is a sufficient volume of recent sales transactions for which prices could be observed. Accordingly, valuations have been determined by taking a market approach and using the following:

- Quoted prices for similar assets in active markets
- Depreciated Replacement Cost concepts
- Purchase price
- Date of purchase / age
- Useful life including reference to the latest Australian Taxation Office ruling on the effective life of depreciating assets

#### ▪ Financial Assets

Council holds two retail bonds that are considered level 2 assets. The valuation of these securities is sourced directly from a liquid and observable market (Australian Stock Exchange). Valuations can be sourced on a real-time basis (intra-day) and periodically (month-end, financial year end) as the securities trade in a listed market.

#### Level 3 measurements

Assets classed as Level 3 within the fair value hierarchy were subject to unobservable inputs as detailed in the table above. Details of the valuation inputs and techniques used in fair value measurements are as follows:

#### ▪ Financial Assets

Council obtains valuations from independent investment advisors (CPG Research and Advisory Pty Ltd) on a monthly basis and at the end of each reporting period to ensure the financial statements reflect the most up-to-date valuations. Council holds various FRNs, covered and fixed interest bonds that

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement

---

are considered level 3 assets. Council obtains valuations from the arranger/issuer/bank on a monthly basis and/or at the end of each accounting period to ensure the financial statements reflect the most up to date valuation. The valuations sourced from the arranger/issuer/bank are based on mid-market prices. That is, valuations are marked at the mid-point of the bid and ask prices, which are variable (unobservable inputs), in the secondary market.

##### ▪ **Investment Property**

Council undertakes valuations of its investment property portfolio on an annual basis and at the end of each reporting period the financial statements reflect the most up-to-date valuation.

The best estimate of fair value is the current price in an active market for similar assets; the following inputs are used where necessary:

- Current prices in an active market for similar assets or similar properties in less active markets
- Discounted cash flow projections based on estimates of future cash inflows and outflows
- 

All investment properties are included in level 3 of the hierarchy with the key unobservable input to the valuation being the price per square metre.

The fair value of investment properties is determined by independent, qualified valuers who have experience in the location of the property. The Property Asset manager and management Accountant review the valuation reports, discuss any significant movements with the valuers and make any adjustments required for interim revaluations.

Chadwick and Robson last performed an independent valuation of the investment property portfolio as at 30 June 2013. There has been no change to the valuation process during the reporting period.

##### ▪ **Land** (operational, community, Council controlled and under roads)

Council obtains independent valuations of its land portfolio on a cyclic basis. Suitably qualified internal staff ensure that the fair value reported does not differ materially from actual fair value.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement

---

In order to ascertain appropriate values to the operational and community land we have had regard primarily to the Direct Comparison Approach. This approach involves investigation of vacant land sales evidence with comparable or similar characteristics. The various land components are analysed in order to derive a fair market value.

The Direct Comparison Approach is generally appropriate for which an established market exists. For community and other special purpose land where there are a limited number of market transactions, we have considered the market evidence of parcels of land of similar characteristics (but not restricted in use) with an appropriate discount applied for the properties current zoning.

The best estimate of fair value is the current price in an active market for similar assets; the following inputs are used where necessary:

- Current prices in active markets for similar assets or similar land parcels in less active markets

All land assets are included in level 3 of the hierarchy with the key unobservable input to the valuation being the price per square metre.

Chadwick and Robson performed the last independent valuation of land assets as at 30 June 2013. There has been no change to the valuation process during the reporting period.

#### ▪ Buildings

Specialised buildings are assets which, due to their particular design, application or use, are not normally traded within an established market and thus the basis for valuation of these buildings is the cost approach. Depreciated replacement cost is a method of valuation that is based on an estimate of the current cost of replacing the asset with a similar asset, less an allowance for the effect of depreciation (accrued physical wear and tear), and economic and functional obsolescence. Thus the following inputs and assumptions are used in determining fair value:

- Breakdown of building into relevant components comprising some or all of; External walls, windows and doors; Roof including framing and guttering; Electricals & lighting; Fire Equipment; Air Conditioning; Hot Water System; Lifts; Fitout, Fixtures & Fittings; Exterior Works & Landscaping; and Residual Structure.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement

---

- The straight line method of depreciation has been adopted which is based on the premise that the loss in value is in equal amounts over the full extent of the components/assets life.
- The effective lives of component/asset is the estimated life of that component/asset, assuming use in its present function, as part of a continuing business.
- Hurstville Council carry out regular maintenance of buildings and this is a significant factor in the determination of effective lives.

Specialised buildings are included in level 3 of the hierarchy with the key unobservable inputs being the effective lives and component condition / allowance for depreciation.

Chadwick and Robson performed the last independent valuation of building assets as at 30 June 2013. There has been no change to the valuation process during the reporting period.

Non-specialised buildings are those for which a market exists and as such the best estimate of fair value is the current price in an active market for similar assets; the following inputs are used where necessary:

- Current prices in an active market for similar assets or similar properties in less active markets.
- Chadwick Robson's comprehensive reference on building costs and useful lives.

Non-specialised buildings are included in level 3 of the hierarchy with the key unobservable input to the valuation being the price per square metre.

Chadwick and Robson performed the last independent valuation of building assets as at 30 June 2013. There has been no change to the valuation process during the reporting period.

## Hurstville City Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement

---

▪ **Other Structures, Land Improvements, Other Recreational-Open Space Assets, Roads, Footpaths, Bulk Earthworks & Stormwater Drainage**

Council obtains independent valuations on a cyclic basis and utilises suitably qualified internal staff to undertake interim revaluations as appropriate to ensure that reported fair value does not differ materially from actual fair value. These classes of assets are specialised in nature and not readily brought or sold on the open market thus the valuation technique adopted is the cost approach utilising the depreciated replacement cost concept. The following inputs are used where necessary:

- Pattern of Consumption
- Components
- Useful life and residual value
- Asset Condition
- Dimensions and specifications
- Relationship between condition rating and value (determining remaining useful life, useful life etc.)
- Unit Rates

The asset classes other structures, land improvements, other recreational-open space assets, roads, footpaths, bulk earthworks and stormwater drainage are included in level 3 of the hierarchy with the key unobservable inputs being condition rating, useful life and remaining life.

Other structures and land improvements (subsequently reclassified to include other recreational-open space assets) and Roads, bridges and Footpaths (subsequently reclassified to roads, footpaths and bulk earthworks) were last independently re-valued by Jeff Roorda and Associates as at 30 June 2011. Stormwater drainage was last re-valued as at 30 June 2013. There has been no change to the valuation process during the reporting period.



## Hurstville City Council

### Notes to the Financial Statements for the financial year ended 30 June 2014

#### Note 28. Council Information & Contact Details

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##### Principal Place of Business:

Civic Centre  
MacMahon Street  
HURSTVILLE NSW 2220

##### Contact Details

##### Mailing Address:

PO Box 205  
HURSTVILLE NSW 2220

##### Opening Hours:

Customer Service: 8.30am - 4.30pm | Mon to Fri  
Phone: 8.30am - 5.00pm | Mon to Fri

**Telephone:** 02 9330 6222

**Facsimile:** 02 9330 6223

**Internet:** [www.hurstville.nsw.gov.au](http://www.hurstville.nsw.gov.au)

**Email:** [hccmail@hurstville.nsw.gov.au](mailto:hccmail@hurstville.nsw.gov.au)

##### Officers

##### GENERAL MANAGER

Victor G D Lampe

##### RESPONSIBLE ACCOUNTING OFFICER

Tino Caltabiano

##### PUBLIC OFFICER

Warren Park

##### AUDITORS

Hill Rogers Spencer Steer  
Level 5  
1 Chifley Square  
SYDNEY NSW 2000

##### Elected Members

##### MAYOR

Con Hindi

##### COUNCILLORS

Michelle Stevens (Deputy Mayor)  
Vince Badalati  
Colin Drane  
Jack Jacovou  
Rita Kastanias  
Nancy Liu  
Justin Mining  
Philip Sansom  
Dominic Sin  
Brent Thomas  
Christina Wu

##### Other Information

**ABN:** 24 782 671 133

**HURSTVILLE CITY COUNCIL**  
**GENERAL PURPOSE FINANCIAL STATEMENTS**  
**INDEPENDENT AUDITORS' REPORT**

---

**REPORT ON THE FINANCIAL STATEMENTS**

We have audited the accompanying general purpose financial statements of Hurstville City Council, which comprises the Statement of Financial Position as at 30 June 2014, Income Statement, Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the Statement by Councillors and Management. The financial statements include the consolidated financial statements of the economic entity and the entities it controlled at year end or from time to time during the year.

***Responsibility of Council for the Financial Statements***

The Council is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1993. This responsibility includes the maintenance of adequate accounting records and internal controls designed to prevent and detect fraud and error; designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

***Auditors' Responsibility***

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. Our audit responsibility does not extend to the original budget information disclosed in the Income Statement, Statement of Cash Flows, and Note 2(a) or the budget variation explanations disclosed in Note 16. Nor does our responsibility extend to the projected future developer contributions and costs disclosed in Note 17. Accordingly, no opinion is expressed on these matters.

**Assurance Partners**

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Practising as Hill Rogers Spencer  
Steer Assurance Partners

ABN 56 435 338 966

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial statements. Our audit did not involve an analysis of the prudence of business decisions made by Council or management.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

### **Auditor's Opinion**

In our opinion,

- (a) the Council's accounting records have been kept in accordance with the requirements of the Local Government Act 1993, Chapter 13 part 3 Division 2; and
- (b) the financial statements:
  - (i) have been presented in accordance with the requirements of this Division;
  - (ii) are consistent with the Council's accounting records;
  - (iii) present fairly the Council's financial position, the results of its operations and its cash flows; and
  - (iv) are in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.
- (c) all information relevant to the conduct of the audit has been obtained; and
- (d) there are no material deficiencies in the accounting records or financial statements that we have become aware of during the course of the audit.

### **HILL ROGERS SPENCER STEER**



**GARY MOTTAU**

Partner

Dated at Sydney this 22nd day of October 2014

22 October 2014

The Mayor  
Hurstville City Council  
PO Box 205  
**HURSTVILLE BC NSW 1481**

Mayor,

### **Audit Report - Year Ended 30 June 2014**

We are pleased to advise completion of the audit of Council's books and records for the year ended 30 June 2014 and that all information required by us was readily available. We have signed our reports as required under Section 417(1) of the Local Government Act, 1993 and the Local Government Code of Accounting Practice and Financial Reporting to the General and Special Purpose Financial Statements.

Our audit has been conducted in accordance with Australian Auditing Standards so as to express an opinion on both the General and Special Purpose Financial Statements of the Council. We have ensured that the financial statements have been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations and the Local Government Code of Accounting Practice and Financial Reporting.

This report on the conduct of the audit is also issued under Section 417(1) and we now offer the following comments on the financial statements and the audit;

#### **I. RESULTS FOR THE YEAR**

##### ***I.1 Operating Result***

The operating result for the year was a surplus of \$6.374 million as compared with \$10.946 million in the previous year.

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ABN 56 435 338 966

The following table sets out the results for the year and the extent (%) that each category of revenue and expenses contributed to the total.

	2014	% of	2013	% of	Increase
	\$'000	Total	\$'000	Total	(Decrease)
					\$'000
<b>Revenues before capital items</b>					
Rates & annual charges	44,050	65%	41,959	62%	2,091
User charges, fees & other revenues	14,953	22%	15,994	24%	(1,041)
Grants & contributions provided for operating purposes	5,386	8%	6,818	10%	(1,432)
Interest & investment revenue	2,947	4%	2,600	4%	347
	<b>67,336</b>	<b>100%</b>	<b>67,371</b>	<b>100%</b>	<b>(35)</b>
<b>Expenses</b>					
Employee benefits & costs	27,385	41%	25,157	38%	2,228
Materials, contracts & other expenses	27,935	42%	30,209	46%	(2,274)
Depreciation, amortisation & impairment	10,560	16%	10,365	16%	195
Borrowing costs	375	1%	364	1%	11
	<b>66,255</b>	<b>100%</b>	<b>66,095</b>	<b>100%</b>	<b>160</b>
<b>Surplus (Deficit) before capital items and discontinued operations</b>	<b>1,081</b>		<b>1,276</b>		<b>(195)</b>
Grants & contributions provided for capital purposes	4,230		9,670		(5,440)
<b>Surplus (Deficit) from continuing operations</b>	<b>5,311</b>		<b>10,946</b>		<b>(5,635)</b>
Operating result from discontinued operations - Profit	1,063		-		1,063
<b>Net Surplus (Deficit) for the year</b>	<b>6,374</b>		<b>10,946</b>		<b>(4,572)</b>
<b>Performance Measures</b>	<b>2014</b>		<b>2013</b>		
Operating Performance	-0.72%		1.00%		
Own Source Operating Revenue	86.27%		78.00%		

The above table shows an overall decrease of \$4.572 million from the previous year and is mainly attributable to reduced capital grants (\$1.529 million) and developers contributions (\$3.703 million).

**Operating Performance** measures the ability to contain operating expenditure within operating revenue excluding capital amounts. For 2014, this indicator was -0.72% and was below the benchmark of 0%.

**Own Source Operating Revenue** measures the degree of reliance on external funding sources such as grants and contributions. For 2014, this indicator was 86.27% and exceeded the benchmark of 60%.

## 1.2 Funding Result

As the operating result only accounts for operating income and expenditure, in reviewing the overall financial performance of Council, it is useful to consider the total source of revenues and how they were applied during the year which is illustrated in the table below.

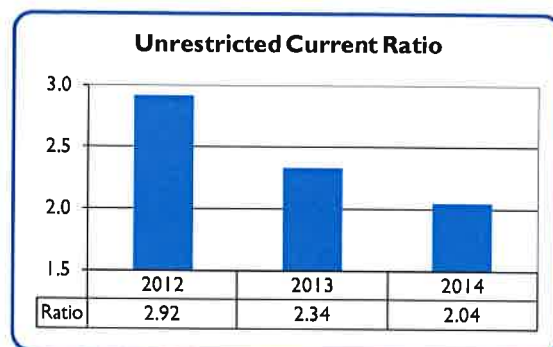
	2014	2013
	\$000	\$000
<b>Funds were provided by:-</b>		
<b>Operating Result (as above)</b>	<b>6,374</b>	<b>10,946</b>
Less Profit from discontinued operations	(1,063)	0
Add back non funding items:-		
- Depreciation, amortisation & impairment	10,560	10,365
- Book value of non-current assets sold	988	953
- (Gain)/Loss of fair value to investment properties	0	1,473
	16,859	23,737
New loan borrowings	0	5,000
Transfers from internal reserves (net)	1,634	7,680
Net Changes in current/non-current assets & liabilities	144	0
	18,637	36,417
<b>Funds were applied to:-</b>		
Purchase and construction of assets	(10,728)	(10,399)
Increase/Purchase in Non Current Investments	(4,943)	(18,057)
Principal repaid on loans	(1,125)	(875)
Transfers to externally restricted assets (net)	(88)	(3,067)
Net Changes in current/non current assets & liabilities	0	(54)
	(16,884)	(32,452)
<b>Increase/(Decrease) in Available Working Capital</b>	<b>1,753</b>	<b>3,965</b>

## 2. FINANCIAL POSITION

### 2.1 Unrestricted Current Ratio

The Unrestricted Current Ratio is a financial indicator specific to local government and represents Council's ability to meet its debts and obligations as they fall due.

After eliminating externally restricted assets and current liabilities not expected to be paid within the next 12 months net current assets amounted to \$10.246 million representing a factor of 2.04 to 1.



## 2.2 Available Working Capital – (Working Funds)

At the close of the year the Available Working Capital of Council stood at \$8.79 million as detailed below;

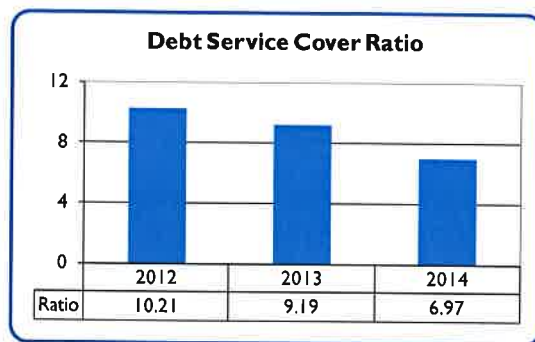
	2014 \$'000	2013 \$'000	Change \$'000
<b>Net Current Assets (Working Capital) as per Accounts</b>	<b>7,369</b>	<b>7,449</b>	<b>(80)</b>
<b>Add</b> Payables & provisions not expected to be realised in the next 12 months included above	8,716	9,378	(662)
<b>Adjusted Net Current Assets</b>	<b>16,085</b>	<b>16,827</b>	<b>(742)</b>
<b>Add</b> Budgeted & expected to pay in the next 12 months			
- Borrowings	1,000	1,000	0
- Employees leave entitlements	2,985	2,863	122
- Deposits & retention moneys	1,500	673	827
<b>Less:</b> Externally restricted assets	<b>(5,839)</b>	<b>(5,751)</b>	<b>(88)</b>
<b>Less:</b> Internally restricted assets	<b>(6,941)</b>	<b>(8,575)</b>	<b>1,634</b>
<b>Available Working Capital as at 30 June</b>	<b>8,790</b>	<b>7,037</b>	<b>1,753</b>

The balance of Available Working Capital should be at a level to manage Council's day to day operations including the financing of hard core debtors, stores and to provide a buffer against unforeseen and unbudgeted expenditures. Taking into consideration the nature and level of the internally restricted assets (Reserves) set aside to fund future works and services and liabilities, Council's Available Working Capital at year end was sound.

## 2.3 Debt

After repaying principal and interest of \$1.5 million, total debt as at 30 June 2014 stood at \$7.5 million (2013 - \$8.625 million).

The debt service cover ratio measures the availability of operating cash to service debt repayments. For 2014, the ratio indicated that operating results before capital, interest and depreciation covered payments required to service debt by a factor of 6.97 to 1.



## 2.4 Summary

Council's overall financial position, when taking into account the above financial indicators was, in our opinion, adequate.

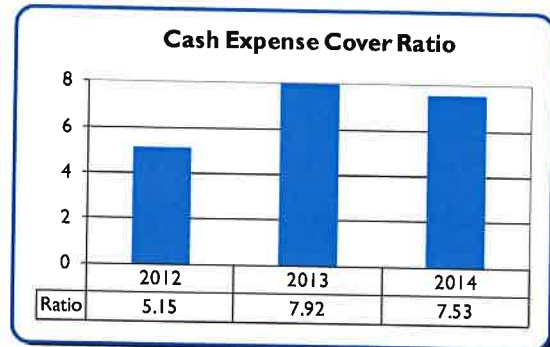


### 3. CASH ASSETS

#### 3.1 Cash Expense Cover Ratio

This liquidity ratio indicates the number of months of expenditure requirements that can be met with available cash and term deposit balances without the need for additional cash inflow.

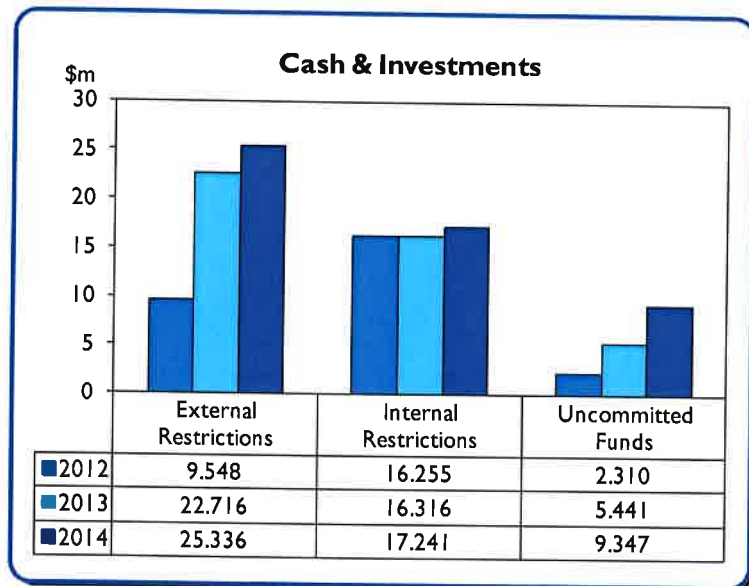
For 2014, this ratio stood at 7.53 months compared to the benchmark of 3.



#### 3.2 Cash & Investment Securities

Cash and investments amounted \$51.924 million at 30 June 2014 as compared with \$44.473 million in 2013 and \$28.113 million in 2012.

The chart alongside summarises the purposes for which cash and investments securities were held.



**Externally restricted cash and investments** are restricted in their use by externally imposed requirements and consisted of unexpended loans (\$4.555 million), development contributions under Section 94 (\$15.04 million), domestic waste management charges (\$1.534 million), specific purpose grants (\$794,000) and levies (\$3.413 million).

**Internally restricted cash and investments** have been restricted in their use by resolution or policy of Council to reflect forward plans, identified programs of works, and are, in fact, Council's "**Reserves**". These Reserves totalled \$17.241 million and their purposes are more fully disclosed in Notes 6 of the financial statements.

**Unrestricted cash and investments** amounted to \$9.347 million, which is available to provide liquidity for day to day operations.



### 3.3 Cash Flows

The Statement of Cash Flows illustrates the flow of cash (highly liquid cash and investments) moving in and out of Council during the year and reveals that cash increased by \$380,000 to \$4.041 million at the close of the year.

In addition to operating activities which contributed net cash of \$16.296 million were the proceeds from the sale of investment securities (\$23.192 million) and sale of assets (\$732,000). Cash outflows other than operating activities were used to purchase investment securities (\$28.452 million), repay borrowings (\$1.125 million) and to purchase and construct assets (\$10.262 million).

## 4. RECEIVABLES

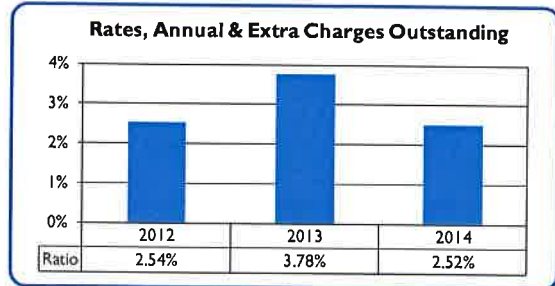
### 4.1 Rates & Annual Charges (excluding interest & extra charges)

Net rates and annual charges levied during the year totalled \$44.05 million and represented 62% of Council's total revenues.

Including arrears, the total rates and annual charges collectible was \$45.508 million of which \$44.488 million (98%) was collected.

### 4.2 Rates, Annual & Extra Charges

Arrears of rates, annual and extra charges stood at \$1.154 million at the end of the year and represented 2.52% of those receivables.



### 4.3 Other Receivables

Receivables (other than rates & annual charges) totalled \$2.983 million and consisted of user charges and fees (\$763,000), amounts due from government departments (\$798,000) and accrued revenues (\$1,422 million). Those considered to be uncertain of collection have been provided for as doubtful debts and this provision amounted to \$45,000.

## 5. PAYABLES

### 5.1 Employees Leave Entitlements

Council's provision for its liability toward employees leave entitlements and associated on costs amounted to \$9.234 million. Internally restricted cash and investments of \$2.309 million was held representing 25% of this liability and was, in our opinion, sufficient to meet unbudgeted and unanticipated retirements.

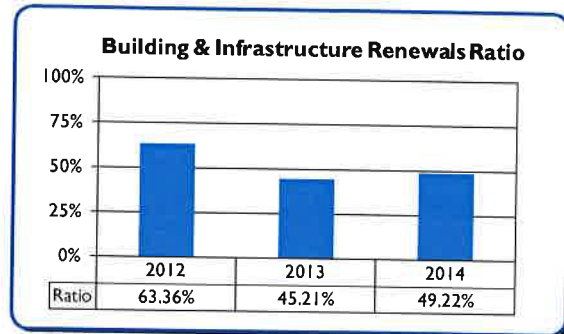
## 5.2 Deposits, Retentions & Bonds

Deposits, retentions and bonds held at year end amounted to \$4.145 million and were 50% funded by internally restricted cash and investments.

## 6. BUILDING AND INFRASTRUCTURE RENEWALS

The Building and Infrastructure Renewals ratio measures the rate at which these assets are renewed against the rate at which they are depreciating.

Special Schedule No. 7 discloses that asset renewals for 2014 represented 49% of the depreciation charges for these assets. An industry benchmark is considered to be 100%, measured annually over the long term.



## 7. MANAGEMENT LETTER

An audit management letter addressing the findings from our interim audit was issued on 2 April 2014. This included our recommendations on possible ways to strengthen and/or improve procedures and management's comments and proposed actions.

## 8. CONCLUSION

We wish to record our appreciation to your General Manager and his staff for their ready co-operation and the courtesies extended to us during the conduct of the audit.

Yours faithfully,

**HILL ROGERS SPENCER STEER**

**GARY MOTTAU**

Partner

# Hurstville City Council

SPECIAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2014

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*An evolving city which promotes a sustainable  
and safe community that connects people and  
places and celebrates diversity.*



## Hurstville City Council

### Special Purpose Financial Statements for the financial year ended 30 June 2014

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Council has resolved that it does not operate any Business Activities as set out in the National Competition Policy and Division of Local Government Guidelines.

As a result of this resolution, Council has no reportable Special Purpose Financial Statements.

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# Hurstville City Council

SPECIAL SCHEDULES  
for the year ended 30 June 2014

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*An evolving city which promotes a sustainable  
and safe community that connects people and  
places and celebrates diversity.*



# Hurstville City Council

## Special Schedules

for the financial year ended 30 June 2014

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#### Special Schedules<sup>1</sup>

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- Special Schedule No. 2(a)	Statement of Long Term Debt (all purposes)	4
- Special Schedule No. 2(b)	Statement of Internal Loans (Sect. 410(3) LGA 1993)	n/a
- Special Schedule No. 3	Water Supply Operations - incl. Income Statement	n/a
- Special Schedule No. 4	Water Supply - Statement of Financial Position	n/a
- Special Schedule No. 5	Sewerage Service Operations - incl. Income Statement	n/a
- Special Schedule No. 6	Sewerage Service - Statement of Financial Position	n/a
- Notes to Special Schedules No. 3 & 5		n/a
- Special Schedule No. 7	Report on Infrastructure Assets (as at 30 June 2014)	5
- Special Schedule No. 8	Financial Projections	7
- Special Schedule No. 9	Permissible Income Calculation	10

<sup>1</sup> Special Schedules are not audited (with the exception of Special Schedule 9).

#### Background

- (i) These Special Schedules have been designed to meet the requirements of special purpose users such as;
- the NSW Grants Commission
  - the Australian Bureau of Statistics (ABS),
  - the NSW Office of Water (NOW), and
  - the Office of Local Government (OLG).
- (ii) The financial data is collected for various uses including;
- the allocation of Financial Assistance Grants,
  - the incorporation of Local Government financial figures in national statistics,
  - the monitoring of loan approvals,
  - the allocation of borrowing rights, and
  - the monitoring of the financial activities of specific services.

## Hurstville City Council

## Special Schedule No. 1 - Net Cost of Services

for the financial year ended 30 June 2014

\$'000

Function or Activity	Expenses from Continuing Operations	Income from continuing operations		Net Cost of Services
		Non Capital	Capital	
<b>Governance</b>	<b>2,126</b>	-	-	<b>(2,126)</b>
<b>Administration</b>	<b>14,927</b>	<b>2,682</b>	<b>39</b>	<b>(12,206)</b>
<b>Public Order and Safety</b>				
Fire Service Levy, Fire Protection, Emergency Services	1,262	80	-	<b>(1,182)</b>
Beach Control	-	-	-	-
Enforcement of Local Govt. Regulations	284	80	-	<b>(204)</b>
Animal Control	139	27	-	<b>(112)</b>
Other	-	-	-	-
<b>Total Public Order &amp; Safety</b>	<b>1,685</b>	<b>187</b>	-	<b>(1,498)</b>
<b>Health</b>	<b>522</b>	<b>202</b>	-	<b>(321)</b>
<b>Environment</b>				
Noxious Plants and Insect/Vermin Control	-	-	-	-
Other Environmental Protection	413	5	107	<b>(302)</b>
Solid Waste Management	9,862	11,753	-	<b>1,891</b>
Street Cleaning	1,462	4	-	<b>(1,458)</b>
Drainage	1,131	-	119	<b>(1,012)</b>
Stormwater Management	-	-	-	-
<b>Total Environment</b>	<b>12,868</b>	<b>11,762</b>	<b>226</b>	<b>(881)</b>
<b>Community Services and Education</b>				
Administration & Education	806	72	-	<b>(733)</b>
Social Protection (Welfare)	-	-	-	-
Aged Persons and Disabled	42	84	-	<b>42</b>
Children's Services	3,864	3,699	-	<b>(165)</b>
<b>Total Community Services &amp; Education</b>	<b>4,712</b>	<b>3,855</b>	-	<b>(856)</b>
<b>Housing and Community Amenities</b>				
Public Cemeteries	-	-	-	-
Public Conveniences	180	-	-	<b>(180)</b>
Street Lighting	1,474	183	-	<b>(1,291)</b>
Town Planning	2,811	2,008	3,282	<b>2,479</b>
Other Community Amenities	-	-	-	-
<b>Total Housing and Community Amenities</b>	<b>4,465</b>	<b>2,191</b>	<b>3,282</b>	<b>1,008</b>
<b>Water Supplies</b>	-	-	-	-
<b>Sewerage Services</b>	-	-	-	-

## Hurstville City Council

## Special Schedule No. 1 - Net Cost of Services (continued)

for the financial year ended 30 June 2014

\$'000

Function or Activity	Expenses from Continuing Operations	Income from continuing operations		Net Cost of Services
		Non Capital	Capital	
<b>Recreation and Culture</b>				
Public Libraries	4,208	298	17	(3,893)
Museums	-	-	-	-
Art Galleries	-	-	-	-
Community Centres and Halls	1,229	643	-	(586)
Performing Arts Venues	-	-	-	-
Other Performing Arts	-	-	-	-
Other Cultural Services	315	139	-	(176)
Sporting Grounds and Venues	-	-	-	-
Swimming Pools	1,732	1,694	-	(38)
Parks & Gardens (Lakes)	3,728	555	95	(3,078)
Other Sport and Recreation	587	399	-	(188)
<b>Total Recreation and Culture</b>	<b>11,799</b>	<b>3,728</b>	<b>112</b>	<b>(7,959)</b>
<b>Fuel &amp; Energy</b>	-	-	-	-
<b>Agriculture</b>	-	-	-	-
<b>Mining, Manufacturing and Construction</b>				
Building Control	1,275	738	-	(537)
Other Mining, Manufacturing & Construction	-	-	-	-
<b>Total Mining, Manufacturing and Const.</b>	<b>1,275</b>	<b>738</b>	-	<b>(537)</b>
<b>Transport and Communication</b>				
Urban Roads (UR) - Local	5,274	653	-	(4,622)
Urban Roads - Regional	248	219	171	143
Sealed Rural Roads (SRR) - Local	-	-	-	-
Sealed Rural Roads (SRR) - Regional	-	-	-	-
Unsealed Rural Roads (URR) - Local	-	-	-	-
Unsealed Rural Roads (URR) - Regional	-	-	-	-
Bridges on UR - Local	-	-	-	-
Bridges on SRR - Local	-	-	-	-
Bridges on URR - Local	-	-	-	-
Bridges on Regional Roads	-	-	-	-
Parking Areas	1,060	2,086	-	1,026
Footpaths	484	230	110	(143)
Aerodromes	-	-	-	-
Other Transport & Communication	3,054	96	290	(2,668)
<b>Total Transport and Communication</b>	<b>10,119</b>	<b>3,285</b>	<b>571</b>	<b>(6,264)</b>
<b>Economic Affairs</b>				
Camping Areas & Caravan Parks	-	-	-	-
Other Economic Affairs	1,757	2,552	-	795
<b>Total Economic Affairs</b>	<b>1,757</b>	<b>2,552</b>	-	<b>795</b>
<b>Totals – Functions</b>	<b>66,255</b>	<b>31,181</b>	<b>4,230</b>	<b>(30,844)</b>
<b>General Purpose Revenues</b> <sup>(2)</sup>		<b>36,156</b>		<b>36,156</b>
<b>Share of interests - joint ventures &amp; associates using the equity method</b>	-	-		-
<b>NET OPERATING RESULT</b> <sup>(1)</sup>	<b>66,255</b>	<b>67,337</b>	<b>4,230</b>	<b>5,311</b>

(1) As reported in the Income Statement

(2) Includes: Rates &amp; Annual Charges (incl. Ex Gratia, excl. Water &amp; Sewer), Non Capital General Purpose Grants, Interest on Investments (excl. Ext. Restricted Assets) &amp; Interest on overdue Rates &amp; Annual Charges



# Hurstville City Council

## Special Schedule No. 2(a) - Statement of Long Term Debt (all purpose)

for the financial year ended 30 June 2014

\$'000

Classification of Debt	Principal outstanding at beginning of the year			New Loans raised during the year	Debt redemption during the year		Transfers to Sinking Funds	Interest applicable for Year	Principal outstanding at the end of the year		
	Current	Non Current	Total		From Revenue	Sinking Funds			Current	Non Current	Total
<b>Loans (by Source)</b>											
Commonwealth Government	-	-	-							-	-
Treasury Corporation	-	-	-							-	-
Other State Government	-	-	-							-	-
Public Subscription	-	-	-							-	-
Financial Institutions	1,000	7,625	<b>8,625</b>	-	1,125	-	-	375	1,000	6,500	<b>7,500</b>
Other	-	-	-							-	-
<b>Total Loans</b>	<b>1,000</b>	<b>7,625</b>	<b>8,625</b>	-	<b>1,125</b>	-	-	<b>375</b>	<b>1,000</b>	<b>6,500</b>	<b>7,500</b>
<b>Other Long Term Debt</b>											
Ratepayers Advances	-	-	-							-	-
Government Advances	-	-	-							-	-
Finance Leases	-	-	-							-	-
Deferred Payments	-	-	-							-	-
<b>Total Long Term Debt</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Debt</b>	<b>1,000</b>	<b>7,625</b>	<b>8,625</b>	-	<b>1,125</b>	-	-	<b>375</b>	<b>1,000</b>	<b>6,500</b>	<b>7,500</b>

Notes: Excludes (i) Internal Loans & (ii) Principal Inflows/Outflows relating to Loan Re-Financing.

This Schedule is prepared using the **face value** of debt obligations, rather than **fair value** (which are reported in the GPFS).

Special Schedule No. 7 - Report on Infrastructure Assets  
as at 30 June 2014

\$'000

Asset Class	Asset Category	Estimated cost to bring up to a satisfactory standard <sup>(1)</sup>	Required Annual Maintenance <sup>(2)</sup>	Actual Maintenance 2013/14 <sup>(3)</sup>	Written Down Value (WDV) <sup>(4)</sup>	Assets in Condition as a % of WDV <sup>(4), (5)</sup>				
						1	2	3	4	5
Buildings	Council Offices / Administration Centres	-	304	159	7,199	0%	0%	100%	0%	0%
	Council Works Depot	136	66	295	679	0%	5%	82%	12%	0%
	Council Public Halls	-	362	237	8,979	6%	24%	70%	0%	0%
	Libraries	24	19	195	4,418	0%	49%	51%	0%	0%
	Cultural Facilities	3	40	40	903	0%	11%	89%	0%	0%
	Other Buildings	108	364	672	16,705	33%	31%	36%	0%	0%
	Specialised Buildings	212	200	164	5,838	11%	38%	48%	2%	0%
	Other Aquatic Centre	-	120	308	18,717	7%	74%	19%	0%	0%
	<b>sub total</b>	<b>483</b>	<b>1,475</b>	<b>2,070</b>	<b>63,438</b>	<b>12.6%</b>	<b>40.6%</b>	<b>46.4%</b>	<b>0.4%</b>	<b>0.0%</b>
Other Structures	Other Structures	-	3	10	3,700	71%	21%	7%	0%	0%
	<b>sub total</b>	<b>-</b>	<b>3</b>	<b>10</b>	<b>3,700</b>	<b>71.0%</b>	<b>21.5%</b>	<b>7.5%</b>	<b>0.0%</b>	<b>0.0%</b>
Roads	Sealed Roads Surface	419	558	895	20,185	14%	48%	37%	1%	0%
	Sealed Roads Structure	663	723	1,159	95,889	3%	3%	92%	1%	0%
	Footpaths	190	166	768	38,196	45%	46%	9%	1%	0%
	Kerb and Gutter	491	979	54	26,610	10%	32%	57%	1%	0%
	Other Road Assets	-	43	213	1,576	12%	57%	31%	0%	0%
	<b>sub total</b>	<b>1,763</b>	<b>2,469</b>	<b>3,089</b>	<b>182,456</b>	<b>14.1%</b>	<b>21.8%</b>	<b>63.1%</b>	<b>1.0%</b>	<b>0.0%</b>

# Hurstville City Council

## Special Schedule No. 7 - Report on Infrastructure Assets (continued) as at 30 June 2014

\$'000

Asset Class	Asset Category	Estimated cost to bring up to a satisfactory standard <sup>(1)</sup>	Required Annual Maintenance <sup>(2)</sup>	Actual Maintenance 2013/14 <sup>(3)</sup>	Written Down Value (WDV) <sup>(4)</sup>	Assets in Condition as a % of WDV <sup>(4), (5)</sup>				
						1	2	3	4	5
Stormwater Drainage	Retarding Basins	-	-	-	308	100%	0%	0%	0%	0%
	Stormwater Conduits	174	782	218	45,441	5%	54%	40%	0%	0%
	Inlet and Junction Pits	-	283	75	7,745	5%	1%	94%	0%	0%
	Head Walls	-	6	-	181	19%	7%	75%	0%	0%
	Other Water Quality Devices	-	70	65	2,648	23%	57%	20%	0%	0%
	<b>sub total</b>	<b>174</b>	<b>1,141</b>	<b>358</b>	<b>56,322</b>	<b>6.8%</b>	<b>46.5%</b>	<b>46.6%</b>	<b>0.1%</b>	<b>0.0%</b>
Open Space/ Recreational Assets	Park & Open Space Assets	450	2,900	2,919	15,568	60%	27%	12%	2%	0%
	<b>sub total</b>	<b>450</b>	<b>2,900</b>	<b>2,919</b>	<b>15,568</b>	<b>59.6%</b>	<b>26.7%</b>	<b>12.1%</b>	<b>1.5%</b>	<b>0.0%</b>
<b>TOTAL - ALL ASSETS</b>		<b>2,870</b>	<b>7,988</b>	<b>8,446</b>	<b>321,484</b>	<b>15.4%</b>	<b>30.1%</b>	<b>53.8%</b>	<b>0.8%</b>	<b>0.0%</b>

**Notes:**

- (1). Satisfactory is defined as "satisfying expectations or needs, leaving no room for complaint, causing satisfaction, adequate".  
The estimated cost to bring assets to a satisfactory standard is the amount of money that is required to be spent on an asset to ensure that it is in a satisfactory standard.  
This estimated cost should not include any planned enhancements (ie.to heighten, intensify or improve the facilities).
- (2). Required Annual Maintenance is "what should be spent to maintain assets in a satisfactory standard.
- (3). Actual Maintenance is what has been spent in the current year to maintain the assets.  
Actual Maintenance may be higher or lower than the required annual maintenance due to the timing of when the maintenance actually occurs.
- (4). Written Down Value is in accordance with Note 9 of Council's General Purpose Financial Statements
- (5). **Infrastructure Asset Condition Assessment "Key"**

1	<b>Excellent</b>	No work required (normal maintenance)	3	<b>Average</b>	Maintenance work required	5	<b>Very Poor</b>	Urgent renewal/upgrading required
2	<b>Good</b>	Only minor maintenance work required	4	<b>Poor</b>	Renewal required			

## Hurstville City Council

Special Schedule No. 7 - Report on Infrastructure Assets (continued)  
for the financial year ended 30 June 2014

\$ '000	Amounts	Indicator	Prior Periods	
	2014	2014	2013	2012
<b>Infrastructure Asset Performance Indicators Consolidated</b>				
<b>1. Building and Infrastructure Renewals Ratio</b>				
Asset Renewals (Building and Infrastructure) <sup>(1)</sup>	<u>4,118</u>	49.22%	45.21%	63.36%
Depreciation, Amortisation & Impairment	<u>8,366</u>			
<b>2. Infrastructure Backlog Ratio</b>				
Estimated Cost to bring Assets to a Satisfactory Condition	<u>2,870</u>	0.01	0.01	0.01
Total value <sup>(2)</sup> of Infrastructure, Building, Other Structures & depreciable Land Improvement Assets	<u>321,484</u>			
<b>3. Asset Maintenance Ratio</b>				
Actual Asset Maintenance	<u>8,446</u>	1.06	0.90	0.65
Required Asset Maintenance	<u>7,988</u>			
<b>4. Capital Expenditure Ratio</b>				
Annual Capital Expenditure	<u>9,740</u>	0.92	0.91	1.12
Annual Depreciation	<u>10,560</u>			

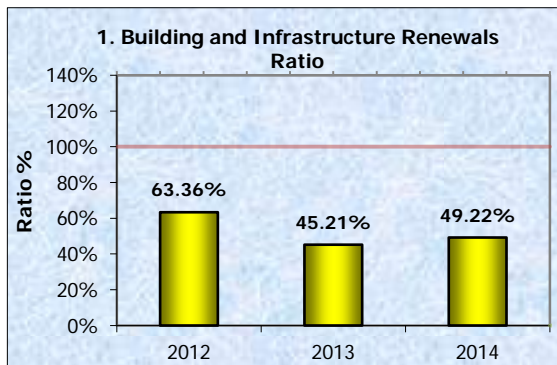
## Notes

<sup>(1)</sup> Asset Renewals represent the replacement &/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance. Asset Renewals include building and infrastructure assets only.

<sup>(2)</sup> Written down value

# Hurstville City Council

## Special Schedule No. 7 - Report on Infrastructure Assets (continued) for the financial year ended 30 June 2014



— Minimum 100.00%

Source for Benchmark: TCorp Sustainability Review of NSW Local Govt. (2013)

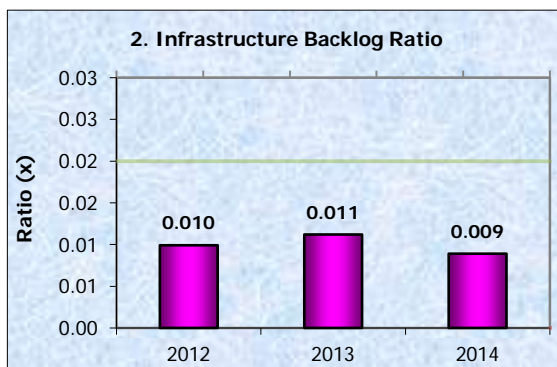
**Purpose of Asset Renewals Ratio**

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

**Commentary on 2013/14 Result**

**2013/14 Ratio 49.22%**

Capital programs have focussed on the delivery of major new projects.



— Maximum .02

Source for Benchmark: TCorp Sustainability Review of NSW Local Govt. (2013)

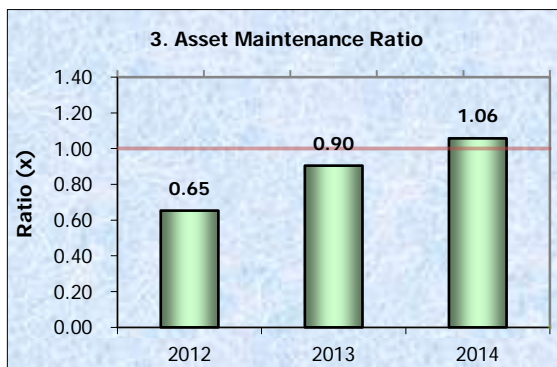
**Purpose of Infrastructure Backlog Ratio**

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

**Commentary on 2013/14 Result**

**2013/14 Ratio 0.009**

Assets are being maintained to address infrastructure backlog



— Minimum 1.00

Source for Benchmark: TCorp Sustainability Review of NSW Local Govt. (2013)

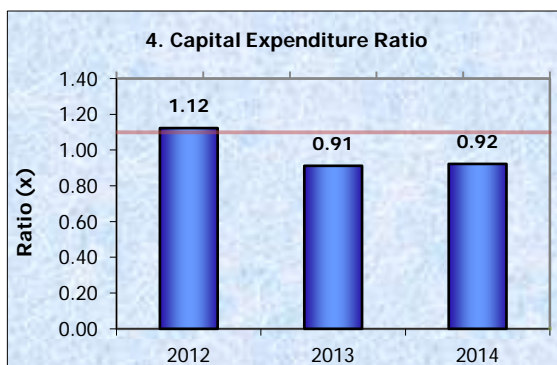
**Purpose of Asset Maintenance Ratio**

Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the Infrastructure Backlog growing.

**Commentary on 2013/14 Result**

**2013/14 Ratio 1.06**

Priority is being given to the on-going maintenance of existing assets.



— Minimum 1.10

Source for Benchmark: TCorp Sustainability Review of NSW Local Govt. (2013)

**Purpose of Capital Expenditure Ratio**

To assess the extent to which a Council is expanding its asset base through capital expenditure on both new assets and the replacement and renewal of existing assets.

**Commentary on 2013/14 Result**

**2013/14 Ratio 0.92**

Council manages its capital program to maintain the capacity of existing assets and fund major projects as the need arises.

# Hurstville City Council

## Special Schedule No. 8 - Financial Projections

as at 30 June 2014

\$'000	Actual <sup>(1)</sup>	Adopted Budget <sup>(3)</sup>	Forecast <sup>(3)</sup>	Forecast <sup>(3)</sup>	Forecast <sup>(3)</sup>	Forecast <sup>(3)</sup>	Forecast <sup>(3)</sup>	Forecast <sup>(3)</sup>	Forecast <sup>(3)</sup>	Forecast <sup>(3)</sup>	Forecast <sup>(3)</sup>
	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
<b>(i) OPERATING BUDGET</b>											
Income from continuing operations	71,566	81,095	71,433	72,975	74,732	77,125	79,099	81,202	81,375	83,401	85,629
Expenses from continuing operations	66,255	70,477	71,315	72,961	74,108	76,240	78,064	80,755	81,345	83,395	85,624
<b>Operating Result from Continuing Operations</b>	<b>5,311</b>	<b>10,618</b>	<b>118</b>	<b>14</b>	<b>624</b>	<b>885</b>	<b>1,035</b>	<b>448</b>	<b>30</b>	<b>6</b>	<b>5</b>
<b>(ii) CAPITAL BUDGET</b>											
New Capital Works <sup>(2)</sup>	3,298	8,942	1,425	1,425	1,425	3,000	2,993	2,971	3,006	3,069	3,034
Replacement/Refurbishment of Existing Assets	7,444	6,863	6,891	7,210	7,307	4,375	5,520	7,016	6,069	4,069	3,569
<b>Total Capital Budget</b>	<b>10,742</b>	<b>15,805</b>	<b>8,316</b>	<b>8,635</b>	<b>8,732</b>	<b>7,375</b>	<b>8,513</b>	<b>9,988</b>	<b>9,075</b>	<b>7,138</b>	<b>6,604</b>
<b>Funded by:</b>											
– Loans	213	4,068	-	-	-	-	-	-	-	-	-
– Asset sales	731	652	718	703	708	708	708	708	708	708	708
– Reserves	3,825	4,456	4,882	4,715	5,010	2,240	3,375	3,405	3,432	1,109	1,079
– Grants/Contributions	3,427	4,465	417	419	421	2,100	2,366	2,665	2,692	2,155	2,128
– Recurrent revenue	2,546	2,164	2,299	2,798	2,593	2,327	2,064	3,210	2,243	3,166	2,689
	<b>10,742</b>	<b>15,805</b>	<b>8,316</b>	<b>8,635</b>	<b>8,732</b>	<b>7,375</b>	<b>8,513</b>	<b>9,988</b>	<b>9,075</b>	<b>7,138</b>	<b>6,604</b>

### Notes:

(1) From 13/14 Income Statement.

(2) New Capital Works are major non-recurrent projects, eg new Leisure Centre, new Library, new Swimming pool etc.

(3) Financial projections should be in accordance with Council's Integrated Planning and Reporting framework.

## Hurstville City Council

## Special Schedule No. 9 - Permissible Income Calculation

for the financial year ended 30 June 2015

\$'000		Calculation 2013/14	Calculation 2014/15
<b>Notional General Income Calculation <sup>(1)</sup></b>			
Last Year Notional General Income Yield	a	33,322	34,494
Plus or minus Adjustments <sup>(2)</sup>	b	13	95
<b>Notional General Income</b>	c	<b>33,335</b>	<b>34,589</b>
<b>Permissible Income Calculation</b>			
Special variation percentage <sup>(3)</sup>	d		
or Rate peg percentage	e	3.40%	2.30%
or Crown land adjustment incl. rate peg percentage	f		
less expiring Special variation amount	g		
plus Special variation amount	h = c x d	-	-
or plus Rate peg amount	i = c x e	1,133	796
or plus Crown land adjustment and rate peg amount	j = c x f	-	-
<b>sub-total</b>	k = (c+g+h+i+j)	<b>34,468</b>	<b>35,385</b>
plus (or minus) last year's Carry Forward Total	l	85	59
less Valuation Objections claimed in the previous year	m	-	-
<b>sub-total</b>	n = (l + m)	<b>85</b>	<b>59</b>
<b>Total Permissible income</b>	o = k + n	<b>34,553</b>	<b>35,444</b>
less Notional General Income Yield	p	34,494	35,337
<b>Catch-up or (excess) result</b>	q = o - p	<b>59</b>	<b>107</b>
plus Income lost due to valuation objections claimed <sup>(4)</sup>	r		
less Unused catch-up <sup>(5)</sup>	s		(59)
<b>Carry forward to next year</b>	t = q + r - s	<b>59</b>	<b>48</b>

**Notes**

- <sup>1</sup> The Notional General Income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- <sup>2</sup> Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called "supplementary valuations" as defined in the Valuation of Land Act 1916.
- <sup>3</sup> The Special Variation Percentage is inclusive of the Rate Peg percentage and where applicable crown land adjustment.
- <sup>4</sup> Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer-General. Councils can claim the value of the income lost due to valuation objections in any single year.
- <sup>5</sup> Unused catch-up amounts will be deducted if they are not caught up within 2 years. Usually councils will have a nominal carry forward figure. These amounts can be adjusted for in setting the rates in a future year.

**HURSTVILLE CITY COUNCIL**  
**SPECIAL SCHEDULE NO. 9**  
**INDEPENDENT AUDITORS' REPORT**

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**REPORT ON SPECIAL SCHEDULE NO. 9**

We have audited the accompanying special purpose financial statement comprising the reconciliation of total permissible general income (Special Schedule No. 9) of Hurstville City Council for the year ending 30 June 2015.

***Responsibility of Council for Special Schedule No. 9***

The Council is responsible for the preparation and fair presentation of Special Schedule No. 9 in accordance with the Local Government Code of Accounting Practice and Financial Reporting (Guidelines) Update No. 22. This responsibility includes the maintenance of adequate accounting records and internal controls designed to prevent and detect fraud and error; designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of Special Schedule No. 9 that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

***Auditors' Responsibility***

Our responsibility is to express an opinion on Special Schedule No. 9 based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether Special Schedule No. 9 is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in Special Schedule No. 9. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of Special Schedule No. 9, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of Special Schedule No. 9.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

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In making our risk assessments, we consider internal controls relevant to the entity's preparation of Special Schedule No. 9 in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Independence***

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

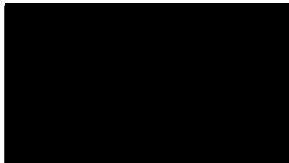
***Audit Opinion***

In our opinion, Special Schedule No. 9 of Hurstville City Council for 2014/15 is properly drawn up in accordance with the requirements of the Office of Local Government and in accordance with the books and records of the Council.

***Basis of Accounting***

Without modifying our opinion, we advise that this schedule has been prepared for distribution to the Office of Local Government for the purposes of confirming that Council's reconciliation of Council's total permissible general income is presented fairly. As a result, the schedule may not be suitable for another purpose.

**HILL ROGERS SPENCER STEER**



**GARY MOTTAU**  
Partner

Dated at Sydney this 22nd day of October 2014



**Hurstville City Council**

# **Code of Meeting Practice**

Released: 18 September 2013

# Document Status and Version Control

## Ownership and Version Control

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11.0	18 Sept 2013	Katherine Garske	Adopted (CCL306-13)

## Related Documents

This document should be read in conjunction with:

- Local Government Act, 1993
- Local Government (General) Regulation 2005
- Division of Local Government Practice Note 16, August 2009

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## PART 1 - PRELIMINARY

### 1 Citation

This Code may be cited as the Hurstville City Council Code of Meeting Practice.

**Note:** *The Division of Local Government, Meetings Practice Note No 16 (August 2009) and Council's Code of Conduct should be read in conjunction with this Code.*

### 2 Definitions

(1) In this Code:

**amendment**, in relation to an original motion, means a motion moving an amendment to that motion;

**chairperson**,

(a) in relation to a meeting of the Council - means the person presiding at the meeting as provided by clause 13 of this Code; and

(b) in relation to a meeting of a committee - means the person presiding at the meeting as provided by clause 48 of this Code;

**committee** means a committee appointed or elected by the Council in accordance with clause 43(1) or the Council when it has resolved itself into a committee of the whole;

**leave of Council** means with the approval of Council;

**procedural motion** means a motion dealing with the conduct of a meeting e.g.

- items brought forward (suspension of standing orders)

- moving items in a block

**record** means a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee of the Council and, in particular, includes the minutes of meetings of the Council or of a committee of the Council;

**the Act** means the Local Government Act 1993;

**the Code** means the Hurstville City Council Code of Meeting Practice; and

**the Regulation** (Regs) means the Local Government (General) Regulation 2005.

(2) Except as otherwise provided, expressions used in this Code, which are defined in the dictionary at the end of the Local Government Act (Act), have the meanings set out in the dictionary.

### 3 Act and Regulation

(1) This Code is made pursuant to section 360 (2) of the Act.

(2) It incorporates relevant provisions of the Regulation and the Act.

(3) In the event of any inconsistency between the Code and the Act or the Regulation, the Act or the Regulation (as the case may be) prevails to the extent of the inconsistency.

### 4 Notes to text

Notes in the text of this Code are explanatory notes and do not form part of this Code. They are provided to assist understanding.

References to the Act are shown as (SXXX)

References to the Regulations are shown as (cl XXX Regs)

## **PART 2 - CONVENING OF, AND ATTENDANCE AT, COUNCIL MEETINGS**

### **5 Frequency of meetings of the Council**

- (1) The Council is required to meet at least 10 times each year, each time in a different month. (S365)
- (2) The Council shall, by resolution, set the time, date and place of meetings of the Council.
- (3) Notwithstanding (2) above, the Mayor may, at his/her discretion, call meetings of the Council, notice of which shall be given in accordance with this Code. [The Notice is issued by the General Manager].
- (4) That Council Meetings terminate at 11:00pm unless a Motion for a half-hour extension of time to 11:30pm and, if necessary, for a further half-hour to 12:00 midnight, be carried.
- (5) The meeting shall be adjourned at 12:00 midnight, until such day and time as shall be fixed by the Chairperson, the majority of Councillors present or the General Manager (cl 233 Regs).
- (6) Not less than 3 clear days' notice of an adjourned meeting shall be given to Members.
- (7) Notwithstanding (4) above, Council may so determine to carry on business past midnight to finalise business rather than incurring costs to call an adjourned meeting and such action shall not invalidate any decisions made past midnight (S374).

**Note:** *The Council normally meets on the first and third Wednesday of the month, with meetings customarily commencing at 7:00pm*

### **6 Extraordinary Meetings**

- (1) If the Mayor receives a request in writing signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable but in any event within 14 working days after the receipt of the request. (S366). The Mayor may be one of the two (2) Councillors.
- (2) For the purpose of this Clause, a working day is a day that is not a Saturday, Sunday or public holiday.
- (3) That if the Mayor considers a matter to be so urgent that it cannot wait for submission to a night within the 14 day period where another scheduled meeting of the Council is being held, the Mayor may then call an extraordinary meeting of the Council to be held as soon as practicable, but in accordance with Clause 8 (Notice of meetings) so as to allow not less than 3 clear days' notice of the meeting, unless it is an emergency where less than 3 clear days' notice may be given (see cl 8[3]).
- (4) Further, meetings shall generally be called for 7:00pm on a weekday however they may be called at some other time should this be necessary and appropriate.

### **7 Councillor Workshops, briefings and informal meetings**

- (1) Councillor Workshops
  - a. will be held as and when determined by the Council within its regular meeting cycle or as determined by the Mayor or General Manager having regard to the amount of information to be provided to Councillors and of any urgent nature.
  - b. normally commence at 7:00pm and shall conclude at 9:00pm unless those present by consensus allow the workshop to continue until all information on the agenda has been presented.

- (2) Councillor briefings are held as requested generally to inform Councillors of matters currently before consideration of the Council.
- (3) Informal meetings are held as requested to brief Councillors on matters that are not currently before the Council.

**Note:** Council from time to time conducts workshops, briefings and informal meetings with Councillors on issues relevant to Council business. The sessions provide an informal environment to allow Councillors to receive information and ask questions about issues outside of the formal meeting process. At these meetings Council will not:

- a. formally consider any specific reports containing recommendations; or
- b. make a binding decision in relation to any matters discussed during the workshop, briefing or informal meetings.

## 8 Notice of meetings

- (1) The General Manager of a Council must send to each Councillor, at least 3 days before each meeting of the Council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting. (S367 [1])
- (2) The notice of meeting will be provided electronically to Councillors, who will have been provided the facilities to access the notice, agenda and business papers.
- (3) Notice of less than 3 days' may be given of an extraordinary meeting called in an emergency, (S367 [2]) but in no case shall notice of less than one day be given.
- (4) For the purpose of this Clause, 3 days' notice before a meeting of the Council includes a Saturday, Sunday and/or a Public Holiday.
- (5) Notice must also be given of Council (cl 232 Regs) in a local newspaper indicating the time & place of the meeting. Notice does not have to be by publication for Extraordinary Council however, a Notice must be placed on Councils public notice board, at least 1 day prior to the meeting being held.

**Note:** It is currently (2011) the practice of Council to publish the business paper on the Thursday prior to the following Wednesday meeting.

*The Council has delegated functions of the Council under S377 to the General Manager and in accordance with that authority has the power to set a meeting date for meetings of the Council.*

## 9 Quorum (S368)

The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office for the time being and are not suspended from office.

## 10 What happens when a quorum is not present

- (1) A meeting of the Council must be adjourned if a quorum is not present:
  - a. within half an hour after the time designated for the holding of the meeting; or
  - b. at any time during the meeting.
- (2) In either case, the meeting must be adjourned to a time, date and place fixed:
  - a. by the chairperson; or
  - b. in his or her absence by the majority of the Councillors present; or
  - c. failing that, by the General Manager.
- (3) The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

**Note:** (cl 233 Regs)

- (4) A meeting of the Council must be held or at least opened if a meeting notice has been given. The meeting cannot be abandoned or cancelled.

**Note:** Meetings must commence on time or within half an hour after the time designated for the holding of the meeting.



## 11 Presence at Council meetings (includes Leave of Absence)

- (1) A Councillor cannot participate in a meeting of the Council unless personally present at the meeting. (cl 235 Regs)
- (2) The General Manager
  - a. is entitled to attend, but not to vote at a meeting of the Council of which all the members are Councillors.
  - b. is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote.
  - c. may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of the employment of the General Manager.
- (3) A Councillor
  - a. When submitting an application for leave of absence from Council Meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent. (cl 235A [1] Regs)
  - b. who intends to attend a Council Meeting despite having been granted leave of absence should, if practicable, give the General Manager at least 2 days' notice of his or her intention to attend. (cl 235A [2] of Regs)
- (4) A Councillor shall not be deemed to be present at any Council meeting, unless they are within the Council Chamber. For the purposes of this requirement, the Council Chambers foyer or Councillors' Suite is not regarded as being in the Council Chamber.

**Note:** *For the sake of clarity a Councillor declaring an interest in a matter at a Council meeting and leaving the Chamber shall not remain in either the public gallery or any part of the foyer within view of the meeting.*

*A Councillor shall not be deemed to be present at any Committee meeting unless they are within the designated meeting room itself.*

## PART 3 - PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS

### 12 Chairperson of Council meetings

- (1) The Mayor or, at the request of or in the absence of the Mayor, the Deputy Mayor shall preside at meetings of the Council.
- (2) If the Mayor and the Deputy Mayor are absent, a Councillor shall be elected to chair the meeting by the Councillors present and following such election shall preside at the meeting of the Council.
 

**Note:** (S369)
- (3) If no chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- (4) The election must be conducted:
  - a. by the General Manager or, in his or her absence, an employee of the Council designated by the General Manager to conduct the election; or
  - b. if neither of them is present at the meeting or there is no General Manager or designated employee by the person who called the meeting or a person acting on his or her behalf.

- (5) If, at an election of a chairperson, 2 or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- (6) For the purposes of subclause (3), the person conducting the election must:
  - a. arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - b. then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- (7) The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

**Note:** (cl 236 Regs)

### **13 Chairperson to have precedence (cl 237 Regs)**

When the chairperson rises or speaks during a meeting of the Council:

- (a) any Councillor then speaking or seeking to speak must immediately resume his or her seat, if standing; and
- (b) every Councillor present must be silent to enable the chairperson to be heard without interruption.

### **14 Chairperson's duty with respect to motions (cl 238 Regs)**

- (1) It is the duty of the chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- (2) The chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.
- (3) Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

### **15 Confirmation of Minutes**

- (1) The Council must ensure that full and accurate minutes are kept of proceedings of the Council.
- (2) The General Manager must ensure that the following matters are recorded in the Council's minutes:
  - a. details of each motion moved at a Council meeting and of any amendments moved to it,
  - b. the names of the mover and seconder of the motion or amendment,
  - c. whether the motion or amendment is passed or lost.

**Note:** *Section 375 (1) of the Act requires a Council to ensure that full and accurate minutes are kept of the proceedings of a meeting of the Council [other provisions of this Regulation and of the Act require particular matters to be recorded in a Council's minutes].*

- (3) The accuracy of the minutes of every preceding meeting, including extraordinary meetings, not previously confirmed must be dealt with at every meeting of the Council, in order that such minutes may be confirmed.
- (4) A motion or discussion with respect to such minutes shall not be in order except with regard to their accuracy as a true record of the proceedings.
- (5) Minutes may be confirmed at an extraordinary meeting of the Council.
- (6) The minutes must, when they have been confirmed at a subsequent meeting of the Council, be signed by the person presiding at that subsequent meeting.

### **16 Order of business**

- (1) At a meeting of the Council (other than an extraordinary meeting, a meeting

resolved by Council to be for a specific purpose or a meeting called by the Mayor in accordance with Clause 5 (3) of this Code) the general order of business shall be:

1. The National Anthem
  2. Opening Prayer
  3. Acknowledgement of traditional custodians
  4. Apologies
  5. Mayoral Minute
  6. Matters of Privilege
    - Condolences
    - Other
  7. Disclosures of Interest
  8. Minutes of Previous Meetings (Council and Committees)
  
  10. Council Reports
  11. Notices of Motion
  12. Questions With Notice
  13. Closed Council session (Committee of the Whole)
  14. Consideration of Closed Council session recommendations.
- (2) Matters of Privilege referred to in (1) 6 above are to be confined to condolences, congratulations, presentations and matters ruled by the chairperson to be of extreme urgency and that a time limit of five (5) minutes be imposed on issues raised within privilege.
  - (3) The Mayor may bring forward an item of business from the business paper where it is established that a member of the public with an interest in that item is present in the public gallery.
  - (4) The order of business fixed under subclause (1) may be altered if a motion to Suspend Standing Orders (order of business) to that effect is carried, following which, Standing Orders (order of business) shall be resumed.
  - (5) Notwithstanding Clause 30, only the mover of a motion referred to in subclause (4) may speak to the motion before it is put.
  - (6) Council Meeting Reports referred to in (10) above may relate to any matter needing the Council's consideration that have not had the opportunity to be considered through a Committee process. The General Manager or Acting General Manager has the sole discretion for referring reports through this process. In addition, reports requiring consideration in Closed Session (Committee of the Whole) will be referred to under this item, but the item itself will appear under Committee of the Whole within the EBP.
  - (7) Reports relating to development matters, including development application, development control plans and local environment plans which may not be determined under delegated authority or require a resolution of Council to be enacted will be considered as the first priority under "Council Reports".

## **17 Business papers for Council meetings**

- (1) The General Manager must ensure that the agenda for a meeting of the Council states:
  - a. all matters to be dealt with arising out of the proceedings of former meetings of the Council, and
  - b. if the mayor is the chairperson - any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - c. subject to subclause (2), any business of which due notice has been given.
- (2) The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business would be) unlawful.

The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the Council.

- (3) The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
- (4) The General Manager must ensure that the details of any item of business to which section 9 (2A) of the Act applies are included in a business paper for the meeting concerned.
- (5) Nothing in this clause limits the powers of the chairperson under clause 20.

**Note:** (cl 240 Regs)

## **18 Giving notice of business (cl 241 Regs)**

- (1) The Council must not transact business at a meeting of the Council:
  - a. unless a Councillor has given notice of the business in writing delivered to the General Manager in sufficient time for notice of the business to be given to the Council in accordance with Clause 8 of this Code and distributed with the appropriate business paper or if the matter is determined as urgent in accordance with subclause (3); and
  - b. unless notice of business has been sent to the Councillors at least 3 days before the meeting, or, in the event of an extraordinary meeting called in an emergency, at least one day.
- (2) Subclause (1) does not apply to:
  - a. business which is already before, or directly relates to a matter that is already before, the Council;
  - b. the election of a chairperson to preside at the meeting as provided by Clause 12(3);
  - c. a matter or topic put to the meeting by the Chairperson in accordance with Clause 20;
  - d. is a motion for the adoption of recommendations of committees of the Council;
  - e. reports from officers which in the opinion of the chairperson or the General Manager are urgent; and
  - f. reports from officers placed on the business paper pursuant to a decision of a committee that additional information be provided to the Council in relation to a matter before the committee.
- (3) Despite subclause (1), business may be transacted at a meeting of the Council when due notice of the business has not been given to Councillors, but only if:
  - a. a motion is passed to have the business transacted at the meeting; and
  - b. the business proposed to be brought forward is ruled by the chairperson to be of great urgency. Such a motion can be moved without notice.
- (4) Despite clause 30, only the mover of a motion referred to in subclause (3) can speak to the motion before it is put.

## **19 Business paper for extraordinary meeting (cl 242 Regs)**

- (1) The General Manager must ensure that the business paper for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.
- (2) Despite subclause (1), business may be transacted at an extraordinary meeting of the council even though due notice of the business has not been given to the Councillors if:
  - a. a motion is passed to have the business transacted at the meeting; and
  - b. the business proposed to be brought forward is ruled by the chairperson to be of great urgency. Such a motion can be moved without notice.

- c. Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of.
- (3) Despite clause 30, only the mover of a motion referred to in subclause (2) can speak to the motion before it is put.

## **20 Official minutes (Mayoral Minute)**

- (1) If the Mayor (or the Deputy Mayor, if acting for the Mayor) is the chairperson at a meeting of a Council, the chairperson is, by minute signed by the chairperson, entitled to put to the meeting any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- (2) Such a minute, when put to the meeting, takes precedence over all business on the Council's business paper for the meeting. The chairperson (but only if the chairperson is the Mayor, or the Deputy Mayor, if acting for the Mayor) may move the adoption of the minute without the motion being seconded.
- (3) A recommendation made in a minute of the chairperson (being the Mayor, or Deputy Mayor, if acting for the Mayor) or in a report made by a Council employee is, so far as adopted by the Council, a resolution of the Council.

**Note:** (cl 243 Regs)

- (4) The Mayor shall make every effort to make available a Mayoral Minute as early as possible prior to a meeting at which it is to be considered.

## **21 Report of a Departmental representative to be tabled at Council meeting (cl 244 Regs)**

When a report of a Departmental representative has been presented to a meeting of a Council in accordance with section 433 of the Act, the Council must ensure that the report:

- a. is laid on the table at that meeting; and
- b. is subsequently available for the information of Councillors at all reasonable times.

## **22 Notice of motion**

- (1) In the absence of a Councillor who has placed a notice of motion (cl 245 Regs) on the business paper for a meeting of the Council:
  - a. any other Councillor may move the motion at the meeting; or
  - b. the chairperson may defer the motion until the next meeting of the Council at which the motion can be considered.
- (2) Notices of Motion are to be submitted electronically and to be received by the Governance Officer by noon, seven (7) days prior to the Council meeting.
- (3) The General Manager (relevant council officer) may add comments to the Notice of Motion to provide additional information or to clarify factual matters. Updated versions of items amended after initial publication of the business paper are to be provided to the public gallery.

**Note:** Under clause 240 (2) of the Local Government (General) Regulations, the General Manager still has the right to exclude a Notice of Motion, if in the opinion of the General Manager, the business is or the implementation of the business would be unlawful.

## **23 Motions to be seconded**

- (1) A motion or an amendment cannot be debated unless or until it has been seconded. However, the mover of a motion may be allowed by the chairperson to speak to the motion before calling for the motion to be seconded. This clause is subject to clauses 20 (2) and 30 (5).

- (2) The seconder of a motion or of an amendment may reserve the right to speak later in the debate.

## **24 How subsequent amendments may be moved**

- (1) If an amendment has been accepted or rejected, a further amendment can be moved to the motion in its original or amended form (as the case may be), and so on, but no more than one motion and one proposed amendment can be before the Council at any one time. (cl 247 Regs).
- (2) It is permissible to debate the motion and an amendment concurrently.
- (3) It is permissible during the debate on an amendment for a further amendment to be foreshadowed. However, any such foreshadowed amendment shall not be moved and debated until the amendment is dealt with.

## **25 Motions of Dissent (cl 248 Regs)**

- (1) A Councillor can, without notice, move to dissent from the ruling of the chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- (2) In the event of a motion of dissent being moved, the chairperson may remain in the chair during consideration of such motion by the Council and, if necessary, exercise his/her casting vote in accordance with Clause 32 (2) of this Code.
- (3) If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the business paper and proceed with it in due course.
- (4) Despite clause 30, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

## **26 Petitions may be presented to the Council**

- (1) A Councillor may present a petition to the Council.
- (2) The Chairperson must not permit discussion on the petition, unless it relates to an item on the business paper. Petitions shall be referred to the General Manager for referral to an appropriate officer for report, or reply after appropriate action.

## **27 Questions may be put to Councillors and Council employees**

- (1) A Councillor:
- a. may, through the chairperson, put a question to another Councillor; and
  - b. may, through the chairperson and the General Manager, put a question to a Council employee.
- (2) However, a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.
- (3) The Councillor must put every such question directly, succinctly and without argument.
- (4) The chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under this clause.

**Note:** (cl 249 Regs)

- (5) Nothing in this clause affects questions being asked, with the leave of the chairperson, relevant to any matter under discussion at a meeting.

## 28 Questions With Notice (QWN)

- (1) The relevant council officer will endeavour to provide a written response within the business paper at the time of publication, if time permits, or up to Tuesday evening prior to the Council meeting. If an answer cannot be provided in this manner or at the Council meeting the QWN would be taken on notice for a report to a subsequent meeting.
- (2) Questions With Notice are to be submitted electronically and to be received by the Governance Officer by noon, seven (7) days prior to the Council meeting. Updated versions of items amended after initial publication of the business paper are to be provided to the public gallery at the meeting and are available electronically to Councillors and to the public on-line. .

**Note:** *These questions are not subject to debate or public address*

- (3) Councillors should forward by email issues of operational concern raised by constituents to the responsible Director, or the relevant authorised contact officer to enable matters to be dealt with at the earliest opportunity rather than submitting them as Questions With Notice.
- (4) Questions With Notice should be restricted to matters of Council Business (Policy or Operational). Other issues should be addressed through other forums. Matters of concern or disciplinary matters regarding Councillors or staff actions / behaviours will not be dealt with under Questions With Notice but rather through the General Manager in accordance with the Council's Code of Conduct.

**Note:** *Questions With Notice was implemented in accordance with CI 241 of the Local Government (General) Regulations 2005 & DLG Meeting Practice Note 16 (2009)*

## 29 Mode of address

Councillors shall at all times address other Councillors by their official designation, as Mayor or Councillor, as the case may be. Councillors may sit including any Councillor prevented from standing by physical infirmity when addressing the Chambers, however this does not prevent any Councillor standing to speak if he/she so wishes.

## 30 Limitation as to number of speeches (cl 250 Regs)

- (1) A Councillor who, during a debate at a meeting of the Council, moves an original motion has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.
- (2) A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- (3) A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than 5 minutes at any one time. However, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment and for longer than 5 minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- (4) Despite subclauses (1) and (2), if the mover of a motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it or if at least 2 Councillors have spoken in favour of a motion or an amendment and at least 2 Councillors have spoken against the motion or amendment, any Councillor may move that the question be now put.
- (5) The chairperson must immediately put to the vote a motion under subclause (4) without the motion being seconded and without debate
- (6) If a motion that the question be now put is passed, the chairperson must, after the mover of the motion has exercised his or her right of reply under subclause (1),

immediately put the question to the vote without further discussion.

- (7) If a motion that the question be now put is rejected, the chairperson must resume the debate on the original motion or amendment.

### 31 Motions put without debate

Provided there is no objection from any Councillor present, any motion or recommendation before the Council may be put to the vote without discussion or debate.

### 32 Voting at Council meetings (cl 251 Regs)

- (1) Each Councillor is entitled to one vote. (S370)
- (2) Voting at a Council meeting, including voting at an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in an election by Councillors for mayor or deputy mayor is to be by secret ballot.
- (3) The Chairperson has, in the event of an equality of votes, a second or casting vote (S370) and that vote shall be used at the absolute discretion of the Chairperson.
- (4) A Councillor who is present at a meeting of the Council but who fails to vote on a motion or an amendment put to the meeting is taken to have voted against the motion or the amendment unless the Councillor has declared a pecuniary interest in the matter.
- (5) If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.
- (6) The decision of the chairperson as to the result of a vote is final, unless:
- a. in the case where a vote has been declared on the voices, a Councillor immediately requests a show of hands; or
  - b. the decision is immediately challenged and not fewer than 2 Councillors rise and demand a division.
- (7) When a division on a motion is demanded, the chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the Council's minutes.
- Note:** Any division will be recorded through the use of the electronic voting system installed in the Council Chambers. Should the electronic system be unavailable, the former custom of standing will be utilised.
- (8) Where a tie in the voting occurs and the chairperson is entitled to a casting vote in accordance with Clause 32 (3) of this Code but declines to exercise such casting vote, the vote is lost and a new proposal should then be moved.
- (9) That Council when determining all planning, development, or related applications, Council will give relevant planning reasons for its decisions, if they depart from the recommendations of the staff.
- (10) When Council is considering planning matters, that is all Development Application matters, and site specific Development Control Plans and Local Environmental Control Plans, the General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the Council's minutes.

**Note:** This clause took effect from the first meeting in 2008. (S375A).

### 33 Decisions of the Council

A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council. (S371)



### 34 Rescinding or altering resolutions (S372)

- (1) A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with clause 18. A motion to rescind or alter a resolution of the Council shall not be considered at the same meeting at which the resolution was passed.
- (2) If it is proposed to move a further motion in the event that a rescission motion is carried, the required notice must also be given of the proposed further motion.
- (3) If a notice of motion to rescind or alter a resolution is given:
  - a. at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission or alteration has been dealt with; or
  - b. at any time after the meeting at which the resolution is carried, no further action to carry the resolution into effect may be taken after receipt of the notice of motion until the motion of rescission or alteration has been dealt with.
- (4) In the case of a motion of alteration, subclause (3) applies only to the extent that the resolution of Council would be affected by the motion of alteration, if it is carried.
- (5) If a motion has been negatived by the Council, a motion having the same effect must not be considered unless notice of it has duly been given in accordance with clause 18.
- (6) A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negatived by the Council, must be signed by at least 3 Councillors if less than 3 months has elapsed since the resolution was passed, or the motion was negatived, as the case may be.
- (7) If a motion to alter or rescind a resolution has been negatived, or if a motion which has the same effect as a previously negatived motion, is negatived, no similar motion may be brought forward within 3 months. This subclause may not be evaded by substituting a motion differently worded, but in principle the same.
- (8) A motion to which this clause applies may be moved on the report of a committee of the Council and any such report must be recorded in the minutes.
- (9) The provisions of this clause concerning negatived motions do not apply to motions of adjournment.
- (10) Notwithstanding the provisions of subclause (1), Council may, by resolution, provided that the majority of Councillors present agree, re-commit a matter for further consideration at the same meeting at which the matter has been resolved, to avoid the necessity to rescind the resolution. However re-committal will not be allowed if the meeting lapses for want of a quorum or is adjourned to another day.

**Note:** *The purpose of sub-clause (10) is to permit the Council to re-visit a decision taken, where it is realised after the vote on the matter, which because there may have been confusion or misunderstandings during debate, the decision may be inconsistent with the wishes of a majority of Councillors.*

### 35 Rescission Motions – Council Meetings

- (1) That the procedure in relation to the submission of rescission motions be that in the event of a Councillor/s advising verbally of the intention to lodge a rescission motion following a meeting of the Council, that verbal advice be notified ASAP to the General Manager but by no later than noon on the day (Thursday) immediately following the Council Meeting with the Member/s submitting the formal rescission motion with confirmed support (in writing) by three (3) Councillors by noon on the Monday following the Council meeting. Failure to meet this timetable may see the original resolution actioned.

**Note:** *Confirmed support in writing may take the form of an email, letter or copy of the rescission duly signed by the Councillors, and may consist of a combination of any or all of these in support of a rescission. Verbal expressions of support will not be considered.*

- (2) The General Manager notify the relevant Directors, Manager Corporate Governance & Records and the author of the report subject to the Rescission Motion as soon as verbal advice has been received that a Rescission Motion is to be lodged. The appropriate actioning officer will be responsible for ensuring that no further action is taken in respect to the matter pending the item being reconsidered at a future meeting of the Council.

### **36 Rescission Motion Format**

THAT the following resolution of the Council / Meeting of the [date] in relation to [Item number and Title] be rescinded:

*RESOLVED THAT ...*

FURTHER THAT if the rescission motion is successful that it be superseded by the following.

THAT ...

[The Report Detail should provide the reasons for the rescission.]

[Three Councillors to sign a hardcopy of the motion or provide written agreement to the motion electronically.]

### **37 Motions of adjournment**

- (1) Debate shall not be permitted on any motion for adjournment of a meeting of the Council.
- (2) If a motion for adjournment is negated, the business of the meeting shall proceed, and it shall not be in order for any Councillor to again move a motion for adjournment within half an hour of the previous motion for adjournment being negated.
- (3) A motion for adjournment may specify the time, date and place of the adjourned meeting; however, if a motion for adjournment is carried but does not specify the time, date and place of the adjourned meeting, the chairperson shall make a determination with respect to whichever of these has not been specified, in accordance with the regulation (cl 233 Regs)

## **PART 4 - KEEPING ORDER AT MEETINGS**

### **38 Questions of order (cl 255 Regs)**

- (1) The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- (2) A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- (3) The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- (4) The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### **39 Acts of disorder (cl 256 Regs)**

- (1) A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a committee of the Council:
- a. contravenes the Act, any regulation in force under the Act or this Code; or
  - b. assaults or threatens to assault another Councillor or person present at the

- meeting; or
- c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or committee, or addresses or attempts to address the Council or committee on such a motion, amendment or matter; or
  - d. insults or makes personal reflections on or imputes improper motives to any other Councillor; or
  - e. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or committee into contempt; or
  - f. reads at length from any correspondence, report or other document, without the leave of the Council.
- (2) The chairperson may require a Councillor:
    - a. to apologise without reservation for an act of disorder referred to in subclause (1) (a) or (b); or
    - b. to withdraw a motion or an amendment referred to in subclause (1) (c) and, where appropriate, to apologise without reservation; or
    - c. to retract and apologise for an act of disorder referred to in subclause (1) (d) or (e).
    - d. to refrain from further reading and apologise for the act of disorder in subclause 1(f).
  - (3) The Council or committee of the Council may, by resolution, expel from a meeting a Councillor who fails to comply with a requirement made under subclause (2). The expulsion of a Councillor under this subclause does not prevent any other action from being taken against the Councillor for the act of disorder concerned.
  - (4) The provisions of the Code of Conduct adopted by Council on 27th April, 2005 or subsequent amendments made thereto that reflect on the Council's Code of Meeting Practice be endorsed.
  - (5) Any matter of concern about the actions / behaviour of a Councillor are to be addressed as outlined in the Code of Conduct, if warranted, and not be the subject of debate or discussion at a Council Meeting.

**Note: What sanctions are available for Councillor misbehaviour?**

*The Model Code of Conduct provides information on sanctions available to Council to address Councillor breaches of the Code (Part 10.15). These include apology; counselling; making a public finding of inappropriate conduct; referring the matter to an appropriate investigative body; and prosecution for the breach of any law.*

**How can a Council formally censure a Councillor for misbehaviour?**

*Through a resolution at a meeting, Council can formally censure a Councillor for misbehaviour (S440 LGA). Consideration of all the issues and points of view should take place before a Councillor is censured or sanction is sought against them for a significant breach of the Code of Conduct. External factors such as political or other affiliations should not influence any decision. A decision to seek sanction against a Councillor should reflect the concern of the overwhelming majority of Councillors about the conduct of the Councillor and its impact on the Council's operations.*

## **40 How disorder at a meeting may be dealt with (cl 257 Regs)**

- (1) If disorder occurs at a meeting of the Council or committee of the Council, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This subclause applies to disorder arising from the conduct of members of the public as well a disorder arising from the conduct of Councillors.
- (2) The Council or committee may, by resolution, expel a member of the public from a Council or committee meeting on the ground that the member is engaging in or has, at the meeting, engaged in disorderly conduct.

## **41 Power to remove persons from meeting after expulsion resolution (cl 258 Regs)**

If a meeting of the Council or committee of the Council resolves to expel from the meeting a Councillor for failing to comply with a requirement made under clause 39 or a member of the public for disorderly conduct and the Councillor or member of the public fails to leave the meeting immediately after the resolution is passed, a police officer or any person authorised by the Council or committee for the purpose, may remove the person from the meeting and, if necessary, restrain the person from re-entering the place where the meeting is being held.

## **PART 5 - COUNCIL COMMITTEES**

### **42 Committee of the Whole (Closed Session)**

- (1) The Council may resolve itself into a Committee of the Whole to consider any matter before the Council.
- (2) Before resolving into Committee of the Whole the chairperson must ascertain whether or not any member of the public present wishes to address Council as to whether or not the meeting should be closed to the public to consider particular issues on the basis of such period being held immediately prior to the time when Council proposes to close the meeting with any address from a member of the public to be for a maximum period of two (2) minutes and, if appropriate, addresses are to be taken on a "for" and "against" basis. The period for representation ceases when the Chairperson calls for the public to vacate the Chamber. (cl 264 Regs).
- (3) All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of a Committee of the Whole, except the provisions:
  - a. limiting the number and duration of speeches; and (cl 259 [1] Regs)
  - b. requiring Councillors to stand when speaking.
- (4) If a Council resolves that a meeting, or a part of a meeting, is to be closed to the public, the chairperson must make the recommendations of the closed session public as soon as practicable after the meeting or part of the meeting has ended.
- (5) The General Manager is responsible for reporting to the Council proceedings in a closed session. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- (6) The Council must ensure that a report of the proceedings is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

### **43 Council may appoint committees and determine frequency of meetings**

- (1) The Council may appoint or elect such committees as it considers necessary.
- (2) The Council may determine the dates and times of meetings of committees appointed or elected by Council and additional meetings of committees appointed or elected by Council may be convened by Council, the Mayor or in his/her absence the Deputy Mayor or the Chairperson of the committee concerned, subject to appropriate notice of the meeting of the committee being given in accordance with Clause 45 of this Code.

**Note:** *Advisory Committees meet at various times which are published.*

- (3) The Members of a particular committee may agree to vary the time of commencement of that committee from time to time.

- (4) Such a committee is to consist of such number of Councillors of the Council as the Council decides.
- (5) The quorum for a meeting of such a committee shall be as determined by resolution of the Council from time to time or if the Council has not determined a quorum shall be a majority of the members of the committee and, in the event of a quorum not being present, all committees shall have the power to co-opt other Councillors so as to provide a quorum, and the co-opted Councillor(s) shall be regarded for the purpose of that particular meeting as having the same rights and privileges as if they were appointed or elected members of the committee and where no members of a committee are available, the Mayor, or in his/her absence the Deputy Mayor, shall have the authority to co-opt other Members of Council so as to provide a quorum and the before-mentioned rights and privileges shall apply to such co-opted Members.

#### **44 Functions of committees (cl 261 Regs)**

The Council must specify the functions of each of its committees when the committee is appointed or elected, but may from time to time amend those functions.

#### **45 Notice of committee meetings to be given (cl 262 Regs)**

- (1) The General Manager of the Council must send to each Councillor, at least 3 days before each meeting of the committee, a notice specifying:
  - a. the time and place at which and the date on which the meeting is to be held; and
  - b. the business proposed to be transacted at the meeting.
- (2) However, notice of less than 3 days may be given of a committee meeting called in an emergency by the Mayor or in his/her absence the Deputy Mayor or the Chairperson of the committee, but in no case shall less than one day be given.
- (3) The manner of giving notice of a committee meeting may be undertaken in the same manner as giving notice of a Council Meeting as referred to in Clause 8 of this Code.
- (4) The provisions of clause 17 (2), (3) and (4) apply to the business papers of committee meetings in the same manner as they apply to the business papers of meetings of the Council.

#### **46 Non-members entitled to attend committee meetings (cl 263 Regs)**

Except as provided for in Clause 43(5) a Councillor who is not a member of a committee of the Council is entitled to attend and speak at, but is not entitled to vote at, a meeting of the committee.

#### **47 Procedure in committees (cl 265 Regs)**

- (1) Each committee of the Council may regulate its own procedure.
- (2) Without limiting subclause (1), a committee of the Council may decide that, whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote.
- (3) Voting at a committee meeting is to be by open means (such as on the voices or by show of hands).

#### **48 Chairperson and deputy chairperson of committees (cl 267 Regs)**

- (1) The Chairperson of each Committee of the Council, must be:
  - a. the Mayor; or

- b. if the Mayor does not wish to be the Chairperson of a committee, a member of the committee elected by the Council or the committee; or
  - c. a member of the committee elected by the Council at the time of appointment of the committee; or
  - d. a member of the Committee elected by the Committee.  
as the case may be.
- (2) A Committee of the Council may elect a member of the Committee as Deputy Chairperson of the Committee.
  - (3) If neither the Chairperson nor the Deputy Chairperson of a Committee of the Council is able or willing to preside at a meeting of the Committee, the Committee must elect a member of the Committee to be acting Chairperson of the Committee.
  - (4) The Mayor is, by virtue of holding that office, a member of each committee of the Council.

## **49 Absence from committee meetings (cl 268 Regs)**

- (1) A member ceases to be a member of a committee if the member (other than the Mayor):
  - a. has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences; or
  - b. has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- (2) Subclause (1) does not apply if all of the members of the Council are members of the committee.

*Note: Leave of absence from Council Meetings is covered under clause 11 of this Code. (cl 235A Regs).*

## **50 Reports of committees (cl 269 Regs)**

- (1) If in a report of a committee of the Council distinct recommendations are made, the decision of the Council may be made separately on each recommendation.
- (2) The recommendations of a committee of the Council are, so far as adopted by the Council, resolutions of the Council.

## **51 Disorder in committee meetings (cl 270 Regs)**

The provisions of the Act, the Regulation and this Code relating to the maintenance of order in Council meetings apply to meetings of committees of the Council in the same way as they apply to meetings of the Council.

## **52 Committee may expel certain persons from its meetings (cl 271 Regs)**

- (1) If a meeting or part of a meeting of a committee of the Council is closed to the public in accordance with clause 55(2), the committee may, by resolution, expel from the place where the meeting is being held any person who is not a Councillor.
- (2) If any such person, after being notified of such a resolution, fails to leave the place where the meeting is being held, a police officer, or any person authorised by the Council for the purpose, may remove the person from, and, if necessary, restrain the person from re-entering that place.

## **PART 6 - PECUNIARY INTERESTS**

### **53 Pecuniary interest**

- (1) For the purposes of this Part, a pecuniary interest and the effects and requirements when a pecuniary interest arises is to be as defined in the relevant provisions of the Local Government Act, 1993.

- (2) A conflict of interests can be of two types:
  - a. Pecuniary – An interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated. (S442 and S443).
  - b. Non-Pecuniary – A private or personal interest the Council official has that does not amount to a pecuniary interest as defined in the Act (for example; a friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).
- (3) Where a Councillor or a member of a Council Committee who has a pecuniary interest in any matter before the Council, and who is present at a meeting where the matter is being considered, must identify the nature of the interest to the meeting as soon as practical. Generally this would be when the Chairperson of the Meeting calls for “Disclosure of nature and interest in matters before the meeting”.
- (4) When a Councillor or Council Official declares a Pecuniary Interest he / she must vacate the room and not take part in any discussion or consideration of the matter.
- (5) When a Councillor or Council Official declares a non-pecuniary interest he / she must determine the most appropriate course of action to deal with the conflict as specified in Council’s Code of Conduct. If the Councillor does not leave the meeting, the Councillor must vote on the matter otherwise it will be taken as the Councillor having voted against the motion.

## **PART 7 - PRESS AND PUBLIC**

### **54 Public notice of meetings**

- (1) The Council must give notice to the press and public of the times, dates and places of its meetings and meetings of those of its committees of which all the members are Councillors.
- (2) The Council and each such committee must have the business paper available for the press and public prior to and at each meeting for inspection and taking away by persons of the business paper for the meeting. This requirement does not apply to a business paper for a matter that, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the press and public and in this case the agenda for the meeting is to indicate that the relevant item of business is of such a nature.
- (3) The business paper is to be available to the press and public as nearly as possible to the time they are available to Councillors and are to be available free of charge.

### **55 Attendance at meetings of the Council**

- (1) The press and public are entitled to attend a meeting of the Council and those of its committees of which all its members are Councillors, except as provided by this clause.
- (2) The Council or such a committee may close to the press and public only so much of its meeting as comprises the receipt or discussion of any of the following:
  - a. personnel matters concerning particular individuals,
  - b. the personal hardship of any resident or ratepayer,
  - c. information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
  - d. commercial information of a confidential nature that would, if disclosed:
    - i. prejudice the commercial position of the person who supplied it, or
    - ii. confer a commercial advantage on a competitor of the Council, or
    - iii. reveal a trade secret,
  - e. information that would, if disclosed, prejudice the maintenance of law,
  - f. matters affecting the security of the Council, Councillors, Council staff or Council property,
  - g. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.
- (3) The grounds on which a meeting is closed must be specified in the decision to close the meeting and recorded in the minutes of the meeting and specify the following:
  - a. the relevant provisions of the Act;
  - b. the matter that is to be discussed during the closed part of the meeting;
  - c. the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.
- (4) A person (whether a Councillor or another person) is not entitled to be present at a meeting if expelled from the meeting by a resolution of the meeting.
- (5) Nothing in this clause prevents any limitation being placed on the number of members of the public admitted to a meeting of the Council or a committee of the Council, provided such limitation is for reason of safety or security.

### **56 Public Participation at Council / Committee Meetings**

- (1) A member of the public wishing to address the Council (or a Committee of the Council) is required to submit a request in writing not later than 48 hours prior to the



meeting and, if approval is granted by the Mayor or Chairperson of the relevant Committee, the applicant (or one person representing a group or organisation); or if there are opposing views, up to two speakers representing each viewpoint be permitted to address that meeting of the Council (or Committee of the Council) for three minutes at the time specified by the Mayor or Chairperson; except that the Mayor or Chairperson, at their discretion, may permit the immediate consideration by the Council or Committee in relation to an urgent matter.

**Note:** *Subclause (2) and (3) below are explanatory notes and do not form part of this Code. The explanatory notes will assist a member of the public to understand the manner in which the Mayor or Chairperson of the relevant Committee is likely to exercise the discretion to approve public participation.*

- (2) No more than four (4) speakers may be permitted to address a meeting of the Council (or Committee of the Council) on each occasion, except in relation to planning reports.
- (3) To ensure a broad range of representation, individual members of the public wishing to address the Council (or Committee of the Council) will be limited to three (3) addresses each calendar year, except in relation to planning reports.
- (4) Questions or addresses from the public gallery
  - a. shall not be allowed in respect to matters being considered by Council (or Committee of the Council) unless prior approval has been granted by the Mayor or Chairperson.
  - b. shall not be allowed in respect to matters not on the meeting agenda.
- (5) That in the event that a development application (as a planning report) before Council is referred for Councillor inspection and report, that it be the policy that no further presentations be permitted by members of the public.
- (6) That in the event that a development application (as a planning report) is considered at a Council meeting at which members of the public address the Council, and the Council resolves to request amendments to the proposal, then members of the public be permitted to speak at the meeting at which the matter is further considered if that consideration relates to a redesigned structure or substantially amended structure.

**Note:** *Hurstville City Council actively encourages participation of residents in the decision making process and is happy to hear from people regarding matters raised in the business paper, subject to the provisions of clause 28 in respect of Questions With Notice.*

## **57 Public access to correspondence and reports**

- (1) The Council and a committee of which all the members are Councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- (2) This clause does not apply if the correspondence or reports:
  - a. relate to a matter that was received or discussed; or
  - b. were laid on the table at, or submitted to, the meeting, when the meeting was closed to the public.

## **PART 8 - MISCELLANEOUS**

### **58 Information relating to proceedings at closed meetings not to be disclosed (S664)**

- (1) If a meeting or part of a meeting of the Council or a committee of the Council is closed to the public in accordance with clause 55(2), a person must not, without the authority of the Council or the committee, disclose, otherwise than to the Council or to a Councillor, information with respect to the discussion at, or the business of, the meeting.

- (2) This clause does not apply:
  - a. to the report of a committee of the Council when presented to the Council;
  - b. to the disclosure of information referred to in subclause (1) by a Councillor or employee of the Council in the course of the Councillor's or employee's duties.

## 59 Inspection of the minutes of the Council or a committee

- (1) An inspection of the minutes of the Council or committee of the Council is to be carried out under the supervision of the General Manager or Public Officer or an employee of the Council designated by the General Manager or Public Officer to supervise inspections of those minutes.
- (2) The General Manager must ensure that the minutes of the Council and any minutes of a committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

## 60 Tape recording of meeting of the Council or a committee prohibited (cl 273 Regs)

- (1) The tape recording of Council and Committee meetings by members of the public or Councillors is prohibited.
- (2) A person may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a Council or a Committee of a Council for using or having used a tape recorder in contravention of this clause.
- (3) If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council, or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.
- (4) In this clause, **tape recorder** includes a video camera, mobile phone and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.

## 61 Tape recording of meeting by the Council or a committee

- (1) Audio recordings are not required of Council or any Committee Meetings. However, if recordings of any meetings are made then:
  - a. audio recordings of meetings will only be used for verifying the accuracy of minutes;
  - b. audio recordings of meetings will not be made available to the public or disclosed to any third party except as allowed or exempted under sections 18, 19 and/or 23 of the Privacy and Personal Information Act 1998 or by any other law, e.g. Government Information (Public Access) Act 2009.
  - c. audio recordings of meetings will be destroyed as soon as their original purpose is served or immediately after three months since their creation (whichever is the later), except where retention for a longer period is otherwise required or recommended under the State Records Act 1998 or for any other lawful purpose.
  - d. appropriate signage will be displayed in the public gallery or at the public entrance to council meetings, as well as verbal statements at the commencement of each meeting, to notify the public of the matters required under s10(a)-(e) of the Privacy and Personal Information Act 1998.
- (2) In this clause, **audio recordings** include a video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.

**Note:** *cl 61 (1) (b) amended to suit the introduction of Government Information (Public Access) Act 2009 on 1 July 2010 and the repeal of section 12 of the LGA.*

## **62 Certain circumstances do not invalidate Council decisions (S374)**

Proceedings at a meeting of the Council or a Council committee are not invalidated because of:

- a. a vacancy in a civic office;
- b. a failure to give notice of the meeting to any Councillor or a committee member;
- c. any defect in the election or appointment of a Councillor or a committee member;
- d. a failure of a Councillor or a committee member to disclose a pecuniary interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or a committee meeting in accordance with section 451;
- e. a failure to comply with the Code of Meeting Practice.

## **63 Referral of Planning and Development Matters to Council**

If any Councillor notifies the General Manager in writing at any time prior to determination of a matter under consideration and they seek to have the matter considered by full Council then:

- a) The matter shall be referred to Council for its consideration and determination;
- b) The Councillor referring the matter to Council shall state, in writing, the specific reasons for referral, with such reasons to be communicated to all Councillors prior to the meeting. The source Councillor and reasons for referral are to be included in any report to Council.

Where the notice of referral provides that the reason for referral is to allow a site inspection by Councillors, the General Manager be authorised to arrange the site inspection in consultation with the Mayor, prior to the matter being referred for consideration by Council. These arrangements also to include notification to all Councillors.

## **64 Amendment of Code**

- (1) Changes to the Act or Regulation will automatically impact Council's Code of Meeting Practice. If inconsistent, the provisions of the Meeting Code must be changed to match the Act and the Regulation.
- (2) The Code is automatically amended as a result of changes to the Act or Regulation. These changes do not require public notification under S361 to S363 of the Act, given that these amendments would follow best practice requirements.
- (3) Any amendment to the additional provisions provided by the Council in its Meeting Code may require public notification in accordance with the relevant sections of the Act.
- (4) The Code of Meeting Practice shall be reviewed within twelve (12) months of a general election or on an "as needs" basis.

# ANNUAL REPORT 2014-2015



**Hurstville**  
City Council

**Annual Report 2014-2015**  
**Reference 15/1160 (D15/118301)**  
**Hurstville City Council**  
**Civic Centre**  
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## Introduction

I am delighted to report on Council's achievements during the 2014-15 financial year. The Delivery Program steers Council's program of works over four years and identifies the specific initiatives to be implemented.

The Annual Report aligns key actions and performance measures in the Delivery Plan 2014-18 with the Community Strategic Plan 2021 structure as required under the Section 402 of The Local Government Act 1993.

The audited Annual Financial Statements for the 12-month period ending 30 June 2015 were adopted by Council on 21 October 2015. Council achieved an Operating Surplus of \$13.725 million for the 2014-15 financial year. Also, Council achieved a Net Operating Surplus Before Capital Grants and Contributions of \$1.014 million.

### Significant achievements over the 2014-15 year include:

- Completed the 2014-15 Infrastructure Plus Program of works which included the re-sheeting of 10 streets (\$628,786), footpath repairs in all three wards (\$182,270), improvements to buildings and facilities (\$621,230), and upgrades to parks, playgrounds and sporting fields (\$814,389); Town Centre upgrade (\$150,000), and kerb/gutter maintenance (\$90,000). Playgrounds were upgraded in Gannons Park, Hadfield Reserve (Lugarno) and Peshurst Park;
- Completed Stage One of Kingsgrove Commercial Centre, including repaving footpaths, installation of street furniture, stainless steel enclosures for waste bins and replacement of street signage;
- RailCorp, in partnership with Hurstville and Kogarah City Councils, completed detailed designs for the proposed Lily Street Rail Overpass, to help to reduce traffic congestion and improve the road network. Construction is due to be completed by 2017;
- Installed 14 CCTV cameras as part of the Safer Towns CCTV Project at Peshurst, Mortdale, Narwee and Riverwood Shopping Centres along with eight mobile cameras to prevent illegal dumping;
- Hosted the 2015 Hurstville Lunar New Year Street Festival and 2015 Australia Day Festival;
- Raised a combined total of \$101,500 at the Mayoral Golf Day and Hurstville City Council Mayoral Ball for the Cancer Care Centre at St George Hospital;
- Completed the Hurstville Local Environmental Plan (HLEP) 2012 and Draft Hurstville City Centre LEP 2014;
- Determined 547 Development Applications to the value of \$565 million;
- Commenced the After Hours Customer Service Initiative at Hurstville City Library;
- Received \$85,000 funding from the Office of Environment and Heritage to prepare designs for the stormwater harvesting system at Gannons Park. Also, a grant of \$33,000 for additional wetland improvement works, \$83,000 for bank restoration works at Lime Kiln Bay and \$155,000 was received from Cooks River Alliance for a new bioretention system at Butler Reserve; and
- More than 2,100 trees and shrubs were given to residents at the annual tree giveaway. A total of 5310 trees, shrubs and grasses were planted in parks, streets, gardens and reserves.



Laurie O'Connor  
Acting General Manager

# Integrated Planning and Reporting Process

## Community Strategic Plan

Section 402 of the Local Government Act 1993 requires each local government area to have a Community Strategic Plan that has been developed and endorsed by Council. The Community Strategic Plan is the overarching and primary document underpinned by a suite of plans, reports and reviews which make up an integrated planning process. The Community Strategic Plan sets clear strategic directions and provides a blueprint for building the future of Hurstville.

The Hurstville Community Strategic Plan 2021 is complemented by Council's Resourcing Strategy. A Long-term Financial Plan, Asset Management Plan and Workforce Plan will ensure that Council can deliver its part of the Community Strategic Plan.

The Community, Council, State and Federal Government and other organisations all have responsibilities to implement and deliver on the various strategies and activities. The 4-year Delivery Program is the implementation by Council of the strategies identified in the Hurstville Community Strategic Plan 2021. The success of the 4-year Delivery Program, and the Community Strategic Plan 2021, relies on collaboration between the community and these organisations.

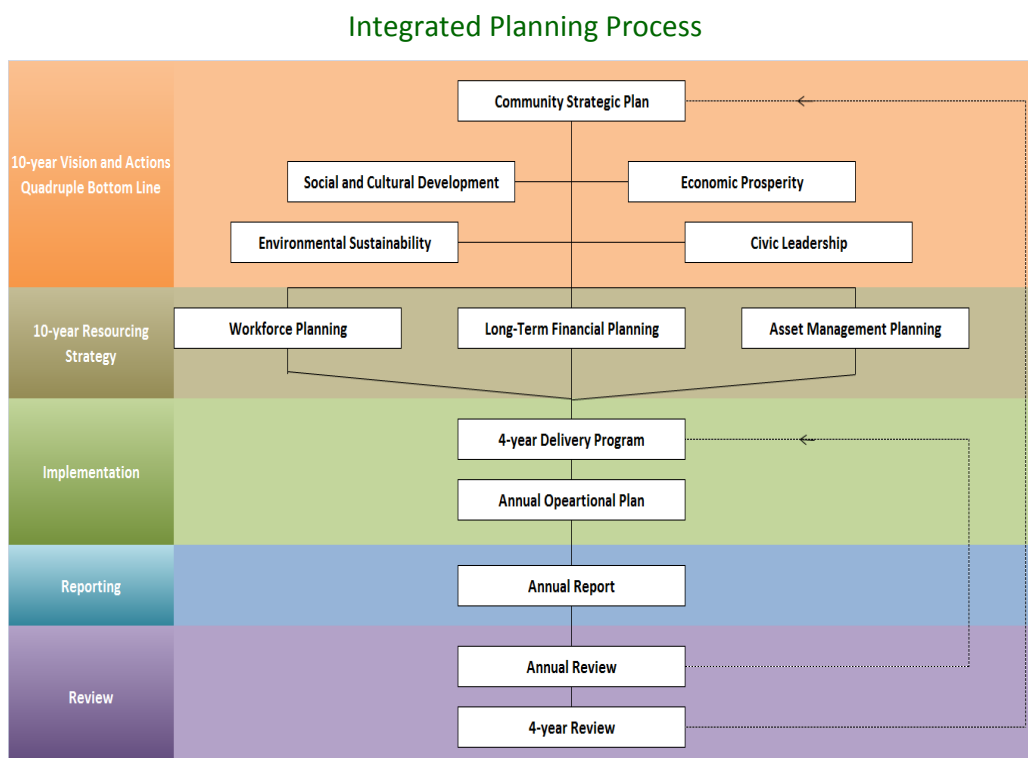
Supporting the 4-year Delivery Program is the Annual Operational Plan. Laying out the implementation by year, the Annual Operational Plan breaks down the Delivery Program further to provide measurable and detailed actions which will move the community to the future they desire.

Council tracks the progress made against the Community Strategic Plan and reports back to the community at regular intervals through quarterly progress, annual and 4-year end of term reports on what has been achieved. The first 2008-2012 End of Term Report was presented to Council in August 2012.

After every four years the Community Strategic Plan is reviewed and in November 2014, a review seeking feedback from the community commenced to determine whether it still reflected their priorities and to assess their satisfaction with Council's progress to date. The satisfaction with Council is quite high for both the residents (82%) and businesses (80%) and up by 4% and 6% respectively from the last survey. The ten issue categories identified as priorities in 2011 were still considered to be the main priorities in 2014. The Hurstville Community Strategic Plan 2025 was adopted on 3 June 2015 and came into effect from 1 July 2015.

## Integrated Planning Process

Council is required to maintain an integrated planning and reporting process which is captured in the diagram below.





## Key Elements of the Hurstville Community Strategic Plan 2021

### *Our Community Vision*

An evolving city which promotes a sustainable and safe community that connects people and places, and celebrates diversity.

### *Council's Values*

- Honesty and Integrity

We are mindful of acting in the public interest and are open, honest, fair and ethical in dealing with others.

- Customer Focus

We focus on our customers by understanding their needs and delivering quality service in a responsive manner.

- Teamwork

We respect and support each other through a cross-organisational approach to ensure we deliver the best outcomes.

- Professionalism

We take pride in our work and value innovation to achieve continual improvement.

### *Guiding Principles*

The Hurstville Community Strategic Plan 2021 was developed in accordance with the requirements of environmentally sustainable development, social justice principles and the Quadruple Bottom Line approach.

- Environmentally Sustainable Development

The Council's Charter under Environmentally Sustainable Development has a set of principles that guides Council in carrying out its functions.

- Social Justice Principles

The Social Justice Principles of equity, access, participation and rights underpinned the development of the Community Strategic Plan 2021.

- Quadruple Bottom Line

The Quadruple Bottom Line is a balanced and holistic approach to developing a community strategic plan. The issues raised through the community engagement process and the resulting strategies and delivery have been allocated to the most appropriate Pillar. The Pillars are Social and Cultural Development, Environmental Sustainability, Economic Prosperity and Civic Leadership.

### *The Pillars*

- Social and Cultural Development

Creating a diverse, harmonious and inclusive City that provides a range of social, cultural, educational and leisure opportunities.

- Environmental Sustainability

Protecting and improving the City's natural and built environments and cultural assets for the health, wellbeing and benefit of current and future residents.

- Economic Prosperity

Increasing Hurstville's level of income and capital, and distributing this wealth to the community in the form of local facilities, services and jobs.

- Civic Leadership

A highly effective, efficient and accountable organisation which engages with the community to provide responsive and relevant services.

## Annual Reporting

Local Councils in NSW are required to undertake their planning and reporting activities in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005. The Annual Report is a key point of accountability between a Council and its community and focuses on Council's implementation of the Delivery Program and Operational Plan. These are the plans that are wholly the Council's responsibility. The Report also includes information that is prescribed by the Local Government (General) Regulation 2005 as they assist the community to know about and understand how Council performed as a business entity and a community leader.

Under section 428 of the Local Government Act 1993 the Annual Report should show Council's achievements in implementing its Delivery Program. In the year of the ordinary election it should also include an outline of achievements in implementing the Community Strategic Plan and the State of the Environment Report. Council's audited financial statements and notes and any information required by the Regulation or the Guidelines should be included.

Additionally the Local Government (General) Regulation 2005 Clause 217 requires details be provided regarding overseas visits by Councillors and Council Staff; Mayoral and Councillor fees, expenses and facilities; contracts awarded by Council; amounts incurred in relation to legal proceedings; private works and financial assistance; external bodies, companies and partnerships; General Manager's & expenditure on Senior Staff remuneration; stormwater levies and charges; Companion Animals Management; and a statement of the activities undertaken in implementing the Equal Employment Opportunity Management Plan.

The Hurstville Community Strategic 2021 was approved on 22 June 2011. Progress made in the last three years was reported in the 2011-12, 2012-13 and 2013-14 Annual Reports.

The 2014-18 Delivery Program and 2014-15 Operational Plan were adopted on 28 May 2014 and came into effect from 1 July 2014. This 2014-15 Annual Report reports on the progress made in the fourth year of the Community Strategic Plan 2021 and was prepared in accordance with Section 428 of the Local Government Act 1993. It reports progress made in delivering the 2014-15 Operational Plan.

# **Section 1**

## **Progress Against the Delivery Program**

Overview

Financial Summary

Social and Cultural Development Pillar

Environmental Sustainability Pillar

Economic Prosperity Pillar

Civic Leadership Pillar

## Overview

This section sets out what Council achieved and how it was funded in 2014-15. It details Council's performance as measured against the Community Strategic Plan 2021. The table below shows the issues addressed under each of the four pillars.

	Social and Cultural Development
Issues to be Addressed	A.1 Crime and Anti-social Behaviour – Reducing crime and anti-social behaviour (including vandalism and graffiti).
	A.2 Community Facilities – Building and maintaining community facilities and services (such as community centres, libraries, museum, and public toilets).
	A.3 Aged Care – Improving aged care facilities and services to the elderly.
	A.4 Culturally Diverse Community – Increasing awareness and understanding of values and benefits derived from our culturally diverse community.
	A.5 Recreation and Sporting Facilities – Improving recreation and sporting facilities (including ground conditions, seating, signage and lighting) as well as parks and open spaces (such as natural bushland).
	A.6 Public Transport – Providing improved access to public transport by improving rail and bus services.
	A.7 Families and Children – Providing access to family-friendly programs and events.
	A.8 Youth – Providing opportunities/affordable access to youth development, programs and events.
	Environmental Sustainability
Issues to be Addressed	B.1 Environmentally Sustainable Practices – Adopting and promoting environmentally sustainable practices (such as saving water/energy, improving water quality in creeks, and reducing noise pollution).
	B.2 Public Health – Providing support and initiating programs to improve public health (such as mental health, drug and alcohol awareness programs, and health standards in food outlets).
	B.3 Illegal dumping and Littering – Reducing illegal dumping and littering.
	B.4 Scenic and Cultural Heritage Sites – Preserving scenic and cultural heritage sites.
	B.5 Domestic and Commercial Waste Collection – Improving domestic and commercial waste collection.
	Economic Prosperity
Issues to be Addressed	C.1 Town Planning – Addressing town planning issues that result from an increasing population.
	C.2 The Road Network – Improving and maintaining the road network.
	C.3 Availability of Car Parking – Improving the availability of car parking.
	C.4 Supporting and Attracting Local Businesses – Supporting and attracting local businesses and encouraging local employment.
	C.5 Improving Traffic Flow – Improving traffic flow (with the use of speed humps, traffic islands, chicanes etc).
	Civic Leadership
Issues to be Addressed	D.1 Community Engagement – Facilitating good communication and relationships with businesses and residents. Developing a framework that facilitates the engagement process. Promoting the benefits and value of proper engagement.
	D.2 Communications – Informing the community and making resources accessible, relevant and timely on all activities, services, policies and plans. Retaining customer focus – maintaining focus on face to face aspect of communication. Overall, raise general awareness of Council activities.
	D.3 Financial Stability – Stable and healthy financial portfolio which is resistant to financial and economic volatility. Prudent financial management with a long term view. Enhancing overall efficiency and delivery of facilities and services.
	D.4 Governance – Open and transparent form of Government. Minimise risk to the organisation. Workforce planning – highly skilled and well-resourced staff. unified and cohesive approach via strategic alliances with other Government stakeholders, businesses, etc.

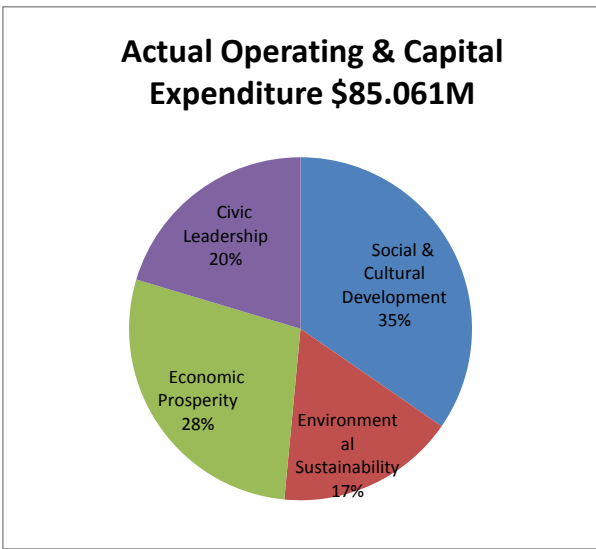
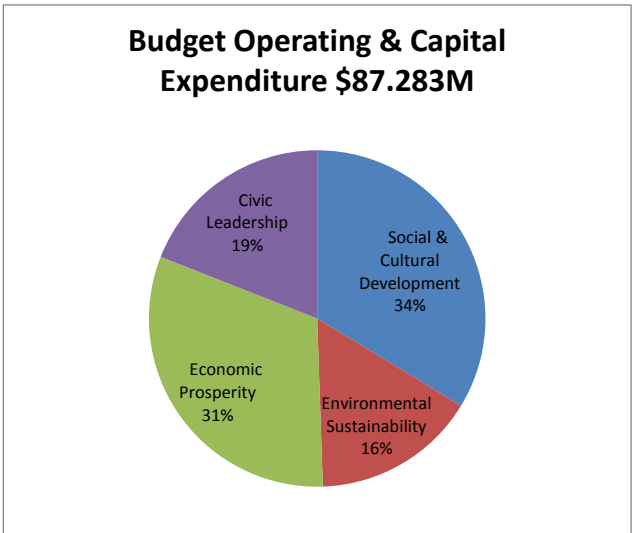
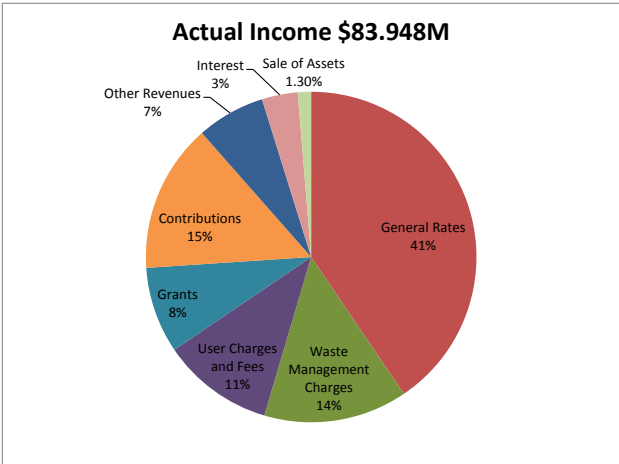
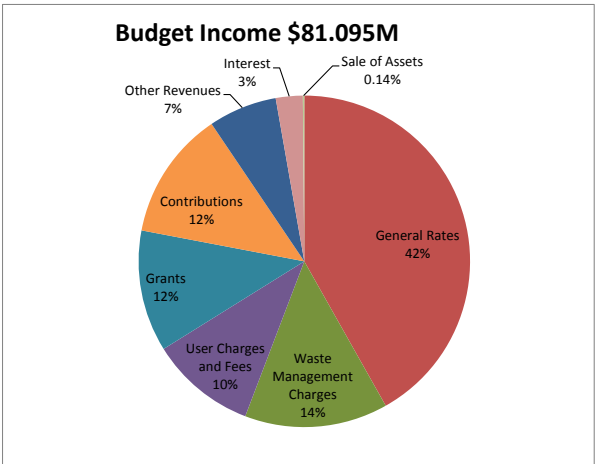
## Financial Summary

In 2014-15 Council has achieved a Before Capital Income Operating Surplus of \$1,014k and a Net Operating Surplus of \$13,725k. Council continues to generate sufficient revenue to cover its operating expenditure. A greater focus on renewal of Assets has resulted in a Cash Budget deficit of \$1,441k.

Detailed schedules and analysis, including KPIs, are provided with the Financial Statements and Auditors Report which forms part of the Annual Report under Section 3.

<b>Financial Summary</b>	<b>Adopted Budget \$'000</b>	<b>Full Year Actuals \$'000</b>
Operating Income and Grants	67,154	70,148
Operating Expenses	(70,477)	(70,223)
Net Income from Sale of Assets	113	1,089
<b>Surplus/(Deficit) Net Operating Result before Capital Amounts</b>	<b>(3,210)</b>	<b>1,014</b>
Capital Grants & Contributions	13,828	12,711
<b>Surplus Net Operating Result after Capital Amounts</b>	<b>10,618</b>	<b>13,725</b>
Capital Expenditure	(15,805)	(13,838)
Borrowing Proceeds / (Repayments)	(1,000)	(1,000)
Add back Non-Cash Items - Depreciation, Investment Revaluations & Asset Contributions (included in Income Statement)	11,113	8,948
<b>Annual Cash Generation / (Application)</b>	<b>4,925</b>	<b>7,835</b>
Net Movement From/(To) Reserves & Written Down Value Adjustments	(4,790)	(9,276)
<b>Cash Budget Surplus / (Deficit)</b>	<b>135</b>	<b>(1,441)</b>

**Operating Income & Expenditure based on Income Statement**



<b>COUNCIL</b>	<b>Adopted Budget 2014-15</b>	<b>Full Year Actuals 2014-15</b>
<b>INCOME AND GRANTS</b>		
Social & Cultural Development	(8,001,464)	(9,351,444)
Environmental Sustainability	(12,220,062)	(13,284,656)
Economic Prosperity	(24,367,073)	(25,308,637)
Civic Leadership	(39,150,568)	(39,681,140)
<b>TOTAL INCOME</b>	<b>(83,739,166)</b>	<b>(87,625,877)</b>
<b>OPERATING EXPENDITURE</b>		
Social & Cultural Development	24,165,325	24,362,530
Environmental Sustainability	14,011,081	13,942,348
Economic Prosperity	21,523,609	20,845,376
Civic Leadership	12,882,572	13,305,554
<b>Total</b>	<b>72,582,587</b>	<b>72,455,808</b>
<b>CAPITAL EXPENDITURE</b>		
Social & Cultural Development	7,016,301	6,991,742
Environmental Sustainability	153,673	821,488
Economic Prosperity	7,144,521	4,235,650
Civic Leadership	1,491,000	1,788,916
<b>Total</b>	<b>15,805,495</b>	<b>13,837,797</b>
<b>LOAN REPAYMENTS</b>		
Social & Cultural Development	1,000,000	1,000,000
<b>Total</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>TOTAL EXPENDITURE</b>	<b>89,388,082</b>	<b>87,293,605</b>
<b>Net Movement From/To Internal Funding</b>	<b>5,328,781</b>	<b>10,721,226</b>
<b>NETT RESULT (including Depreciation)</b>	<b>10,977,697</b>	<b>10,388,954</b>
<b>Add back Non-Cash Items - Depreciation, Investment Revaluations &amp; Asset Contributions</b>	<b>11,112,560</b>	<b>8,947,593</b>
<b>CASH BUDGET - SURPLUS / (DEFICIT)</b>	<b>134,863</b>	<b>(1,441,361)</b>

<b>SOCIAL AND CULTURAL DEVELOPMENT</b>	<b>Budget 2014-15</b>	<b>Full Year Actuals 2014-15</b>
<b>INCOME &amp; GRANTS</b>		
Events	(94,000)	(208,761)
Community Services	(90,060)	(190,366)
Parks, Gardens & Reserves	(396,568)	(665,830)
Recreation Facilities - Golf / Tennis	(650,000)	(669,151)
Library, Museum and Gallery	(315,268)	(594,766)
Function Centres	(936,481)	(1,010,935)
Hurstville Aquatic Leisure Centre	(1,622,500)	(1,718,237)
Driveway Crossing	(30,000)	(83,027)
Street Lighting	(186,000)	(183,000)
Bus Shelters	0	(50,000)
Maintenance of Council Properties	0	(2,618)
Children's Services	(3,675,975)	(3,969,998)
Nature Strip / Mowing Assistance	(4,613)	(4,755)
<b>TOTAL INCOME</b>	<b>(8,001,464)</b>	<b>(9,351,444)</b>
<b>OPERATING EXPENDITURE</b>		
Donation to Community Groups	202,098	225,039
Events	387,500	458,328
Community Buildings - Cleaning	468,956	269,728
Hurstville Aquatic Leisure Centre	1,856,389	1,628,488
Community Services	913,042	951,270
Parks, Gardens & Reserves	4,128,277	4,637,393
Recreation Facilities - Golf / Tennis	620,786	672,906
Library, Museum and Gallery	5,377,019	5,289,222
Function Centres	1,298,123	1,260,705
Driveway Crossing	30,000	49,317
Street Lighting	1,500,000	1,284,224
Bus Shelters	26,480	23,239
Graffiti Expenses	283,769	253,858
Maintenance of Council Properties	2,332,044	2,243,311
Children's Services	4,019,084	4,428,826
Nature Strip / Mowing Assistance	721,759	686,677
<b>Total</b>	<b>24,165,325</b>	<b>24,362,530</b>
<b>CAPITAL EXPENDITURE</b>		
Jubilee Park Upgrade	4,068,376	3,630,063
Community Services	73,000	179,570
Parks, Gardens & Reserves	922,500	1,693,440
Golf Course	0	41,072
Library, Museum and Gallery	1,128,925	359,692
Function Centres	65,000	64,945
Hurstville Aquatic Leisure Centre	165,000	132,656
Bus Shelters	10,000	8,988
Children's Services	0	6,837
Maintenance of Council Properties	583,500	874,479
<b>Total</b>	<b>7,016,301</b>	<b>6,991,742</b>
<b>LOAN REPAYMENTS</b>		
Hurstville Aquatic Leisure Centre	500,000	500,000
Jubilee Park upgrade	500,000	500,000
	1,000,000	1,000,000
<b>TOTAL EXPENDITURE</b>	<b>32,181,626</b>	<b>32,354,272</b>
<b>Net Movement From/To Internal Funding</b>	<b>(5,591,137)</b>	<b>(4,718,079)</b>
<b>NET EXPENDITURE - (INCOME)</b>	<b>18,589,025</b>	<b>18,284,749</b>



## Social and Cultural Development

### COMMUNITY STRATEGIC PLAN ISSUES

1. **CRIME AND ANTI-SOCIAL BEHAVIOUR** – Reducing crime and anti - social behaviour (including vandalism and graffiti).
2. **COMMUNITY FACILITIES** Building and maintaining community facilities and services (such as community centres, libraries, museum, and public toilets).
3. **AGED CARE** – Improving aged care facilities and services to the elderly.
4. **CULTURALLY DIVERSE COMMUNITY** – Increasing awareness and understanding of values and benefits derived from our culturally diverse community.
5. **RECREATION AND SPORTING FACILITIES** – Improving recreation and sporting facilities (including ground conditions, seating, signage and lighting) as well as parks and open spaces (such as natural bushland).
6. **PUBLIC TRANSPORT** - Providing improved access to public transport by improving rail and bus services.
7. **FAMILIES AND CHILDREN** - Providing access to family-friendly programs and events.
8. **YOUTH** - Providing opportunities / affordable access to youth development, programs and events.

### SIGNIFICANT ACHIEVEMENTS IN 2014-2015

The 2015 Hurstville Lunar New Year Street Festival attracted 50,000 people and \$88,590 in sponsorship. The 2015 Australia Day Festival at Oatley Park on 26 January 2015 attracted 5,000 people and \$12,604 in sponsorship. The Annual Mayoral Golf Day on 6 March 2015 and Mayoral Ball on 1 May 2015 raised a combined total of \$101,500 for the Cancer Care Centre at St George Hospital. The Mayoral Charity Sleep Out on 7 March 2015 raised over \$11,000 for the Special Care Nursery at St George Hospital.

As part of 2014 NAIDOC Week, 7 events were held in July 2014 and attracted about 750 people. The Aboriginal Strategy attended by over 90 people was launched as part of the Reconciliation Week. The Discovery Festival of Community Arts comprising 9 events attracted over 1,300 people. Harmony Day celebrations included a Latin American Festival and the stage play "The Fence" and were attended by 200 and 160 persons respectively.

Two Council Open Day events held for Mandarin speaking and Filipino communities attracted over 120 people. The regular English classes continued for 25 people from the Spanish speaking community. Council together with 3 Bridges Community produced an English Class Directory which will assist people in finding courses suited to their needs. The St George Migrant Information Day held in partnership with other Councils and the Migrant Resource Centre attracted over 300 people and provided information to newly arrived migrants.

Council held 'Cram for the HSC' seminars to help High School Certificate students prepare for their HSC exams. In supporting youth, Council received 22 submissions for 'ScribbleInk Youth Literature Awards' from people wishing to express their creativity through writing fiction. Over 100 people participated in the 'Pop up Swap Shoppe' meet as part of Youth Week and Earth Day. To assist in deciding which eBooks were to be included in the Library's online collection, a selection survey was conducted with 130 young people responding.

Fifty young people participated in workshops in preparation for the Short Film Youth Week event. Youth Film Festival held during Youth Week was attended by 400 people. Transition Careers Expo held for school leavers with a disability attracted 600 people.

Council ran 55 seniors, 56 adult and 111 cross generational programs with a total of 4,894 attendees. There were 9 events over 4 weeks during the 2015 Seniors Week and attended by over 550 people. Activities focused on 'active mind, active body', a bus tour, jazz concert, art class and computer classes. Other programs included Read & Chat, Third Wednesday Book Club, Wrap with Love, exhibitions and guided tours. Singing, dancing and art classes were

organised in 5 Aged Care Centres. A collection of poems and writings by people with dementia was launched. A book on Yoga for frail aged was produced for use in nursing homes.

The Safer Towns CCTV project saw 14 CCTV cameras installed at Penshurst, Mortdale, Narwee and Riverwood shopping centres. Also eight mobile cameras were installed to assist in detecting illegal dumping.

Council provides a subsidised lawn mowing program for eligible pensioners' which runs from September to March of each year, however it has been extended through to May due to the longer growing season. The program covered 181 properties.

Four meetings each of the Aboriginal, Multicultural and Access Advisory Committees together with ten Youth Council meetings were held with a combined attendance of 219 persons. These committees provide advice to Council on their areas of interest.

Upon notification, 4,494 graffiti tags were removed and all within acceptable time frames (See Graph 1). Photos of graffiti incidents are catalogued and forwarded to the police for action.

Over \$770,000 were allocated in ClubGRANTS funds in 2015. All Community Grants for 2014 were used and 2015 Grants were allocated to 25 community organisations for projects and programs benefitting Hurstville residents.

All sports fields, playgrounds and park facilities and amenities under the 2014-15 Infrastructure Plus Program were completed. Infrastructure Plus playground upgrades in Gannons Park, Hadfield Reserve (Lugarno) and Penshurst Park were completed. In supporting public transport Council installed a bus shelter at the existing bus stop in Trafalgar Street adjacent to Peakhurst Park, constructed 15 hardstand areas at existing bus stops, relocated three bus stops and formalised 19 existing bus stops by installing bus zones.

Access to playground and outdoor areas and to the Penshurst Long Day Care Centre building were improved as well as to the Council building in Thurlow Street, Riverwood.

The total combined visitor numbers to the Hurstville Library, Penshurst Branch Library and Museum & Gallery was 541,040. Council produced 925 programs which were attended by 38,665 people. Breakdown by number of programs (and attendees) were Youth 75 (12,787), Children 564 (20,037), Adults 56 (910), Seniors 55 (645), CALD 64 (947) and Cross Generational 111 (3,339).

Chairs at the Marana Auditorium were replaced with 900 new chairs. These chairs are lighter and easy to lift resulting in a 42% increase in staff productivity together with time and cost savings. The quiet study room in the Hurstville Library was upgraded to 145 study spaces (an increase of 30). Additionally, Library customers have been encouraged to charge their devices before coming, top up using the sustainability bike or one of the recharge stations to reduce energy consumption.

There were 178,180 wireless logins at the Library, Museum & Gallery. Library, Gallery and Entertainment web assets (website, catalogue, social media sites & eNewsletter) received 1,769,237 web hits in 2014-15 compared to 1,731,946 in 2013-14.

The average annual turnover rate for library lending stock was 5.82 for 2014-15 compared to 6.81 for 2013-14. By targeting stock increases to high demand areas brought the turnover rate closer to the 4.62 guideline for NSW public libraries (Standards & Guidelines for Australian Public Libraries ALIA). Also 441 users downloaded 12,888 songs and 382 users streamed 35,516 songs representing a 15% decrease in downloads and a 52% increase in streaming from 2013-14 (streaming was introduced in 2013-2014).

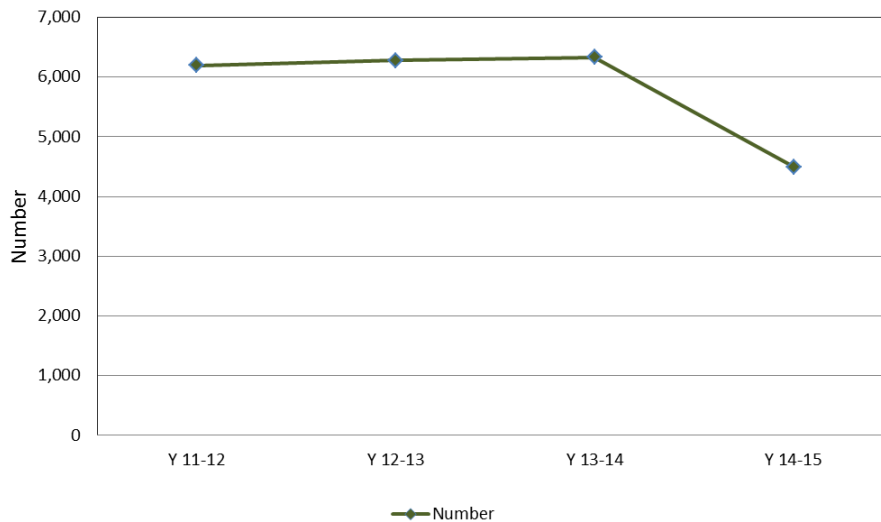
There were 1,051,833 visitors to Hurstville Aquatic Leisure Centre. Golf patronage went up from 31,255 in 2013-14 to 38,414 in 2014-15 and Tennis from 25,455 to 29,741.

All staff have recognised and approved qualifications under the National Quality Framework. Enrolments were at capacity at the Penshurst Long Day Care and Hurstville Early Learning Centre. Penshurst Long Day Care was assessed and received an overall 'Exceeding' rating. A training plan for Children's Services staff is being implemented using Federal Government Professional Development Fund of \$33 000 per year until 2017.

Children Services Family Survey showed that 98% rated the overall quality of service as high and meeting expectations, 75% indicated that the quality of child care was 'value for money' and supported fee increases, and 55% desired more information regarding educational program and children's progress.

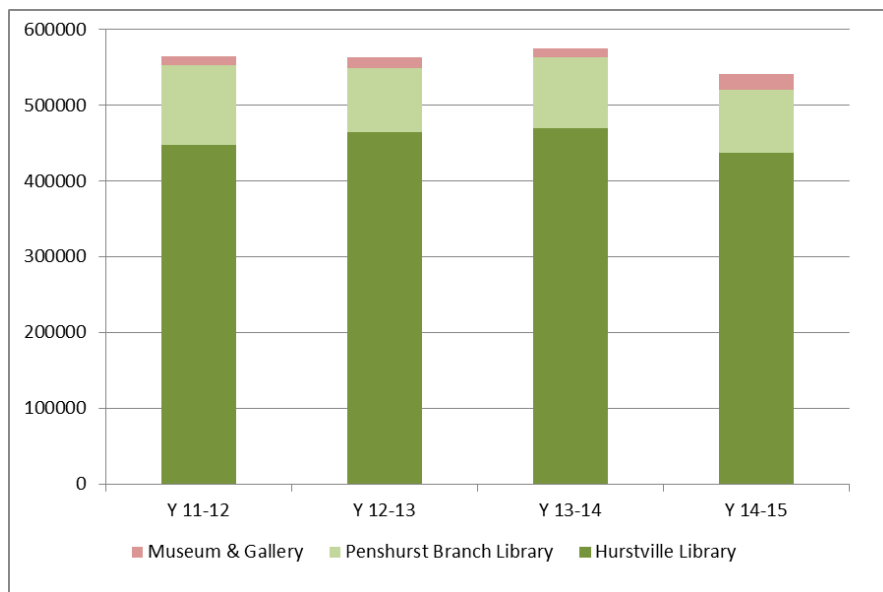
## GRAPHIC INDICATORS

### 1. Graph 1 Graffiti Tags Removal



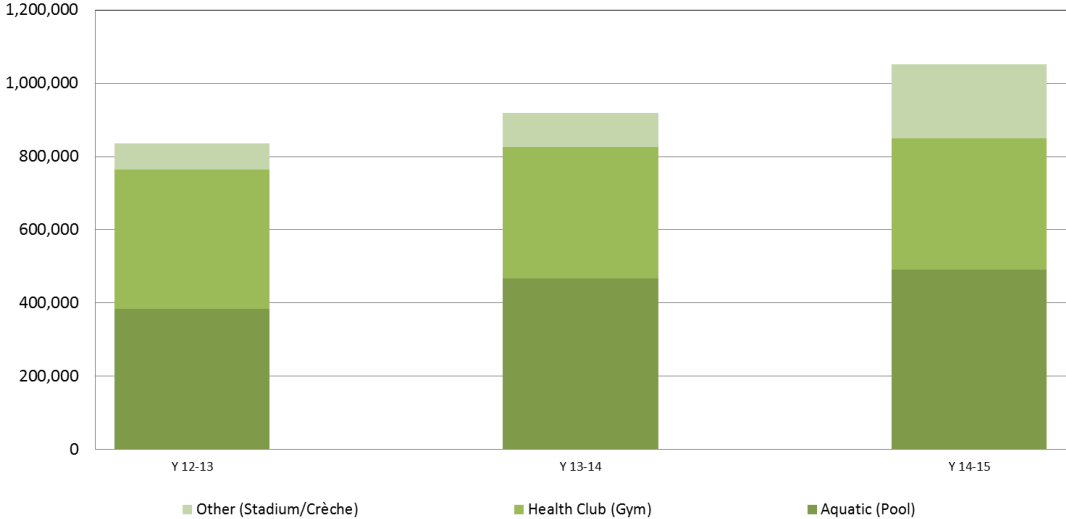
*Comments: Graffiti tags removed over the four years were 6,194 in 2011-12; 6,277 in 2012-13; 6,300 in 2013-14 and 4,494 in 2014-15. Anti-graffiti campaigns are aimed at reducing offences. All graffiti tags are photographed and catalogued to assist NSW Police with their investigations.*

### Graph 2 Visitors to the Libraries, Museum & Gallery



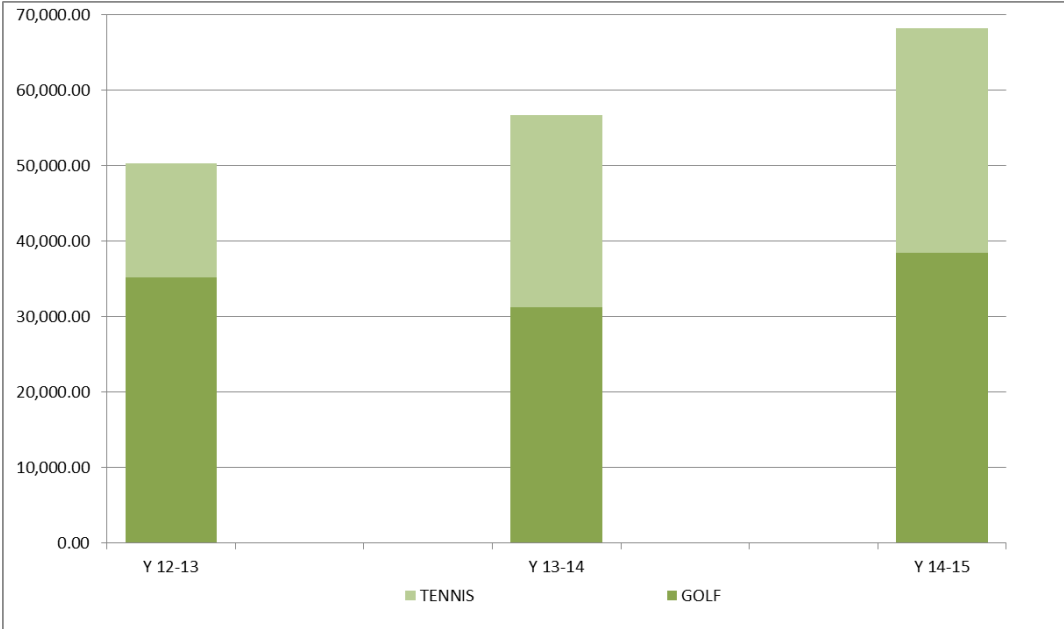
*Comments: Visitor numbers over the last four years were 565,126 (2011-12); 563,270 (2012-13); 574,911 (2013-14) and 541,050 (2014-15).*

**Graph 3 Visitors to the Hurstville Aquatic Leisure Centre**

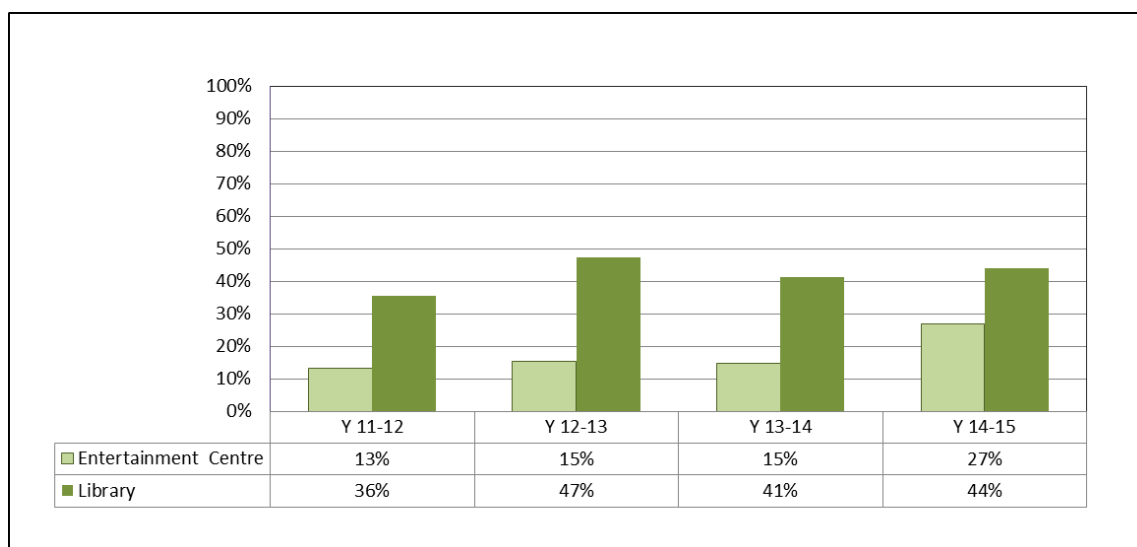


*Comments: Visitors to the Centre continues to increase and recorded 1,051,833 visitors in 2014-15 compared to 918,463 in 2013-14.*

**Graph 4 Visitors to the Golf Course and Tennis Courts**



*Comments: Golf patronage went up from 31,255 in 2013-14 to 38,414 in 2014-15 and Tennis from 25,455 to 29,741 in the same periods. The combined totals went up from 56,710 to 68,155.*

**Graph 5 Usage of Community Meeting Rooms**

*Comment: Entertainment Centre utilisation was 15% in the previous two years. However in 2014-15 it went up to 27% as a result of changing the pricing strategy which made hiring rooms more attractive. Library utilisation remained above 40% which is consistent with previous years.*

## PERFORMANCE IN DETAIL

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
	<b>Pillar: Social and Cultural Development</b>	
	Issue: Crime and Anti-social Behaviour – Reducing crime and anti-social behaviour (including vandalism and graffiti)	
A.1.1	<p>Increase awareness of actions relating to the reduction of criminal activities and anti-social behaviour and seek community involvement through initiatives such as Neighbourhood Watch.</p> <p><i>Maintain Role of the Community Safety Committee and continue to implement a Crime Prevention Strategy. Promote &amp; publicise community safety statistics on Council's website and raise awareness of safety initiatives.</i></p>	<p>Crime statistics are reported in Community Safety Committee meeting minutes and posted on Council's website. An application for funding to the NSW Attorney General's Department to implement the Crime Prevention Strategy was not successful</p>
A.1.2	<p>Target policing around hotels and other high risk areas. (Support Police as required).</p>	<p>Statistics presented to the Community Safety Committee (and reported in the 27 November 2014 St George Leader) indicate no major incidents at licensed premises in the Hurstville LGA</p>

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
A.1.3.1	Provide access to multi-purpose use facilities and develop and promote programs for youth. <i>Identify suitable location for Multi-Purpose Youth Facility, obtain Council's endorsement and develop concept plans. (Construction subject to funding and approval).</i>	Community consultations were completed for the Penshurst Park Plan of Management and the Masterplan containing a synthetic soccer / cricket ground, youth facility, meeting rooms, amenities, etc
A.1.3.2	<i>Develop strategic programming for youth. Create a hardcopy and virtual booklet to market the programming options to young people. Evaluate the success of the youth programming to ensure continuous improvement.</i>	Held 'Cram for the HSC' seminars to help students prepare for High School Certificate exams. Received 22 submissions for 'ScribbleInk Youth Literature Awards' from young people to express their creativity by writing fiction. Over 100 participants took part in 'Pop up swap shoppe' meet celebrating Youth Week and Earth Day. The survey recommending eBooks for inclusion in the library's online collection was completed by 130 young people. An options booklet promoting programming was circulated
A.1.5	Provide education programs for Primary/High School students about their behavioural expectations in public spaces.	No Youth Protocols programs were delivered in 2014-15 as delivery is dependent on the availability of a Police Liaison Officer
A.1.6	Improve lighting and maintain electronic surveillance activities in the CBD (including Central Plaza), and other foot traffic areas, car parks /empty spaces in other areas of the LGA. Check street trees and prune trees to increase the feeling of safety.	Sixty four requests made for repairs to faulty street lights were referred to Ausgrid and all were completed on time
A.1.6.2	<i>Review CCTV camera network annually to ensure it is meeting expectation.</i>	Completed the Safer Towns CCTV project by installing 14 CCTV cameras at Penshurst, Mortdale, Narwee and Riverwood shopping centres. Eight mobile cameras to detect illegal dumping were also installed
A.1.7	Encourage participation in community performances in community spaces, for example movies / theatre/ bands / outdoor movies.	Held Harmony Day celebrations which included a Latin American Festival and the stage play "The Fence" which were attended by over 200 and 160 people respectively
A.1.7.1	<i>Provide a Community Grants Program and report on last year's performance. Administer a ClubGRANTS Program on behalf of participating Clubs up to notification to applicants' stage.</i>	Over \$770,000 were allocated in ClubGRANTS funds for 2015. All Community Grants for 2014 were used and 2015 Grants were allocated to 25 organisations
Issue: Community Facilities – Building and maintaining community facilities and services (such as community centres, libraries, museum, and public toilets)		
A.2.1	Promote and provide access to affordable, well maintained multi-purpose community facilities (access to people with disabilities or the less mobile).	Improved access to playground, outdoor areas and the Penshurst Long Day Care Centre building together with the Council building in Thurlow Street, Riverwood

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
A.2.1.1	<i>Construction of multipurpose meeting rooms and storage area in Hurstville Library.</i>	The Development Application was approved on 10 December 2014 and the Construction certificate lodged on 20 March 2015. Tender documents were prepared. Received a \$200,000 State Library Infrastructure Grant to cover the shortfall in expenditure
A.2.1.2	<i>Seek funding to deliver the Hurstville Library floor redesign brief.</i>	To commence after the court yard redevelopment and LMGE storage works are completed
A.2.1.4	<i>Build toilet facilities at Bus/Rail Interchange at Hurstville Central Business District.</i>	The new amenities block at Hurstville Transport Interchange is open to the public
A.2.1.5	<i>Purchase new chairs and trolleys for Marana Auditorium seating to ensure safety and versatility within the Hurstville Entertainment Centre.</i>	Chairs were replaced with 900 new chairs and 4 chair trolleys. These chairs are lighter and easy to lift resulting in a 42% increase in staff productivity and savings in time and costs
A.2.1.6	<i>Refurbish the quiet study room in Hurstville Library.</i>	The completed quiet study room was upgraded with 145 study spaces (an increase of 30) and includes 28 upright chairs and carrels. Customers are encouraged to charge their devices before coming, top up using the sustainability bike or at recharge stations
A.2.2	Work with the community to plan and deliver future facilities.  <i>Upgrade of Jubilee Park, Mortdale.</i>	Construction of the new Jubilee Park Community Centre is significantly complete. Council is working through legal issues to complete the Centre – due for an early 2016 opening
A.2.2.8	<i>Develop terms and conditions, marketing material and other required collateral for the new Jubilee Park, Mortdale entertainment facility. Promote the new Jubilee Park, Mortdale facility.</i>	Draft Terms and Conditions will be finalised once the site is handed over and equipment installed and tested. A marketing plan was developed
Issue: Aged Care – Improving aged care facilities and services to the elderly		
A.3.1	Support independent affordable living services and provide information to enable older community members to stay at home for longer e.g. gardening, meals, transport, and social activities.	The Lawn Mowing Assistance Program was completed for 181 properties. A Transport Guide was produced in English and Chinese. Held two seminars on changes to the Aged Care system
A.3.2	Promote the provision of quality aged care facilities and services to meet demand, including the provision of sites.  <i>Develop &amp; Manage Oatley Seniors Living Facility rezoning and reclassification process to completion. Identify preferred developer. Negotiate development agreement and lease. Commence road closure and consolidation of site.</i>	An aged care consultant was engaged to advise on the suitability of site, demand, type and mix of facility, liability and tenure
A.3.2.2	<i>Assess Strategic Planning component for the former Oatley Bowling site for seniors housing &amp; community room.</i>	Action to commence when a planning proposal is lodged







Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
A.5.1	<p>Work with the community to plan and deliver future recreation and sporting facilities (in accordance with the existing “<i>Open Space, Recreation, Community &amp; Library Facilities Strategy</i>”) – including developing district level sporting facility at Olds Park, Peshurst.</p> <p><i>Develop a medium-term program for new recreation and sporting facilities. Create new infrastructure progressively using Developer Contributions.</i></p>	<p>Community consultation was completed for the Peshurst Park Plan of Management and the Masterplan which is proposing a synthetic Soccer / cricket ground, youth facility, meeting rooms and amenities. Feedback was considered by Council and the Plan will be put on exhibition in 2015-16</p>
A.5.3	<p>Promote the provision and access to well-maintained parks and sporting facilities (including public toilets).</p> <p><i>Upgrade children's playgrounds sports fields, park facilities and amenities as part of the Infrastructure Plus Program. Facilitate annual Sports Advisory Committee for key sporting groups.</i></p>	<p>Parks and sporting fields were maintained as required. Infrastructure Plus playground upgrades in Gannons Park, Hadfield Reserve (Lugarno) and Peshurst Park were completed. Council hosted the annual Sports Advisory Forum in March 2015</p>
<p>Issue: Public Transport – Providing improved access to public transport by improving rail and bus services, as well as the public transport interchange</p>		
A.6.1	<p>Advocate and support Service Providers to improve provision of public transport services (including rail, bus and bike paths).</p> <p><i>Provide public transport infrastructure facilities (hardstand areas at bus stops, bus seats and bus shelters) to encourage the residents to use public transport as an alternative transport mode.</i></p>	<p>Council supported public transport services by installing a bus shelter at the existing bus stop in Trafalgar Street adjacent to Peakhurst Park, constructing 15 hardstand areas at existing bus stops, facilitating Transport for NSW requests in establishing/relocating three bus stops and formalising 19 existing bus stops by installing bus zones</p>
<p>Issue: Families and Children – Providing access to family-friendly programs and events</p>		
A.7.1	<p>Provide family-friendly events.</p>	<p>Complete. See A.7.1.1</p>
A.7.1.1	<p><i>Design &amp; promote end of year celebration that acknowledges each services unique, diverse and inclusive family community.</i></p>	<p>Events held were a graduation ceremony for children leaving for big school, end of Year Party for Families &amp; Children, and Enrolment Information &amp; Orientation Evenings</p>
A.7.2	<p>Promote the provision of parenting programs, including Healthy Living Programs for children.</p>	<p>Health and wellbeing programs were held for children including Yoga and Chinese Fan Dancing</p>
A.7.3	<p>Advocate for and provide affordable childcare facilities.</p>	<p>Childcare fees are under the government estimated \$100 a day. Council resolved on 3 December 2014 to cease operation of Family Day Care Scheme and Jack High Preschool as of 30 June 2015</p>
A.7.3.1	<p><i>Implement the requirements of the National Quality Framework for Children's Services (phasing in of legislation completed in 2020). Provide parent education programs in relation to</i></p>	<p>Peshurst Long Day Care Centre received an overall ‘Exceeding’ rating. Hurstville Early Learning Centre will be assessed in August 2015. Assessments of facilities occur every three years</p>

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
	<i>the Framework.</i>	
A.7.3.2	<i>Promote and raise profile of child care services. Develop a family handbook, information open day and orientation sessions.</i>	Updated Family Handbooks are in use. Council is represented at the Federal Level by membership on the Early Childhood Australia NSW Branch Committee and on the Board for Early Childhood Teacher registration
A.7.3.3	<i>Provide succession planning and internal professional development opportunities for Children Services staff.</i>	All Children's Services' staff have recognised and approved qualifications under the National Quality Framework. Training is being implemented using the \$33,000 annual Federal Government Professional Development Fund until 2017
A.7.4	Advocate and support service providers to increase access to immunisation services. Implement amendments to the National Health Act regarding Immunisation Status of all Enrolled Children.	Family portal has been delayed following the Federal Government Productivity Commission report, reassessment of Social Services Funding and Review of Social Services package including child care benefit and rebate
Issue: Youth – Providing opportunities/affordable access to youth development, programs and events		
A.8.1	Promote healthy wellbeing programs for youth. <i>Implement a long-term Strategy for Youth. Facilitate Youth Career Expos, Transition Forums and Youth Week activities.</i>	A two day training program attended by 23 people was held for Youth Council members from St George Councils. Fifty young people participated in workshops in preparation for the short film Youth Week event. Youth Film Festival held during Youth Week was attended by 400 people. Transition Careers Expo held for school leavers with a disability attracted 600 people
A.8.2	Promote positive images of youth.	A local young person was appointed to the YMCA NSW Youth Parliament. Young people were involved in the YMCA NSW Youth Parliament and the NSW Youth Week Young People's Advisory Committee. Three Youth Council members participated in a conference to develop communication and motivation skills

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
<b>Pillar: Social and Cultural Development</b>			
Issue: Crime and Anti-social Behaviour – Reducing crime and anti-social behaviour (including vandalism and graffiti)			
A.1.K.1.1	Number and severity of crime related incidents (police statistics)	Program of safety audits in suburban town centres as decided by the Community Safety Committee. <i>Number of audits conducted</i>	A Safety Audit of Riverwood Town Centre was conducted by Police Crime Prevention Officers as part of their training
A.1.K.1.2	Number and severity of crime related incidents (police statistics)	Promote & publicise the community safety statistics and raise awareness of safety initiatives e.g. Neighbour Day / Safety Forums. <i>Report.</i>	Crime statistics are published on Council's website as part of the Community Safety Committee minutes (and reported on 27 November 2014 in the St George Leader)

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
A.1.K.1.3		Convene and resource Community Safety Committee. <i>Number of meetings held and attendance.</i>	Four Community Safety Committee meetings were held with 34 in attendance
A.1.K.2	Number of incidents and complaints reported in the libraries	Incidents in libraries. Number and type of incidents compared with previous periods. To be reported in future years.	Staff incidents are referred to Council's Work, Health and Safety Coordinator
A.1.K.3	Attendance and feedback from educational talks and events per year	Education programs for Primary/High School students about their behavioural expectations in public spaces for Council. <i>Number of programs delivered.</i>	No Youth Protocols programs were delivered as it is dependent on the availability of a Police Liaison Officer
A.1.K.4	Satisfaction with reduction in crime and anti-social behaviour in the Hurstville area	To form part of the Community Strategic Plan survey. CSP Survey in 2015/2016. To be reported in future years.	The December 2014 Community Satisfaction Survey results show that satisfaction with Council was high for both the residents (82%) and businesses (80%)
A.1.K.5.1	Number of complaints about unsafe areas in CBD	Street lighting improvements within agreed times by Ausgrid. <i>% of improvements within agreed times.</i>	Sixty four requests for repairs to faulty street lights were completed on time by Ausgrid
A.1.K.5.2		Electronic surveillance activities in the CBD (including Central Plaza), and other foot traffic areas, car parks/empty spaces. <i>Footage provided within agreed times.</i>	Footage was provided for six requests within agreed timeframes except two due to camera malfunction. CCTV expansion program was completed for town centres
A.1.K.6	Incidence of graffiti tags and removal times	No of graffiti tags removed every quarter and the % removed with 48 business hours.	See Graph 1. Council removed 4,494 graffiti incidents within agreed time frames
Issue: Community Facilities – Building and maintaining community facilities and services (such as community centres, libraries, museum, and public toilets)			
A.2.K.1.1	Usage of buildings by community groups e.g. Hurstville Entertainment Centre	Implementation of the Facilities Disability Access Plan. <i>% of Plan completed as at end of quarter.</i>	Access was improved to the playground, outdoor areas, Penshurst Long Day Care Centre building, and to the Council building in Thurlow Street, Riverwood
A.2.K.1.2		Upgrading bus stops to meet disability standards. <i>% of Plan completed as at end of quarter.</i>	Major works were completed along King Georges Rd, Penshurst. Also 15 hardstand areas were constructed at existing bus stops
A.2.K.2	Feedback from community through surveys	To form part of the Community Strategic Plan survey in future years. CSP Survey in 2015/2016.	The December 2014 Community Satisfaction Survey showing high satisfaction with Council by residents (82%) and businesses (80%) informed the Community Strategic Plan 2025 which was adopted on 3 June 2015
A.2.K.3	Meet priorities in Hurstville Development Contributions Plan	Review in 2016-17. <i>Priorities met.</i>	Projects are progressively completed as prioritised in the Hurstville Development Contributions Plan
Issue: Aged Care – Improving aged care facilities and services to the community			

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
A.3.K.1	Number of people housed in aged care facilities	Information to be collected in future years. <i>Number housed in aged care facilities by type.</i>	The local Medicare database shows 14 facilities with 1165 places. Actual occupation is not known
A.3.K.2	Number of services available and the uptake levels for these e.g. lawn mowing service	Lawn Mowing Assistance Program. <i>Number of nature strips mowed per quarter.</i>	Mowing was completed for 181 eligible properties on the Lawn Mowing Assistance Program. During high growth months lawns were attended to fortnightly
A.3.K.3	Number of participants attending events such as 'Neighbour Day'	Program of events and activities for seniors and nursing homes residents. <i>Number of events and attendance.</i>	About 550 people attended the Seniors Week program of 9 events over 4 weeks. It included singing, dancing and art classes in 5 Aged Care Centres; launching a collection of poems and writings by people with dementia; and producing a book on yoga for the frail aged to help run sessions in nursing homes
A.3.K.4	Number/participation rates in independent living programs	Independent living Programs for seniors and nursing homes residents. <i>Number of events and attendance.</i>	See programs under A.3.K.3. Other options will be investigated in the future
Issue: Culturally Diverse Community – Increasing awareness and understanding of values and benefits derived from our culturally diverse community			
A.4.K.1	Participation rates in English classes	Participation in English classes. <i>Report to be provided.</i>	Over 25 people from the Spanish speaking community regularly attend English classes
A.4.K.2	Participation rates at indigenous events	Community participation at events promoting civic pride, respect and diversity e.g. Discovery Festival, NAIDOC (National Aboriginal Islander Day Observance Committee) Week, Cultural Exhibition, etc. <i>Number of events and attendance.</i>	Events held to celebrate Harmony Day included a Latin American Festival and a stage play "The Fence" attended by over 200 and about 160 people respectively. Discovery Festival of Community Arts comprising 9 events attracted over 1300 people. NAIDOC Week celebration of 7 events attracted around 750 people
A.4.K.3.1	Participation rates at cultural diversity events	Community Advisory Committee consultation with Multicultural, Youth, Aged and Disability and Aboriginal and Torres Strait Islander groups. <i>Number of meetings and attendance.</i>	Four meetings each were held of the Advisory Committees with a total of 132 attending. Ten meetings of the Youth Council were held with a total of 87 attending
A.4.K.3.2		Civic events to celebrate community participation including Chinese New Year, Mayoral Ball, Mayoral Golf Day, Australia Day, Business Awards, Citizenship Ceremonies, Council Tours for local schools, Launches, Christmas Community Celebrations and Volunteers Reception. <i>Number of events and participation numbers.</i>	The 2015 Hurstville Lunar New Year Street Festival attracted 50,000 people and \$88, 590 in sponsorship. 2015 Australia Day Festival attracted 5,000 people, \$12, 604 in sponsorship and 90 people received their Australian Citizenship. The annual 2015 Australia Day Citizen of the Year Awards attracted over 130 people.

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
A.4.K.3.2	Participation rates at cultural diversity events		The Annual Mayoral Golf Day on 6 March 2015 attracted over 200 golfers and raised \$21,500. The Mayoral Charity Sleep Out on 7 March 2015 raised more than \$11,000 for the Special Care Nursery at St George Hospital. The Mayoral Ball on 1 May 2015 attracted over 610 people and raised \$80,000. The \$101,500 went to the Cancer Care Centre at St George Hospital. The three Night Markets along MacMahon Street, Hurstville attracted more than 8,000 visitors. The 2015 Hurstville Excellence in Business Awards received 45 entries and 185 people attended the Awards Dinner on 6 June 2014. Six citizenship ceremonies were held and more than 400 people received their certificates
A.4.K.4	Number of incidences of information being distributed to new migrants	Participation at migration information programs. <i>Report to be provided.</i>	Over 300 people attended St George Migrant Information Day held in October 2014 and information was provided to newly arrived migrants
Issue: Recreation and Sporting Facilities – Improving recreation and sporting facilities (including ground conditions, seating, signage and lighting) as well as parks and open spaces (such as natural bushland)			
A.5.K.1.01	Number of people using recreation and sporting facilities, e.g. Hurstville Aquatic Leisure Centre, Hurstville Golf Course, Hurstville City Library, Museum and Gallery	Visitor numbers to Library, Museum & Gallery.	See Graph 2. There were 541,040 visitors in 2014-15 compared to 574,911 in 2013-2014. Patronage decreased at the Hurstville City Library from 470,455 in 2013-14 to 437,880 in 2014-15. Similarly from 93,117 in to 82,576 at the Penshurst Library
A.5.K.1.02		Number of programs and attendees at Library, Museum & Gallery programs.	There were 925 programs attended by 38,665 people. Breakdown by number of programs (and attendees) were Youth 75 (12,787), Children 564 (20,037), Adults 56 (910), Seniors 55 (645), CALD 64 (947) and Cross Generational 111 (3,339)
A.5.K.1.03		Number of wireless log-ins for public access in the Library, Museum & Gallery.	There were 178,180 wireless logins at the Library, Museum & Gallery in 2014-15 compared to 162,517 in 2013-14
A.5.K.1.04		Number of web-site, e-newsletter and social media hits in the Library, Museum & Gallery & Entertainment.	There were 1,769,237 web hits in 2014-15 compared to 1,731,946 in 2013-14. The Entertainment Centre received 69,823 web hits in 2014-15 compared to 56,285 in 2013-14



KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
A.5.K.1.05	Number of people using recreation and sporting facilities, e.g. Hurstville Aquatic Leisure Centre, Hurstville Golf Course, Hurstville City Library, Museum and Gallery	Volunteer hours worked across Library, Museum & Gallery and Entertainment. <i>Report quarterly</i>	There were 11,357 volunteer hours worked in 2014-15 compared to 10,230 in 2013-14
A.5.K.1.06		Annual collections (e.g. Books, CDs) turn-over rate. <i>Report annually.</i>	The annual collections turnover rate was 5.82 for 2014-15 compared to 6.81 for 2013-14. Targeting stock increases to areas of high demand brought the turnover rate closer to the 4.62 guideline for NSW public libraries
A.5.K.1.07		Check-outs for on-line music collection. <i>Report quarterly.</i>	In 2014-2015, 441 users downloaded 12,888 songs and 382 users streamed 35,516 songs representing a 15% decrease in downloads and a 52% increase in streaming from 2013-14 (streaming was introduced in Q2 of 2013-2014)
A.5.K.1.08		Visitors to Hurstville Aquatic Leisure Centre. <i>Number and by type reported quarterly.</i>	See Graph No 3. There were 1,051,833 visitors to Hurstville Aquatic Leisure Centre with 491,366 to the Aquatic Pool, 359,017 to the Health Club and 201,450 to the Stadium & Crèche
A.5.K.1.09		Visitors to Golf Course. <i>Number and by type reported quarterly.</i>	See Graph No 4. There were 38,414 visitors to the Golf Course compared to 31,255 in 2013-14
A.5.K.1.10		Visitors to Tennis Courts. <i>Number and by type reported quarterly.</i>	See Graph No 4. There were 29,741 visitors to the Tennis Courts compared to 25,455 in 2013-14. The increase followed the introduction of two Plexipave courts at Ken Rosewall Tennis Centre
A.5.K.1.11		Utilisation of key sports fields. <i>Number and type reported quarterly.</i>	Key sporting fields are located in Evatt, Gannons, Peakhurst, Riverwood, Olds, Oatley, Penshurst, and Beverly Hills parks, and the Hurstville Oval. Council received approximately 11,621 booking requests for sports and school use resulting in 57, 410 hours of usage
A.5.K.2	Extent to which facilities are utilised	Meeting and function room utilisation in the Library, Museum Gallery & Entertainment. <i>% utilisation reported quarterly.</i>	See Graph No 5. Utilisation of library spaces was 39% compared to 41% in 2013-14. Utilisation of Entertainment Centre spaces was 27% and represents an increase of 4% from the previous year

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
A.5.K.3	Satisfaction with cleanliness of community facilities, toilets etc	Surveys to be conducted in the future.	Toilets are cleaned daily as per schedule and no complaints were received
Issue: Families and Children – Providing access to family-friendly programs and events			
A.7.K.1.1	Number of childcare places available, and utilisation rates	Utilisation of Children's Services % <i>Utilisation rates.</i>	Enrolments were at capacity for 2015 at Penshurst Long Day Care and Hurstville Early Learning Centre except for Jack High Preschool which closed in May 2015
A.7.K.1.2		Quality early childhood services through annual user satisfaction survey <i>Annual user satisfaction rating.</i>	Results of a family survey showed that 98% rated overall quality of service as high and meeting expectations, 75% indicated that the quality of child care received was value for money and supported fee increases, and 55% desired more information about the educational program and children's progress
A.7.K.1.3		Children at HCC facilities immunised. <i>Report provided annually.</i>	All children enrolled at HCC child care centres were immunised except for one conscientious objector
A.7.K.1.4		Early childhood services meet the requirements of the National Standard through the assessment process. <i>National Quality Standard met.</i>	Jack High Child Care and Preschool met the National Standard. Penshurst Long Day Care Centre exceeded the National Standard. Hurstville Early Learning Centre is to be assessed in 2015-16
A.7.K.2	Participation rates at family friendly events/initiatives	Participation rates at family friendly events/initiatives. <i>Report annually.</i>	Family friendly events held were a graduation ceremony for children leaving for big school, end of Year Party for Families & Children and Enrolment Information & Orientation Evenings
Issue: Youth – Providing opportunities/affordable access to youth development, programs and events			
A.8.K.1	Usage/attendance at events and programs	Youth attendance at events and programs. <i>Report quarterly.</i>	A two day training program was held for 23 Youth Council members from St George Councils. Fifty young people participated in workshops in preparation for the short film Youth Week event. A total of 400 attended the Youth Film Festival and a series of preparatory workshops as part of Youth Week. A Transition Careers Expo was held for school leavers with a disability with 600 attending

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
A.8.K.2	Number of positive youth stories/profiles in local papers	To be developed.	A local young person was appointed to the YMCA NSW Youth Parliament. Young people are involved in the YMCA NSW Youth Parliament and the NSW Youth Week Young People's Advisory Committee. Three Youth Council members participated in a conference to develop communication and motivation skills



<b>ENVIRONMENTAL SUSTAINABILITY</b>	<b>Budget 2014-15</b>	<b>Full Year Actuals 2014-15</b>
<b>INCOME &amp; GRANTS</b>		
Strategic Planning	(160,000)	(141,300)
Environmental Compliance	(339,176)	(312,589)
Residential Waste Services	(10,673,418)	(11,457,162)
Commercial Waste Services	(1,014,858)	(1,041,593)
Trees Maintenance	(28,305)	(38,351)
Environmental Sustainability	(4,305)	(293,661)
<b>TOTAL INCOME</b>	<b>(12,220,062)</b>	<b>(13,284,656)</b>
<b>OPERATING EXPENDITURE</b>		
Strategic Planning	280,000	175,793
Environmental Compliance	950,606	942,573
Bushland Management	438,137	431,822
Cleaning of Drains / GPT	345,608	296,885
Residential Waste Services	10,023,178	9,957,988
Commercial Waste Services	646,250	603,398
Trees Maintenance	926,558	1,002,924
Environmental Sustainability	400,744	530,966
<b>Total</b>	<b>14,011,081</b>	<b>13,942,348</b>
<b>CAPITAL EXPENDITURE</b>		
Residential Waste Services	30,000	77,993
Trees Maintenance	7,500	0
Environmental Sustainability	116,173	743,495
<b>Total</b>	<b>153,673</b>	<b>821,488</b>
<b>TOTAL EXPENDITURE</b>	<b>14,164,754</b>	<b>14,763,836</b>
<b>Net Movement From/To Internal Funding</b>	<b>567,567</b>	<b>1,081,685</b>
<b>NET EXPENDITURE - (INCOME)</b>	<b>2,512,259</b>	<b>2,560,865</b>

# Environmental Sustainability

## COMMUNITY STRATEGIC PLAN ISSUES

1. **ENVIRONMENTALLY SUSTAINABLE PRACTICES** Adopting and promoting environmentally sustainable practices (such as saving water/energy, improving water quality in creeks and reducing noise pollution).
2. **PUBLIC HEALTH** – Providing support and initiating programs to improve public health (such as mental health, drug and alcohol awareness programs and health standards in food outlets).
3. **ILLEGAL DUMPING AND LITTERING** – Reducing illegal dumping and littering.
4. **SCENIC AND CULTURAL HERITAGE SITES** - Preserving scenic and cultural heritage sites.
5. **DOMESTIC AND COMMERCIAL WASTE COLLECTION** – Improving domestic and commercial waste collection.

## SIGNIFICANT ACHIEVEMENTS IN 2014-15

A community engagement day was held for 30 students from Oatley West Public School to mark the completion of upgrade works at Lime Kiln Bay wetlands.

Council received a \$85,000 funding from the Office of Environment and Heritage for concept and detailed designs for the stormwater harvesting system at Gannons Park. Grants of \$33,000 for additional wetland improvement works and \$83,000 for bank restoration works at Lime Kiln Bay were received. Funding of \$155,000 was received from Cooks River Alliance for a new bioretention system at Butler Reserve to improve water quality discharge.

Through CCTV inspections condition assessments were completed for about 33km of underground pipes and culverts or over 20% of the network. This information will be used to prioritise future maintenance, rehabilitation and capital works.

The Draft Plan of Management for Penshurst Park which includes a synthetic soccer / cricket ground, youth facility, meeting rooms, and amenities and was placed on Public Exhibition in August 2015.

The Draft Hurstville Overland Flow Flood Study to assess flood behaviour under historical and existing floodplain conditions in the Hurstville LGA and address future impacts was placed on public exhibition from 23 March 2015 to 15 May 2015.

Council replaced 192 lights with LED down lights and tubes in the Hurstville Library and metering has shown significant reduction in power consumption. Sixty four requests for repairs of faulty street lights were referred to Ausgrid and were completed on time.

Approximately 2,100 trees and shrubs were given out at the Annual Tree Giveaway held in July 2014. Council hosted the National Tree Day at Riverwood Park and about 760 trees and shrubs were planted. Additionally 4,370 trees, shrubs and grasses were planted in parks, streets, gardens and reserves.

The TechOne information system was set up to capture rainwater tank information. Of the 547 DAs determined 337 contained rainwater tanks representing a total volume of 562,422 litres. As these tanks are progressively built and start operating it will reduce potable water consumption.

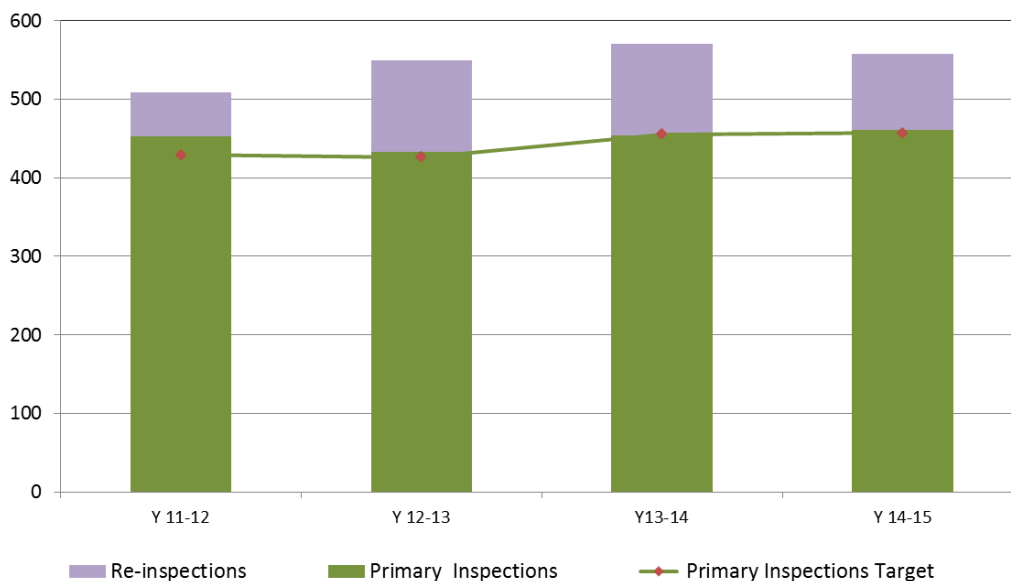
Council's participation in the Riverkeeper Program resulted in the collection of 6,282 kilograms of rubbish. A further 148.9 tonnes of sediment/rubbish were removed from sedimentation ponds and gross pollutant traps and over 1,500 tonnes of sediment was removed from three sediment ponds in Lime Kiln Bay.

To promote healthy food premises 457 (Graph 6) high and medium risk food premises were inspected followed up with 97 re-inspections. Food Safe Information packages were distributed to new premises as they opened and quarterly Food Safe Newsletters were distributed to all food premises. Six Safe Food Seminars were delivered attracting 96 participants.

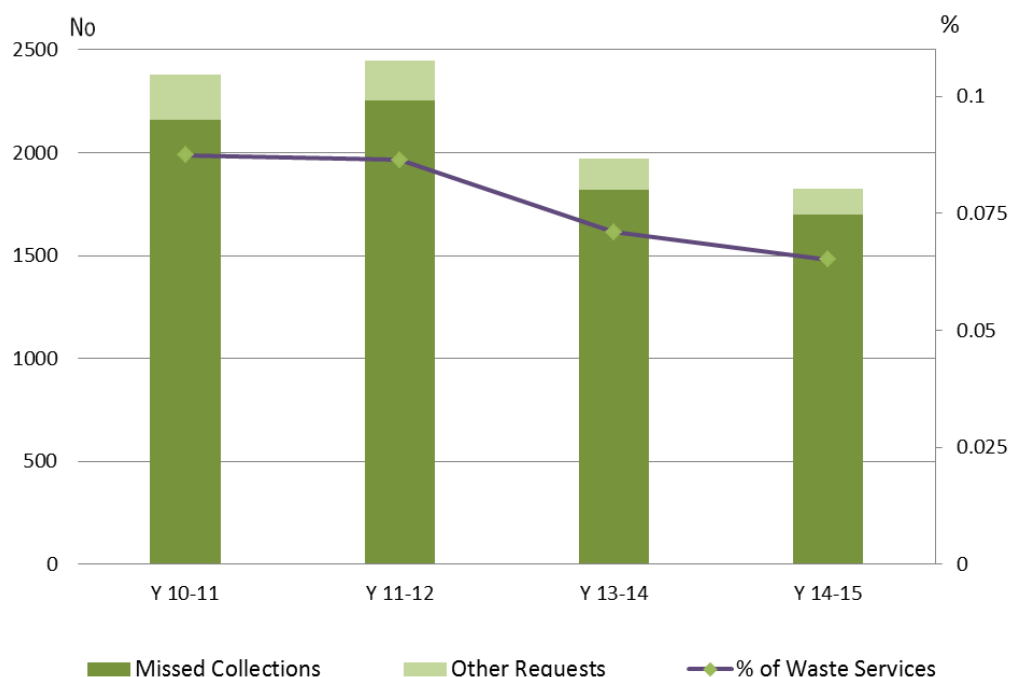
There were 1,799 customer service requests comprising less than 0.1% (Graph 7) of the total waste services provided and all were dealt with within 48 hours. Council issued 11,858 PINs and received only 234 or 1.97% complaints which were considered and actioned. Council provided 10,483 Commercial Waste & Recycling Services. There were 1,975 illegal dumping incidences.

## GRAPHIC INDICATORS

**Graph 6 Food Premises Inspections**



*Comments: Inspections (and re-inspections) over the last four years were 452 (56) in 2011-12, 433 (116) in 2012-13, 454 (116) in 2013-14 and 461 (97) in 2014-15.*

**Graph 7 Customer Waste Service Requests**

*Comments: Customer Service Requests has remained under 0.1% of total Waste Services provided for the last four years and is steadily reducing.*

## PERFORMANCE IN DETAIL

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
	<b>Pillar: Environmental Sustainability</b>	
	Issue: Environmentally sustainable practices – Adopting and promoting environmentally sustainable practices (such as saving water/energy, improving water quality in creeks, and reducing noise pollution)	
B.1.1	Develop and implement policies and processes that underpin environmentally sustainable practices (for energy, water, biodiversity, and land use planning).  <i>Implement Plan of Management for Myles Dunphy Reserve subject to funding availability.</i>	No suitable grant funding was available. Myles Dunphy grant application was unsuccessful. GRCCC's Aboriginal Riverkeeper Team performed weeding and bush regeneration at Myles Dunphy Reserve
B.1.1.01	<i>LED lighting trial in Hurstville Library to reduce electricity usage and energy costs.</i>	The LED lighting trial was completed and metering show significant reduction in power consumption. See B.1.1.07 for more details
B.1.1.03	<i>Develop and implement the Floodplain Risk Management Plan.</i>	The Draft Hurstville Overland Flow Flood Study was placed on public exhibition between 23 March 2015 to 15 May 2015

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
B.1.1.04	<i>Seek funding to develop and implement plans and designs to incorporate Water Sensitive Urban Design treatments at key environmental locations.</i>	Grants of \$33,000 for additional wetland improvement works and \$83,000 for bank restoration works at Lime Kiln Bay were received. Funding of \$155,000 was received from Cooks River Alliance for a new bioretention system at Butler Reserve to improve water quality discharge
B.1.1.05	<i>Develop Biodiversity Strategy for Hurstville LGA using findings of desktop review and field work. Seek funding to implement the Strategy.</i>	GRCCC's Aboriginal Riverkeeper Team performed weeding and bush regeneration at Myles Dunphy Reserve in line with the Biodiversity study recommendations
B.1.1.06	<i>Update Council's Water Sensitive Urban Design Action Plan and seek funding to implement actions.</i>	The WSUD Action Plan was updated to reflect new initiatives and achievements. Funding applications were lodged. Three projects are in progress
B.1.1.07	<i>Identify and implement sustainability projects across organisation. Develop and promote an Environmental Sustainability newsletter and maintain currency of information on Council's website.</i>	The LED Lighting upgrade at Council Depot was completed. Motion sensors were installed on bath room lights at the Civic Centre. Council replaced 192 lights with LED down lights and tubes in the Hurstville Library
B.1.1.08	<i>Investigate Stormwater/Environmental funding options to assist funding infrastructure maintenance, on ground works and community education initiatives.</i>	See B.1.1.04 above
B.1.2.	Encourage the community to work together on environmental projects (e.g. Clean Up Australia Day, Bushcare, and community gardens).	Green Army teams were secured to work in Lime Kiln Bay, Gannons Park and Banksia Place. They complement work by volunteer Bushcare groups
B.1.2.1	<i>Implement programs in partnership with local community groups, residents and regional organisations such as the GRCCC (e.g. River Health and Riverkeeper Programs).</i>	In 2014-15, 6282 kilograms of rubbish were collected under the Riverkeeper Program using 1,691 volunteer hours
B.1.2.2	<i>Develop and manage the City's Bushcare programs.</i>	In 2014-15, 5,422 m <sup>2</sup> of primary weeding was completed, 143.5 m <sup>3</sup> of green waste removed and 70 metres of track upgraded
B.1.2.3	<i>Develop and implement a Street Tree Management Strategy.</i>	Approximately 2,100 trees and shrubs were given to rate payers at the Annual Tree Giveaway held in July 2014. About 760 trees and shrubs were planted at Riverwood Park as part of the National Tree Day. Additionally 4370 trees, shrubs and grasses were planted in parks, streets, gardens and reserves
B.1.3	Develop and promote initiatives to use and manage stormwater.	Concept development and detailed designs for a new stormwater harvesting scheme at Gannons Park is in progress. A consultant was engaged to prepare designs to restore a 40 metre section of creek bank below GPT at Lime Kiln Bay
B.1.3.01	<i>Monitor the Peakhurst Light Industrial Stormwater Harvesting and Reuse Scheme.</i>	The suitability of harvested water for irrigation was monitored. As a consequence post storage treatment units were repaired at the Golf Course

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
B.1.3.02	<i>Identify funding opportunities to implement Stage 2 of Webbs Dam Stormwater Harvesting and Reuse project - irrigation of adjoining sports fields using harvested stormwater.</i>	No suitable environmental grants were available for installing an irrigation system to water sports fields using harvested stormwater.
B.1.3.03	<i>Construct Stage 3 of the Evatt Park upgrade covering the creek and bank treatment. (Subject to availability of funds).</i>	No grant opportunities were available
B.1.3.04	<i>Construct Stage 4 of the Evatt Park upgrade covering the park amenities upgrade and the amphitheatre. (Subject to availability of funds).</i>	No grant opportunities were available
B.1.3.05	<i>Review current documentation to strengthen controls that promote water conservation and stormwater reuse.</i>	Forms part of the development assessment process and conditions of consent
B.1.3.06	<i>Establish business processes to capture data on number and capacity of rainwater tanks through Technology One Reporting.</i>	Fields were created in TechOne Information system to capture the number and volume of rainwater tanks in development applications or CDCs
B.1.3.10	<i>Undertake CCTV Condition assessment of Stormwater Pipes greater than 450mm diameter.</i>	CCTV inspections and condition assessments were completed for about 33km of underground pipes and culverts or over 20% of the network. Future maintenance, rehabilitation and capital works will be prioritised using this information
B.1.5	Promote Council and other organisations' initiatives (energy/water saving etc.) and encourage their implementation in the community – such as water saving devices, using mulch and solar panels.	The second Environmental Sustainability Newsletter to encourage community uptake of sustainability measures. i.e. rainwater tanks / solar, etc will be distributed in 2015-16
B.1.6	Develop a plan to address Climate Change Implications.  <i>Update Risk Adaptation Plan based on the Australian Governments Climate Change Adaptation Action for Local Government report.</i>	Planned for 2015-16
B.1.6.2	<i>Develop and promote an Environmental Sustainability Framework for Council and the Community.</i>	Work on a reporting framework for Environmental Sustainability measures is in progress
<b>Issue: Public health – Providing support and initiating programs to improve public health (such as mental health, drug and alcohol awareness programs, and health standards in food outlets)</b>		
B.2.1.	Identify demand for public health services (including after-hours GPs and mental health services). Advocate to address shortcomings (e.g. more staff/health professionals) and implementation of a Comprehensive Public Health Program.	A local Medicare working party undertook a community health survey and published the results. Council participated in Healthy Minds Expo at Westfield as part of Mental Health Month

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
B.2.4	Improve passive recreation facilities (e.g. picnic areas/open spaces). <i>Prepare and implement landscape master plans to guide the upgrade of key environmental assets.</i>	Draft Plan of Management for Penshurst Park will be placed on Public Exhibition in August 2015. The Plan includes synthetic soccer / cricket ground, youth facility, meeting rooms and amenities An \$85,000 funding was received from the Office of Environment and Heritage for concept and detailed designs for the stormwater harvesting system at Gannons Park. Designs are in progress See B.2.4.1 above
B.2.4.1	<i>Implement Gannons Park Landscape Masterplan.</i>	
B.2.4.2	<i>Develop concept and detailed designs for Stormwater Harvesting and Reuse Scheme at Gannons Park. Seek funding to implement the scheme.</i>	
Issue: Illegal dumping and littering – Reducing illegal dumping and littering		
B.3.1.	Establish an illegal dumping task force charged with reducing incidence of illegal dumping and littering – including the investigation of installing more bins in public areas. <i>Continue with Waste Audits and implement recommendations.</i>	The recommendations of the 'Clean-up Audit' were implemented. A new brochure containing a 1 metre ruler was sent to residents to assist in applying the 3m <sup>3</sup> rule. Clean-up piles were monitored to ensure correct material and amounts are placed out for collection
Issue: Domestic and commercial waste collection – Improving domestic and commercial waste collection		
B.5.1	Examine the processing/disposal practices of waste with the aim to reduce the amount of waste generated and taken to landfill. <i>Implement Waste Disposal and Green Waste Processing contracts.</i>	Both the green waste processing and waste disposal contracts are operational with savings being realised from both contracts
B.5.3	Investigate business development opportunities in waste reduction. <i>For future development.</i>	Planned for 2017-18

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
<b>Pillar: Environmental Sustainability</b>			
Issue: Environmentally sustainable practices – Adopting and promoting environmentally sustainable practices (such as saving water/energy, improving water quality in creeks, and reducing noise pollution)			
B.1.K.1	Community and business awareness and behaviour	Environmental awareness (knowledge and behaviours) within the residential and business communities. To be reported in future years. <i>Report every 4 years.</i>	No action was required in 2014-15. The next State of the Environment Report is due on 30 November 2016
B.1.K.2.1	Level of participation in environmentally related activities	Participation and satisfaction in key Council events and programs. <i>Report every six months.</i>	A community engagement day was held for 30 students from Oatley West Public School to mark the completion of upgrade works at Lime Kiln Bay wetlands. Also, 600 shrubs were planted and educational talks held. Green Army teams received training and awareness on environmental projects



KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
B.1.K.2.2		Develop and implement Bushcare & Tree Planting programs. <i>Report annually.</i>	An Annual Tree Giveaway was held in July 2014 and approximately 2,100 trees and shrubs were given out. The National Tree Day was hosted at Riverwood Park and about 760 trees and shrubs were planted
B.1.K.3.2	Number/capacity of stormwater capture facilities (BASIX data)	Number & capacity of stormwater capture facilities (BASIX data). Volume of rainwater tanks approved for installation. <i>No. and Volume approved in the last financial year.</i>	The TechOne information system was set up to capture rainwater tank information. There were 337 DAs determined requiring rainwater tanks comprising a total volume of 562,422 litres
B.1.K.4.1	Usage of water and energy in Council buildings	Annual energy and water consumption within Council facilities. <i>Report annually</i>	Annual usage information for 2014-15 will be reported in Q1 of 2015-16
B.1.K.4.2		Carbon Footprint information for Council activities. <i>Report annually.</i>	Information for 2014-15 will be reported in Q1 of 2015-16
B.1.K.6.1	Quality of water at specific locations e.g. Lime Kiln Bay and Jewfish Bay	Monitor water quality in key Council locations. <i>Report annually.</i>	Standard parameters are monitored at key Council sites and will be reported in Q1 of 2015-16
B.1.K.6.3	Quality of water at specific locations e.g. Lime Kiln Bay and Jewfish Bay	Tonnes of sediment / rubbish removed from sedimentation ponds and gross pollutant traps. <i>Report annually.</i>	In 2014-15, 148.9 tonnes of sediment, litter and other gross pollutants were removed from Council's gross pollutant traps. Over 1,500 tonnes of sediment was removed from three sediment ponds in Lime Kiln Bay
Issue: Public health – Providing support and initiating programs to improve public health (such as mental health, drug and alcohol awareness programs, and health standards in food outlets)			
B.2.K.1.1	Measure number of health standard violations in food outlets	Health standard at all Medium to High Risk Food Premises. Annual target 100% inspected. Number and Cumulative % inspected. <i>Report quarterly.</i>	See Graph 6. There were 457 primary inspections conducted of food premises
B.2.K.1.2	Measure number of health standard violations in food outlets	Reduction in Food Premises reinspected through education, information, and promotion of health and hygiene standards. Number and % reinspected. <i>Report quarterly.</i>	See Graph 6. Of the food premises inspected 97 reinspections were required and completed
B.2.K.1.3		Food Safe Seminars conducted regularly. Number conducted and attendance. <i>Report quarterly.</i>	Six Food Safe Seminars were held which were attended by 96 people
B.2.K.1.4		Food Safe Newsletters delivered quarterly to all Food Premises. <i>Number and % delivered. Report quarterly.</i>	Food Safe newsletters were delivered to all food premises. In addition e-newsletters were also available



KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
B.2.K.2.1	Proportion of complaints about environmental compliance responded to within 48 hours	Complaints compared to total Infringements issued. <i>% of complaints against infringements issued. Report quarterly.</i>	There were 11,858 PINs issued and 234 complaints (1.97%) received which is better and below the <5% target
B.2.K.2.2		Animal Management Activities (e.g. dog attacks, dogs unleashed, barking dogs, feral cats, etc). Less than 20 complaints per week. <i>Number of complaints per quarter.</i>	There were 395 animal complaints received or on average 7.5 complaints per week which is better and below the <20 per week target
Issue: Illegal dumping and littering – Reducing illegal dumping and littering			
B.3.K.1.1	Waste collected (commercial and residential).	Reduce number of all waste contract service complaints to less than 35 per week. <i>Number of complaints per quarter.</i>	See Graph 7. There were 1,799 waste service requests received or 34 on average per week which is better and under the 35 per week target
B.3.K.1.2		Respond to customer requests with 48 hours. <i>% of customer requests actioned within 48hrs.</i>	There were 1,136 customer requests and all were dealt with within 48 hours
B.3.K.1.3		Increase progressively the number of commercial waste and recycling services. <i>Additional number of services per quarter</i>	There were 10,483 Commercial Waste & Recycling Services provided
B.3.K.2	Number of incidences and complaints of illegal dumping	Reduce level of illegal dumping below 25 per week through promotion of alternatives, education, and minimisation strategy. <i>Number of illegal dumpings per quarter.</i>	There were 1975 illegal dumping incidences or on average 38 per week
Issue: Domestic and commercial waste collection – Improving domestic and commercial waste collection			
B.5.K.1	Proportion of waste not diverted to landfill (Target 50% of waste recovered)	Increase the total Diversion Rate (waste diverted from landfill - e.g. increase recycling rates through education and information initiatives). <i>% of waste stream diverted per quarter.</i>	See Graph 8. The Proportion of Waste Recycled was 46.5% for 2014-15 against the State target of 50%

<b>ECONOMIC PROSPERITY</b>	<b>Budget 2014-15</b>	<b>Full Year Actuals 2014-15</b>
<b>INCOME &amp; GRANTS</b>		
Section 94 Contributions	(10,177,500)	(11,851,308)
CBD Masterplan	(145,000)	(1,722,702)
Commerical Properties	(2,464,615)	(2,711,229)
Plan & Development Administration	(8,460)	(10,577)
Development Assessment	(907,325)	(1,360,391)
Strategic Planning	(13,280)	(57,521)
Building Control	(651,655)	(955,691)
Town Improvement	(717,205)	(743,681)
Fire Protection	(4,500)	(9,053)
Cleansing Streets	(4,305)	(3,149)
Parking Control	(2,081,000)	(1,621,480)
Mobile Plant and Depot Maintenance	(1,554,000)	(1,962,062)
Roads, Footpaths & Parking Maintenance	(978,228)	(1,447,263)
Resheet / Revenue Works Programs	(290,000)	(291,000)
Drainage	0	(86,529)
RTA Programs	(4,370,000)	(475,000)
<b>TOTAL INCOME</b>	<b>(24,367,073)</b>	<b>(25,308,637)</b>
<b>OPERATING EXPENDITURE</b>		
Fire Protection & Emergency Services	1,129,500	1,124,648
CBD Masterplan	220,700	211,908
Commerical Properties	2,182,155	1,985,395
Plan & Development Administration	115,031	217,486
Development Assessment	1,945,891	2,949,845
Strategic Planning	978,951	1,019,256
Building Control	1,443,517	1,515,804
Corporate Lawyer	146,577	169,114
Economic Development	6,000	6,173
Town Improvement	293,671	263,983
Parking Control	980,944	821,956
Mobile Plant and Depot Maintenance	2,355,046	2,228,045
Roads, Footpaths & Parking Maintenance	6,902,182	5,447,132
RTA Programs	249,000	231,360
Resheet / Revenue Works Programs	4,300	4,261
Street Cleansing	1,720,144	1,929,122
Drainage	850,000	719,890
<b>Total</b>	<b>21,523,609</b>	<b>20,845,376</b>
<b>CAPITAL EXPENDITURE</b>		
CBD Masterplan	190,000	0
Commercial Properties	175,000	168,509
Development Assessment	0	38,765
Economic Development	55,000	59,391
Town Improvement	30,000	26,099
Mobile Plant and Depot Maintenance	345,000	305,261
Roads, Footpaths & Parking Maintenance	295,830	699,488
RTA Programs	4,125,000	250,030
Restorations	0	226,716
Resheet / Revenue Works Programs	813,246	1,065,810
Drainage	78,500	269,168
Infrastructre Plus	1,036,945	1,126,413
<b>Total</b>	<b>7,144,521</b>	<b>4,235,650</b>
<b>TOTAL EXPENDITURE</b>	<b>28,668,130</b>	<b>25,081,026</b>
<b>Net Movement From/To Internal Funding</b>	<b>10,688,048</b>	<b>14,549,504</b>
<b>NET EXPENDITURE - (INCOME)</b>	<b>14,989,105</b>	<b>14,321,894</b>

# Economic Prosperity

## COMMUNITY STRATEGIC PLAN ISSUES

1. **TOWN PLANNING** – Address town planning issues that result from an increasing population.
2. **THE ROAD NETWORK** – Improving and maintaining the road network.
3. **AVAILABILITY OF CAR PARKING** – Improving the availability of car parking.
4. **SUPPORTING AND ATTRACTING LOCAL BUSINESSES** – Supporting and attracting local businesses and encouraging local employment.
5. **IMPROVING TRAFFIC FLOW** – Improve traffic flow (with the use of speed humps, traffic islands, chicanes etc).

## SIGNIFICANT ACHIEVEMENTS 2014-15

The Hurstville Local Environmental Plan (HLEP) 2012 and Draft Hurstville City Centre LEP 2014 which addresses current and future population, and employment needs through appropriate residential, industrial, commercial and open spaces zoning were completed. The third amendment was made to HLEP 2012 incorporating the Draft Hurstville City Centre LEP amendments.

Council assisted local businesses by providing a business advisory service and working with the Hurstville Chamber of Commerce. Council gave \$20,000 to the Chamber to conduct business seminars. The 2015 Hurstville Excellence in Business Awards received 45 entries and 185 people attended the Awards Dinner on 6 June 2015.

A register of food businesses was built linking property owners using data supplied by the Federal Government and verified against ATO data set and ANZSIC and ABN registration numbers. This will help to gather and sort information allowing better targeting of services. Staff participated in the NSW Government's Agglomeration Project which is looking at the issues faced by businesses operating in industrial zones.

The Public Spaces Local Approvals Policy for permissible street activities was adopted and 191 street stalls were approved generating an income of \$9,850 from activities on public footways.

Construction works were completed for Stage 1 of Kingsgrove Commercial Centre including repaving footpaths on the southern side of Mashman Avenue between the laneway and Kingsgrove Road (western side of Kingsgrove Road between Mashman Avenue and Paterson Lane, and the northern side of Paterson Avenue between Kingsgrove Road and the laneway). Also street furniture including seats, stainless steel enclosures for waste bins and street signage were replaced.

The Library added 94 new business management titles and promoted their availability for loan through an e-Newsletter and blog. CollectionHQ report shows business related titles have a "high use" status. Two business related events 'Increase your business visibility' and the 'Legal aspects of starting and running a small business' were held attracting 10 and 30 participants respectively.

Economic Indicators brochure was produced in May 2015, distributed and placed on Council's website. The estimated 2013-14 Gross Regional Product for Hurstville LGA was \$3.2 billion and that 24,116 people work in the Hurstville LGA.

To improve or maintain accessibility, Council invested in local roads and maintained the Traffic Committee - an advisory committee which reviews and makes recommendations in relation to issues such as transportation, traffic calming, restrictions and pedestrian safety. There were eleven Traffic Committee meetings held and 160 reports were considered. The majority of the recommendations of the Traffic Committee were adopted and subsequently implemented by Council. There were 42 comprehensive traffic surveys, two pedestrian surveys and seven parking surveys conducted which will inform road safety and traffic management decisions.

All projects in the annual Roads, Infrastructure Plus and the Capital Works programs (construction, re-sheeting, maintenance and repair) were completed. Also, the annual program for maintenance, re-construction and creation of building assets was completed.

Council received \$291,000 (100% funding) from Federal Government Roads to Recovery Funding for rehabilitation of local roads; \$148,000 (100% funding) NSW State Government Regional Road Funding for rehabilitation of regional roads; \$104,000 (50% funding) from REPAIR Program funding for rehabilitation of regional roads; \$223,000 (100%

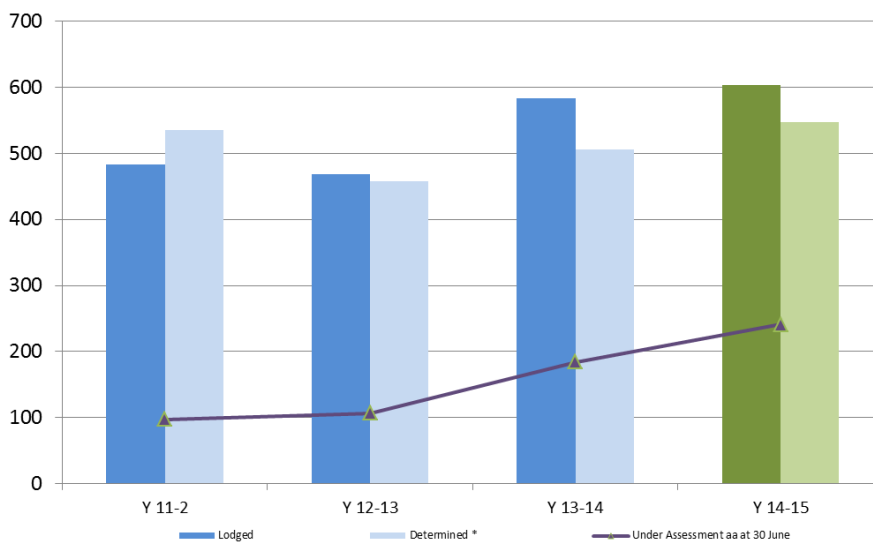
funding) from Traffic Facilities Funding for installation and maintenance of traffic facilities; \$200,000 (100% funding) from Special funding for construction of a roundabout in Roberts Ave, Mortdale and \$160,000 (66.67% funding) for Hurstville LGA Overland Flood Study. These funds will provide benefits to the community.

RailCorp in partnership with Hurstville and Kogarah City Councils completed detailed designs for the proposed Lily Street Rail Overpass. Construction is scheduled to commence from September 2015. RailCorp has completed designs for the Treacy Street Overpass and construction of the bridge is scheduled for completion in 2017. Both these projects will reduce traffic congestion and improve the road network.

Council determined 547 Development Applications to the value of \$565 million. There were 612 DAs lodged and 241 remained undetermined as at 30 June 2015. Average turnaround time for all DAs determined was 115 gross days (Graphs 8 & 9).

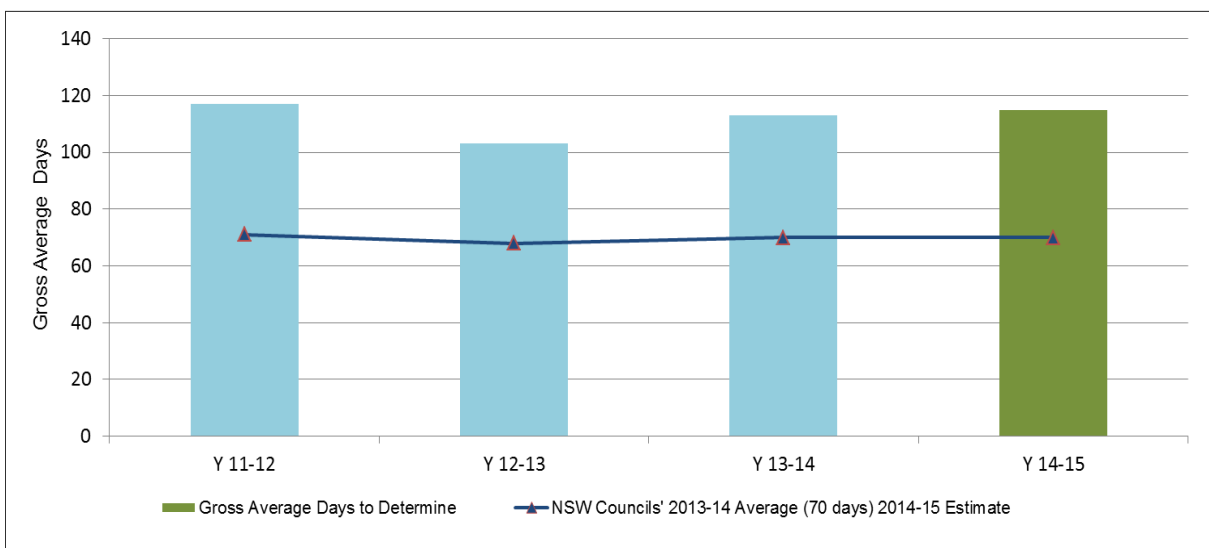
**GRAPHIC INDICATORS**

**Graph 8 Development Applications Lodged, Determined and Under Assessment**



*Comments: Economic activity continues to drive Development Application lodgements beyond Council's determination capacity. On-line capability for receiving and processing applications in electronic format continues to improve.*

**Graph 9 Development Application Assessment Turnaround Time**



*Comments: Increased determination times are a result of a high number of complex appeals and Development Applications.*

## PERFORMANCE IN DETAIL

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
	Pillar: Economic Prosperity	
	Issue: Town planning – Address town planning issues that result from an increasing population	
C.1.1	Ensure that Council's Local Environmental Plans and Development Control Plans meet current and future population and employment needs (e.g. area reserved for residential, industrial or commercial development as well as parks and recreation areas).	The HLEP 2012 and Draft Hurstville LEP (Hurstville City Centre) 2014 which address current and future population, and employment needs through appropriate residential, industrial, commercial and open spaces zoning were completed. See C.1.1.01 and C.1.1.05 below
C.1.1.01	<i>Implement a new Hurstville Comprehensive Local Environmental Plan (LEP) 2012 for LGA (except for land identified as the Hurstville City Centre).</i>	The third amendment to HLEP 2012 incorporating the draft Hurstville City Centre LEP amendments was completed
C.1.1.02	<i>Undertake Planning for Council owned sites (e.g. Treacy Street and Civic Precinct).</i>	See C.1.1.06 below
C.1.1.03	<i>Develop Commercial Centre Strategies and review development controls for local shopping centres.</i>	Strategies are included in the Employment Lands Study. See 1.1.10 below.
C.1.1.04	<i>Review environmental provisions in DCPs for all development types and promote environmentally sustainable practices at Development Assessment stage of proposals.</i>	The reviews of the HLEP 2012 and DCP No 1 - LGA Wide 2015-16 have commenced. Project to be completed in 2015-16
C.1.1.05	<i>Adopt and implement Hurstville City Centre Local Environmental Plan and Development Control Plan.</i>	The third amendment to HLEP 2012 incorporating the draft Hurstville City Centre LEP amendments was completed
C.1.1.06	<i>Adopt and Implement Civic Centre Local Environmental Plan (LEP) and Development Control Plan (DCP) and update the City Centre Masterplan 2004.</i>	A consultant was engaged to prepare a Concept Masterplan for the Civic Precinct. Planning Proposals for Civic Precinct (a deferred site under HLEP 2012) will be submitted to the Department of Planning and Environment in 2015-16
C.1.1.07	<i>Undertake a review of Foreshore Building Line and amendment to the Hurstville Comprehensive LEP 2012.</i>	Priority to be reviewed in 2015-2016
C.1.1.08	<i>Undertake a Contaminated Land Study and input study findings into Hurstville Comprehensive LEP 2012.</i>	Priority to be reviewed in 2015-2016
C.1.1.09	<i>Conduct a 5-year review of the Hurstville Comprehensive LEP 2012.</i>	Planned for 2017-18
C.1.1.10	<i>Develop an Employment Lands Strategy for Hurstville Local Government Area.</i>	The Stage 1 Background Report was presented to Councillors on 11 February 2015. The final report to be completed in 2015-16
C.1.2	Develop and manage public spaces to encourage economic activity for the Hurstville CBD and town centres.	Relationships are maintained with stakeholders regarding economic development and the public domain. The Public Spaces Local Approvals Policy for permissible street activities was adopted and generated \$9850 in income from activities on public footways

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
C.1.2.1	<i>Provide advice and support regarding the future development of public spaces e.g. Central Plaza.</i>	Building site coordinators were consulted regarding traffic arrangements for the Hurstville Lunar New Year Festival. Advice was provided about impacts and opportunities regarding the upgrade of the Westfield Shopping Centre
C.1.2.2	<i>Design and construct Central Plaza.</i>	Owners consent was lodged for the demolition of 'Bag a Bargain' site. The project is currently on 'hold' as per Council resolution
C.1.2.3	<i>Negotiate development agreement and contract for sale with preferred developer. Develop a concept plan for Plaza and undertake community consultation.</i>	See C.1.2.2 above
C.1.3	Plan for and provide infrastructure that supports Hurstville's economic, employment and environmental needs.  <i>Implement the revitalisation of the shopping centres - Upgrade street infrastructure of Kingsgrove shopping centre staged over a five year period.</i>	Construction works were completed for Stage 1 of Kingsgrove Commercial Centre Upgrade including repaving footpaths on the southern side of Mashman Avenue between the laneway and Kingsgrove Road; western side of Kingsgrove Road between Mashman Avenue and Paterson Lane, and the northern side of Paterson Avenue between Kingsgrove Road and the laneway. Also street furniture including seats, stainless steel enclosures for waste bins and street signage were replaced
C.1.3.2	<i>Review and update the Section 94 Development Contributions Plan for the Hurstville Local Government Area.</i>	TechOne systems were completed for s96 modifications and registers, and internal audit of s94 processes. The payment process for large contributions were developed
C.1.4	Communicate Council's plans, policies and development controls to key stakeholders and the wider community.  <i>Investigate software solutions which could filter development controls for individual sites, eg on-line NSW Electronic Housing Code tool for Hurstville, operational requirements for on-line processing, and 'Development Enquirer' planning tool.</i>	The NSW Electronic Housing code and the electronic lodgement of CDCs project were completed. Internal workshops were held with Department of Planning Staff regarding Council's hard copy CDC business process mapping and electronic payment options
C.1.4.1	<i>Develop and implement Commercial Awning Review Program. Review the Asbestos Policy, and take up of Pre-lodgement services and on-line booking tool.</i>	The Asbestos Policy is available on Council's website. Pre-lodgement services and on-line inspection bookings were implemented
C.1.4.3	<i>Provide an online information system on Development Control Plans (DCP) and Local Environmental Plans (LEP).</i>	No action is planned at this stage
C.1.4.4	<i>Provide advice and support to local businesses and community organisations on Council's programs, events and policies.</i>	Staff attended 7 Hurstville Chamber of Commerce meetings and advised on Council plans, policies and priorities. Advice and support were provided to over 50 prospective and existing local businesses



Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
C.1.5.	Encourage individuals, investors and developers to undertake affordable long term sustainable, commercial, residential and industrial development.	Provided advice as required
C.1.5.1	<i>Conduct evening forums or seminars on Hurstville Council Certification and Compliance.</i>	To commence upon implementation of new legislation
C.1.5.3	<i>Facilitate opportunities for interaction and activities with adjoining Councils and the business community including BEC Southern Sydney, and St George Health and Wellbeing seminars.</i>	Three visits by the NSW Government's Small Business Bus were coordinated. Assistance was provided in promoting two seminars to Chinese businesses. Staff participated in the NSW Government's Agglomeration Project which is looking at the issues faced by businesses operating in the industrial zones
Issue: The road network – Improving and maintaining the road network		
C.2.1	Undertake network audits for key road assets and update Asset Management Plans.  <i>Undertake external network wide condition survey audit of all road and footpath assets in 2014-15 (and every 5 years comparing asset condition and performance over time). Undertake interim asset audits and condition updates undertaken as required.</i>	The revaluation of transport asset class and condition rating was completed and will inform the forward works program, Asset Management Planning and Long-term Financial Planning
C.2.2	Continue with annual road network asset renewal with quality upgrade and repair.	Road asset network renewal, upgrade and repair under various programs were completed. Works included footpath upgrade, paving and landscaping picnic facilities at Tooronga Terrace on the island in front of the Beverly Hills shops; coloured stencilled concrete path in Bridgeview Reserve, Beverly Hills; recycled plastic decking boardwalk between William Road and Lillian Street, Riverwood; and paving upgrade at Beverly Hills Commercial Centre, Beverly Hills (on King Georges Road between Lowana Place and the lane). Footpath maintenance and renewal included the corner of Meadowlands Road and Baumans Road, Peakhurst; various locations within Webb Street, Riverwood; adjacent to Community Centre in Thurlow Street, Riverwood; 1-5 Warrawee Place, Beverly Hills; various locations in Norfolk Avenue, Beverly Hills; Wright Street, Hurstville between Forest Road and Orange Lane; 27 and 29 Prospect Road, Peakhurst; 39-41 Hodge Street, Hurstville; at 22 Mutual Road, Mortdale; and at 148a Peshurst Street, Peshurst.

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
C.2.2 contd	Continue with annual road network asset renewal with quality upgrade and repair.	Kerb and gutter reconstruction included the corner of Meadowlands Road and Baumans Road, Peakhurst; 6 Eldon Street, Riverwood; 31-35 Monaro Avenue, Kingsgrove; a lane between Warrawee Place and Wyanga Lane, Beverly Hills; various locations in Webb Street, Riverwood; Gordon Street, Hurstville; corner of Dora Street, 30 Wright Street, 37-43 Hodge Street, Hurstville; 6, 8 & 13 Kerrie Crescent, Peakhurst; between 53 and 59 Landsdowne Parade, Oatley; 2a Burke Street, Oatley; and in Anderson Road, Mortdale. Road surface repairs such as heavy patching and resheeting included the parking lane at 44-48 Dora Street, Hurstville; 6-8 Kerrie Crescent, Peakhurst; adjacent 2a Burke Street, Oatley and at 84D Roberts Avenue, Mortdale where a new roundabout and islands were constructed in addition to the asphalt works.
C.2.2 Cont'd	Continue with annual road network asset renewal with quality upgrade and repair.	Drainage maintenance, upgrade and renewal included a new pit, grate and pipe at 35 Millett Street, Hurstville; relining stormwater pipe in Rostrov and Salisbury Streets, Penshurst; relining at Pamela Avenue, Peakhurst Heights; new inlet pits in Morgan Street, Beverly Hills; reconstructing pipeline in Penshurst Street at the corner of Austral Street, Penshurst; upgrading drainage and a pit and pipe in Lee and Frederick Avenue, Beverly Hills; and stormwater drainage at Gloucester Road near Morgan Street, Beverly Hills. New footpaths were constructed in Monaro Avenue, Kingsgrove; Larkhill Avenue, Riverwood; Colvin Avenue and Mashman Avenue, Kingsgrove; Macpherson Street, Hurstville; and Amy Road, Riverwood
C.2.2.1	<i>Undertake road maintenance works as identified in Asset Management Plans.</i>	See C.2.2 above
C.2.3	Create new road infrastructure progressively using Developer Contributions to improve road and traffic management.	No action in 2014-15
C.2.4	Increase investment in maintenance and repair of existing, as well as development of new Council roads, drains and footpaths (subject to funding).	No Section 94 funds were spent on roads and traffic management



Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
C.2.4.1 & C.2.4.2	<p><i>Undertake an annual Infrastructure Plus works program on roads and footpaths.</i></p> <p><i>Implement annual programs for asset maintenance and improvements in accordance with Asset Management Plans and Developer Contribution Plans.</i></p>	<p>The 2014-15 Infrastructure Plus footpath repairs and programs for footpath maintenance, kerb and gutter renewal, and road resheeting as per Hurstville's Asset Management Plans were completed. Completed works include footpath repairs at Isaac Street, Peakhurst; Samuel Street, Peakhurst; 1019 Forest Road, Lugarno; Patrick Street, Hurstville; King Georges Road and Broadarrow Road outside Beverly Hills Girls High School; 154 Baumans Road, Peakhurst; between Stoney Creek Road and Knock Crescent, Beverly Hills; Kingsgrove Commercial Centre upgrade including paving the footpath and street furniture, Vine Street and Orange Street, Hurstville; 11m<sup>2</sup> at 22 Macquarie Place, Mortdale; 35m<sup>2</sup> at 166 Lorraine Street, Peakhurst Heights; 11m<sup>2</sup> at 17 Lorraine Street, Peakhurst Heights;</p> <p>Completed works include footpath repairs at Lorraine Street, Peakhurst Heights; 45m<sup>2</sup> and 2 pram ramps at corner of Bayview Road and Lorraine Street, Peakhurst Heights; 122 Gungah Bay Road, Oatley; 17 Lloyd Street, Oatley; 3 and 31 Jacques Avenue, Peakhurst; Baumans Road, Peakhurst on traffic Island at corner of Stoney Creek Road; and 42-48 Bonds Road, Peakhurst Kerb and gutter were reconstructed at Tooronga Terrace, Beverly Hills; Carinya Avenue, Beverly Hills; Webb Street, Riverwood outside the shopping centre; and 68, 70 and 79 Beronga Avenue, Hurstville.</p> <p>Road resheeting was completed at Carinya Avenue, Beverly Hills; Gordon Street, Hurstville; Wiruna Crescent, Narwee; Webb Street, Riverwood; Chamberlain Street, Narwee; and Barnards Avenue, Hurstville</p>
C.2.5	<p>Maintain and repair roads for which State Government is responsible. (Not a Council responsibility).</p> <p><i>Advocate repair of roads for which State Government is responsible.</i></p>	<p>A submission was made on NSW Repair Roads &amp; Maritime Services Program funding for 2015-16</p>
C.2.6	<p>Ensure the Road Asset Group (Transport Roads &amp; Maritime Services and adjoining councils) work cooperatively and effectively.</p> <p><i>Facilitate monthly Traffic Advisory Committee meetings with key stakeholders.</i></p>	<p>There were 11 Traffic Advisory Committee meetings held and attended by Roads and Maritime Services, Police, State Members, and bus &amp; taxi companies. Council considered 160 road safety, traffic or transport matters. Their decisions were implemented on time</p>

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
C.2.7	Encourage alternative modes of transport. e.g. cycling, buses, car-pooling.	Council encourages alternative transport and walking by improving or providing new infrastructure facilities. Council constructed new footpaths on eastern side of Colvin Avenue, Kingsgrove; Mashman Avenue, Kingsgrove (between Colvin Avenue and Northcott Avenue); King Georges Road, Beverly Hills (between laneway and Lowana Place); Monaro Avenue, Kingsgrove (between Morgan Street and Stoney Creek Road); Macpherson Street, Hurstville (between Donald Street and Lyle Street); and Amy Road, Riverwood (between 40-46 Amy Road and Larkhill Avenue)
Issue: Availability of car parking – Improving the availability of car parking		
C.3.1	Increase car parking capacity by better utilisation of carparks, redeveloping existing or sourcing and acquiring new sites.  <i>Identify opportunities to increase public carparking using Developer Contribution funding. Possibilities include Civic Precinct and suburban Active Property Development Program sites.</i>	Council resolved to prepare the Edgbaston Road, Beverly Hill site for construction of a multi-level car park. Public carparking is included in the Treacy Street redevelopment proposal and the Civic Precinct Plan
C.3.1.2	Progress Active Property Development Program and report on progress.	The Draft Planning Proposal was completed for Pindari Road, South Peakhurst site
C.3.1.5	<i>Enforce car parking regulations to ensure availability.</i>	Both on-street and off-street parking are regularly monitored and enforcement action taken as appropriate. There were 11,858 PINs issued
C.3.2	Create new infrastructure progressively using Developer Contributions to improve car parking.	No s94 funds were allocated in 2014-15
C.3.3	Improve 'way-finding' signage (including 'space available' lights) to facilitate better utilisation of car parks.  <i>Develop and implement a program to install 'way-finding' signage at town centres and Central Plaza as they are upgraded (including 'space available' lights) to facilitate better utilisation of car parks.</i>	Westfield Hurstville upgrade is in progress and will include number plate recognition and parking control technology to better utilise the car park. Wayfinding signs will be installed in 2015-16
C.3.4	Undertake a Car Parking Study for the City Centre and town centres to address short-term and long-term parking requirements – accommodate high demand locations such as hospitals and transport hubs. Subject to availability of funding).	The 2013 parking study forecast parking demands and potential traffic generations in 2012, 2021 & 2036. The information was used to explore future parking and other transport infrastructure needs. New parking rates were included in the draft City Centre DCP
C.3.5	Encourage business investment by making 'change of use' applications easier in respect to parking.	Action planned for 2015-16

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
	Issue: Supporting and attracting local businesses – Supporting and attracting local businesses and encouraging local employment	
C.4.1	Market Hurstville's strengths and attractions in order to encourage local employment and appropriate economic development. <i>Produce a range of local economic indicators.</i>	Economic indicators brochure was produced in May 2015, distributed to interested parties and placed on Council's website
C.4.1.2	<i>Implement recommendations of the Better Business Study.</i>	The Better Business Study is informing strategic planning and pre-development advice to local businesses
C.4.1.3	<i>Work with Hurstville Chamber of Commerce on improving marketing material and other information outlining the key benefits of Hurstville as a place to do business.</i>	Council approved a grant of \$20,000 to the Hurstville Chamber of Commerce. Council was represented at all 7 Hurstville Chamber of Commerce meetings advising on Council plans, policies and priorities
C.4.1.4	<i>Develop and review promotional brochures on 'Business in Hurstville' and update biennially. Distribute and promote material at forums.</i>	Action is planned for 2015-16
C.4.1.5	<i>Develop and implement a strategy to support local businesses with research and technology within the Library Museum and Gallery.</i>	The Library added 94 new business management titles and promoted their availability for loan through e-Newsletter and blog. CollectionHQ report shows business related titles have a "high use" status. The events ' <i>Increase your business visibility</i> ' and the ' <i>Legal aspects of starting and running a small business</i> ' attracted 10 and 30 attendees respectively
C.4.2	Develop and use a business register to communicate with and attract businesses.  <i>Develop and update a business register/database to communicate with and attract businesses. Improve communication channels and processes between Council and the business community.</i>	A register of food businesses was built in TechOne and linked to property owners using data supplied by the Federal Government and verified against ATO data set and ANZSIC and ABN registration numbers. Business rates were collected from 2285 properties and commercial waste services provided to 1635 customers
C.4.3	Encourage networking and educational opportunities and develop business clusters.  <i>Enhance the Business Section of Council's website and include a range of information, resources and opportunities. Update a web-based resource site of business educational opportunities including the Sutherland Shire Hub for Economic Development.</i>	The Business Section of Council's website was updated and publicised seminars and other business events
C.4.4	Review processes/regulations and encourage a variety of businesses (including large corporations) to move to the Hurstville local area.	New businesses were encouraged to move into the Hurstville LGA
C.4.7	Develop, implement, promote and review Place Management Plans for Town Centres.	Planned for 2017-18

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
	Issue: Improve traffic flow – Improve traffic flow (with the use of speed humps, traffic islands, chicanes etc)	
C.5.3	<p>Inform the community of the location of business services, and associated parking areas, walking trails and cycle paths in the Local Government Area.</p> <p><i>Continue to expand online location services for business services, parking areas, walking trails and cycle paths. Document walking trails and cycle paths.</i></p>	<p>Online locations services were expanded through Mobile Application and Web site to include Walkways, Cycleways and off-leash dog areas</p>
C.5.4	<p>Identify traffic problem areas, and implement improvements (including use of clearways, speed limits etc.). For example, the widening of Treacy Street railway overpass at Forest Road and Lily Street railway overpass.</p> <p><i>Continue to update traffic modelling data for Hurstville CBD and highlight need for improvements.</i></p>	<p>Peak Period Traffic Models developed in 2013 for traffic situations in 2012, 2021 and 2036 is informing transport infrastructure requirements to meet travel demand</p>
C.5.4.2	<p><i>Widen Lily Street Railway Overpass in partnership with Sydney Trains and Kogarah Council. Complete relocation of services and site preparation works.</i></p>	<p>Detailed designs, traffic management plans and other construction related planning were finalised for the proposed widening of the Lily Street Railway Overpass and includes three southbound lanes and one northbound lane towards Hurstville. Construction is scheduled to commence from September 2015</p>
C.5.4.3	<p><i>Investigate options for improving traffic flow in the CBD including traffic flow of Forest Rd through Hurstville CBD.</i></p>	<p>See C.5.4. An Action Plan was developed and discussed with relevant authorities and stakeholders. Implementation will be through development contributions</p>
C.5.4.4	<p><i>Investigate widening of Treacy Street railway overpass - replace the existing bridge with the new bridge - reconstruct access ramps and open the bridge for public.</i></p>	<p>Transport for NSW (Sydney Trains) completed designs for the replacement of the Treacy Street overpass. Construction is scheduled for completion by 2017</p>
C.5.4.5	<p><i>Investigate Forest Road 2-way through CBD. (Subject to Council decision and availability of funding).</i></p>	<p>Council resolved on 20 August 2014 to take no further action</p>
C.5.4.6	<p><i>Investigate the widening of The Avenue Underpass subject to funding. (Sydney Trains have scheduled this project for consideration in 2021.)</i></p>	<p>Concept designs and detailed cost estimates were prepared for the proposed widening of The Avenue Underpass. Land for potential widening of the underpass was secured</p>
C.5.5	<p>Develop long term traffic modelling and transport plans for town centres subject to availability of funding.</p>	<p>Peak period traffic models were developed to assess deficiencies of the road network for the Hurstville City Centre. No funding was available to develop models for other town centres.</p>

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
	Pillar: Economic Prosperity		
	Issue: Town planning – Address town planning issues that result from an increasing population		
C.1.K.01	Population and employment increases (through number of dwellings constructed, and the change in employment numbers).	Meeting NSW Sub-Regional Strategy Dwelling Growth Targets. <i>Report annually.</i>	The Economic Indicators brochure published in May 2015 shows \$243.1 million worth of dwelling approvals in 2014-15 representing a 65% increase on the previous year. No dwelling or employment targets have been set for the Hurstville LGA at this stage
C.1.K.02	Awareness and understanding of Council's plans, policies and development controls (stakeholders and community).	Provide Pre-Development Application advice. <i>Number per quarter.</i>	Thirty five Pre-Development Applications were lodged and determined including industrial, dual occupancy, resident flat building (RFB) developments and child care centres. Applicants were assisted in understanding issues, processing requirements and time-frames
C.1.K.3.01	Number of and turnaround times for development applications, construction and complying development certificates.	Improved turnaround time on Development Applications (s96, s82A) and subdivision (Strata, Stratum, Torrens, community as benchmarked to NSW Councils of similar size). <i>Number lodged, determined &amp; outstanding. Average assessment turnaround time.</i>	See Graphs 9 and 10. There were 612 DAs lodged, 547 determined and 241 undetermined as at 30 June 2015. Average for all DAs determined was 115 gross days
C.1.K.3.02		Development Applications determined by staff as benchmarked to NSW Councils of similar size. Improve staff delegations. <i>% of DAs determined by staff.</i>	Of the total 547 determined 52% (289) were determined by Staff only; 14.4 % (80) by DAC-DEL; and 47.9% (266) by Council & DAC-DEL
C.1.K.3.03		Development Applications assessed per officer as benchmarked to NSW Councils of similar size. <i>Number per officer.</i>	On average, Council officers had 29.3 undetermined applications
C.1.K.3.04		Development Application referrals completed within 14 days. <i>% completed with 14 days.</i>	All Waste and Health referrals were completed within 14 days. Trees/Traffic/Drainage/Building referrals took more than 14 days
C.1.K.3.05		Number of appeals successfully defended by Council. <i>% successfully defended.</i>	There were 28 appeals determined with 19 upheld, 3 dismissed and 6 discontinued
C.1.K.3.06		Improved turnaround time on Construction Certificates benchmarked against NSW State target of 40 days. <i>Number lodged, determined and outstanding. % determined.</i>	All 69 Construction Certificates lodged were determined within 40 days

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
C.1.K.3.07	Number of and turnaround times for development applications, construction and complying development certificates.	Improved turnaround time on Complying Development Certificates benchmarked against NSW State Target of 20 days. <i>Number and %.</i>	There were 46 Complying Development Certificates assessed with an average time under the 20 days target
C.1.K.3.08		Improved turnaround time for Building Certificates benchmarked against NSW State Target of 28 days. <i>Number and % turnaround within 28 days.</i>	Of the 37 Building Certificates received 24 were determined within 28 Days
C.1.K.3.09		Complaints relating to unauthorised building works responded to within 3 working days. <i>Number and % of complaints responded within 3 days.</i>	Council received 430 Unauthorised Development Service Requests and 42 other requests. All actions were initiated within 3 working days
C.1.K.3.10		Swimming Pool Compliance Certificates issued within the NSW State target of 42 Days. <i>% issued within 42 days.</i>	Ten swimming pool compliance certificates were issued and all within 42 days
C.1.K.3.11		Improved fire safety compliance with all appropriate buildings evidenced by current annual Fire Safety Statements. <i>Number and % submitted by due date.</i>	Out of 685 Annual Fire Safety Statements 564 or 82% were submitted and paid to Council per quarter
C.1.K.3.12		Subdivision Certificates approved. <i>Number and % approved within 5 days &amp; 14 days. Median time taken.</i>	Of the 85 DA Referrals received 70% were completed within 14 days over first two quarters. Also issued were 24 Subdivision Certificates; 1 Strata Certificate; 28, 88B Instruments; and 1 Subdivision DA
C.1.K.3.13		Certificates under Section 88G of the Conveyancing Act 1919 issued within 14 days of request. <i>Number and % issued within 14 days. Median time taken.</i>	Four 88G Certificate were issued within 14 days
C.1.K.3.14		Number and % approved of 'Use of Public Space' applications within 21 days.	Council approved the Public Spaces Local Approvals Policy. Of the 201 Public Space applications received 191 were approved and \$9,850 collected in fees
C.1.K.4.1	Value of development applications approved and completed	Value of development applications approved and completed. <i>Dollar Value for previous financial year.</i>	The 547 Development Applications determined has an estimated cost of works of over \$565 million
C.1.K.5.1	Values relating to key aspects of the local economy, e.g. Gross Regional Product, number and value of businesses	Monitor how the Hurstville LGA is progressing against Metropolitan Strategy Employment targets.	It is estimated that 24,116 people work in Hurstville. Hurstville LGA lost 560 jobs when the Hurstville Branch of the Australian Tax Office, Myer and Toys R Us closed



KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
Issue: The road network – Improving and maintaining the road network			
C.2.K.1	Condition of the road network through the road network audit	Condition of the road network. <i>Report annually.</i>	An audit and assessment of the road network (every road, footpath and kerb) were conducted and the condition score updated
C.2.K.2	Number and value of initiatives generated through cooperation with other Government organisations	Funding allocation received from NSW State & Federal Governments for capital works. <i>Dollar and % of external funding received.</i>	Council received \$291,000 (100% funding) from Federal Government Roads to Recovery Funding for rehabilitation of local roads; \$148,000 (100% funding) NSW State Government Regional Road Funding for rehabilitation of regional roads; \$104,000 (50% funding) from REPAIR Program funding for rehabilitation of regional roads; \$223,000 (100% funding) from Traffic Facilities Funding for installation & maintenance of traffic facilities; \$200,000 (100% funding) from Special funding for construction of a roundabout in Roberts Ave, Mortdale and \$160,000 (66.67% funding) for Hurstville LGA Overland Flood Study
C.2.K.3.1	Quantity and value of renewal and maintenance work completed by class e.g. road, footpath, etc.	Community satisfaction scored at 8 or more on the amenity and cleanliness of Hurstville CBD. <i>Report annually.</i>	On 28 February 2015 the Hurstville Chamber of Commerce conducted a City Centre Walkthrough and were satisfied with cleanliness and amenity. Minor issues raised were actioned
C.2.K.3.2		Infrastructure Plus capital expenditure table for each asset class. <i>Report annually.</i>	Reported as part of this Annual Report. Council has adopted the 2015-16 and 2016-17 program
Issue: Availability of car parking – Improving the availability of car parking			
C.3.K.1	Number of carparking spaces by different categories/parking limit-regimes over time	Annual update of the number of parking spaces in Town Centres. <i>Report annually.</i>	Reported as part of this Annual Report
Issue: Supporting and Attracting Local Businesses – Supporting and attracting local businesses and encouraging local employment			
C.4.K.1	Gross Regional Product benchmarked against Southern Sydney local government areas	Report biennially on Hurstville Gross Regional Product benchmarked against Southern Sydney local government areas in collaboration with Department of Trade and Investment. <i>Report every 2 years.</i>	Economic Indicators were released in May 2015. The estimated 2013-14 Gross Regional Product for Hurstville LGA was \$3.2 billion

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
C.4.K.2	Change in the number of businesses (including by business size, type and length of time in operation within the Hurstville local government area).	Change by business size, type and length of time in operation. <i>Report annually.</i>	It was reported as part of the Economic Indicators. It is estimated that 7,388 businesses are operating in the Hurstville LGA
C.4.K.3	Number of new or retrofitted "green" buildings.	<i>To be reported in the future.</i>	Council joined the Green Building Council of Australia. Green star rating is a consideration in the future
Issue: Improving Traffic Flow – Improving traffic flow (with the use of speed humps, traffic islands, chicanes, etc			
C.5.K.1	Level of traffic flow/congestion in the CBD.	Advocate and report annually on traffic 'Hot Spots' to Council. <i>Annual Report.</i>	There were 160 road safety, traffic & transport related items investigated & reported to the Traffic Advisory Committee. Three road safety issues remain under consideration
C.5.K.2	Speeds during peaks on key routes in Hurstville local government area.	Report on results of surveys. <i>Report annually.</i>	There were 42 comprehensive traffic surveys, two pedestrian surveys and seven parking surveys conducted. The results will inform road safety and traffic management decisions



<b>CIVIC LEADERSHIP</b>	<b>Budget 2014-15</b>	<b>Full Year Actuals 2014-15</b>
<b>INCOME &amp; GRANTS</b>		
Corporate Services	(35,500)	(43,000)
Financial Services	(3,807,100)	(3,820,782)
Risk Management	(70,000)	(90,652)
Rates and Revenue	(34,380,800)	(34,498,752)
Workers Compensation	(125,000)	(189,064)
Human Resources	(4,715)	(6,554)
Corporate Planning	(4,613)	(6,236)
Management Information Systems	(6,510)	(30,734)
Governance	0	(613)
Records & Archives	(21,000)	(10,052)
Customer Service	(1,350)	(245)
Public Relations	(9,020)	633
Passenger Vehicle Maint & Replace	(501,998)	(575,070)
Engineering Administration	(182,963)	(410,019)
<b>TOTAL INCOME</b>	<b>(39,150,568)</b>	<b>(39,681,140)</b>
<b>OPERATING EXPENDITURE</b>		
Corporate Services	162,724	146,680
Financial Services	1,611,974	2,189,455
Risk Management	503,520	499,692
Rates and Revenue	700,791	852,053
Workers Compensation	125,000	679,996
Human Resources	49,845	150,588
Corporate Planning	190,237	346,361
Management Information Systems	1,764,780	1,709,892
Governance	1,967,926	1,457,634
Records & Archives	520,651	568,434
Customer Service	958,739	813,242
Executive Support	345,770	385,412
Audit / Ombudsman Programs	348,689	163,806
Public Relations	773,127	807,342
Passenger Vehicle Maint & Replace	511,947	560,132
Engineering Administration	2,034,352	1,702,354
Maintenance of Council Properties	312,500	272,482
<b>Total</b>	<b>12,882,572</b>	<b>13,305,554</b>
<b>CAPITAL EXPENDITURE</b>		
Management Information Systems	362,000	337,433
Governance	0	4,144
Engineering Administration	118,000	564,562
Passenger Vehicle Maint & Replace	971,000	866,424
Maintenance of Council Properties	40,000	16,353
<b>Total</b>	<b>1,491,000</b>	<b>1,788,916</b>
<b>TOTAL EXPENDITURE</b>	<b>14,373,572</b>	<b>15,094,470</b>
<b>Net Movement From/To Internal Funding</b>	<b>(335,697)</b>	<b>(191,884)</b>
<b>NET EXPENDITURE - (INCOME)</b>	<b>(25,112,693)</b>	<b>(24,778,554)</b>

# Civic Leadership

## COMMUNITY STRATEGIC PLAN ISSUES

1. **COMMUNITY ENGAGEMENT** – Facilitating good communication and relationships with businesses and residents. Developing a framework that facilitates the engagement process. Promoting the benefits and value of proper engagement.
2. **COMMUNICATIONS** – Informing the community and making resources accessible, relevant and timely on all activities, services, policies and plans. Retain customer focus – maintain focus on face to face aspect of communication. Overall, to raise general awareness of Council activities.
3. **FINANCIAL SUSTAINABILITY** – Stable and healthy financial portfolio which is resistant to financial and economic volatility. Prudent financial management with a long term view. Enhanced overall efficiency and delivery of facilities and services.
4. **GOVERNANCE** – Open and transparent form of Government. Minimise risk to the organisation. Workforce planning - highly skilled and well-resourced staff. Unified and cohesive approach via strategic alliances with other Government stakeholders, businesses, etc.

## SIGNIFICANT ACHIEVEMENTS IN 2014-15

The 2014 Community Survey show that satisfaction with Council is high for both residents (82%) and businesses (80%) and up by 4% and 6% respectively from the 2011 survey. Also, community consultation showed that ratepayers were generally satisfied with the condition and level of service provided by road, footpath and kerb assets. The survey results informed the Hurstville Community Strategic Plan 2025.

The Community Strategic Plan 2025, Delivery Program 2015-19, Operational Plan 2015-16, 2015-16 Budget and 2015-16 Fees and Charges were adopted by Council on 3 June 2015; submitted to the Office of Local Government and became effective from 1 July 2015.

The Plans are fully integrated and aligned with the Hurstville Community Strategic Plan 2025. The Long Term Financial Plan was reviewed, and is aligned with the 'Fit for the Future' financial criteria. The Strategic Asset Management Plan was updated to reflect progress made in 2014-15.

Council continues to generate sufficient revenue to cover its operating expenditure. An Operating Surplus of \$13,725k was generated against an adopted budget of \$10,618k. As at 30 June 2015, Council had \$8,041k in available working capital compared to \$8,790k in 2013-14, which sits well above Council's external auditors recommended target of \$5,473k.

To inform the community and Council about relevant projects and initiatives five editions of Hurstville City News were produced and distributed to all households. There were 136 press releases, 53 speeches and 12 GMs Monthly Updates for Councillors and Staff. Numerous flyers and brochures were published including the 'Building for our Future' rates brochure that provided an overview of Council's 2014-15 Operational Plan, along with Lunar New Year and Australia Day Festival promotional material.

There were 2,578,046 website hits in 2014-15 with average hits of 640,000 per quarter. (See graph 10). Four social media campaigns were developed to promote conversation / engagement with the local community. Campaigns covered Hurstville family recipes, Anzac Centenary, Youth swap/meet (a youth focused campaign), and My Neighbourhood.

The Call Centre received 62,777 calls and 67% of calls were answered within 20 seconds. The abandoned rate was 6%. First contact resolution rate was 69%. All correspondence received were completed within service timeframes.

The After Hours Customer Service Initiative at Hurstville Library which commenced in August 2014 resulted in a 35% decrease in call volume and payments to the external contractor. Library staff received over 850 enquiries since the service began and as of June 2015 the resolution rate was 87% with 8% of enquiries referred to Council and 5% elsewhere. Service requests and average completion times are monitored and reported to the community.

Ten Customer Satisfaction surveys were conducted over the year with 20 customers service requests completed with an average satisfaction score of 81% (See Graph 13) (ranging from 72% in Q1 to 86% in Q4) and well above the 70% target. On average there were 650 requests per month. Average days to complete service requests were halved from > 20 days to < 10 days. (Graphs 11 and 12).

There were 12,713 online transactions comprising 10,112 payments, 1974 planning certificates, 457 service requests and 170 rate certificates See Graph 13). The upward trend is driven by the ability to apply and receive s149 planning certificates online and lodge service requests or request rates certificates (s603) electronically. Service transactions are progressively being put on the web and promoted to encourage more online transactions.

Users are beginning to use Facebook as a way of raising concerns about issues, particularly outside normal hours. Trending topics were Wet Weather updates, "Flashback Friday", maintenance of roads, footpaths & trees, parking disputes, and Council events, programs & initiatives. Over 980 "Likes" were recorded on the Facebook page.

Staff retention rate was 80% as at end of June 2015. Annual Leave Liability for individuals with balances in excess of 8 weeks was \$414k as at end of June 2015 which is better than the less than a \$1 million target. The annual staff time lost to workplace injury was 0.46% as at 30 June 2015. Pre-employment medical assessment was redesigned and a new provider selected.

All vacant positions were advertised in the local newspaper. Council manages work experience placements to support local opportunities. There were 11 trainee positions which were actively sourced locally or through My Gateway.

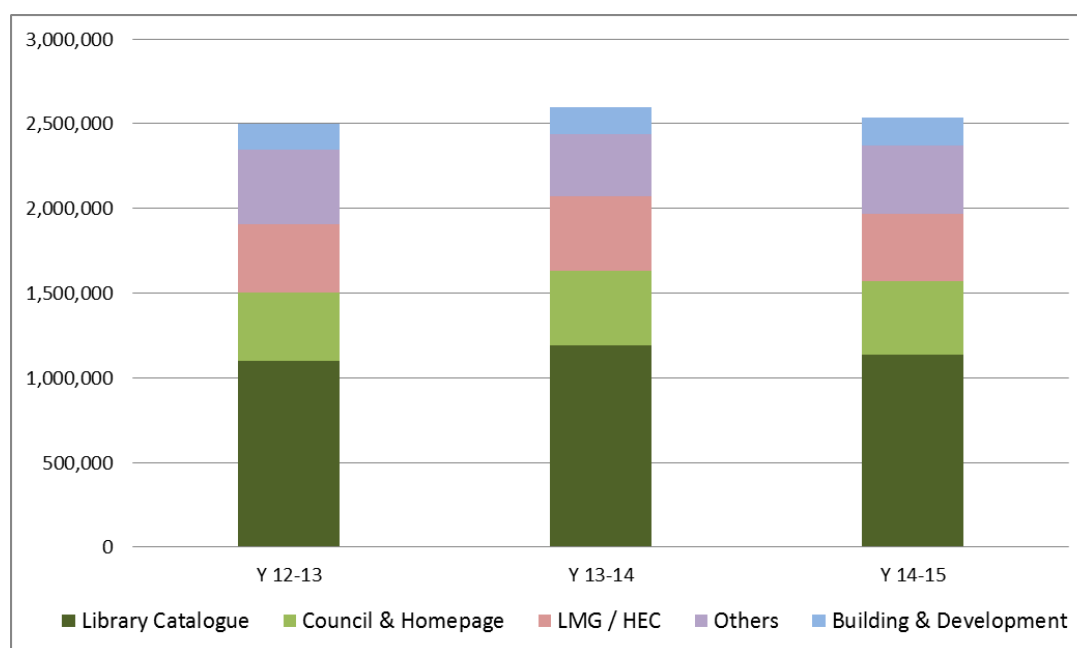
Secondary Employment Administration and Electronic Communication policies were rolled out. A new eRecruitment platform (Scout) was embedded in the recruitment processes together with policy.

A 'Fitness for Duty' workshop was held for 30 managers and supervisors. Traffic Control training was held for 43 staff. Two modules of the new Management Fundamentals course were completed. 'Essential Selection Skills' course was run seven times so that more recently trained staff were available to sit on selection panels.

A delegation from Hurstville City Council visited Changzhou, China from 20-22 July 2014. Council hosted a student delegation from our sister city, Shiroshi, Japan from 24-28 July 2014. Ten local high school students took part in a student exchange with Shiroishi, Japan from 27 June-10 July 2015 inclusive.

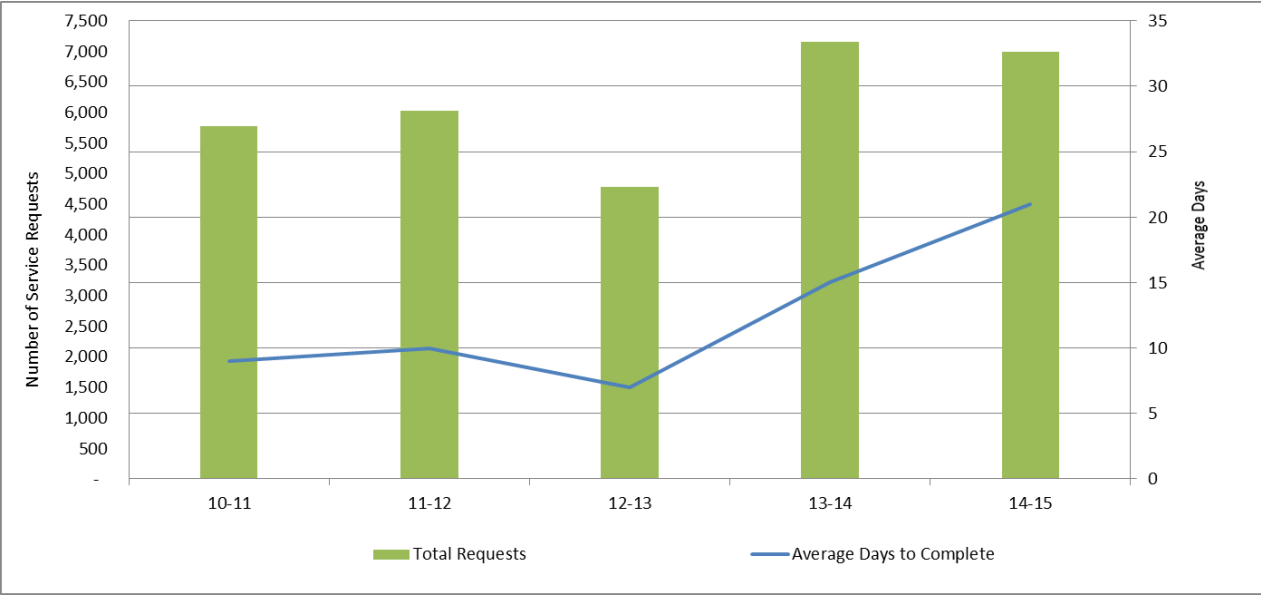
## GRAPHIC INDICATORS

**Graph 10 Internet Site Views**



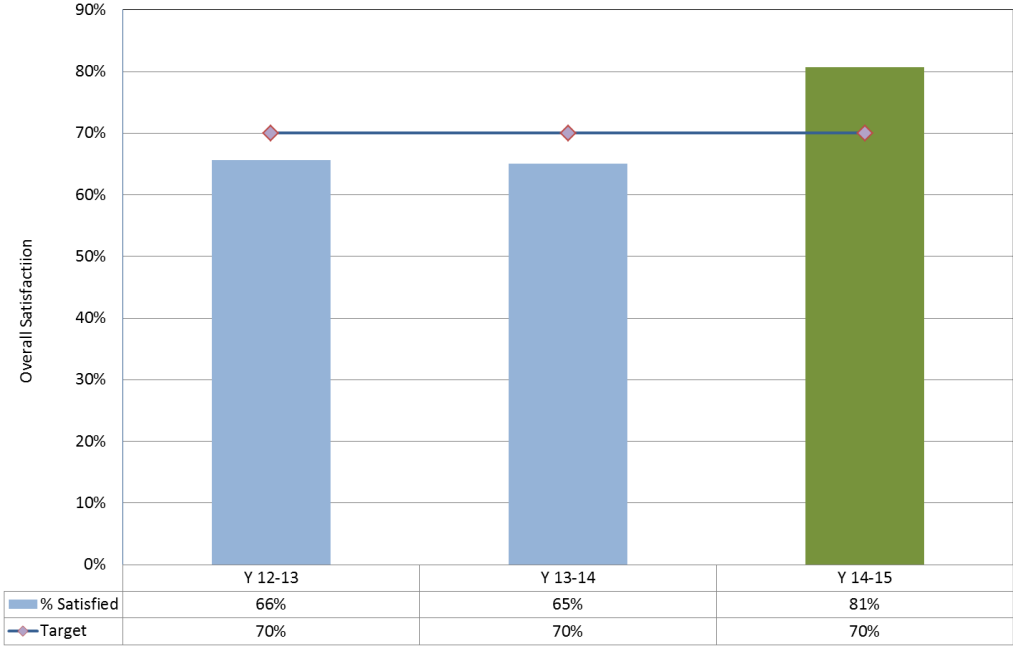
*Comments: Council's Internet continues to improve making it easier to access a range of Council-related enquiries. The number of enquiries is stable at around 2.5 million per annum.*

**Graph 11 Customer Service Requests**

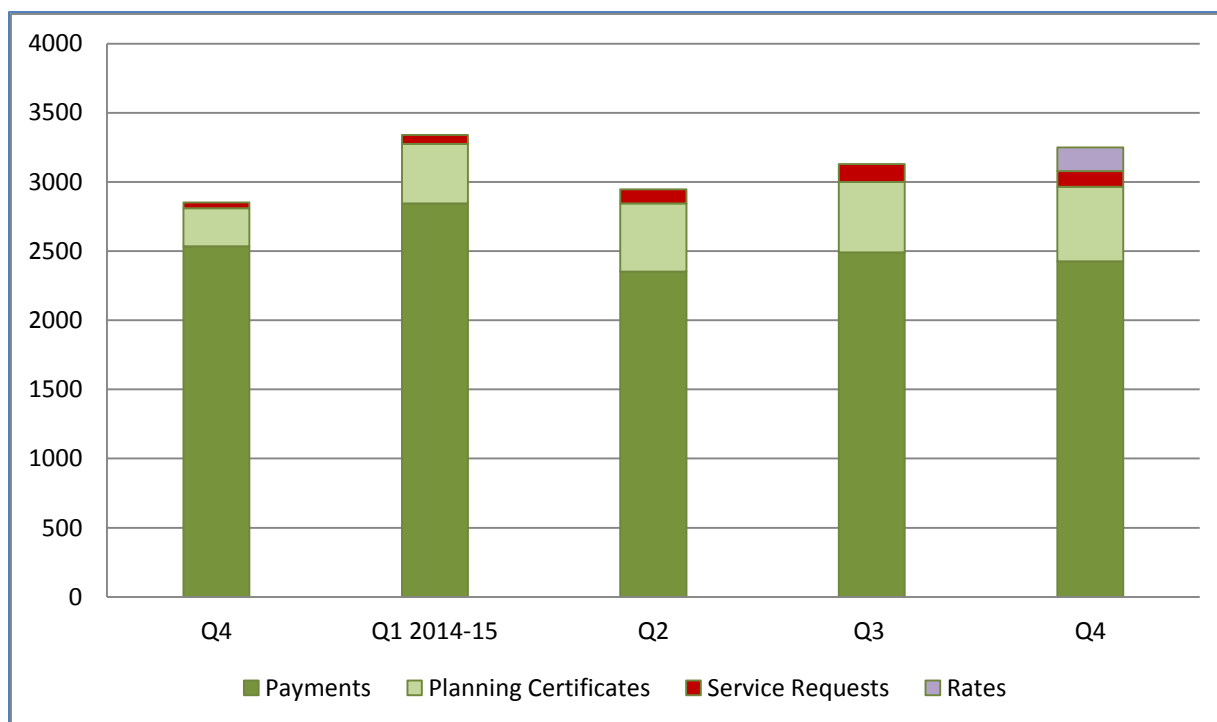


*Comments: Number of Customer Service Requests were 4,786 in 2012-13, 7,150 in 2013-14 and 6988 in 2014-15. The new Library After-Hours facility is planned to commence in September 2015 and Electronic Service Requests on Council’s website will reduce average completion times.*

**Graph 12 Customer Satisfaction Surveys**



*Comments: Customer satisfaction has significantly above the 70% target in 2014-15 based on a random monthly telephone survey of 20 customers whose Service Requests were completed. Improvement is a result of regular follow-up contact with customers.*

**Graph 13 Online Transactions**

Comments: Self-service via Council's internet and App is growing as more functionality becomes available and residents embrace technology. For example, customers can now apply and receive online Section 149 planning certificates within minutes with no urgency fee.

## PERFORMANCE IN DETAIL

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
	Pillar: Civic Leadership	
	Issue: Community Engagement – Facilitating good communication and relationships with businesses and residents. Developing a framework that facilitates the engagement process. Promoting the benefits and value of proper engagement	
D.1.1	Develop, implement and promote a Community Engagement Plan that outlines how Council will interact with the community, and its benefits.	An Engagement Plan was prepared as part of community consultation. Surveys were completed and informed the Hurstville Community Strategic Plan 2025
D.1.2	Provide opportunities for more involvement between residents, businesses, community organisations, and Council - including online, and face-to-face attendance at meetings / events / forums etc.  <i>Convene resource and promote the Aboriginal Advisory Committee, the Multicultural Advisory Committee, the Disability Access Committee, the Community Safety Committee and the Youth Advisory Committee.</i>	Four meetings each were held of the Advisory Committees with a total attendance of 132. The Youth Council held ten meetings with a total attendance of 87

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
D.1.2.1 D.1.2.1a	<i>Communication Strategy Policy Framework. Expand on-line interactions with the community including social media. Audit current interaction modes. Establish a social media presence (Facebook, Twitter, etc) and progressively place more services online.</i>	Over 980 "Likes" were recorded on the Facebook page and is increasing. Facebook is used for raising concerns especially outside working hours. Trending topics were Wet Weather updates, "Flashback Friday", maintenance of roads, footpaths & trees, parking disputes, and Council events, programs & initiatives
D.1.2.2	<i>Develop and implement a social media strategy for the Library, Museum, Gallery and Entertainment services. Review the social media strategy annually.</i>	Four social media campaigns were developed to promote conversation / engagement with the local community. Campaigns covered Hurstville family recipes, Anzac Centenary, Youth swap/meet (a youth focused campaign), and My Neighbourhood
D.1.2.3	<i>Develop information packages in community languages about community services.</i>	The community information card was updated and translated into Chinese. A new Community Services brochure was distributed to community organisations
D.1.2.4	<i>Provide information about community services projects and initiatives using Council News and Council brochures. Implement a communication strategy to increase access of Hurstville diverse communities.</i>	Five editions of Hurstville City News were produced and distributed to all households. Numerous flyers and brochures were published including the 'Building for our Future' rates brochure that provided an overview of Council's 2014-15 Operational Plan, along with Lunar New Year and Australia Day Festival promotional material. An information brochure together with a survey was sent in March 2015 to all residents and ratepayers seeking their response to the NSW Government's Fit for the Future options. Council received 5,073 responses, with more than 63% strongly indicating that Council stand alone and not merge with any other Council
D.1.2.5	<i>Redesign and update content of Planning &amp; Development's website.</i>	Action planned for 2015-16
D.2.1	Provide information (including progress reports) in a user-friendly format that best serves the needs of the diverse community.  <i>Maintain positive media presence including press releases, internal/external communications, monthly updates, news briefs, media clippings, speeches, memos and all other communication materials.</i>	There were 136 press releases, 53 speeches, 12 GMs Monthly Updates for Councillors and Staff and five editions of Hurstville City News. Numerous flyers and brochures were approved covering various Hurstville City Council activities
D.2.1.2	<i>Implement recommendations from the social media strategy for Library, Museum, Gallery and Entertainment Centre social media assets.</i>	There are ongoing promotional campaigns on the LMG and HEC social media channels. Community feedback is responded to quickly and action taken as required. A new blog site was created with a contemporary design and focuses on cultural events and topics across LMGE



Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
D.2.1.3 D.2.1.3a	<i>Report progress against the Hurstville Community Strategic Plan, Delivery Programs &amp; Operational Plan and S94 Developer Contributions Management. Adopt the next 4-year Delivery Program, and 1-year Operational Plan, Budget and Fees &amp; Charges.</i>	The Q4 Progress Report against the 2013-17 Delivery Program and the Q1, Q2 and Q3 Progress Reports against 2014-18 Delivery Program were completed on time. The 2013-14 Annual Report was adopted and submitted to the Office of Local Government
D.2.1.4	<i>Develop the Community Strategic Plan every four years. Implement and report on Community Strategic Plan annually Provide an 'End of Term Report' every four years. Develop, adopt and implement the Hurstville Community Strategic Plan 2017 -2030 (For adoption in 2016-17).</i>	The Community Strategic Plan 2025, Delivery Program 2015-19, Operational Plan 2015-16, 2015-16 Budget and 2015-16 Fees and Charges were adopted by Council on 3 June 2015; submitted to the Office of Local Government and became effective from 1 July 2015
D.2.2	Promote effective and integrated decision making by providing timely and relevant information to and seeking input from the community.	Reporting processes were tweaked to improve integration and timeliness. Actions and KPIs have now been combined into a single interface. Colour and font sizes allow better presentation. The 'Budget Bid' portal was updated for 2015-16, new bids were received and considered. NSW State Government requested councils to consider amalgamation options under 'Fit for the Future' program. A brochure/survey was disseminated to the community and feedback received. See also D.2.1.4
D.2.3	Streamline internal communication processes. <i>Review business processes and procedures. Maintain data integrity of Section 149 Certificates on-line with Technology One. Undertake Technology One Review of Registers, Modules, Events, Proformas and Conditions.</i>	Quarterly reviews, Line Manager Forums, HCC Management Group and Executive Committees have been effective in stream lining and prioritising work. A presentation was made at South Sydney Regional Organisation of Councils (SSROC) Planners Forum on s149 online processes. The s149 documentation was shared with SSROC Planners and Kiama Council
D.2.4	Seek ways to improve customer service by focusing on the customers' requirements.	Council conducts monthly phone surveys of 20 randomly selected customers whose service requests were completed in that month to assess customer satisfaction. By improving the survey methodology, expanding the sampling to more customers regardless of the date of Service Request and detailed response analysis have improved Customer Service practices
D.2.4.1	<i>Prepare a Methodology Document underpinning the delivery of s149 Certificates online. Establish an Audit Process for automatically generated s149 Certificates. Implement customer service survey. Review annually.</i>	The s149 Methodology Document was completed and forwarded to the Risk Committee for assessment
D.2.4.2	<i>Investigate opportunities to create information packages for residents and businesses regarding planning and building related services. Investigate online application tracking for Certificates (eg. CDCs, CCs).</i>	Online tracking of CDCs forms part of implementation of NSW Electronic Housing Code (eHC). The existing hard copy and electronic business process was mapped. From 1 July 2015, customers will be able to lodge CDCs from home via eHC, USB or over the counter

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
D.2.4.5	<i>Implement Council customer service transactions from Hurstville library service points.</i>	Hurstville City Library staff received over 850 enquiries since the service began in August 2014. As of June 2015, the resolution rate was 87% with 8% of enquiries referred to Council and 5% elsewhere
Issue: Financial Sustainability – Stable and healthy financial portfolio which is resistant to financial and economic volatility. Prudent financial management with a long term view. Enhanced overall efficiency and delivery of facilities and services		
D.3.1	Implement and maintain a long term financial plan to ensure ongoing sustainability. <i>Review, implement and report on the Long-Term Financial Plan, Strategic Asset Management Plan (and detailed sub plans) and Workforce Plan annually. Support sustainable funding of Strategic Asset Management Plan.</i>	Integrated Planning & Reporting process was completed for the 2015-19 Delivery Program together with updating of Long Term Financial, Strategic Asset Management and Workforce Plans. The External Auditors Assurance report confirmed that the LTFP complies with the 'Fit For The Future' benchmarks
D.3.1.1	<i>Implement Procurement Roadmap.</i>	Online requests can be made for Contract Number Form and backed by workflow. The Annual Review performed by Arc Blue for Council's Maturity Assessment is in the Roadmap program. Purchase Order Terms and Conditions were updated. Stage 1 of Contracts Management Module was implemented
D.3.2	Optimise Council management of assets over the long term to ensure that appropriate levels of services are provided to the community. <i>Keep Strategic Asset Management Plan current for Council-owned land and commercial buildings. Update Asset Plans and Council Land Register as the asset portfolio changes.</i>	Asset Management Plans are updated annually. Update of the Council Land Register will commence in 2015-16
D.3.2.2	<i>Develop and adopt industry best practice policy and procedure for divestment of interest in real estate.</i>	The Administration Policy for Divestment of Council real estate will commence in 2015-2016
D.3.2.3	<i>Maximise outcome of Lehman Brothers bankruptcy actions in Australia, UK and USA.</i>	Awaiting payment of dividends to creditors of the Lehman Brothers Australia estate
D.3.2.4	<i>Review asset financial data to ensure correct depreciation, replacement and residual rates reflect the true cost to Council.</i>	Reviews of depreciation rates for infrastructure assets are being progressively completed. The transport infrastructure review was completed. Due to changes in accounting standards AASB116, residual values are no longer applicable
D.3.2.5	<i>Revalue progressively each asset class at a minimum of 5 year period in line with Office of Local Government requirements.</i>	Condition assessments of all road assets were completed. Community consultation and survey regarding community expectation, asset maintenance & condition and funding allocation were completed. The revaluation of transport infrastructure assets was completed



Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
D.3.2.6	<i>Implement Technology One Asset Management module and promote the Asset Management Collaboration Framework.</i>	The asset structure was implemented and includes stormwater, trees, parks and MIS assets.
D.3.2.6a		The fuel management report for Fleet Management was enabled
D.3.2.7	<i>Investigate funding options for upgrading drainage assets.</i>	Works using additional funds allocated by Ward were completed
D.3.3	Seek additional funding where available from State/Federal grants. <i>Apply for annual Federal and State Government Grants for road maintenance and capital works, including public transport initiatives eg bike paths and tracks. Seek grants to fund existing programs/projects.</i>	The external audit recommendations to streamline Record Management, reconcile and update quarterly the Grants Register was implemented. Applications for Roads and Maritime Services (RMS) grants were submitted
D.3.3.2	<i>In partnership with Randwick City Council, continue to develop and implement a shared service arrangement to provide payroll services to both organisations.</i>	Shared service arrangements have ceased. Payroll staff are liaising to improve methods
Issue: Governance – Open and transparent form of Government. Minimise risk to the organisation. Workforce planning - highly skilled and well-resourced staff.		
D.4.1	Show that Council activities are open and transparent, including regular reporting (in compliance with the Government Information and Public Access Act 2009) [GIPAA].	Twelve formal requests and 503 registered applications were received and all were addressed within timeframes
D.4.2	Improve business processes and systems to support the efficient and effective delivery of organisational objectives and services in line with value for money principles.	Nearmap is used regularly to capture high resolution aerial images so that site and environmental changes can be compared.
D.4.2.1	<i>Review progress on full electronic DA assessment and determination using Trapeze.</i>	Automated update of cadastre within the GIS system is removing duplication and manual handling Paperless DAs continue to be promoted through the HCC website
D.4.2.4	<i>Finalise implementation of new business platform Technology One to realise business process benefits.</i>	The Fire Safety System module was implemented. Online DA tracking system and linking to the property and rating system was upgraded. The Contract Module was implemented and staff trained in managing contracts using the new framework. DA assessment process was re-engineered to separate DA consent and conditions reports
D.4.2.7	<i>Continue to implement e-business tools to improve efficiency.</i>	Customers can lodge service requests or request rates certificates (s603) electronically. There were 12,713 online service transactions
D.4.3.01	Support Council and staff to perform their responsibilities effectively and efficiently. <i>Develop annual audit plans for the new financial year.</i>	Audits and reviews were completed on Hall Hire and Bookings; RMS - Drives; DA procedures; S94 Funds Management; Logical Security; Park Bookings; Reimbursements / Payments to Councillors; Credit Cards Payments; and Goods Received

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
D.4.3.02	<i>Coordinate investigation of complaints against Councillors and misconduct matters against staff as directed.</i>	Complaints are investigated and actioned in a timely manner. In May 2015 the Minister for Local Government announced an investigation on the governance of Council under Section 430 of the Local Government Act 1993
D.4.3.03	<i>Roll out key codes and policies annually including Council Values, Code of Conduct, Gifts &amp; Benefits, Electronic Communication, Secondary Employment and Administration. Roll out Conflict of Interest Policy every two years. Update the on-line induction program.</i>	Secondary Employment Administration and Electronic Communication Policies were completed
D.4.3.04	<i>Celebrate success through Excellence Awards. (Awards presented in Q2 and Q4).</i>	The Reward & Recognition Program was approved for implementation
D.4.3.05	<i>Roll out Employee Opinion Survey to seek staff feedback and measure progress against previous surveys.</i>	The Employee Opinion Survey is on hold pending completion of 'Fit for the Future' actions
D.4.3.07	<i>Train Supervisors and Managers on the Fitness for Duty Administration Policy.</i>	A 'Fitness for Duty' workshop was held for 30 managers and supervisors. Pre-employment medical assessments was redesigned and a new provider selected
D.4.3.08	<i>Certify staff appropriately to carry out their duties e.g. Certificate for Working with Power Lines. Conduct audits and checks on staff licences and tickets. Arrange training prior to the expiry of the certification.</i>	Traffic Control training was held for 43 staff. First Aid Training was conducted. The 'Qualification Verification' audit is progressing
D.4.3.09	<i>Consult with staff and the Consultative Committee and work with external Employee Associations. Meet every six weeks with Consultative Committee.</i>	Consultative Committee meetings were held as per the 2015 schedule
D.4.3.10	<i>Improve customer service across the organisation. Implement an annual mystery shopping program to evaluate performance</i>	A supplier was engaged to conduct Mystery Shopping surveys with the finding to be reported in 2015-16
D.4.3.11	<i>Conduct Risk Assessments annually in all workplaces.</i>	Work to commence in 2015-16
D.4.4	Develop and implement plans and processes to deal with and continue to provide services during disaster situations.  <i>Review and implement the Business Continuity Plan and test the Technical Infrastructure Recovery Plan annually.</i>	The Business Continuity Plan was updated to reflect the current organisation. The Technical Infrastructure Recovery Plan was reviewed and updated
D.4.5	Ensure that Council has the appropriate people and skill sets to undertake work when required.  <i>Expand focus on talent acquisition (sourcing and recruiting high quality talent). This includes employment brand, mobile recruiting tools, manager and recruiter training (hire the right people and merit based selection), and analytics.</i>	A new eRecruitment platform (Scout) was embedded in the recruitment processes together with policy. 'Essential Selection Skills' course was run seven times so that more recently trained staff were available to sit on selection panels

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
D.4.5.1	<i>Review and update annually the Workforce Plan which includes Human Resources Strategies (Diversity; Attracting, Engagement, and Retention strategy).</i>	The Workforce Plan for the organisation was adopted as part of the Hurstville Community Strategic Plan 2025
D.4.6	Enhance and update the Leadership Program to focus on Leadership capabilities.  <i>Deliver Leadership Programs including Change Management, Risk Management, 'Tool Box' Communication channel and Work Health &amp; Safety Requirements.</i>	Two modules of the new Management Fundamentals course were completed
D.4.7	Provide opportunities for staff to develop and grow their skill-set to enable them to take up higher level positions as needed.  <i>Develop a Talent Management &amp; Career Development Program. Provide opportunities for staff to develop and grow their skill-set to enable them to take up higher level positions as needed.</i>	Planned for Q3 2015-16
D.4.7.2	<i>Establish strategies to manage the ageing workforce.</i>	Several providers were interviewed and their courses were assessed. Options will be developed in the future
D.4.7.3	<i>Focus on Organisational Capability Development. Identify gaps (skills and critical positions) and develop strategies to build those skills.</i>	No actions were planned for 2014-15
D.4.7.4	<i>Refocus the Performance Management process to enable high performance. Assist managers to learn to align goals, give people honest feedback and communicate effectively with their staff.</i>	Development of the Performance Management process is in progress
D.4.8	Work collaboratively with other Councils and Departments to share information, reduce duplication or costs.	Recent collaborations were with Randwick to leverage Core Business Systems, between Councils to exchange TechOne knowledge, and Kempsey to leverage Civic View Developments knowledge. Joint waste contract with Kogarah and Rockdale is providing savings of over \$12.2 million over the 7.7 years. Council is involved with 16 SSROC panels over a variety of services translating into approximately 25% in savings. Excluding yearly rebates received for all participating contracts, Council saves about \$15k for not going out to tender. A joint contract with SSROC and Hunters Hill, Lane Cove, Strathfield, Ku-Ring-Gai, Mosman and Ryde is saving approximately \$3.5m over two years

Plan No	2014-2018 DELIVERY PROGRAM ACTIONS & 2014-2015 OPERATIONAL PLAN ACTIONS	FULL YEAR PROGRESS
D.4.8a	<i>Respond to Fit for the Future Requirements by NSW State Government.</i>	NSW State Government's asked councils to consider amalgamation based on 'Fit for the Future' criteria. Options included remaining as is or in some combination with Kogarah, Rockdale or Canterbury. Council considered the results of the community survey and assessment against the criteria and resolved to remain a standalone Council
D.4.8.1	<i>Implement Payroll Shared Service in collaboration with Randwick City Council.</i>	The project is on hold pending the outcomes of 'Fit for the Future'
D.4.8.2	<i>Participate in Sister Cities Program including student and resident exchanges, and provide information as requested.</i>	A delegation from Hurstville City Council visited Changzhou, China from 20-22 July 2014. Council hosted a student delegation from our sister city, Shiroshi, Japan from 24-28 July 2014. Ten local high school students took part in a student exchange with Shiroishi, Japan from 27 June-10 July 2015 inclusive

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
	Pillar: Civic Leadership		
	Issue: Community Engagement – Facilitating good communication and relationships with businesses and residents. Developing a framework that facilitates the engagement process. Promoting the benefits and value of proper engagement		
D.1.K.1	Satisfaction with the level of Council's engagement with the community	Satisfaction surveys to be conducted as part of the Community Strategic Plan <i>Review every four years. Satisfaction surveys to be reported in 2015-2016.</i>	Community satisfaction with Council is high for residents (82%) and businesses (80%) and up by 4% and 6% respectively from the 2011 survey. The ten priority issue categories in 2011 remain in 2014. Also community consultation showed that ratepayers were generally satisfied with the condition and level of service provided by infrastructure assets
	Issue: Communications – Informing the community and making resources accessible, relevant and timely on all activities, services, policies and plans. Retaining customer focus – maintaining focus on face-to-face aspect of communication. Overall raise general awareness of Council activities.		
D.2.K.1.1	Number of web hits by service type e.g. library, development applications, etc.	Website hits by service type, e.g. Development and Building. <i>Number of web hits by type per quarter.</i>	See Graph 11. The 'look and feel' of Council's Internet continues to be improved with easier access to a range of enquiries. Council received a total of 2,796,324 hits
D.2.K.1.2		Website contents are to up-to-date. <i>Report annually.</i>	All pages are reviewed with content owners to ensure they are current. New initiatives include interactive forms, payment gateway integration and Digital Asset Management

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
D.2.K.1.3	Number of web hits by service type e.g. library, development applications, etc.	Timely promotion, advertisements and information provision in relevant media eg Website hits, Hurstville City News, etc. <i>Report.</i>	Five Hurstville City News were delivered to the Hurstville LGA. Council advertisements, statutory DA information, and Council updates in the St George Leader newspaper are produced on a weekly basis
D.2.K.2	Number of people and their key sources of Council information, e.g. The St George and Sutherland Shire Leader, Hurstville City News, etc.	Communication surveys to be conducted and reported in 2015-2016.	Survey to be conducted and reported in 2015-2016
D.2.K.3.1	Number and response times for telephone calls, customer requests, correspondence, etc	Meet Customer Satisfaction Charter standards, including response time on correspondence, customer requests and phone answering statistics. <i>% of calls answered within 20 seconds; % of calls abandoned; % of correspondence actioned within 21 days.</i>	The Call Centre received 62,777 calls and 67% of calls were answered within 20 seconds. The abandoned rate was 6%. First contact resolution rate was 69%
D.2.K.3.2		After Hours Calls followed up within the next business day. <i>% of calls followed up.</i>	The external service provider received 1,139 after-hours calls and all were followed up within 48 hours. The After Hours Customer Service Initiative at Hurstville Library in August 2014, resulted in a 35% decrease in call volume to the service provider
D.2.K.3.3		Response times for customer requests and correspondence. TRIM actions completed within 21 days. <i>Number &amp; % of customer requests and correspondence responded within agreed times.</i>	See Graph 12. A successful program to address outstanding customer service requests reduced average turnaround times of 25 days between June 2014-April 2015 to 5 days in June 2015
D.2.K.4	Satisfaction with customer services by survey.	Satisfaction with Council services by monthly survey of 20 customers. <i>% of customers satisfied per quarter.</i>	See Graph 13. The average Customer Satisfaction Surveys score was 81% (ranging from 72% in Q1 to 86% in Q4) and well above the 70% target
D.2.K.5.1	Complaint levels and response times to address them.	Complaint levels and response times to address them. <i>Report quarterly.</i>	Council received 36 accolades and 78 complaints. A common complaint was the completion time
D.2.K.5.2		Number and response times for customer information requests. <i>Report quarterly.</i>	See Graph 12. On average 650 requests were lodged per month. See KPI D.2.K.3.3



KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
D.2.K.5.3		Improve customer satisfaction by encouraging online self-service including 149s requests, payments made online etc. <i>Number using on-line self-service. (13 month rolling graph of transactions).</i>	See Graph 14. There were 12,713 online transactions comprising 10,112 payments, 1974 planning certificates, 457 service requests and 170 rate certificates. The upward trend is driven by the ability to apply and receive s149 planning certificates online and logging e-requests via HCC website directly into TechOne
Issue: Financial Sustainability – Stable and healthy financial portfolio which is resistant to financial and economic volatility. Prudent financial management with a long term view. Enhanced overall efficiency and delivery of facilities and services.			
D.3.K.01	Improve Annual Infrastructure Renewals Ratio toward the long-term target of 1:1.	Building and Infrastructure ratio is equal to or greater than 100% (Asset Renewal equal to or greater than Depreciation).	The 2014-15 Adopted Budget was 38.6%, The Actual as at 30 June 2015 was 74.55%
D.3.K.02	Annual Rates & Annual Charges, Interest & Extra Charges Outstanding Percentage below 5% industry benchmark.	Percentage of Outstanding Rates, Annual Charges, Interest & Extra Charges Outstanding less than 5%.	The 2014-15 Adopted Budget was 2.4%, The Actual as at 30 June 2015 was 2.84%
D.3.K.03	Net Operating Result before Grants and Contributions provided for Capital Purposes being in surplus.	Balanced Operating Result over the life of the Community Strategic Plan. (Income & Expenditure Statement). Net Operating Result before Capital Grants and Contributions. Net <i>Operating Result before Grants and Contributions provided for Capital Purposes being in surplus for three successive years.</i>	The 2014-15 Adopted Budget was a deficit of \$3,210k. As at 30 June 2015 the Actual surplus was \$1,014k
D.3.K.04	Investment Returns are greater than the Annual UBS Bank Bill Index.	Investment Returns are greater than the Annual UBS Bank Bill Index.	The YTD return as at June 2015 was 4.50% against UBS Bank Bill index of 2.57%
D.3.K.5.1	Annual Infrastructure Renewals Ratio approaching the target of 1.0.	Implement an asset program review to ensure correct depreciation, replacement and residual rates are reflecting the true cost to Council. <i>Report on status of program implementation.</i>	The transport register was externally valued and a condition assessment performed which resulted in a reduction of depreciation
D.3.K.5.2		Optimise commercial outcomes from Council's property portfolio. % <i>Occupancy of Commercial Rental Space, % Arrears.</i>	The occupancy rate was 92.5%. Arrears are being actively managed with effectively none outstanding
D.3.K.5.3		Resolve tenants' issues in a timely and effective manner. <i>Review quarterly.</i>	Tenant enquiries are dealt with by Council's commercial agent. No complaints were received

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
D.3.K.6.1	Annual Unrestricted Current Ratio of greater than 2.0.	Annual Unrestricted Current Ratio of greater than 2.0. <i>Ratio reported quarterly.</i>	The 2014-15 Adopted Budget Annual Unrestricted Current Ratio was 2.89, As at 30 June 2015 the Actual was 3.06
D.3.K.6.2		Available Working Capital. <i>\$5M.</i>	The 2014-15 Available Working Capital was \$8.041M
D.3.K.7	Return Council to a debt free position.	Return Council to a debt free position. <i>Debt Service Ratio of less than 10%.</i>	The 2014-15 Adopted Budget Debt Service Ratio was 2.02%, As at 30 June 2015 the Actual was 1.90%
Issue: Governance – Open and transparent form of Government. Minimise risk to the organisation. Workforce planning - highly skilled and well-resourced staff.			
D.4.K.01	Number and response times for customer information requests.	90% of formal requests determined within statutory timeframes. <i>Annual Report.</i>	There were 12 formal requests of which 11 were considered within statutory time frames
D.4.K.02	Number and value of collaborative initiatives.	Number and value of collective initiatives. Collaborative involvement of key stakeholders in proposals / issues. <i>Report initiatives and achievements.</i>	Collaborative initiatives were consolidated as shown under Action D.4.8
D.4.K.03	Disaster plans in place.	Disaster Plans in place. <i>Report annually.</i>	The Technical Infrastructure Recovery Plan was reviewed. Business Continuity Plans are progressively being finalised
D.4.K.4.1	Staff numbers and annual staff retention rate.	Annual staff retention rate greater than 85%. <i>% staff retention rate</i>	The 12-month rolling retention rate for the June 2015 Quarter was 80%
D.4.K.4.2		Annual Leave Liability for leave in excess of more than 8 weeks to be less than \$600K.	The actual Annual Excess Leave liability as at 30 June 2015 was \$414k
D.4.K.4.3		Annual Skill and Performance Review of permanent/temporary staff. <i>% Review completed on time.</i>	All Skill and Performance Reviews were submitted and reviewed in Q2, for use in the annual step increase and bonus assessment. 100% were submitted and dealt with in the quarter
D.4.K.5	Staff time lost to workplace injury and sick leave.	Staff time lost to workplace injury ratio of less than 0.2%. (Workforce Hours lost due to workplace injury over Total Workforce Hours worked). Annual rolling average over 4 quarters. <i>% Staff time lost to injury &amp; Annual rolling average.</i>	The staff time lost to workplace injury was 0.46% as at 30 June 2015

KPI No	CSP PERFORMANCE MEASURE	COUNCIL INDICATOR & MEASURE	FULL YEAR PROGRESS
D.4.K.6.1	Number and percentage of statutory reports submitted on time.	Key statutory reports submitted on time including Annual Reports, Delivery Programs, Operational Plans, annual Fees and Charges, and quarterly Operational Plan and financial progress reports. <i>% of Reports submitted on time.</i>	The Q4 Progress Report against the 2013-17 Delivery Program; and Q1, Q2 and Q3 Progress Reports against 2014-18 Delivery Program were completed and submitted on time. The 2013-14 Annual Report was adopted and submitted to the Office of Local Government. The Community Strategic Plan 2025, Delivery Program 2015-19, Operational Plan 2015-16, 2015-19 Budget and 2015-16 Fees and Charges were adopted on 3 June 2015, submitted to Office of Local Government and came into effect from 1 July 2015
D.4.K.6.2		Progress and value of projects/ programs delivered on time and budget. <i>% completed and value.</i>	Reported as part of the 2014-15 Annual Report
D.4.K.6.3		Division of Local Government Comparative data and compliance with 'Better Practice Program'. <i>Data supplied annually.</i>	Performance data was sent to the Department of Planning as required and on time
D.5.K.7	Internal Audit.	Implement a 5-yearly audit program to cover all auditable areas as identified in the Enterprise Risk Management (ERM) risk register. <i>Number and % cumulative medium/high risk audit projects per quarter.</i>	Audits and reviews of processes were completed on nine areas. The remaining items will be reviewed in 2015-16



## **Section 2**

# **Statutory Information**

State of the Environment  
Public Works and Infrastructure Plus  
Companion Animals Management  
Legal Proceedings  
Mayoral and Councillor Fees  
Senior Staff Remuneration  
Contracts Awarded  
Rates and Charges Written Off  
Financial Assistance Granted  
Subsidised Work on Private Land  
External Functions  
Interest in Companies  
Joint Ventures  
Equal Employment Opportunity Management  
Access to Information  
Public Interest Disclosure  
Overseas Visits  
Privacy Management Plan

## State of the Environment Report

Under s428 of the Local Government Act 1993 Council is required to produce a State of the Environment Report. The Annual Report of a Council in the year in which an ordinary election of Councillors is to be held must include a report (a *State of the Environment Report*) as to the state of the environment in the local government area in relation to such environmental issues as may be relevant to the objectives for the environment established by the Community Strategic Plan (the *environmental objectives*). Accordingly a comprehensive State of the Environment Report was produced for Council in the 2011-12 financial year which covered the period 2008 – 2012. Under the Integrated Planning and Report Framework the next State of the Environment Report is due on 30 November 2016.

The 2008-2012 State of the Environment Report can be accessed at:

<http://www.hurstville.nsw.gov.au/State-of-the-Environment-Report.html>

## Public Works and Infrastructure Plus

This report provides information on the condition of the public works (including public buildings, public roads and water, sewerage and drainage works) under the control of Council as at 30 June 2015, together with an estimate (at current values) of the amount of money required to bring the works up to a satisfactory standard, and an estimate (at current values) of the annual expense of maintaining the works at that standard and the council's program of maintenance for that year in respect of the works.

Significant Public Works and Assets under the Council's control at 30 June 2015 included:

### Public Works

The City has 243.85 km of public roads including:

State Roads (RTA)	13.55 km
Regional Roads (Council)	16.94 km
Local Roads (Council)	213.36 km
Total	243.85km

4.5km of access roadways are also maintained in Evatt Park, Lugarno and Oatley Park, Oatley, together with a 10km network of fire trails.

The above roads also include 439 km of kerb and gutter and over 3 km of guard rails.

Comprehensive details of all roads are contained in Council's Transport Asset Register (TAR), Council's Geographical Information Systems (GIS) and the Pavement Management System (PMS) and all road pavements are considered to be in satisfactory condition for their classification and function.

A sample printout of road sections from the TAR is contained in Appendix B - Roads Inventory, found at Section 4 - Appendices.

### Footpaths and Cycleways

The City has 244.2kms (or 442,138m<sup>2</sup>) of constructed footpaths. The inventory and condition rating of all footpaths are continuously being updated on the Council's Asset Management System. (Appendix B - Roads Inventory)

4km of recreational cycleways are also maintained in Olds Park, Mortdale; Kempt Field, Hurstville; Gannons Park, Peakhurst and Peakhurst Park, Peakhurst together with a network of bushland walking trails. Children's cycle-tracks are provided at Edgbaston Reserve, Rasdall Park, Beverly Hills Park (Bundarra St), Timothy Reserve, Gannons Park, Peakhurst Park, Penshurst Park, Pole Depot Park and Charles Street Reserve.

### Public Buildings

Council maintains 97 public buildings. Details including condition assessment are shown in Appendix C - Public Buildings, found at Section 4 Appendices.

### Stormwater Drainage Systems

Council maintains 153 km of drains, 4,997 Pits & Converters, 440m of Subsoil Drainage, 2 Dams and 59 Pollution Control Devices (comprising 31 Pit Baskets, 6 Rain Gardens / Bioretention Systems, 17 Gross Pollution Traps & 5 Constructed Wetlands / Sediment Ponds).

The Council's inventory of its comprehensive stormwater drainage system has been completed in accordance with the requirements of AAS27. Work to date including ongoing condition assessment has indicated that the system is in a generally sound condition.

### Car Parking Areas

Council currently controls 2,956 public car parking spaces and 65 disabled parking spaces as identified in *Appendix D - Car Parking Areas*. Additional parking areas on public roadways are provided at; Hurstville, Kingsgrove, Narwee, Beverly Hills, Mortdale, Penshurst, Riverwood, Oatley West, Oatley and Chivers Hill, Lugarno. Car parking areas are also maintained in; Gannons Park, Peakhurst Park, Olds Park, Kempt Field, Oatley Park, Evatt Park, Riverwood Park, Penshurst Park, Beverly Hills Park, Pole Depot and Smith Park.

All parking areas are considered to be in adequate condition for their purpose. Condition rating for the purpose of AAS27 has been developed.

## Sporting Facilities / Playgrounds

Council maintains 155 Public Reserves totalling 298.8 ha. A further ninety (90) garden plots on public roads are also maintained.

Sporting facilities include:

12 All Weather Netball Courts	1 Eighteen (18) Hole Golf Course
1 Aquatic Leisure Centre	2 Grass Athletic Tracks – Hurstville Oval & Olds Park
17 Artificial Turf Cricket Wickets	19 Grass Netball Courts
2 Australian Rules football Fields	5 Long Jump Pits
2 Baseball Fields	6 Recreational Cycle Tracks – 9 Children & 4 Other
2 Multi Sport Synthetic Grass Courts	9 Rugby League/Union Fields
30 Cricket Practice Nets	23 Soccer Fields – 13 Full Fields, 6 Midi & 4 Mini Fields
2 Practice Golf Cages	1 Tennis Centre
4 Turf Practice Nets	1 Tidal Baths Complex
2 Discus Circles	1 Turf Cricket Wicket Table
2 Reversible Basketball / Netball Courts	2 Dog Off-Leash Exercise Areas + one restricted hours (Evatt Park 5:00am to 9:00am)
2 Half-Court Basketball Courts	

Council also maintains an extensive inventory of playground equipment. The condition of such equipment is continually monitored by Council staff and is further subjected to a quarterly external safety audit.

## Condition

As indicated above and in the relevant Appendices, the Council's public works range from generally good to fair. Additional funding is required to bring the assets to a satisfactory standard. Details are provided in the Special Schedule 7 in the Annual Financial Statements.

## Maintenance Allocations

Based on work completed to date, the Council's current maintenance allocations will need additional funding to maintain the Council's public works at a satisfactory standard. Council's programme of maintenance of significant Public Works and Assets for the year included:

### Public Roads:

Maintenance and Repair	\$784,062
Road Restorations	\$261,567
Resheet Programme	\$331,637
Kerb and Gutter Maintenance	\$124,428
Road and Traffic Signs	\$ 7,318

*(Roads in Public Reserves are covered under Parks and Gardens Maintenance)*

### Footpaths / Cycleways:

Paved Footpaths	\$240,029
Footpath Restorations	\$167,788
Driveway Crossings Maintenance & Repair	\$ 27,344

*(Cycleways are covered under Parks and Gardens Maintenance)*

### Public Buildings:

Civic Centre, Entertainment Centre, Hurstville Library, Hurstville House, Childcare Centres, community and other buildings	\$959,035
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### Stormwater:

Drains Maintenance & Repair	\$115,155
Gross Pollutant Trap (GPT) Maintenance	\$ 65,432
Cleaning of Drains	\$231,453

### Car Parking:

Parking Areas Maintenance & Repair	\$ 48,123
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*(Parking areas on public parks are covered under Parks, Gardens and Reserves Maintenance & Repair)*

### Sporting Facilities/Playgrounds:

Parks, Gardens and Reserves Maintenance & Repair	\$3,865,397
Golf Course Maintenance & Repair	\$ 607,568
Tennis Courts Maintenance & Repair	\$ 14,041
Aquatic Leisure Centre Maintenance & Repair	\$ 899,931

\*the above figures are actual expenditures and do not include depreciation expenses.

### Infrastructure Plus

Following an application from Council, the Minister for Local Government determined on 26 June 2006, that “in pursuance of Section 508 (2) of the Local Government Act 1993 “... the percentage by which Hurstville City Council may increase its general income for 2006/2007 is 9.95% above that for 2005/2006”. The approval includes a special rate variation of 6.35% applicable over 15 years. The 6.35% was applied to the infrastructure maintenance and renewal program, Infrastructure Plus.

#### Income for 2014-15

**Total special rate variation income received** **\$2,016,945**

#### *Programs and expenditure for 2014-15*

Road re-sheet	\$628,786
Parks	\$814,389
Footpaths (repair)	\$182,270
Buildings	\$621,230
Kerb & gutters	\$ 90,000
Town centre renewal	\$150,000
Street lighting	\$0
<b>Total</b>	<b>\$2,486,675</b>

Since its commencement the total Infrastructure Plus income is \$16,170,928 and expenditure to 2014-15 is \$16,092,584. An amount of \$78,344 was unspent and transferred to a reserve for expenditure in the following year.

### Reporting

Council provides regular community reports on Infrastructure Plus proposed and completed works through the monthly newsletter, Hurstville City News. This information is also available on Council’s website.

*Details of the outcomes are provided in Appendix A under Section 4 - Appendices*

### Stormwater Levy

Council had not sought a stormwater levy to be applied in the Hurstville LGA in 2014-2015.

## Companion Animals Management

### Informing the community of companion animal initiatives

Residents can access Council's Companion Animal Management Plan on Council's website, and the information is also published on the Sydney Dogs and Cats Home (Council's Pound) Website.

From time to time updates are provided on Companion Animal Management Programs, such as, the 'Responsible Pet Ownership Information Brochure' which is available through the Council's Customer Service Centre.

Hurstville, Kogarah and Rockdale Councils operate a one pound facility. Hurstville Council impounded 271 dogs 369 cats, 12 livestock and 55 DOAs. On average over 71 animals were impounded per month. Complaints relate to barking dogs, dog attacks, off-leash areas, feral cats and birds or poultry.

### Alternatives to euthanasia for unclaimed animals

Recognised bona-fide welfare groups who are appropriately accredited by the Division of Local Government have access to animals for re-homing where suitable.

### Off-leash areas

Council maintains three off-leash areas at Lower Gannons Park, Riverwood Park and Evatt Park between the hours of 5am-9am and 5pm-8pm, 7 days per week.

## Legal Proceedings

The table provides in summary, amounts incurred by Council in relation to legal proceedings taken by or against Council (including amounts, costs and expenses paid or received by way of out-of-court settlements, other than those the terms of which are not to be disclosed) and a summary of the state of progress of each legal proceeding and (if it has been finalised) the result.

### Legal Costs 2014-15

The Legal Costs indicated below exclude staff time:

#### *Rates Debt Recovery Costs*

Various Judgements obtained to collect rates: \$ 140,893

All successfully awarded and cost recoverable from those in default

#### *Planning & Development*

For more details refer to *Appendix E - Legal Proceedings* \$1,159,555

#### *Compliance*

Proceedings requiring professional legal services \$ 271,480

#### *Property Management*

Relates to Property acquisitions and lease arrangements \$ 245,661

(individual cases not disclosed)

#### *Governance*

Professional Advice \$ 184,734

#### *Other Administrative Legal Costs*

Relates to general legal costs not covered in the above \$ 34,206

**Total** **\$2,036,529**

### Legal costs recovered

*Rates* \$ 78,614

*Planning & Development* \$ 19,577

*Compliance* \$168,142

*Other* \$ 1,103

**Total** **\$267,436**

## Mayoral and Councillor Fees

Money expended on Mayoral and Councillors' fees, provision of facilities for use by Councillors and the payment of Councillors' expenses are provided together with a statement of the total amount of money expended during that year on the provision of such facilities and the payment of such expenses.

Council's Civic Office Expenses Policy regarding the provision of facilities for use by Councillors and the payment of Councillors' expenses is included at Appendix F - Civic Office Expenses Policy.

### Mayoral and Councillors' Fees

The amount expended during 2014-2015 on Mayoral and Councillors' fees was \$334,180.

### Councillor Facilities and Expenses

The total amount expended during 2014-2015 on the provision of Councillor facilities and the payment of Councillor expenses was \$114,743 including the cost of these separate items:

Provision of dedicated office equipment allocated to Councillors (mid-term refit)	\$38,832
Telephone calls made by Councillors (mobile and landline)	\$12,652
Attendance of Councillors at conferences and seminars	\$38,414
Training of Councillors and provision of skill development	Nil
Interstate visits by Councillors, including transport, accommodation and other out of pocket travelling expenses	Nil
Overseas visits by Councillors, including transport, accommodation and other out of pocket travelling expenses	Nil
Expenses of any spouse, partner or other person who accompanied a Councillor	Nil
Expenses involved in the provision of care for a child or an immediate family member of a Councillor	Nil



## Senior Staff Remuneration

In accordance with Section 332(1) of the Act, Council at its meeting of 5 November 2008 classified the General Manager and the Directors as senior staff positions.

Apart from the General Manager, Council has three senior staff positions (as defined by the Local Government Act), being Director Administration, Director Service Delivery and Director Planning and Development.

In accordance with LG (General) Regulation Clause 217(1) (b) & (c), the General Manager's and senior staff remuneration packages consists of:

1. Salary component
2. Employer's contribution and/or salary sacrifice to a superannuation scheme
3. Non-cash benefits (motor vehicle)
4. Amount payable by Council by way of Fringe Benefit Tax for non-cash benefits.

The total of the remuneration package for the General Manager for components 1, 2 and 3 above was \$316,460 and the amount payable by Council by way of FBT for non-cash benefits was \$8,723.

The total of the remuneration package for Senior Staff for components 1, 2 and 3 above was \$653,301 and the amount payable by Council by way of FBT for non-cash benefits was \$21,023.

In connection with Section 339 of the Local Government Act 1993 and the requirement for the General Manager to report annually on the contractual conditions of senior staff, the following information is also provided:

The contractual conditions for each of the senior staff listed above is outlined in the 'standard form of contract' approved by the Director-General Division of Local Government. This standard is accessible from the Division's website [www.dlq.nsw.gov.au](http://www.dlq.nsw.gov.au)

## Contracts Awarded

Described below are details of contracts awarded by Council for more than \$150,000 other than employment contracts.

Nature of Service	Name of Contractor	Total Amount Payable
Road Works and Associated Services – PANEL CONTRACT	Downer EDI Work	1,550,487.00
Concrete Construction – Kerb, Gutters, Paving and Drainage Services – PANEL CONTRACT	KK Civil Engineering	856,736.00
Minor Building Works – PANEL CONTRACT	Dxcore Pty Ltd	828,314.00
Legal Services – PANEL CONTRACT	HWL Ebsworth Lawyers	634,107.00
Concrete Construction – Kerb, Gutters, Paving and Drainage Services – PANEL CONTRACT	Stateline Asphalt Pty Ltd	346,890.00
Replacement of Children’s Playgrounds at Various Locations	Forpark Pty Ltd	321,875.00
Legal Services – PANEL CONTRACT	Lindsay Taylor Lawyers	293,478.00
Plant Hire Services – PANEL CONTRACT	Raygal Pty Ltd	281,728.00
Design and Construction of Amenities Building at Peakhurst Park	Homann Constructions Pty Ltd	271,309.00
Concrete Construction – Kerb, Gutters, Paving and Drainage Services – PANEL CONTRACT	Ally Property Services Pty Ltd	248,210.00
Concrete Construction – Kerb, Gutters, Paving and Drainage Services – PANEL CONTRACT	Anzellotti Constructions Pty Ltd	246,016.00
Repair to Leachate Plants – Golf Course	Iconic Water Solutions Pty Ltd	229,393.00
Tree Pruning Services – SSROC PANEL CONTRACT	Active Tree Services Pty Ltd	222,071.00
Legal Services – PANEL CONTRACT	Norton Rose Fulbright Australia	213,978.00
Recruitment Services – PANEL CONTRACT with LGP 808-2	Hays Specialist Recruitment (Australia) Pty Ltd	202,911.00

<b>Nature of Service</b>	<b>Name of Contractor</b>	<b>Total Amount Payable</b>
Park Floodlighting – PANEL CONTRACT	Kealec Pty Ltd T/as Sportz Lighting	198,160.00
Upper Boggywell Creek Water Quality Improvement Scheme – Preparation of concept and detailed design plans.	Alluvium Consulting Australia Pty Ltd	181,434.00
Stormwater Rehabilitation, Repair, Clean and CCTV Investigation – PANEL CONTRACT	Total Drain Cleaning Pty Ltd	173,470.00
Postage of Rates Notices and General Mail Services	Australia Post	170,162.00
Maintenance Heat Ventilation and Air-conditioning Services	Coral Air Pty Ltd	170,090.00
Plumbing Services – PANEL CONTRACT	J M Welton Trust	158,073.00
Security Services	Ultimate Security Services Pty Ltd	153,000.00
<b>TOTAL</b>		<b>\$7,951,892.00</b>

Proper processes to be followed are in place in awarding contracts and Council implemented Stage 1 of the Contracts Management module in the Technology One system in 2014-15.

## Rates and Charges Written Off

The following write-offs have been applied to the ratepayers' accounts and Council has approved the writing-off of rates and annual charges for the rating period ended 30 June 2015 as follows:

Description	Sections of LGA	Amount
***Mandatory Pensioner Rebate - Rates and Domestic Waste Charges	Pensioner Rebates under Section 575/577 of Local Government Act 1993	\$1,259,558
Council Voluntary Pensioner Rebate - Rates and Domestic Waste Charges	Pensioner Rebates under Section 582 of Local Government Act 1993	\$376,439
Rateable to Non Rateable	Sections 555/556 (Non Rateable Land Classification) Local Government Act 1993	\$0
Interest Charges	Sections 566/567 Local Government Act 1993 and Section 25 Local Government Financial Management Regulation	\$6,778
Postponed Rates	Section 585 (Postponed Rates)	\$0
Postponed Rates Interest Charges	Charges Local Government Act 1993	\$0
<b>Total</b>		<b>\$1,642,775</b>

*** Mandatory Rebate		\$1,259,558
Council reimbursed from Government Subsidy		-\$692,757
Net Costs to Council for Mandatory Rebate		\$566,801

## Financial Assistance Granted

During the year Council approved total donations and financial assistance of \$642,194. This amount includes donations, sponsorship, community grants, childcare special needs, Entertainment Centre and parks subsidies.

## Subsidised Work on Private Land

No work, either fully or partially subsidised by Council, was carried out on private land.

## External Functions

During the year there were no external bodies that exercised functions delegated by the Council.

## Interest in Companies

During the year there were no companies in which the Council held a controlling interest.

## Joint Ventures

During the year there were no partnerships, co-operatives or other joint ventures to which Council was a party.

## Equal Employment Opportunity Management

Hurstville City Council (HCC) embraces a diversity management approach to EEO as a business strategy that leverages the greatest advantage from its diverse workforce. This reflects HCC's philosophy of inclusiveness, where individual differences (including ideas, opinions and backgrounds) are valued and managed in a way that maximises organisational effectiveness.

HCC is committed to creating a workplace that values culture and diversity as we work together to provide quality services to our Community. HCC continues to work in a high-performance manner, and this requires that HCC fosters a culturally diverse workforce that is progressively creating a vibrant environment for our community to enjoy.

### Workforce Profile

As at 30 June 2015, there were 350 employees (315 full time equivalent) employed by HCC. Each employee plays a role in creating and delivering the many and varied services offered by HCC.

Council has specific strategies that are detailed in its community planning which guide the work that Human Resources deliver so that HCC can build a workforce that is highly capable. Council aims for gender equity in that it endeavours to have an equal balance between men and women in the workplace. This year male representation increased with a representation of 52.8% and female representation went down to 47.2%. Although female representation increased last year, this year it has decreased by 2.3%.

There are many components that assist in creating a dynamic workforce, including:

#### (a) Women in the Workplace

The representation of women in management positions remained relative to previous years even with a decrease in the overall representation of women in the workforce. HCC continues to support a female representation of 69% within its leadership roles. This demonstrates HCC's commitment to developing leadership capability within its workforce and assisting women to more effectively manage the challenges of balancing a career and life.

#### (b) Indigenous Employment

HCC remains committed to the employment of indigenous Australians and worked closely with Apprenticeship Centres, including WPC Group, throughout the reporting period to provide innovative indigenous apprenticeships and traineeships targeting young indigenous Australians. Apprenticeships within Information and Communication Technology, Mechanics and Horticulture were just some of the areas where our young indigenous Australian's made a positive impact to the internal and external services that HCC provides. HCC was unable to report on the overall representation of indigenous employees within its workforce as diversity data is collected on a voluntary basis to alleviate privacy concerns.

#### (c) NESB Employment (people from non-English speaking backgrounds)

The representation of NESB employees increased to 11% of its total workforce. Fostering such diversity within our workforce provides HCC with a number of benefits including increased innovation and improved understanding of our clients and the service levels that they desire. Our main contributing languages are Chinese, Arabic and Mandingo.

#### (d) Disability Employment

The representation of people with a disability decreased to 1.76%. HCC continues to encourage a workplace that values the contributions that people with a disability make in creating and maintaining our services. It is important to note that HCC is preparing for this representation to increase as HCC grows with its ageing workforce. This highlights HCC's commitment to promoting a workplace culture that is accessible and inclusive.

## Celebrating Equal Employment Opportunity

As HCC works hard to foster a creative environment for a culturally diverse workforce, it is imperative that we celebrate our cultural diversity. HCC continued to celebrate throughout the reporting period:

- NAIDOC Week
- International Woman's Day
- Chinese Lunar New Year
- Reconciliation Week
- Youth Week
- Refugee Week
- Night Markets

## Strategies that Support a Culturally Diverse Workforce

The following Equal Employment Opportunity (EEO) initiatives were implemented during the year:

### (a) Recruitment and Selection

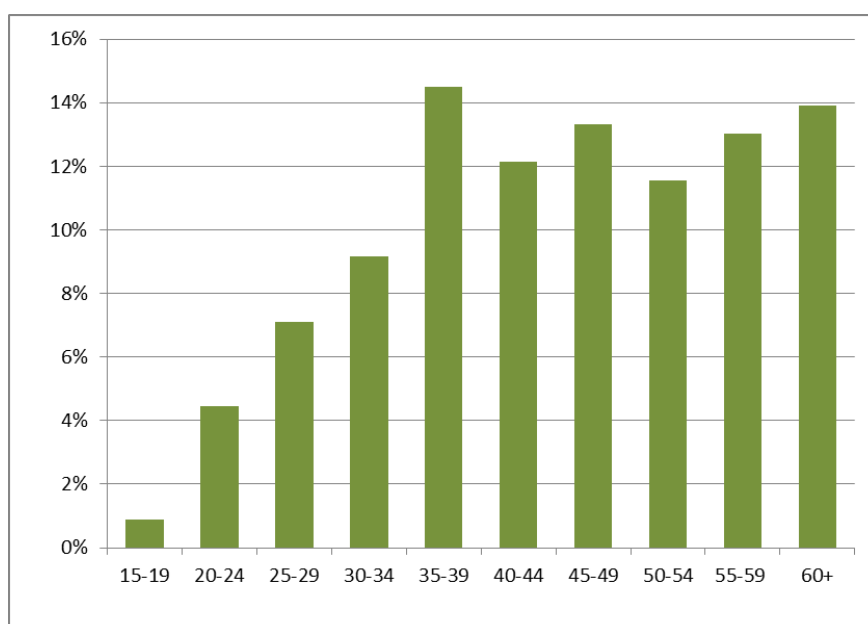
HCC continues to work towards creating a high-performance workforce and is committed to attracting and recruiting the best people in their fields to ensure that we have the internal capability to deliver our objectives.

HCC recognises that a large proportion of the workforce is ageing and Council aims to attract and retain young employees so that succession plans can be realised. Council has continued to support the growth and development of our young people by facilitating traineeship and apprenticeship opportunities in our operational areas including horticulture, turf management, customer service and communication technology. Having a diverse range of ages across the workforce allows HCC to access a broader range of ideas and insights.

### (b) Managing an Ageing Workforce

As detailed in the graph below, HCC has a great representation of most age groups. As at 30 June 2015 the average age of HCC employees is 45 years old and employees over the age of 55 represents 27% of the workforce. The challenges of an ageing workforce remained during the 2014-2015 reporting period and HCC continued to address its impact through superannuation/transition to retirement seminars, flexible working arrangements and knowledge transfer activities.

Graph 1 HCC Employee Profile - Percent by Age



### (a) Work-Life Balance

HCC continues to offer flexible working arrangements. Workplace Flexibility is seen as a key strategy in achieving the needs of the business for a flexible workforce and maintaining employee engagement, as well as attracting, motivating and retaining the right people.

### A Culture of Learning and Development

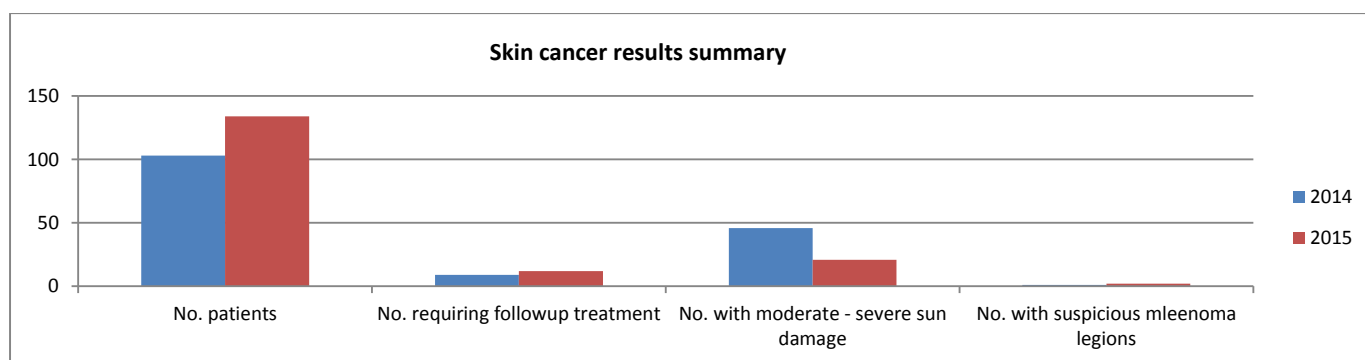
HCC recognises the importance of supporting people to be successful in their job performance and career pursuits such that optimum business outcomes are achieved. Learning and Development practices have been widely adopted to ensure that development of our people is fair, supports individual performance outcomes and takes into account personal and organisational strengths as well as personal and organisational development needs.

HCC continues to develop new employee's skills through structured induction programs, and educating staff on Council's key policies and practices. HCC continued building individual and organisational capability by providing staff with learning and development activities to develop professional knowledge, skills and leadership competencies, and spending \$185,000 over the reporting period. HCC continues to build a Culture of Leadership, develop core management skills through the Management Development Program and diverse professional development activities.

### Health and Wellbeing at Work

HCC's Health and Wellbeing Program continued to deliver benefits for employees and the organisation. A quarterly Health & Wellbeing newsletter is issued to all staff. Council continues to offer and promote the Employee Assistance Program to all staff and their families by offering anonymous counselling support. Flu vaccinations & skin cancer checks on 4 occasions in May during 2015 saw an increase in participants.

Medical Action	No. of patients 2014	No. of patients 2015
Skin cancer checks	103	134
Flu Vaccinations	102	140



### Maintaining a Bullying and Harassment-Free Workplace

HCC is committed to the elimination of workplace harassment, discrimination and bullying. HCC has a "Respect" program that focuses staff attention on Council's Values of honesty and integrity, customer focus, team work and professionalism as part of its EEO strategy. The program outlines Council and staff obligations to ensure a workplace free from harassment, discrimination and bullying. All new employees are given a Respect Brochure in which they need to acknowledge that they will abide by before commencing.

HCC will continue to ensure that the importance of maintaining a diverse workforce is communicated through the new reporting period's goals and objectives so that we can continue promoting and recognising our diverse workforce.





## Access to Information

As required, the following information is provided in relation to applications received by Council under the Government Information (Public Access) Act 2009:

Table A: Number of applications by type of applicant and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Media	3	0	0	0	0	0	0	3
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	1	0	0	0	0	0	1	2
Not for profit organisations or community groups	1	0	0	0	0	0	0	1
Members of the public (application by legal representative)	0	1	0	0	0	0	0	1
Members of the public (other)	5	0	0	0	0	0	0	5
<b>Total</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>

Table B: Number of applications by type of application and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Personal information application	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	10	1	0	0	0	0	1	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

*Table B Notes:*

*For the purposes of Part 3; Division 4(25) Requirement for Disclosure Log, all access applications related to private property matters and were considered of personal interest only.*

Table C: Invalid Applications	
Reason for Invalidity	Number of Applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act	
	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*Table D Notes:*

*No Schedule 1 information requested.*

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act	
	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timeliness	
	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	11
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	1
Total	12

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)			
	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

*Table G Notes:*

*No formal applications were referred for review.*

Table H: Applications for review under Part 5 of the Act (by type of applicant)	
	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

*Table H Notes:*

*No formal applications were referred for review.*

Table I: Applications transferred to other agencies	
	Number of applications transferred
Agency - Initiated Transfers	0
Applicant - Initiated Transfers	0

## Public Interest Disclosure

*Annual report on Public Interest Disclosures - (section 31)*

### Introduction

The Public Interests Disclosure (PID) Act sets out a comprehensive framework for protecting public officials who disclose wrongdoing in accordance with the PID Act. All Councils are required to have policy and procedures for receiving, assessing and dealing with public interest disclosures. The purpose of this public interest disclosures system is to promote integrity and to enable Council to fix problems. Councillors, staff and others who are in the service of Council are often best placed to identify and report problems. It is therefore in the public interest, and in the Council's interest, that these "public officials" are encouraged to come forward with information of this kind and that they are supported when they do so.

### Hurstville City Council's Commitment

Council is committed to an ethical workplace, free of corruption, maladministration and wastage, and active in providing government information. As such, it has adopted the latest version of its Internal Reporting Policy on 10 December 2013. Council has publicised the Policy on its website and has scheduled promoting the Policy to all staff during Awareness Sessions in July/August 2014.

The Policy is also a part of Council's eLearning and Induction Program. The Mayor and General Manager were previously made aware of their specific obligations on 21 March 2013.

### Statistical information on PIDs

	July 2014 – June 2015
Number of public officials who made PIDs	1
Number of PIDs received	3
Of PIDs received, number primarily about:	
Corrupt conduct	2
Maladministration	1
Serious and substantial waste	0
Government information contravention	0
Local government pecuniary interest contravention	0
Number of PIDs finalised	1

## Overseas Visits

### City of Shiroishi, Japan

The Sister City Relationship with Shiroishi was ratified in 1994. Through regular exchanges of community groups and school students, it seeks to improve mutual understanding between Australia and Japan.

A student delegation was hosted from our sister city, Shiroishi, Japan who visited Hurstville City from 24-28 July 2014.

In June 2015, 10 local high school students from the local government area took part in a student exchange with Shiroishi, Japan from 27 June-10 July 2015 inclusive.

### City of Changzhou, People's Republic of China

A delegation from Hurstville City Council visited Changzhou, China from 20-22 July 2014.

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## Privacy Management Plan

Privacy and Personal Information Protection Act 1998 S33 (3) provides for the annual report of each public sector agency to include a statement of the action taken by the agency in complying with the requirements of this Act, and statistical details of any review conducted by or on behalf of the agency under Part 5.

Council adopted an amended Privacy Management Plan at its meeting of 3 April 2013, which was reviewed and updated following the release of the Division of Local Government Model Privacy Management Plan. Council continues to acknowledge the importance of privacy as expressed in the Information Protection Principles from the Act.

One review was conducted in 2012-13, relating to the inclusion of a property in the Heritage Study Review report. The review concluded that privacy was not breached under Principle 1, and no further action was taken.

## Section 3 Financial Statements

1. Statement by Councillors and Management
2. Primary Financial Statements:
  - Income Statement
  - Balance Sheet
  - Statement of Changes in Equity
  - Cash Flow Statement
3. Notes to the Financial Statements
4. Independent External Auditor's Reports:
  - On the Financial Report (Sect 417 [2])
  - On the Conduct of the Audit (Sect 417 [3])



## Financial Statements

Council adopted the Financial Statements on 21 October 2015 and the documents were forwarded to Office of Local Government on 22 October 2015.

This document, which forms part of the 2014-15 Annual Report as required under the Local Government Act 1993 Section 428, can be accessed at:

<http://www.hurstville.nsw.gov.au/Annual-Report.html>

## **Section 4 Appendices**

Appendix A Public Works & Infrastructure Plus

Appendix B Roads Inventory

Appendix C Public Buildings

Appendix D Car Parking Areas

Appendix E Legal Proceedings

Appendix F Civic Office Expenses Policy

Appendix G Publication Guide

## Appendix A. Public Works and Infrastructure Plus

The works completed in 2014-15 were:

### Parks and Recreation

- Court and field resurfacing

Resurfacing - Peakhurst Park League Field

Resurfacing - Gannons Park Fields 3 and 6

Resurfacing - Olds Park Netball Court #12

Topdressing - Old Park AFL Field

Topdressing - Evatt Park Field 3

Topdressing - Peakhurst Park Field 5

Topdressing - Riverwood Park Field 4

- Play and Sporting equipment

Replacement - Peshurst Park Children's Playground

Replacement - Gannons Park Children's Playground

Replacement - Hadfield Reserve Children's Playground

- Park Upgrades

Upgrading - floodlighting in Gannons Park

Upgrading - floodlighting Beverly Hills Park

Upgrading - 2 courts at Ken Rosewall Tennis Centre into Plexipave Courts

New - Half-Court Basketball Court – Peakhurst Park

New - Half-Court Basketball Court – Evatt Park

- Additional work carried out

Remedial work – Gannons Fields 1, 2, 4 & 5

Remedial work – Evatt Park Field 1

Remedial work – Oatley Park Oval

Remedial work – Peakhurst Park Field 1

Herbicide treatment – Beverly Hills Park

### New Footpaths

Monaro Avenue, Kingsgrove

Larkhill Avenue, Riverwood

Colvin Avenue, Kingsgrove

Mashman Avenue, Kingsgrove

Macpherson Street, Hurstville

Amy Road, Riverwood

Between William Road and Lillian Street, Riverwood (existing timber boardwalk upgraded with a new recycled decking)

### Buildings

Civic Centre Entertainment Centre - Civic Theatre Refurbishment

Evatt Park Toilet Block upgrade

Rasdell Park Toilet Block upgrade

Peakhurst Park Toilet Block and Canteen upgrade

Peshurst Park Toilet Block and Canteen upgrade

Civic Centre- Repainting & Carpeting of designated zones on ground and first floor

Town Centres

Kingsgrove Road between Mashman Avenue and Paterson Avenue  
 Taroonga Terrace on the island in front of the shops, Beverly Hills  
 King Georges Road between Lowana Place and the Un-named Lane, Beverly Hills

Road Rehabilitation

Carinya Avenue, Beverly Hills  
 Gordon Street, Hurstville  
 Wiruna Crescent, Narwee  
 Webb Street, Riverwood  
 Barnards Avenue, Hurstville  
 Simone Place, Peakhurst  
 Bonds Road, Peakhurst – Bungalow Road to Meadowlands Road  
 Boundary Road, Mortdale – Oxford Street to Martin Place  
 Martin Place, Mortdale - between Boundary Road and 52 Martin Place  
 44-48 Dora Street (parking lane), Hurstville  
 6-8 Kerrie Crescent, Peakhurst  
 Adjacent 2a Burke Street, Oatley  
 Carpark between Gloucester Road and Carrington Avenue  
 84D Roberts Avenue, Mortdale where a new roundabout and islands were constructed in addition to the asphalt works

Kerb and Gutter Repairs

Tooronga Terrace, Beverly Hills  
 Carinya Avenue, Beverly Hills  
 Webb Street, Riverwood outside the shopping centre  
 68, 70 and 79 Beronga Avenue, Hurstville  
 Meadowlands Road and Baumans Road, Peakhurst  
 6 Eldon Street, Riverwood  
 31-35 Monaro Avenue, Kingsgrove  
 Lane between Warrawee Place and Wyanga Lane, Beverly Hills  
 Various locations in Webb Street, Riverwood  
 Gordon Street, Hurstville at corner of Dora Street  
 30 Wright Street, Hurstville  
 37-43 Hodge Street, Hurstville  
 6, 8 and 13 Kerrie Crescent, Peakhurst  
 Between 53 and 59 Lansdowne Parade, Oatley  
 2a Burke Street, Oatley  
 Anderson Road, Mortdale

Drainage Maintenance and Upgrade

35 Millett Street, Hurstville - new pit, grate and pipe  
 Rostrov and Salisbury Streets, Penshurst - an existing stormwater pipe was relined  
 Pamela Avenue, Peakhurst Heights, - existing stormwater drainage pipes were relined and patched  
 Morgan Street, Beverly Hills - new inlet pits were constructed  
 Penshurst Street at the corner of Austral Street, Penshurst - a pipeline was reconstructed  
 Lee Avenue and Frederick Avenue, Beverly Hills - existing drainage was upgraded including construction of a new pit and pipe  
 Gloucester Road near Morgan Street, Beverly Hills - new stormwater drainage was constructed.

Infrastructure Plus works and footpath repairs under Maintenance & Repair (M&R) program:

- HURSTVILLE: King Georges Road and Broadarrow Road outside Beverly Hills Girls High School, Patrick Street, Hurstville, Vine Street and Orange Street, Hurstville, 1-5 Warrawee Place, Beverly Hills, Norfolk Avenue, Beverly Hills, Wright Street, Hurstville and 39-41 Hodge Street, Hurstville.
- PENSHURST: Bridgeview Reserve, Beverly Hills, 22 Macquarie Place, Mortdale, Baumans Road, Peakhurst on traffic Island at corner of Stoney Creek Road, 154 Baumans Road Peakhurst, at the corner of Meadowlands Road and Baumans Road, Peakhurst, 27 and 29 Prospect Road Peakhurst, 22 Mutual Road, Mortdale and at 148a Peshurst Street, Peshurst.
- PEAKHURST: Isaac Street, Peakhurst, Samuel Street, Peakhurst, Lorraine Street, Peakhurst Heights, 1019 Forest Road, Lugarno, 3 and 31 Jacques Avenue, Peakhurst, 42-48 Bonds Road, Peakhurst, Webb Street, Riverwood, Thurlow Street, Riverwood, 17 Lloyd Street, Oatley, 122 Gungah Bay Road, Oatley.

## Appendix B Roads Inventory

Road Pavement and Footway details as extracted from Council's Transport Asset Management System

### STATISTICS - (for Hurstville City Council Managed Assets)

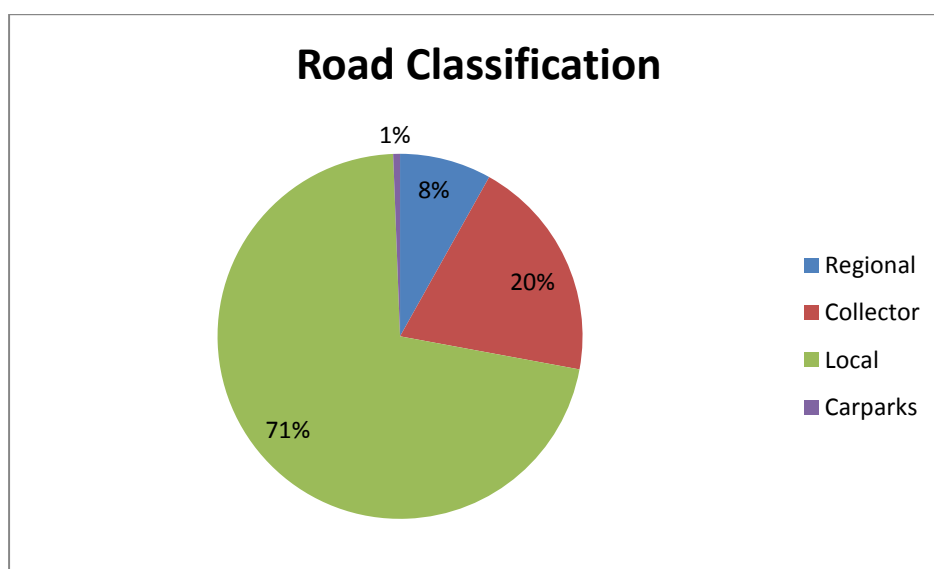
Total No. Roads : 585

Total No. Sections : 1,582

Asset category	Dimension
Roads	230.3km
Pathways	442,138m <sup>2</sup>
Pedestrian Ramps	1938
Kerb and Gutter	439km
Carparks	33
Traffic Devices (Raised thresholds, medians, roundabouts etc.)	457
Guardrails	2,860m

Hurstville City Council owns and manages approximately 230.3kms (or 1,998,974m<sup>2</sup>) of roads, and 439kms of kerbs and gutters within the road reserve. These roads are predominantly asphalt surfaced, being 98% of the asset stock with the remaining 2% being made up of concrete, spray seal and paved road surfaces. Over 99% of the kerb stock is concrete with a very small proportion being brick.

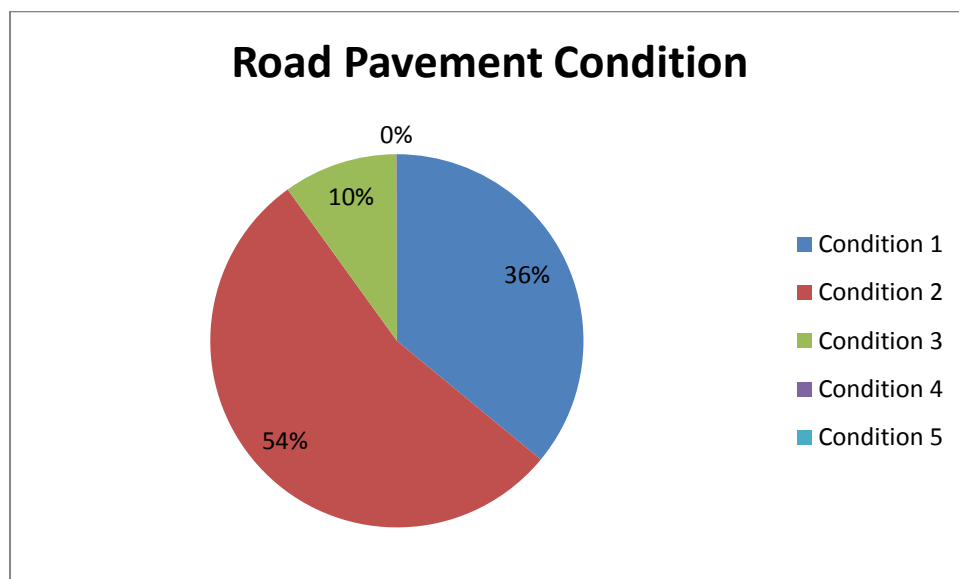
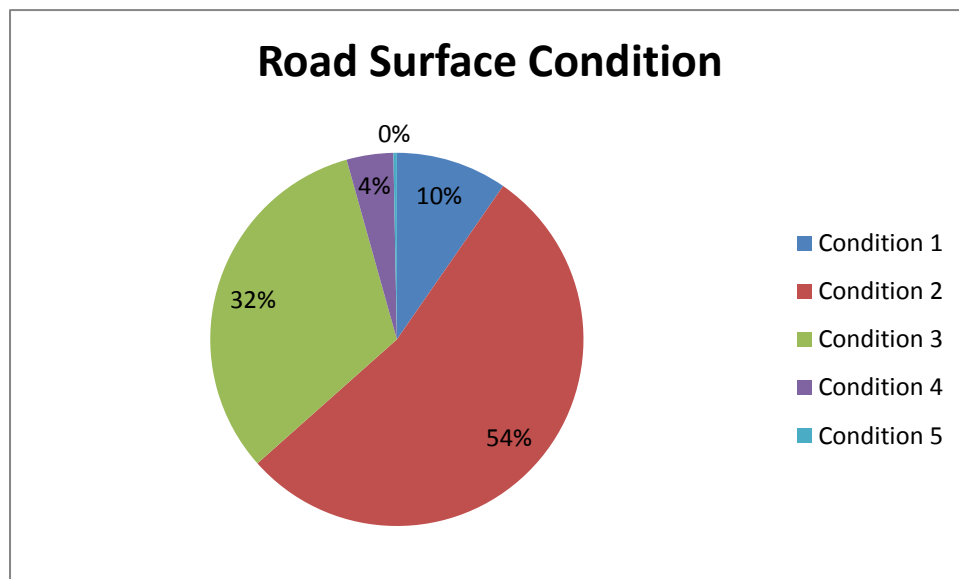
The road network is organised into a hierarchy which establishes appropriate road standards that Council will attempt to achieve taking into consideration cost constraints and other priorities. The road and kerbs for the road transport network are classified in the following hierarchy:



The condition of the sealed road network has been graded on a 1 (excellent) through to 5 (very poor) condition scale based on the following parameters:

- Severity and extent of crocodile cracking
- Severity and extent of linear cracking
- Extent and severity of pavement defects
- Extent of rutting defects
- Extent of roughness
- Extent of surface defects
- Extent of ravelling of asphalt road surface

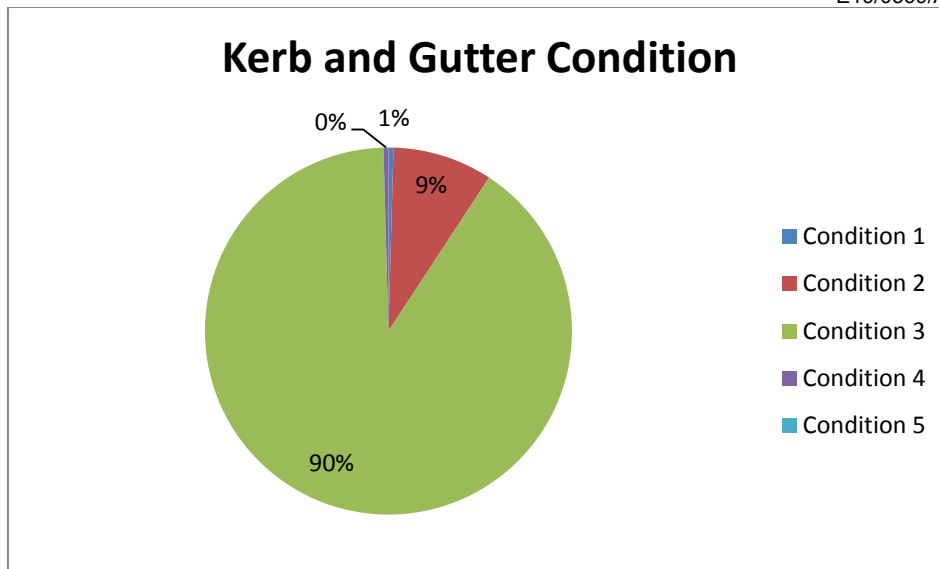
The conditions of the road surface and underlying road pavement have been assessed separately and the condition scores across the network are as follows:



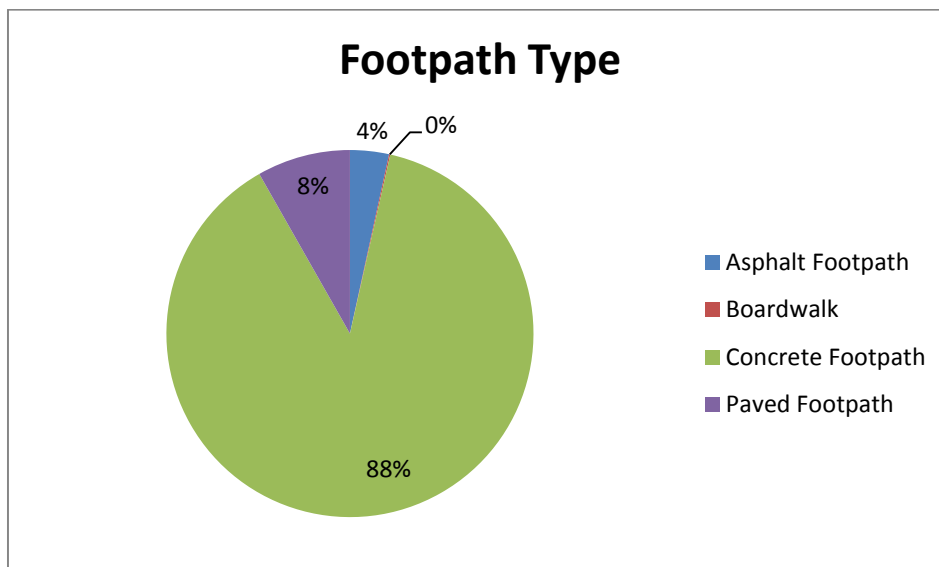
The condition of the kerb network is measured as the overall condition based on the following:

- Severity and extent of cracking
- Severity and extent of vertical and horizontal displacement

Based on these parameters the overall condition scores across the kerb network are as follows:



Hurstville owns and manages approximately 244.2kms (or 442,138m<sup>2</sup>) of footpaths which are constructed within the road reserve, many of which are in varying condition. The footpaths are surfaced in a variety of materials, summarised as follows:

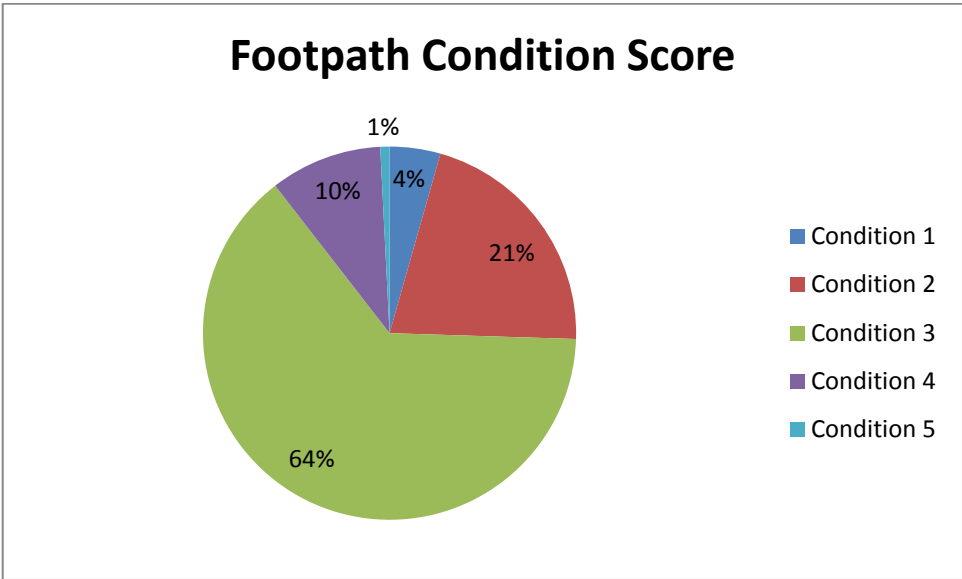


The condition of footpaths was assessed based on the prevalence of the following defect types:

- Cracking or broken slab/surface
- Vertical displacement such as depressions and trip hazards
- General appearance and wear

The footpaths were graded on a 1 (excellent) through to 5 (very poor) condition rating scale and the results for the network were as follows:





## Appendix C Public Buildings

### Section 428

Condition of Public Works, Public Buildings / Structures		
	Description	Condition
1.	1 Barratt Street, Hurstville	Good
2.	Exeloo Unisex/Disabled Toilet Belmore Road, Riverwood	Poor
3.	Penshurst Shopping Centre, Toilet & Shelter Shed Bridge Street, Penshurst	Average
4.	Narwee Preschool Bryant Street, Narwee	Good
5.	Rasdall Park Toilet Block Bryant Street, Narwee <i>The old toilet block was demolished and a new block constructed</i>	Excellent
6.	Westfield Parking Levels 1 & 2 Corner of Park Road & Cross Street, Hurstville	Average
7.	Westfield Occasional Childcare Centre Corner of Park Road & Cross Street, Hurstville	Good
8.	Council Depot SES Building Depot Road, Peakhurst	Good
9.	Hurstville Oval Grandstand Dora & Gordon Streets, Hurstville	Good
10.	Hurstville Oval Booth Saunders Pavilion Dora & Gordon Streets, Hurstville	Very Good
11.	Hurstville Oval/Timothy Reserve Toilet Block – Male & Female Dora & Gordon Streets, Hurstville	Average
12.	Hurstville Oval Kiosk Building Dora & Gordon Streets, Hurstville	Average
13.	Hurstville Oval Turnstiles Dora & Gordon Streets, Hurstville	Average
14.	Hurstville Oval Glasshouse Dora & Gordon Streets, Hurstville	Average
15.	Hurstville Oval Poisons Shed Dora & Gordon Streets, Hurstville	Average
16.	Hurstville Main Library, Phoenix Gardens 22 Dora Street, Hurstville <i>Upgrade of public toilets</i>	Good
17.	Kempt Field Toilet Block Durham Street, Carlton	Average
18.	Youth Centre 143 Forest Road, Hurstville	Average
19.	Torino 469 Forest Road, Penshurst	Very Good

Condition of Public Works, Public Buildings / Structures		
20.	Olds Park, Peshurst Branch Library 630 Forest Road, Peshurst	Very Good
21.	Gannons Park, Store Room Forest Road, Peakhurst	Average
22.	Gannons Park, Forest Ranger Soccer Club Forest Road, Peakhurst	Average
23.	Gannons Park, Toilet Block Forest Road, Peakhurst	Good
24.	Gannons Park, Amenities Block Forest Road, Peakhurst	Average
25.	Gannons Park, Store Room (Dog Club) Forest Road, Peakhurst	Average
26.	H.V. Evatt Park, Dressing Shed & Store Room Forest Road, Lugarno	Average
27.	H.V. Evatt Park, Staff Amenities, canteen & Store Forest Road, Lugarno	Good
28.	H.V. Evatt Park, Toilet Block Forest Road, Lugarno <i>The old exeloo was removed and replaced with a new toilet block</i>	Excellent
29.	Olds Park, Shelter Shed & Toilet Block Forest Road, Peshurst	Good.
30.	Olds Park, Amenities Block Forest Road, Peshurst	Good
31.	Olds Park, AFL Building Forest Road, Peshurst <i>Renovations on change room and gym area completed</i>	Good
32.	Olds Park, St George Little Athletics Forest Road, Peshurst	Good
33.	Hurstville Aquatic Leisure Centre, Forest Road, Peshurst <i>Johnnie Warren stadium timber floor resurfaced</i>	Very Good
34.	Centennial Bakery 319 Forest Road, Hurstville	Good
35.	Mortdale Shopping Centre, Toilets & Shelter Shed George Street, Mortdale	Good
36.	Peakhurst Park, Toilet & Canteen Hedley Street, Peakhurst <i>The old building was demolished and replaced during the year</i>	Excellent
37.	Peakhurst Park, Store & Amenities Hedley Street, Peakhurst	Average
38.	Peakhurst Park, Amenities & Toilets Hedley Street, Peakhurst	Average
39.	Peakhurst Park, Canteen Hedley Street, Peakhurst	Average

Condition of Public Works, Public Buildings / Structures		
40.	Woodville Park, Exeloo Unisex/Disabled Toilet Hudson Street, Hurstville	Average
41.	Beverly Hills 506 King Georges Road, Beverly Hills	Average
42.	Penshurst Park, Blackshaw Pavilion King Georges & Forest Roads, Penshurst	Poor
43.	Penshurst Park, Store Room/Club King Georges & Forest Roads, Penshurst	Excellent
44.	Penshurst Park, Senior Citizens' Bowling Club King Georges & Forest Roads, Penshurst	Average
45.	Taylor Reserve Toilet Block Lime Kiln Road, Lugarno	Poor
46.	Golf Course, Golf Club & Pro Shop Lorraine Street, Peakhurst	Good
47.	Golf Course, Pump House, Concrete Tanks & Pipes Lorraine Street, Peakhurst <i>Golf course pump house equipment upgraded for new irrigation works</i>	Good
48.	St George Regional Museum 14 MacMahon Street, Hurstville	Average
49.	Hurstville House 34 MacMahon Street, Hurstville <i>Level 5 Amenities upgraded</i>	Good
50.	Civic Centre, Administration Building 16-32 MacMahon Street, Hurstville <i>New carpet and painting in selected areas</i>	Good
51.	Civic Centre, Entertainment Centre 16-32 MacMahon Street, Hurstville	Average
52.	MacMahon Plaza, Hurstville Child & Family Centre 5, 23-27 MacMahon Street, Hurstville	Very Good
53.	Smith Park, Community Centre / Early Childhood Centre 30 Morgan Street, Kingsgrove	Excellent
54.	Oatley Park, Rangers Shed / Store Room Oatley Park Avenue, Oatley	Good
55.	Oatley Park, Dressing Shed / Baths Oatley Park Avenue, Oatley	Average
56.	Oatley Park, Bath Carpark / Toilet Block Oatley Park Avenue, Oatley	Good
57.	Oatley Park, Oval Toilet Block / Canteen Oatley Park Avenue, Oatley <i>Refurbishment works of the public amenities</i>	Very Good
58.	Oatley Park, The 'Castle' Oatley Park Avenue, Oatley	Good
59.	Gifford Park, Toilet & Shelter Shed Penshurst Street, Beverly Hills	Good

<b>Condition of Public Works, Public Buildings / Structures</b>		
60.	Nicol Murray Reserve, Community / Early Childhood Centre 57-63 Pitt Street, Mortdale	Average
61.	Senior Citizens' Centre 91 Queens Road, Hurstville <i>Timber floor resurfaced and new carpet installed</i>	Good
62.	Gladwyn 96 Queens Road, Hurstville	Good
63.	Council Depot, Amenities Block & Store 100 Roberts Avenue, Peakhurst	Good
64.	Council Depot, Storage Room 100 Roberts Avenue, Peakhurst	Average
65.	Council Depot, Workshop 100 Roberts Avenue, Peakhurst	Average
66.	Council Depot, Store & Office 100 Roberts Avenue, Peakhurst	Average
67.	Council Depot, Tyre & Lubrication Store 100 Roberts Avenue, Peakhurst	Average
68.	Council Depot, Store – Timber Racks 100 Roberts Avenue, Peakhurst	Poor
69.	Council Depot, Carpenters Shop & Painters 100 Roberts Avenue, Peakhurst	Average
70.	Council Depot, Rifle Range 100 Roberts Avenue, Peakhurst	Poor
71.	Council Depot, Spray Booth 100 Roberts Avenue, Peakhurst	Average
72.	Council Depot, Machine Shed & Store 100 Roberts Avenue, Peakhurst	Good
73.	Council Depot, High Bay Workshop 100 Roberts Avenue, Peakhurst	Average
74.	Council Depot, Rifle Clubhouse 100 Roberts Avenue, Peakhurst	Poor
75.	Golf Course, Staff Amenities Block Roberts Avenue, Peakhurst	Average
76.	Golf Course, Garage Roberts Avenue, Peakhurst	Good
77.	Golf Course, Golf Links-Machine Shed Roberts Avenue, Peakhurst	Good
78.	Roberts Ave Tennis Centre, 8 Tennis Court Shelters Roberts Avenue, Peakhurst	Good
79.	Roberts Ave Tennis Centre, Clubhouse & Toilets Roberts Avenue, Peakhurst <i>Amenities and public toilets have been upgraded</i>	Very Good
80.	Penshurst Long Day Care Centre 5 George Street, Penshurst	Good

<b>Condition of Public Works, Public Buildings / Structures</b>		
81.	Pole Depot, Community Block 23 St Georges Road, Penshurst	Good
82.	Thurlow St Centre, Senior Citizens' Club 31 Thurlow Street, Riverwood	Average
83.	Beverly Hills Park, League Amenities Vanessa Street, Beverly Hills	Good
84.	Beverly Hills Park, Soccer Dressing Sheds Vanessa Street, Beverly Hills	Good
85.	Jack High Childcare Centre (former Beverly Hills Bowling Club)	Very Good
86.	Vanessa St Tennis Centre, Shelter Shed & Toilets Vanessa Street, Beverly Hills	Average
87.	Keppel Avenue Reserve, Early Childhood Centre 21D Webb Street, Riverwood	Good
88.	Riverwood Park, Canteen & Toilet Block William Road, Riverwood	Good
89.	Riverwood Park, Toilet & Amenities Block William Road, Riverwood	Very Good
90.	Riverwood Park, Canteen William Road, Riverwood	Good
91.	The Avenue, 38 Humphreys Lane, Hurstville	Very Good
92.	Medica Centre Car Park	Very Good
93.	Medica Centre – Retail Suites	Very Good
94.	Hurstville Bus Interchange and Amenities. Forest Road Hurstville	Very Good
95.	Smith Park Amenities Block. 30 Morgan Street Kingsgrove	Very Good.
96.	Penshurst Park Amenities/ Public Toilets Cambridge St , Penshurst	Excellent
97.	Hurstville Bus Interchange EXELOO Public Toilet Woodville Lane , Hurstville	Excellent

- During the year Rasdall Park Amenities, Evatt Park Toilet and Peakhurst Park Amenities and Canteen were all replaced with new buildings.
- Although Council retains ownership, the management of Westfield Parking Levels 1 & 2 has been transferred to Westfield

#### **Rating Description of Condition**

- Excellent condition: Only scheduled maintenance on major components required.
- Very good: Minor maintenance required plus scheduled maintenance.
- Good: Significant maintenance required.
- Average: Significant ongoing maintenance / component replacement required.
- Poor: Major component replacement required

## Appendix D Car Parking Areas

Hurstville City Council Off-Street Car Parks					
Location	Type of parking	Surface Type	Total No. of Public Parking Spaces	Disabled Parking Spaces	Condition Rating
<b>Hurstville</b>					
Palm Court Car Park	On-grade	Asphalt	31	1	Very Good
Dora Street (South side)	On-grade	Asphalt	24	1	Good
Gloucester Road	On-grade	Asphalt	116	2	Satisfactory
Treacy Street	On-grade	Asphalt	90	2	Very Good
Patrick Street	On-grade	Asphalt	150	4	Satisfactory
Medica Centre	Basement	Concrete	106	4	Very Good
7-11 The Avenue	Ground floor	Concrete	108	4	Very Good
	Basement	Concrete	35	3	Very Good
Westfield	Ground floor	Concrete	480	8	Very Good
	Basement	Asphalt	334	5	Very Good
<b>Mortdale</b>					
Morts Road/Cook Street	On-grade	Asphalt	30	2	Satisfactory
27 Cook Street	On-grade	Asphalt	41	0	Very Good
Cook Lane	On-grade	Asphalt	48	4	Satisfactory
<b>Kingsgrove</b>					
The Kingsway	On-grade	Asphalt	14	1	Fair
<b>Beverly Hills</b>					
Edgbaston Road	On-grade	Asphalt	126	2	Very Good
Frederick Avenue	On-grade	Asphalt	15	0	Good
Morgan Street	On-grade	Asphalt	90	2	Good
Beresford Avenue	On-grade	Asphalt	34	1	Good
Tooronga Terrace	On-grade	Asphalt	123	2	Very Good

<b>Hurstville City Council Off-Street Car Parks</b>					
<b>Location</b>	<b>Type of parking</b>	<b>Surface Type</b>	<b>Total No. of Public Parking Spaces</b>	<b>Disabled Parking Spaces</b>	<b>Condition Rating</b>
<b>Penshurst</b>					
Connelly Street	On-grade	Asphalt	121	1	Good
Bridge Street	On-grade	Asphalt	67	2	Fair
<b>Riverwood</b>					
Webb Street (North side)	On-grade	Asphalt	50	0	Good
Webb Street (South side)	On-grade	Asphalt	84	2	Very Good
Littleton Street (Angled)	On-grade	Asphalt	25	2	Fair
Littleton Street (Legion Club)	Basement	Concrete	77	2	Fair
Belmore Lane (38-40 Coleridge Street)	On-grade	Asphalt	77	2	Good
Killara Avenue	On-grade	Pavers	34	0	Satisfactory
Thurlow Street	On-grade	Asphalt	29	2	Very Good
William Road off Belmore Road	On-grade	Asphalt	54	0	Good
Morotai Avenue on Railway	On-grade	Asphalt	15	0	Very Good
<b>Peakhurst</b>					
Pindari Road Shops	On-grade	Asphalt	21	2	Very Good
Lorraine Street	On-grade	Asphalt	125	0	Very Good
Trafalgar Street	On-grade	Asphalt	125	0	Good
<b>Lugarno</b>					
Lime Kiln Road	On-grade	Asphalt	19	1	Fair
Chivers Hills Shops	On-grade	Asphalt	38	1	Good
<b>Total Number of Off-Street Parking Spaces (excluding Parks &amp; Recreational Areas)</b>			<b>2956</b>	<b>65</b>	



## Appendix E Legal Proceedings

The following list details legal proceedings active and taken by or against the Council including appeals, prosecutions and defended development related penalty infringement notices current and/or completed during the reporting period.

It includes a summary of the case and legal expenses incurred by Council since commencement of that case (typically including costs for solicitors, counsel, consultants, and court lodgement costs) from receipts allocated to each case.

Costs for certain cases are not available where not yet invoiced, or due to invoice cross referencing limitation. Also, some invoices become payable during the reporting period even though the action to which it relates was commenced/current/finalised during the previous period. Therefore the total shown is from selected receipts from the financial year for ledger account planning/development 'legals' ledger and 'consultants' ledger, and may not represent the total of the individual items in the table below.

Legal proceedings current during the reporting period follow:

LEGAL PROCEEDINGS FOR 2014-2015							
Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgment Date/ Completion Date
Hurstville City Council v Maria & Nicholas Actypis	09/11/12	28 Stoney Creek Road BEVERLY HILLS	Costs being recovered	Class 4 - Civil enforcement matter to enforce Demolition Order on dilapidated timber dwelling.	Orders made for demolition and Council costs. Building demolished. Respondents made bankrupt. Awaiting administration of estate for payment	\$27,739.12	On-going
Hurstville City Council v Sheng Hao Liu	18/02/13	22 Holley Road BEVERLY HILLS	Matter finalised	Enforcement of Council's demolition order for unauthorised building work.	Work completed to Council's satisfaction.	\$7,758.77	30/06/15
Hurstville City Council v Romanous Developments Pty Ltd & Ors	14/11/13	84D Roberts Avenue MORTDALE	Finalised subject to on-going monitoring	Court orders for remediation and site works.	Orders endorsed in LEC on 25/07/14. Respondents have complied with initial obligations. Council costs paid by respondents. Site subject to ongoing monitoring.	\$57,806.54	25/07/14
Hurstville City Council ats Charlie Lovett Pty Ltd	29/11/13	2 Stanley Street PEAKHURST	Matter finalised	Class 1 – appeal lodged with LEC against deemed refusal of application to modify development consent for extension of retail tenancy for two approved shops to one combined shop and extending trading hours.	Appeal dismissed	\$33,686.00	25/07/14
Hurstville City	22/04/14	37-41 Gover	Matter	Class 1 – Appeal	Applicant	\$2,270.90	02/07/14

## LEGAL PROCEEDINGS FOR 2014-2015

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgment Date/ Completion Date
Council ats Elk 1 Pty Ltd		Street PEAKHURST	finalised	against deemed refusal of development application for proposed residential flat building with basement parking. Applicant submitted amended plans – DA approved.	discontinued following receipt of Council DA approval		
Hurstville City Council ats Elk 1 Pty Ltd	22/04/14	42-44 Lawrence Street PEAKHURST	Matter finalised	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Applicant discontinued proceedings	\$4,156.81	11/08/14
Hurstville City Council ats William Karavelas	26/05/14	66-68 Lawrence Street PEAKHURST	Matter finalised	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Appeal upheld with amended plans	\$7,192.81	23/09/14
Hurstville City Council ats William Karavelas	26/05/14	4-6 Lawrence Street PEAKHURST	Matter finalised	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Applicant discontinued following receipt of Council DA approval	\$1,273.25	02/07/14
Hurstville City Council ats Design Workshop Australia Pty Ltd	27/05/14	3-7 Gover Street PEAKHURST	Matter finalised	Class 1 – Appeal against deemed refusal of development application for proposed residential flat building with basement parking.	Appeal upheld with amended plans	\$17,596.08	13/11/14
Hurstville City Council ats Achi Constructions Pty Ltd	17/6/14	77-79 Lawrence Street PEAKHURST	Matter finalised	Class 1 – Appeal against refusal of development application for proposed residential flat building with basement parking.	Appeal upheld with amended plans	\$11,315.90	15/10/14
Hurstville City	17/06/14	71-75 Lawrence	Matter	Class 1 – Appeal	Appeal upheld	\$2,937.63	23/10/14

### LEGAL PROCEEDINGS FOR 2014-2015

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgment Date/ Completion Date
Council ats Achi Constructions Pty Ltd		Street PEAKHURST	finalised	against deemed refusal of development application for proposed residential flat building with basement parking.	with amended plans		
Hurstville City Council ats Beliquatum Property Development Pty Ltd	01/07/14	22-24 Gover Street PEAKHURST	Matter finalised	Class 1 – Appeal against deemed refusal of Development Application for proposed residential flat building with basement parking.	Appeal upheld with amended plans	\$15,103.68	20/11/14
Hurstville City Council ats Cougar Developments (NSW) Pty Ltd	02/07/14	35-41A Penshurst Street PENSHURST	Matter finalised	Class 1 – Lodged against refusal of Development Application for demolition and erection of business office, flats and affordable housing.	Appeal upheld. Consent granted.	\$14,279.17	23/01/15
Hurstville City Council ats William Karavelas	11/07/14	70 Yarran Road OATLEY	Matter finalised	Class 1 - appeal against refusal of Development Application for construction of a dual occupancy with Torrens Title subdivision.	Applicant discontinued following receipt of Council approval.	\$8,942.95	11/09/14
Hurstville City Council ats William Karavelas	11/07/14	87 Mi Mi Street OATLEY	Matter finalised	Class 1- Appeal against refusal of Development Application for construction of a dual occupancy with Torrens Title subdivision.	Applicant discontinued following receipt of Council approval	\$9,251.77	11/09/14
Hurstville City Council ats Tony Badaoui	30/07/14	64-64A Lorraine Street PEAKHURST	Matter finalised	Class 1 – Appeal lodged against refusal of DA for construction of 2 storey building comprising a 12 room boarding house with neighbourhood shop.	Appeal upheld with amended plans	\$60,192.36	13/03/15
Hurstville City Council ats Urban Link Pty Ltd	31/07/14	38-40 Lawrence Street PEAKHURST	Matter finalised	Class 1 – Appeal against refusal of DA for residential flat building with basement parking.	Appeal upheld with amended plans	\$20,437.66	22/12/14
Hurstville City	01/08/14	9-11 Peake	Matter	Class 1 – Appeal	Appeal upheld	\$21,430.13	19/12/14

LEGAL PROCEEDINGS FOR 2014-2015							
Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgment Date/ Completion Date
Council ats Triple 8 Property Group Pty Ltd		Parade PEAKHURST	finalised	against deemed refusal of DA for proposed residential flat building.	with amended plans		
Hurstville City Council ats Triple 8 Property Group Pty Ltd	01/08/14	5-7 Peake Parade PEAKHURST	Matter finalised	Class 1 – Appeal against deemed refusal of DA for proposed residential flat building.	Appeal upheld with amended plans	\$19,978.42	19/12/14
Hurstville City Council ats Triple 8 Property Group Pty Ltd	08/08/14	51-53 Trafalgar Street PEAKHURST	Matter finalised	Class 1 – Appeal against refusal of Development Application for proposed residential flat building with basement parking.	Appeal upheld with amended conditions	\$32,566.65	26/11/14
Hurstville City Council ats Triple 8 Property Group Pty Ltd	08/08/14	33-35 Trafalgar Street PEAKHURST	Matter finalised	Class 1 – Appeal against deemed refusal of Development Application for proposed residential flat building with basement parking.	Appeal upheld with amended plans	\$15,815.29	16/12/14
Hurstville City Council ats City Projects & Developments Pty Ltd	11/08/14	1 Rostrov Street and 528 Forest Road PENSHURST	Matter finalised.	Class 1 – appeal against refusal of Development Application for construction of multi-dwelling development of 17 dwellings.	Appeal upheld with amended plans	\$54,347.73	27/04/15
Hurstville City Council ats William Karavelas	19/08/14	2-4 Peake Parade PEAKHURST	Matter finalised	Class 1 – Appeal against refusal of Development Application for proposed residential flat building with basement parking.	Appeal upheld with amended plans	\$29,555.46	02/12/14
Hurstville City Council ats William Karavelas	19/08/14	6 - 8 Peake Parade PEAKHURST	Matter finalised	Class 1 – Appeal against refusal of Development Application for proposed residential flat building with basement parking.	Appeal upheld with amended plans	\$22,581.58	02/12/14
Hurstville City Council ats Charlie Lovett Pty Ltd	22/08/14	2 Stanley Street PEAKHURST	Matter finalised	Section 56A – Appeal lodged against commissioner’s refusal of modification application.	Appeal dismissed	\$38,529.10	05/06/15
Hurstville City	04/09/14	4, 6-8 Pearce	Matter	Class 1 – Appeal	Appeal upheld	\$33,252.09	23/12/14

## LEGAL PROCEEDINGS FOR 2014-2015

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgment Date/ Completion Date
Council ats Pearce Developments (Australia) Pty Ltd		Avenue PEAKHURST	finalised	against refusal of Development Application for a proposed residential flat building with basement parking.	with amended plans		
Hurstville City Council ats Valen Properties Pty Ltd	04/09/14	2-4 Morotai Avenue RIVERWOOD	Matter finalised	Class 1 – Appeal against refusal of Development Application for consolidation of 2 lots and construction of residential flat building.	Appeal upheld with amended plans	\$27,560.20	19/02/15
Hurstville City Council V Kevin Jacobs	09/10/14	58 Johnstone Street PEAKHURST	Ongoing	Class 4 - filed and proceedings commenced to clean up property. Orders agreed to at mediation. Respondent now seeking to overturn orders.	Ongoing	\$18,452.76	Ongoing
Hurstville City Council ats William Karavelas	23/10/14	75 Trafalgar Street PEAKHURST	Matter finalised	Class 1 – Appeal against deemed refusal of Development Application for a proposed residential flat building with basement parking.	Appeal upheld with amended plans	\$16,854.18	20/02/15
Hurstville City Council ats Urban Link Pty Ltd	26/11/14	15 -17 Pearce Avenue PEAKHURST	Matter Finalised	Class 1 – Appeal against deemed refusal of Development Application for a proposed residential flat building.	Applicant discontinued proceedings	\$0.00	19/12/14
Hurstville City Council V Jin Ma	00/12/14	67 Park Street PEAKHURST	Matter finalised	Local Court Prosecution for removal of Eucalyptus grey gum tree without requisite approval.	Guilty plea Conviction recorded Fine and costs of \$2,550 ordered	\$0.00	24/10/15
Hurstville City Council ats Sarah Gao	10/12/14	22 Cambridge Street PENSHURST	Matter finalised	Class 1 – Appeal against refusal of Development Application for demolition of existing structures and construction of child care centre for 40 children with dwelling above.	Appeal upheld	\$34,260.76	19/05/15
Hurstville City	10/12/14	45 Ogilvy Street	Finalised	Class 1 – Appeal	Court indicated	\$27,771.20	Ongoing

### LEGAL PROCEEDINGS FOR 2014-2015

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgment Date/ Completion Date
Council ats Emad Nada & Eva Nada		PEAKHURST	subject to final Orders	against refusal of Development Application for demolition of all existing structures and constructions of 40 place child care centre.	preliminary view to approve subject to grant of easement		awaiting final Orders
Hurstville City Council V Romanous Constructions Pty Ltd & ORS	13/12/14	84D Roberts Avenue MORTDALE	Preliminary hearing 28-30 October 2015	Class 5 –Criminal prosecution matter for unauthorised works and land contamination.	Prosecution proceedings 24 Summonses & Orders filed with Court against various Romanous entities	\$93,268.62	Ongoing
Hurstville City Council ats Golden Max Pty Ltd	22/12/14	51 Johnstone Street PEAKHURST	Matter finalised	Class 1 – Appeal against actual refusal of Development Application for demolition of existing dwelling and construction of multi-dwelling comprising of 4 units, subdivision and ancillary works.	Appeal dismissed	\$32,141.84	30/06/15
Hurstville City Council ats Greg Carvouni	16/01/15	115 Mi Mi Street OATLEY	Matter finalised	Class 1 – Appeal against dissatisfaction with determination of S96 Application.	Appeal upheld	\$0	01/04/15
Hurstville City Council ats State Projects Pty Ltd	19/01/15	3 Newman Street MORTDALE	Listed for hearing 12-14 October 2015	Class 1 – Appeal against refusal of Development Application for demolition of existing structures and construction of two storey multiple dwelling of 5 x dwellings under Affordable Rental Housing SEPP.	Ongoing	\$48,818.19	Ongoing
Hurstville City Council ats Andre Moussa t/a Design Link Australia	06/02/15	100-102 Wright Street HURSTVILLE	Hearing listed 22-23 October 2015	Class 1 – Appeal against refusal of Development Application for demolition of 2 dwelling houses and construction of multi dwelling comprising 8 dwellings with 18 basement car parking spaces.	Ongoing	\$31,967.20	Ongoing
Hurstville City	12/02/15	402 King	Matter	Class 1 – Appeal	Appeal upheld	\$31,718.61	13/05/15

## LEGAL PROCEEDINGS FOR 2014-2015

Parties	Start Date	Address	Status	Description	Result	Cost (excl GST)	Judgment Date/ Completion Date
Council ats Makki Holdings Pty Ltd		Georges Road BEVERLY HILLS	finalised	against deemed refusal of Development Application for construction of 2 storey boarding house.	with amended plans		
Hurstville City Council ats Lee and ors	19/02/15	48 Johnstone Street PEAKHURST	Matter finalised	Class 1 – Appeal against refusal of Development Application for demolition of existing dwelling and construction of 5 multi dwellings and strata subdivision.	Appeal upheld	\$9,494.29	29/04/15
Hurstville City Council ats Rail Corporation NSW	06/03/15	2A Bridge Street HURSTVILLE	Matter finalised	Class 1 – Appeal against Council's Order issued under S1231B of EPAA in relation to construction of new retaining wall on Bridge Street.	Appeal upheld Substitute Order imposed	\$1,432.32	17/04/15
Hurstville City Council V Kodi Civil Pty Ltd	10/03/15	7 Depot Road PEAKHURST	Matter finalised	Enforcement – Appeal against PIN issued for water pollution.	Guilty plea Conviction recorded and fine of \$6,000 imposed	\$0.00	10/03/15
Hurstville City Council ats Jimmy Nacoski	09/04/15	190 Lorraine Street PEAKHURST HEIGHTS	Matter finalised	Class 1 – Appeal against refusal of Development Application for subdivision resulting in 2 allotments and minor alterations to ground floor of existing dwelling.	Appeal upheld	\$8,556.12	23/06/15
Hurstville City Council V MH Investments Aust Pty Limited	05/05/15	Memorial Square HURSTVILLE	Proceedings adjourned on 22/09/2015 to enable negotiations to take place	Appeal under the Retail Leases Act to the NSW Civil and Administrative Tribunal Appeal Panel.	Ongoing	\$62,014.97	Ongoing
Hurstville City Council ats Prajna Monastery Australia Inc	11/06/15	14 Wright Street HURSTVILLE	Conciliation hearing listed on 1 and directions hearing on 7 October 2015	Class 1 – Appeal lodged against refusal of DA for construction of meditation/prayer hall with basement parking.	Ongoing	\$16,644.63	Ongoing
Hurstville City Council ats Nara Lounge Pty Limited	05/11/15	309B Forest Road HURSTVILLE	Matter finalised	Class 1 – Appeal against refusal of Modification Application to increase seating .	Appeal dismissed	\$34,483.76	20/05/15
					<b>Total</b>	<b>\$1,065,437.50</b>	

## Appendix F Civic Office Expenses Policy

The policy content *as applicable during the report period* is reproduced here. A full formatted copy of the current Civic Office Expenses Policy is available on Hurstville City Council's website at

<http://www.hurstville.nsw.gov.au/IgnitionSuite/uploads/docs/Civic%20Office%20Expenses%20Policy%202015.pdf>

Document Name:	Civic Office Expense Policy
Document Status:	Adopted
Date commenced:	7 August 2014
Author:	Katherine Garske, Manager Corporate Governance & Records
Document Owner:	Manager Corporate Governance & Records
Authorised By:	Council Resolution
Distribution:	Councillors and public via website
Council Report Reference:	CCL241-14
Council Meeting Date:	6 August 2014
Document No:	CD14/11
File No	14/506

### Change History

Version	Council Meeting	Release Date	Author	Reason for Change
0.1	25/08/10	25/08/10	W. Park	Draft for adoption by Council
1.0	25/08/10	10/09/10	K. Garske	Amendment of report as adopted.
1.1		4/5/11	K. Garske	Draft for Public Exhibition
2.0	27/07/11	28/07/11	K Garske	Adopted by Council (CCL127-11)
2.1	7/03/12	22/03/12	K Garske	General amendments and Councillor Communication Package
3.0	16/05/12	08/09/12	K Garske	Adopted by Council (CCL210-12)
3.1			K Garske	Addition to Communication Package and other minor amendments
4.0	21/11/12	22/11/12	K Garske	Adopted by Council (CCL462-12)
4.1		11/12/12	F.Segovia	Minor amendment to Communication package.
4.2	12/12/12	14/12/12	K Garske	Mayor's Community Fund (CCL506-12)
4.3	12/6/13	20/6/13	K Garske	Draft for Public Exhibition: Minor amendments to acquittals, taxi charge card & return of equipment
4.4	7/8/13	1/8/13	K Garske	Draft for adoption
5.0	7/8/13	8/8/13	K Garske	Adopted by Council (CCL239-13)
5.1	21/5/14	15/5/14	K Garske	Draft for public exhibition: Minor changes to reimbursement requirements and allowances, title changes, and legislative references
5.2	6/08/14	31/08/14	K Garske	Draft for adoption; amendment of Sister City reimbursements as per Council resolution CCL171-14
6.0	6/08/14	18/8/14	K Garske	Adopted by Council (CCL241-14)

### Related Documents

This document should be read in conjunction with:

- Local Government Act 1993
- Division of Local Government, *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, October 2009*
- Division of Local Government Circular 09-36, October 2009



## PART 1 – INTRODUCTION

### Title, Commencement of the Policy

This Policy will be referred to as the Civic Office Expenses Policy; long title is “Policy for the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and other Councillors”. This Policy takes effect from the date of adoption until further amended.

### Purpose of the Policy

To ensure that there is accountability and transparency in the reimbursement of actual expenses incurred or to be incurred by Councillors. This Policy also ensures that the facilities provided to assist Councillors to carry out their Civic duties are reasonable.

To reimburse Councillors for expenses reasonably incurred in the performance of their duties, including expenses incurred in becoming adequately informed on subjects relevant to their Civic duties.

Further that the details and range of expenses paid and facilities provided to Councillors by the Council are clearly and specifically stated, fully transparent and acceptable to the local community.

### Objectives and Coverage of the Policy

Council's Policy should provide for the payment of appropriate expenses and the provision of the necessary facilities to ensure that:

- a) The Mayor, as the first citizen of the Council's area, as the leader of the governing body of the Council and as the principal spokesperson on Council Policy is provided with a standard and range of facilities appropriate to the importance and responsibilities of the office.
- b) The Councillors of Hurstville in their roles as members of the governing body of the Council and as elected persons are reimbursed for expenses reasonably incurred in the performance of the role and are provided with a standard and range of facilities to assist in discharging the functions of Civic Office.
- c) Councillors are not out-of-pocket as a result of performing and discharging their Civic functions and duties.

### Making and Adoption of the Policy

This policy is made in accordance with the requirements of Section 252-254 of the *Local Government Act 1993*, in accordance with the directions of Division of Local Government (DLG) Circular No 09/36 (7/10/09) and as adopted by Hurstville City Council from time to time. (S252[1]).

Within five months after the end of each financial year, Council must adopt a Policy concerning the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and other Councillors, in relation to discharging their functions of Civic Office.

Substantial amendments to this policy will not take effect unless at least 28 days' public notice is given of the proposed amendments and any submission received is considered by Council. Council does not need to give notice of a proposed amendment to the policy, if the amendment is not substantial.

The term 'not substantial' should be taken to mean minor changes to wording of the policy or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provision of equipment and facilities.

### Reporting Requirements

Section 428 of the Local Government Act requires Council to prepare and report within 5 months of the end of each financial year on certain matters regarding its performance for that year. In addition, Section 428(4) (b) of the Act states, “*such other information as the regulations or the guidelines under section 406 may require*”. Clause 217 of the Local Government (General) Regulations requires Council to include in its annual report the following information:

- (a) *details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations),*
- (a1) *details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:*
- (i) *the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),*
  - (ii) *telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,*
  - (iii) *the attendance of councillors at conferences and seminars,*
  - (iv) *the training of councillors and the provision of skill development for councillors,*
  - (v) *interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
  - (vi) *overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
  - (vii) *the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time,*
  - (viii) *expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.*

## **Legislative Provisions**

Section 252(1) and (2) of the *Local Government Act 1993* provides that a Council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to the Mayor, the Deputy Mayor (if there is one) and the other Councillors and that the policy may provide for fees payable to be reduced by an amount representing the private benefit to the Mayor or a Councillor of a facility provided by the Council to the Mayor or Councillor.

In addition, Sections 253 and 254 of the *Local Government Act 1993* also provide that before adopting a policy for the payment of expenses or provision of facilities, the Council must give at least 28 days' public notice of the proposal and that the Council or a Council Committee all the members of which are Councillors must not close to the public that part of its meeting at which a Policy for the payment of expenses or provision of facilities is adopted or at which any proposal concerning those matters is discussed or considered.

Council must adopt a Policy of expenses and the provision of facilities within five (5) months after the end of each financial year, whether the policy is to be amended or not.

### **Notes:**

This policy excludes annual fees paid to the Mayor and Councillors in accordance with Sections 248-251 of the *Local Government Act 1993*. Those fees are separately determined by Council each year in accordance with a report from the Local Government Remuneration Tribunal.

This Policy also excludes meeting fees paid to the Council's Joint Regional Planning Panel (JRPP) members as determined by Council from time to time within the parameters set by the Minister for Planning under the *Environmental Planning and Assessment Act 1979*.

## Other Government Policy Provisions

Within 28 days after adopting a Policy or making an amendment to a Policy, Council is to forward to the Chief Executive of the Division of Local Government:

- *A copy of the Policy or amendment together with details of all submissions received*
- *A statement setting out, for each submission, the Council's response to the submission, and the reasons for the Council's response, and*
- *A copy of the notice given.*

Council must comply with all the requirements of Section 253 of the Act even if the Council proposes to adopt the same Policy as in existence.

Clause 403 of the Regulations (Payment of Expenses and Provision of facilities) states:

- A Policy under Section 252 of the Local Government Act 1993 *must not* include any provision enabling a Council –
  1. *to pay any Councillor an allowance in the nature of a general expense allowance, or*
  2. *to make a motor vehicle owned or leased by the Council available for the exclusive or primary use or disposition of a particular Councillor other than a Mayor.*

This Policy should also be consistent with the provisions of Council's Code of Conduct.

## Approval Arrangements

### ***At Conferences etc***

Attendance at Conferences, seminars and workshops must be in accordance with a specific resolution of Council.

If this is not possible due to timing of notification of the event and a Council meeting, then approval should be given jointly by the Mayor and General Manager. If the Mayor requires approval to travel outside of Council meetings it should be given jointly by the Deputy Mayor and General Manager.

Should approval be granted for the Mayor and or Councillors to travel without the opportunity for such to be considered by Council, but approved by the persons abovementioned, a report is to be submitted to the next available Council Meeting advising details of the travel for information purposes.

Retrospective re-imburement of travel expenses is not allowed unless prior authorisation of the travel has been obtained.

After returning from a Conference, seminar or workshop (other than the Local Government NSW Annual Conference) a Councillor, unless accompanied by a staff member, must provide a written report to Council on the aspects of the conference, seminar or workshop's relevance to Council business and / or the local community.

### ***At Functions***

#### *Within the Hurstville local government area*

Attendance at functions where the Mayor and Councillors (and partners) receive an invitation to attend a civic / community function or event within the Hurstville Local Government Area (HLGA) in their official capacity as Mayor / Councillor and such is not a social event, the cost of any ticket/s (including a spouse or partner's ticket) is met by Council following authorisation by the General Manager.

Examples of the type of function/s mentioned above could include but not be limited to Australia Day Awards ceremonies, Citizenship ceremonies, civic receptions and charitable functions for charities normally supported by the Council.

*Outside the Hurstville local government area*

Attendance at functions where the Mayor or Councillors receive an invitation to *attend a civic / community function or event* outside the Hurstville LGA in their capacity as Mayor / Councillor and such is not a social event, Council will only meet the cost of any ticket/s for the Mayor or Councillor/s and not any accompanying spouse or partner ie fund raising charitable functions for charities normally supported by the Council following authorisation by the General Manager.

However, expenses for the partner of the Mayor or a Councillor, when representing the Mayor, when they are called on to *attend an official function of Council or carry out an official ceremonial duty* while accompanying the Mayor or Councillor outside the Hurstville LGA but within the State, will be met by Council. ie attending Parliament House.

*Note: The Mayor may nominate a substitute Councillor in his / her absence to attend functions within the Council area or Sydney metropolitan area on those occasions where the Mayor is unable to be in attendance. On such occasions and where the substitute is accompanied by his / her spouse or partner, the cost of the spouses / partner's attendance ticket or meal will only be met by Council as outlined above.*

**At Forums**

Attendance at Forums where the Mayor, or his/her delegate have been invited to attend, such as State or Commonwealth Government initiated 'local government' forums, which are not social in nature and are held within Australia, be approved by the Deputy Mayor and the General Manager, and that the Council meets the costs for travel, accommodation and sustenance.

**At Events**

Attendance at events where the Mayor, or his/her delegate have been invited to attend, which are not social in nature and are held within NSW including the ACT, be approved by the Deputy Mayor and the General Manager, and that the Council meets the costs for travel, accommodation and reimbursement of out-of-pocket expenses only.

## PART 2 – PAYMENT OF EXPENSES

### GENERAL PROVISIONS

#### Payment of Expenses Generally

##### ***Allowances and Expenses***

No provision will be made for the payment of an allowance in the nature of a general expense allowance. (DLG Circular 09/36 – 7/10/09)

##### ***Reimbursement and Reconciliation of Expenses***

This Policy only authorises payment or reimbursement of actual expenses incurred by Councillors in carrying out their civic duties. It is not appropriate or lawful to pay a general allowance unrelated to an actual expense. All claims for reimbursement of expenses incurred must be made on the approved claim form, supported by original receipts / tax invoices and be claimed within 3 months of the expense, but should be within the same financial year the cost incurred in.

##### ***Payment in Advance (Sustenance Allowance)***

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars or training away from Sydney. Councillors may also request an advance payment for the cost of any other expense covered by this Policy. However Councillors must reconcile all expenses against the amount of the advance when they return within 1 month of the close of the event for which the advance was made. In addition, no further advance allowances will be paid until the previous advance allowance has been acquitted. (See also cl 22)

All funds not expended on official business must be reimbursed to Council within one month of the date of the Conference / event.

##### ***Personal Interests***

It is considered the fundraising activities of political parties including political fundraising events, are to be personal interests. Council will not support and / or attend such activities and events.

##### ***Dispute resolution***

Should a Councillor dispute the amount of a claim paid/not paid by Council or provision of facilities not available to all Councillors (excluding additional facilities available to the Mayor), the Councillor may request the General Manager to submit a report to the next available Council meeting for determination.

#### Establishment of Monetary Limits and Standards

This Policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. By doing so, members of the public are aware of the expected cost of providing services to Councillors and provides openness and transparency in the provision of such services.

#### Spouse and Partner Expenses

Councillors may invite their spouse or partner to accompany them on a business trip. Accommodation, travel, meals and usual daily expenses incurred by a spouse or partner will not be met by Council.

However, Council will meet the cost of ticket/s for a spouse or partner's attendance at Official Conference Dinner/s when attending the Local Government NSW Annual Conference.

### SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS

#### Attendance at Seminars and Conferences

##### ***Who May Attend Conferences***

Councillors may be authorised to attend conferences, seminars, workshops or other functions specific to their civic duties by prior resolution of the Council.

**What Conferences May Be Attended**

The conferences to which this Policy applies may include but not be limited to:

- Local Government NSW and Australian Local Government Association (ALGA) Conferences.
- Special 'one-off' conferences called or sponsored by the Local Government NSW and/or ALGA on important issues.
- Annual conferences of all the major professions in Local Government.
- Australian Sister Cities Conferences.
- Regional Organisation of Councils Conferences.
- Conferences, which further training and development of Councillors, or which relate to or impact upon the Council's functions.
- Any meetings or conferences of organisations or bodies on which a Councillor of the Council may be elected, or appointed to be, a delegate or member of a Committee or the Local Government NSW or other professional or lobby group such as Southern Sydney Regional Organisation of Councils (SSROC), Municipal Public Libraries Association (MPLA) etc.

**Registration**

The Council will pay all normal registration costs associated with conferences and seminars which would normally include the official dinner and lunches during the conference / seminar and associated tours where they are relevant to the business and interests of the Council. Tours of a predominantly social nature will not be met by Council.

**Categories of Payment or Reimbursement****Travel**

Travel to conferences, seminars and functions should be by the most appropriate means i.e. Council vehicle, hire or private vehicle (with fuel costs to be borne by Council), rail, air, or taxi if necessary. Travel by air will be by the most direct route and economically available fare in economy class. Economy class tickets affording Council the opportunity to change times/days of travel or cancellation with the ability to receive a credit shall be purchased. Should other means of travel be required or preferred, Council will only meet the cost up to the equivalent cost of economy class air travel as provided for above. With all travel arrangements, due consideration is to be given to the physical condition of the Councillor and any variation to these arrangements shall only occur with the approval of the Mayor and General Manager or the Deputy Mayor and General Manager where such arrangements relate to the Mayor.

**Travel – Hire Car / Taxi**

A hire car will only be provided, upon approval by the General Manager, when two (2) or more Councillors request one and who will be travelling together as use of taxi charge card will generally be more economical for travel to and from airports, travel on each day of the conference, seminar or training venue or inspecting sites of interest and benefit to the Council.

No more than one hire car will be approved unless there are more than four (4) Councillors attending and those Councillors will travel together and not use a taxi charge card for trips to/from airport, to/from Conference venues or inspecting sites of interest and benefit to the Council.

The hire car will be limited in size to a standard family size vehicle or a people mover if applicable and will be hired by Council from that company which provides the most economical rates at the time of hire.

**Private Benefit**

Councillors should not obtain more than incidental private benefit from the provision of equipment and facilities, nor from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs. However, it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to re-imbursement to Council. (See also cl15 General Provisions)

Where more substantial use occurs Council may request payment to cover the level of that private benefit (S 252[2] of the Act).

Where substantial private benefit may be obtained from the use of facilities or equipment the Mayor (or where it involves the Mayor, the Deputy Mayor) and the General Manager will determine the amount to be reimbursed to Council having regard to industry standards and practices. Should the amount or rate be disputed the matter will be reviewed in accordance with Council's Dispute Resolution clause in this Policy.

### **Accommodation**

Council will meet the cost of a standard double room only accommodation in a motel or hotel appropriate to the area in which the conference or seminar is being held, including the night before the first official function or session and the last night of the conference where necessary. Accommodation will be selected by the Council, Mayor or General Manager on the basis of cost and convenience of location to the conference venue. A Councillor may choose accommodation at a different location but which is at the same cost or less.

### **Councillors Accompanied by Spouses/Partners**

Other than the cost of the official dinners for the Local Government NSW Annual Conference other costs are to be met by the Councillor.

### **Expenses (including Sustenance Allowance)**

Refunds to Council will need to be made where the actual expenses are less than the amount provided in advance. In the event that a Councillor seeks re-imburement of expenses after a Conference, Seminar or Training Session, they will be processed on completion of the appropriate claim form.

Incidental expenses (ie dry cleaning, newspapers, internet use, phone/fax costs etc) are expected to be covered from the Sustenance Allowance provided to Councillors.

In addition, the cost of meals (breakfast, lunch, dinner, morning and afternoon teas, etc) not included in the registration fees for conferences or similar functions may be reimbursed (if an advance is not provided) up to a daily limit as follows:

- Attendance at conferences, seminars or training including travel:
- Full day \$167.82
- Half day 50% of full day

That the maximum limits on sustenance expenses outlined above be adjusted to the CPI for Sydney 1<sup>st</sup> July based on the 12 month period ending March each year.

*Note: March 2014, CPI increase was 2.8% (and is as amended above)*

*Note; In calculating allowances for Conferences, consideration will be given to the times of departure to/from a Conference by plane as to allow 1 hour travel time to airport plus the airlines check-in time in addition to the departure time of the flight to determine whether a full day or half day allowance will be provided.*

For Sydney based conferences, seminars and training sessions, payment of an allowance will be on a case by case basis and are based on re-imburement of actual expenses rather than an advance allowance. Sydney based conferences are those conferences held within the Local Government areas of Councils defined in the [Regional Development Regulations 2004](#).

With regard to the provision of receipts / tax invoices for reconciliation purposes, it is recognised at times it is not possible to obtain specific receipts for all expenditure items and provided it can be demonstrated that the expenditure was incurred and is not general in nature, original receipts / tax invoices may not be required and Councillors would be required to certify that the expenditure was for the purpose intended.

### **Sister City Relationships**

In respect of Official visits to International Sister Cities by Councillors, and staff authorised by the General Manager, the following guidelines apply:

1. Council consider, prior to its approval, each proposed Sister City delegation taking into account the particular circumstances of each visit and the benefit to Council, subject to the following:

- i) a delegation of up to four (4) representatives being authorised to form the delegation at the participant's cost, as outlined below; other Councillors, staff and when appropriate, members of the community may participate in the visit, at their own cost.
  - ii) The Mayor or his/her nominee represent Council
  - iii) The General Manager or his/her nominee represent Council
  - iv) Two (2) other representatives of Council be authorised to represent Council as part of the delegation. These representatives are to be determined by Council taking into account the particular circumstances of the visit. These representatives may be either a member of staff as considered appropriate and recommended by the General Manager and having regard to the nature and purpose of the visit, Councillors or a member of the community to be determined by Council on each occasion or any combination thereof.
2. Payment or reimbursement of costs associated with the cost of ground travel and accommodation expenses (including meals) for the official itinerary and visit only.
  3. That a daily allowance not be paid.
  4. That Council meet the cost for the Head Representative of Council for hosting one reciprocal Official Dinner in the host city during the visit.
  5. That out-of-pocket expenses for official expenditure be refunded to delegates upon production of documents and receipts.

In regard to Council's Friendly City relationship with Tamworth Regional Council, the expense of participation in visits will be treated in the same manner as attending a Conference with attendance being subject to prior approval by Council.

### **Training and Educational Expenses**

Council's training budget for Councillors supports and encourages an active learning process and skills development specific to their Civic responsibilities. The full cost of identified training and education will be met by Council.

This commitment includes any training course registration fee for software packages to be utilised in association with Council.

### **Local Travel Arrangements and Expenses**

Council provides motor vehicle transportation (when available) for travel to conferences, seminars, and the like and when on official Council business.

A taxi charge card is provided to each Councillor for use when on official Council business as authorised by the Council, the Mayor or when performing the role of Councillor. A limit of \$1100pa incl GST is provided however the limit may be increased on a case-by-case basis for extenuating circumstances following a report to an Ordinary meeting of Council.

Examples of permitted use of the charge card include:

- attending a function on behalf of the Mayor or representing Council on official business
- travelling to and from a formal meeting of Council
- travelling directly from home to attend a Council function / activity and return
- travelling to / from an airport or directly to an authorised conference, seminar, training session etc.
- travelling to / from other approved functions
- travelling to / from conference hotel and conference venue

Council will only be responsible for those travel costs incurred which are associated with the business of the Council. Councillors will be required to meet those costs related to travel other than on Council business, such costs to be paid by Councillors by deduction from their allowance in accordance with Council's Credit Card & Reimbursement Administration Policy.

No tipping is allowed from Council funds.



It should be noted that Council staff do not verify any trips taken by Councillors. Councillors must ensure they use the taxi charge card in accordance with Council Policy and submit an acquittal form indicating the purpose, event and/or function attended for the trips outlined on the taxi charge card invoice when issued. The taxi charge card invoice will be issued in the Councillors name and will not be paid until the acquittal form is received.

In relation to use of Council's vehicles, Councillors on Council business are responsible for any traffic or parking fines incurred.

*[Refer Council's Credit Card & Reimbursement Policy (incorporates Corporate Credit Card, fuel card and CabCharge [taxi charge] card) - adopted 25 May 2011 – CCL076-11]*

### **Private Motor Vehicle**

Should a Council vehicle or other transportation means outlined above not be available to a Councillor for travel to / from official business, Council will reimburse the Councillor for use of their personal vehicle for intrastate usage only in accordance with the rates outlined in the Local Government State Award in force at the time. Prior notification of use of a personal vehicle must be submitted to the Mayor or General Manager. The total amount of reimbursement shall not exceed the cost of the most economical means of travel. Councillors must not use their private motor vehicle for interstate transport as other means of travel would be more cost effective and appropriate.

### **Travel outside the Council area, including Interstate and Overseas Travel**

#### **Interstate Travel**

The prior approval of the Council is required for interstate travel on Council business. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

#### **Overseas Travel**

Overseas travel must be approved by the Council prior to a Councillor undertaking a trip. Travel must be approved on an individual trip basis. Council will not allow the retrospective reimbursement of overseas travel expenses unless prior authorisation of the travel has been obtained. Travel proposals shall be included in the Council business papers and not via a Mayoral Minute and must include full details of the travel itinerary, cost, reasons for the travel and benefit to Council.

After returning from overseas, Councillors (unless accompanied by a Council staff member) should provide a detailed report to Council on the aspects of the trip relevant to Council business and/or the local community.

Should the Mayor or other Councillor accept an invitation to travel overseas, details of travel must be included in the Council's Annual Report as required by the Local Government Act and Regulations. *Refer Clause 5 – Reporting Requirements and Disclosure of Interest Return (s449) if applicable.*

### **Electronic Communication Packages**

Council provides an electronic communication package encompassing two options for the provision of essential electronic communication devices to enable Councillors to undertake their public duties. The communication package has been developed to provide for the different needs and requirements of Councillors and the ability of Council staff to provide appropriate support at an economical and efficient cost to the Council.

The electronic communication package has two options as detailed in the appendix.

The costs / expenditure limits are shown and are based on prices Council would pay for the items mentioned.

#### **Option 1 (provided and fully supported by Council)**

Council provides the equipment (in a locked down standard operating environment [SOE]), consumables and IT support.

*Option 2 (devices selected by Councillors as per specifications and allowances provided, but not supported by Council IT staff)*

This option provides the opportunity for Councillors to select devices suited to their working environment subject to specifications provided by Council. Councillors may choose to select any device/s that meets the minimum specifications required by Council but Councillors will only be reimbursed up-to the limits provided under this Policy.

Councillors that select option 2 will not be financially disadvantaged than those Councillors selecting option 1.

The Councillor/s must submit on the appropriate claim form and **on a monthly basis** to Council the first page of their bill/s (or original invoices for purchase of goods) to substantiate the reimbursement of expenses and for Council related calls/data charges up to the annual allowance provided by Council. All reimbursements must be made within the same financial year they are incurred.

*Switching Options during Council term*

It would be desirable for Councillors to choose an option for the duration of a Council term, however given that individual Councillor needs may change throughout the term, Councillors may opt out of one option into another but only when the two (2) year replacement cycle is being rolled out.

With Councillors switching from option 1 to option 2 there would be no financial implications as devices supplied by Council would be returned and deployed elsewhere through the Council. However for Councillors switching from option 2 to option 1 there would need to be a financial return to Council, based on a pro-rata basis, for any capital items purchased by the Councillor and reimbursed by Council. Should a Councillor have entered into a mobile phone plan or extended warranty for any devices these would still need to be met by the individual Councillor at their cost.

*Capital costs*

The policy provides for the purchase of capital items upon election as a Councillor and a replacement at the end of 2 years (commencement of 3<sup>rd</sup> term), if requested, for a mobile phone and a mobile computer (laptop/notepad & tablet) in line with devices deployed to staff to suit Council's business needs. A multifunctional device (MFD) capable of printing, scanning, photocopying and being a facsimile is allowed at the commencement of the Council term with no replacement.

*Connection of ADSL at Councillors Residence*

As per both options abovementioned Council will pay for an internet connection at the Councillor's residence for use in electronic communication and research for Council related business only in association with the provision by Council of a multi-purpose device and computer if required. Council will meet the cost of calls from this telephone line as outlined in the appendix, interstate and international calls will be barred.

Should it be more economically viable for Council to use an existing internet equipped telephone line at a Councillor's residence, Council will reimburse the Councillor up to the cost of their plan but no more than the cost of data downloads available to other Councillors.

Should a Councillor require the relocation of the ADSL telephone line during their term, Council will meet the cost of relocation but only on one occasion per Council term.

*Code of Conduct issues*

Councillors choosing option 2 would still be required to comply with Council Policies and Codes in the use of equipment they have purchased and have been reimbursed by Council. For instance the mobile phone shall not be used for electioneering purposes and use of a mobile computer using Council ADSL or Broadband device would need to comply with Council's Electronic Communication Administration Policy.

*Overseas call / data costs*

Councillors when visiting overseas are taken to be on leave from Council and accordingly there would be no reason to undertake business on these occasions.

Should a Councillor require access to call / data services whilst overseas they must inform the General Manager for this feature to be activated.

In this regard, Councillors should be mindful of the cost of making/receiving phone calls and data messages from overseas and access to email and the Councillor's Portal should preferably be through any internet shop/service rather than a Council provided device. If data is activated Councillors must liaise with MIS in order for an appropriate overseas data package to be arranged to minimize data costs. This cost will be attributed to the Councillor's allowance provided by Council.

#### *Expenditure over allowance limits*

Where the actual cost of telephone expenses (land line and mobile phone including any data charges) exceeds the annual allowance provided, the excess cost will be deducted from the Councillors Monthly Fees. For Councillors that select option 2 they will only be reimbursed up-to the allowance provided and no further reimbursements will be paid by Council.

#### *Allowances for Mayor of the day*

Subject to the option chosen by the Mayor an additional allowance will be provided. Council will meet or reimburse the cost of Council-related calls from either the telephone line or mobile phone up-to an additional \$2,640 (incl GST) per annum in recognition of the increased workload and demand from constituents to have contact with the Mayor if on Option 1.

#### *Allowances during last year of Council's term*

The mobile phone and landline (including data) allowances payable by Council under this Policy will only be paid/provided on a pro-rata basis for the months of July, August and September during the last year of Council's term.

#### *Ownership of capital items*

As Council reimburses Councillors for the cost of capital items under Option 2 the item/s are considered to be the property of Council.

#### **Replacement of item/s provided under Communication Package – SOE – Option 1**

Should an item be required to be replaced because it was lost or accidentally damaged beyond repair, Council will replace the item on a like for like basis. Prior to the item being replaced a statement outlining the facts of the matter must be submitted to MIS and if stolen a Police report must accompany the statement. The appropriate documents must be submitted (along with the damaged item to MIS, if applicable), prior to MIS arranging for a replacement item. Should an item be required to be replaced more than once during a Councillor's term of office, excluding warranty issues, the Councillor must seek the Mayor of the Day's approval for the item to be replaced and may be requested to contribute towards the cost of replacement. Councillors, are being provided with a "tool of trade" to undertake their civic duties and are therefore responsible for the safe custody and care of items provided to them.

#### **Replacement of item/s provided under Communication Package – DIY – Option 2**

Should an item be required to be replaced because it was lost or accidentally damaged beyond repair, this will need to be arranged by the Councillor under their insurance cover or the cost met from their own funds as no additional allowance or reimbursement will be provided by Council. Council will meet the cost of the insurance cover premium but only for the period whilst the Councillor is elected to Council. MIS or other Council officer is not to be involved in arranging for the item to be replaced as this is the sole responsibility of the Councillor concerned and Council will not provide a temporary replacement item whilst the original item is being replaced.

#### **Repairs to item/s provided under Communication Package – SOE – Option 1**

Should an item be required to be repaired because it was accidentally damaged or becomes faulty under warranty, Council will arrange to have the item repaired at no cost to the Councillor. During the intervening period Council will arrange to have a replacement item made available. Should an item be required to be repaired more than once during a Councillor's term of office, excluding warranty issues, the Councillor must seek the Mayor of the Day's approval and may be requested to contribute towards the cost of repairs.

Councillors, are being provided with a “tool of trade” to undertake their civic duties and are therefore responsible for the safe custody and care of items provided to them.

### **Repairs to item/s provided under Communication Package – DIY – Option 2**

Should an item be required to be repaired because it was accidentally damaged or becomes faulty under warranty, the Councillor will need to have it repaired under their insurance cover, warranty or the cost met from their own funds. Council will meet the cost of the insurance cover premium but only for the period whilst the Councillor is elected to Council. MIS or other Council officer is not to be involved in arranging for the item to be repaired as this is the sole responsibility of the Councillor concerned and Council will not provide a temporary replacement item whilst the original item is being repaired.

Note: See clause 18 for requirements in returning Council equipment following a general election.

### **Care and Other Related Expenses**

Councillors will be reimbursed for reasonable child (up to 16 years of age) / dependent care costs (including people with disabilities and the elderly) incurred in attending Council meetings, Committee meetings, workshops, briefing sessions, other meetings or approved functions / events relating to Council’s operations up to \$3,300 per annum (incl. GST) per Councillor.

Reasonable costs includes carer expenses paid to providers other than immediate family, spouse or partner up to 1 hour before and after such meetings (based on advertised commencement time) subject to the prescribed form being completed and the production of appropriate documentation.

Should a Councillor be entitled to a Child Care Benefit or rebate from Centrelink/Medicare for childcare, the Councillor must inform Council for an appropriate adjustment to be made to any allowance provided by Council, if claimed.

### **Insurance Expenses and Obligations**

Councillors while on Council business will receive the benefit of Insurance Cover for:

- Personal Accident
- Councillors & Officers Liability
- Public Liability
- Professional Indemnity
- Travel Insurance for Council approved travel.

### **Legal Expenses and Obligations**

A Council, by resolution, may reimburse the reasonable legal expenses of:

- A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act 1993 (Section 731 refers), or
- A Councillor defending an action in defamation provided that the statements complained of were made in good faith in the course of exercising a function under the Act, or
- A Councillor for proceedings (inquiry, investigation or hearing) before the Local Government Pecuniary Interest and Disciplinary Tribunal or another investigative body as may be outlined in the DLG Guidelines provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.

The Council may at its discretion, set a limit to the total amount of reimbursement it is prepared to approve in respect of any enquiry, investigation, hearing or proceedings being taken against a Councillor. Such limit which should be determined at the time and on a case-by-case basis. Should re-imbusement be approved it will only be provided within the current financial year or a period of three months, where final costs are determined, whichever is the latter.

Having regard to this Policy and DLG Circular 09-36 and associated Guidelines, Council will not provide legal assistance in respect of legal proceedings initiated by the Mayor and / or Councillors in any circumstances or for seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation nor for legal proceedings that do not involve a Councillor performing their role as a Councillor.

## PART 3 – PROVISION OF FACILITIES

### GENERAL PROVISIONS

It is acknowledged that some minor private benefit may be derived by Members from the equipment and facilities provided by the Council. However, Council is of the opinion that such benefit is not significant and therefore considers the fees payable to the Mayor and Councillors under the Act should not be reduced, nor is it necessary for Councillors to reimburse Council for this incidental use.

Unless otherwise provided for in this Policy, if a Councillor does obtain a private benefit for the use of a facility provided by Council the Councillor shall be invoiced for the amount of the private benefit with repayment to be made within 30 days. The value of the private benefit shall be determined by Council in non-confidential session of a Council meeting.

Equipment, facilities and services provided under this Policy shall not be used to produce election material or for political purposes, nor for any improper activity that would breach any Act. (See also cl12 Private Benefit).

### Provision of Equipment and Facilities for Councillors

All Councillors are to receive the benefit of the following:

#### **Stationery**

Use of Councillor letterhead, envelopes, business cards, provision of name badges and copies of relevant books and legislation if required. Councillors should use the Internet rather than request the provision of hard copy books or legislation.

The use of Council business cards for electioneering purposes is considered to be a private interest and not appropriate.

Council will provide an e-letterhead template for each individual Councillor to minimise stationery expense.

#### **Secretarial Assistance**

Typing of official Councillor correspondence on the basis of submission of a draft and that it is confined to letters of reply to constituents concerning Council matters and reports for Council's consideration. This service is to be provided by the Mayor and Councillors' Executive Assistant, however with the introduction of Councillors' eletterhead it is expected that Councillors will respond to constituents themselves. Further, copies of all official Council correspondence issued by Councillors is to be submitted to Council in accordance with the requirements outlined in Section 10 of the Councillors' Handbook.

#### **Computers / Email**

Provision of an appropriate computer on a two yearly replacement cycle as outlined in the Electronic Communications Package including council related software, all of which shall remain the property of the Council.

All Councillors to be provided with separate email addresses for civic duties, with Council to meet all costs associated with maintaining same.

#### **Council Chambers**

*Provision of a SOE computer and monitor for use at meetings of council.*

#### **Multi-purpose device**

Council will provide a multi-purpose device as provided for in the Electronic Communications Package that includes features for a facsimile / telephone answering machine / printer / scanner and provision of consumables, such to remain the property of the Council.

**Meals and Refreshments**

Provision of meals and refreshments associated with Council, Committee, Councillor Workshops and Task Group / Special Committee / Working Party meetings and other functions arranged by Council. A refreshment bar is also available in the Councillors' Suite for consumption of refreshments on-site.

**Meeting Rooms**

Provision of appropriate meeting facilities in the Civic Centre and the Councillors' Suite and offices for meetings with constituents. Meeting Rooms should be booked through the Mayor's and Councillors' Executive Assistant.

**Councillors' Offices**

Provision of a dedicated office within the Councillors' Suite on the first floor and one on the Ground Floor with an entrance off MacMahon St for meetings with constituents complete with appropriate office furniture and equipment (including a photocopier, landline and internet) to assist Councillors in the conduct of their duties of Civic office. Access will also be provided for Councillors to a refreshment cabinet for consumption of refreshments on-site.

**Parking Facilities**

Provision of limited parking in the basement car park of the Civic Centre when on official Council business between the hours of 8:30 am and 4:30 pm, Monday to Friday. Full use of available spaces at other times, that is, evenings and weekends for official or non-official business use.

Councillors will be provided with a security device for access to the parking facilities at the Civic Centre and this device remains the property of Council and like other equipment, must be returned to Council upon the Councillor ceasing to hold office.

**Access to Council Offices**

Councillors will be provided with an access card that enables 24 hours, seven days a week entry to the Civic Centre basement, Councillors' Suite and Councillors' offices.

The access cards remain the property of Council and must be returned to Council upon the Councillor ceasing to hold office.

Councillors will also be provided with access to the Civic Centre's alarm system to compliment their 24 hour access to nominated areas. Use of the alarm system should be in accordance with the user instructions issued to Councillors.

**Taxi Charge Card**

Councillors will be provided with a taxi charge card for use on official Council business only in accordance with the terms of use outlined in clause 14.

**Provision of Additional Equipment and Facilities for Mayor**

In addition to equipment and facilities provided to the Councillors, the Mayor is to receive the additional benefit of:

**Secretarial Services**

Administrative and personal secretarial support.

**Administrative Support**

Assistance with functions, organisations, meetings, and the like by the Mayor's and Councillors' Executive Assistant and other appropriate staff.

**Mayoral Office**

Provision of:

- a fully furnished office within the Civic Centre with appropriate office furniture to assist the Mayor in the conduct of his / her duties of office.

- appropriate office equipment such as a computer, facsimile machine, photocopier, telephone etc including a television and associated equipment.
- a refreshment cabinet for consumption of refreshments on-site.

### **Stationery**

Mayoral letterhead, envelopes, Christmas cards and other stationery generally for official purposes.

Council will provide an e-letterhead template for the Mayor to minimise stationery expense.

### **Parking**

A dedicated car parking space within Council's Civic Centre.

### **Corporate Credit Card**

The provision of a Corporate Credit card for use on official Council business within the limits provided by Council from time to time. (Currently \$5,000 per month. Refer Credit Card & Reimbursement Policy - adopted 25 May 2011 – CCL076-11) if requested.

### **Mayoral Robes and Chains of Office**

Mayoral robes, chains and other insignia of office will be provided for the Mayor to wear at official Civic functions / ceremonial occasions, as appropriate.

### **Presentation Gifts**

Gifts of a nominal value purchased by Council, such as ties, scarves, books etc., will be available for presentation by the Mayor to visiting dignitaries as a gesture of good will.

### **Mayor's Community Fund**

Determination of charitable donations from the Mayor's Community Fund, with donations to be managed in accordance with Council's Administration Policy in this regard. The amount provided for the fund is determined by Council on an annual basis when the Operating Plan and budget is being adopted.

*Note: The fund was established on the basis of the Mayor of the Day not being provided with a Mayoral vehicle.*

## PART 4 – OTHER MATTERS

### Acquisition and Returning of Equipment and Facilities by Councillors

Upon ceasing to be a Councillor, either by resignation, retirement or not being re-elected, a former Councillor shall be permitted to purchase the equipment provided by Council under this Policy on the basis of a purchase price of the item's current written down value according to accounting standards for equipment purchased under the DIY Package or Council's accounting records or payout figure if such equipment is leased.

In addition, in the event of Council disposing of the computer and associated equipment installed in their residence during his / her term of office the Councillor will be offered the opportunity to purchase such from the Council as per the requirements above.

The return of equipment may also be requested by Council should a Councillor take extended leave of absence.

Equipment and facilities need to be returned to Council whether it was provided under option 1 or 2 of the Communication package unless purchased as outlined above.

Equipment, if not purchased, must be returned to Council within 14 days of the day of the election.

### Status of the Policy

This Policy, once adopted, is to remain in force until it is reviewed (refer clause 20) by the Council in accordance with the provisions of Sections 252, 253 and 254 of the Local Government Act 1993, or beforehand.

### Code of Conduct

Code of Conduct provisions relevant to this Policy are:

***Use of council resources – clause 7 (please refer to Code of Conduct for individual provisions)***

### Review

This Policy will be reviewed on an annual basis in accordance with the provisions of Section 252 (1) of the Local Government Act 1993.

Amendments to the Policy will be carried out in accordance with the provisions of Section 253 of the Local Government Act 1993.

### Associated Documents

The following publications, Council Policies and Administration Policies have been referenced in writing and should be read in conjunction with this Policy:

DLG Circular 09-36 – Release of revised Councillor Expenses and Facilities Guidelines

DLG Circular 12/19 – September 2012 Local Government Elections – caretaker provisions

DLG Circular 12/20 – Use of Council Resources and Electoral Material (Councillors' Handbook 2012).

DLG Circular 05/08 (9/3/05) – Legal Assistance for Councillors and Council Employees. – S731 LGA (Councillors' Handbook 2012).

Electronic Communication Administration Policy (Authorised 7 October 2011) (Councillors Portal – Policies/Codes/Circulars)

Mobile Telephones Use Administration Policy (Authorised 9 December 2013) (Councillors Portal – Policies/Codes/Circulars)

Council's Credit Card & Reimbursement Policy – Authorised 25 May 2011 (Council's website)

Councillors car removed CCL180-13, 12 June 2013

Council's Code of Conduct – CM 6/3/13 (CCL016-13).

ICAC Publication – "No Excuse for Misuse" November 2002 (-ICAC website).



*The abovementioned documents are included in the 2012 edition of the Councillors' Handbook, the Councillors' Portal, agency websites or through Council Meeting reports.*

### **Reimbursement Claim or Reconciliation Procedures**

All claims for reimbursement or reconciliation of any advance should be referred to the Manager Corporate Governance & Records on the relevant Claim Form and within the prescribed time frames and accompanied by supporting original receipts / tax invoices (refer Part 2 clause 9 of this Policy).

The balance of any unspent advance should accompany the reconciliation claim form in the form of cash or a cheque made payable to Hurstville City Council. Alternatively, a Councillor may provide an authority to have the balance of any unspent advance deducted from their next monthly Councillor Fees.

### **Allowance (Salary) Sacrifice**

In accordance with the Australian Taxation Office Interpretative decision 2007/205, Council has determined that Councillors may forego all or part of their annual allowance (payable in accordance with S248 & 249 of the Local Government Act) and meeting allowances for the Joint Regional Planning Panel, in exchange for Council making contributions to a complying superannuation fund on their behalf.

Councillors should seek their own financial advice on the impact upon their personal financial and taxation benefits before nominating a deduction from their allowance/s into their nominated superannuation fund.

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

## Appendix G Publication Guide

The Publication Guide is available on Hurstville City Council's website at  
[http://www.hurstville.nsw.gov.au/IgnitionSuite/uploads/docs/Publication%20Guide\[1\].pdf](http://www.hurstville.nsw.gov.au/IgnitionSuite/uploads/docs/Publication%20Guide[1].pdf)