



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 31 October 2017

location: council chambers

time: 6:30 p.m.



mission statement

***Hawkesbury City Council
leading and working
with our community
to create a healthy
and resilient future.***

How Council Operates

Hawkesbury City Council supports and encourages the involvement and participation of local residents in issues that affect the City.

The 12 Councillors who represent Hawkesbury City Council are elected at Local Government elections, held every four years. Voting at these elections is compulsory for residents who are aged 18 years and over and who reside permanently in the City.

Ordinary Meetings of Council are generally held on the second Tuesday of each month (except January), and the last Tuesday of each month (except December), meeting dates are listed on Council's website. The meetings start at 6:30pm and are scheduled to conclude by 11pm. These meetings are open to the public.

When an Extraordinary Meeting of Council is held, it will usually also be held on a Tuesday and start at 6:30pm. These meetings are also open to the public.

Meeting Procedure

The Mayor is Chairperson of the meeting.

The business paper contains the agenda and information on the items to be dealt with at the meeting. Matters before the Council will be dealt with by an exception process. This involves Councillors advising the General Manager by 3pm on the day of the meeting, of those items they wish to discuss. A list of items for discussion will be displayed at the meeting for the public to view.

At the appropriate stage of the meeting, the Chairperson will move for all those items which have not been listed for discussion (or have registered speakers from the public) to be adopted on block. The meeting then will proceed to deal with each item listed for discussion and decision.

Public Participation

Members of the public may address Council on any items in the business paper other than the Confirmation of Minutes; Responses to Questions from Previous Meeting; Mayoral Elections; Deputy Mayoral Elections and Committee Elections.

To register, please lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on Council's website, from the Customer Service Branch or by contacting the Corporate Services and Governance Manager on (02) 4560 4444 or by email at council@hawkesbury.nsw.gov.au

The Chairperson will invite registered persons to address Council when the relevant item is being considered. Speakers have a maximum of five minutes to present their views. The Code of Meeting Practice allows for three speakers 'for' a recommendation (i.e. in support), and three speakers 'against' a recommendation (i.e. in opposition).

All speakers must state their name, organisation if applicable (after producing written authorisation from that organisation) and their interest in the matter before speaking.

Voting

The motion for each item listed for discussion will be displayed for Councillors and public viewing, if it is different to the recommendation in the business paper. The Chairperson will then ask the Councillors to vote, generally by a show of hands or voices. Depending on the vote, a motion will be 'Carried' (passed) or 'Lost'.

Planning Decision

Under Section 375A of the Local Government Act 1993, voting for all Planning Decisions must be recorded individually. Hence, the Chairperson will ask Councillors to vote with their electronic controls on planning items and the result will be displayed on a board located above the Minute Secretary.

This will enable the names of those Councillors voting 'for' or 'against' the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

Business Papers

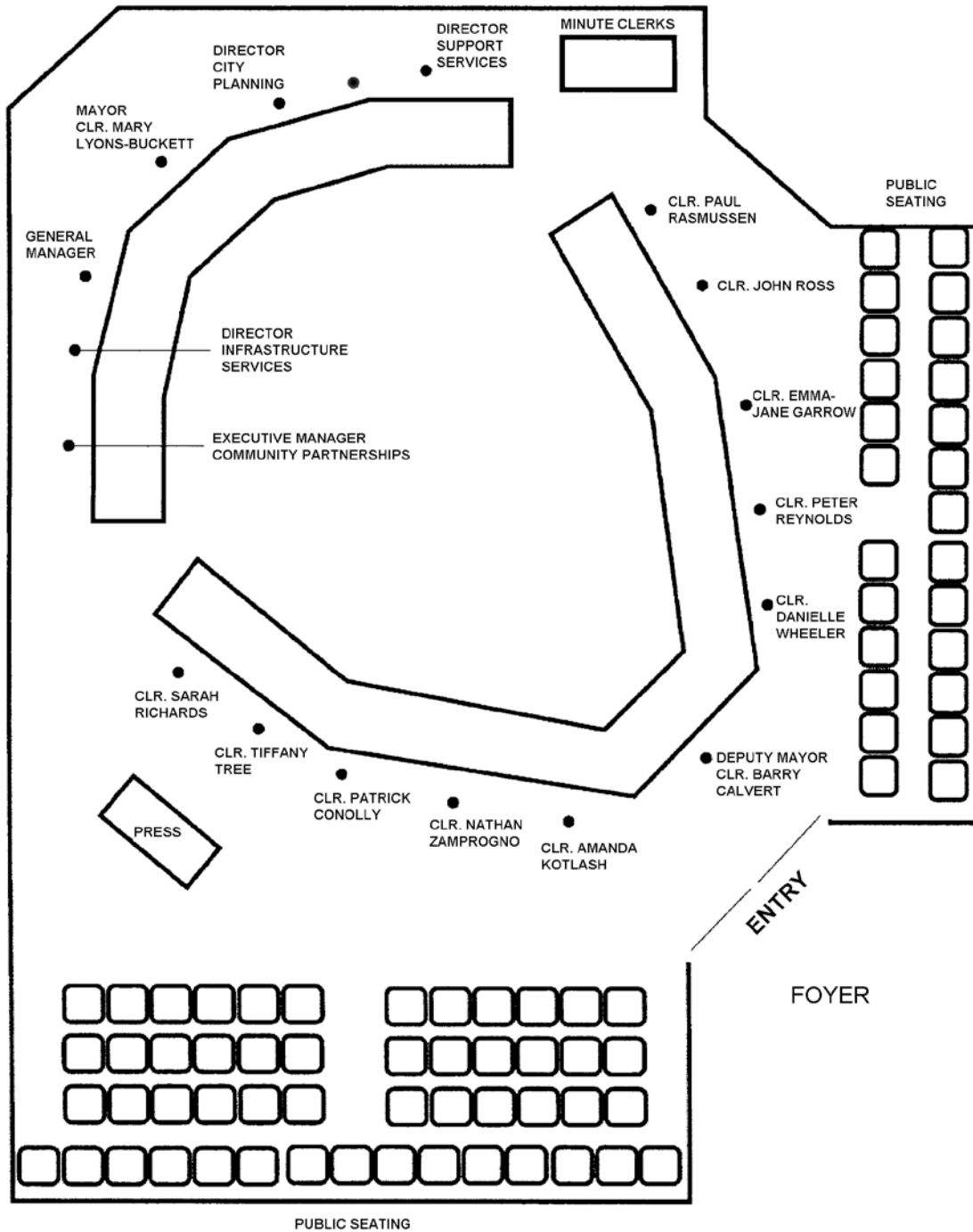
Business papers can be viewed online from 12pm on the Friday before the meeting on Council's website <http://www.hawkesbury.nsw.gov.au>

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12pm on the Friday before the meeting. The business paper can also be viewed on the public computers in the foyer of Council's Administration Building.

Further Information

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Corporate Services and Governance Manager on (02) 4560 4444.

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SECTION 3 - Reports for Determination

GENERAL MANAGER

Item: 189 **GM - 2017 Christmas Program - Request for Funds and Project Proposal - (79351, 79356, 127800, 94012, 79356)**

REPORT:

Executive Summary

Since 2010, Council has provided funds in the annual Operational Plan towards the provision of Christmas lights in town centres by relevant business groups to support the Christmas festive and trading period.

This year, as part of an ongoing Christmas Program, Council invited four local business groups, (the Kurrajong Community Forum, Windsor Business Group, Richmond Mainstreet Inc and Hawkesbury City Chamber of Commerce) to make a submission for allocation of approximately \$1,000 of funding each under the 2017 Christmas Light Sponsorship Program.

Applications were received from Kurrajong Community Forum, Windsor Business Group, and the Hawkesbury City Chamber of Commerce. A funding application was also received from the St John of God Hospital (Hawkesbury District Health Service), Windsor. Richmond Mainstreet Inc. did not respond to the invitation to apply for sponsorship.

As part of the Christmas Program, Council is also implementing an ongoing program of purchasing street banner infrastructure and installations on Council owned land. These banner poles are also available for use, year round, as a means to promote events within the Hawkesbury.

This report recommends approval of funding to support Christmas lights displays and associated activities for Christmas 2017.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. However, Council has contacted Kurrajong Community Forum, the Windsor Business Group, Richmond Mainstreet Inc and the Hawkesbury City Chamber of Commerce (HCCC) and invited them to make a submission for funding.

Background

Christmas Program – Christmas Lights

Since 2010, Council has provided funds in the annual Operational Plan towards the provision of Christmas lights in town centres by relevant business groups to support the Christmas festive and trading period.

In November 2010, Windsor Business Group approached Council for funding to assist with a lights display during the Christmas period, with the view to making it an annual activity. Subsequently funding has been provided to the Windsor Business Group each year for lights.

Since 2010, the Kurrajong Community Forum, Hawkesbury City Chamber of Commerce and Richmond Mainstreet Inc have also approached Council to participate in the program for Christmas lights and other activities in town centres to support the Christmas period.

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As a result, in 2015, the Christmas Lights Program transitioned to Council's Corporate Communication Branch to enable the Program to be realigned and expanded. This purpose of the realignment was to ensure the Program became more community focused to capitalise on existing Christmas events, while cooperating with and building upon programs carried out by business groups in their respective areas.

This year Council invited the Kurrajong Community Forum, Windsor Business Group, Richmond Mainstreet Inc and Hawkesbury City Chamber of Commerce to make a submission for allocation of approximately \$1,000 each for their Christmas lights program. Applications were received from Kurrajong Community Forum, Windsor Business Group and Hawkesbury City Chamber of Commerce. An application was also received from St John of God Hospital, Windsor. The four applications are detailed below. Richmond Mainstreet Inc. did not respond to the invitation to apply for sponsorship.

Windsor Business Group – A Light Up Windsor Festival

Involvement:	2010 to 2016
Total funds provided to date:	\$21,750 for the Christmas Lights Program and \$800 for the business lights competition
Request for 2017:	\$1,500 for the lights as well as waiving of the \$500 fee and applicable bond of \$1,000 to use the Windsor Mall.
Program Details for 2017:	<p>The Windsor Business Group will be holding the Light Up Windsor Festival on Thursday, 30 November 2017 in Windsor Mall between Baker and Kable Streets, including:</p> <ul style="list-style-type: none"> • Santa, Mrs Claus and an elf giving children Christmas bags • A sausage sizzle • Market stalls • Children performing in the mall • Lighting up the plane trees with solar lights and lighting up shop windows. Windsor Business Group will charge shops \$50 per 50 metres of LED lights.
A request for \$1,500 was received for solar lights together with the waiving of both the Windsor Mall hire fee of \$500 and the \$1,000 bond for the use of the Mall.	

Kurrajong Community Forum – Christmas decorations in Kurrajong Village

Involvement:	2013 to 2016
Total funds provided to date:	\$7,500 for the Christmas Lights Program and \$400 for the business lights competition.
Request for 2017:	\$1,000 towards their Christmas decorations and solar lights in Kurrajong Village
Program Details for 2017:	<p>The Kurrajong Community Forum will be decorating Kurrajong Village with Christmas garlands and wreaths with solar lights and baubles. Lights will also be put in some of the trees around the village. The decorations will be put up on the first weekend in December as part of a competition amongst shop owners for the best light display.</p>
A request of \$1,000 was received to cover some of the costs of solar fairy lights, replacement garlands and wreaths, prize money for the light competition, administration and promotional material.	

ORDINARY MEETING**Meeting Date:** 31 October 2017***Hawkesbury Chamber of Commerce – Christmas Light Project***

Involvement:	2014 to 2015
Total funds provided to date:	\$2,500
Request for 2017:	\$1,000 towards their Christmas hamper charity program
Program Details for 2017	<p>The Hawkesbury Chamber of Commerce intends to make up between 100 and 150 hampers to be distributed to various Hawkesbury charities including:</p> <ul style="list-style-type: none"> • Women's Cottage, Richmond • Hawkesbury Community Kitchen, Windsor • The Living Room, Richmond • Legacy, Hawkesbury • Various individuals and charities as required <p>Each hamper delivered will contain a Christmas light, food and treats. The light is a symbol to those less fortunate that there are people out there who care. The Rotary Club, Richmond have made a donation to assist with the purchase of food items and a Christmas tree will be set up in the Richmond Marketplace where people can leave donations for the hampers. Hawkesbury Chamber of Commerce plan to promote this project widely in the local media.</p>
A request for \$1,000 was received for the Christmas Lights Project to purchase Christmas lights and Christmas light ornaments to be placed on each Christmas hamper prepared.	

St John of God Hospital (Hawkesbury District Health Service) – Tree Lighting Event

Request for 2017:	\$1,450 towards their annual Tree Lighting Event
Program Details for 2017:	<p>The Hawkesbury District Health Service have held the annual Tree Lighting Event since 2010 as an opportunity to bring the community and hospital patients together. The event is organised by volunteers and funded by donations. This event has previously been funded under the Community Sponsorship Program.</p> <p>The event will be held on Thursday, 7 December 2017.</p>
A request of \$1,450 was received to cover event expenses including portaloos (\$500), fencing (\$500), and mats to cover electrical cords for sound system (\$450).	

Analysis of Proposals

Council has previously adopted a 'Sponsorship Policy' to manage arrangements whereby Council may receive a sponsorship for an event or activity or consider granting a sponsorship to another party *"in money or kind, to support and activity or event for the benefit of residents or visitors"*.

Council's Sponsorship Policy defines the following in respect of a sponsorship the Council may provide:

"Sponsorship is not an unconditional grant. In providing sponsorship Council expects to receive an outcome for the benefit of the community which is consistent with the aims and objectives of its strategic, operational and community plans."

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An assessment has been made of the four requests. It is considered that the above proposals meet the above definition in that the Christmas programs implemented by each of these four business groups will provide economic and social benefits to local businesses, the local community and the tourism sector in the Hawkesbury. In an effort to support each of the Christmas lights programs it is suggested that Council provide \$1,000 to each of the three business groups and the St John of God Hospital (Hawkesbury District Health Service). It is also suggested that Council waive the \$500 hiring fee and the \$1,000 bond for the use of the Windsor Mall by the Windsor Business Group.

In return for the provision of the sponsorship Council would require:

- the Council logo and recognition of support to be included on all promotional material but not limited to flyers, invitations, banners etc
- invitations be issued to Council representatives for official activities.

It is also considered that the proposal achieves a number of the 'Sponsorship Principals' contained in the Council's Sponsorship Policy.

Christmas Program – Banner Pole Implementation Program

Council is also pursuing an expanded Banner Pole Implementation Program on Council owned land. These poles are available for use, year round, as a means to promote events within the Hawkesbury. During 20016-2017 these poles were used to display Christmas flags and Hawkesbury City Council flags.

In accordance with the Council Resolution of 25 October 2016, Council will continue to install flag poles at strategic locations on Council owned land. The current budget will allow for the installation of six flag poles throughout the City. After considering a number of potential sites, a preferred site was selected, being the site occupied by the Council Administration building at the intersection of Macquarie Street and Hawkesbury Valley Way, Windsor. This site was selected because as it is one of the busiest intersections in the Local Government Area, with more than 30 000 vehicle movements each day. The intersection is the crossing point for two state roads which carry traffic from Sydney to Kurrajong and Windsor to Penrith.

If additional funding is available, flag poles will also be installed along Macquarie Street, north of the intersection of Macquarie Street and Hawkesbury Valley Way.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

Our Future

5.5 Reinforcing our dynamic places

- 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.

Financial Implications

An amount of \$20,000 for a Christmas Program has been allocated in the 2017/2018 Operational Plan. It is recommended that the total amount of \$4,000 be allocated to the four groups applying for funding (\$1,000 to each group) with the waiving of the \$500 fee for the hire of the Windsor Mall by the Windsor Business Group also being funded from the Christmas Program. The remaining funding of \$15,500 will be allocated for the purchase of banner infrastructure and installation.

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RECOMMENDATION:

That Council:

1. Approve the payment of \$1,000 of funding to the following groups to support Christmas lights displays and associated activities for Christmas 2017, subject to the groups providing details of the proposed expenditure of any allocated funds to the satisfaction of the General Manager:
 - a) Windsor Business Group
 - b) Kurrajong Community Forum
 - c) Hawkesbury Chamber of Commerce
 - d) St John of God Hospital (Hawkesbury District Health Service)
2. Meet the costs of the \$500 hire fee and waive the \$1,000 applicable bond to use the Windsor Mall by the Windsor Business Group.
3. Approve the execution of the Council's standard Sponsorship Agreement for the above projects.
4. Continue to implement the Banner Pole Implementation Program on Council owned land.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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INFRASTRUCTURE SERVICES

Item: 190 **IS - Roads to Recovery Program - Freemans Reach Road, Freemans Reach - (95495, 79344)**

Previous Item: 228, Ordinary (25 November 2014)

REPORT:

Executive Summary

The Department of Infrastructure and Regional Development have advised of a revision to the funding allocation for 2018/2019 (\$776,587) under the Roads to Recovery Program in the current financial year.

This revision brings forward funding from 2018/2019 of \$776,587 into the current year.

Freemans Reach Road, Freemans Reach has been undergoing priority staged rehabilitation over a number of years. Whilst it would have been desirable to complete the full length in one project the staged approach has enabled more urgent works on other roads to be undertaken. The opportunity now exists to add to the current year's funding and extend the rehabilitation works of Freemans Reach Road (the actual extent will be subject to tender pricing).

This report recommends that funding be brought forward under the Roads to Recovery Program and be utilised to rehabilitate a further section of Freemans Reach Road south from the previously completed section.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

Background

Under the Federal Government Roads to Recovery Program Council received a funding allocation of \$4,659,521 for the period 1 July 2014 to 30 June 2019.

In July 2015, Council received notification of an increase in funding of \$2,450,901 for the period 2015 - 2017.

The Roads to Recovery projects listed for rehabilitation this financial year includes Freemans Reach Road (northerly from previous stage) at a cost of \$928,000. The total project estimate of \$928,000 is jointly funded by the Roads to Recovery Program \$500,000 and the RMS REPAIR Program \$428,000.

The Department of Infrastructure and Regional Development has recently revised the Roads to Recovery program bringing forward funding from 2018/2019 (\$776,587) into the current financial year.

This provides Council with an opportunity to continue to rehabilitate the remaining section of Freemans Reach Road in conjunction with the current program. Subject to Council approval it is intended to rehabilitate the section of Freemans Reach Road in a southerly direction from the recently completed section at "The Breakaway".

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

Our Assets

4.1 Transport infrastructure and connections

- 4.1.1 Our roads and other transport infrastructure will be planned and provided to ensure connected, efficient and safe movement for all modes of transport.

Financial Implications

As funding for the further rehabilitation of Freemans Reach Road is now available under the Roads to Recovery Program, these funds will, subject to Council approval be incorporated into the current Operational Plan and be allocated to the reconstruction of Freemans Reach Road.

RECOMMENDATION:

That available funding of \$776,587 be brought forward into the 2017/2018 Operational and Delivery Plan available under the Roads to Recovery Program and be utilised to extend rehabilitation of Freemans Reach Road, Freemans Reach south from the previously completed section.

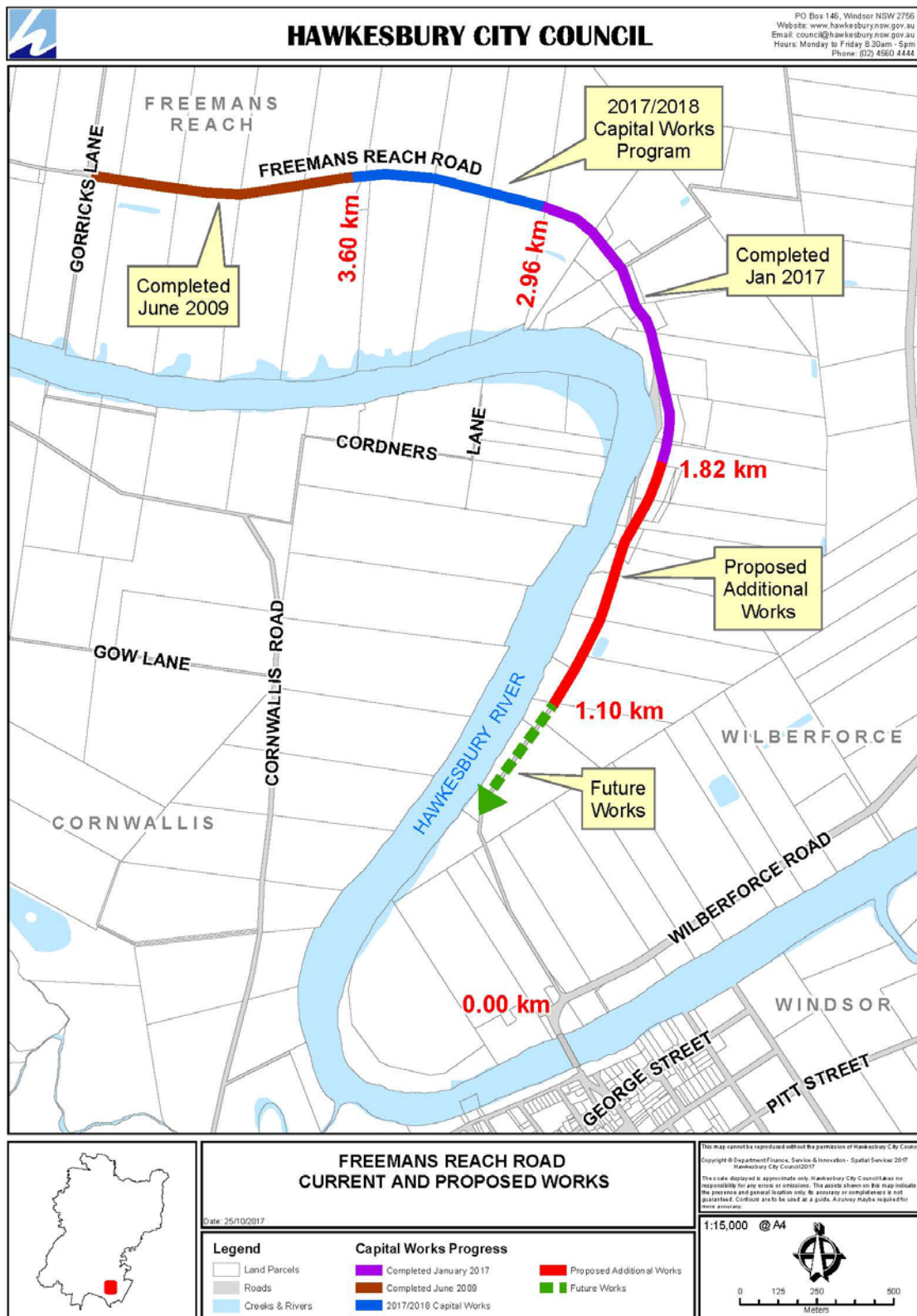
ATTACHMENTS:

AT - 1 Proposed Works Location - Freemans Reach Road, Freemans Reach

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AT - 1 Proposed Works Location - Freemans Reach Road, Freemans Reach



oooO END OF REPORT Oooo

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Item: 191 **IS - Use of McQuade Park by The Great Moscow Circus and Webers Circus - (95495, 79354)**

Previous Item: 148, Ordinary (28 August 2017)

REPORT:

Executive Summary

As previously reported to Council, The Great Moscow Circus and Webers Circus lodged applications to hold their circuses at McQuade Park in 2018.

Due to both events running longer than three days, Council was required to notify the community of the event in accordance with the Local Government Act 1993 and consider all submissions prior to giving approval.

Four submissions were received. Having regard for the submissions received and the actions proposed to mitigate the concerns raised, this report recommends Council approve both events.

Consultation

These events have required formal community consultation as outlined below.

Background

Council previously considered a report on applications received from both The Great Moscow Circus and Webers Circus to hold shows at McQuade Park for the following dates:

- 5 February 2018 to 18 February 2018 - The Great Moscow Circus
- 12 November 2018 to 25 November 2018 - Webers Circus.

The circuses conform with Council's Circus Policy, with neither of the circuses considered as animal circuses as they only use domesticated animals.

The McQuade Park Plan of Management allows circuses however, due to the event running longer than three days, Council needed to notify the community of the event in accordance with the Local Government Act 1993 for a period of 28 days.

Both circus events were advertised from 14 September to 13 October 2017 in the Hawkesbury Courier, by placement of signage onsite as well as Council's website. Four submissions were received. Two were in support of the event, one wanted to ensure it did not impact on Remembrance Day and one was against the circuses using McQuade Park.

Issue	Response / Comment
Potential conflict with Remembrance Day.	The circus will not be permitted to access the Park prior to 12 November 2018.
Damage to grass surfacing and lack of previous satisfactory rectification.	The circuses do have a significant impact, however bonds will be in place to rectify any damage to the grassed areas, and the area will be subject to a before and after survey, with any disturbed areas returned.
Concerns over waste management, in particular grey water.	Council staff will ensure appropriate measures are in place, and undertake strict compliance checks with enforceable provisions included in approvals.

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Issue	Response / Comment
Alternative sites, such as the Showground, are more appropriate.	The Plan of Management allows, amongst many diverse uses, the use of McQuade Park for circuses. It remains open to potential users to select the venue that best suits its purpose. Whilst many activities can have impacts, this is often balanced against activation of parks in a town centre environment.

Having regard for the issues raised and the ability to put in place appropriate management measures to address potential impacts, it is recommended that Council give approval for both applications.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

Our Future

5.5 Reinforcing our dynamic places

5.5.3 Assist our town and village centres to become vibrant local hubs

Financial Implications

Fees and Charges for this activity for this year are \$1,092 per day for show days and \$546 per day for set up/removal. Bonds will be set at an appropriate level based on prior condition to cover the cost of any damage to the surfaces.

RECOMMENDATION:

That:

1. The Great Moscow Circus be given approval for use of McQuade Park from 5 February 2018 to 18 February 2018.
2. The Webers Circus be given approval for use of McQuade Park from 12 November 2018 to 25 November 2018.
3. The approvals be subject to the following conditions/documents:
 - a) Council's General Park Conditions
 - b) Council's Fees and Charges including appropriate bonds
 - c) the McQuade Park Plan of Management
 - d) Council's Circus Policy.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 192

SS - Monthly Investments Report - September 2017 - (95496, 96332)**REPORT:****Executive Summary**

According to Clause 212 of the Local Government (General) Regulation 2005, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether or not investments have been made in accordance with the Act, the Regulation and the Council's Investment Policy.

This report indicates that Council held \$50.5 million in investments at 30 September 2017.

It is recommended that this report be received and noted.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

Background

The following table indicates that Council held \$50.5 million in investments as at 30 September 2017. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
CBA	A1+	AA-			1.25%	2,000,000	3.96%	
Tcorp*					1.82%	5,007,980	9.92%	
Total On-call Investments								7,007,980
Term Investments								
ANZ	A1+	AA-	01-Feb-17	31-Jan-18	2.70%	1,000,000	1.98%	
Bankwest	A1+	AA-	07-Sep-17	09-Oct-17	2.10%	2,000,000	3.96%	
CBA	A1+	AA-	02-Mar-17	02-Mar-18	2.65%	1,000,000	1.98%	
CBA	A1+	AA-	17-Mar-17	14-Mar-18	2.71%	1,500,000	2.97%	
CBA	A1+	AA-	27-Apr-17	27-Apr-18	2.63%	1,500,000	2.97%	
CBA	A1+	AA-	28-Jun-17	09-May-18	2.60%	1,500,000	2.97%	
CBA	A1+	AA-	03-Aug-17	18-Jul-18	2.54%	2,000,000	3.96%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	5.94%	
NAB	A1+	AA-	23-Nov-16	18-Oct-17	2.72%	1,000,000	1.98%	
NAB	A1+	AA-	03-Aug-17	08-Nov-17	2.40%	1,000,000	1.98%	
NAB	A1+	AA-	23-Nov-16	22-Nov-17	2.75%	1,500,000	2.97%	
NAB	A1+	AA-	14-Dec-16	13-Dec-17	2.70%	1,500,000	2.97%	
NAB	A1+	AA-	24-Aug-17	13-Dec-17	2.45%	1,500,000	2.97%	
NAB	A1+	AA-	07-Sep-17	13-Dec-17	2.50%	1,000,000	1.98%	
NAB	A1+	AA-	08-Feb-17	07-Feb-18	2.60%	2,000,000	3.96%	

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Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
NAB	A1+	AA-	16-Aug-17	16-Aug-18	2.52%	1,500,000	2.97%	
St George	A1+	AA-	24-Jan-17	24-Jan-18	2.70%	1,500,000	2.97%	
St George	A1+	AA-	22-Feb-17	22-Feb-18	2.61%	1,000,000	1.98%	
Westpac	A1+	AA-	19-Oct-16	18-Oct-17	3.00%	1,000,000	1.98%	
Westpac	A1+	AA-	04-May-17	31-Oct-17	2.60%	1,000,000	1.98%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	500,000	0.99%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	1,000,000	1.98%	
Westpac	A1+	AA-	14-Apr-17	18-Apr-18	2.70%	1,000,000	1.98%	
Westpac	A1+	AA-	31-May-17	31-May-18	2.65%	1,000,000	1.98%	
Westpac	A1+	AA-	14-Jun-17	14-Jun-18	2.65%	2,000,000	3.96%	
Westpac	A1+	AA-	28-Jun-17	28-Jun-18	2.65%	2,000,000	3.96%	
Westpac	A1+	AA-	05-Jul-17	05-Jul-18	2.65%	2,500,000	4.95%	
Westpac	A1+	AA-	03-Aug-17	03-Aug-18	2.60%	800,000	1.58%	
Westpac	A1+	AA-	03-Aug-17	03-Aug-18	2.60%	1,000,000	1.98%	
Westpac	A1+	AA-	03-Aug-17	03-Aug-18	2.60%	1,000,000	1.98%	
Westpac	A1+	AA-	16-Aug-17	16-Aug-18	2.65%	500,000	0.99%	
Westpac	A1+	AA-	24-Aug-17	24-Aug-18	2.70%	400,000	0.79%	
Westpac	A1+	AA-	24-Aug-17	24-Aug-18	2.70%	800,000	1.58%	
Total Term Investments								43,500,000
TOTAL INVESTMENT AS AT 30 September 2017								50,507,980

*Tcorp is wholly owned by the NSW State Government

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	7,007,980	1.66%	Reserve Bank Cash Reference Rate	1.50%	0.16%
Term Deposit	43,500,000	2.62%	UBS 90 Day Bank Bill Rate	1.72%	0.90%
Total	50,507,980	2.48%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	9,406,480
External Restrictions - Other	5,044,363
Internal Restrictions	19,211,759
Unrestricted	16,845,378
Total	50,507,980

Unrestricted funds, whilst not subject to a restriction for a specific purpose, are fully committed to fund operational and capital expenditure in line with Council's adopted Operational Plan. As there are timing differences between the accounting for income and expenditure in line with the Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining sufficient cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments where possible.

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In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions cannot be utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 94 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

Funds subject to an internal restriction refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation, and Elections.

Investment Commentary

During the reporting period, the investment portfolio increased by \$0.5 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

The investment portfolio currently involves a number of term deposits and on-call accounts. Council's current investment portfolio is not subject to share market volatility.

Council has a loan agreement for an amount of \$5.3 million under the Local Government Infrastructure Renewal Scheme (LIRS). The full amount was drawn down upon signing the agreement in March 2013, with funds gradually being expended over the period during which the program of works is being delivered. The loan funds have been placed in term deposits, with interest earned on unexpended invested loan funds being restricted to be used for works relating to the LIRS Program projects.

As at 30 September 2017, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks and in line with Council's Investment Policy.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Independent advice is sought on new investment opportunities, and Council's investment portfolio is independently reviewed by Council's investment advisor each calendar quarter.

Council's investment portfolio complies with Council's Investment Policy, adopted on 30 May 2017.

Investment Certification

I, Emma Galea (Responsible Accounting Officer), hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategies within the CSP:

Our Leadership

1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.

1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.

1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.

Financial Implications

Funds have been invested with the aim of achieving budgeted income in Service 121 – Investments within the 2017/2018 Adopted Operational Plan.

ORDINARY MEETING

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RECOMMENDATION:

The report regarding the monthly investments for September 2017 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 October 2017

Item: 193

SS - Pecuniary Interest Return - Designated Person - (95496, 96333)

REPORT:

The Local Government Act 1993 details the statutory requirements in respect of the lodgement of Disclosure of Pecuniary Interests and Other Matters Returns by Councillors and Designated Persons. This report provides information regarding a Return recently lodged with the General Manager by a Designated Person. It is recommended that Council note that the Disclosure of Pecuniary Interests and Other Matters Return, lodged with the General Manager, has been tabled.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

Background

Section 450A of the Local Government Act, 1993 relates to the register of Pecuniary Interest Returns and the tabling of these Returns, which have been lodged by Councillors and Designated Persons. Section 450A of the Act is as follows:

- "1. The General Manager must keep a register of returns required to be lodged with the General Manager under section 449.
2. Returns required to be lodged with the General Manager under section 449 must be tabled at a meeting of the council, being:
 - (a) In the case of a return lodged in accordance with section 449 (1)—the first meeting held after the last day for lodgement under that subsection, or
 - (b) In the case of a return lodged in accordance with section 449 (3)—the first meeting held after the last day for lodgement under that subsection, or
 - (c) In the case of a return otherwise lodged with the general manager—the first meeting after lodgement."

With regard to Section 450A(1), a register of all Returns lodged by Councillors and Designated Persons, in accordance with Section 449 of the Act, is currently kept by Council as required by this part of the Act.

With regard to Section 450A(2), all Returns lodged by Councillors and Designated Persons, under Section 449 of the Act, must be tabled at a Council Meeting as outlined in subsections (a), (b) and (c).

With regard to Section 450(2)(a), the following Section 449(1) Return has been lodged:

Position	Return Date	Date Lodged
Environmental Health Officer	18 July 2017	21 September 2017

The above Designated Person has lodged their Section 449(1) Return prior to the due date (being three months after the Return Date), as required by the Act for the receipt of the Returns.

The above details are now tabled in accordance with Section 450A(2)(a) of the Act, and the abovementioned Return is available for inspection if requested.

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

Our Leadership

1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.

1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Financial Implications

No financial implications applicable to this report.

RECOMMENDATION:

That the information be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 October 2017

Item: 194 **SS - Podcasting of Council Meetings, Late Reports and Code of Meeting Practice - (95496, 96333, 79351, 79352)**

Previous Item: Item 144, Ordinary (8 August 2017)
 Item 53, Ordinary (14 March 2017)
 Item 13, Ordinary (31 January 2017)
 NM1, Ordinary (31 January 2017)

REPORT:

Executive Summary

Council resolved on 14 March 2017 to proceed with the implementation of podcasting of Council Meetings and that the appropriate amendments be made to Council's policy documents to enable this change to proceed.

At its meeting on 8 August 2017, Council considered a report which detailed the necessary amendments required to be incorporated into Council's Code of Meeting Practice to facilitate the podcasting of Council Meetings, and subsequently resolved to place an amended Code of Meeting Practice on public exhibition.

The public exhibition period was completed and no submissions were received. This report recommends Council adopt the amended Code of Meeting Practice. Podcasting is scheduled to commence at the Ordinary Council Meeting to be held on 14 November 2017.

Consultation

The issues raised in the previous report to Council concern matters which required Community Engagement under Council's Community Engagement Policy. In accordance with the Local Government Act, 1993, the proposed amendments to Council's Code of Meeting Practice were placed on public exhibition for a period of 28 days; with submissions being accepted up to 42 days after the date on which the draft Code was exhibited.

No submissions were received.

Background

Council, at its meeting on 31 January 2017, considered a Notice of Motion on the feasibility of webcasting Council Meetings and resolved to receive a report in respect to the feasibility of and associated requirements to enable the webcasting and/or podcasting of all future Council Meetings.

A report was considered at the Council Meeting on 14 March 2017, at which time Council resolved, in part, to proceed with the necessary processes associated with the implementation of podcasting of Council meetings.

Subsequently, software and an appropriate licence were purchased to enable the podcasting of Council Meetings. Pilot meetings were set up as samples to test and demonstrate the technology.

Prior to implementation of the podcasting of Council Meetings, Council was required to amend its Code of Meeting Practice. Accordingly, Council's Code of Meeting Practice was reviewed and an amended version was submitted to Council for consideration at its meeting on 8 August 2017 when it resolved as follows:

ORDINARY MEETING

Meeting Date: 31 October 2017

"That:

1. Council adopt the Draft Code of Meeting Practice, attached as Attachment 1 to this report, to be placed on public exhibition for a period of not less than 28 days, with submissions to be received up to 42 days from the date the Draft Code is publicly exhibited.
2. The outcome of the public exhibition period be further reported to Council."

The following adjustments to the Code of Meeting Practice to enable the podcasting of Council Meetings were adopted by Council for public exhibition.

Removal of current Clause 6.3.1 – 'Minutes of Meetings' and replaced with the following:

"Clause 6.3.1 Minutes, recordings and podcasting of Council meetings

1. For the purpose of compiling the minutes of a meeting of Council, each meeting will be recorded, except those "Confidential Matters" referred to in Section 10A(2) of the Act. The recordings will be destroyed after the adoption of the minutes by Council or one year after they were created (whichever is the later).
2. Council will podcast all meetings of Council except those "Confidential Matters" referred to in Section 10A(2) of the Act. Podcasts of Council meetings will be kept for one year and will be made available via Council's website.
3. All Business Papers for meetings of the Council will state that the meeting is being recorded and will be podcasted as soon as practically possible after the meeting. Appropriate signs will be displayed in the Council Chambers and at the entry of the Chambers.
4. The Chairperson will inform the public that the meeting is being audio recorded for administrative purposes.
5. The Chairperson will inform the public that the recording will also be used to upload a podcast of the meeting as soon as practically possible after the meeting.
6. Council accepts no liability for any defamatory or offensive statements. In this regard, all meeting attendees are required to abide by the standards of conduct outlined in this Code.
7. The recordings or podcasts are protected by copyright and owned by Hawkesbury City Council. No part may be copied or recorded or made available to others without the prior written consent of the Council's General Manager.
8. The recording or podcast is not, and shall not, be taken to be an official record of Hawkesbury City Council or of any meeting or discussion depicted therein. Only the official minutes may be relied upon as an official record of the meeting.
9. The signed official minutes of meetings can be viewed by the public under supervision of an employee designated by the General Manager. Adopted minutes will be displayed on Council's website."

In addition to the above changes, the review of the Code of Meeting Practice presented an opportunity to further clarify the process for the consideration of late supplementary reports by Council. Therefore, Council also endorsed the following amendment for public exhibition.

ORDINARY MEETING

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Update of Clause 2.3.7 – 'Late reports' to fix minor typographical errors and to ensure compliance of legislative requirements:

"Clause 2.3.7 Late reports

As circumstances necessitate, reports not listed for consideration on a business paper may be tabled at an Ordinary Meeting. In such circumstances, a period of time (to be determined by the chairperson) shall be allowed for Councillors to read the report prior to discussion or determination of the matter. The aforementioned late reports are to be forwarded to Councillors via email.

If due notice of the late report has not been given in accordance with Section 367 of the Act, Council must:

- a) *pass a motion to have the business transacted at the meeting*
- b) *have the business proposed to be brought forward ruled by the chairperson to be of great urgency."*

These amendments are highlighted in the copy of Council's amended Code of Meeting Practice, attached as Attachment 1 to this report.

Community Consultation

To meet legislative requirements, the amended version of the Code was placed on public exhibition for a period of 28 days, whilst enabling a total of 42 days to receive any submissions on the matter. No submissions were received during the public exhibition period.

Accordingly, it is now recommended that Council formally adopt the amended Code of Meeting Practice as attached.

After the adoption of the amended Code of Meeting Practice, Council staff will finalise arrangements for the implementation of podcasting of Council Meetings, which is scheduled to commence at the Ordinary Council Meeting to be held on 14 November 2017.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

- 1.1.1 Council's elected leaders will actively connect and collaborate with the community.

Financial Implications

There are no significant financial implications arising from this report. The software and an appropriate licence to enable podcasting have been purchased.

ORDINARY MEETING

Meeting Date: 31 October 2017

RECOMMENDATION:

That Council adopt the Code of Meeting Practice, attached as Attachment 1 to this report, which has been amended in regard to podcasting of Council meetings and late reports.

ATTACHMENTS:

AT - 1 Council's Amended Code of Meeting Practice - (*Distributed under separate cover*)

oooO END OF REPORT Oooo

ordinary

section 4

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 4 - Reports of Committees

ROC **Hawkesbury Tourism Advisory Committee Minutes - 13 June 2017 - (140396, 111215)**

The meeting commenced at 9:30am.

Present: Councillor Emma-Jane Garrow, Hawkesbury City Council (Chair)
 Councillor Sarah Richards, Hawkesbury City Council
 Mr Martin Boetz, Community Representative
 Ms Sophie Devine, Community Representative
 Ms Vanessa Hanna, Community Representative
 Mr Tony Jeffcott, Community Representative
 Mr Ian Knowd, Community Representative
 Mr Declan O'Conner, Community Representative
 Ms Sarah Rieger, Community Representative
 Mr Albert Stafford, The Stafford Group

Apologies: Councillor Paul Rasmussen, Hawkesbury City Council
 Ms Venecia Wilson, Community Representative

In Attendance: Mr Peter Conroy, General Manager, Hawkesbury City Council
 Ms Jan Readford, Minute Secretary, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Councillor Emma-Jane Garrow and seconded by Councillor Sarah Richards that the apology be accepted.

Attendance Register of Hawkesbury Tourism Advisory Committee

Member	3/4/2017	13/6/2017	
Mr Martin Boetz	A	✓	
Ms Sophie Devine	✓	✓	
Ms Vanessa Hanna	✓	✓	
Mr Tony Jeffcott	✓	✓	
Mr Ian Knowd	A	✓	
Mr Declan O'Connor	✓	✓	
Ms Sarah Rieger	A	✓	
Ms Venecia Wilson	✓	A	
Councillor Emma-Jane Garrow	✓	✓	
Councillor Paul Rasmussen	✓	A	
Councillor Sarah Richards	✓	✓	

Key: **A** = Formal Apology ✓ = Present x = Absent - no apology

Mr Tony Jeffcott referred to the last sentence in the second paragraph on Page 9. It was agreed that the minutes be amended to state: *"Mr Jeffcott indicated the signs and banners in the public domain of concern could be referred to the State Member for Hawkesbury for attention by the State Government and its agencies."*

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Tony Jeffcott and seconded by Ms Vanessa Hanna that the Minutes of the Hawkesbury Tourism Advisory Committee held on the 3 April 2017, be confirmed.

SECTION 2 - Presentations to the Committee

1. Peter Conroy - General Manager

Mr Conroy welcomed the Committee and advised that it is now five weeks since he joined Council. During that time, he has met with Councillors and business people and has become aware that tourism is an issue for the Hawkesbury and that there is a strong desire for the business community to work with Council and move forward.

Mr Conroy referred to the range of material already available to promote the Hawkesbury, however noted that, the Destination NSW tourism brochure actually identifies the Hawkesbury with the Singleton and Muswellbrook areas. Our Hawkesbury, the section of the Hawkesbury at the foot of the mountains, needs to have "its identity".

Mr Conroy advised that his presentation to the committee is designed to demonstrate what could be done to:

- inform our position in the region
- advise what we are trying to achieve from a tourism point of view for the Regional Strategic Alliance
- identify importantly what we are after and what are our opportunities
- look at our attributes such as the river, agriculture, etc.
- the work we will do with the community; and specifically
- what we need to do to go forward.

There is a process that we can go through to get this right. The work of this Committee is about helping Council to inform and move ahead. If we align, this will give us a stronger position. This is a starting point.

The following points were noted during the presentation - refer to Attachment 1:

- **Existing Plans/Strategies**
 - Need to be linked, where possible, and provide an environment for the private sector and small business to achieve it. We need to think local, regional and beyond. Currently we have:
 - City Deals - Western Sydney
 - Greater Sydney District Plan
 - Community Strategic Plan
 - Tourism Strategy
 - Windsor Master Plan.
- **Strengths**
 - Indigenous relationship - New Zealand does this better than we do, so we need to learn.
 - Education facilitators - the Hawkesbury has a wealth of facilities - link in with them.
- **Work Collaboratively**
 - We need to promote conversation, know what we want, think about what we want in terms of our residents, and survey the businesses (local and not local) for the benefit of the tourist.
- **Governance**
 - Build trust, be open, upfront, and expose ourselves - be accountable.

ORDINARY MEETING

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- **Navigation**
 - The Hawkesbury needs its own identity like the Barossa Valley in South Australia, and the Hunter Valley in NSW, in terms of signage (directional and location).
 - Richmond and Windsor - are the gateways to the wilderness.
- **Signage**
 - Needs to be well designed and legible.
 - The Queen Victoria Building in Sydney has excellent signage - all the signs are different, but have a common theme - this is something that would work for the Hawkesbury.
 - Many signs are lost within the clutter and other signs at designated locations.
 - Physical and Digital signage - Council can assist with this web-based signage.
 - Important locations should be signposted i.e. there is no sign in the Bilpin area to say 'You have entered a World Heritage Region'.
- **Furniture**
 - Street furniture needs to be the same across the Hawkesbury.
- **Indigenous Heritage**
- **Camping - Backpack and Glamping**
 - We need to see it from everyone's point of view and different needs (back pack or up market); include locations to stay; locations for buying camping equipment; etc.
 - Emphasise 'Getaway to fresh hand-picked food'.
- **Food/Dining Experience**
 - There are not enough providers, so there are opportunities to expand in that area.
- **Agriculture**
 - This is an asset for the Hawkesbury.
 - This is one area where Council has authority - public administration.
- **Public Art**
 - Identify the things that typify the Hawkesbury and then develop public art pieces to highlight using various mediums (wood, metal, etc). People can use the art as a means of identifying a meeting place i.e. 'meet you at the (place)'. Emphasise the Equine industry - horses using wood (perhaps driftwood from the river), the Hawkesbury River, others.

Councillor Garrow thanked Mr Conroy for his presentation.

- Mr O'Connor noted from the presentation an emphasis on consistency and enquired if Council should source a specialist in this area.
 - Mr Conroy advised that everything discussed during the presentation is possible to achieve - it's about getting the priorities right and identifying where is, and what is, "the Hawkesbury". Council can provide the relevant support. Once we get this started, we need to know what to promote. Mr Conroy has a view on this which can be discussed going forward.
- Mr Jeffcott referred to the Murray River and the success, as a group, of the various towns along the river in creating a business at each destination (Echuca, Mildura, Murray Bridge and Swan Hill).

ORDINARY MEETING

Reports of Committees

- Mr Boetz acknowledged the appeal to visitors of the Hawkesbury's heritage buildings. However, noted that amongst those buildings is the Macquarie Inn, the oldest hotel in Australia, and yet it does not attract vast numbers. Mr Boetz referred to the neglect of the historical buildings in Windsor Mall, and expressed particular concern for a building occupied by a plumbing firm in George Street, Windsor and another at Wilberforce. Mr Boetz enquired if Council can look after these buildings, especially as some of them are some 200 years old.
- Councillor Garrow advised that Council is keen to do these things and referred to the Committees of Council that have been formed for the purpose. Councillor Richards advised that she does not believe that Council has any jurisdiction to intervene where a property owned privately is being neglected. Councillor Garrow advised the proprietor has been offered assistance in the past in order to help with selling the building, however the offer was rejected.
- Mr Boetz suggested that if a marina at each town along the river were to be established, this would encourage people to visit and picnic on the river. More pubs would also be useful. If good proprietors can be attracted to come to the Hawkesbury from Sydney, they will bring an improved process.

The members of the committee were asked to provide comments around the table about what they would like to see happen in the Hawkesbury:

- Ms Rieger: Visitors who stay overnight in the Hawkesbury often advise they are disappointed with the appearance of Windsor Mall and the township. It has been suggested in the past that perhaps we should open Windsor Mall. There is a general lack of basic infrastructure in terms of improved presentation/ appearance.
- Ms Devine: Town revitalisation needs to come first, as there is already a shift in Windsor - people are talking about it and where money is being invested - Council needs to keep an eye on this and make sure it goes the right way before we lose things; we have a long way to go with tourism - we need to invest in it and have a cohesive approach; and we need to consider the commercial operators and tell them what we are planning to deter them from leaving the Hawkesbury.
- Mr Jeffcott: It is important that this committee aligns with the Member for Hawkesbury's group, and then with Council, in view of the \$3 million funding available, and suggest it be directed towards: a major event on the river; using Mr Stafford's terminology 'low fruit' - where a food event can happen quickly; we can test the market for a food festival; and refer to us as 'the Upper Hawkesbury' - it is as simple as that to give us an identity?
- Mr Stafford: All the research has already been done, so find one or two projects to work with. Windsor is the gateway to the Hawkesbury. Council can help improve the public realm. There is the Regional Strategic Alliance (RSA) and something should be done to support the RSA and what it needs and build on that. Noticed that on the Internet, the Hawkesbury is located with Hornsby and the northern region. If Council wants to look at heritage etc. and see how public art on external wall of buildings is being used, a small group from Council and a couple of other individuals should go and speak to people where this is working.
- Mr O'Connor: Lifestyle and nature - there is nowhere in the Hawkesbury where you can go out and say that you had a good night. The heritage aspect of the Hawkesbury is undersold - you never see the heritage buildings open to the public and this is a waste.

ORDINARY MEETING

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- Mr Boetz: We want the Hawkesbury to be more attractive via the RSA - Blue Mountains and the Hawkesbury is the best way. Fishermen have advised they cannot fish on the weekend because the river is used for wakeboarding. Wakeboarding is destroying the river banks - the boats are using the river as a thoroughfare. Council needs to look at this. I agree about the towns along the Murray River and think that the Hawkesbury could potentially be likened to what happened in Daylesford where one operator successfully took up a Lake House, now some 25 years ago. The use of heritage buildings by fast food outlets, impacts negatively on the heritage aspect of the area. There is concern that we are not promoting good food options, compared to the reverse provided by the fast food outlets.
- Mr Knowd: There is a growing demand for good food. Windsor is important and we must do something, perhaps in the Strategic Plan to allow for a gastronomy town. Windsor, as a gateway, is perfect because of the heritage. We need to have the polo conversation, but how can we activate all our operators. This has been tried without success.

Enquired if members of the committee were attending the Destination NSW meeting on Thursday, 15 June 2017 at the Sebel, and advised that we need to be there and give feedback. The Destination Sydney Surrounds North Chair will be in attendance. A briefing has already been held in the Blue Mountains.

Noted that no one from this committee, or Council, attended the Western Sydney Business Connection's launch of its Visitor Strategy and first year Marketing Plan last Thursday, 8 June 2017. Other councils were in attendance and this is a problem. This needs to come under someone's umbrella. There are strategic things happening - we need to have someone there. The General Manager will investigate this matter.

- Ms Hanna: There are good operators in the Hawkesbury that are in need of support.
- Clr Richards: We need to set a target and aim for things that are achievable; identify our brand, market and promote ourselves, including attracting private investment. Referred to the available funds via the Member for Hawkesbury, and the potential impact via the airport. We need to start somewhere, and we need to do this in the next two meetings. Signs are needed to create awareness and provide identity similar to those in the Hunter Valley pointing to wineries and advising distances to these locations. People need to drive around the Hawkesbury and see signs advising where to drive.
 - Mr Conroy referred to signage and advised that this is something that Council can do.
 - Ms Devine enquired if Council has a budget for developing our brand.
- Mr Conroy referred to the success of the 'Renew Newcastle' template which involved land use and leasing arrangements, as well as the powerful impact of art and creative pieces produced by numerous artists. Whilst this concept has been done, and there is a methodology to use, we could use that and find what best reflects the Hawkesbury.
- Mr O'Connor enquired if Planning staff could identify available space that can be used.
- Clr Garrow referred to the Windsor Master Plan and advised that another Committee is working on this and it will cross-path with this Committee. The Heritage Committee is already working on the Heritage Trail, and there are other things happening.
- Mr Conroy advised there are a number of activities happening across council and this committee needs to be informed about those to see how it all fits into tourism. The Heritage Committee can be invited to make a presentation on the Heritage Trail to the committee.

ORDINARY MEETING
Reports of Committees

Mr Conroy identified the following points from committee discussions:

1. We need to identify who and what is the Hawkesbury and start lobbying to spread the word about the Hawkesbury.
2. We need to look at our community and see if employees are happy, and if they are, then the business will be better. There are a lot of good businesses out there and things being done, but we are focused too much on the negative. If the business is doing well, the tourism will come.
3. We need to identify a space. Council has land space not being used and we can say that we want to use this space to attract tourism. Mr Stafford has identified that he knows people who can bring a Forum to the Hawkesbury to utilise the space. Then Council needs to enable this to happen.

MOTION:

RESOLVED on the motion of Ms Devine, seconded by Mr Jeffcott:

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. Mr Conroy will attend the next meeting held by Dominic Perrottet, the Member for Hawkesbury, and the next meeting of this Committee will be scheduled for after that meeting.
2. Mr Conroy will prepare a budget and bring it to the next meeting to assist with planning.
3. Suggested options will be circulated to the committee to support discussions for the next meeting. A package needs to be established so the committee can take ownership and work with it.

The committee will be informed about other activities across council that are already happening that fit into tourism, including extending an invitation to the Heritage Committee to make a presentation on the Heritage Trail.

SECTION 3 - Reports for Determination

1. Review of New Council Website - under construction

Mr Conroy advised that the new website is a draft and is still a work in progress. There is still scope to make changes to ensure all stakeholders will be happy with the website when it is formally launched.

- Councillor Garrow referred to the Tourism Sub-committee and advised that along with herself, Ms Divine, Mr Knowd and Ms Wilson were members of the committee. The draft website does not incorporate suggestions made by committee delegates and still need to be addressed. There are concerns about back of house and how industry will tap into the website.
- Ms Devine advised that Council uses Squizz for the back end of the website, with all other operations handled in-house. Squizz is not Microsoft based and is not used by other Councils. Councillor Garrow advised that because Squizz is not Microsoft based, all changes to the website must be sent to Council staff to do.

ORDINARY MEETING

Reports of Committees

- Ms Devine indicated there are features currently not available, including the ability to search the website for localities, which is a problem for businesses wanting to update details. Issues relating to branding and font style are still to be resolved, including the addition of Instagram. A box of photographs were to be acquired, however this has not happened.
- Councillor Richards indicated that the website content may need to be less fragmented and cover the whole of Hawkesbury.
- Councillor Garrow suggested that that Mr Stafford may have insight into the type of words that should be used, and advised a preference for 'Visit the Hawkesbury', and not 'Discover the Hawkesbury'. Mr Conroy indicated that the change can be made if this is what the Committee wants.
- Mr Stafford advised the committee to look at what is relevant, and required for it to go live, and suggested that professional advice be sought (for around one hour). Councillor Garrow asked Mr Stafford to provide a relevant contact.
- Mr Conroy will forward an email to the committee providing a link to the new website. Committee members are invited to provide comments on the draft new website.

2. Review of New Publication - draft document

- Councillor Garrow indicated that the Publication should not have been distributed at this stage, as Council and this committee have not had the opportunity to review its content.
- Councillor Garrow also requested that more attention be given to the quality of the printing.
- Mr Stafford indicated that the content needs to be right, and advised the committee to work with Council to achieve that outcome. The committee needs to acknowledge that this is a learning exercise.
- Councillor Garrow suggested that Mr Conroy investigate the status of the Publication while it is under review.
- Mr Conroy asked the committee to either write comments on the publication, where changes are required, or email their comments directly to him. Mr Conroy invited the committee to meet with him, if required.
- Mr Boetz will provide contact details for a suggested professional who can provide advice on the Publication.
- Mr Conroy to forward an email to the committee requesting comments on the Publication.

MOTION:

RESOLVED on the motion of Mr Boetz, seconded by Councillor Richards:

Refer to COMMITTEE RECOMMENDATION

ORDINARY MEETING
Reports of Committees

COMMITTEE RECOMMENDATION:

That:

1. The Committee be provided with the link to the website, with the request that the committee review the content and provide comments to the General Manager.
2. Members of the committee be requested to provide comments, and where changes are required in the Publication, to the General Manager.
3. The General Manager investigate the status of the Publication while it is under review.

SECTION 4 - General Business

There were no matters raised.

The meeting terminated at 11:15am.

Submitted to and confirmed at the next meeting of the Hawkesbury Tourism Advisory Committee - the date is yet to be determined.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC **Hawkesbury Access and Inclusion Advisory Committee Minutes - 24 August 2017 - (124569, 96328)**

The meeting commenced at 5pm.

-
- Present:** Councillor Barry Calvert, (Chair) Hawkesbury City Council
 Councillor John Ross, Hawkesbury City Council
 Ms Kirsty Carpenter, Community Representative
 Mr Desmond Crane, Community Representative
 Mr David Gearin, (Deputy Chair) Community Representative
 Ms Melanie Lawson, Community Representative
 Ms Jennifer Moses, Community Representative
- Apologies:** Ms Jessica Brunskill, Community Representative
 Mr David Briggs, Community Representative
 Ms Karen Kobier, Community Representative
 Ms Terri Mottram, Community Representative
- In Attendance:** Ms Suzanne Stuart, Manager Corporate Communications
 Ms Meagan Ang, Hawkesbury City Council
 Ms Jan Readford - Minute Secretary, Hawkesbury City Council
-

REPORT:

RESOLVED on the motion of Councillor John Ross and seconded by Mr Desmond Crane that the apologies be accepted.

Attendance Register of Hawkesbury Access and Inclusion Advisory Committee

Member	27/02/2017	4/5/2017	22/6/2017	24/8/2017
Councillor Barry Calvert	✓	✓	A	✓
Councillor John Ross	A	A	✓	✓
Mr David Briggs	✓	✓	A	A
Ms Jessica Brunskill	✓	✓	✓	A
Ms Kirsty Carpenter	✓	A	✓	✓
Mr Desmond Crane	✓	✓	✓	✓
Mr David Gearin	✓	✓	A	✓
Ms Karen Kobier	A	A	A	A
Ms Melanie Lawson	✓	✓	✓	✓
Mr Gary London	A	A	A	A
Ms Jennifer Moses	A	✓	✓	✓
Mr Terri Mottram	✓	A	✓	A

Key: A = Formal Apology ✓ = Present x = Absent - no apology

Ms Ang advised that Mr Gary London has provided his resignation from the Committee.
Councillor John Ross identified changes to the previous minutes to be updated.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor John Ross and seconded by Mr Desmond Crane that the Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on the 22 June 2017, be confirmed.

SECTION 2 - Presentations to the Committee

1. Social Media

Presentation: Ms Suzanne Stuart, Manager Corporate Communication

Ms Ang welcomed Ms Stuart.

Ms Stuart advised that Council's 2017 - 2036 Community Strategic Plan specifies the need to establish a media presence to increase Council's community engagement and presence digitally. Council already has an 'Events' page, with a following of approximately 3,500. Council is actively implementing Facebook, so feedback from this Committee will be welcome.

- Councillor Ross referred to the discussions at the last meeting regarding the use of apps, including the ability for people to receive text messages from a device. Ms Carpenter described a device to enable messages to be sent out to everyone. Ms Stuart will take this feedback to Council and consider if this would be a useful tool.
- Ms Moses referred to the app 'Snap Send Solve' and its ability to advise where a pothole is located, a useful tool for those with a disability. Ms Stuart advised that Council does not have this facility at the moment, but is something that can be considered.
- Councillor Calvert advised that Councillors now have an app. Ms Stuart advised that this is Council's first app and is still under development. Hopefully in the near future it can be rolled out to the community.
- Ms Carpenter advised that Wollongong Council has access to local TV, including Vintage FM and local FM radio, and enquired if Hawkesbury Council has access to bring in local TV. Ms Stuart advised that at this time Council only has access to local radio.
- Ms Stuart referred to the information kiosks held recently during a community consultation process and the feedback received regarding social media and advised that Council is reviewing the best model to use going forward.
- Mr Gearin advised that there is so much he wants to know about, however finds he is flooded with unrelated information when doing a website search. Ms Stuart acknowledged that the filters could include more parameters.
- Ms Moses enquired if Council has a SMS service. Ms Stuart advised that Council does not have access to all the telephone numbers for the community. To achieve this, it would have to be set up, and people would need to agree to be notified.
- Ms Carpenter advised it is difficult to decipher Council's policies and reports because of the 'Council speak' language used, and noted that the attachments to this meeting agenda were challenging. Ms Ang advised that individuals are being trained in EasyRead to assist with the Council documentation conversion process. Councillor Calvert suggested that we ask Council to look at the content of the Executive Summary within Council's documentation with the request it become more user friendly.
- Councillor Ross referred to the format of the Business Paper Agenda that is provided in 16 pitch to Mr Gearin to assist with his vision impairment and enquired if it was feasible to provide this format to all Committee members. Ms Ang advised that this can be done on request.
- Ms Stuart will follow-up on the comments made by the Committee and provide feedback. Ms Ang will prepare a report for a following meeting.

MOTION:

RESOLVED on the motion of Ms Kirsty Carpenter, seconded by Councillor Mr David Gearin.

Refer to **COMMITTEE RECOMMENDATION**

COMMITTEE RECOMMENDATION:

That a report be prepared for a following meeting, providing feedback on the various social media issues raised.

Ms Stuart left the meeting at 5.40pm.

SECTION 3 - Reports for Determination

Item: 1 HAIAC - Adoption and Implementation of Hawkesbury Disability Inclusion Action Plan - (124569, 96328)

Previous Item: 5, HAIAC (7 April 2011)
 7, HAIAC (16 June 2011)
 11, HAIAC (6 October 2011)
 17, HAIAC (24 November 2011)
 23, HAIAC (28 June 2012)
 5, HAIAC (28 November 2013)
 1, HAIAC (26 June 2014)
 3, HAIAC (26 June 2017)

DISCUSSION:

- Ms Ang advised that the Hawkesbury Disability Inclusion Action Plan, following public exhibition, has now been adopted by Council. The Committee has been delegated the authority to oversee the implementation of the Plan. Progress in the implementation of the Plan will be tracked and a report will be included as a standing item in future Committee agendas which will also keep the Committee informed of progress. In addition, a report detailing annual progress will be prepared by the Committee and staff and reported to Council.
- Ms Ang advised that whilst Council staff have previously received disability training, additional training will be provided during Year 1 that is more specific e.g. mental health training. The additional knowledge is expected to contribute to improved customer service.
- Council's Community Engagement Policy will be amended to acknowledge Council's commitment to accessibility. Council supports a range of events for people who live with a disability and community sponsorship is provided under the provisions of Council's Events Policy.
- Ms Ang advised that Council is making representations to Windsor Railway Station to become more tactile. Representations have also been made previously to State Rail. There are a range of problems/ issues.
 - Ms Carpenter advised that the platform is curved and the train driver often cannot see the disabled person because of the void, and has been left on the platform herself.

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- Ms Carpenter recently saw a wheelchair fall off the platform. The gap is wide enough between the train and the platform for someone to fall off the platform. Both Windsor and Blacktown stations have this same problem.
- Mr Crane advised he has been at Windsor Station with disabled individuals in wheelchairs and the station attendant will not assist you. There are no ramps. Problems associated with the entry gate can cut the wheels on the wheelchair. Ms Carpenter advised that the normal guard there is usually very helpful and will go out of his way to assist the disabled.
- Ms Ang will prepare the letter and suggested that the Committee visit the railway station to view the situation and then ask Council to make representations to State Rail.
- Ms Ang advised that Council has formed an Affordable Housing Working Group. Ms Carpenter expressed an interest in joining the group and Councillor Calvert agreed to put her name forward and will advise the outcome.
- Councillor Calvert advised that Council was impressed with the content of the Hawkesbury Disability Inclusion Action Plan. Ms Ang acknowledged the excellent input during the consultation process.
- Councillor Ross suggested that content provided in Council's Capital Works Program be more specific so the Committee can be aware of planned projects, and if the project has specific funding allocated. Ms Ang agreed as this would also allow for the project to be scoped and an access audit of the site to be conducted.
- Councillor Ross referred to recent road works by RMS on Bridge Street, near where it intersects with George Street, and raised concern that the road was left in a dangerous condition, particularly for motor cycles and pedestrians who cross from the residential to the business side of the road, and enquired if this should be reported to the Traffic Committee. Councillor Calvert advised the matter was also raised at Council, and was aware that the RMS have advised that pedestrians should use the pedestrian crossing further down the road. Ms Ang will discuss this matter with the Director Infrastructure Services and report back to the Committee.

RECOMMENDATION TO COMMITTEE:

That the information be received.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Melanie Lawson, seconded by Ms Jennifer Moses.

That:

1. The information provided regarding the adoption and implementation of the Hawkesbury Disability Inclusion Action Plan be received and noted.
2. A letter be prepared on behalf of the Committee to be sent to State Rail regarding accessible issues at Windsor Railway Station.

ORDINARY MEETING
Reports of Committees

Item: 2 HAIAC - Pilot Project University of Sydney - Disability Inclusive Disaster Preparedness in NSW - (124569, 96328)

Previous Item: 3, HAIAC (27 August 2015)

DISCUSSION:

- Ms Ang advised that Council's involvement in the Pilot Project with the University of Sydney has been long term. To date, Council has been involved in the various emergency preparedness workshops and has participated on the Project Advisory Panel.
- The Committee would like extra time to review the reports and requested the item be deferred to the next meeting for further discussion.

RECOMMENDATION TO COMMITTEE:

That:

1. The information be received
2. The reports relating to the Pilot Project University of Sydney - Disability Inclusive Disaster Preparedness in NSW, be received

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Kirsty Carpenter, seconded by Mr Desmond Crane.

That:

1. The reports relating to the Pilot Project University of Sydney - Disability Inclusive Disaster Preparedness in NSW, be deferred to the next meeting.

Item: 3 HAIAC - Nepean Jobs for All Project - (124569, 96328)

DISCUSSION:

- Ms Ang advised that Council supported Penrith City Council with its application under the NDIS – Information Linkages and Capacity Building (ILC) funding stream, for the project 'Nepean Jobs for All', to promote employment of people with a disability across the Penrith, Hawkesbury and Blue Mountains LGAs. The application was successful and the project is now being rolled out.
- Ms Ang attended the inception meeting for the Project. A Project Steering Committee has been established and staff from the various committees, including the Hawkesbury Access and Inclusion Advisory Committee (HAIAC), will be represented on the Project Steering Committee. Ms Carpenter has been invited to join the Committee as the HAIAC community representative. The next meeting will take place in two weeks.

ORDINARY MEETING

Reports of Committees

- Invitations to Breakfast Forums will be extended beyond the usual networks, with larger employers targeted initially. Council will also look at its existing business networks, including public registers to which it has access, to attract the relevant businesses. There will be opportunity for businesses to ask questions about workplace improvements associated with employing people with disabilities, and information can also be provided about the various agencies that support people with disabilities.
- Councillor Calvert advised that Council wants to ensure the model is working and requested Ms Carpenter to provide feedback.
- Mr Crane expressed his concern about the extent of interest to businesses, in general, to train people with disabilities. Ms Ang indicated the aim will be to find a local champion amongst the larger employers.

RECOMMENDATION TO COMMITTEE:

That:

1. The information be received.
2. That the 'Nepean Jobs For All' Project Update be included as a standing agenda item for the Project duration on HAIAC agenda to enable the Committee to receive information on the roll out of the Project.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Desmond Crane, seconded by Ms Melanie Lawson.

That:

1. The information be received.
2. The 'Nepean Jobs for All' Project Update be included as a standing agenda item for the Project duration on HAIAC agenda to enable the Committee to receive information on the roll out of the Project.

SECTION 4 - General Business

1. Wilberforce Shopping Centre Carpark

- Ms Ang referred to the issues that have been identified associated with the Wilberforce Shopping Centre Carpark, and advised that she and Mr Crane met to discuss the prospective re-design to introduce improvements.
- Mr Crane indicated that entry to the Shopping Centre via the two accessible car spaces is hampered by the steep gradient of the pathway; the location of a bollard in the middle of pathway; and the inability to traverse the gutters with a wheelchair. Mr Crane suggested as a priority that the ramp with the least gradient be rectified at a minimum. However, Ms Ang indicated that rectification works must be access compliant, and at an approximate cost of \$37,000, it is estimated to construct two accessible footpaths. The location of the accessible car spaces is near the Post Office and also the entry to the doctor's surgery, chemist and newsagent.

ORDINARY MEETING
Reports of Committees

- Councillor Ross enquired if there is suitable wheelchair access at the other end of the carpark where this is a take-a-way shop. Mr Crane advised it was not accessible.
- Councillor Calvert indicated the completion of the proposed works will be dependent on the level of the allocated budget.
- Councillor Ross enquired if the two parking spots were adequate. Ms Ang advised that accessible parking spaces are provided on a ratio basis and that the two existing accessible car spaces comply with the current Standard.
- Councillor Calvert congratulated Mr Crane for his contribution to this important upgrade.

MOTION:

RESOLVED on the motion of Mr Desmond Crane, seconded by Ms Melanie Lawson.

Refer to **COMMITTEE RECOMMENDATION**

COMMITTEE RECOMMENDATION:

That:

1. The feedback provided regarding access to Wilberforce Shopping Centre car park be received and noted.
2. Council be requested to review the works required to improve accessibility to Wilberforce Shopping Centre and to allocate funding to conduct these works in a future Works Program.

2. Pound Paddock

- Ms Ang advised that at the last meeting the Committee was informed that Richmond Club had claimed back their portion of Pound Paddock land. Richmond Club has moved the golf course into Pound Paddock, which has reduced the size of Pound Paddock. Councillor Ross enquired if staff or the General Manager have considered the possibility of negotiating with Richmond Club to contribute the land to Council. Councillor Calvert advised that these discussions should have already taken place.
- Mr Gearin expressed concern about the future inclusion of the vegetable garden. Ms Ang discussed community desire for an area that is enclosed, safe and will stop anyone from absconding. There is no intention for that to be exposure for Pound Paddock. There may be money in Council's works program for another site i.e. McCloud Park. Councillor Calvert advised that McCloud Park is a public park and suggested that if a park fence is to be erected, this is the place to build it.
- Ms Ang will send an email with all details and relevant images to the Committee with the request that the Committee provides comments within three weeks. The email, provided by Mr Johnson, will include the planned works including those requested by the Committee, and will include costs, which includes the movement of the fence. Councillor Ross requested that all the responses be fed back to the Committee.

ORDINARY MEETING
Reports of Committees

3. Hawkesbury Small Business Awards

- Ms Ang advised the deadline for nominees was extended and four entries have now been received for the Access and Inclusion Award. Two members of the Committee are invited to nominate for attendance at the Hawkesbury Small Business Awards on Wednesday, 13 September 2017.
- Ms Carpenter advised she had wanted to nominate a business in Richmond, however, the owners of that business found they were unable to accomplish intended works to their building due to Heritage listing restrictions. Ms Ang indicated that entry criteria may need to be reviewed.

4. Footpath Accessibility

- Ms Moses advised she had to pull her mother backwards in a wheelchair along the George Capper footpath at Clarendon, adjacent to RAAF Base Richmond, because of its raised edges in some sections.
- Ms Ang advised that she and Mr Vaby took a walk this week in the Richmond area to review footpath accessibility.
- Mr Crane referred to the footpath at the intersection of Church Street and Macquarie Street, Windsor, near McCloud Park, and advised that a hole has been filled with asphalt, however, this is now sinking. Mr Crane has reported it to Council but nothing has happened to date.
 - Councillor Calvert asked that Mr Crane to send an email to him including details for follow-up with Council staff.
- Councillor Calvert referred to the issues raised in relation to footpaths, and suggested that members of the Committee consider other things that could added to the project scope.

5. Changes at Windsor Library

- Mr Gearin referred the impact on sight impaired individuals following recent changes at Windsor Library. Individuals who are sight impaired are disorientated, not only with the removal of the front counter, the relocation of the book return shute and the relocation of accessible computers, but are challenged to locate staff to assist them. Mr Gearin is of the opinion that staff have not given any consideration to this issue.
 - Ms Ang advised that this came up at a Vision Support meeting as well and has already provided feedback to the Acting Manager Cultural Services. Ms Ang will undertake an access audit at the Library, and also suggested that the Committee consider any strategies that could be implemented. Ms Ang will update the Committee at the next meeting with any progress.

The meeting terminated at 7.05pm.

Submitted to and confirmed at the meeting of the Hawkesbury Access and Inclusion Advisory Committee held on Thursday, 26 October 2017.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Waste Management Advisory Committee - 4 October 2017 - (124414, 95249)

The meeting commenced at 4:02pm in Council Committee Rooms.

- Present:** Mayor, Councillor Mary Lyons-Buckett, Chairperson
Councillor Danielle Wheeler, Deputy Chairperson
Councillor Sarah Richards, Hawkesbury City Council
Mr Eric Brocken, Community Representative
Mr William Sneddon, Community Representative
Prof. Basant Maheshwari, Western Sydney University
- Apologies:** Councillor Paul Rasmussen, Hawkesbury City Council
Mr Andrew Kearns, Hawkesbury City Council
- In Attendance:** Mr Matthew Owens, Hawkesbury City Council
Mr Jeff Organ, Hawkesbury City Council
Mr Ramiz Younan, Hawkesbury City Council
Mr Oliver Bradshaw, Hawkesbury City Council
Mr Justin Murphy, Hawkesbury City Council
Ms Robyn Kozjak - Minute Secretary, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Councillor Wheeler and seconded by Mr Brocken that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Sneddon, seconded by Mr Brocken that the Minutes of the Waste Management Advisory Committee held on 5 April 2017, be confirmed.

Attendance Register of Waste Management Advisory Committee

Member	05/04/2017	04/10/17		
Councillor Mary Lyons-Buckett	✓	✓		
Councillor Paul Rasmussen	✓	A		
Councillor Sarah Richards	A	✓		
Councillor Danielle Wheeler	✓	✓		
Mr Bill Sneddon	✓	✓		
Mr Eric Brocken	✓	✓		
Prof. Basant Maheshwari	A	✓		

A = Formal Apology

✓ = Present

x = Absent - no apology

SECTION 3 - Reports for Determination

Item: 1 **WMAC - Review of Council's Waste Management Advisory Committee Objectives for 2017-2021 - (95249, 124414)**

Previous Item: 2, WMAC (5 April 2017)

RECOMMENDATION TO COMMITTEE:

That:

1. The report on the Review of the Waste Management Advisory Committee Objectives be received and noted.
2. A report be prepared for consideration by Council of the amended Waste Management Advisory Committee Objectives based on previous discussion by the Committee being:
 - a) To support improved waste management in the Hawkesbury Local Government Area guided by the key environmental Directions and Strategies in Council's Hawkesbury Community Strategic Plan 2017-2036 and associated Community Indicators including:
 - our community is informed and acts to reduce our ecological footprint
 - alternate forms of energy are embraced throughout the Hawkesbury
 - develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation
 - undertake community education on best practice environmentally sustainability and climate change issues
 - become a carbon neutral Local Government Area
 - b) To advise Council about information, research and analysis required to provide future options for waste management for our city.
 - c) To recommend to Council preferred options for our future waste management strategies, systems and technologies.
 - d) To liaise with local communities on waste management issues, to ensure that the community's views are included in the decision making processes of Council.
 - e) To liaise with neighbouring Councils and government agencies to ensure the best outcomes of any considered strategies, systems and technologies.
 - f) To advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required.

MOTION:

RESOLVED on the motion of Mr Sneddon, seconded by Mr Brocken.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The report on the Review of the Waste Management Advisory Committee Objectives be received and noted.
2. A report be prepared for consideration by Council of the amended Waste Management Advisory Committee Objectives based on previous discussion by the Committee being:
 - a) To support improved waste management in the Hawkesbury Local Government Area guided by the key environmental Directions and Strategies in Council's Hawkesbury Community Strategic Plan 2017-2036 and associated Community Indicators including:
 - our community is informed and acts to reduce our ecological footprint
 - alternate forms of energy are embraced throughout the Hawkesbury
 - develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation
 - undertake community education on best practice environmentally sustainability and climate change issues
 - become a carbon neutral Local Government Area
 - b) To advise Council about information, research and analysis required to provide future options for waste management for our city.
 - c) To recommend to Council preferred options for our future waste management strategies, systems and technologies.
 - d) To liaise with local communities on waste management issues, to ensure that the community's views are included in the decision making processes of Council.
 - e) To liaise with neighbouring Councils and government agencies to ensure the best outcomes of any considered strategies, systems and technologies.
 - f) To advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required.

SECTION 4 - Reports for Information

Item: 2 WMAC - Review of Delegations of Authority under Section 377 of the Local Government Act 1993 in relation to the Waste Management Advisory Committee of Council - (95249, 124414)

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOTION:

RESOLVED on the motion of Councillor Richards, seconded by Mr Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received and noted.

Item: 3 WMAC - Waste Management - Update on Key Issues - (95249, 124414)

DISCUSSION:

- It was advised the process for compulsory acquisition of the additional land (adjoining the WSU and the subject of an Aboriginal Land Claim), would take approximately 12 - 18 months. Should Council agree to pursue that process, it was now in a position to commence that process as the Minister had recently determined there was no eligible claim on the land.
- Earthworks have commenced in preparation for the construction of a Community Recycling Centre (CRC). The Centre is to be purpose built specifically as a drop off facility.
- Councillor Wheeler asked for a breakdown of items dumped on the side of roads and associated costs to the community. Hawkesbury Environment Network (HEN) was holding a "Don't Waste the Hawkesbury" event on 26 October and it would be beneficial to have that information by that date.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOTION:

RESOLVED on the motion of Professor Maheshwari, seconded by Mr Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received and noted.

ORDINARY MEETING
Reports of Committees

Item: 4 **WMAC - Progress Report - NSW Environment Protection Authority Funding Report - (95429, 124414)**

- Mr Murphy gave an overview of current and future projects approved for funding by the EPA.
- Reference was made to the use of disposable coffee cups (which are not recyclable) and the potential for cafes to offer incentives to customers if they bring their own reusable mugs. The Chair advised the Tourist Information Centre at Goulburn sells branded coffee mugs for that purpose.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Mr Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received and noted.

Item: 5 **WMAC - Domestic Waste Kerbside Audit - (95249, 124414)**

DISCUSSION:

- Mr Murphy gave an overview of the results of the domestic waste kerbside audit conducted mid-year.
- Reference was made to the percentage of food and garden organics found in the general waste stream and Councillor Wheeler asked if the (little) brown food waste bins which Penrith Council provides to their residents had been considered for Hawkesbury residents.

Mr Bradshaw advised that option had been investigated and it was found to be not financially viable at an estimated cost to Council of approximately \$500 extra per tonne.

- Professor Maheshwari suggested the data captured from the audit be converted into a brochure as part of an educational campaign and the results also be made available on Council's website.

Mr Owens left the meeting.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOTION:

RESOLVED on the motion of Mr Sneddon, seconded by Councillor Wheeler.

Refer to COMMITTEE RECOMMENDATION

ORDINARY MEETING
Reports of Committees

COMMITTEE RECOMMENDATION:

That the information be received and noted.

Item: 6 **WMAC - Progress Report - Container Deposit Scheme - (95249, 124414)**

Previous Item: 5, WMAC (5 April 2017)

DISCUSSION:

- Discussion arose in relation to the State Government Container Deposit Scheme whereby 10c would be payable per item (cans and bottles) deposited at collection points across NSW. Details of the Scheme remain unclear at this stage, and it is not known if Council will receive payment for bottles and cans sourced from its kerbside recycling bin collection. It is believed during the first 12 months operators would receive all of the refund.
- Councillor Wheeler advised she believed the 'reverse vending machine' proposal of manually feeding bottles through a machine was not viable and asked if Council had written to the EPA pointing out the inadequacies of the proposal.

Mr Bradshaw advised the full details of the proposal had not been rolled out as yet and it was believed Council's role in the Scheme would be limited.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOTION:

RESOLVED on the motion of Mr Sneddon, seconded by Professor Maheshwari.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received and noted.

Item: 7 **WMAC - Progress Report - Plastic Bag Free Hawkesbury - (95249, 124414)**

DISCUSSION:

- The Chair reported the CWA was having a sewing day on 5 October 2017 to make boomerang bags.
- Councillor Wheeler reported the new shopping centre at Beecroft was 'plastic bag free'.

RECOMMENDATION TO COMMITTEE:

That the report regarding the Plastic Bag Free Hawkesbury be received and noted.

ORDINARY MEETING
Reports of Committees

MOTION:

RESOLVED on the motion of Mr Brocken, seconded by Mr Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the report regarding the Plastic Bag Free Hawkesbury be received and noted.

Item: 8 **WMAC - Public Place Recycling- Hawkesbury Show - (95249, 124414)**

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOTION:

RESOLVED on the motion of Professor Maheshwari, seconded by Councillor Wheeler.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

Item: 9 **WMAC - Compost Revolution - (95249, 124414)**

Previous Item: 7, WMAC (5 April 2017)

Councillor Richards left the meeting.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOTION:

RESOLVED on the motion of Mr Sneddon seconded by Mr Brocken.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

ORDINARY MEETING
Reports of Committees

Item: 10 **WMAC - Progress Report - Waste 2 Art Primary Schools Competition - (95249, 124414)**

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOTION:

RESOLVED on the motion of Professor Maheshwari, seconded by Mr Brocken.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received and noted.

SECTION 5 - General Business

Processes associated with dealing with the removal dumped roadside waste

- The Chair sought to establish a protocol for the expeditious removal of dumped rubbish in the Hawkesbury. Reference was made to mattresses and general waste dumped on a roadside reserve at Colo which had been in situ for months and as the subject land did not fall under Council's jurisdiction, the matter was referred to the RMS and to National Parks & Wildlife Service. The Chair made comment it was unacceptable for rubbish to be left lying around for long periods of time and asked if a protocol could be established to make it possible for Council to remove dumped rubbish in areas under other agency's control.

It was resolved to call for a report to Council in this regard.

MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Mr Brocken.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That a report be brought to Council in relation to establishing a protocol for the removal of dumped waste in areas under other agency's control.

- Mr Brocken referred to repurpose centres including *The Bower* and *Reverse Garbage* (enterprises dedicated to saving usable items from ending up in landfill) and asked for Council to consider promoting reuse by partnerships with other councils or supporting other reuse organisations.

The meeting closed at 5:50pm.

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

ORDINARY MEETING

Notices of Motion

ORDINARY MEETING

Notices of Motion

SECTION 5 - Notices of Motion

NM1 **Local Government Leadership and Awareness Program - (79351, 105109, 138879)**

Submitted by: Councillor Richards

NOTICE OF MOTION:

That a report be provided to Council regarding the options available for the establishment of a Local Government Leadership and Awareness Program that would involve inviting all local schools in the Hawkesbury to participate. This Program could involve Students attending Council Chambers to meet and engage with Councillors and Council staff. This Program may include various aspects, depending on the age group of students attending, but may contain participation in mock debates, Question and Answer segments or enjoying a short presentation on local government.

BACKGROUND:

Enriching our next generation with leadership experiences is vital to developing their skills and interests in how their local communities work. A Program such as this will provide the students with an exceptional and inclusive experience in their local Council that will foster their knowledge and awareness. It is a Program that will offer reciprocal benefits, to the students of the practice of local government and an important educational experience, as well as benefiting Council by promoting their programs and incentives to engage a wider audience.

It would be desired if the Program could adhere to a 12 month timetable of all Hawkesbury schools so that the schools have the opportunity to participate in the Program once a year, every year. Schools should be given the flexibility to decide who to send. It would be beneficial if all Councillors and leading staff participate on a rotational basis.

It is anticipated that this Program will be of little financial cost to Council, other than the time taken to write the program and participate in each school visit. Perhaps it could also be considered to provide the visiting students with a token gift (items of Council stationery) and/or an information booklet.

This Program conforms with many principles from our current Hawkesbury Community Strategic Plan, namely:

Our Leadership

1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

1.1.1 Council's elected leaders will actively connect and collaborate with the community.

Our Community

2.3 Community partnerships continue to evolve

2.3.1 Encourage and facilitate community partnerships.

2.5. Cultural Development and Heritage

2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.

ORDINARY MEETING

Notices of Motion

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM2

Oasis Aquatic and Leisure Centre - (79351, 105109, 138879)

Submitted by: Councillor Richards

NOTICE OF MOTION:

That a report be provided to Council regarding the Oasis Aquatic and Leisure Centre in respect of the following:

1. a review of the buildings, grounds and operations of Oasis Aquatic and Leisure Centre (currently managed by the YMCA NSW), including a program evaluation and also suggest any possible recommendations for the Centre
2. public consultation be allowed for in this report to gauge ideas of improvement from users of the facility
3. elaborate on the notion of a 'Program Pool', an idea discussed in the past specifically for swimming lessons, etc. to allow more room for recreational/professional swimmers in the main pools
4. the cost of implementing a water play park, similar to that at the Ripples Leisure Centre Penrith, as well as the cost of Touch Pads for timekeeping purposes.
5. detail if it is possible to make the current playground one for all abilities, which falls in line with the Centre being an inclusive facility with already present disability access
6. the report outline any possible state/federal government or community grants/partnerships that could be used to fund this.

BACKGROUND:

Oasis Aquatic and Leisure Centre is a Centre that provides residents of the Hawkesbury with a multipurpose facility, located in South Windsor. It is used by swimmers, both competitively and for recreation, in its indoor and outdoor pools, and provides a fully equipped gym, runs fitness classes, a crèche and is a place for community members to meet and connect.

Council has invested significant funds recently in refurbishing the interior and exterior of the facility with obvious positive results. However, due to various community requests raised regarding the Oasis Aquatic and Leisure Centre over the years, an overall report on the Centre, along with obtaining community input, will assist in ensuring this Centre operates at its full potential. This includes, but is not limited to, any necessary maintenance issues, service delivery (classes, lessons, and pool opening times), presentation, the kiosk, crèche and school carnivals.

It is appreciated that Council may not have sufficient capital to spend on any incidentals to the facility. However, it would be appreciated if Council could outline any possible state/federal government or community grants that could be used to fund this. It would also be beneficial if Council consult with groups such as 'Touched by Olivia' who have been in partnerships with other Councils for all-inclusive playgrounds.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
Questions for Next Meeting

QUESTIONS FOR NEXT MEETING

Councillors Questions from Previous Meetings and Responses - (79351)

REPORT:

Questions - 10 October 2017

#	Councillor	Question	Response
1	Wheeler	Enquired if Council could review Colbee Park for anti-social behaviour, installation of vehicle barriers, waste collection and appropriate signage.	The Director Infrastructure Services advised that the matter was currently being reviewed and advice would be provided on actions to be undertaken.
2	Wheeler	Enquired if the pump and watering system at the Oasis Aquatic and Leisure Centre is functioning.	The Director Infrastructure Services advised that the pump had malfunctioned and has now been repaired.
3	Wheeler	Enquired if Council is planning to participate in Ride To Work Day, to be held on 18 October 2017.	<p>The General Manager advised that Council no longer hosts a Ride2Work day for staff for the following reasons:</p> <ul style="list-style-type: none"> • Hawkesbury currently lacks the concentration and connectivity of off-road cycle paths that are prevalent in other areas. • Council has a duty of care in relation to its staff and as such must take into consideration factors such as the prospect of staff cycling on rural roads where vehicle speeds exceed 60kph. • Council has limited end of trip facilities for cyclists coming to the main Council building. <p>Notwithstanding the above, Council does host or support several community bicycle awareness events that are often available to staff. Like Ride2Work, these events also promote exercise, road safety and riding for transportation and recreational purposes. Examples include:</p> <ul style="list-style-type: none"> • providing free water bottles, road safety brochures and cycling-related giveaways to local community groups for their cycling or family events (e.g. South Windsor Family Expo) • funding \$500 worth of map

ORDINARY MEETING

Questions for Next Meeting

#	Councillor	Question	Response
			<p>booklets entitled the "Best Cycle Rides Around the Hawkesbury" as giveaways to families during Council's community and library events</p> <ul style="list-style-type: none"> • promoting local bicycle user groups (BUG) that meets regularly within the Hawkesbury (e.g. Windsor Cyclists) • partnering with RMS every September for NSW Bike Week • partnering with the Police and The Women's Cottage to host the annual White Ribbon Family Cycle Ride • having Council's Local Traffic Committee and the Events Coordinator assist several charities in planning their annual cycling competitions that use the Hawkesbury roads • working with primary schools and community groups to have AustCycle instructors deliver Council's NRMA award-winning bicycle school program "Keep Your Lid On". This is an arts-based workshop where the children's colourful artwork of helmets is reproduced as stickers and distributed amongst Hawkesbury community events and at the Hawkesbury Show.
4	Reynolds	Requested details of the cost shifting amount for the 2016/2017 period, similar to the 2015/2016 figures provided in the Draft Supplementary Resourcing Strategy 2017-2027.	The Director Support Services advised that the cost shifting amount for the 2016/2017 financial year for Hawkesbury City Council has been estimated to be \$6.9 million.
5	Ross	Requested that Council contact the local real estate agents and provide advice on the appropriate and legal use of signage.	The Director City Planning advised that a letter has been sent to local Real Estate Agents advising them of the Exempt Development provisions contained in the relevant local and State Planning Instruments in relation to Real Estate signage.
6	Lyons-Buckett	Enquired how the long term planning and implementation of Council's Active Transport Infrastructure, including walking and cycling be best progressed by	The Director Support Services advised that as part of the process for reviewing the Hawkesbury Mobility Plan 2010, which is currently underway, an audit of the

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
		Council over the balance of the current Council term.	<p>active transport works within the Plan is being undertaken to establish the status of these works. The outcome of the audit is to be reported to Council together with recommendations regarding:</p> <ul style="list-style-type: none">• ongoing engagement with the community regarding active transport matters• how active transport considerations will be incorporated into Council's strategic planning processes and considerations• how active transport projects will be incorporated into Council's day to day operations.

oooO END OF REPORT Oooo

ORDINARY MEETING
CONFIDENTIAL REPORTS

CONFIDENTIAL REPORTS

Item: 195 **SS - Property Matter - Lease of 20 Bosworth Street, Richmond - (112106, 95496, 118792) CONFIDENTIAL**

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 196 **SS - Property Matter - Lease to Hawkesbury House Pty Ltd of Former
Hawkesbury Hospital Building - 6 Christie Street, Windsor - (95496, 112106,
131726) CONFIDENTIAL**

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Sections 10A(2)(c) and 10A(2)(g) of the Act as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and also, as it relates to legal advice concerning a commercial lease and the information is regarded as advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 197 **SS - Property Matter - Lease of 40 and 48 Pitt Street, Windsor - (112106, 95496, 79794) CONFIDENTIAL**

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 198 **SS - Property Matter - Lease of Shop 11, Wilberforce Shopping Centre -
(112106, 95496, 132105, 132099) CONFIDENTIAL**

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.



ordinary
meeting

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