



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 12 February 2019

location: council chambers

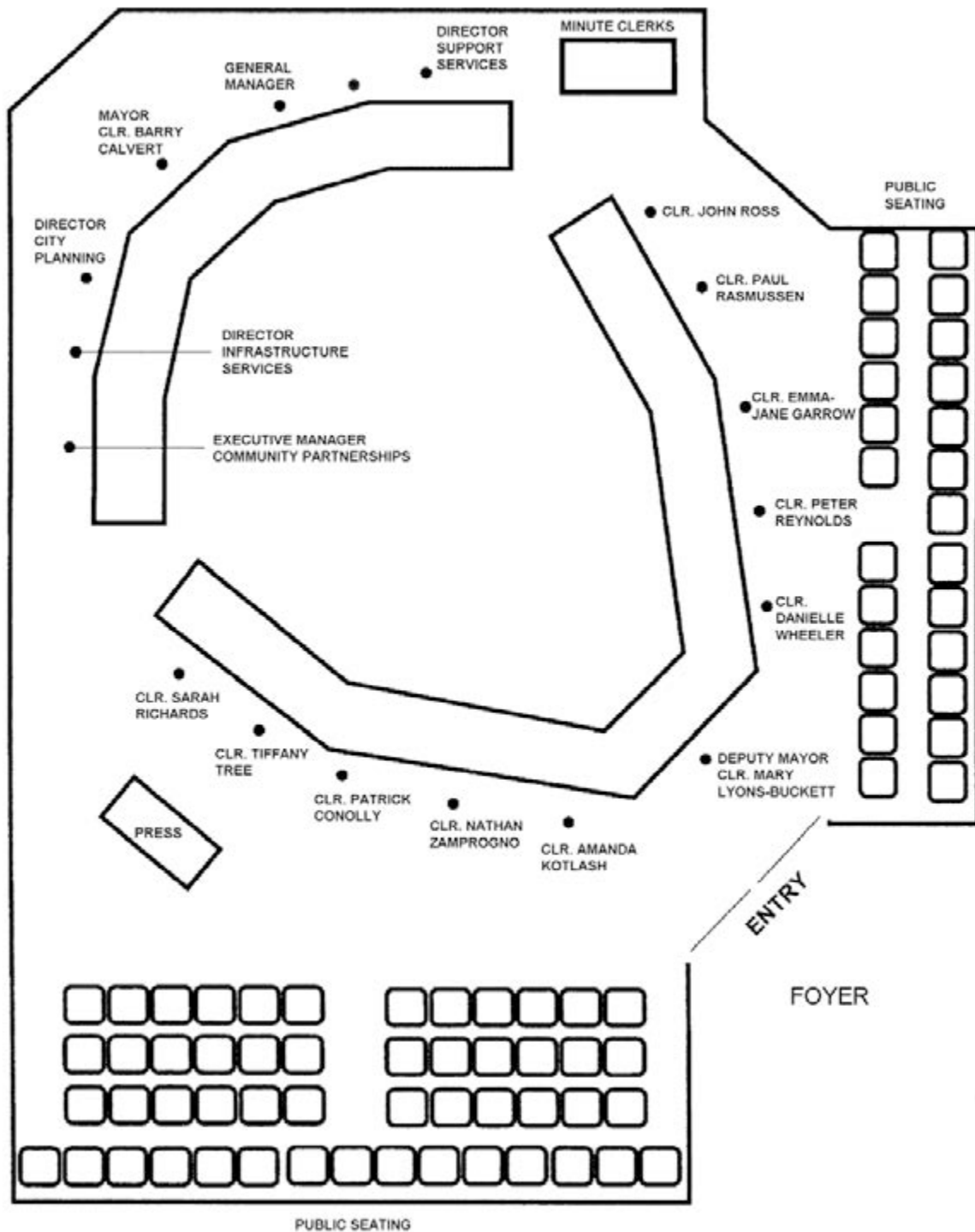
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



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ORDINARY MEETING
Procedural Matters
Meeting Date: 12 February 2019

PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Barry Calvert will acknowledge the Indigenous Heritage.

The General Manager will address the Council meeting, mentioning:

- Emergency Procedures
- Recording of the Council Meeting
- Statement regarding people addressing the Meeting
- Mobile phones

Attendance

Attending Councillors and Council staff members will be noted for the purposes of the Minutes.

Apologies and Leave of Absence

The Mayor will ask for any Apologies or Leave of Absence Requests to be noted.

Declaration of Interest

The Mayor will ask for any Declaration of Interests from the attending Councillors. These will then be addressed at the relevant item.

Acknowledgement of Official Visitors to the Council

The Mayor will acknowledge and welcome official visitors to the Council and make any relevant presentations as required.

ORDINARY MEETING

Procedural Matters

Meeting Date: 12 February 2019

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 12 February 2019

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 12 February 2019

SECTION 1 - Confirmation of Minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 12 February 2019



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 11 December 2018

location: council chambers

time: 6:30 p.m.

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ORDINARY MEETING

Minutes: 11 December 2018

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on Tuesday, 11 December 2018, commencing at 6.32pm.

Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

- Emergency Procedures
- Recording of the Council Meeting
- Statement regarding people addressing the Meeting
- Mobile phones

ATTENDANCE

PRESENT: Councillor Barry Calvert, Mayor, Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Patrick Conolly, Emma-Jane Garrow, Amanda Kotlash, Paul Rasmussen, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Executive Manager - Community Partnerships - Joseph Litwin, Chief Financial Officer – Emma Galea, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Michael Wearne and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

No apologies or leave of absence were received from Councillors.

Councillor Garrow left the meeting at 8.08pm.

Councillor Tree left the meeting at 8.30pm.

DECLARATIONS OF INTEREST

Councillor Rasmussen declared an interest on Item 294.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING

Minutes: 11 December 2018

SECTION 1 - Confirmation of Minutes

371 RESOLUTION:

RESOLVED on the motion of Councillor Conolly and seconded by Councillor Rasmussen that the Minutes of the Ordinary Meeting held on Tuesday, 27 November 2018, be confirmed.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 11 December 2018

SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 294 **GM - Redbank Voluntary Planning Agreement Milestones - (79351, 112157)**

Previous Item: 124, Ordinary (29 May 2018)
 118, Ordinary (27 June 2014)
 99, Ordinary (24 June 2014 - *deferred* 1 July 2014)
 54, Ordinary (25 March 2014)
 223, Ordinary (12 November 2013)

Directorate: General Manager

Councillor Rasmussen declared a pecuniary interest in this matter as he owns a property which borders on the proposed Grose River Bridge. He left the Chamber and did not take part in voting or discussion on the matter.

Mr Michael Want, addressed Council, speaking against the recommendation.

MOTION:

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Tree.

Refer to RESOLUTION

372 RESOLUTION:

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Tree.

That:

1. Council note the traditional sequence of events for designing and constructing a bridge such as the Grose River Crossing
2. Council agree to amend the relevant Voluntary Planning Agreement Milestones, to better reflect accepted practices for designing and constructing a bridge, as follows:
 - a. Refer Schedule 2, Item 1.2, Page 1 of 9, Milestone 1 Preparation and lodgement of Concept Design 121st Lot No Change
 - b. Refer Schedule 2, Item 1.2, Page 1 of 9, Milestone 2 Development Approval by Relevant Authority 701st Lot - Amended 27/6/18 No Change
 - c. Refer Schedule 2, Item 1.2, Page 1 of 9, Milestone 3 Preparation of the Construction Documentation 461st Lot 821st lot
 - d. Refer Schedule 2, Item 1.3, Page 2 of 9 Construction of the Proposed Bridge 1001st Lot - Amended 27/6/18 No Change

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 11 December 2018

3. The General Manager seek legal advice to further clarify the terminology in Schedule 2, Item 1.3, Page 2 of 9 in the Voluntary Planning Agreement.

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

For the Motion	Against the Motion
Councillor Calvert	Councillor Wheeler
Councillor Conolly	
Councillor Garrow	
Councillor Kotlash	
Councillor Lyons-Buckett	
Councillor Reynolds	
Councillor Richards	
Councillor Ross	
Councillor Tree	
Councillor Zamprogno	

Councillor Rasmussen was not in the Chamber when the vote was taken.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 11 December 2018

GENERAL MANAGER

Item: 295 **GM - Local Government NSW 2019 Annual Tourism Conference (79351, 79633)**

Directorate: General Manager

MOTION:

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Richards.

Refer to RESOLUTION

373 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Richards.

That:

1. Attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Local Government NSW Tourism Conference to be held from 17 to 19 March 2019 at an approximate cost of \$2,300, per delegate be considered.
2. After returning from the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

374 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Richards.

That Councillors Garrow, Rasmussen and Richards attend the Local Government NSW Tourism Conference, as Council's nominated representatives.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 11 December 2018

CITY PLANNING

Item: 296 **CP - Draft Compliance and Enforcement Policy - (95498)**

Previous Item: ES - Proposed Adoption of an Enforcement Policy - (95494, 96330)
230, Ordinary (26 September 2006)

Directorate: City Planning

MOTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Garrow.

Refer to RESOLUTION

375 RESOLUTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Garrow.

That:

1. Council endorse the draft Compliance and Enforcement Policy, attached as Attachment 1 to the report;
2. Council proceed to publically exhibit the Compliance and Enforcement Policy for a period of two months.
3. At the expiration of the public exhibition period, the following action be taken:
 - a) Should any submissions be received regarding the Draft Compliance and Enforcement Policy a further report be submitted to Council, or
 - b) Should no submissions be received, Council approve the Draft Compliance and Enforcement Policy.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 11 December 2018

Item: 297 **CP - Swimming Pool Inspection Program - (95498)**

Previous Item: 226, Ordinary (4 February 2014)

Directorate: City Planning

MOTION:

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Richards.

Refer to RESOLUTION

376 RESOLUTION:

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Richards.

That:

1. Council endorse the Draft Swimming Pool Inspection Program Policy, attached as Attachment 1 to the report.
2. Council proceed to publically exhibit the Draft Swimming Pool Inspection Program Policy for a period of two months.
3. At the expiration of the public exhibition period, the following action be taken:
 - a) Should any submissions be received regarding the Draft Swimming Pool Inspection Program Policy a further report be submitted to Council, or
 - b) Should no submissions be received, Council approve the Draft Swimming Pool Inspection Program Policy.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 11 December 2018

SUPPORT SERVICES

Item: 298 **SS - Dementia Friendly Communities - (95496, 96328)**

Division: Support Services

MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

Refer to RESOLUTION

377 RESOLUTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

That Council:

1. Receive and note the information contained in the report regarding Dementia Friendly Communities.
2. Commence the development of a Dementia Friendly Hawkesbury Plan.

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 11 December 2018

SECTION 5 – Notices of Motion

Item: 299 **NM - Use of Yarramundi Lane, Crowley Lane and Inalls Lane - (79351, 80106)**

MOTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Lyons-Buckett.

Refer to RESOLUTION

378 RESOLUTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Lyons-Buckett.

That:

1. Council make representations, in the strongest possible terms, to the Minister for Roads and the Local State Member detailing Council's concerns regarding the dangers of increased traffic, heavy loads, close proximity of power poles, restricted road width and conditions, that have arisen from the conscious action by RMS to encourage the use of the Yarramundi Lane / Crowleys Lane / Inalls Lane routes to divert traffic, particularly peak hour traffic, from the main State road network.
2. Those representations also seek an independent road safety audit examining the impacts of the RMS works and the risk arising as part of their project delivery and management processes. The safety audit make urgent recommendations to immediately improve the safety of these lanes to the same standard pertaining to the main regional roads network.

ORDINARY MEETING

Matter of Urgency

Meeting Date: 11 December 2018

MATTER OF URGENCY

Preventing Drownings in Hawkesbury Local Government Area

Councillor Wheeler requested permission to move a Motion for Council to consider as a Matter of Urgency, relating to preventing drownings in the Hawkesbury Local Government Area.

The Mayor, Councillor Calvert subsequently ruled the Matter of Urgency, be heard in accordance with Clause 2.2.3 3.b) of Council's Code of Meeting Practice.

MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

Refer to RESOLUTION

379 RESOLUTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Councillor Lyons-Buckett.

That Council:

1. Improve signage as a matter of urgency at popular local swimming spots including Macquarie Park Windsor, Navua and Yarramundi Reserves, Upper Colo Reserve and Colo River Bridge, as well as Governor Phillip Park boat ramp, including signs in languages other than English;
 2. Prepare media resources for distribution to local and Sydney-based media outlets highlighting the dangers of swimming in unsupervised rivers and risk factors including age, gender, and alcohol and drug use;
 3. Use Council's social media platform and local radio to highlight dangers and risks detailed in part 2.
 4. Contact the Royal Lifesaving Society and the NSW Government to discuss how they are implementing the recommendations of their 2017 "Respect the Rivers" Report, especially investigating installing rescue equipment, running community education events, and how Council can be involved in any initiatives.
-

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 11 December 2018**QUESTIONS FOR NEXT MEETING****Item: 300****Councillor Questions from Previous Meetings and Responses - 27 November 2018 - (79351)****REPORT:****27 November 2018**

Responses and Questions in relation to previous Questions for the next Meeting - 27 November 2018 were provided. The following additional questions were asked where no responses were given at the meeting.

#	Councillor	Question	Response
1	Zamprogno	Requested Council look into the removal of an abandoned car which has been burnt out located on Saunders Road near the intersection of Old Stock Route Road, Scheyville and has been there for over three weeks. Also, enquired regarding as to what Council's abandoned car process is and who's responsibility it is to have them removed.	The Director City Planning
1	Garrow	Requested that the burnt out car located on the beach at Macquarie Park be removed.	The Director City Planning
2	Lyons-Buckett	Requested if Council could also remove the surrounding rubbish that was beside the main pile of rubbish that was removed. There is still tyres and garbage bags on Midson Road, Maraylya between Martin Road and Dunns Road.	The Director City Planning
6	Garrow	Requested if Council could get a timeframe from the RMS regarding a response in relation to the stabilisation the western river bank at the Windsor Bridge project site.	The Director Infrastructure Services

oooO END OF REPORT Oooo

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 11 December 2018**Questions – 11 December 2018**

#	Councillor	Question	Response
1	Zamprogno	Enquired regarding the public seating that was located on the platform at Clarendon Station. Could Council please clarify if the seating was removed and if so will it be replaced.	The Director Infrastructure Services
2	Zamprogno	Requested advice regarding representations that Council has made in relation to the upgrade of the pedestrian crossing outside Ebenezer Public School.	The Director Infrastructure Services
3	Zamprogno	Requested clarification regarding the Pitt Town By Pass Project, and as to whether the roundabouts have been downgraded from two lane roundabouts to one lane.	The Director Infrastructure Services
4	Lyons-Buckett	Requested that Council's Floodplain Risk Management Advisory Committee be represented at the RMS consultation process in relation to the third river crossing at North Richmond.	The Director Infrastructure Services
5	Lyons-Buckett	Requested an explanation as to why some volunteers were not invited to the Community Appreciation Party and requested an update as to how people are invited to this party next year.	The General Manager
6	Wheeler	Requested that vegetation on Yarramundi Lane and Old Kurrajong Road, be trimmed as it is becoming a hazard.	The Director Infrastructure Services
7	Wheeler	Requested if Yarramundi Lane and Old Kurrajong Road, can be put on the monitoring program to check for illegal rubbish dumping.	The Director City Planning
8	Garrow	Requested that Council ask for a response from the RMS as to why they are conducting the traffic survey and cameras during school holidays as it not an accurate indication of traffic flow in the North Richmond and Richmond areas and how long this survey will continue for.	The Director Infrastructure Services
9	Garrow	Enquired in relation to a social media report that the Mayor, Councillor Calvert is going to have the CAWB Tent removed by March 2019 and asked as to whether, confirmation can be given regarding this matter and under what authority does the Mayor have to do this.	The General Manager

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 11 December 2018

#	Councillor	Question	Response
10	Rasmussen	Enquired in relation to the information gathered and what was the learnings from the 'Light Up Windsor' Event and whether Councillors will be briefed in relation to this information.	The General Manager
11	Ross	In view of the urgency matter raised earlier, I wish to enquire if it would be possible for staff to consider the advisability of a multi lingual sign being put in the waterway anchored with floats, possibly up to two and a half metres in length with a buoy at each end warning of the dangers of entry to the water in those places.	The Director Infrastructure Services
12	Ross	Enquired in relation to the planning proposal for the subdivision of land in Mulgrave, and sought clarification regarding how far the road reserve extends between the block of land to be subdivided and the railway line.	The Director City Planning

ORDINARY MEETING
Statement by Councillor Reynolds
Meeting Date: 11 December 2018

STATEMENT BY COUNCILLOR REYNOLDS

Councillor Reynolds requested leave to make the following statement in relation to a matter involving comments he made during the debate regarding library and museum funding on the Tuesday, 31 July 2018 involving Councillor Conolly.

"There is a claim I brought Councillor Conolly into disrepute, there was no intent to do this and I don't believe that I did. I made a comment regarding words which to my honest recollection were words which were spoken however, I was challenged on it at the time and I withdrew the comment. I then used a different form of words to make the point which was not challenged. There was no request to withdraw that. I think what I said was legitimate and part of a genuine political debate which was happening at the time. However, the General Manager has made his decision and while I don't agree with it, I respect it. If I am wrong then I apologise. I respect Councillor Conolly, there was no intention to diminish him in the eyes of the public. I believe I acted then as I am acting now in good faith and again it was not my intention to cause any disrepute in spite of independent legal advice to the contrary. I am not going to waste our rate payers money pursuing this further through tribunals or whatever. We heard at the last meeting \$15,000 has been wasted on this sort of stuff and I am not going to add to that, so I am sorry Pat."

ORDINARY MEETING
Confidential Reports
Meeting Date: 11 December 2018

CONFIDENTIAL REPORTS

380 RESOLUTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Lyons-Buckett.

That:

1. The Council meeting be closed to deal with confidential matters and in accordance with Section 10A of the Local Government Act, 1993, members of the Press and the public be excluded from the Council Chambers during consideration of the following items:

Item: 301 SS - Licence Agreement to WICEN (NSW) Inc for Part of Warks Hills Radio Tower - 142 Warks Hill Road, Kurrajong Heights - (95496)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 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.*

Item: 302 SS - Acquisition of Crown Land Under Council's Management by Roads and Maritime Services - Part of Lot 7008 in DP 1029964 (now Lot 71 in DP 1238663) and Lot 345 in DP 752061, Bridge Street, Windsor - (14893, 100920, 95496)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 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.*

Item: 303 SS - YMCA NSW - Management and Operation of the Hawkesbury Leisure Centre Centres - (95496) and Confidential Late Supplementary Report - SS - YMCA NSW - Management and Operation of the Hawkesbury Leisure Centre Centres - (95496)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 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.*

The Mayor asked for representation from members of the public as to why Council should not go into closed Council to deal with these confidential matters.

There was no response, therefore, the Press and the public left the Council Chambers.

381 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Rasmussen that open meeting be resumed.

ORDINARY MEETING

Confidential Reports

Meeting Date: 11 December 2018

Item: 301 **SS - Licence Agreement to WICEN (NSW) Inc for Part of Warks Hills Radio Tower - 142 Warks Hill Road, Kurrajong Heights - (95496)**

Directorate: Support Services

MOTION:

The Director Support Services advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Zamprogno.

Refer to RESOLUTION

382 RESOLUTION:

The Director Support Services advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Zamprogno.

That:

1. Council proceed to publicly exhibit the proposed Licence Agreement with WICEN (NSW) Inc. for Part of Lot 1 in Deposited Plan 1007671 (Part of Warks Hill Radio Tower), as outlined in the report, in accordance with Sections 47 and 47A of the Local Government Act 1993.
2. At the expiration of the public exhibition period outlined in Part 1 above, the following action be taken:
 - (a) Should any submissions be received regarding the proposed Licence Agreement to WICEN (NSW) Inc., a further report be submitted to Council, or
 - (b) Should no submissions be received:
 - i Council enter into a Licence Agreement to WICEN (NSW) Inc., for Part of Lot 1 in Deposited Plan 1007671 (Part of Warks Hill Radio Tower), as outlined in the report.
 - ii. Authority be given for the Licence Agreement and any documentation in association with the matter to be executed under the Seal of Council.
 - iii. Details of Council's resolution be conveyed to the proposed Licensee, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

ORDINARY MEETING

Confidential Reports

Meeting Date: 11 December 2018

Item: 302 **SS - Acquisition of Crown Land Under Council's Management by Roads and Maritime Services - Part of Lot 7008 in DP 1029964 (now Lot 71 in DP1238663) and Lot 345 in DP 752061, Bridge Street, Windsor - (14893, 100920, 95496)**

Previous Item: 32, Ordinary (23 February, 2016)

Directorate: Support Services

MOTION:

The Director Support Services advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Kotlash.

Refer to RESOLUTION

383 RESOLUTION:

The Director Support Services advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Kotlash.

That:

1. Council lodge a Class 3 appeal, under Section 37 of the Valuation of Land Act (NSW) 1916, in the Land and Environment Court, in relation to the compulsory acquisition of part of Lot 7008 DP 1029964 (now known as Lot 71 in DP 1238663) and Lot 345 DP 752061.
2. Authority be given for any documentation in association with this matter to be executed under the Seal of Council.
3. Council grant delegation to the General Manager to execute any documents on behalf of Council, associated with the Class 3 appeal, which do not require the Seal of Council.

Item: 303

SS - YMCA NSW - Management and Operation of the Hawkesbury Leisure Centre Centres - (95496) and Confidential Late Supplementary Report - SS - YMCA NSW - Management and Operation of the Hawkesbury Leisure Centre Centres - (95496)

Previous Item:

88, Ordinary (13 May 2014)

Directorate:

Support Services

MOTION:

The Director Support Services advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Wheeler.

Refer to RESOLUTION

384 RESOLUTION:

That Council endorse the confidential recommendation contained in the late supplementary report.

The meeting terminated at 8.39pm.

Submitted to and confirmed at the Ordinary meeting held on Tuesday, 12 February 2019.

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Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 12 February 2019

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 12 February 2019

SECTION 2 – Mayoral Minutes

No Mayoral Minutes.

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 12 February 2019

ordinary

section 3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 12 February 2019

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 February 2019

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 001 **GM - Australian Local Government Women's Association of New South Wales Annual Conference (79351, 95655)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider the nomination and attendance of Councillors and appropriate staff at the Australian Local Government Women's Association, New South Wales Branch, Annual Conference to be held from 4 to 6 April, 2019.

EXECUTIVE SUMMARY:

Due to the Conference topic and its relevance to Council's business, Council may wish to consider representation at the Conference.

RECOMMENDATION SUMMARY:

Approval be given to the attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Australian Local Government Women's Association of New South Wales Branch, Annual Conference.

REPORT:

Context and Background

Consideration is required regarding attendance at the Australian Local Government Women's Association (ALGWA) of New South Wales Branch, Annual Conference which will be held at Casula from 4 to 6 April, 2019.

Detailed History, including previous Council decisions

The ALGWA Annual Conference 2019 will be held at Casula from 4 to 6 April 2019.

The Annual ALGWA Conference program includes inspiring speakers as well as a range of events and activities and provides an opportunity to engage in learning and networking that will assist in personal and professional development.

Cost of attendance at the ALGWA Annual Conference will be approximately \$1,080 plus travel expenses per delegate.

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Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2018/2019	\$45,000
Expenditure to date	\$19,245
Outstanding Commitments (approx.)	\$1,459
Budget balance as at 24 January 2019 (approx. including outstanding commitments)	\$24,296

Policy considerations

The Policy regarding payment of Expenses and Provision of Facilities to Councillors should be considered as part of this report.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Directions and Strategies 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.
- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.

Discussion

Consideration should be given in regard to the relevance of Conference to Council's business and available budget to cover costs of attendance.

Financial Implications

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2018/2019 Adopted Operational Plan.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

Conclusion

That attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Australian Local Government Women's Association, New South Wales Branch, Annual Conference to be held from 4 to 6 April 2019 be approved.

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RECOMMENDATION:

That:

1. Attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Australian Local Government Women's Association, New South Wales Branch, Annual Conference to be held from 4 to 6 April 2019 at an approximate cost of \$1,080 plus travel expenses, per delegate be approved.
2. After returning from the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 002 **GM - Australia Day 2019 - (95496, 96328, 79351)**

Division: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to obtain Council's endorsement to make a submission to the Department of Home Affairs on the proposed changes to the Australian Citizenship Ceremonies Code.

EXECUTIVE SUMMARY:

On 14 January 2019, Council received a letter from the Minister for Immigration, Citizenship and Multicultural Affairs, the Hon David Coleman MP advising Councils that the Australian Government is currently reviewing the Australian Citizenship Ceremonies Code and has proposed a number of changes. Feedback is sought from Council on these proposed changes by 28 February 2019.

A submission in response to the review of the Code has been prepared for Council's consideration.

RECOMMENDATION SUMMARY:

That a submission be forwarded to the Department of Home Affairs outlining Councils position.

REPORT:

Context and Background

On 14 January 2019, Council received a letter from the Minister for Immigration, Citizenship and Multicultural Affairs, the Hon David Coleman MP advising Councils that the Australian Government is currently reviewing the Australian Citizenship Ceremonies Code. The previous document available from the Department of Immigration and Citizenship providing guidance for organisations conducting citizenship ceremonies was published in 2011. The conduct of Council's Citizenship ceremonies has been based on this Code.

The Australian Citizenship Ceremonies Code 2019 released by the Australian Government for consideration is attached - Refer Attachment 1 to this report. The key changes proposed include:

- Local Council's will be required to hold a citizenship ceremony on Australia Day (26 January) and Australian Citizenship Day (17 September).
- Federal Members of Parliament, if attending a ceremony, should read the Minister's message at citizenship ceremonies.
- There will be a recommended standard of dress for ceremonies, which will be set by Councils. The attire of attendees at citizenship ceremonies should reflect the significance of the occasion. Conferees may wear national or cultural dress if they wish.
- Ceremonies must be scheduled to avoid parliamentary sitting days.

Feedback is sought from Councils by 28 February 2019.

A submission in response to the review of the Code had been prepared for Council's consideration and is attached as Attachment 2 to this report.

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Detailed History, including previous Council decisions

At its meeting on 30 October 2018, Council approved the transfer of additional funding for its Australia Day 2019 events. There are no other recent Council decisions relevant to this event.

Policy considerations

The Council Policy relevant to Council's decision in this matter is the Australian Citizenship Ceremonies Code which was adopted by Council in 2011. The Policy details Council's role in running a Citizenship Ceremony. Once the review by the Government is complete the Policy will be updated to reflect any changes to the Code.

Consultation

It is understood that community consultation regarding the proposed changes to the Australian Citizenship Ceremonies Code will be conducted by the Australian Government.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Directions and Strategies 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.
- 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.

Discussion

Local Council's will be required to hold a citizenship ceremony on Australia Day (26 January) and Australian Citizenship Day (17 September).

On Australia Day 2018, three (3) events were conducted outdoors throughout the course of the day, including:

- Citizenship Ceremony and Breakfast - Governor Phillip Park – 8.00am till 10.30am
- Australia Day Awards and Morning Tea - Governor Phillip Park – 11.00am till 1.00pm
- 'Australia Day on the Hawkesbury' a family friendly event – 4.00pm to 9.00pm

Ambient temperatures peaked at over 43 degrees during the course of these events, at times making conditions hazardous for participants, and the wider community.

Following community feedback and a risk assessment by Council, it was determined that holding the events in the evening would be preferred to allow community members (including older citizens and performers) to take advantage the cooler evening temperatures during the Citizenship and Australia Day Awards.

In 2019 Hawkesbury City Council held the Citizenship Ceremony and Australia Day awards on Australia Day eve, as follows:

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- Citizenship Ceremony and BBQ – Regional Gallery – 5.30pm
- Australia Day Awards - Regional Gallery – 7.30pm

On Australia Day, 26 January 2019, Council held the family fun afternoon, on the banks of the Hawkesbury River at Governor Phillip Park, commencing at 4.00pm. Again daytime temperatures exceeded 40 degrees. Over the course of the evening, as temperatures subsided, a crowd of over 5,000 people attended the event enjoying live entertainment, food and drink stalls, trucks, rides, interactive playground and fireworks.

Holding the ceremonies and Australia Day events over two days was proposed and implemented in response to a number of issues including to:

- Avoid the extreme daytime temperatures that often prevail at this time of year and take advantage of the cooler evening conditions
- Better meet the needs of both our older residents and younger families that have traditionally participated in these events
- Showcase both the Windsor Town Centre and the Hawkesbury River, where these events were held.
- Better utilise the limited resources available to run three significant events over a short period of time.

Whilst acknowledging the significance of Australia Day within the local community, it is suggested that the Australian Citizenship Ceremonies Code be amended to allow Councils to apply to the Commonwealth for an exemption in situation where local circumstance and conditions are relevant, for example extreme weather conditions.

Hawkesbury City Council currently holds a second Citizenship Ceremony in June or July each year. It is agreed that this Ceremony could be held on Australian Citizenship Day on 17 September in accordance with the proposed change in the Code.

Federal members of Parliament, if attending a ceremony, should read the Minister's message at citizenship ceremonies

Agreed. The Member for Macquarie is currently invited to attend and can be asked to read the Minister's message.

There will be a recommended standard of dress for ceremonies, which will be set by Councils. The attire of attendees at citizenship ceremonies should reflect the significance of the occasion. Conferees may wear national or cultural dress if they wish

Agreed. A dress code is currently advised by Council. This can be amended to remind attendees that they can also wear national or cultural dress.

Ceremonies must be scheduled to avoid parliamentary sitting days

Agreed. Hawkesbury currently has two ceremonies which are scheduled to avoid Parliamentary sitting days.

Financial Implications

The Government's proposed change to the Code which will require Council to hold their Citizenship Ceremony and other events on Australia Day will create an increased financial burden for Council as more staff will need to be employed to run the three events that need to be held on the one day.

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Council's draft submission suggests that the Australian Citizenship Ceremonies Code be amended to allow Councils to apply to the Commonwealth for an exemption in situation where local circumstance and conditions are relevant, for example extreme weather conditions. This would assist Council in minimising any financial implications.

Fit For The Future Strategy Considerations

The proposed changes will impact on Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks as additional resources will be required to satisfy the changes proposed as part of the Australian Citizenship Ceremonies Code.

Council's draft submission suggests that the Australian Citizenship Ceremonies Code be amended to allow Councils to apply to the Commonwealth for an exemption in situation where local circumstance and conditions are relevant, for example extreme weather conditions. This would assist Council in minimising any impacts on its adopted Fit For The Future Strategy.

Conclusion

The report addresses each of the amendments contained within the Australian Citizenship Ceremonies Code that has been circulated for comment.

Generally the amendments have been supported, as they can be readily incorporated into current practices.

However, in the case of the Citizenship Event proposed for Australia day, Council Officers have suggested that the Code could be amended to allow Councils to apply to the Commonwealth for an exemption in situation where local circumstance and conditions are relevant, for example extreme weather conditions.

RECOMMENDATION:

That Council's Australia Citizenship Ceremonies Code – Hawkesbury City Council submission, as attached as Attachment 2 to this report be forwarded to the Department of Home Affairs.

ATTACHMENTS:

- AT - 1** Australian Citizenship Ceremonies Code (distributed under separate cover)
- AT - 2** Australian Citizenship Ceremonies Code - Hawkesbury City Council Submission

oooO END OF REPORT Ooo

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AT 2: Australian Citizenship Ceremonies Code - Hawkesbury City Council Submission

Hawkesbury City Council Submission

Council has reviewed the Australian Citizenship Ceremonies Code (the Code) and other relevant Council Policies. Council appreciates the opportunity to make a submission regarding the proposed amendments, and would like to offer the following comments.

In general, Hawkesbury City Council is supportive of the updated Code and has provided a comment under each of the proposed key amendments:

- Local Council's will be required to hold a citizenship ceremony on Australia Day (26 January) and Australian Citizenship Day (17 September).
- Federal members of Parliament, if attending a ceremony, should read the Minister's message at citizenship ceremonies.
- There will be a recommended standard of dress for ceremonies, which will be set by Councils. The attire of attendees at citizenship ceremonies should reflect the significance of the occasion. Conferees may wear national or cultural dress if they wish.
- Ceremonies must be scheduled to avoid parliamentary sitting days

In the case of the Citizenship event proposed for Australia Day, Council Officers have suggested that the Code could be amended to allow Councils to apply to the Commonwealth for an exemption in situation where local circumstance and conditions are relevant, for example extreme weather conditions.

Local Council's will be required to hold a citizenship ceremony on Australia Day (26 January) and Australian Citizenship Day (17 September).

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- 'Australia Day on the Hawkesbury' a family friendly event – 4.00pm to 9.00pm

Ambient temperatures peaked at over 43 degrees during the course of these events, at times making conditions hazardous for participants, and the wider community.

Following community feedback and a risk assessment by Council, it was determined that holding the events in the evening would be preferred to allow community members (including older citizens and performers) to take advantage the cooler evening temperatures during the Citizenship and Australia Day Awards.

In 2019 Hawkesbury City Council held the Citizenship Ceremony and Australia Day awards on Australia Day eve, as follows:

- Citizenship Ceremony and BBQ – Regional Gallery – 5.30pm
- Awards - Regional Gallery – 7.30pm

On Australia Day, 26 January 2019, Council held the family fun afternoon, on the banks of the Hawkesbury River at Governor Phillip Park, commencing at 4.00pm. Again daytime temperatures exceeded 40 degrees. Over the course of the evening, as temperatures subsided, a crowd of over 5,000 people attended the event enjoying live entertainment, food and drink stalls, trucks, rides, interactive playground and fireworks.

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Holding the ceremonies and Australia Day events over two days was proposed and implemented in response to a number of issues including to:

- Avoid the extreme daytime temperatures that often prevail at this time of year and take advantage of the cooler evening conditions
- Better meet the needs of both our older residents and younger families that have traditionally participated in these events
- Showcase both the Windsor Town Centre and the Hawkesbury River, where these events were held.
- Better utilise the limited resources available to run three significant events over a short period of time.

Whilst acknowledging the significance of Australia Day within the local community, it is suggested that the Australian Citizenship Ceremonies Code be amended to allow Councils to apply to the Commonwealth for an exemption in situation where local circumstance and conditions are relevant, for example extreme weather conditions.

Hawkesbury City Council currently holds a second Citizenship Ceremony in June or July each year. It is agreed that this Ceremony could be held on Australian Citizenship Day on 17 September in accordance with the proposed change in the Code.

Federal members of Parliament, if attending a ceremony, should read the Minister's message at citizenship ceremonies

Agreed. The Member for Macquarie is currently invited to attend and can be asked to read the Minister's message.

There will be a recommended standard of dress for ceremonies, which will be set by Councils. The attire of attendees at citizenship ceremonies should reflect the significance of the occasion. Conferees may wear national or cultural dress if they wish

Agreed. A dress code is currently advised by Council. This can be amended to remind attendees that they can also wear national or cultural dress.

Ceremonies must be scheduled to avoid parliamentary sitting days

Agreed. Hawkesbury currently has two ceremonies which are scheduled to avoid Parliamentary sitting days.

oooO END OF REPORT Oooo

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INFRASTRUCTURE SERVICES

Item: 003 **IS - Road Naming Proposal Associated with DA0485/17 (1420 Kurmond Road)
Kurmond - (95495, 79346)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of a road naming proposal for a private road associated with DA0485/17.

EXECUTIVE SUMMARY:

An application has been received requesting that the road naming process be commenced for an approved subdivision in Kurmond that involves the creation of a new private road. The name Merrivale Court has been provided.

RECOMMENDATION SUMMARY:

That Council support the road naming proposal of Merrivale Court associated with DA0485/17 and forward the proposal to the NSW Geographical Names Board for final approval.

REPORT:

Context and Background

The subdivision at Lot 2 DP 805023, 1420 Kurmond Road, Kurmond was approved by Council on 10 May 2018 (DA0485/17).

The subdivision includes the creation of one new private road, connected to Kurmond Road which is to be built and maintained by the Community Association.

The applicant has provided a name for the private road. The name provided is Merrivale Court and is in connection with the name of the family farm located in Kurmond.

The name Merrivale Court conforms to the guidelines and principles as set out in the NSW Road Addressing Policy and the NSW Addressing User Manual. As this is a private road the matter is reported to Council for information only.

Detailed History, including previous Council decisions

13 June 2018

Council, at its meeting on 13 June 2018, resolved in part as follows:

“That:

2. Council develop a Naming Policy for its Roads, Buildings, Parks and Reserves.”

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A draft Policy for the Naming of Roads, Buildings, Features, Parks and Reserves has been prepared and is currently being reviewed internally. The draft Policy will be presented to a Councillor Briefing Session in the near future, prior to the matter being reported to Council for consideration.

Policy considerations

The following policies apply to the road naming proposal:

- NSW Addressing Policy No.2
- NSW Addressing User Manual

Consultation

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

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

4.2 Utilities

4.2.2 New development and infrastructure provision is aligned and meets community needs.

Discussion

The NSW Addressing Policy states that Local Government, regardless of Custodianship, are the Road Naming Authority for Private Roads and are responsible for endorsing the authoritative road name and ensuring it is approved by the NSW Geographical Names Board and gazetted in the NSW Government Gazette.

Although as the road name proposal is for a private road, Council is still required to endorse the name before it can be submitted to the NSW Geographical Names Board for approval, to complete the naming process.

Financial Implications

There are no financial implications applicable to this report.

Fit For The Future Strategy Considerations

This matter is not specifically aligned with any Fit For The Future Strategies.

Conclusion

This report recommends that Council should endorse the name Merrivale Court, as the proposal conforms to the guidelines and principles as set out in the NSW Road Addressing Policy and the NSW Addressing User Manual and submit the proposal to the NSW Geographical Names Board for final approval.

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RECOMMENDATION:

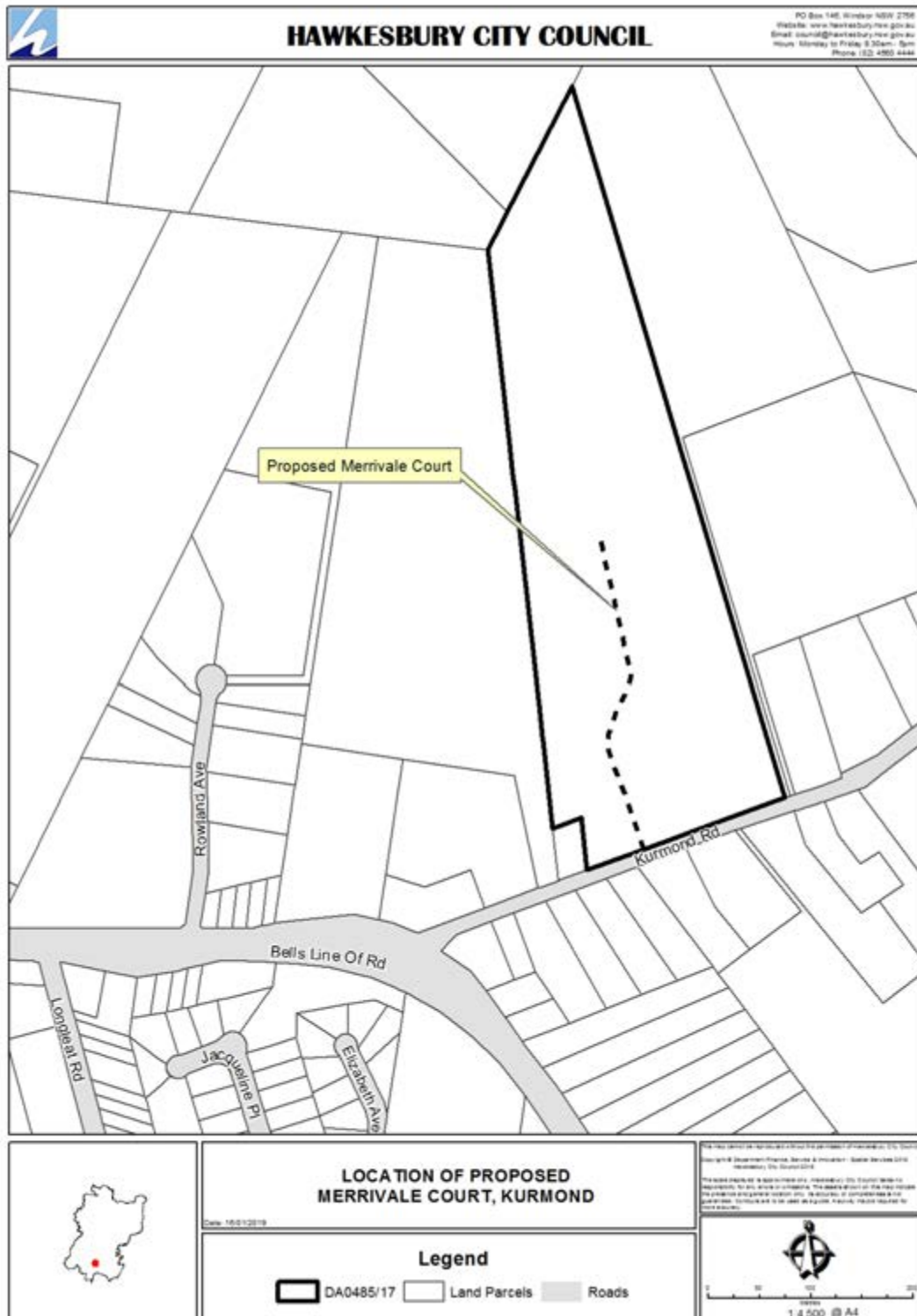
That the private road name of Merrivale Court, Kurmond, with connection to DA0485/17 be noted and submitted to the NSW Geographical Names Board for final approval.

ATTACHMENTS:

AT - 1 Locality Plan

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AT - 1 Locality Plan



oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 004 **SS - Monthly Investments Report - November 2018 - (95496, 96332)**

Previous Item: 150, Ordinary (26 June 2018)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to 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.

EXECUTIVE SUMMARY:

This report indicates that Council held \$58.6 million in investments at 30 November 2018 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION SUMMARY:

It is recommended that the Monthly Investments Report for November 2018 be received and noted.

REPORT:

Context and Background

The following table indicates that Council held \$58.6 million in investments as at 30 November 2018. Details of the financial institutions with which the investments were made, 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%	4,000,000	6.83%	
Tcorp*					1.85%	2,074,270	3.54%	
Total On-call Investments								6,074,270
Term Investments								
Bankwest	A1+	AA-	09-Oct-18	13-Dec-18	2.45%	1,000,000	1.71%	
Bankwest	A1+	AA-	19-Oct-18	21-Dec-18	2.45%	1,000,000	1.71%	
Bankwest	A1+	AA-	27-Jun-18	16-Jan-19	2.80%	1,000,000	1.71%	
Bankwest	A1+	AA-	08-Nov-18	22-Jan-19	2.55%	1,000,000	1.71%	
Bankwest	A1+	AA-	22-Feb-18	22-Feb-19	2.60%	500,000	0.85%	
Bankwest	A1+	AA-	22-Jun-18	27-Mar-19	2.80%	1,000,000	1.71%	
Bankwest	A1+	AA-	22-Jun-18	24-Apr-19	2.80%	1,000,000	1.71%	
Bankwest	A1+	AA-	03-Aug-18	03-May-19	2.80%	2,000,000	3.41%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	500,000	0.85%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	1,500,000	2.56%	

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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 \$
Bankwest	A1+	AA-	16-Aug-18	15-May-19	2.80%	2,000,000	3.41%	
Bankwest	A1+	AA-	24-Aug-18	22-May-19	2.80%	3,000,000	5.12%	
Bankwest	A1+	AA-	18-Jul-18	17-Jul-19	2.80%	1,000,000	1.71%	
CBA	A1+	AA-	13-Dec-17	13-Dec-18	2.57%	3,000,000	5.12%	
CBA	A1+	AA-	21-Dec-17	21-Dec-18	2.61%	1,000,000	1.71%	
CBA	A1+	AA-	12-Jan-18	16-Jan-19	2.63%	1,500,000	2.56%	
CBA	A1+	AA-	31-Jan-18	31-Jan-19	2.65%	2,500,000	4.27%	
CBA	A1+	AA-	14-Mar-18	14-Mar-19	2.66%	1,000,000	1.71%	
CBA	A1+	AA-	04-Apr-18	04-Apr-19	2.74%	1,000,000	1.71%	
CBA	A1+	AA-	14-Jun-18	17-Apr-19	2.74%	1,000,000	1.71%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	5.12%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.71%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.71%	
NAB	A1+	AA-	16-May-18	15-May-19	2.65%	2,000,000	3.41%	
NAB	A1+	AA-	06-Jun-18	19-Jun-19	2.75%	1,500,000	2.56%	
NAB	A1+	AA-	22-Jun-18	26-Jun-19	2.80%	1,000,000	1.71%	
NAB	A1+	AA-	27-Jun-18	26-Jun-19	2.80%	1,000,000	1.71%	
NAB	A1+	AA-	09-Oct-18	09-Oct-19	2.74%	1,500,000	2.56%	
NAB	A1+	AA-	19-Oct-18	16-Oct-19	2.75%	1,000,000	1.71%	
NAB	A1+	AA-	24-Oct-18	30-Oct-19	2.75%	1,000,000	1.71%	
NAB	A1+	AA-	08-Nov-18	06-Nov-19	2.73%	1,500,000	2.56%	
NAB	A1+	AA-	21-Nov-18	20-Nov-19	2.75%	1,500,000	2.56%	
Westpac	A1+	AA-	07-Feb-18	07-Feb-19	2.59%	2,000,000	3.41%	
Westpac	A1+	AA-	22-Feb-18	22-Feb-19	2.62%	500,000	0.85%	
Westpac	A1+	AA-	02-Mar-18	06-Mar-19	2.60%	1,000,000	1.71%	
Westpac	A1+	AA-	04-Apr-18	04-Apr-19	2.75%	1,500,000	2.56%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.71%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.71%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.85%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.85%	
Total Term Investments								52,500,000
TOTAL INVESTMENT AS AT 30 November 2018								58,574,270

*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	6,074,270	1.45%	Reserve Bank Cash Reference Rate	1.50%	-0.05%
Term Deposit	52,500,000	2.71%	UBS 90 Day Bank Bill Rate	1.94%	0.77%
Total	58,574,270	2.58%			

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Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	12,368,891
External Restrictions - Other	12,560,568
Internal Restrictions	17,566,801
Unrestricted	16,078,010
Total	58,574,270

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.

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.

Detailed History, including previous Council decisions

Council considered and adopted Council's Investment Policy on 26 June 2018.

Policy considerations

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.

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.

Consultation

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

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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.

Discussion

During the reporting period, the investment portfolio increased by \$1.3 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.

As at 30 November 2018, 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.

Financial Implications

The matters raised in this report have direct financial implications. The income applicable is provided for in the 2018/2019 Adopted Operational Plan.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain the organisational sustainability and achieve Fit for the Future financial benchmarks.

Conclusion

Council has investments totalling \$58.6 million as at 30 November 2018, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investments Report for November 2018 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 005 **SS - Monthly Investments Report - December 2018 - (95496, 96332)**

Previous Item: 150, Ordinary (26 June 2018)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to 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.

EXECUTIVE SUMMARY:

This report indicates that Council held \$60.1 million in investments at 31 December 2018 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION SUMMARY:

It is recommended that the Monthly Investments Report for December 2018 be received and noted.

REPORT:

Context and Background

The following table indicates that Council held \$60.1 million in investments as at 31 December 2018. Details of the financial institutions with which the investments were made, 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%	3,500,000	5.83%	
Tcorp*					1.85%	2,077,475	3.46%	
Total On-call Investments								5,577,475
Term Investments								
Bankwest	A1+	AA-	27-Jun-18	16-Jan-19	2.80%	1,000,000	1.66%	
Bankwest	A1+	AA-	08-Nov-18	22-Jan-19	2.55%	1,000,000	1.66%	
Bankwest	A1+	AA-	22-Feb-18	22-Feb-19	2.60%	500,000	0.83%	
Bankwest	A1+	AA-	22-Jun-18	27-Mar-19	2.80%	1,000,000	1.66%	
Bankwest	A1+	AA-	22-Jun-18	24-Apr-19	2.80%	1,000,000	1.66%	
Bankwest	A1+	AA-	03-Aug-18	03-May-19	2.80%	2,000,000	3.33%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	500,000	0.83%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	1,500,000	2.50%	
Bankwest	A1+	AA-	16-Aug-18	15-May-19	2.80%	2,000,000	3.33%	
Bankwest	A1+	AA-	24-Aug-18	22-May-19	2.80%	3,000,000	4.99%	
Bankwest	A1+	AA-	18-Jul-18	17-Jul-19	2.80%	1,000,000	1.66%	

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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 \$
CBA	A1+	AA-	12-Jan-18	16-Jan-19	2.63%	1,500,000	2.50%	
CBA	A1+	AA-	31-Jan-18	31-Jan-19	2.65%	2,500,000	4.16%	
CBA	A1+	AA-	14-Mar-18	14-Mar-19	2.66%	1,000,000	1.66%	
CBA	A1+	AA-	04-Apr-18	04-Apr-19	2.74%	1,000,000	1.66%	
CBA	A1+	AA-	14-Jun-18	17-Apr-19	2.74%	1,000,000	1.66%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	4.99%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.66%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.66%	
NAB	A1+	AA-	16-May-18	15-May-19	2.65%	2,000,000	3.33%	
NAB	A1+	AA-	06-Jun-18	19-Jun-19	2.75%	1,500,000	2.50%	
NAB	A1+	AA-	22-Jun-18	26-Jun-19	2.80%	1,000,000	1.66%	
NAB	A1+	AA-	27-Jun-18	26-Jun-19	2.80%	1,000,000	1.66%	
NAB	A1+	AA-	13-Dec-18	17-Jul-19	2.72%	3,000,000	4.99%	
NAB	A1+	AA-	13-Dec-18	10-Sep-19	2.73%	3,000,000	4.99%	
NAB	A1+	AA-	21-Dec-18	18-Dec-19	2.80%	2,000,000	3.33%	
NAB	A1+	AA-	09-Oct-18	09-Oct-19	2.74%	1,500,000	2.50%	
NAB	A1+	AA-	19-Oct-18	16-Oct-19	2.75%	1,000,000	1.66%	
NAB	A1+	AA-	24-Oct-18	30-Oct-19	2.75%	1,000,000	1.66%	
NAB	A1+	AA-	08-Nov-18	06-Nov-19	2.73%	1,500,000	2.50%	
NAB	A1+	AA-	21-Nov-18	20-Nov-19	2.75%	1,500,000	2.50%	
Westpac	A1+	AA-	07-Feb-18	07-Feb-19	2.59%	2,000,000	3.33%	
Westpac	A1+	AA-	22-Feb-18	22-Feb-19	2.62%	500,000	0.83%	
Westpac	A1+	AA-	02-Mar-18	06-Mar-19	2.60%	1,000,000	1.66%	
Westpac	A1+	AA-	04-Apr-18	04-Apr-19	2.75%	1,500,000	2.50%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.66%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.66%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.83%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.83%	
Total Term Investments								54,500,000
TOTAL INVESTMENT AS AT 31 December 2018								60,077,475

*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	5,577,475	1.47%	Reserve Bank Cash Reference Rate	1.50%	-0.03%
Term Deposit	54,500,000	2.73%	UBS 90 Day Bank Bill Rate	2.02%	0.71%
Total	60,077,475	2.62%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	12,467,370
External Restrictions - Other	11,948,558

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Restriction Type	Amount \$
Internal Restrictions	17,915,396
Unrestricted	17,746,151
Total	60,077,475

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.

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.

Detailed History, including previous Council decisions

Council considered and adopted Council's Investment Policy on 26 June 2018.

Policy considerations

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.

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.

Consultation

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

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

Discussion

During the reporting period, the investment portfolio increased by \$1.5 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.

As at 31 December 2018, 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.

Financial Implications

The matters raised in this report have direct financial implications. The income applicable is provided for in the 2018/2019 Adopted Operational Plan.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain the organisational sustainability and achieve Fit for the Future financial benchmarks.

Conclusion

Council has investments totalling \$60.1 million as at 31 December 2018, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investments Report for December 2018 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

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Item: 006 **SS - Pecuniary Interest Returns - Designated Persons - (95496, 96333)**

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to table two Disclosure of Pecuniary Interests and Other Matters Returns, which have been recently lodged by two Designated Persons, as required by Section 449(1) of the Local Government Act, 1993.

EXECUTIVE SUMMARY:

Councillors and other members of Council staff identified as Designated Persons under the Local Government Act are required to complete a Pecuniary Interest Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

Two such Returns have recently been lodged with the General Manager, and are now tabled at the first Council meeting held after the required lodgement dates.

RECOMMENDATION SUMMARY:

That the information be received and noted.

REPORT:

Context and Background

Councillors and other members of Council staff who hold a position involving the exercise of functions that, in their exercise, could give rise to a conflict between the person's duty as a member of staff and the person's private interest, are identified by Council as a "Designated Person", as defined by Section 441 of the Local Government Act.

Designated Persons are required by Section 449 of the Local Government Act to complete a Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

These Return forms must be lodged with the General Manager within three months of the Designated Person's date of commencement with Council, and must be tabled at the first Council meeting held after the required lodgement date.

Policy considerations

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:*

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- (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).

Consultation

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

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.

Discussion

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

Position	Return Date	Date Lodged
Executive Manager Operations	15 October 2018	6 November 2018
Technical Officer Trade Waste	17 September 2018	26 September 2018

The above Designated Persons have lodged their Section 449(1) Returns prior to the due dates (being three months after the Return Dates), 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 Returns are available for inspection, if requested.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted 2018/2019 Operational Plan, which will adversely impact on Council's financial sustainability.

Financial Implications

There are no financial implications applicable to this report.

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Conclusion

The Designated Persons have lodged their Section 449(1) Returns with the General Manager prior to the required due dates.

The Returns have now been tabled at a Council meeting as required by the Local Government Act, and are available for inspection if required.

RECOMMENDATION:

That the Section 449(1) Pecuniary Interest Returns be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

ORDINARY MEETING
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Meeting Date: 12 February 2019

Item: 007 **SS - Community Sponsorship Program - 2018/2019 - Round 2 - (95496, 96328)**

Previous Item: 211, Ordinary (28 August 2018)
 212, Ordinary (28 August 2018)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of applications for financial assistance to be determined under Round 2 of the Community Sponsorship Program for 2018/2019.

EXECUTIVE SUMMARY:

The report lists the 11 applications received under Round 2 of the 2018/2019 Community Sponsorship Program, the outcome of their assessment under the relevant guidelines, and the proposed level of financial assistance for the applications. The report also notes that a review of the program is currently underway which will address the objectives, assessment criteria and promotion of the program.

RECOMMENDATION SUMMARY:

The report proposes that Council approve the payment of financial assistance to organisations and individuals who have applied under Round 2 of the 2018/2019 Community Sponsorship.

REPORT:

Context and Background

The Community Sponsorship Program provides the opportunity for community groups and individuals to seek financial assistance from Council. The Program currently provides for five categories of financial assistance:

- Minor Assistance: funding to enable groups or individuals to participate in competitions and other events (up to \$500).
- Seeding Grants: funding for community & cultural programs or activities; community resources and minor capital works; and public education & awareness programs (up to \$3,000).
- Access to Community Facilities: 50% subsidy for hire of community facilities (up to \$500).
- Improvements to Council Facility: reimbursement of Development Application fees for renovations or additions to Council owned buildings or facilities (up to \$800).
- Accessibility Improvements: funding to improve accessibility to businesses and services in the Hawkesbury Local Government Area (up to \$3,000).

Detailed History, including previous Council decisions

The current Community Sponsorship Program commenced in 2007/2008 following a review of the previous Community and Cultural Grants and Donations Program.

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At its Ordinary meeting held on 13 March 2007, Council adopted a Community Sponsorship Policy based on the outcomes of the review of the previous Program, guidelines issued by the Independent Commission Against Corruption for public sector sponsorship, and the provisions of Section 356 of the *NSW Local Government Act (1993)*. Criteria and administrative arrangements for the Community Sponsorship Program were subsequently developed with implementation commencing in the 2007/2008 financial year.

In April 2008, Council resolved to enter into a long-term sponsorship agreement to fund the annual staging of the Hawkesbury Eisteddfod as a “flag ship cultural event”. In May 2013, Council resolved to renew the sponsorship agreement for a further five year period. In August 2018, Council resolved to renew the sponsorship agreement for a further year pending the outcome of a review of the Community Sponsorship Program. The review is underway with the outcomes to be presented to a Councillor Briefing Session in the near future. The review is intended to assess and update the objectives and of the Program and refocus the provision of the financial assistance under the Program with the key directions and strategies within the Hawkesbury Community Strategic Plan. The review will also touch on the eligibility and assessment criteria for the Program and how it is marketed and promoted. It is envisaged that subject to Council approval, the revised Program would commence on 1 July 2019.

In October 2016, Council also resolved to enter into a long-term sponsorship agreement to cover rental costs for the Women’s Cottage as a ‘special’ category of financial assistance under the Community Sponsorship Program.

Community Sponsorship Program (2018/2019)

Total Budget for Financial Year 2018/2019	\$86,866
Less Allocation for Hawkesbury Eisteddfod	\$22,318
Less Allocation for The Women’s Cottage	\$22,399
Less Allocation under Round 1 2018/2019	<u>\$20,553</u>
Balance remaining	<u>\$21,596</u>

In accordance with Council’s Community Sponsorship Policy, applications for community sponsorship under Round 2 of the Community Sponsorship Program 2018/2019 were called for and 11 applications were received.

Assessment of 2018/2019 Round 2 Applications

In total 11 applications are presented for Council’s consideration under Round 2 of the 2018/2019 Program. The opportunity to apply for funding under Round 2 was advertised on Council’s website, on Hawkesbury eNews and included in information provided to interagency meetings attended by Council staff.

The following three tables summarise the applications received and the proposed level of financial assistance.

Minor Assistance Category: Seven Applications were received under this category. The Community Sponsorship Guidelines provide for Council to contribute \$150 to the cost of Hawkesbury residents participating in sporting competitions or cultural events where they have been selected to represent the Hawkesbury in district, state, national or international events.

Applicant	Proposal	Recom. Amount
1. Ashleigh Hill	Representative Karate - Oceania Karate Championships, Auckland, New Zealand, May 2018	\$150
2. Thomas Hill	Representative Karate - Oceania Karate Championships, Auckland, New Zealand, May 2018	\$150
3. James Hill	Representative Karate – Oceania Karate Championships, Auckland, New Zealand, May 2018	\$150
4. Erik Clifton	Representative Indoor Netball – 2018 Indoor Netball Australia	\$150

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	Junior Nationals, Gold Cost, Queensland, December 2018	
5. Sandy Freeman	Representative Swimming – Special Olympics World Games, Abu Dhabi, March 2019.	\$150
6. William McGregor	Representative Baseball – Thanksgiving Turkey Baseball Tournament, Singapore November 2018	\$150
7. Danielle Beecroft	Representative BMX and Mountain Bike Riding - Union Cyclist Internationale World Cup, Rotorua New Zealand, March 2019.	\$150

Access to Community Facilities Category. One Application was received under this category

Applicant	Proposal	Recom. Amount
8. Glossodia Public School	Hire of Windsor Function Centre for School Presentation Evening.	\$433

Seeding Grant Category. Three Applications were received under this category. Under this category Council can provide up to \$3,000 in financial assistance for community projects that address the needs of the community which are consistent with the objectives and aims of Council's adopted plans.

Applicant	Proposal	Recom. Amount
9. Kurrajong Community Forum Inc.	Purchase of decorations for Kurrajong Village and Park (amount requested \$1,000). The proposal is consistent with Council's objectives to support the revitalisation of towns and villages and to encourage the active involvement of residents in the management of public spaces in the Hawkesbury.	\$1,000
10. Windsor South Public School Parents & Citizens Association	Purchase and installation of water tank and pump for use in school gardens and to promote environmental sustainability to the students (amount requested \$3,000). The proposal is consistent with Council's objectives to encourage resource recovery and reuse, and a reduced ecological footprint.	\$3,000
11. Richmond Literary Institute [Est 1861] Inc.	Contribution to repairs at the Richmond School of Arts (amount requested \$3,000). The works involved include the repair and painting of walls, door jambs, skirting boards, windows and architraves in hallways and storage rooms. The proposal is consistent with Council's objectives to provide quality shared spaces which can support the community's health and lifestyle and celebrate cultural and civic life.	\$3,000

TOTALS	Minor Assistance (Seven Applications)	\$1,050
	Access To Community Facilities (One Application)	\$ 433
	Seeding Grants (Three Applications)	\$7,000
	Total Recommended under Round 2	\$8,483

There are sufficient funds to cover the total recommended amount of \$8,483 for Round 2 of the 2018/2019 Community Sponsorship Program leaving a balance of \$13,113 for allocation in further rounds.

Policy considerations

The Council policy relevant to Council's decision in this matter is the Community Sponsorship Policy which was adopted by Council in March 2007. The recommendations within this report are consistent with the Policy.

Consultation

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

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Directions and Strategies within the CSP.

Our Community

2.3 Community partnerships continue to evolve

2.3.1 Encourage and facilitate community partnerships.

2.4 Community wellbeing and local services

2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.

Financial Implications

The expenses associated with this matter have been provided for in Component 12 - Section 356 Expenditure of the 2018/2019 Adopted Operational Plan.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to continue to provide and maintain service levels to meet established community expectations as budgeted for in the Long-Term Financial Plan.

Conclusion

The approval of the applications received under Round 2 will enable Council to continue its commitment to providing financial assistance to volunteer groups, community organisations and individuals for works and projects which benefit residents and deliver on community priorities identified in Council's adopted Plans.

RECOMMENDATION:

That Council:

1. Approve payments of Section 356 Financial Assistance to the organisations and individuals listed and at the level recommended in the tables in this report.
2. Approve the execution of Council's standard Sponsorship Agreement for Applications 9, 10 and 11, as identified in the tables in this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

ordinary

section 4

reports
of committees

ORDINARY MEETING

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SECTION 4 – Reports of Committees

Item: 008 **ROC - Audit Committee - 5 December 2018 - (95496, 91369, 79351)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Audit Committee meeting, held on 5 December 2018.

RECOMMENDATION SUMMARY:

Item 3 contained within the Minutes attached as Attachment 1 to this report of the Audit Committee has policy or financial implications to Council, and as such requires special consideration by Council.

In relation to all other Items and General Business, as they have no policy or financial implications for Council, they are presented for information only.

REPORT:

Discussion

The Audit Committee met on 5 December 2018 and discussed the following items:

Reports

- Item 1 2017/2018 and 2018/2019 Internal Audit Programs Update
- Item 2 Internal Audit Management Action List and Summary Report - November 2018
- Item 3 Review of Council's Risk Register - Potential Risks
- Item 4 Waste Management Facility and Environmental Management Plan Compliance Review
- Item 5 Developer Contributions Review
- Item 6 Committee Self-Assessment Review for the period September 2017 - September 2018
- Item 7 Finance Reports
- Item 8 Audit - 2017/2018 General Purpose and Special Purpose Financial Statements
- Item 9 Meeting Dates for 2019

General Business

- Item A Risk Register Review - Final Report
- Item B External Auditors
- Item C Committee Contact Details

Item 3 has policy or financial implications and requires Council's endorsement.

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Item 3 - Review of Council's Risk Register - Potential Risks

In June 2018 Council engaged InConsult Pty Limited to conduct a review of Council's Corporate Risk Register, originally prepared in August 2010.

The purpose of the review was to:

- achieve a greater understanding of Council's current risk exposure
- identify potential actions and controls that Council could implement to manage these risks to an acceptable level.

At its meeting on 12 September 2018, the Audit Committee considered an interim report in relation to the Risk Register Review. In doing so the Audit Committee resolved to request the General Manager to prepare a report outlining how the Council might begin the process of addressing the following potential risks outlined in the preliminary findings of the Risk Register Review:

- Policy for flood prone land
- Infrastructure and contribution planning
- Asbestos management
- Governance in relation to third party organisations
- Management of volunteers
- Cemetery management

At a subsequent Council meeting held on 30 October 2018, Council endorsed the Audit Committee recommendation.

Options for addressing Corporate Risks

A number of the issues identified in the interim report are already in hand and are being actively pursued within the organisation. For example, in the case of:

- Policy for flood prone land

In mid-2017 the State Government released its Resilient Valley Resilient Communities – The Hawkesbury Nepean Valley Flood Risk Management Strategy.

In response Council engaged consultants to advise it on the development of a Council response to the State Government Strategy.

All Councils located within the Hawkesbury Nepean Valley are currently awaiting the release of the:

- Final Flood Strategy
- Final Flood Data and Flood Levels
- The re-interpretation/ re-definition / re naming of the Probable Maximum Flood (PMF)

Until this information is released, Council is unable to progress the resolution of this matter any further.

- Infrastructure and contribution planning

A report in relation to the Review of Developer Contributions was considered by the Audit Committee. The report contains numerous observations as to how this area of Council operations can be better managed, in particular:

- Better tracking of finances, including payments, costings and expenditure against outcomes
- The development and implementation of Policies and Procedures – in relation to matters such as land acquisition and the review of plans

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- Monitoring Voluntary Planning Agreements and Work's In Kind Arrangements
- The multiplicity of plans and there co-ordination

The Management Executive Group have also considered the Audit report and in response an internal team is being established to work across the organisation in addressing the findings of the Audit Report.

- Asbestos management

At its meeting on 28 August 2018 Council adopted its Asbestos Policy – Refer Item 207
http://www.hawkesbury.nsw.gov.au/_data/assets/pdf_file/0003/115725/ORD_AUG2_BP_Att1toltem207.pdf

Council staff are currently in the process of developing the Implementation Plan for the Asbestos Policy, including:

- Confirming responsibilities
- Developing systems and procedures
- Developing workflows

Once this has been completed an accompanying training program will be developed to facilitate the rollout of the Policy across the organisation.

- Management of volunteers

Volunteers currently support the activities of Council relation to such diverse issues as:

- The operation of the Gallery, Library, Museum and Animal Shelter
- Bush care and bushland regeneration
- Gardening and maintenance activities in rural villages.

Improving arrangements for volunteers was identified in the development of the 2018/2019 Operational Plan and resources were allocated to provide more comprehensive policy, recruitment, training and supervision in respect of volunteers.

A report is currently being prepared for consideration by the Management Executive Group, subsequent to which it will be presented to the Staff Consultative Committee for their consideration and endorsement.

Notwithstanding the above progress, action is still required in respect of the following matters as highlighted in the interim report in relation to the Risk Register.

- Governance in relation to third party organisations

It is proposed to engage InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue. Key features of the program are likely to include:

- Confirming all third party relationships that are currently in place across the organisation – e.g. Peppercorn Services, Sister Cities, Hawkesbury Sports Council, Hawkesbury River County Council
- Identifying “Best Practice” examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council
- Engaging with each organisation/entity to:
 - Explain the purpose of the project i.e. to identify and manage Council risks in relation to the activities that the third party undertake on behalf of Council
 - Evaluation of the third party against “Best Practice”

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- The identification of any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.
- The identification of any opportunities to better manage the relationship and thereby mitigate potential risks going forward.

At this point in time it is not proposed to initiate a formal Audit in respect of this issue. As such it is recommended that the progression of this initiative be reported back to the Audit Committee.

- Cemetery management

Council staff have developed a Business Process Improvement methodology, an outline of which will be presented to the Audit Committee. Council has also recruited a Business Analyst and has commenced the process of recruiting an Organisation Development Officer to support the Business Process Improvement Program. Cemetery Management will be added to the future works program in relation to Business Process Improvement.

The Audit Committee, at its meeting on 5 December 2018, considered this matter and resolved as follows:

"That Council:

1. *Note the approaches suggested by the General Manager as to how the Council might begin the process of addressing the potential risks outlined in the preliminary findings of the Risk Register Review.*
2. *Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:*
 - a. *The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue*
 - b. *Key features of the program are likely to include:*
 - i. *Confirming all third party relationships that are currently in place across the organisation*
 - ii. *Identifying "Best Practice" examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council*
 - iii. *Engaging with each organisation/entity to:*
 - *Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council*
 - *Evaluate the third party against "Best Practice"*
 - *Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.*
 - *Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward*
 - c. *The progression of this initiative be reported back to the Audit Committee.*
3. *Note the Business Process Improvement methodology outlined in the report, and endorse Cemetery Management being added to the future works program in relation to Business Process Improvement."*

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RECOMMENDATION:

That in relation to the Minutes of the Audit Committee Meeting held on 5 December 2018:

1. Council receive and note the Committee Minutes in respect of Items 1, 2, 4, 5, 6, 7, 8 and 9, and General Business.
2. Council endorse the Committee Recommendation in respect of Item 3, namely:

"That Council:

1. *Note the approaches suggested by the General Manager as to how the Council might begin the process of addressing the potential risks outlined in the preliminary findings of the Risk Register Review.*
2. *Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:*
 - a. *The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue*
 - b. *Key features of the program are likely to include:*
 - i. *Confirming all third party relationships that are currently in place across the organisation*
 - ii. *Identifying "Best Practice" examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council*
 - iii. *Engaging with each organisation/entity to:*
 1. *Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council*
 2. *Evaluate the third party against "Best Practice"*
 3. *Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.*
 4. *Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward*
 - c. *The progression of this initiative be reported back to the Audit Committee.*
3. *Note the Business Process Improvement methodology outlined in the report, and endorse Cemetery Management being added to the future works program in relation to Business Process Improvement."*

ATTACHMENTS:

AT - 1 Minutes - Audit Committee - 5 December 2018.

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AT - 1 Minutes - Audit Committee - 5 December 2018

The meeting commenced at 4.14pm.

Present:	Councillor Paul Rasmussen, Hawkesbury City Council Councillor John Ross, Hawkesbury City Council Ms Nisha Maheshwari, Community Representative
Apologies:	Mr Craig Bennett, Community Representative Ms Ellen Hegarty, Community Representative
In Attendance:	Mr Peter Conroy, Hawkesbury City Council Mr Laurie Mifsud, Hawkesbury City Council Ms Emma Galea, Hawkesbury City Council Mr Chris Amit, Hawkesbury City Council Ms Lynne Bruce - Internal Audit Coordinator, The Centium Group Ms Yas Wickramasekera, The Centium Group Mr Kenneth Leung, Audit NSW - By Conference Call Mr Alexio Chibika, PricewaterhouseCoopers - By Conference Call Ms Jan Readford, Minute Secretary, Hawkesbury City Council

Mr Chris Amit left the meeting at 5.10pm.

Mr Alexio Chibika and Mr Kenneth Leung joined the meeting at 5.40pm by conference call for Item 8, and then left the meeting at 6.12pm.

Ms Wickramasekera and Ms Bruce left the meeting at 5.39pm.

REPORT:

RESOLVED on the motion of Councillor Paul Rasmussen and seconded by Councillor John Ross that the apologies be accepted.

Attendance Register of Audit Committee

Member	5/12/2018
Councillor Paul Rasmussen	✓
Councillor John Ross	✓
Councillor Patrick Conolly (Alternate)	N/A
Mr Craig Bennett	A
Ms Ellen Hegarty	A
Ms Nisha Maheshwari (Chair)	✓

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Paul Rasmussen and seconded by Councillor John Ross that the Minutes of the Audit Committee held on the 12 September 2018, be confirmed.

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SECTION 3 - Reports for Determination

Item: 1 AC - 2017/2018 and 2018/2019 Internal Audit Programs Update - (95496, 91369, 79351)

Division: Support Services

DISCUSSION:

- The Committee noted the 2017/2018 Internal Audit Program has now been finalised.
- Ms Maheshwari noted that the Committee, at its previous meetings, was in agreement with having a similar scope to allow management to work on the recommendations that came through. It is good to hear that there has been a start on Items 3 and 4 in the 2018/2019 Internal Audit Program.
- Ms Wickramasekera advised that the Procurement Review will be an extensive piece of work and will take a significant amount of time and resources. Ms Maheshwari noted that it is scheduled over two quarters.

OFFICER'S RECOMMENDATION:

That:

1. The progress against the 2017/2018 Internal Audit Program, as attached in Attachment 1 to this report, be received and noted.
2. The progress against the 2018/2019 Internal Audit Program, as attached in Attachment 2 to this report, be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That:

1. The progress against the 2017/2018 Internal Audit Program, as attached in Attachment 1 to this report, be received and noted.
2. The progress against the 2018/2019 Internal Audit Program, as attached in Attachment 2 to this report, be received and noted.

Item: 2 AC - Internal Audit Management Action List and Summary Report - November 2018 - (95496, 79351, 91369)

Division: Support Services

DISCUSSION:

- Mr Mifsud advised that overall the overdue actions, since the last update, have dropped from eight down to three. In future, all completed actions will be dropped off. There is currently one 'Significant' action that is overdue.

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- Cllr Rasmussen, being a member of Council's CivicRisk West/ CivicRisk Mutual Committee, enquired about claims that are reported, some significant, in terms of risk. Ms Wickramasekera advised that these are captured through Council's WHS process and risk process, and by management. Mr Conroy indicated that Council has not had a proper approach in the past to enterprise risks, however, this is now being built into Branch Manager's Business Plans. In time, this will be reported to the Audit Committee.
- Mr Conroy advised that in the recent past, Council did have a resource in WHS, however the position did not expand to include the full scope of the enterprise risk process. Considerable work has been undertaken in this area by the Director Support Services and Chief Financial Officer, and Council plans to appoint a new resource by mid-2019.

OFFICER'S RECOMMENDATION:

That the attached Internal Audit Action List and Summary Report be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the attached Internal Audit Action List and Summary Report be received and noted.

Item: 3 AC - Review of Council's Risk Register - Potential Risks (95496, 79351, 91369)

Directorate: General Manager

DISCUSSION:

- Mr Conroy referred to Council's appointment of InConsult Pty Ltd, and the subsequent request by the Audit Committee at its last meeting on 12 September 2018, for an interim report on the potential risks outlined in the preliminary findings of the Risk Register Review. Mr Conroy advised that a number of the actions identified in the preliminary findings are underway, particularly in respect of the management of volunteers, asbestos and cemetery management.
- Ms Maheshwari enquired about the background of Council's consultant, InConsult Pty Ltd. Mr Mifsud advised that InConsult Pty Ltd is a leader in risk management, business continuity, and governance in local government, with a number of specialist staff. Mr Conroy advised that InConsult Pty Ltd are also engaged by Civic Risk Mutual to carry out work.

OFFICER'S RECOMMENDATION:

That the Audit Committee:

1. Note the approaches suggested by the General Manager as to how the Council might begin the process of addressing the potential risks outlined in the preliminary findings of the Risk Register Review.
2. Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:
 - a. The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue

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- b. Key features of the program are likely to include:
 - i Confirming all third party relationships that are currently in place across the organisation
 - ii Identifying “Best Practice” examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council
 - iii Engaging with each organisation/entity to:
 - Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council
 - Evaluate the third party against “Best Practice”
 - Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.
 - Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward
 - c. The progression of this initiative be reported back to the Audit Committee.
3. Note the Business Process Improvement methodology outlined in the report, and endorse Cemetery Management being added to the future works program in relation to Business Process Improvement.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor John Ross, seconded by Councillor Paul Rasmussen.

That Council:

- 1. Note the approaches suggested by the General Manager as to how the Council might begin the process of addressing the potential risks outlined in the preliminary findings of the Risk Register Review.
- 2. Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:
 - a. The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue
 - b. Key features of the program are likely to include:
 - i Confirming all third party relationships that are currently in place across the organisation
 - ii Identifying “Best Practice” examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council
 - iii Engaging with each organisation/entity to:
 - Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council
 - Evaluate the third party against “Best Practice”
 - Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.
 - Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward
 - c. The progression of this initiative be reported back to the Audit Committee.

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3. Note the Business Process Improvement methodology outlined in the report, and endorse Cemetery Management being added to the future works program in relation to Business Process Improvement.

Item: 4 AC - Waste Management Facility and Environmental Management Plan Compliance Review - (95496, 91369, 79351)

Division: Support Services

DISCUSSION:

- Mr Conroy referred to Council's review of its Work Health Safety System and advised that, in time it is likely that the Environmental Management System will be incorporated into the same program.
- Mr Amit advised that Council has taken remediation measures with erosion. A consultant has been engaged to develop an Erosion Control Plan and a Sediment Control Plan. The Community Recycling Centre (CRC) has been commissioned, and will cater for recycled waste.
- Ms Maheshwari referred to the delay in submitting the Environment Protection Authority (EPA) Annual Return and to the administrative process to ensure this occurs at the required time. Cllr Rasmussen also enquired if the EPA sends out a reminder notice. Mr Amit indicated that Council does provide its returns within the required timeframes, however, there have been two instances in the past of delays in providing returns. Protocols have been put into place to ensure this does not occur in the future. Mr Amit also advised that the EPA does provide a reminder.
- Ms Wickramasekera referred to 2.1 and the reference to stockpiles and inadequate controls, and 2.3 with inadequate supervision of the tip face. Mr Amit suggested that Council look at resourcing this area for when a load is being placed, and also suggested that further scrutiny be given to the sharing of duties in the area.
- Cllr Ross suggested that should Council staff not have enough time to review the site in terms of the aspects raised by the audit, then could consideration be given to engage consultants already engaged to conduct works at the Waste Management Facility, to review the aspects raised by the audit. Mr Conroy advised that this will be investigated.

OFFICER'S RECOMMENDATION:

That the Internal Audit Report prepared by The Centium Group Pty Ltd on Council's Waste Management Facility and Environmental Management Plan, and included as Attachment 1 to this report, be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the Internal Audit Report prepared by The Centium Group Pty Ltd on Council's Waste Management Facility and Environmental Management Plan, and included as Attachment 1 to this report, be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 February 2019

Item: 5 **AC - Developer Contributions Review - (95496, 91369, 79351)**

Division: Support Services

DISCUSSION:

- Ms Galea referred to Item 8 on the Audit Committee Agenda, relating to the handover process in place for assets, and advised that currently the process relies on staff to complete the correct documentation and provide it to the correct staff member.
- Cllr Rasmussen enquired if the process associated with Developer Contributions can be automated, as it appears complex. Ms Galea agreed that process improvement is required, and that to commence this process, Council has already established a workflow process for new starters, which has been successful. A Working Group has also been formed to work through the process and to ensure all processes are captured.
- Ms Wickramasekera advised that the same review has been conducted across other councils, and the issues are the same, with the biggest being framework.
- Ms Galea advised if Council automates the process, there will be less risk. The system relies on the capture of the right data. In terms of delivery, it sits with the person signing off. There is a process where a developer is required to be there, and an engineer would sign as owner of the project. A lot of assets are captured at the end when checks are done, and Council will automate this process.
- Ms Galea advised that when Council did the work for Fit for the Future (FFTF) we tried to capture everything that needs to go into Council's Long Term Financial Plan. Managers are also now responsible for putting it into their works plans.
- Mr Conroy advised that one of the essential things with Development Applications is to follow the established process, and to ensure the Section 64 contributions are calculated correctly and applied to those properties that would be eligible for these contributions.

OFFICER'S RECOMMENDATION:

That the Internal Audit Report prepared by The Centium Group on Developer Contributions, included as Attachment 1 to this report, be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor John Ross, seconded by Councillor Paul Rasmussen.

That the Internal Audit Report prepared by The Centium Group on Developer Contributions, included as Attachment 1 to this report, be received and noted.

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Item: 6 AC - Committee Self-Assessment Review for the period September 2017 - September 2018 - (95496, 91369, 79351)

Division: Support Services

DISCUSSION:

- Mr Mifsud advised that in accordance with the Audit Committee Charter, the five Audit Committee members completed the Audit Committee Self-Assessment template. The overall rating based on the responses from all five Audit Committee members, for all the criteria, averaged 4.4 out of 5.
- The Audit Committee Self-Assessment Review will be conducted annually in September.
- The Self-Assessment Review period of September 2017 - September 2018, coincided with the time of year the Audit Committee commenced its term, and coincides with the appointment of Council's Committees.

OFFICER'S RECOMMENDATION:

That the information regarding the Audit Committee Self-Assessment detailed in this report is received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the information regarding the Audit Committee Self-Assessment detailed in this report is received and noted.

Item: 7 AC - Finance Reports - (95496, 79351, 91369)

Division: Support Services

DISCUSSION:

- Cllr Rasmussen noted that the Finance Reports had also been reported to Council.

OFFICER'S RECOMMENDATION:

That the information regarding the September 2018 Budget Review Statement and the October 2018 Investment Report, be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the information regarding the September 2018 Budget Review Statement and the October 2018 Investment Report, be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
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Item: 8 AC - Audit - 2017/2018 General Purpose and Special Purpose Financial Statements - (95496, 79351, 91369)

Division: Support Services

DISCUSSION:

- Ms Galea welcomed Mr Kenneth Leung, of the NSW Audit Office and Mr Alexio Chibika, of PricewaterhouseCoopers, who joined the meeting by conference telephone.
- Mr Chibika advised that the NSW Audit Office gave a presentation on the 2017/2018 General Purpose and Special Purpose Financial Statements at the Council Meeting held on 13 November 2018.
- Mr Chibika highlighted the following areas for attention by Council, resulting from the audit conducted by the NSW Audit Office, and Ms Galea indicated, as follows:
 - **Fair value assessment for Council's infrastructure, property, plant and equipment**
 - The existing process for the review of fair value will be documented and carried out on an annual basis, commencing 2019/2020.
 - Detailed explanation for a significant drop in valuation will be sourced from the Valuer, and system specific in-house assessments will commence earlier.
 - **Revaluation process of Council land**
 - A procedure will be developed to ensure the accurate recording in Council's Fixed Asset Register of Crown Land in line with the Department of Industry's – Crown Land Register.
 - **Assessment of Fire Services Assets**
 - The value of the Fire Services' Red Fleet, with an approximate value of \$5.1 million, and not recognised in the Financial Statements, will be reconsidered in the next audit by the NSW Audit Office. Council will reapproach NSW Fire Services for its list of Red Fleet.
 - **Assessment of New Australian Accounting Standards**
 - Staff will attend the Office of Local Government information sessions in February 2019, and Council will engage resources to conduct a formal process of review of the impact the new Accounting Standards, so that changes are implemented ahead of time.
- Ms Galea advised that Council has a plan to address all the issues raised in the audit, which will include a request to the NSW Audit Office to review the Terms of Reference for the next audit, to minimise the risk that anything has been overlooked, and to obtain confirmation that Council is doing the right thing.

OFFICER'S RECOMMENDATION:

That the information regarding the 2017/2018 General Purpose and Special Purpose Financial Statements and associated Schedules, as detailed in this report and attachments, is received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the information regarding the 2017/2018 General Purpose and Special Purpose Financial Statements and associated Schedules, as detailed in this report and attachments, is received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
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Item: 9 AC - Meeting Dates for 2019 - (95496, 91369, 79351)

Division: Support Services

OFFICER'S RECOMMENDATION:

That the Audit Committee meeting dates for 2019, as outlined in the report, be approved.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the Audit Committee meeting dates for 2019, as outlined in the report, be approved.

SECTION 4 - General Business

A. Risk Register Review - Final Report

Mr Mifsud advised that in regard to the Final Report of the Risk Register Review:

- There is still a volume of work to be finalised.
- The consultant has interviewed all the managers throughout the organisation. Managers are now reviewing their risk registers.
- Directors will review the content of risk registers for each branch.
- A report will then go to MANEX before being reported to the Audit Committee.

B. External Auditors

Ms Galea advised that Council's new External Auditors will attend the next meeting to be held in March 2019.

C. Committee Contact Details

Councillor Ross referred to Mr Bennett's notification regarding his attendance at this meeting, and requested that the contact details for the Audit Committee members, that is, email and telephone, be circulated to the Audit Committee. Mr Mifsud advised the list will be provided.

The meeting terminated at 6.27pm.

Submitted to and confirmed at the meeting of the Audit Committee held on 20 March 2019.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 February 2019

Item: 009 **ROC - Local Traffic Committee - 14 January 2019 - (80245)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 14 January 2019. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

RECOMMENDATION SUMMARY:

The matters contained within the attached minutes of the Local Traffic Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes are to be adopted by Council.

REPORT:

Discussion

The Local Traffic Committee met on 14 January 2019 and discussed the following items:

- Special Event Traffic - Pitt Town Anzac Day Memorial Service 2019

RECOMMENDATION:

That the minutes of the Local Traffic Committee held on 14 January 2019 be received and the recommendations therein be adopted and noted.

ATTACHMENTS:

AT - 1 Minutes - Local Traffic Committee - 14 January 2019

ORDINARY MEETING
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AT - 1 Minutes - Local Traffic Committee - 14 January 2019

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on 14 January 2019, commencing at 3:15pm.

ATTENDANCE

Present: Mr Christopher Amit, Hawkesbury City Council, (Chair)
Councillor Peter Reynolds, Hawkesbury City Council

Apologies: Ms Tina Kaur, Roads and Maritime Services
Mr Steve Grady, Busways
Inspector Peter Jenkins, NSW Police Force
Snr Constable Damien Mitchell, NSW Police Force

In Attendance: Mrs Traey Kelly, Hawkesbury City Council

Mr Christopher Amit advised the Committee that the position of Chair is to be undertaken in accordance with RMS (formerly RTA) Guidelines "Delegation to Councils for Regulation of Traffic" Section 5.3 which states that the meeting is to be convened by a Council Representative, either voting or non-voting. On this basis Mr Amit is to take up the position of the Chair for this meeting as agreed to with Councillor Reynolds.

The Chairman tendered an apology on behalf of Ms Tina Kaur, Roads and Maritime Services advising that Ms Tina Kaur, Roads and Maritime Services concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on their behalf.

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Christopher Amit that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the Motion of Councillor Peter Reynolds, seconded by Mr Christopher Amit, that the Minutes from the previous meeting held on Monday, 12 November 2018 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Pitt Town Anzac Day Memorial Service 2019 - (Hawkesbury) - (80245, 80293)

REPORT:

An application has been received from the Pitt Town Progress Association seeking approval (in traffic management terms) to conduct the Pitt Town Anzac Day Memorial Service 2019, on Thursday, 25 April 2019.

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The event organiser has advised:

- The event is a Memorial Service commemorating Anzac Day.
- This is the tenth year the event is being run and is the second year an application relating to traffic management has been provided to Council.
- Approximately 450 spectators/participants are expected for the event.
- The event will be conducted between 7:30am and 11:30am, which includes set up and packdown.
- The event location is adjacent to No. 81 Bathurst Street, Pitt Town (The Bird in The Hand – Inn).
- It is anticipated that the majority of people attending the event will walk to the site from surrounding residences and any parking of vehicles will be undertaken in surrounding streets.
- The following Road Closures are proposed:
 - Bathurst Street extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Eldon Street at Grenville Street.
 - Grenville Street at Eldon Street.
 - Bathurst Street at Chatham Street.
 - Bathurst Street at Buckingham Street.
 - Traffic will be detoured around the event site.
 - Road Closures will be between 7am and 11:30am.
- Authorised Traffic Controllers will be used to implement all traffic control measures.
- No live traffic will be entering the event whilst it is taking place.
- Consultation has been undertaken with adjoining property owners along the proposed road closures with concurrence provided by the property owners.
- Existing access to private properties affected by the event shall be maintained during the event or alternative access arrangements acceptable to the property owners/tenants shall be made.

Details of the traffic control measures are contained in Attachment 1.

Discussion

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may impact minor traffic and transport systems, which includes the proposed road closures, and there may be a low scale disruption to the non-event community.

The following Road Closures are proposed for Thursday, 25 April 2019, between 7am and 11:30am:

- Bathurst Street extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
- Eldon Street at Grenville Street.
- Grenville Street at Eldon Street.
- Bathurst Street (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
- Bathurst Street at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street.

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Traffic from Church Street and Bathurst Street between Church Street and Buckingham Street will be permitted to travel in a northerly direction towards Buckingham Street.

- Traffic will be detoured around the event site utilising Buckingham Street and Chatham Street.
- Road Closures will be between 7am and 11:30am.
- Adjoining property owners have been consulted and are supportive of the event.
- Access to adjacent properties will be maintained where possible in consultation with the property owners.
- The speed limit in the vicinity of the event site for the local roads is 50kph, with Bathurst Street and Chatham Street within the state network being 60kph.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6430619):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP),
5. Traffic Control Plan for the proposed road closures,
6. Copy of the application to the NSW Police Force.

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) are to be submitted to the Transport Management Centre (TMC) for authorisation due to the proposed road closures.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Pitt Town Anzac Day Memorial Service event planned for Thursday, 25 April 2019 between 7am and 11:30am be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures:
 - Road Closure; Bathurst Street, Pitt Town extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Road Closure; Eldon Street, Pitt Town at Grenville Street.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 February 2019

- Road Closure; Grenville Street, Pitt Town at Eldon Street.
- Road Closure; Bathurst Street, Pitt Town (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
- Road Closure; Bathurst Street, Pitt Town at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street.
- Road Closures only permitted for Thursday, 25 April 2019, between 7am and 11:30am.
- No other road closures are permitted.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event involves the closure of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4g. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

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- 4h. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4i. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event. The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, and as a minimum to the full extent of the proposed road closure, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4n. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the event and detour route (including the road closure points and detour routes), during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and
- 4q. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

APPENDICES:

There are no supporting documents for this report.

AT - 1 Pitt Town Anzac Day 2019 – Traffic Control Plan

AT – 2 Special Event Application - (ECM Document Set ID No: 6430619) - *see attached*

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Christopher Amit.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Pitt Town Anzac Day Memorial Service event planned for Thursday, 25 April 2019 between 7am and 11:30am be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
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 - Road Closures only permitted for Thursday, 25 April 2019, between 7am and 11:30am.
 - No other road closures are permitted.

and the following conditions:

ORDINARY MEETING
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Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event involves the closure of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4g. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4h. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4i. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event. The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, and as a minimum to the full extent of the proposed road

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 February 2019

closure, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

- 4k. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4n. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the event and detour route (including the road closure points and detour routes), during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and
- 4q. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

SECTION 3 - Reports for Information

There are no Reports for information.

SECTION 4 - General Business

There is was no General Business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on 11 February 2019 at 3pm in the Small Committee Room.

The meeting terminated at 3:35pm.

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 12 February 2019

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 12 February 2019

SECTION 5 – Notices of Motion

Item: 010 NM - Sand and Gravel Mining on the Hawkesbury Floodplain - (79351, 138882)

Submitted by: Councillor Wheeler

NOTICE OF MOTION:

That:

1. Council reaffirms Resolution 259 of 2013 which states that Council:
 - (i) Is completely opposed to sand or gravel mining on the Richmond Lowlands, and
 - (ii) Calls on the State Government to remove Item 2 of Schedule 5 of the Sydney Regional Environmental Plan No. 9 Extractive Industries, and any other references to Richmond Lowlands;
2. Council is opposed to sand and gravel mining across the Hawkesbury River Floodplain, particularly on agricultural and environmentally sensitive lands, and those with high heritage and tourism significance.
3. Council staff ensure this position is considered when undertaking strategic planning and any review of planning instruments.

FINANCIAL CONSIDERATIONS:

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 12 February 2019

QUESTIONS FOR NEXT MEETING

Item: 011 **Councillor Questions from Previous Meetings and Responses - 27 November 2018 - (79351)**

REPORT:

Responses and Questions in relation to previous Questions for the next Meeting - 27 November 2018 were provided. The following additional follow up questions were asked with no responses given at the meeting.

#	Councillor	Question	Response
1	Zamprogno	Requested Council look into the removal of an abandoned car which has been burnt out located on Saunders Road near the intersection of Old Stock Route Road, Scheyville and has been there for over three weeks. Also, enquired regarding as to what Council's abandoned car process is and who's responsibility it is to have them removed.	The Director City Planning advised that a letter was sent to the owner of the vehicle requesting that it be removed. It is confirmed the vehicle was subsequently removed. The Impounding Act 1993 establishes the process for abandoned vehicles.
1	Garrow	Requested that the burnt out car located on the beach at Macquarie Park be removed.	The Director City Planning advised that Council has commenced liaison with the Police seeking a report which is required under the <i>Scrap Metal Act</i> to remove the vehicles. Council has since removed the vehicle.
2	Lyons-Buckett	Requested if Council could also remove the surrounding rubbish that was beside the main pile of rubbish that was removed. There is still tyres and garbage bags on Midson Road, Maraylya between Martin Road and Dunns Road.	The Director City Planning advised that all rubbish has now been removed by Council.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 12 February 2019

#	Councillor	Question	Response
6	Garrow	Requested if Council could get a timeframe from the RMS regarding a response in relation to the stabilisation the western river bank at the Windsor Bridge project site.	<p>The Director Infrastructure Services advised that Roads and Maritime Services responded as follows: <i>"it is understandable that the Council would be concerned about the stability of the river banks and the project has a soil and erosion control plan to manage the river banks. The controls included, but are not limited to, installation of a silt curtain in the river, bunding to control surface water flows, and stabilising the banks with engineering fabrics and sprayed polymer.</i></p> <p><i>As can be seen on site, an early works activity is to install the scour protection on both river bank adjacent to the new bridge. The scour protection will stabilise the river banks during construction and beyond."</i></p> <p>Note that this advice was provided to Councillors in advance as requested on 19 December 2018.</p>

oooO END OF REPORT Oooo

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 12 February 2019

Item: 012 **Councillor Questions from Previous Meeting and Responses - 11 December 2018 - (79351)**

REPORT:

11 December 2018

#	Councillor	Question	Response
1	Zamprognio	Enquired regarding the public seating that was located on the platform at Clarendon Station. Could Council please clarify if the seating was removed and if so will it be replaced.	The Director Infrastructure Services advised that advice on seating provision at Clarendon Station was sought from Sydney Trains in correspondence dated 17 December 2018. As yet no response has been received and a follow up was sent 5 February 2019.
2	Zamprognio	Requested advice regarding representations that Council has made in relation to the upgrade of the pedestrian crossing outside Ebenezer Public School.	The Director Infrastructure Services advised that Council followed up the issues, raised at the meeting on-site in October 2018, with RMS. RMS advised that new vehicle and pedestrian counts had subsequently been undertaken, and linemarking and signage upgraded. RMS also advised that representations had been made for the site to be listed for a speed camera. RMS requested Council to provide new flags which has been arranged. Council has also been advised of an announcement to review the traffic warrants for school crossing supervisor eligibility, to enable RMS to provide this site with a supervisor. Further advice on this aspect and timing is being sought from RMS.
3	Zamprognio	Requested clarification regarding the Pitt Town By Pass Project, and as to whether the roundabouts have been downgraded from two lane roundabouts to one lane.	The Director Infrastructure Services advised that the project documents from 2016 available on the RMS website refer to "two lane roundabouts". Confirmation is being sought from RMS as to whether this was intended to refer to the circulating lanes or the approach roads being two lanes (one lane in each direction). Plans that were exhibited in recent documentation show a single lane approach and circulating lane.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 12 February 2019

#	Councillor	Question	Response
4	Lyons-Buckett	Requested that Council's Floodplain Risk Management Advisory Committee be represented at the RMS consultation process in relation to the third river crossing at North Richmond.	The Director Infrastructure Services advised that Councillors were advised of the following answer in advance: Id Planning, the company working with RMS on the third river crossing at North Richmond project, has confirmed that Council's Floodplain Risk Management Advisory Committee will be contacted in the New Year regarding a meeting so they can be involved in the consultation of this project. A meeting occurred on 1 February 2019.
5	Lyons-Buckett	Requested an explanation as to why some volunteers were not invited to the Community Appreciation Party and requested an update as to how people are invited to this party next year.	The General Manager advised that 175 invites were sent out inviting Council "Volunteer's" to the 2018 Community Appreciation Event. The Volunteer's Database is being reviewed to incorporate the details of all Volunteer's within Council (including working groups, special interest groups and former Councillors) plus volunteer's that operate in the wider community. The expanded Volunteer's Database will form the basis of future invitation lists thereby ensuring that all Council and Community Volunteer's are invited to attend and have the opportunity to celebrate volunteering within the Hawkesbury Community at the 2019 Community Appreciation Event.
6	Wheeler	Requested that vegetation on Yarramundi Lane and Old Kurrajong Road, be trimmed as it is becoming a hazard.	The Director Infrastructure Services advised that instructions had been given for the vegetation to be trimmed.
7	Wheeler	Requested if Yarramundi Lane and Old Kurrajong Road, can be put on the monitoring program to check for illegal rubbish dumping.	The Director City Planning advised that Council staff have undertaken a planning session to develop a program to monitor illegal dumping and particular hot spot areas.

ORDINARY MEETING

Questions for Next Meeting

Meeting Date: 12 February 2019

#	Councillor	Question	Response
8	Garrow	Requested that Council ask for a response from the RMS as to why they are conducting the traffic survey and cameras during school holidays as it not an accurate indication of traffic flow in the North Richmond and Richmond areas and how long this survey will continue for.	<p>The Director Infrastructure Services advised that Councillors were advised of the following answer in advance:</p> <p>Roads and Maritime Services advised that they "collected traffic data during the week starting 10 December 2018. This data included traffic volumes, intersection counts, queue lengths, and travel times at various locations within and around Richmond and North Richmond as part of investigations for duplicating the Richmond Bridge over the Hawkesbury River.</p> <p>Roads and Maritime will collect traffic data at different times throughout the coming year to build an accurate traffic model that will best reflect the traffic conditions in the area. This will include when all schools and universities have returned in 2019. Traffic data collected in December will provide a useful comparison against traffic data which will be collected in 2019 and previous data that has been collected in the area over the preceding years.</p> <p>Having several sets of traffic data is useful for sensitivity analysis in traffic modelling, economic analysis and business case development."</p>
9	Garrow	Enquired in relation to a social media report that the Mayor, Councillor Calvert is going to have the CAWB Tent removed by March 2019 and asked as to whether, confirmation can be given regarding this matter and under what authority does the Mayor have to do this.	<p>The General Manager advised that the Mayor has not issued any statements via Social Media regarding the future of the CAWB Tent. Any actions in relation to the location of the CAWB Tent will be at the direction of the Police, who have approved the tent, or RMS and their contractors, who are undertaking the works.</p> <p>The Mayor was asked a question on Community Radio prior to Christmas. The question related to the location of the tent in relation to the area of the proposed works. This may have prompted some discussion on social media.</p>

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 12 February 2019

#	Councillor	Question	Response
10	Rasmussen	Enquired in relation to the information gathered and what was the learnings from the 'Light Up Windsor' Event and whether Councillors will be briefed in relation to this information.	The General Manager advised that a briefing for Councillors regarding the 'Light Up Windsor' Event will be convened in early 2019.
11	Ross	In view of the urgency matter raised earlier, I wish to enquire if it would be possible for staff to consider the advisability of a multi lingual sign being put in the waterway anchored with floats, possibly up to two and a half metres in length with a buoy at each end warning of the dangers of entry to the water in those places.	The Director Infrastructure Services advised that this suggestion would be considered in conjunction with a broader safety review being developed with NSW Police and Surf Life Saving New South Wales.
12	Ross	Enquired in relation to the planning proposal for the subdivision of land in Mulgrave, and sought clarification regarding how far the road reserve extends between the block of land to be subdivided and the railway line.	<p>The Director City Planning advised the planning proposal is to rezone 27 Park Road, Vineyard and 41 Park Road, Mulgrave (the subject site) from RU4 Primary Production Small Lots to IN1 General Industrial.</p> <p>The 20m wide unformed or unmade part of Railway Road North reserve between the subject site and the Blacktown - Richmond Railway Line that starts from Park Road/ Railway Road North intersection and forms the western boundary of the subject site extends over only the full length of that boundary which is approximately 180m in length. (See Attachments 1 and 2 to this report).</p>

ATTACHMENTS:

AT - 1 Subject Site - 27 Park Road Vineyard and 41 Park Road Mulgrave

AT - 2 Aerial View - Unmade Part of Railway Road North reserve

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 12 February 2019

AT - 2 Aerial View - Unmade Part of Railway Road North reserve



oooO END OF REPORT Oooo

ORDINARY MEETING

Confidential Reports

Meeting Date: 12 February 2019

CONFIDENTIAL REPORTS

Item: 013 **SS - Lease to Anthony Riley - Cafe - Ham Common, Part of 264 Hawkesbury Valley Way, Clarendon - (95496, 112106, 106692)**

Previous Item: 4, Ordinary (29 September 2015)

Directorate: Support Services

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
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Item: 014 **SS - Property Matter - Lease of Shop 12, Wilberforce Shopping Centre - Stakks Pty Ltd - (95496, 112106, 99221, 116970)**

Previous Item: 74, Ordinary (11 April 2017)

Directorate: Support Services

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 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

Meeting Date: 12 February 2019

Item: 015 **SS - YMCA NSW - Management and Operation of the Hawkesbury Leisure Centres - (95496)**

Previous Item: 88, Ordinary (13 May 2014)
302 and 303, Ordinary (11 December 2018)

Directorate: Support Services

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 tenders for the supply of goods and/or services to Council 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

end of
business
paper

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