



Hawkesbury City Council

ordinary
meeting
business
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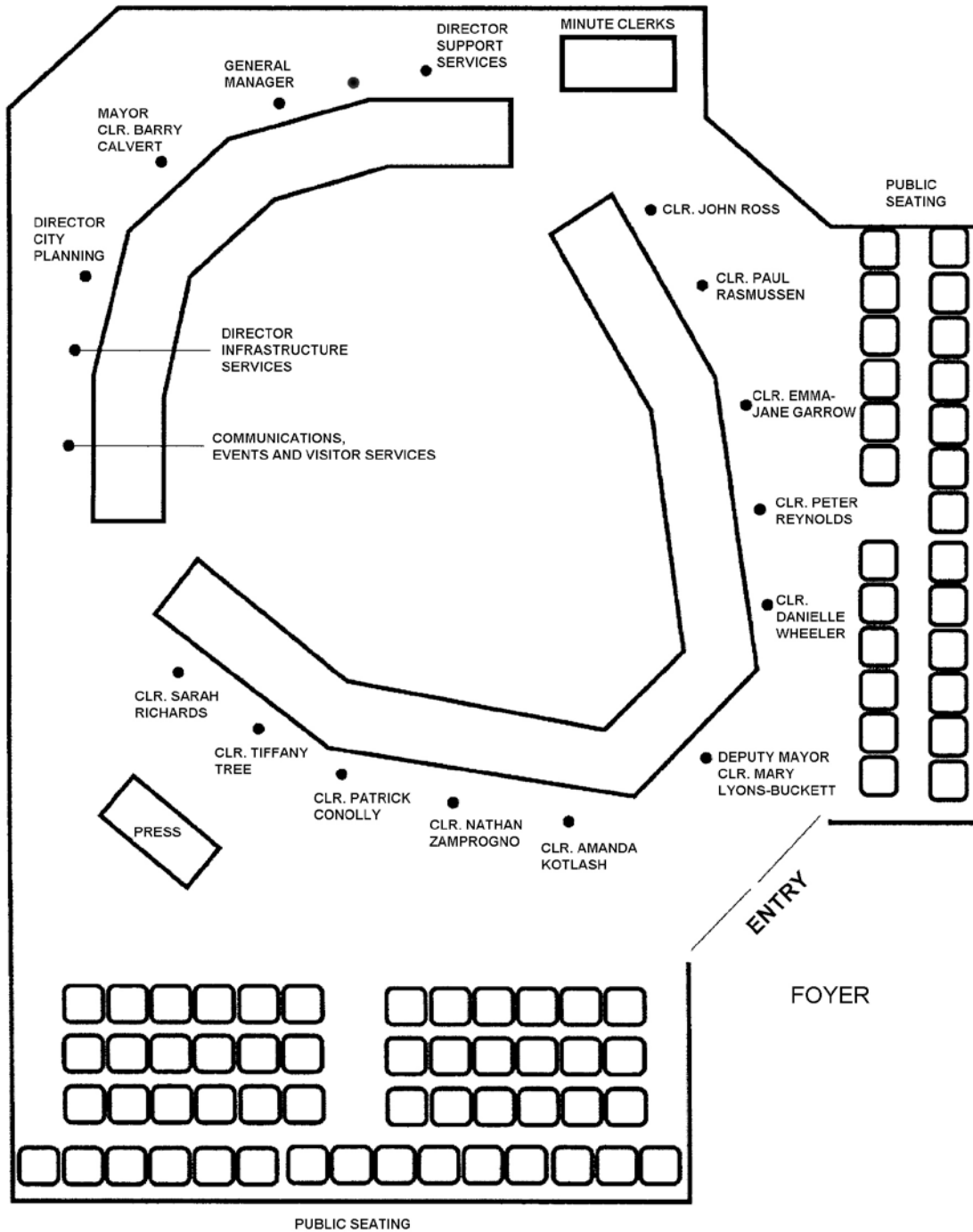
date of meeting: 29 October 2019
location: council chambers
time: 6:30 p.m.



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: 29 October 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: 29 October 2019

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 29 October 2019

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 24 September 2019

location: council chambers

time: 6:30 p.m.

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ORDINARY MEETING

Minutes: 24 September 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 24 September 2019, commencing at 6:33pm.

Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The Acting 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 Emma-Jane Garrow, Amanda Kotlash, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: Acting General Manager - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Strategic Planning Manager - Andrew Kearns, Manager Communications, Events and Visitor Services - Suzanne Stuart, Deputy Chief Financial Officer - Vanessa Browning, Acting Manager Corporate Services and Governance – Linda Hewitt and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

An apology for absence was previously received and granted to Councillor Rasmussen at the Council Meeting on 10 September 2019.

An apology for absence was received from Councillor Conolly.

216 RESOLUTION:

RESOLVED on the motion of Councillor Garrow and seconded by Councillor Zamprogno that the apologies from Councillor Conolly and Councillor Rasmussen be accepted and that leave of absence from the meeting be granted.

DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

ORDINARY MEETING

Minutes: 24 September 2019

SECTION 1 - Confirmation of Minutes

217 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash and seconded by Councillor Reynolds that the Minutes of the Ordinary held on the Tuesday, 10 September 2019, be confirmed.

ORDINARY MEETING

Minutes: 24 September 2019

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 175 **GM - Various Committees and Working Groups - Annual Reports - (79351, 95496)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

218 RESOLUTION:

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

That:

1. The contents of the report and the annual reports of the various Council Committees and Working Groups for the period September 2018 to September 2019 as attached to the report, be received.
2. The issue raised by Councillor Ross regarding legislative requirements associated with the Audit Committee be reported to the next Audit Committee.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Tree, Wheeler and Zamprognio.

Against the Motion: Councillor Ross.

Absent: Councillors Conolly and Rasmussen.

ORDINARY MEETING

Minutes: 24 September 2019

Item: 176 **GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)**

Division: General Manager

MOTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Zamprogno.

Refer to RESOLUTION

219 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Zamprogno.

That Council rollover the delegates and representatives of the current Committee Structure to allow for an uncomplicated and gradual migration of Council's current committee structure to a composition that aligns more directly with the Community Strategic Plan objectives.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillors Conolly and Rasmussen.

ORDINARY MEETING

Minutes: 24 September 2019

CITY PLANNING

Item: 177 CP - Local Heritage Assistance Fund 2019/2020 - Minor Improvements/Conservation Works to Local Heritage Listed Properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce - (95498, 124414)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

220 RESOLUTION:

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

That:

1. Council approve financial assistance under Section 356 of the *Local Government Act 1993* for each of the selected successful applicants as outlined in Table 1 under the terms of the Hawkesbury Local Heritage Assistance Fund 2019/2020.

Heritage Listed Property	Financial Assistance Sought
205 Windsor Street, Richmond	\$1,600.00
31 Fitzgerald Street, Windsor	\$1,201.75
2 Little Church Street, Windsor	\$2,000.00
104 March Street, Richmond	\$1,980.00
18 Rose Street, Wilberforce	\$2,000.00
25-29 Bosworth Street, Richmond	\$2,000.00
38 Eldon Street, Pitt Town	\$1,045.00
7 Chapel Street, Richmond	\$1,607.50
52 Salters Road, Wilberforce	\$2,000.00
189 George Street, Windsor	\$2,000.00
319 George Street, Windsor	\$2,000.00
104 Bathurst Street, Pitt Town	\$2,000.00
317 Windsor Street, Richmond	\$2,000.00
130 Francis Street, Richmond	\$2,000.00
104 Bathurst Street, Pitt Town	\$2,000.00
TOTAL	\$27,434.25

ORDINARY MEETING

Minutes: 24 September 2019

2. The successful and unsuccessful applicants for the Local Heritage Assistance Fund 2019/2020 be advised accordingly.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprognio.

Against the Motion: Nil.

Absent: Councillors Conolly and Rasmussen.

Item: 178 CP - Draft Community Engagement Framework and Draft Community Participation Plan - (95498, 124414)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

221 RESOLUTION:

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

That:

1. The draft Community Engagement Framework 2019 be placed on public exhibition.
2. The draft Community Participation Plan 2019 be placed on public exhibition.
3. Following the public exhibition of the Draft Community Engagement Framework for a period of 28 days;
 - a) A further report be prepared for Council's consideration of any public submissions. In the event that
 - b) No public submissions are received, the draft Community Engagement Framework will take effect at the expiry of the exhibition period.
4. Following the public exhibition of the Draft Community Participation Plan for a period of 28 days;
 - a) A further report be prepared for Council's consideration of any public submissions. In the event that
 - b) No public submissions are received, the draft Community Participation Plan will take effect at the expiry of the exhibition period.

ORDINARY MEETING

Minutes: 24 September 2019

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillors Conolly and Rasmussen.

Item: 179 CP - Draft Local Strategic Planning Statement - (95498, 124414)

Previous Item: 255, Ordinary (30 October 2018)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

222 RESOLUTION:

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

That Council endorse the draft Hawkesbury Local Strategic Planning Statement for the purpose of public exhibition.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillors Conolly and Rasmussen.

ORDINARY MEETING

Minutes: 24 September 2019

Item: 180 **CP - Draft Notice of Approval - Protection of the Environment Operations (Clean Air) Regulation 2010 - (95498, 96330)**

Previous Item: 159, Ordinary (29 September 2015)
 NM1, Ordinary (9 October 2018)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

223 RESOLUTION:

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

That :

1. Council adopt the draft Notice of Approval - General Approval for Pile Burning - Clean Air Regulation 2010 - Rural Areas and Villages in the current form that was proposed at Council's Ordinary Meeting on 25 June 2019.
2. Council prepare and provide an information flyer regarding the do's and don'ts of pile burning and the penalties that apply.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Ross, Wheeler and Zamprogno.

Against the Motion: Councillor Tree.

Absent: Councillors Conolly and Rasmussen.

ORDINARY MEETING

Minutes: 24 September 2019

SUPPORT SERVICES

Item: 181 **SS - General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019 - (96332, 95496)**

Division: Support Services

MOTION:

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

Refer to RESOLUTION

224 RESOLUTION:

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

That:

1. Council note the following Statement in respect of Section 413(2) (c) of the Local Government Act 1993 as to its Annual Financial Statements:
 - a) Council's Annual Financial Statements for 2018/2019 have been drawn up in accordance with:
 - The Local Government Act 1993 (NSW) (as amended) and the Regulations made thereunder;
 - The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
 - The Local Government Code of Accounting Practice and Financial Reporting.
 - b) The Statements present fairly the Council's financial position and operating result for the year.
 - c) The Statements are in accordance with the Council's accounting and other records.
 - d) The signatories do not know of anything that would make these Statements false or misleading in any way.
2. Council sign the "Statements by Councillors and Management". The Statements are to be signed by the Mayor, Deputy Mayor, General Manager and the Responsible Accounting Officer.
3. Council seek a presentation from the NSW Audit Office, or its representative, at a Council Meeting following the completion of the audit.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds and Wheeler.

Against the Motion: Councillors Richards, Ross, Tree and Zamprogno.

Absent: Councillors Conolly and Rasmussen.

ORDINARY MEETING

Minutes: 24 September 2019

Item: 182 **SS - Monthly Investments Report - August 2019 - (95496, 96332)**

Previous Item: 150, Ordinary (26 June 2018)

Division: Support Services

MOTION:

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

Refer to RESOLUTION

225 RESOLUTION:

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

That the Monthly Investments Report for August 2019 be received and noted.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillors Conolly and Rasmussen.

ORDINARY MEETING

Minutes: 24 September 2019

SECTION 4 – Reports of Committees

Item: 183 **ROC - Hawkesbury Access and Inclusion Advisory Committee - 29 August 2019 - (124569, 96328)**

Directorate: Support Services

MOTION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Wheeler.

Refer to RESOLUTION

226 RESOLUTION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Wheeler.

That:

1. The Minutes of the Hawkesbury Access and Inclusion Advisory Committee meeting held on 29 August 2019 be received and noted.
2. In future draft minutes from meetings of Council's Advisory Committees be provided to Committee Members in the first instance prior to the minutes being reported a Council Meetings.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillors Conolly and Rasmussen.

ORDINARY MEETING

Minutes: 24 September 2019

Item: 184 **ROC - Local Traffic Committee - 9 September 2019 - (80245, 95495)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

227 RESOLUTION:

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

That the Minutes of the Local Traffic Committee meeting held on 9 September 2019 be received and noted.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillors Conolly and Rasmussen.

Item: 185 **ROC - Audit Committee - 11 September 2019 - (95496, 91369, 79351)**

Directorate: Support Services

MOTION:

RESOLVED on the motion of Councillor Zamprogno, seconded by Councillor Wheeler.

Refer to RESOLUTION

228 RESOLUTION:

RESOLVED on the motion of Councillor Zamprogno, seconded by Councillor Wheeler.

That the minutes of the Audit Committee Meeting held on 11 September 2019 be received and noted.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Tree, Wheeler and Zamprogno.

Against the Motion: Councillor Ross.

Absent: Councillors Conolly and Rasmussen.

ORDINARY MEETING

Minutes: 24 September 2019

QUESTIONS FOR NEXT MEETING

Item: 186 Councillor Questions with Notice

Responses in Councillor Questions with Notice listed in the Business Paper of 24 September 2019 were provided. The following additional follow up questions were asked with no responses given at the meeting.

#	Councillor	Question	Response
1	Wheeler	Enquired as to whether the results from the Kurrajong-Kurmond survey could be distributed to Councillors.	Director City Planning
2	Ross	Enquired as to whether there was a Council resolution to undertake the Kurrajong-Kurmond survey.	Director City Planning

ORDINARY MEETING

Minutes: 24 September 2019

CONFIDENTIAL REPORTS

229 RESOLUTION:

RESOLVED on the motion of Councillor Zamprogno, seconded by Councillor Kotlash.

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: 187 SS – Administration of the September 2020 Hawkesbury City Council Local Government Elections – (79351)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning quotations for the supply of revised 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.*

2. 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 these matters be withheld from the Press and public.

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.

230 RESOLUTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Garrow that open meeting be resumed.

ORDINARY MEETING

Minutes: 24 September 2019

Item: 187 **SS - Administration of the September 2020 Hawkesbury City Council Local Government Elections - (79351)**

Previous Item: 170, Ordinary (10 September 2019)
 214, Ordinary (29 October 2013)
 025, Ordinary (26 February 2013)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

231 RESOLUTION:

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

That the Hawkesbury City Council ("the Council") resolves:

1. Pursuant to s. 296(2), (3) and (5A) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillors Conolly and Rasmussen.

The meeting terminated at 8:00pm.

Submitted to and confirmed at the Ordinary meeting held on 29 October 2019.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 29 October 2019

SECTION 2 – Mayoral Minutes

No Mayoral Minutes.

ordinary

section 3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 29 October 2019

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 29 October 2019

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 188 **GM - Council's Delegation Policy - Update (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to present council with a Delegations Policy consistent with:-

- Council's resolution of 25 July 2017 in relation to the Review of Delegations of Authority under Section 377 of the Local Government Act 1993
- Management actions identified in the Delegations Review Audit Report prepared by The Centium Group in August 2018.

EXECUTIVE SUMMARY:

Council at its meeting on 25 July 2017 considered its delegations pursuant to Section 380 of the Local Government Act 1993 and resolved:

"That:

1. Council, having reviewed the delegations of authority granted by Council, as required under the provisions of Section 377 of the Local Government Act 1993, resolve to confirm the delegations as listed in Attachment 2 to this report, and that such delegations remain in force until otherwise altered or reviewed by Council.
2. Council staff prepare a briefing for Councillors by the end of August 2017, outlining options for:-
 - a) Publishing Council's delegations on Council's website
 - b) Refining delegations in relation to Development Applications"

A Councillor Briefing Session was held on 22 August 2017.

In 2018 Council completed an audit of its delegations. A number of recommendations were made regarding the scope of controls that could be implemented to strengthen Council's decision making processes and improve the governance framework, to reduce risk associated with potential misuse of delegated authority.

As a result of the internal audit process, Council committed to:

- Undertake a review of the control framework that applies to Council's delegations. The objective of the review was to assess the adequacy of controls relating to Council's delegations policies and processes.
- Develop a Delegations Policy

Adoption of the proposed Delegations Policy now presents Council with an opportunity to create a more robust framework to manage delegations in line with provisions outlined in the Local Government Act 1993 and community expectations around transparency of decision making.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 29 October 2019

To support transparent decision making, implementation of the Delegations Policy includes the publication the Delegations Register on Council's website.

RECOMMENDATION SUMMARY:

It is recommended that the Delegations Policy be adopted by Council.

REPORT:

Context and Background

A review of Council's Delegations was undertaken as part of Council's approved 2017/2018 Internal Audit Plan. The Delegations Review Audit Report prepared by The Centium Group in August 2018 identified that Council did not have suitable policy that set out the commitment and approach to ensuring that delegations are legally established and adequately documented. The report included the following recommendation:

2.1.1 "Document a delegations policy that addresses:

- a) Context: the importance of delegations as part of Council governance.*
- b) Purpose: what Council is aiming to achieve through the process of delegations.*
- c) The statutory basis for Council's delegations.*
- d) Council's delegations hierarchy.*
- e) Council's types and classifications.*
- f) Council's process for issuing delegations.*
- g) Temporary allocation of delegations.*
- h) Operation of delegations.*
- i) Review of delegations."*

The Delegations Review Audit Report was endorsed by Council's Audit Committee on 12 September 2018.

To satisfy the above recommendation, a Draft Delegations Policy, attached as Attachment 1 to this report, has been prepared for consideration and adoption by Council.

Detailed History, including previous Council decisions

In accordance with the provisions of Section 380 of the Local Government Act 1993 (the Act), Council is required to review its delegations of authority during the first 12 months of each term of office.

Consistent with this requirement, a report was presented to Council on 25 July 2017 which captured amendments to the Act as well details of existing and ongoing delegations of authority extended by Council under Section 377 of the Act.

A copy of Delegations of Authority extended by Council under the Local Government Act 1993, adopted by Council on 25 July 2017, attached as Attachment 2 to this report, is included for reference.

In addition, Council at its meeting on 25 July 2017 resolved that:

"3. Council staff prepare a briefing for Councillors by the end of August 2017, outlining options for:-

- a) Publishing Council's delegations on Council's website*
- b) Refining delegations in relation to Development Applications"*

A Councillor Briefing Session was held on 22 August 2017.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 29 October 2019

The report adopted by Council on 25 July 2017, established a hierarchy of delegations from the Council to the General Manager, which are reinforced by the adoption of the proposed Delegations Policy.

Policy considerations

The new version of the Policy is formatted in a manner that is consistent with the developed policy template. This format includes subheadings clearly outlining aspects of the Policy such as Purpose, Scope, Objectives, Definitions, and Roles and Responsibilities. These subheadings make the Policy much easier to interpret, for example by providing clear definitions for technical terms used within the Policy, and also ensure that key information, such as responsibilities for Council Officers, can be easily identified.

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

- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
 - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.
 - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Discussion

In general terms, the Delegation Policy refers to operational matters relevant to the day to day administration of Council's Delegations and Delegations Register.

Section 5 of the Delegations Policy explains the legislative framework for sub-delegation from the General Manager to staff, outlines controls, and details a range of operational procedures to manage the ongoing use, administration and maintenance of the Delegations Register. Matters such as delegate's responsibilities, acting and temporary duties, breaches and reviews are also addressed.

Concurrent with the preparation of the Delegations Policy, a detailed review of existing delegations has been completed to facilitate their incorporation into a Delegations Register, the contents of which will be published on Council's website. Both actions are inter-related as they were required to be addressed through Council resolutions.

Financial Implications

There are no financial implications applicable to this report.

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.

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Conclusion

The proposed Delegations Policy has been prepared to respond to both Council resolution of 25 July 2017 and the 2018 recommendations of the Delegations Review Audit Report. Both are designed to strengthen the governance around establishing and exercising delegated powers.

RECOMMENDATION:

That Council:

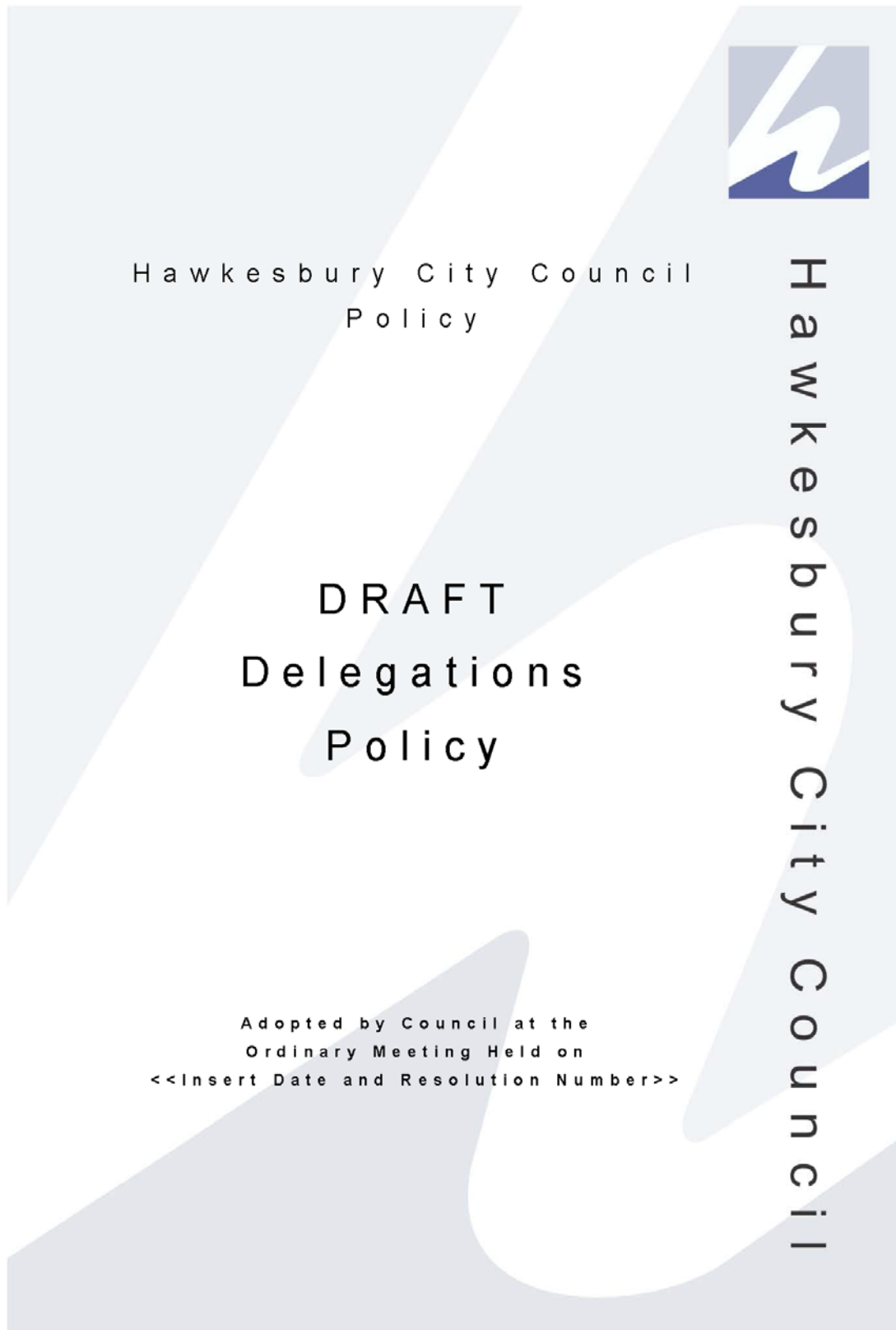
1. Adopt the attached Draft Delegations Policy attached as Attachment 1 to this report.
2. Note that the updated Delegations Register will be published on Council's website.

ATTACHMENTS:

AT – 1 Draft Delegations Policy.

AT - 2 Delegations of Authority under Section 377 of the Local Government Act 1993.

AT - 1 - Draft Delegations Policy



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Division:	Support Services	Policy Number:	Enter No
Branch:	Corporate Services	Adopted Date:	Enter Date
Responsible Officer:	Corporate Services and Risk Manager	Next Review Date:	Enter Date
Director:	Support Services	Version:	1

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HAWKESBURY CITY COUNCIL POLICY
DRAFT Delegations Policy

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HAWKESBURY CITY COUNCIL POLICY
DRAFT Delegations Policy

1.0 TITLE

Delegations Policy

2.0 PURPOSE

Delegations:

- are a fundamental part of good governance and play an important role in ensuring that Council is acting in accordance with the legal and policy framework that applies to it,
- enable Council to carry out its functions and to be accountable for the decisions and actions taken on its behalf under specific legislative provisions.

The purpose of the Delegations Policy is to establish a framework for delegating authority from Council in a manner that facilitates efficiency and increases the accountability of Delegates in the performance of their roles. It is important that delegations are managed effectively and transparently to ensure decisions are validly made by a lawfully appointed delegate.

3.0 SCOPE

Council delegates functions of the Council to the General Manager pursuant to Section 377 and Section 78 of the *Local Government Act 1993*. These delegations are made on an exception basis, meaning that ALL functions are delegated to the General Manager unless expressly excluded.

4.0 OBJECTIVE

Delegations are intended to achieve the following objectives:

- To ensure the efficiency and effectiveness of the Council's administrative processes by providing the General Manager with sufficient power and authority to generally manage, control and administer the affairs of the Council on a day-to-day basis.
- To ensure Delegates have been provided with the level of authority necessary to fulfil their responsibilities.
- To ensure that delegated authority is exercised at an appropriate level to deal with the functions and responsibilities that have been delegated.
- To ensure internal controls are effective.
- To facilitate transparency in decision making by ensuring that delegations are clearly defined and recorded in Council's Delegation Register.

5.0 ROLES AND RESPONSIBILITY

Council has a delegation hierarchy to ensure that appropriate accountabilities for the implementation of its delegations. This hierarchy notes that the authority to delegate functions and responsibilities flows directly from the Local Government Act 1993 through to the Council as the 'body politic' for the organisation. All internal delegations from the Council are made to the General Manager who in turn may sub delegate to nominated members of staff as they consider appropriate for the effective and efficient operation of the organisation and the delivery of functions and services to allow the council to fulfil its lawful obligations.

- **Delegations - General**
 - a. Only the General Manager can sub-delegate a function to a position; Councillors cannot directly delegate functions to Council Officers.
 - b. No delegate is authorised to sub-delegate any of their delegated functions to another position or body
 - c. To be effective and of legal standing, a delegation must be in writing and signed by the General Manager.
 - d. The General Manager may at any time wholly or partly revoke a delegation.

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- e. A function that has been delegated may, notwithstanding the delegation, be exercised by the General Manager.
 - f. Appointment to a position, whether permanent, temporary or acting must be evidenced in writing or have an audit trail.
 - g. A person appropriately appointed permanently or temporarily or otherwise acting in that position has the authority delegated to that position unless the appointment to act specifies otherwise.
 - h. The respective Director/Manager has responsibility to ensure that when staff are required to act in a position that they have appropriate delegations signed off before they are required to act in the position.
 - i. In exercising a delegation, a delegate must act in the interests of the Council and not for any improper purpose.
 - j. A delegation only applies to a delegate's area of responsibility, for example, an Officer cannot correspond on matters for which they are not responsible for.
 - k. A delegation that contains the words 'in consultation with' must not be exercised until the required consultation is undertaken.
 - l. Delegations must be exercised in accordance with all relevant Council policies and procedures and are subject at all times to the direction of the position holder's Supervisor/s. All delegations are to be exercised in accordance with the principles and standards set out in Council's Code of Conduct.
 - m. Delegation to a position allows for the continuity of the exercise of the delegated power, as the person occupying the position may change over time.
 - n. Where the exercise of a delegation requires the exercise of some preliminary, incidental or ancillary administrative function, then the delegated authority extends to the exercise of that function.
 - o. If legislation referred to in the register is superseded by updated or new legislation, to the extent practicable the delegations will apply to the new legislation.
 - p. All employees are required to sign an acknowledgement of the delegations to their position as per the Delegations Register.
 - q. Any suspected or actual breaches of delegations are to be notified in writing to the Manager Corporate Services and Risk or General Manager.
- **Delegations Register**
 - 1. The Delegations Register records staff delegations and is structured as follows:

Each delegation is allocated a;

 - Reference Code
 - Short Name
 - Description
 - Position/s
 - List of Legislative Compliances
 - 2. The Delegations Register is position based and available to the public on Council's website.
 - **Conflicts of interest**
 - 1. A person must not exercise a delegation that would provide them with any direct or indirect personal benefit, or pose a conflict of interest. In these circumstances, the delegate must refer to a person more senior in their line of accountability.

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- A person is not obliged to exercise a delegation, where in their reasonable opinion, circumstances exist that would make it more transparent or ethical for the matter to be dealt with by another delegate or Council. The matter must be transferred to another officer in their line of accountability after consultation with the relevant Director/Manager. **Financial transactions**
 1. Any delegation to incur expenditure must be exercised in accordance with an approved budget or an approved source of funds.
 2. Delegation limits apply to transactions and a transaction may not be separated into parts in order to meet a limit on a delegate's authority.
 3. The total cost of a transaction may not be offset by deductions or trade-ins.
- **Staff related delegations**
 1. Staff related delegations can only be exercised in relation to staff under the supervision of the delegate.
- **Breach of delegations**
 1. A breach of this Policy or a delegation may be regarded as misconduct and can be dealt with by Council's Code of Conduct or Performance Counselling (Disciplinary) Operational Management Standard.
- **Review of the delegations**

Delegations will be reviewed:

 1. Within the 12 months following a local government election in accordance with the Act;
 2. For administrative efficiency the General Manager is authorised to update the Delegations Register from time to time to ensure that the Register reflects changes such as:-
 - an organisation or Branch restructure;
 - a position description that modifies or creates a right to act on behalf Council;
 - at the request of a Director or Manager;
 - amendments to legislation impacting current delegations.
 3. Any amendments made under point two (2) above do not require separate adoption by the elected Council.

6.0 DEFINITIONS

Administrative delegations: are those delegations that do not derive their authority from legislation. Delegations such as correspondence, media, staff and financial delegations are some examples of Council's administrative delegations.

Delegation: means the conferral of an authority to an identified position to exercise a power or duty on behalf of Council. The authority is exercised in the name of the delegate.

Delegations Register: is a central register maintained so as to ensure legislative and administrative delegations and legislative authorisations are accurately stored and available to all staff and members of members of the public.

7.0 RELATED DOCUMENTS

Legislation

Local Government Act 1993 (NSW)
Local Government (General) Regulation 2005 (NSW)

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Policies

Hawkesbury City Council Code of Conduct (adopted 12 March 2019).

Templates

Request for a New or Amended Delegation Form

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AT - 2 Delegations of Authority under Section 377 of the Local Government Act 1993

Proposed Delegation of Authority extended by Council under the Local Government Act 1993	
Delegated Authority – General Manager	
Delegated Authority to the General Manager	<p>1. <i>Hawkesbury City Council, in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities delegates under Section 377 of the Local Government Act 1993 to the General Manager the exercise of Council's powers functions duties and authorities contained in legislation and the functions of the Council as specified in:</i></p> <ul style="list-style-type: none"> <i>i) the Local Government Act and related Acts, and;</i> <i>ii) other Acts under which Council has powers authorities duties and functions.</i> <p>2. <i>This delegation is subject to the following limitations:</i></p> <ul style="list-style-type: none"> <i>i) The provisions of the Local Government Act 1993 and any legislation relevant to the delegations;</i> <i>ii) Council may by resolution direct the General Manager in the exercise of any function herein delegated;</i> <i>iii) The General Manager shall exercise the functions herein delegated in accordance with and subject to:</i> <ul style="list-style-type: none"> <i>(a) the provisions of the Local Government Act 1993 as amended;</i> <i>(b) all and every policy of the Council adopted by Resolution and current at the time of exercise of the functions herein delegated.</i> <p>3. <i>This delegation shall commence on the date of commencement of duties as General Manager of Hawkesbury City Council and shall remain in force until specifically altered or revoked in writing.</i></p>
Delegated Authority – Various Committees	
Hawkesbury Civics and Citizenship Committee	<p>(i) <i>to recommend to Council policies drawn up by professional staff for:</i></p> <ul style="list-style-type: none"> <i>• the conduct of the civic and citizenship awards including eligibility criteria, nomination and assessment processes.</i> <p>(ii) <i>to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377,</i></p> <p>(iii) <i>to determine the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards</i></p>

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Proposed Delegation of Authority extended by Council under the Local Government Act 1993	
Heritage Advisory Committee	<p>(i) to recommend to Council policies drawn up by professional staff for:</p> <ul style="list-style-type: none"> Heritage Assistance Grant Applications, review and recommendations; Review of the Local Heritage Listings; Organising Heritage Week and other heritage events in the Hawkesbury LGA; Increasing community awareness of heritage matters. <p>(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377</p>
Hawkesbury Human Services Advisory Committee	<p>(i) to recommend to Council policies drawn up by professional staff for:</p> <ul style="list-style-type: none"> the design, implementation, monitoring and review of community plans and community planning processes to address the social; economic and environmental needs of residents; the design, implementation, monitoring and review of strategies for improving access to services and facilities by disadvantaged groups consistent with Council's responsibilities with regard to equity and access to set down in state and federal legislation; <p>(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377</p>
Waste Management Advisory Committee	<p>(i) to recommend to Council policies drawn up by professional staff for:</p> <ul style="list-style-type: none"> waste management procedures within the Hawkesbury City local government area; strategies to promote responsible waste disposal, waste avoidance, and waste recycling and reuse <p>(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377</p>
Floodplain Risk Management Advisory Committee	<p>(i) to recommend to Council policies drawn up by professional staff for:</p> <ul style="list-style-type: none"> land use, planning and management under the EP&A Act; evacuation strategies; planning provisions within the Local Environment Plan; improving public infrastructure. <p>(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377</p>

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Proposed Delegation of Authority extended by Council under the Local Government Act 1993	
Hawkesbury Sustainability Advisory Committee	<p>(i) <i>to recommend to Council policies drawn up by professional staff for:</i></p> <ul style="list-style-type: none"> • <i>Natural Resource Management and volunteer networks,</i> • <i>Energy efficiency and water use and recycling,</i> • <i>Sustainability education and integration of Council's adopted Sustainability Principles and Objectives into Council and community activities,</i> • <i>Environmental, water quality and Biodiversity matters within the Hawkesbury.</i> <p>(ii) <i>to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377</i></p>
Audit Committee	<p>(b) <i>The Audit Committee shall have the following authorities delegated to it in accordance with the provisions of Section 377 of the Local Government Act 1993:</i></p> <p>(i) <i>To obtain any information it needs from any employee, via the General Manager, or external party (subject to their legal obligations to protect information).</i></p> <p>(ii) <i>To discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).</i></p> <p>(iii) <i>To request the General Manager to authorise the attendance of any employee at Committee meetings.</i></p> <p>(iv) <i>To obtain legal or other professional advice considered necessary to meet its responsibilities.</i></p> <p>(v) <i>To request any Councillor to attend.</i></p>
General Manager's Performance Review Panel	<i>Council delegate authority to the 'GM Performance Review Panel' to undertake the process required for the review of the performance of the General Manager.</i>

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Proposed Delegation of Authority extended by Council under the Local Government Act 1993	
Hawkesbury Access and Inclusion Advisory Committee	<p>(i) <i>to recommend to Council, policies and processes drawn up by professional staff for:</i></p> <ul style="list-style-type: none"> <i>the design, location, maintenance and repair of footpaths, shared cycleways/paths, pedestrian crossings, kerb ramps, transition zones and other access infrastructure (in accordance with relevant standards and building codes);</i> <i>the design, implementation and review of strategies and for improving physical access and eliminating barriers to services and facilities by people with disabilities consistent with Council's responsibilities with regard to equity and access as set down in state and federal legislation;</i> <i>the design and delivery of promotional activities to raise awareness of disability, access and inclusion needs, and the design and implementation of projects which would assist people to access service and facilities and promote their inclusion and participation in community and civic life</i> <p>(ii) <i>to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377</i></p>
Hawkesbury Tourism Advisory Committee	<p>(i) <i>to recommend to Council policies drawn up by professional staff for:</i></p> <ul style="list-style-type: none"> <i>tourism promotion and marketing</i> <i>digital technology engagement for tourism</i> <i>organising tourism events in the Hawkesbury LGA</i> <i>tourism development matters for the Hawkesbury LGA</i> <i>increasing community awareness and engagement on tourism matters.</i> <p>(ii) <i>to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377</i></p>
Delegated Authority –Care, Control and Management of a Facility or Service	
Child Care Centres	<ul style="list-style-type: none"> Hobartville - Hobartville Long Day Pre- School Inc Greenhills - Greenhills Child Care Centre Inc. Glossodia - Golden Valley Learning Centre Inc. McGraths Hill - McGraths Hill Children's Centre Inc. North Richmond - Elizabeth Street Extended Hours Pre-School Inc Wilberforce - Wilberforce Early Learning Centre Inc.
Pre-Schools	<ul style="list-style-type: none"> Richmond Pre-School Inc. Wilberforce Pre-School Inc. Windsor Pre-School Inc.
Children & Family Centres	<ul style="list-style-type: none"> Bligh Park Children's Centre Management Committee Hawkesbury Early Intervention Centre – The Stewart Street Centre Management Committee

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Proposed Delegation of Authority extended by Council under the Local Government Act 1993	
Community Buildings / Neighbourhood Centres & Halls	<ul style="list-style-type: none"> • Bilpin Hall - The Bilpin District Hall Inc • Blaxland Ridge Community Centre- Blaxland Ridge Community Centre Management Committee Inc • Glossodia Community Centre - Glossodia Community & Neighbourhood Centre Inc. • Hawkesbury Leisure and Learning Centre, Richmond - Peppercorn Services Inc. • Hawkesbury Skills Centre, Bosworth Street, Richmond – Hawkesbury Skills Inc. • Horrie Eley Hall Colo Heights - Colo Heights Neighbourhood Centre & Reserve Management Committee • Maraylya Hall - Maraylya Hall Management Committee Inc • North Richmond Community Centre - North Richmond Community Services Inc • Richmond Neighbourhood Centre - Richmond Community Services Inc. • South Windsor Family Centre – Peppercorn Services Inc. • St Albans School of Arts - St Albans School of Arts Management Committee • Tiningi Community/ Youth Centres & Bligh Park Neighbourhood Centre- Bligh Park Community Services Inc • Wilberforce School of Arts - Wilberforce School of Arts Inc
Playing Fields / Parks	<ul style="list-style-type: none"> • Active Playing Fields previously determined by Council - Hawkesbury Sports Council Inc • Bowen Mountain Park - Bowen Mountain Management Committee • McMahon Park - McMahon Park Management Committee • St Albans - St Albans Sport & Recreation Association
Cemeteries	<ul style="list-style-type: none"> • Lower Portland - Lower Portland Cemetery Committee • Pitt Town - Pitt Town Cemetery Committee • St Albans - St Albans Cemetery Committee
Externally Funded Services	<p>The following services have been delegated to the care and control of Peppercorn Services Inc.:</p> <ul style="list-style-type: none"> • Families NSW EIPP Support Service • Families NSW Hub • Forgotten Valley Community and Youth • Forgotten Valley Mobile Preschool • Hawkesbury Community Medical Transport • Hawkesbury Community Transport • Hawkesbury Isolated Residents Transport • Hawkesbury Youth Transport • Peppercorn Centre Based Meals Program • Peppercorn Easy Care Garden Maintenance.
Hawkesbury Sister City Association	<p><i>To promote, on Council's behalf, understanding at all levels of the local community on a continuing basis with Sister Cities and/or City/Country Alliances as determined from time to time by the Association and Council, and to develop and conduct sporting, youth, cultural and other appropriate exchange programs in association with established Sister City relationships and/or City/Country Alliances.</i></p>

oooO END OF REPORT Oooo

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INFRASTRUCTURE SERVICES

Item: 189 **IS - Hawkesbury Traffic Study - (95495, 79346)**

Previous Item: 274, Ordinary (13 December 2016)
 9, Ordinary (31 January 2017)
 224, Ordinary (11 September 2018)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the finalisation of Stage 2 of the Hawkesbury Traffic Study and outline key issues and findings.

EXECUTIVE SUMMARY:

Council has undertaken the preparation of a comprehensive traffic study including development of an associated computer model. It is intended to make the study report publically available. The modelling covers the Hawkesbury Local Government Area from its southern boundaries to north of the Colo River. Key findings of the study are:

1. The need for additional bridge crossing capacity at North Richmond to manage current and future traffic growth.
2. Confirmation of the previously identified role of the Grose River bridge in managing traffic growth
3. The impact from any likely potential development at Kurrajong/Kurmond

RECOMMENDATION SUMMARY:

It is recommended that the study report be made publically available and that the modelling be updated as required and as development occurs or traffic patterns change.

REPORT:

Context and Background

Council, in order to assist the analysis and planning of transport and traffic needs for the community commissioned a traffic study incorporating two stages.

Stage 1 comprised the collection and analysis of existing data and studies and preliminary assessment of key intersection performance. This stage was also a precursor to development of a traffic model.

The Stage 2 work involved the development of a mesoscopic traffic model using AIMSUN software to enable assessment of future year road network performance against a background of potential and likely development. A mesoscopic model is a model that sits in a hierarchy between broad / strategic level

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analysis modelling and microscopic modelling which simulates individual movements of vehicles. This type of modelling is a critical tool in assessing options and forecasts and generates inputs for more detailed modelling and analysis of intersections.

The Stage 2 study and modelling has now been completed.

Modelling includes:

- 2027 Future year base model includes committed/likely infrastructure and development (Redbank, Jacaranda Ponds, Vineyard etc)
- Scenario 1 - impact of no bridge over Grose River
- Scenario 2 - impact of possible development of up to 200 additional lots in Kurrajong/Kurmond
- Scenario 3 - impact of a 5% uplift in trips in Richmond and Windsor to assess enhanced economic performance impacts.

The purpose of the high level modelling is to identify issues that may emerge and enable early intervention and decisions. When warranted additional, more detailed modelling can be undertaken to determine localised or specific impacts and solutions.

The report (Attachment 1) outlines network and intersection performance modelling in a number of ways. This includes Levels of Service at key signalised and priority controlled intersections, mid-block flows and traffic density.

Detailed History, including previous Council decisions

Council agreed to establish a Traffic Study Working Party at its Ordinary meeting of 13 December 2016 to discuss development of a brief to guide a comprehensive traffic study of river crossings and road links, including possible staging of the study. Following a meeting of the Working Party on 19 December 2016 a draft brief was subsequently prepared and circulated to the Working Party members and reported to Council at its meeting of 31 January 2017. Council resolved to:

"...note the report outlining the draft brief for a comprehensive Regional Traffic Study and consider funding provision of stage 1 of the study in the next quarterly review of the 2016/2017 Adopted Operational Plan.

The function of the working party was subsequently incorporated into Council's Infrastructure Committee.

The Study was structured into two stages:

- Stage 1: Desk top review of existing data including existing reports and studies, current and future development, future road infrastructure improvements, in particular by RMS. Assess the current and future performance of the existing Bridge crossings of the Hawkesbury River in the Hawkesbury City Council Local Government Area including the proposed upgrade at Windsor Bridge and Navua Reserve.
- Stage 2: Based on the findings and outcomes of Stage 1 and a collection of additional trip and traffic data, prepare a traffic model for the Hawkesbury Local Government Area to include State, Regional and Local roads that could potentially carry through road traffic. Assess network performance at critical points and potential development scenarios. The final report will outline modelling results and identify critical network elements that may require upgrade to support growth.

Stage 1 of the study was completed in mid-2018 and reported to Council at its Ordinary meeting on 11 September 2018.

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Policy considerations

There are no specific policy considerations applicable to this report.

Consultation

It is proposed to make the Traffic Study Report publically available.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Assets

4.1 Transport infrastructure and connections - Creating an integrated and well maintained transport system is an important local priority

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

Discussion

It is emphasised that the model is essentially a decision making and planning tool, being based on both the physical network and its capacity/layout and the trip pattern arising from development and driver demand/behaviours.

As such the mesoscopic model should not be seen as a literal representation of every journey.

Future Year Base Model

Modelling was undertaken for the future base year being 2027. This base assumes the following development and infrastructure:

- Windsor Bridge - Completion of Windsor Bridge replacement
- Bells Line of Road corridor - intersections between Richmond and North Richmond completed
- Redbank
 - Development of remaining approved residential development
- Glossodia
 - Partial development of site for 250 dwellings
- Vineyard
 - Development of 900 dwellings
- Pitt Town
 - Additional 150 dwellings
- Grose River Bridge completed

The base model also incorporates natural growth in travel demand.

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Key points/issues identified include:

- Approximately 28% increase in total vehicle hours travelled in Richmond in AM and PM peaks
- Approximately 39% increase in vehicle hours travelled in Windsor in PM peak
- Richmond Bridge is at or above lane capacity in AM and PM peaks

Scenario 1

This involves all of the base year development but without the Grose River Bridge being constructed. In this scenario significant delays occur in the North Richmond and Richmond areas. A significant flow on effect/redirection of trip routes is seen in Windsor in the PM peak. Also significant is the increase in traffic on the "Yarramundi Lane" route from Castlereagh Road to Bells Line of Road.

Scenario 2

Council is undertaking investigations into the potential for further development in the Kurrajong Kurmond Investigation Area based on an indicative potential yield of up to 200 lots (subject to assessment on other matters).

The modelling indicates no significant impacts with approximately a 5% and 6% increase in vehicle hours travelled in Richmond AM and PM peak hours respectively and a 5% increase in Windsor PM peak hour vehicle hours travelled.

Scenario 3

In order to assess the impact of economic growth and development in Windsor and Richmond a 5% increase in trips was modelled.

Increases of vehicle hours travelled in Richmond and Windsor of 9% to 11% were identified in the PM peaks.

Intersection analysis indicates a slight increase in delays at key intersections, which is to be expected.

Next Steps

It is proposed that the Stage 2 report be made publically available, and this would enable better informed submissions to other planning matters, including the current Kurrajong Kurmond Investigation Area exhibition.

It should be noted that further development of the model should be undertaken to enable its ongoing use and validity to effectively plan for development, seek infrastructure improvements for the State and Local road network and assess the impacts of major development / infrastructure proposals.

This will include an assessment and verification of RMS planning for the additional bridge crossing from Richmond to North Richmond and the associated road network changes. It is also intended to engage the RMS and discuss the outcomes of the study.

Financial Implications

There are no specific financial implications arising from the report. Future modelling updates will be included where necessary in Council's Operational Plan considerations.

Fit For The Future Strategy Considerations

The proposal is not aligned with any specific Fit for the Future Strategy.

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RECOMMENDATION:

That:

1. The Hawkesbury Traffic Study report be made publically available.
2. Council note that the modelling will be updated, as may be required to ensure its ongoing validity as development and traffic changes occur.

ATTACHMENTS:

AT - 1 Hawkesbury Traffic Modelling Report (*Distributed under separate cover*)

oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 190 **SS - Council Resolution Summary - 1 January 2019 to 30 June 2019 - (95496, 96333)**

Previous Item: NM2, Ordinary (24 June 2014)
 213, Ordinary (28 August 2018)
 040, Ordinary (12 March 2019)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide a summary of the resolutions passed by Council for the period from 1 January 2019 to 30 June 2019, plus those resolutions outstanding from previous summaries.

EXECUTIVE SUMMARY:

At the Ordinary meeting on 24 June 2014, Council resolved to receive a six-monthly report summarising the resolutions moved by Council in the preceding six months. Further, at its meeting on 28 August 2018, Council resolved to add further columns giving information relating to the actions taken to date and approximate timeframes for resolutions ongoing, and to include those resolutions outstanding from previous summaries. This report, and the attachments to the report, summarise the resolutions passed by Council for the period from 1 January 2019 to 30 June 2019, and those resolutions outstanding from previous summaries, excluding resolutions as outlined in the report below.

RECOMMENDATION SUMMARY:

The report recommends that the Council Resolution Summary for 1 January 2019 to 30 June 2019, and those resolutions outstanding from previous summaries, be received and noted.

REPORT:

Context and Background

Council at its Meeting on 24 June 2014, gave consideration to a Notice of Motion regarding summarising Council resolutions. At that meeting, Council resolved, as follows:

“That Council prepare a six-monthly report summarising the resolutions passed by Council in the preceding six months, excluding resolutions not requiring action or procedural resolutions, and assigning a status to such resolutions to indicate if the action has commenced, has been completed, or a likely timeframe for completion.”

Further to the above, Council at the meeting on 28 August 2018, when considering the report regarding the Council Resolutions for the period 1 January 2018 to 30 June 2018, resolved in part as follows:

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“That Council:

...

- 2. Include in future such reports, an additional column giving information relating to the outcome or approximate timeframes where applicable for resolutions ongoing.*
- 3. Include in future such reports, those resolutions outstanding from previous summaries.”*

Accordingly, the Council's Resolution Summary Report, as attached as Attachment 1 to this report, now contains the additional columns showing the action taken to date and outcomes, as well as an estimated completion date for those matters ongoing.

Further, those outstanding resolutions identified in the 1 January 2019 to 30 June 2019 Resolution Summary Report, have been included in a separate document attached as Attachment 2 to this report. Any outstanding resolutions identified in either of the attached summary reports will be included in the future Resolution Summary Reports to Council.

A system is currently being developed to ensure that all:

- Council resolutions are recorded
- Council resolutions are monitored to completion
- Outstanding Council resolutions are identified and reported to Council.

Council staff are developing the system using existing Council software.

Detailed History, including previous Council decisions

Following the resolution of 24 June 2014, staff determined a means to capture the required information in line with the resolution. Accordingly, based on the excluded resolutions outlined in the above resolution, it was determined that the Council report would be prepared according to the following criteria for accuracy and consistency with the resolution:

A. Inclusions for the six-monthly report are:

1. Resolutions regarding Development Applications that:
 - a) are referred to a Councillor Briefing Session
 - b) are deferred to conduct a site visit
 - c) call for a further report to be submitted to Council.
2. Resolutions regarding Conference attendances that require a follow-up report.
3. Resolutions regarding Confidential items including:
 - a) all lease matters
 - b) all tender matters.
4. Resolutions not in the exclusions outlined in Part B, below.

B. Exclusions for the six-monthly report are:

1. Items with receive and note resolutions.
2. Procedural resolutions, including the adoption of reporting publications such as Council's Operational Plan and adoption of Council Policies.

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3. Resolutions regarding Development Applications which have been approved with conditions or refused.
4. Resolutions regarding Conference attendance without a follow-up report.
5. Reports of Committees where they are received and/or adopted.
6. Resolutions regarding park usage which have been approved or refused.

Based on the Council resolutions outlined in Part A above, Council staff have prepared a Resolution Tracking Summary Report for the period 1 January 2019 to 30 June 2019, and for those outstanding resolutions identified in the 1 January 2018 to 31 December 2018 Resolution Tracking Summary Reports.

In accordance with the Council resolution of 28 August 2018, the Resolution Tracking Summary Report now contains information regarding each resolution including the Council Meeting Date, Item Number (including link to Report in Business Paper), Item Description, Resolution Number (including link to resolution in the Minutes), Division, Responsible Officer, the Status, Action Taken to Date and Outcomes and an Estimated Completion Date if the matter is still "In Progress" or "Not Initiated".

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

- 1.6 Corporate Services - Support the operation of the organisation through the provision of effective and efficient corporate support services.
 - 1.6.2 Council's workforce, systems and processes will support high performance and optimal service delivery for our community.

Discussion

During the subject reporting period, Council determines a number of resolutions that either require staff action or are procedural in nature.

The information provided in the attachments to this report provides a summary of the resolutions that require staff action and note the action that has occurred, or is expected to occur.

The summary information, as provided in the attachments to this report, is reviewed regularly to ensure that required actions are performed.

Financial Implications

There are no financial implications applicable to this report.

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.

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Conclusion

Council resolves a number of substantive and procedural matters throughout the course of its Council Meetings. The status and information updates on the substantive resolutions are provided for in the attachments to this report.

RECOMMENDATION:

That the report regarding Council resolutions for the period 1 January 2019 to 30 June 2019, and those resolutions outstanding from previous summaries, be received and noted.

ATTACHMENTS:

- AT - 1** Council Resolution Summary - Outstanding Resolutions from previous Summaries (*Distributed under separate cover*).
- AT - 2** Council Resolution Summary – January to June 2019 (*Distributed under separate cover*).

oooO END OF REPORT Ooo

ORDINARY MEETING
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Item: 191 **SS - Pecuniary Interest Returns - Councillors and Designated Persons - (95496, 96333)**

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to table the required Pecuniary Interest Returns lodged by Councillors and Designated Persons.

EXECUTIVE SUMMARY:

Council's Code of Conduct details the statutory requirements in respect of the lodgement of Disclosure of Pecuniary Interests and Other Matters Returns by Councillors and Designated Persons. This report provides information regarding Returns recently lodged with the General Manager by Councillors and Designated Persons.

RECOMMENDATION SUMMARY:

It is recommended that Council note that the Disclosures of Pecuniary Interests and Other Matters Returns, lodged with the General Manager, have been tabled.

REPORT:

Context and Background

Sections 4.21 to 4.27 of Council's Code of Conduct (the Code) relate to the register of Pecuniary Interest Returns and the tabling of these Returns, which have been lodged by Councillors and Designated Persons. Section 4.21 of the Code is as follows:

"4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in Schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in Schedule 1 to this code within 3 months after:

- (a) becoming a councillor or designated person, and*
- (b) 30 June of each year, and*
- (c) the councilor or designated person becoming aware of an interest they are required to disclose under Schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b)."*

As required by Section 4.24 of the Code, a register of all Returns to be completed under Section 4.21 is kept by Council.

In accordance with Section 4.25, all Returns lodged by Councillors and Designated Persons under Section 4.21(b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

With regard to Section 4.25, the following Returns have been lodged under Section 4.21(b):

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Councillor	Return Period	Date Lodged
Councillor Barry Calvert	1 July 2018 – 30 June 2019	13 August 2019
Councillor Patrick Connolly	1 July 2018 – 30 June 2019	30 July 2019
Councillor Emma-Jane Garrow	1 July 2018 – 30 June 2019	30 July 2019
Councillor Amanda Kotlash	1 July 2018 – 30 June 2019	10 September 2019
Councillor Mary Lyons-Buckett	1 July 2018 – 30 June 2019	24 September 2019
Councillor Paul Rasmussen	1 July 2018 – 30 June 2019	3 September 2019
Councillor Peter Reynolds	1 July 2018 – 30 June 2019	30 September 2019
Councillor Sarah Richards	1 July 2018 – 30 June 2019	30 September 2019
Councillor John Ross	1 July 2018 – 30 June 2019	30 September 2019
Councillor Tiffany Tree	1 July 2018 – 30 June 2019	30 July 2019
Councillor Danielle Wheeler	1 July 2018 – 30 June 2019	4 September 2019
Councillor Nathan Zamprogno	1 July 2018 – 30 June 2019	30 July 2019

Position	Return Period	Date Lodged
General Manager	1 July 2018 – 30 June 2019	19 August 2019
Human Resources Manager	1 July 2018 – 30 June 2019	25 September 2019
Human Resources Coordinator	1 July 2018 – 30 June 2019	11 September 2019
Manager Corporate Communications	1 July 2018 – 30 June 2019	23 September 2019
Manager Development Services	1 July 2018 – 30 June 2019	28 August 2019
Manager Strategic Planning	1 July 2018 – 30 June 2019	19 August 2019
Executive Planning Consultant	1 July 2018 – 30 June 2019	20 August 2019
Placemaking Coordinator	1 July 2018 – 30 June 2019	25 September 2019
Senior Strategic Asset Planner	1 July 2018 – 30 June 2019	12 September 2019
Senior Strategic Land Use Planner	1 July 2018 – 30 June 2019	24 September 2019
Senior Strategic Planner	1 July 2018 – 30 June 2019	24 September 2019
Subdivision and Development Engineer	1 July 2018 – 30 June 2019	22 August 2019
Development Engineering Coordinator	15 April 2019 – 30 June 2019	23 August 2019
Town Planning Coordinator	1 July 2018 – 30 June 2019	27 September 2019
Development Services Support Officer	1 July 2018 – 30 June 2019	12 September 2019
Senior Town Planner	1 July 2018 – 30 June 2019	20 August 2019
Senior Town Planner	1 July 2018 – 30 June 2019	6 August 2019
Senior Town Planner	1 July 2018 – 30 June 2019	23 September 2019
Senior Town Planner	10 December 2018 – 30 June 2019	3 September 2019

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Position	Return Period	Date Lodged
Town Planner	1 July 2018 – 30 June 2019	30 August 2019
Town Planner	1 July 2018 – 30 June 2019	21 August 2019
Duty Officer	1 July 2018 – 30 June 2019	20 August 2019
Building Coordinator	1 July 2018 – 30 June 2019	20 August 2019
Senior Building and Development Engineer	1 July 2018 – 30 June 2019	2 September 2019
Senior Building and Development Engineer	1 July 2018 – 30 June 2019	17 September 2019
Building and Development Officer	1 July 2018 – 30 June 2019	15 August 2019
Building and Development Officer	1 July 2018 – 30 June 2019	24 September 2019
Manager Environment and Regulatory Services	1 July 2018 – 30 June 2019	28 August 2019
Environmental Health Coordinator	1 July 2018 – 30 June 2019	29 August 2019
Environmental Health Officer	1 July 2018 – 30 June 2019	26 September 2019
Environmental Health Officer	1 July 2018 – 30 June 2019	27 August 2019
Environmental Health Officer	1 July 2018 – 30 June 2019	29 August 2019
Environmental Health Officer	1 July 2018 – 30 June 2019	2 September 2019
Sewerage Management Facility Coordinator	1 July 2018 – 30 June 2019	18 September 2019
Technical Officer SMF	1 July 2018 – 30 June 2019	26 September 2019
Companion Animals Controller	1 July 2018 – 30 June 2019	22 August 2019
Companion Animals Controller	1 July 2018 – 30 June 2019	22 August 2019
Administration Officer	1 July 2018 – 30 June 2019	26 September 2019
Compliance Enforcement Coordinator	15 April 2019 – 30 June 2019	28 September 2019
Compliance Enforcement Officer	1 July 2018 – 30 June 2019	27 August 2019
Compliance Enforcement Officer	1 July 2018 – 30 June 2019	20 August 2019
Community Enforcement Coordinator	18 February 2019 – 30 June 2019	20 August 2019
Parking Patrol Officer	1 July 2018 – 30 June 2019	30 August 2019
Parking Patrol Officer	1 July 2018 – 30 June 2019	30 August 2019
Parking Patrol Officer	15 February 2019 – 30 June 2019	30 August 2019
Director Infrastructure Services	1 July 2018 – 30 June 2019	24 September 2019
Executive Manager Operations	15 October 2018 – 30 June 2019	28 August 2019
Manager Building and Associated Services	1 July 2018 – 30 June 2019	27 September 2019
Building Services Coordinator	1 July 2018 – 30 June 2019	3 September 2019
Building Services Officer	1 July 2018 – 30 June 2019	19 August 2019
Building Services Officer	1 July 2018 – 30 June 2019	6 August 2019
Building Services Controls Officer	1 July 2018 – 30 June 2019	24 September 2019
Manager Construction and Maintenance	1 July 2018 – 30 June 2019	16 September 2019

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Position	Return Period	Date Lodged
Construction and Maintenance Engineer	1 July 2018 – 30 June 2019	6 September 2019
Construction and Maintenance Engineer	16 July 2018 – 30 June 2019	27 September 2019
Asset Management Systems Engineer	1 July 2018 – 30 June 2019	9 September 2019
Manager Parks and Recreation	1 July 2018 – 30 June 2019	22 August 2019
Land Management Officer	1 July 2018 – 30 June 2019	27 August 2019
Parks Project Officer	1 July 2018 – 30 June 2019	12 August 2019
Parks Supervisor	1 July 2018 – 30 June 2019	5 September 2019
Richmond Swimming Pool Superintendent	1 July 2018 – 30 June 2019	3 September 2019
Manager Waste Management	1 July 2018 – 30 June 2019	20 August 2019
Trade Waste / Technical Officer	17 September 2018 – 30 June 2019	22 August 2019
Project Engineer	1 July 2018 – 30 June 2019	2 September 2019
Project Engineer	4 March 2019 – 30 June 2019	23 August 2019
Wastewater Maintenance and Project Engineer	1 July 2018 – 30 June 2019	20 August 2019
Manager Design and Mapping Services	1 July 2018 – 30 June 2019	29 August 2019
Design and Investigation Coordinator	1 July 2018 – 30 June 2019	30 September 2019
Design and Investigation Engineer	1 July 2018 – 30 June 2019	25 September 2019
Spatial Information Coordinator	1 July 2018 – 30 June 2019	23 August 2019
Director Support Services	1 July 2018 – 30 June 2019	16 August 2019
Executive Manager Community Partnerships	1 July 2018 – 30 June 2019	8 August 2019
Customer Service Manager	1 July 2018 – 30 June 2019	4 September 2019
Customer Services Team Leader	1 July 2018 – 30 June 2019	16 September 2019
Community Program Coordinator	1 July 2018 – 30 June 2019	27 September 2019
Manager Corporate Services and Governance	1 July 2018 – 30 June 2019	31 July 2019
Property Services Coordinator	1 July 2018 – 30 June 2019	6 August 2019
Property Officer	1 July 2018 – 30 June 2019	6 August 2019
Publishing Manager	1 July 2018 – 30 June 2019	7 August 2019
Chief Financial Officer	1 July 2018 – 30 June 2019	27 September 2019
Deputy Chief Financial Officer	1 July 2018 – 30 June 2019	7 August 2019
Financial Accountant	1 July 2018 – 30 June 2019	17 September 2019
Rates Team Leader	1 July 2018 – 30 June 2019	16 September 2019
Tendering and Contracts Officer	1 July 2018 – 30 June 2019	14 August 2019
Procurement Officer	1 July 2018 – 30 June 2019	6 August 2019
Information Services Manager	1 July 2018 – 30 June 2019	6 August 2019

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Position	Return Period	Date Lodged
Corporate Systems and Database Administrator	1 July 2018 – 30 June 2019	6 August 2019
Senior Network Administrator	1 July 2018 – 30 June 2019	6 August 2019
Manager Cultural Services	1 July 2018 – 30 June 2019	8 August 2019
Library Coordinator	1 July 2018 – 30 June 2019	15 August 2019
Community History Librarian	1 July 2018 – 30 June 2019	13 August 2019
Customer Service Librarian	1 July 2018 – 30 June 2019	1 August 2019
Museum and Gallery Director	1 July 2018 – 30 June 2019	19 August 2019
Visitor Information Coordinator	1 July 2018 – 30 June 2019	22 August 2019

The above Councillors and Designated Persons have lodged their Section 4.21(b) Returns prior to the due date of 30 September 2019, as required by the Code for the receipt of the Returns.

The above details are now tabled in accordance with Section 4.25 of the Code, and the abovementioned Returns are available for inspection, if requested.

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.

Financial Implications

There are no financial implications applicable to this report.

Fit For The Future Strategy Considerations

There are no Fit For The Future Strategy Considerations applicable to this report.

Conclusion

The annual Pecuniary Interest Returns for Councillors and Designated Persons have been lodged with the General Manager and are tabled at the meeting, in accordance with Council's Code of Conduct.

RECOMMENDATION:

That the information be received and noted.

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

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Item: 192 **SS - Monthly Investment Report - September 2019 - (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 \$62.6 million in investments at 30 September 2019 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 September 2019 be received and noted.

REPORT:

Context and Background

The following table indicates that Council held \$62.6 million in investments as at 30 September 2019. 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-			0.95%	9,000,000	14.37%	
Tcorp*					1.04%	2,110,197	3.37%	
Total On-call Investments								11,110,197
Term Investments								
ANZ	A1+	AA-	22-May-19	15-Jan-20	2.20%	2,000,000	3.19%	
ANZ	A1+	AA-	17-Apr-19	17-Apr-20	2.35%	1,500,000	2.40%	
ANZ	A1+	AA-	24-Apr-19	06-May-20	2.35%	1,000,000	1.60%	
ANZ	A1+	AA-	03-May-19	06-May-20	2.25%	2,000,000	3.19%	
ANZ	A1+	AA-	15-May-19	25-May-20	2.25%	1,000,000	1.60%	
ANZ	A1+	AA-	19-Jun-19	18-Jun-20	1.90%	1,000,000	1.60%	
Bankwest	A1+	AA-	23-Aug-19	09-Oct-19	1.60%	2,000,000	3.19%	
Bankwest	A1+	AA-	26-Jun-19	18-Dec-19	1.90%	1,000,000	1.60%	
Bankwest	A1+	AA-	09-Aug-19	07-Feb-20	1.70%	1,000,000	1.60%	
CBA	A1+	AA-	18-Sep-19	23-Oct-19	1.42%	1,000,000	1.60%	
CBA	A1+	AA-	23-Aug-19	30-Oct-19	1.65%	1,000,000	1.60%	

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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-	23-Aug-19	18-Dec-19	1.67%	1,000,000	1.60%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.60%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.60%	
CBA	A1+	AA-	23-Aug-19	08-Jul-20	1.63%	1,000,000	1.60%	
NAB	A1+	AA-	09-Oct-18	09-Oct-19	2.74%	1,500,000	2.40%	
NAB	A1+	AA-	19-Oct-18	16-Oct-19	2.75%	1,000,000	1.60%	
NAB	A1+	AA-	24-Oct-18	30-Oct-19	2.75%	1,000,000	1.60%	
NAB	A1+	AA-	08-Nov-18	06-Nov-19	2.73%	1,500,000	2.40%	
NAB	A1+	AA-	21-Nov-18	20-Nov-19	2.75%	1,500,000	2.40%	
NAB	A1+	AA-	19-Jun-19	21-Nov-19	2.07%	2,500,000	3.99%	
NAB	A1+	AA-	21-Dec-18	18-Dec-19	2.80%	2,000,000	3.19%	
NAB	A1+	AA-	16-Jan-19	15-Jan-20	2.75%	2,500,000	3.99%	
NAB	A1+	AA-	07-Feb-19	07-Feb-20	2.75%	1,000,000	1.60%	
NAB	A1+	AA-	19-Jun-19	19-Feb-20	2.04%	2,000,000	3.19%	
NAB	A1+	AA-	06-Mar-19	05-Mar-20	2.65%	1,000,000	1.60%	
NAB	A1+	AA-	26-Jun-19	25-Mar-20	1.97%	1,000,000	1.60%	
NAB	A1+	AA-	31-May-19	29-Apr-20	2.20%	1,000,000	1.60%	
NAB	A1+	AA-	09-Aug-19	12-Aug-20	1.70%	1,000,000	1.60%	
NAB	A1+	AA-	10-Sep-19	12-Aug-20	1.66%	3,500,000	5.59%	
Westpac	A1+	AA-	07-Feb-19	07-Feb-20	2.68%	1,000,000	1.60%	
Westpac	A1+	AA-	22-Feb-19	20-Feb-20	2.62%	1,000,000	1.60%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.80%	
Westpac	A1+	AA-	04-Apr-19	03-Apr-20	2.41%	2,500,000	3.99%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.80%	
Westpac	A1+	AA-	31-May-19	03-Jun-20	2.07%	1,000,000	1.60%	
Westpac	A1+	AA-	19-Jun-19	18-Jun-20	1.90%	1,500,000	2.40%	
Westpac	A1+	AA-	26-Jun-19	24-Jun-20	1.83%	1,000,000	1.60%	
Total Term Investments								51,500,000
TOTAL INVESTMENT AS AT 30 September 2019								62,610,197

*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	11,110,197	0.97%	Reserve Bank Cash Reference Rate	1.00%	-0.03%
Term Deposit	51,500,000	2.24%	UBS 90 Day Bank Bill Rate	0.95%	1.29%
Total	62,610,197	2.01%			

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Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions –S7.11 and S7.12	13,567,320
External Restrictions - Other	13,290,520
Internal Restrictions	15,914,788
Unrestricted	19,837,569
Total	62,610,197

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 7.11 and Section 7.12 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.

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 decreased by \$0.5 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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

As at 30 September 2019, 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 on a regular basis by Council's investment advisor.

Financial Implications

The matters raised in this report have direct financial implications. The income applicable is provided for in the 2019/2020 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.

Conclusion

Council has investments totalling \$62.6 million as at 30 September 2019, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investments Report for September 2019 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

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ordinary

section 4

reports
of committees

ORDINARY MEETING

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SECTION 4 – Reports of Committees

Item: 193 **ROC - Environmental Sustainability Advisory Committee - 16 September 2019 - (126363, 124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Environmental Sustainability Advisory Committee, held on 16 September 2019.

RECOMMENDATION SUMMARY:

Items 2 and 3 and Item G in General Business contained within the attached Minutes of the Environmental Sustainability Advisory Committee held on 16 September 2019, have policy or financial implications to Council, and as such require specific consideration by Council.

All other items raised in the Minutes of the Environmental Sustainability Advisory Committee have no policy or financial implications for Council, and are presented for information only.

REPORT:

Discussion

The Environmental Sustainability Advisory Committee met on 16 September 2019 and considered staff reports on a range of matters as shown in the attached Minutes (Attachment 1).

The following items require specific consideration by Council:

Item: 2 Community and Business Solar Information Session

The Committee was informed that the Western Sydney Regional Organisation of Councils (WSROC) are no longer pursuing the development of a community solar workshop series and consequently are no longer providing any budget for the workshops.

WSROC will continue to provide support for the *Light Years Ahead Project* and the *Turn Up the Heat* project.

It was agreed by the Committee that the Hawkesbury community have indicated an increasing interest in attending Solar Workshops. Further investigation into developing community workshops to be run by Council or the possibility of partnering with other organisations such as the Hawkesbury Environment Network should be pursued.

The Committee were informed that Council is continuing to implement its own Hawkesbury City Solar Program. Solar panels are being installed across 12 Council owned sites.

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Following discussion and consideration of the matter, the Environmental Sustainability Advisory Committee resolved:

"That the Environmental Sustainability Advisory Committee request that Council

- a) *Seek advice from WSROC as to their decision to withdraw funding from the Community Solar workshop series, and advise Committee members at the next meeting of the Committee*
- b) *Pursue opportunities to partner with other organisations to develop Community Solar workshops"*

OFFICERS COMMENT:

It is appropriate for Council to liaise with WSROC to understand the thinking behind their decision to withdraw funding from the Community Solar Workshop series. It is also appropriate for Council Staff to explore alternative options for working with the community in relation to solar energy opportunities.

Item: 3 Hawkesbury Climate Forum 2019

The Committee were updated regarding the meeting held in June 2019 involving Councillors who attended, and Council Officers with the Macquarie Electorate Student Climate Activists.

Following the meeting held in June 2019 it was agreed to organise a Hawkesbury Climate Change Forum which was subsequently held on 29 August 2019.

The Forum was very successful with 80 community members in attendance.

The invited speakers included Macquarie Electorate Student Climate Activists that addressed the issue of why school students were going on strike. Other presentations included:

- Why did Hawkesbury Council declare a climate emergency?
- Climate Science – Overview
- Life on the Frontline of Climate Change
- The cost of climate action –vs- the cost of doing nothing

It was noted that the Forum was very successful and it was agreed that hosting a further Forum would be a worthwhile initiative. It was considered that it would be beneficial to include a Survey to provide feedback on the suitability of topics and what other issues the community would like to be addressed.

The suitability of the venue should also be considered in order to accommodate larger community attendance.

Following discussion and consideration of the matter, the Environmental Sustainability Advisory Committee resolved:

"That the Environmental Sustainability Advisory Committee request that Council investigate the feasibility of hosting a further Hawkesbury Climate Forum."

OFFICERS COMMENT:

Is it appropriate for the Committee to review the costs and benefits of the previous forum and investigate the feasibility of hosting a further Climate Forum.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

Section 5 – General Business

Item G: Recent Resolutions of Council Regarding Climate Change

The Committee discussed the resolution of Council following the Mayoral Minute - *Moving Towards a Zero Emissions Organisation and Local Government Area* from Council's Ordinary Meeting held on 10 September 2019.

The Committee raised concerns that it was considered that this is in conflict with the Hawkesbury Community Strategic Plan 2017 - 2036. The Committee noted the apparent contradiction with respect to the target date to become a net zero emissions Local Government Area by 2036 as opposed to the Mayoral Minute with a target date of 2050 or earlier.

Following discussion and consideration of the matter, the Environmental Sustainability Advisory Committee resolved:

"That the Environmental Sustainability Advisory Committee request that Council review the Mayoral Minute (Item 163, Council meeting held 10 September 2019) and that the target date of 2036 as per the Hawkesbury Community Strategic Plan 2017 - 2036 be reinstated."

OFFICERS COMMENT:

The Community Strategic Plan establishes a strategic objective for Council to become a carbon neutral Local Government Area.

The Mayoral Minute (Item 163, 10 September 2019) is more focused and relates specifically to the organisation, as opposed to the Local Government Area. The Mayoral Minute also makes a number of observations in relation to matters that have arisen since the Community Strategic Plan was adopted, namely:

- The October 2018 Intergovernmental Panel Climate Change Report
- Council actions in relation to climate change and related issues such as water use and urban heat island
- The need for all levels of government to work together to move towards zero emissions.

The Mayoral Minute concluded in part by committing Council to working with Local Government and other levels of government to become a net zero emissions organisation by 2050, if not sooner.

Staff are currently working towards the development of plans for both the Council and the wider community to become net zero emitters over time.

In the context of the above, there is no contradiction and as such there is no need for Council to review the Mayoral Minute.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

RECOMMENDATION:

That:

1. The Minutes of the Environmental Sustainability Advisory Committee held on 16 September 2019 be received and noted.
2. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Environmental Sustainability Advisory Committee, namely that:
 - a) Council seek advice from WSROC as to their decision to withdraw funding from the Community Solar workshop series, and advise Committee members at the next meeting of the Committee
 - b) Council pursue opportunities to partner with other organisations to develop Community Solar workshops
3. In relation to Item 3 of the Minutes, Council endorse the recommendation of the Environmental Sustainability Advisory Committee, namely that:
 - a) The Environmental Sustainability Advisory Committee request that Council investigate the feasibility of hosting a further Hawkesbury Climate Forum.
4. In relation to Item G in General Business, Council staff speak to the Environmental Sustainability Advisory Committee regarding the current status of Council's:
 - a) Actions and Plans for the Organisation becoming a net zero emitter over time
 - b) Actions and Plans for the Local Government Area becoming a net zero emitter over time

ATTACHMENTS:

AT - 1 Minutes – Environmental Sustainability Advisory Committee – 16 September 2019.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

AT - 1 Minutes – Environmental Sustainability Advisory Committee – 16 September 2019

Minutes of the Meeting of the Environmental Sustainability Advisory Committee held in the Large Committee Room, Windsor, on Monday 16 September 2019, commencing at 4:00pm.

ATTENDANCE

Present: Ms Olivia Leal-Walker, Chairperson
Councillor Danielle Wheeler, Hawkesbury City Council
Councillor John Ross, Hawkesbury City Council
Mr David Gregory, Community Representative
Ms Jennifer Moses, Community Representative

Apologies: Councillor Amanda Kotlash, Deputy Chairperson
Ms Linda Perrine, Hawkesbury City Council

In Attendance: Mr Andrew Kearns, Hawkesbury City Council
Ms Amanda Carroll, Hawkesbury City Council

REPORT:

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

Member	04/02/2019	13/05/2019	16/09/2019
Ms Olivia Leal-Walker	✓	✓	✓
Councillor Amanda Kotlash	✓	✓	A
Councillor Danielle Wheeler	✓	✓	✓
Councillor John Ross	✓	✓	✓
Mr David Gregory	✓	A	✓
Ms Jennifer Moses	✓	✓	✓
Dr Jane De Gabriel	✓	A	Maternity Leave
Mr Eric Brocken	✓	✓	X

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Olivia Leal-Walker and seconded by Councillor Ross that the Minutes of the Environmental Sustainability Advisory Committee held on the 13 May 2019 be confirmed.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

SECTION 4 - Reports for Information

Item: 1 Distribution of Code of Conduct to Committee Members (126363, 124414)

Division: Support Services

OFFICER'S RECOMMENDATION:

That all Environmental Sustainability Advisory Committee members receive and sign for copies of Council's new Code of Conduct and associated Procedures.

DISCUSSION:

The Manager Strategic Planning was in attendance at the meeting and advised the Committee of the following:-

- The Model Code of Conduct and associated Procedures for the Administration of the Code of Conduct were prescribed by the Office of Local Government in December 2018.
- In accordance with the requirements of the Local Government Act 1993, Council adopted a new Code of Conduct (the Code) and Procedures for the Administration of the Code of Conduct (the Procedures) on the 12 March 2019, based on the prescribed Model Code of Conduct and Procedures.
- The amendments to the Code and the Procedures are substantial and include:-
 - i. New standards relating to discrimination, harassment, bullying, work health and safety, behaviour at meetings, access to Council information, and maintenance of Council records;
 - ii. The incorporation of pecuniary interest provisions which were previously contained in the Local Government Act and Regulation;
 - iii. A new requirement for Councillors and designated persons to disclose a new interest in returns of interests within three months of becoming aware of the interest;
 - iv. New rules governing the acceptance of gifts and benefits;
 - v. New provisions relating to appropriate use of social media.
- Council's new Code of Conduct applies to all official representatives of Council, including Councillors, staff, and representatives on advisory committees.
- As outlined in the report to the Committee, the new Code of Conduct contains additional requirements for all committee representatives acting in their official Council capacity in the following areas:
 - i. Pecuniary interest and non-pecuniary conflict of interests
 - ii. Declaration of gifts and benefits
 - iii. Recordkeeping requirements.
- Council has also chosen to incorporate some new provisions relating to the use of social media which apply to all committee representatives.
- The Sustainability Committee members that had not previously signed for copies of Council's new Code of Conduct and associated Procedures signed as received and noted..

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Leal-Walker seconded by Mr Gregory.

That all Environmental Sustainability Advisory Committee members receive and sign for copies of Council's new Code of Conduct and associated Procedures.

Item: 2 Community and Business Solar Information Session - (126363, 124414)

Division: City Planning

OFFICER'S RECOMMENDATION:

That the report be received and noted.

Discussion:

The Committee was informed that the Western Sydney Regional Organisation of Council's (WSROC) are no longer pursuing the development of a community solar workshop series and consequently are no longer providing any budget for the workshops.

WSROC will continue to provide support for the *Light Years Ahead Project* and the *Turn up the Heat* project.

It was agreed by the Committee that the Hawkesbury community have indicated an increasing interest in attending Solar Workshops. Further investigation into developing community workshops to be run by Council or the possibility of partnering with other organisations such as the Hawkesbury Environment Network should be pursued.

The Committee were informed that Council is continuing to implement its own Hawkesbury City Solar Program. Solar panels are being installed across 12 Council owned sites with installation of a free-standing solar farm at the South Windsor Wastewater Treatment Facility.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Leal-Walker and seconded on Councillor Ross

That:

1. The report be received and noted.
2. Council seek advice from WSROC as to their decision to withdraw funding from the Community Solar workshop series, and advise Committee members at the next meeting of the Committee.
3. Council pursue opportunities to partner with other organisations to develop Community Solar workshops.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

Item: 3 Hawkesbury Climate Forum 2019 - (126363, 124414)

Division: City Planning

OFFICER'S RECOMMENDATION:

That the report be received and noted.

Discussion:

The Committee were updated regarding the meeting held in June 2019 involving Councillors who attended and Council Officers with the Macquarie Electorate Student Climate Activists.

Following the meeting held in June 2019 it was agreed to organise a Hawkesbury Climate Forum which was subsequently held on 29 August 2019.

The Forum was very successful with 80 community members in attendance.

The invited speakers included Macquarie Electorate Student Climate Activists that addressed the issue of why school students were going on strike. Other presentations included:

- Why did Hawkesbury Council declare a climate emergency?
- Climate Science - Overview
- Life on the Frontline of Climate Change
- The cost of climate action –vs- the cost of doing nothing

It was noted that the Forum was very successful and it was agreed that hosting a further Forum would be a worthwhile initiative. It was considered that it would be beneficial to include a Survey to provide feedback on the suitability of the topics and what other issues the community would like to be addressed.

The suitability of the venue should also be considered in order to accommodate larger community attendance.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Wheeler and seconded by Ms Leal-Walker

That:

1. The report be received and noted.
2. Council investigate the feasibility of hosting a further Hawkesbury Climate Forum.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

Item: 4 Investigating Power Purchase Agreements - (126363, 124414)

Previous Item: Item 2 – ESAC (13 May 2019)

Division: City Planning

OFFICER'S RECOMMENDATION:

That the information be received and noted.

DISCUSSION:

The Chairperson thanked Council Officer's for the Reports received investigating Power Purchase Agreements as requested at the previous meeting of the Committee.

The Committee was advised that Council had signed a short term deal, before looking at a longer term.

Council has engaged the services of a Power Broker to seek the best option for a Power Purchase Agreement going forward. The current contract expires in early 2020.

Council will continue to seek an energy efficiency program. The current program is to progressively replace the internal lighting within the Council's Administration building with LED lights.

Committee members nominated Monica Richter from World Wildlife Fund and Greg Wong from University of Sydney as Energy Specialists that could potentially provide advice on financial modelling and Strategy and Analytics.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Leal-Walker and seconded by Councillor Ross

That the information be received and noted.

Item: 5 Climate Change Grant Submissions - (126363, 124414)

Division: City Planning

OFFICER'S RECOMMENDATION:

That the report be received and noted.

DISCUSSION:

Committee members were updated on pending Grant Applications:

"Increasing Resilience to Climate Change".

This grant program provides funding to address identified climate change risk and vulnerabilities facing NSW councils.

ORDINARY MEETING
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Council has made a grant application for \$35,000 to fund the development and implementation of a disaster dashboard.

Committee members were shown an example of a current Disaster and Emergency Dashboard. A number of questions were raised about the use, resourcing and reliability of such programs.

WSROC Urban Heat Clauses for Council LEPs and DCPs.

Council has partnered with WSROC to submit a grant application for \$75,000 for a project involving developing Urban Heat Clauses for Council Local Environment Plans and Development Control Plans.

Committee members agreed that Urban Heat is an important issue to address. It was further agreed that the Development of consistent clauses will help apply best practice in development to local projects specifying targets for green cover, building materials, water sensitive urban design and other measure mitigating urban heat.

NSW Office of Emergency Management - "Community Resilience Innovation Program"

The Committee were updated on this program which supports a broad range of community-led projects designed to increase all-hazard disaster preparedness and build community capacity and resilience. The projects are based on collaboration and partnership between local community organisations and emergency services agencies.

A total of \$215,000 of grant funding has been applied for to provide funding to:

- Establish a baseline to map existing community services and government agency responses, identifying gaps, barriers and opportunities
- Co-design better practice
- Build capacity
- Evaluate the effectiveness of the program.

It was noted that through community consultation it could be assumed that only 20% of the current local community have an awareness of the results of the Floodplain Risk Management Study.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Moses and seconded by Mr Gregory.

That the report be received and noted.

Item: 6 **Update on the Whole of Hawkesbury River System Coastal Management Program Scoping Study and Council's Waterways Report Card Project - (126363, 124414)**

Previous Item: 7, ESAC (4 September 2017)
 4, ESAC (14 May 2018)

Division: **City Planning**

OFFICER'S RECOMMENDATION:

That the information be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

DISCUSSION:

The NSW Coastal Reforms

Committee members were advised that Council's Upper Hawkesbury Coastal Zone Management Plan will no longer be eligible for financial support after December 2021. As such it is essential for Council to prepare a new Coastal Management Plan.

Council has been successful as part of the group of Hawkesbury River Councils in obtaining grant funding to undertake a Scoping Study to enable the development of a Hawkesbury River Coastal Management Plan.

Council has met with representatives of 5 Councils to discuss working collaboratively to develop the Scoping Study. The steering committee will develop a Scoping Study to meet the requirements of the new Coastal Management Program.

Waterways Report Card

Committee members were advised that the Waterways Report Card for Year 1 is currently being finalised and that this includes compilation and assessment of data collected together with environmental monitoring results. The Report Card will be released once completed which is expected to be by the end of the year.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Wheeler and seconded by Mr Gregory.

That the information be received and noted.

SECTION 5 - General Business

A. Cities Power Partnership Awards - Hawkesbury City Council a Finalist

Committee members were advised that Council had been shortlisted as a finalist in the Renewable Energy Achievement category. The winner for the 2019 Award was Next Gen Energy Storage Program, ACT Government.

Committee members were advised that there were a number of other Awards Programs that Council is considering nominating for at an appropriate time depending on the Awards criteria. These include:

- Local Government NSW's Excellence in the Environment Awards
- Office of Environment and Heritage's Green Globe Awards
- Office of Environment and Heritage's Sustainability Advantage Recognition Program

B. NSW Koala Strategy - First Annual Report and a New App to Report Koala Sightings

Committee members reviewed the NSW Koala Strategy first Annual Report.

The strategy supports a range of conservation actions under four pillars:

- Koala habitat conservation
- Conservation through community action
- Safety and health of koala populations
- Building our knowledge.

ORDINARY MEETING
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The Strategy details some major achievements including:

- Approximately 70000 hectares of important koala habitat permanently protected
- 13 Workshops held across the State to develop local actions with the community
- Over 9 km of koala fencing installed on Picton Road, near Wollondilly
- 10 research grants awarded to address key knowledge gaps.

An App. *I Spy Koala* is available through the Apple or Google Play Store. The app records an observation or start a census of Koala sightings.

C. Energy Reduction Business Seminar

Committee members were updated on details of an approach to Council by the Low Carbon Living Blue Mountains Program Co-ordinator from the Blue Mountains World Heritage Institute. They are requesting Council's in-kind assistance to run an energy reduction business seminar during "small business month" in October, as part of a series of 4 sessions being run in the Blue Mountains region.

The program encourages local businesses and communities to reduce their overall carbon footprint to combat climate change.

A date for the seminar has not as yet been decided upon, but when available, the date will be circulated to Committee members.

D. Cumberland Plain Conservation Plan Workshop

Committee members were advised that Council's Parks Officer - Land Management and Senior Strategic Land Use Planner attended a workshop hosted by the Department of Planning, Industry and Environment on the development of the Cumberland Plain Conservation Plan.

At the workshop discussion and feedback from councils was sought regarding:

- Funding for offset sites. This will be funded by Special Infrastructure contributions and government funding and there will be no cost to councils.
- Need for community awareness and incentive for having offset sites.
- How sites could be managed without impact from adjoining development, including impacts relating to bushfire management and edge effects. E.g. buffer distances.
- Restoration sites - ongoing management of these sites over a suitable timeframe to ensure self-perpetuation.
- The use of road side vegetation as offsets.
- Need for the development of guidelines when developing adjacent to offset sites.

Further updates will be brought back to the Committee when information becomes available.

E. Update of Coordinator Environmental Sustainability Position

Committee members were updated on the status of the Coordinator Environmental Sustainability Position. The position has been advertised and applications close on 29 September 2019. The Committee will be advised of an appointment.

F. Update on Defence PFAS - Richmond RAAF Base Investigation

Committee members were updated on the PFAS Investigation and Management Program at Richmond RAAF Base.

G. Recent Resolutions of Council Regarding Climate Change

ORDINARY MEETING
SECTION 4 – Reports of Committees
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The Committee discussed the resolution of Council following the Mayoral Minute - *Moving Towards a Zero Emissions Organisation and Local Government Area* from Council' Ordinary Meeting held on 10 September 2019.

The Committee raised concerns that it was considered that this is in conflict with the Hawkesbury Community Strategic Plan 2017 - 2036. The Committee noted the apparent contradiction with respect to the target date to become a net zero emissions Local Government Area by 2036 as opposed to the Mayoral Minute with a target date of 2050. It should be noted that the Mayoral Minute stated 2056 or sooner.

COMMITTEE RECOMMENDATION:

Moved on the motion of Ms Leal-Walker and seconded by Mr Gregory

- That the Environmental Sustainability Advisory Committee request that Council review the Mayoral Minute (Item 163, Council meeting held 10 September 2019) and that the target date of 2036 as per the Hawkesbury Community Strategic Plan 2017 - 2036 be reinstated.

Additional General Business

Councillor Wheeler raised potential for a change to Committee structure. If approved, the proposed changes will take effect in early 2020. Proposed changes to the Code of Meeting Practice will be on public exhibition for comment prior to the changes being ratified.

The meeting terminated at 7:00 pm

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

Item: 194 **ROC - Floodplain Risk Management Advisory Committee - 26 September 2019**
 - (86589, 124414)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Floodplain Risk Management Advisory Committee, held on 26 September 2019.

RECOMMENDATION SUMMARY:

Item 3 and two items in General Business contained within the attached Minutes of the Floodplain Risk Management Advisory Committee held on 26 September 2019, have policy or financial implications to Council, and as such require specific consideration by Council.

All other items raised in the Minutes of the Floodplain Risk Management Advisory Committee have no policy or financial implications for Council, and are presented for information only.

REPORT:

Discussion

The Floodplain Risk Management Advisory Committee met on 26 September 2019 and considered staff reports on a range of matters as shown in the attached Minutes (Attachment 1).

The following items require specific consideration by Council:

Item: 3 Suncorp - Disaster Recovery Report

Officers provided an overview of the Suncorp – Disaster Recovery Report document.

Concerns were raised by Committee members that the cost of premiums for insurance are starting to prevent people from taking out flood cover, and would therefore impact flood recovery. It was noted that disaster recovery does not cover human impacts and emotional effects which is also a very important aspect to consider.

Concerns were also raised that there are an increasing amount of people living in a floodplain area who are uninsured, and in the event of a disaster, the State Government will be responsible for the majority of disaster recovery costs.

It was highlighted by Committee members that there is only one insurance company that will insure for flood.

This raised a question in regard to the actual percentage of properties in the Hawkesbury which are insured by Suncorp.

Following discussion and consideration of the matter, the Floodplain Risk Management Committee resolved:

"That the Floodplain Risk Management Advisory Committee request that Council contact the Insurance Council Australia for an update on the cost of premiums within the Hawkesbury-Nepean Valley since the Regional Flood Study has been released."

ORDINARY MEETING
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OFFICERS COMMENT:

Council Staff can follow up with the Insurance Council Australia for an update on the cost of premiums within the Hawkesbury-Nepean Valley since the Regional Flood Study has been *released*

Section 5 – General Business

RMS Policy - Closure of Hawkesbury Bridges

Committee members discussed the importance of receiving information from the RMS regarding the closure of bridges in the Hawkesbury in the event of a flood, so that this can be taken into consideration when planning evacuations.

Following discussion and consideration of the matter, the Floodplain Risk Management Committee resolved:

"That the Floodplain Risk Management Advisory Committee request that Council write to the RMS requesting the policy for the closure of bridges due to flooding, including the AHD flood heights which would result in closing the replacement bridge in Windsor, the Richmond Bridge and the Jim Anderson Bridge over South Creek."

OFFICERS COMMENT:

Council Staff will follow up with the RMS, regarding the policy for the closure of bridges due to flooding, including the AHD flood heights.

Power Supply – West of the River

Committee members discussed the importance of receiving information from Endeavour Energy regarding the loss of power supply west of the river in the event of a flood, so that this can be taken into consideration when planning evacuations.

Following discussion and consideration of the matter, the Floodplain Risk Management Committee resolved:

"That the Floodplain Risk Management Advisory Committee request that Council contact Endeavour Energy for a clear definition of when power will be cut off and what suburbs will be cut off in the event of a flood, particularly west of the river, and seek clarification regarding if any areas of the Hawkesbury LGA have access to a power supply from west of the Hawkesbury River (e.g. Mount Piper) and if so, which areas."

OFFICERS COMMENT:

Council will contact Endeavour Energy for a clear definition of when power will be cut off and what suburbs will be cut off in the event of a flood, particularly west of the river.

RECOMMENDATION:

That:

1. The Minutes of the Floodplain Risk Management Advisory Committee held on 26 September 2019 be received and noted.
2. In relation to Item 3 of the Minutes, Council endorse the recommendation of the Floodplain Risk Management Committee, namely that:
 - a) Council contact the Insurance Council of Australia for an update on the cost of premiums within the Hawkesbury-Nepean Valley since the Regional Flood Study has been released.

ORDINARY MEETING
SECTION 4 – Reports of Committees
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3. In relation to the item in General Business regarding Closure of Hawkesbury Bridges, Council endorse the recommendation of the Floodplain Risk Management Committee, namely that:
 - a) Council write to the RMS requesting the policy for the closure of bridges due to flooding, including the AHD flood heights which would result in closing the replacement bridge in Windsor, the Richmond Bridge and the Jim Anderson Bridge over South Creek.
4. In relation to the item in General Business regarding Power Supply – West of the River, Council endorse the recommendation of the Floodplain Risk Management Committee, namely that:
 - a) Council contact Endeavour Energy for a clear definition of when power will be cut off and what suburbs will be cut off in the event of a flood, particularly west of the river, and seek clarification regarding if any areas of the Hawkesbury LGA have access to a power supply from west of the Hawkesbury River (e.g. Mount Piper) and if so, which areas.

ATTACHMENTS:

AT - 1 Minutes – Floodplain Risk Management Advisory Committee – 26 September 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

AT - 1 Minutes – Floodplain Risk Management Advisory Committee – 26 September 2019

Minutes of the Meeting of the Floodplain Risk Management Advisory Committee held in the Large Committee Room, Windsor, on Thursday, 26 September 2019, commencing at 4:00pm.

Present:	Councillor Mary Lyons-Buckett, Chairperson Councillor Peter Reynolds, Hawkesbury City Council Ms Carol Edds, Community Representative Ms Margaret Mackisack, Community Representative Mr Maurice Smith, Community Representative Mr Harry Terry, Community Representative Mr Kim Ford, Community Representative Mr Kevin Jones, SES Mr Sadeq Zaman, Office of Environment and Heritage
Apologies:	Councillor Paul Rasmussen, Deputy Chairperson Councillor Amanda Kotlash, Hawkesbury City Council Councillor Danielle Wheeler, Hawkesbury City Council
In Attendance:	Mr Stephen Yeo, Infrastructure NSW Mr Mark Rusev, Representative of Member for Hawkesbury Mr Andrew Kearns, Hawkesbury City Council Ms Megan Berrell, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Mr Smith and seconded by Mr Terry that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Mackisack and seconded by Mr Terry that the Minutes of the Floodplain Risk Management Advisory Committee held on 27 June 2019, be confirmed.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

Member	14/2/2019	18/04/2019	27/06/2019	26/09/2019
Councillor Mary Lyons-Buckett	✓	✓	✓	✓
Councillor Amanda Kotlash	✓	A	✓	A
Councillor Paul Rasmussen	✓	A	✓	A
Councillor Danielle Wheeler	✓	✓	✓	A
Councillor Peter Reynolds	A	✓	✓	✓
Ms Carol Edds	✓	✓	✓	✓
Mr Harry Terry	✓	A	✓	✓
Ms Margaret Mackisack	✓	✓	✓	✓
Mr Kim Ford	✓	A	A	✓
Mr Maurice Smith	✓	A	A	✓
Snr Inspector Robert Bowman - (Dept. Primary Industries)	X	X	X	X
Mr Kevin Jones - (SES Headquarters)	A	✓	A	✓
Mr Peter Cinque OAM - (SES Sydney Western Division)	X	X	X	X
Ms Robyn Preston, Member for Hawkesbury (or Representative)		✓	✓	✓
Mr Sadeq Zaman - (Office of Environment & Heritage)	✓	✓	✓	✓

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

Presentation 1: Hawkesbury-Nepean Valley Flood Risk Management Strategy
Mr Stephen Yeo, Infrastructure NSW

Committee members were given a presentation by Mr Yeo from Infrastructure NSW, regarding the *Hawkesbury-Nepean Valley Flood Risk Management Strategy*. A copy of the presentation is attached.

- **Outcome 4: Accessible contemporary flood risk information**
 - Hawkesbury-Nepean Valley Regional Flood Study was finalised in July 2019 and is now available on the NSW flood data portal and an accessible 16 page summary report is available on the Infrastructure NSW website.
 - It was clarified that the Regional Flood Study took into account flows from all catchments, and that the data used to complete this study was based on three days rainfall to show impacts of main stream flooding and backwaters.
 - The next planned stage of flood investigations will be the development of the 2D - hydraulic model, which is currently in the stages of procurement. This should be awarded by mid November 2019 and will take around 18 months to complete.

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- **Outcome 5: An aware, prepared and responsive community**

- Get Ready for Flood Hawkesbury-Nepean campaign commenced early September 2019, continuing through to late November 2019. This is led by NSW SES with support from Infrastructure NSW.
- The aim is to raise flood awareness, encouraging people to know their flood risk, take an interest and learn how to prepare.
- This campaign includes raising awareness through local newspapers, outdoor billboards, mobile billboards travelling across the plain, digital network and social media advertising, radio advertising for CALD communities and localised direct mail.
- Committee members suggested that this campaign be printed onto a canvas and displayed on Council's banner poles at the North Richmond set of lights, as well as an increased presence of the mobile billboard in Richmond and Windsor.
- It was explained that the direct mail-out is currently in draft stage for five different floodplains - Wallacia, South and Eastern creek, Richmond/Windsor and The Lower Hawkesbury.
- Infrastructure NSW expressed their gratitude for Hawkesbury City Council's event staff for assisting with the launch of the campaign and incorporating this into the upcoming event, Light Up Windsor.
- Committee members were advised that there is a new flood mapping tool available on the NSW SES website - www.myfloodrisk.nsw.gov.au, here you can type in a suburb, select a flood likelihood and be shown the extents and depths of flooding in the specified area.
- Committee members provided feedback, commenting that the colour scheme used on this tool is not clear.
- Mr Yeo asked the committee members for their feedback and input regarding organising another 'Windsor Flood Walk'.
- Committee members supported this proposal, noting that it is important to target people who are not already flood aware to attend. A suggestion was made to invite representatives from community groups in the Hawkesbury, such as the Chamber of Commerce in Richmond, as well as extend an invitation to Hawkesbury's local state member.

- **Outcome 6: Improved weather and flood predictions, and Outcome 7: Best practice emergency response and recovery**

- The Bureau of Meteorology has been running workshops for the SES and other agencies ahead of the planned exercise in November 2019, to practice abilities.
- The current plans are to deliver 15 hours warning to the Hawkesbury area for flood evacuation, one of the projects is to extend the lead time from 15 hours to 24 hours, maybe even 36 hours.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

27/09/2019

Hawkesbury-Nepean Valley Flood Risk Management Strategy

Update

Hawkesbury Floodplain Risk Management Committee meeting
26th September 2019



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The Flood Strategy is designed to deliver nine key outcomes:

Outcome 1

Coordinated flood risk management across the Valley now and in the future

Outcome 2

Reduced flood risk in the Valley by raising Warragamba Dam wall

Outcome 3

Strategic and integrated land use and road planning

Outcome 4

Accessible contemporary flood risk information

Outcome 5

An aware, prepared and responsive community

Outcome 6

Improved weather and flood predictions

Outcome 7

Best practice emergency response and recovery

Outcome 8

Adequate local roads for evacuation

Outcome 9

Ongoing monitoring and evaluation, reporting and improvement of the Flood Strategy

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27/09/2019

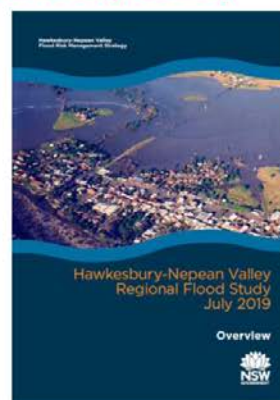
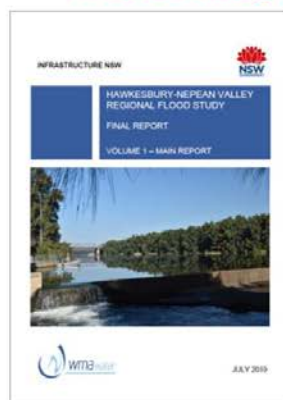
Outcome 4: Accessible, contemporary flood risk information



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Hawkesbury-Nepean Valley Regional Flood Study (Final, July 2019)



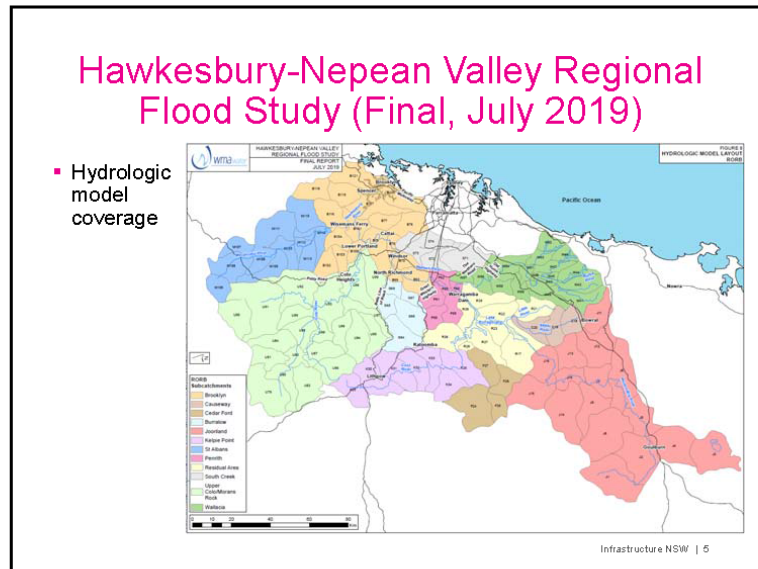
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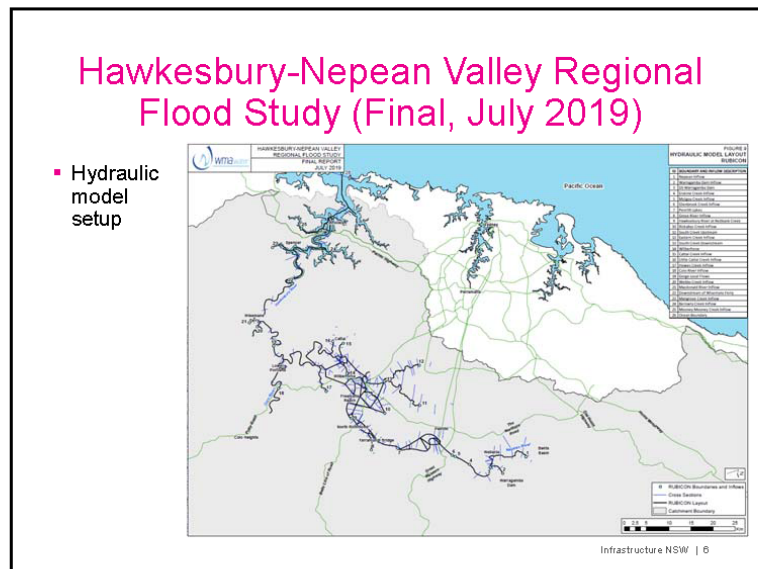
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Next stage...
Hawkesbury-Nepean River Flood Study

- Develop detailed two-dimensional hydraulic model
- Procurement process commenced
- Intention to form Technical Working Group including floodplain management officers from floodplain councils

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Outcome 6: improved weather and flood predictions
Outcome 7: Best practice emergency response and recovery

- Bureau of Meteorology developing Hawkesbury-Nepean Valley Extended Lead Time Flood Forecasting Pilot Service
- Training workshop 23-25 September for WaterNSW and NSW SES
- Exercise using product planned for November

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Outcome 5: an aware, prepared and responsive community

- **Get Ready for Flood Hawkesbury-Nepean** campaign
11 September - 26 November 2019
- Led by NSW SES with support from Infrastructure NSW
- Focusses on raising flood awareness with residents in the floodplain - a survey of in 2018 showed that 18% of respondents knew of the high flood risk in the valley, with around a third thinking there was no flood risk at all
- Second half of the campaign will introduce more messaging about preparing for future floods

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Outcome 5: an aware, prepared and responsive community

- Includes local newspaper advertising, outdoor billboards, a mobile billboard travelling across the floodplain, digital network and social media advertising and radio advertising for CALD communities
- Localised direct mail to residents in suburbs most at risk of flooding
- Branded event kit for the NSW SES volunteer units in the floodplain to use for future events
- Thank you to Hawkesbury City Council for ongoing support and assistance

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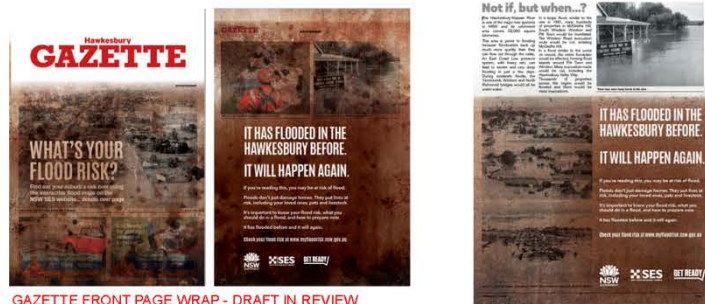
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Get Ready for Flood Hawkesbury-Nepean campaign
Print advertising



GAZETTE FRONT PAGE WRAP - DRAFT IN REVIEW

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Get Ready for Flood Hawkesbury-Nepean campaign
Outdoor advertising in Penrith and Riverstone



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Get Ready for Flood Hawkesbury-Nepean campaign
Mobile billboard travelling through the floodplain



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Get Ready for Flood Hawkesbury-Nepean campaign
Digital advertising geo-targeted for suburbs in floodplain



Note: This advertising is geo-targeted and has dynamic text naming the most flood affected suburbs and where technically possible. Claremont Meadows used in this design as an example

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Get Ready for Flood Hawkesbury-Nepean campaign
Social media advertising geo-targeted for the floodplain



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Get Ready for Flood Hawkesbury-Nepean campaign
Direct mail localised for five areas
DRAFT IN REVIEW



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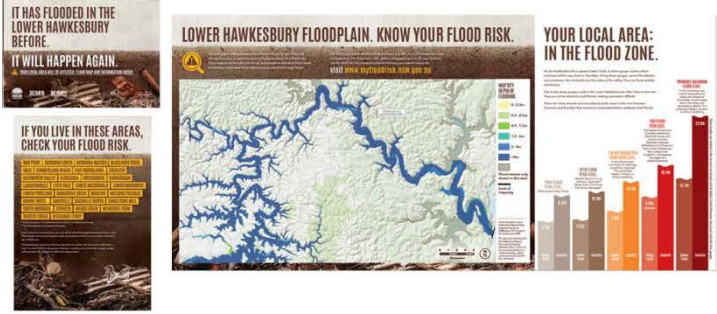
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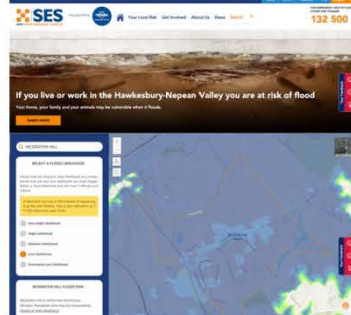
Get Ready for Flood Hawkesbury-Nepean campaign
Direct mail localised for five areas
DRAFT IN REVIEW



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www.myfloodrisk.nsw.gov.au
New section on NSW SES website with flood mapping tool



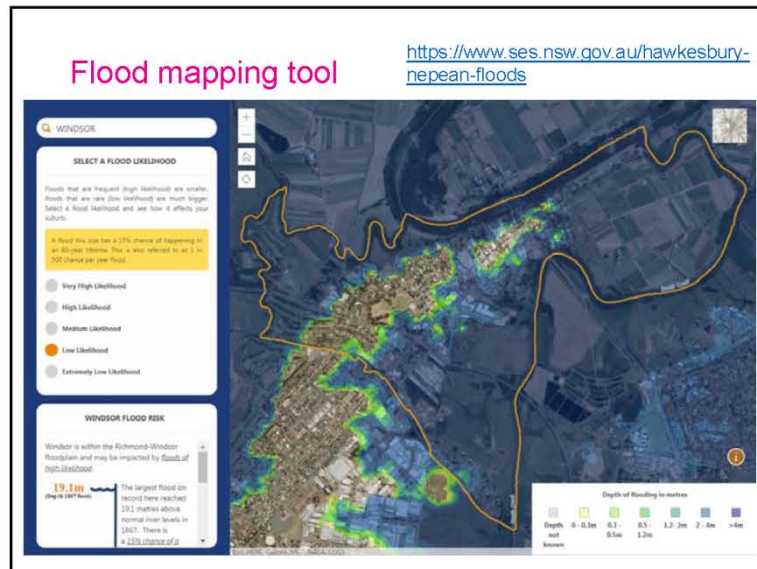
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www.myfloodrisk.nsw.gov.au
 New videos and other resources

Very High chance	High chance	Medium chance	Low chance	Extremely low chance
100%	98%	55%	15%	<0.1%
At least 1 in 100 years flood	At least 1 in 100 years flood	At least 1 in 100 years flood	At least 1 in 100 years flood	At least 1 in 100 years flood
At least 1 in 100 years flood	At least 1 in 100 years flood	At least 1 in 100 years flood	At least 1 in 100 years flood	At least 1 in 100 years flood
At least 1 in 100 years flood	At least 1 in 100 years flood	At least 1 in 100 years flood	At least 1 in 100 years flood	At least 1 in 100 years flood

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Windsor flood walk?

- Council ownership
- INSW assist
- Rerouting required due to Windsor Bridge
- New risk assessment required
- New collateral required
- Dates? Fri, Sat
- Times? 9am, 11am
- Promotion?
- Target audience?



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SECTION 4 - Reports for Information

ITEM: 1 **FRMAC - The National Disaster Risk Reduction Framework - (86589, 124414)**

Directorate: City Planning

DISCUSSION:

- Officers provided an overview of the National Disaster Risk Reduction Framework and gave a brief description of the attachment provided to Committee members.
 - Discussion arose regarding the amount of investment for infrastructure in the Hawkesbury to improve preparedness in the event of a flood, as noted in priority 4 of the attachment.
 - Committee members agreed that improvements are in progress, although they should be escalated as the Hawkesbury is not receiving the infrastructure that reflects a high risk area.
 - Officers clarified that this attachment is a resource document to be used as a tool to refer to and advocate the commitment to partnerships and decisions being made for the Hawkesbury.
-

OFFICER'S RECOMMENDATION:

That the Floodplain Risk Management Advisory Committee receive and note the report on The National Disaster Risk Reduction Framework.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Smith, seconded by Mr Terry.

That the Floodplain Risk Management Advisory Committee receive and note the report on The National Disaster Risk Reduction Framework.

ITEM: 2 **FRMAC - Profiling Australia's Vulnerability - (86589, 124414)**

Directorate: City Planning

DISCUSSION:

- Officers provided an overview of Profiling Australia's Vulnerability, noting that this is a supporting document to the National Disaster Risk Reduction Framework and is also a resource document to be used as a tool to refer to and advocate the commitment to partnerships and decisions being made for the Hawkesbury.
 - Committee members liked the sentiment of preventing one sector from increasing another set of vulnerable people or places.
 - Committee members had unanimous positive feedback about the attachment, noting that this contained very useful information.
-

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OFFICER’S RECOMMENDATION:

That the Floodplain Risk Management Advisory Committee receive and note the report on Profiling Australia’s Vulnerability.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Mackisack, seconded by Councillor Reynolds.

That the Floodplain Risk Management Advisory Committee receive and note the report on Profiling Australia’s Vulnerability.

ITEM: 3 FRMAC - Suncorp - Disaster Recovery Report - (86589, 124414)

Directorate: City Planning

DISCUSSION:

- Officers provided an overview of the Suncorp – Disaster Recovery Report document.
 - Concerns were raised by Committee members that the cost of premiums for insurance are starting to prevent people from taking out flood cover, and would therefore impact flood recovery. It was noted that disaster recovery does not cover human impacts and emotional effects which is also a very important aspect to consider.
 - Concerns were raised that there are an increasing amount of people living in a floodplain area who are uninsured, and in the event of a disaster, the State Government will be responsible for the majority of disaster recovery costs.
 - It was highlighted by Committee members that there is only one insurance company that will insure for flood.
 - This raised a question in regard to the actual percentage of properties in the Hawkesbury which are insured by Suncorp.
-

OFFICER’S RECOMMENDATION:

That the Floodplain Risk Management Advisory Committee receive and note this report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Terry, seconded by Ms Mackisack.

That:

1. The Floodplain Risk Management Advisory Committee request that Council contact the Insurance Council Australia for an update on the cost of premiums within the Hawkesbury-Nepean Valley since the Regional Flood Study has been released.

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SECTION 5 - General Business

Floodplain Management Australia Meeting – August 2019

- Officers provided an overview of the Floodplain Management Australia Meeting held in August 2019. It was noted that Council officers, various state agencies, and consultants from Infrastructure NSW, Office of Environment and Heritage and Roads and Maritime Services also attended.

RMS Policy - Closure of Hawkesbury Bridges

- Committee members discussed the importance of receiving information from the RMS regarding the closure of bridges in the Hawkesbury in the event of a flood, so that this can be taken into consideration when planning evacuations.

COMMITTEE RECOMMENDATION:

That the Floodplain Risk Management Advisory Committee:

1. Request that Council write to the RMS requesting the policy for the closure of bridges due to flooding, including the AHD flood heights which would result in closing the replacement bridge in Windsor, the Richmond Bridge and the Jim Anderson Bridge over South Creek.

MOVED by Mr Terry and seconded by Councillor Reynolds.

Evacuation Routes and Signage

- Committee members discussed the possibility of participating in a trial of the evacuation system led by the SES, so that Committee members can see and follow the evacuation routes and signage that have been installed.
- It was clarified that in the event of a flood, the SES will first give an Evacuation Warning, followed by Evacuation Orders which will include descriptive evacuation routes, and the most appropriate evacuation centres for people to migrate to.
- It was noted that once an Evacuation Warning is issued, it will be announced by the SES and personnel will door knock every property, starting in the lowest area and moving up to higher ground, to ensure the message reaches all.
- It was also noted that the evacuation routes will be managed by the RMS, the Police and traffic staff with authority, not by the SES.

COMMITTEE RECOMMENDATION:

That the Floodplain Risk Management Advisory Committee:

1. Request to be invited by the SES to attend a trial of an evacuation in all areas of the Hawkesbury, in order to experience what it would be like, what signs are visible and how the evacuation process will be delivered.

MOVED by Mr Smith and seconded by Ms Edds.

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Power Supply – West of the River

- Committee members discussed the importance of receiving information from Endeavour Energy regarding the loss of power supply west of the river in the event of a flood, so that this can be taken into consideration when planning evacuations.

COMMITTEE RECOMMENDATION:

That:

1. The Floodplain Risk Management Advisory Committee request that Council contact Endeavour Energy for a clear definition of when power will be cut off and what suburbs will be cut off in the event of a flood, particularly west of the river, and seek clarification regarding if any areas of the Hawkesbury LGA have access to a power supply from west of the Hawkesbury River (e.g. Mount Piper) and if so, which areas.

MOVED by Mr Terry and seconded by Ms Edds.

Foundation for Rural and Regional Renewal Project Update - Chair

- Committee members were provided with an update by the Chair on the Foundation for Rural and Regional Renewal Project.
- It was noted that the intention of this project is to build connectivity between networks on a street by street basis.
- There has been a workshop held in the Grose Vale area with parents and children separately to ascertain how aware people are. The next event will be held in Bowen Mountain Park.
- The aim is to have the children in these communities drive this project moving forward. Students at Richmond North Public School have been working on video messaging between schools to convey important alerts.
- The project is underway and unfolding, and an application has been made for a second round of funding to allow this project to roll out further.

The meeting terminated at 5.57pm

oooO END OF REPORT Oooo

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Item: 195 **ROC - Waste Management Advisory Committee - 2 October 2019 - (95496, 91369)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Waste Management Advisory Committee, held on 2 October 2019.

RECOMMENDATION SUMMARY:

Items raised in the attached Minutes of the Waste Management Advisory Committee held on 2 October 2019, have no policy or financial implications to Council, and as such are presented for information only.

REPORT:

Discussion

The Waste Management Advisory Committee met on 2 October 2019 and considered staff reports on a range of matters as shown in the attached Minutes (Attachment 1).

Items raised in the Minutes have no policy or financial implications to Council, and as such are presented for information only.

RECOMMENDATION:

That the Minutes of the Waste Management Advisory Committee held on 2 October 2019 be received and noted.

ATTACHMENTS:

AT - 1 Minutes – Waste Management Advisory Committee – 2 October 2019

ORDINARY MEETING
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AT - 1 Minutes – Waste Management Advisory Committee – 2 October 2019

The meeting commenced at 4:04pm.

Present: Councillor Mary Lyons-Buckett, Chairperson
Councillor Danielle Wheeler, Deputy Chairperson
Councillor John Ross, Hawkesbury City Council
Mr Eric Brocken, Community Representative
Mr William Sneddon, Community Representative
Ms Courtney McGregor, Community Representative
Ms Sally-Ann Eather, Western Sydney University Student Representative
Prof. Basant Maheshwari, Western Sydney University

Apologies: Councillor Paul Rasmussen, Hawkesbury City Council
Mr Ramiz Younan, Hawkesbury City Council

In Attendance: Ms Linda Perrine, Hawkesbury City Council
Mr Jeff Organ, Hawkesbury City Council
Mr Andrew Kearns, Hawkesbury City Council
Mr Rod Williams, Hawkesbury City Council
Mr Justin Murphy, Hawkesbury City Council
Ms Megan Berrell, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Councillor Wheeler and seconded by Ms McGregor that the apology be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Brocken and seconded by Mr Sneddon that the Minutes of the Waste Management Advisory Committee held on the 27 February 2019, be confirmed.

Member	27/02/2019	2/10/2019
Councillor Mary Lyons-Buckett - Chair	✓	✓
Councillor Danielle Wheeler - Deputy Chair	✓	✓
Councillor Paul Rasmussen	A	A
Councillor John Ross	A	✓
Mr Bill Sneddon	✓	✓
Mr Eric Brocken	✓	✓
Prof. Basant Maheshwari	A	✓
Ms Sally-Ann Eather	✓	✓
Ms Courtney McGregor		✓

A = Formal Apology

✓ = Present

X = Absent - no apology

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SECTION 4 - Reports for Information

Item: 1 Distribution of Code of Conduct to Committee Members (95496, 91369)

Division: City Planning

OFFICER'S RECOMMENDATION:

That all Waste Management Advisory Committee members receive and sign for copies of Council's new Code of Conduct and associated Procedures.

DISCUSSION:

The Manager Strategic Planning was in attendance at the meeting and advised the Committee of the following:-

- The Model Code of Conduct and associated Procedures for the Administration of the Code of Conduct were prescribed by the Office of Local Government in December 2018.
- In accordance with the requirements of the Local Government Act 1993, Council adopted a new Code of Conduct (the Code) and Procedures for the Administration of the Code of Conduct (the Procedures) on the 12 March 2019, based on the prescribed Model Code of Conduct and Procedures.
- The amendments to the Code and the Procedures are substantial and include:-
 - i. New standards relating to discrimination, harassment, bullying, work health and safety, behaviour at meetings, access to Council information, and maintenance of Council records;
 - ii. The incorporation of pecuniary interest provisions which were previously contained in the Local Government Act and Regulation;
 - iii. A new requirement for Councillors and designated persons to disclose a new interest in returns of interests within three months of becoming aware of the interest;
 - iv. Provisions relating to interactions with the media;
 - v. New rules governing the acceptance of gifts and benefits;
 - vi. New provisions relating to appropriate use of social media.
- Council's new Code of Conduct applies to all official representatives of Council, including Councillors, staff, and representatives on advisory committees.
- As outlined in the report to the Committee, the new Code of Conduct contains additional requirements for all committee representatives acting in their official Council capacity in the following areas:
 - i. Pecuniary interest and non-pecuniary conflict of interests
 - ii. Declaration of gifts and benefits
 - iii. Relations with the Media
 - iv. Recordkeeping requirements.
- The Mayor (or the Deputy Mayor if acting for the Mayor) and the General Manager (or his delegate) are the official spokespersons for the Council.
- Council committee representatives cannot make public comment on Council affairs without the approval of the General Manager or relevant Director.

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- Council has also chosen to incorporate some new provisions relating to the use of social media which apply to all committee representatives. Committee representatives must not use social media to post comments, photos, videos, electronic recordings or other information that:
 - i. is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council
 - ii. contains content about the council that may be misleading or deceptive
 - iii. divulges confidential council information
 - iv. breaches the privacy of other council officials or those that deal with council
 - v. contains allegations of suspected breaches of this code or information about the consideration of a matter under this code, or
 - vi. could be perceived to be an official comment on behalf of the council where you have not been authorised to make such a comment.

COMMITTEE RECOMMENDATION:

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

That all Waste Management Advisory Committee members receive and sign for copies of Council's new Code of Conduct and associated Procedures.

Review of Council Committees

Following consideration of this matter, the Acting General Manager Ms Perrine addressed Committee members to outline the process associated with a review of Council's Committees.

Stage One – Engagement with Committee members

Ms Perrine outlined that Council will be reviewing the current Committees and Working Groups to create an alignment with the Community Strategic Plan 2017 - 2036. A key part of this review is Stage One - engaging with current Committee and Working Group members to ascertain what is working and what could be improved in terms of the respective Committees / Working Groups.

The Community Strategic Plan 2017 - 2036 has five key directions being: Leadership, Environment, Community, Assets and Future.

Council also needs to ensure that there is a greater level of consistency between Committees which will be assisted through the development of a standard approach to systems and processes such as preparation of draft minutes which will be sent to the Committee before reporting to Council.

Between now and the end of December 2019, all Committees / Working Groups will have at least one meeting.

The Committees and Working Groups being engaged in the process include:

- Waste Management Advisory Committee
- Hawkesbury Access and Inclusion Advisory Committee
- Heritage Advisory Committee
- Tourism Advisory Committee
- Infrastructure Committee
- Human Services Advisory Committee
- Hawkesbury Civic and Citizenship Advisory Committee
- Floodplain Risk Management Advisory Committee
- Environmental Sustainability Advisory Committee

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- Reconciliation Action Plan Working Group, and
- Town Centres Master Plan Working Group

Stage Two will involve:

- Considering the feedback from Stage One.
- Engaging with Councillors.
- Consider if there is a transition phase eg. Waste Management and Environmental Sustainability take the opportunity to meet together.
- Complete the review and finalise the new committee structure ready for implementation in 2020.

A suggestion was made to add a question to the survey regarding specific days or times more suitable for meetings to be held.

Committee members were advised that an electronic survey will be distributed for completion.

Subsequently, the electronic survey was distributed to Committee members on Thursday, 3 October 2019.

Item: 2 WMAC - General Waste Bin Collection Schedule Changes (95249, 124414)

Division: City Planning

OFFICER'S RECOMMENDATION:

That the report be received and noted.

DISCUSSION:

- Officers provided an overview on the recent general waste bin collection schedule changes, explaining that these changes were made to meet EPA landfill guidelines, as well as safety and customer service outcomes.
- Affected residents received letters in the mail, it was also advertised on Council's website, social media pages etc.
- Officers noted that there has been no significant negative feedback on these changes from the community.

COMMITTEE RECOMMENDATION:

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

That the Waste Management Advisory Committee receive and note the report on General Waste Bin Collection Schedule Changes.

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Item: 3 **WMAC - Waste Education Projects Update (95249, 124412)**

Division: City Planning

OFFICER'S RECOMMENDATION:

That the report be received and noted.

DISCUSSION:

War on Waste Monthly Workshop Series

- Officers advised that these workshops have been running successfully since March 2018, noting that there is a growing awareness about waste issues and the workshops are popular within the community.
- Officers reported that there has been one criticism about the workshops being that they are held on a Thursday morning and therefore workers and community members with day time commitments are unable to attend.
- Officers are in discussion with Library staff to establish a day time and evening workshop on the same day, which is planned to commence in 2020.

Public Place Recycling Program – Hawkesbury Show 2019

- Officers provided an overview of the Hawkesbury Show 2019, noting that Council has partnered with the Hawkesbury District Agricultural Association since 2016 to deliver a Public Place Recycling Program.
- During the 2019 Hawkesbury Show, the focus was on Return and Earn.
- Committee members enquired whether there is a requirement for people hiring the showground for other events to provide recycling to patrons.
- Officers advised that there is a Sustainable Events Policy, and that any successful applicants for event sponsorship through Council are required to address this.
- Committee members requested a recycling rate to compare year by year, either by weight or volume.
- An enquiry was made about the cleaning of the grounds at the Show. Officers clarified that the Show Society use volunteers from Oakville RFS.
- Discussion commenced regarding the incentives offered for the Show Society to encourage correct waste disposal. Officers confirmed that the earnings made from Return and Earn at the Show are donated to the Show Society's chosen charity.
- Committee members discussed different ways to promote correct waste disposal leading up to and during the Show. An enquiry was made about Recycling Rovers speaking to people at the Show.
- Officers advised that Recycling Rovers do attend the Show; these are environmental consultants from Envirocom, who also undertake the bin inspection program and education at schools. Recycling Rovers at the Show speak to around 1,000 people out of the 60,000 who attend, and therefore it is best to focus on infrastructure and signage, etc. to get the message across.

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- Committee members highlighted that there are many environmentally passionate university student groups such as the Sustainable Development Solutions Network (SDSN) and PEACE Unlimited at Western Sydney University, who may be a better resource to raise waste disposal awareness at the Show.
- It was noted that there is a Citizen Scholar Award through the Western Sydney University that can be awarded for volunteering, offering a good incentive for university students to be involved.
- Committee members suggested using the waste contractor for the Show, as a possible sponsor for the Public Place Recycling Program.

Chemical Clean Out Event and Community Recycling Centre

- Officers provided an overview of the outcomes of the 2019 Chemical Clean Out event and Community Recycling Centre. It was advised that this is an ongoing project and there will always be a need for the Chemical Clean Out Event as it takes more substances than the Community Recycling Centre allows.
- It was advised that both the Chemical Clean Out Event and Community Recycling Centre were advertised on Council's annual rates notice flyer.
- Committee members reported that this year's Chemical Clean Out Event ran very smoothly and had positive feedback from the community.

Bin Inspection Program – *Recycle Right*

- Officers provided an overview of the Bin Inspection Program – Recycle Right, noting that this is an annual event and this year's focus was on recycling bins, with last year's focus on garden and organics bins.
- Committee members enquired whether there has been a recent Waste Audit undertaken. Officers advised that this was last completed in 2017 and that these normally occur every three years, since 2008.

Waste 2 Art Competition

- Officers provided an overview of the recent Waste 2 Art Competition, noting that this is the sixth year of the competition.
- Officers advised that Council is considering moving this event to November, in order to increase school students participation. Council is also considering the inclusion of high school students in the Waste 2 Art Competition. It was also highlighted that there was a recycling competition held at the Hawkesbury Show, allowing all ages to participate.
- Committee members suggested ensuring the theme of this competition is a commonly recycled material.

Household Compost Revolution and the new Schools Compost Revolution

- Officers provided an overview of the Household Compost Revolution and the new Schools Compost Revolution.
- Committee members enquired about the total number of households that have been involved. Officers advised around 1,100 households had purchased a worm farm, compost bin or bokashi bin, since 2015.

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- Officers advised that Wilberforce Public School purchased a number of items in Term 2, and that additionally a workshop had been undertaken at Windsor High School.

Kerbside Recycling Collections

- Officers provided an overview on Kerbside Recycling Collections, noting that there has been a reduction in kerbside recycling tonnages following the commencement of the Return and Earn Scheme.
- An enquiry was raised regarding the effect of the changes on the waste streams. Officers advised that in Sydney, 90% of Councils use Visy as their operator, processor and collector. Visy have been less affected than other companies in the industry by the recent changes.
- Following an enquiry, Officers indicated that an outline of the recycling process can be provided and where the materials end up, but noted that Council does not have a direct contract with Visy. Instead, JJ Richards has the contract with Visy, and therefore it may be difficult to get specific details.
- Committee members discussed the possibility of arranging a site visit to recycling centres, to gain a further understanding of the processes involved.
- Committee members enquired whether Council has a Procurement Policy relating to crushed glass and other recycled materials used for road construction and drainage. In this regard, Officers advised that there is currently no formal policy within Council but it is a consideration.
- Councillor Wheeler indicated that a Notice of Motion was being drafted regarding the Procurement Policy.

Clean Up Australia Day

- Officers provided an overview of Clean Up Australia Day, held on Sunday 3 March 2019, noting that this was a successful event with 39 sites involved.
- Committee members expressed interest in holding a second event on a day later on in the year, when the weather is cooler in an effort to involve more people.
- A suggestion was made to incorporate an additional Clean Up Australia Day event with World Environment Day, held on 5 June.
- Another suggestion was made to consider location-specific clean up days on a smaller scale throughout the year, engaging community groups to assist with running these along with tree planting.

Remote Household Problem Waste Collection Event

- Officers provided an overview of the upcoming Remote Household Problem Waste Collection Event, noting that earlier this year Council conducted a survey in order to gauge the level of interest from Macdonald Valley residents. This received 33 responses and there are 21 registrations for the event to be held in St Albans on Saturday 19 October 2019.
- Committee members mentioned that targeting flood prone areas such as the Macdonald Valley is a good initiative to encourage them to clean up debris as preparation for a potential flood event.

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Additional Comments

- Committee members enquired about which of the above projects were considered by Officers to be the most successful.
- Officers advised that the Community Recycling Centre is considered to be a significant achievement for the Hawkesbury, being a new facility and the volume of materials being dropped off. It was mentioned that not many Sydney LGA's have a community recycling centre.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms McGregor, seconded by Mr Sneddon.

That the Waste Management Advisory Committee receive and note the report on Waste Education Projects Update.

Item: 4 Hawkesbury City Waste Management Facility

Division: Infrastructure Services

OFFICER'S RECOMMENDATION:

That the information be received.

DISCUSSION:

- Officers provided an overview of the Hawkesbury City Waste Management Facility, noting that there has been direction from the General Manager to develop an Integrated Waste Management Strategy.
- Committee members enquired about the changes to the tip face, now being supervised. Officers clarified that this is a result of a compliance audit under the EPA to ensure waste is being deposited toward the correct areas.

COMMITTEE RECOMMENDATION:

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

That the Waste Management Advisory Committee receive and note the report on Hawkesbury City Waste Management Facility.

SECTION 5 - General Business

Reuse and Repair

- Officers provided an overview of the Online Reuse and Repair Directory, noting that this has been advertised on Council's website and social media, with a large response from the community via a Facebook Post indicating that there is a definite interest in reuse and repair.
- Committee members noted that the opening of the Hawkesbury Remakery is a good time to promote reuse and repair, and that it is important to also promote the relationship between the tip and groups such as the Remakery.

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SECTION 4 – Reports of Committees
Meeting Date: 29 October 2019

- Discussion occurred regarding educating people about alternative locations to give valuable materials to, instead of discarding them at the tip. It was agreed to continue looking at options to maintain connectivity between the tip and groups such as the Remakery.
- Officers advised that there is an upcoming event, Second Hand Saturday, on 6 November 2019.

Save Our Recycling

- Officers provided an update on the Save Our Recycling Campaign that Council is participating in, noting that last year there was a total of \$3.3 million in waste levy fees for Hawkesbury City Council, with 18% of waste levy fees being returned.

EPA 20 Year Waste Strategy

- Officers provided an overview of the EPA 20 Year Waste Strategy, noting that this is currently being developed and the draft should be completed by the end of 2019.
- The new Minister of the Department of Planning, Industry and Environment has based the draft strategy and other accompanying policies centred on Sustainability, Reliability and Affordability.
- Committee members enquired whether there is a program available to industrial generators of waste to be able to list out their items, and reuse waste. It was noted that there is Circulate, NSW EPA Industrial Ecology Program, offering grant applications designed to fund innovative, commercially oriented industrial ecology projects. Circulate supports projects that will recover materials that would otherwise be sent to landfill, and to instead use them as feedstock for other commercial, industrial or construction processes.
- Officers advised that Planet Ark has business recycling as part of their Corporate Social Responsibility (CSR). Planet Ark are trialing a similar program for industry, but this is currently not operating in Sydney.

State of Waste 2019 – Mike Ritchie - MRA Consulting Group

- Officers provided an overview of the State of Waste 2019 Report, noting that a new Federal Minister for waste has been appointed for the first time.
- Committee members followed up regarding the Food Waste Grant Council had previously applied for. Officers advised that the Hawkesbury, Penrith and Blue Mountains Councils put in a joint expression of interest for this but were not successful.

ADDITIONAL GENERAL BUSINESS

Meeting Frequency

- Committee members discussed the possibility of meeting more frequently in an informal setting, as the Waste Management Advisory Committee only meets twice a year.
- A suggestion was made to create a WhatsApp group allowing members to share links and information with each other throughout the year.
- It was also suggested to consider meeting at an informal session known as Green Drinks. These are held every month for people who work in the environmental field.

The meeting terminated at 6:00pm.

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 29 October 2019

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 29 October 2019

SECTION 5 – Notices of Motion

Item: 196 **NM1 - Passing of Teresa James - (79351, 25612)**

Submitted by: Councillor Mary Lyons-Buckett

NOTICE OF MOTION:

That:

Council recognise the passing of Teresa James and acknowledge her valuable contribution to nature conservation, and understanding of unique Western Sydney native vegetation.

BACKGROUND:

Teresa was arguably the foremost expert on Western Sydney native vegetation. Teresa assisted government agencies and members of the public to value and protect the environment. She was regularly employed by government agencies and councils as a botanical expert.

Teresa helped map Western Sydney's bush land in 1997 as part of the Urban Bushland Biodiversity Survey. She also wrote many books and guides on Western Sydney's bushland and held workshops for councils and local community groups to better understand and identify local plant species. She was instrumental to the retention of valuable sections of native vegetation at development sites in Western Sydney.

Her extensive knowledge and efforts in the field of nature conservation will be greatly missed.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 29 October 2019

Item: 197 **NM2 - Electric Vehicle Charger, Council outdoor work equipment and Cities Power Partnership - (79351, 125612)**

Submitted by: Councillor Mary Lyons-Buckett

NOTICE OF MOTION:

That Council:

1. Install at least one electric vehicle charger in a public space within the Hawkesbury LGA (preferably at the Clarendon information centre) as soon as practicable, with plans to roll out further chargers when possible.
2. Investigate, and transition whenever possible, outdoor work equipment such as blowers, whipper snippers, brushcutters and mowers to electric versions; as well as utilising the Charge Together Fleets tool created by the Electric Vehicle Council and Evenergi to ascertain the feasibility of introducing electric vehicles into Council's fleet as soon as possible.
3. Give in principle support to Hawkesbury City Council hosting a forum next year at which the Cities Power Partnership would facilitate a gathering of councils who have declared a Climate Emergency, to workshop preparation of climate action plans specific to the Climate Emergency, and the types of actions which can be taken, using shared resources. Further discussions to take place with the Cities Power Partnership regarding this.

BACKGROUND:

In March 2019 Hawkesbury City Council resolved to recognise that we are in a state of Climate emergency requiring urgent action by all levels of government, and that we hold a Climate Emergency Workshop to examine options available to Council to address the climate emergency within our LGA.

The key thrust of the March resolution is the urgency attached to it and the need to progress, within our limited resources, to take positive steps to reducing emissions however we can. At the recent LGNSW Conference it was apparent that many councils have implemented a wide range of actions addressing the climate emergency. Additionally a majority of delegates voted at the Conference to declare a climate emergency.

Points 1 and 2 refer to actions which may be reasonably achievable in the very short term. Electric Vehicle chargers have the dual purpose of providing travellers and tourists a mechanism which enables them to travel through and visit our area as well as encouraging the uptake of electric vehicle use locally. I understand this could be carried out at minimal cost. Point 2 would essentially direct Council to replace any existing outdoor work equipment with electric versions when updates are required. The new tool for comparing costs of electric fleet vehicles to fossil fuel vehicles should be being utilised to enable any replacement vehicles which could be electric or hybrid, to be purchased when possible.

To date we have not had a workshop connected with the declaration of the climate emergency. An opportunity exists to work with the Cities Power Partnership to host (or at least attend) a workshop as outlined in Point 3. This motion calls for in principle support to enable further investigation of this idea.

ORDINARY MEETING
SECTION 5 – Notices of Motion
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FINANCIAL CONSIDERATIONS:

The matters raised in this report may have direct financial implications and will require further assessment.

NOTE BY MANAGEMENT:

Where proposals have resource implications, Council staff can incorporate the proposal into existing work programs. Where proposals are currently unfunded, Council staff can commence research on these items in the current financial year in order to inform the development of the Operational Plan 2020/2021 and any budgetary impacts.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING**Questions with Notice****Meeting Date:** 29 October 2019**QUESTIONS WITH NOTICE****Item: 198****Councillor Questions with Notice - 24 September 2019****Questions – 24 September 2019**

#	Councillor	Question	Response
1	Wheeler	Enquired as to whether the results from the Kurrajong-Kurmond survey could be distributed to Councillors.	<p>The Director City Planning advised that the results of the Kurmond and Kurrajong Investigation Area Survey were reported to Council on 29 November 2016 (item 257).</p> <p>A memorandum has been forwarded to Councillors on 2 October 2019, advising of the survey results.</p>

ORDINARY MEETING**Questions with Notice****Meeting Date:** 29 October 2019

#	Councillor	Question	Response
2	Ross	Enquired as to whether there was a Council resolution to undertake the Kurrajong-Kurmond survey.	<p>The Director City Planning advised that a report in relation to the Kurmond and Kurrajong Investigation Area was considered at Council's Ordinary meeting on 28 July 2015, wherein it was resolved (in part) that:</p> <p>2. <i>Council officers initiate discussions with the Kurmond and Kurrajong landowners and community about the Interim Policy and local planning approach, in September 2015.</i></p> <p>A follow up status report in relation to the Kurmond and Kurrajong Investigation Area was considered at a subsequent Council meeting on 24 November 2015. That report provided Council with a progress report regarding a local planning approach for the Kurmond and Kurrajong Investigation Area and informed Council of the status of other planning proposals.</p> <p>The report proposed that Council write to all land owners and occupiers in the investigation area and the village centres of Kurmond and Kurrajong inviting them to take part in an online survey for the purpose of seeking to obtain the land owners and occupiers views regarding where development should occur, lot sizes, development constraints (i.e. the Interim Policy adopted by Council on 28 July 2105), general interest and timeframe for development.</p> <p>The report was received and noted by Council.</p>

oooO END OF REPORT Oooo

ORDINARY MEETING**Questions with Notice****Meeting Date:** 29 October 2019**Item: 199****Councillor Questions with Notice - 29 October 2019****Questions – 29 October 2019**

#	Councillor	Question	Response
1	Lyons-Buckett	Requested information if currently there is work being carried out on the first span (southern side) of the current Windsor Bridge. What are the reasons for the work being carried out? If it is in relation to the proposal of the RMS to retain this section for a viewing platform even though the Council is opposed to that option, who will be responsible for its ongoing maintenance if the RMS proceeds with its plan?	The Director Infrastructure Services advised that RMS had engaged structural engineers to examine the various elements of the first span of the bridge as the basis for preparing designs to convert this to a viewing platform. Council has previously advised RMS and the Local Member for Hawkesbury that it supports the retention of the full bridge only. Advice has also been provided to RMS that should the viewing platform proposal be implemented that Council would not accept maintenance or ownership of the structure. RMS have indicated that Council would not be required to take responsibility for the structure. Should the proposal proceed Council could enter into a maintenance arrangement with RMS on routine cleaning activities to ensure the public domain is kept in a satisfactory condition and appearance, noting that it is possible that heritage interpretation signage may be located on the platform if constructed. This component will be subject to a further report to Council.

ORDINARY MEETING**Questions with Notice****Meeting Date:** 29 October 2019

#	Councillor	Question	Response
2	Lyons-Buckett	The Hawkesbury Gazette quoted the RMS in a recent edition as saying, "We are also working with the Hawkesbury Regional Museum on options for heritage interpretation and displaying of artefacts, including the brick box drain recovered from Thompson Square." and also, "We are working with the local Darug community to include their artwork, stories and voice and incorporate a first person, Aboriginal point of view into the project's final outcome." Who is to pay for the establishment of these exhibitions?	<p>The Director Support Services advised that during the previous few months, Council's staff have had discussions with RMS representatives regarding the potential of housing and display of artefacts and archaeology from the Windsor Bridge Replacement Project in the Hawkesbury Regional Museum. In doing so Council staff have advised RMS representatives that any proposal regarding the housing and display of artefacts and archaeology will require formal consideration by Council.</p> <p>The RMS heritage consultant is currently developing a Draft Interpretation Plan for the Windsor Bridge Replacement Project. This Plan will detail what RMA proposes to do with the artefacts and archaeology.</p> <p>A proposal to RMS, to provide support and funding for the Museum exhibition development and fit out, is also being developed.</p> <p>It is anticipated that the details regarding the potential housing and display of artefacts and archaeology from the Windsor Bridge Replacement Project will be presented at a future Councillor Briefing Session and reported to Council.</p>

oooO END OF REPORT Oooo

ORDINARY MEETING

Confidential Reports

Meeting Date: 29 October 2019

CONFIDENTIAL REPORTS

Item: 200 SS - Lease to Alison Griffiths, Danielle Griffiths and Clifford Griffiths - Shop 5, Wilberforce Shopping Centre - (95496, 112106, 111694, 102430, 39053)

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

Meeting Date: 29 October 2019

Item: 201 SS - Lease to Ice Box Liquor Pty Ltd and Surrender of Lease to Jodale Enterprises Pty Limited - Shop 1, Glossodia Shopping Village - (95496, 112106, 74051, 147401)

Directorate: Support Services

Reason for Confidentiality

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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: 29 October 2019

Item: 202 **SS - Appointment of Investment Advisor - (95496, 96332)**

Previous Item: 150, Ordinary, 26 June 2018

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning pricing for the supply of 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

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