



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 30 October 2018

location: council chambers

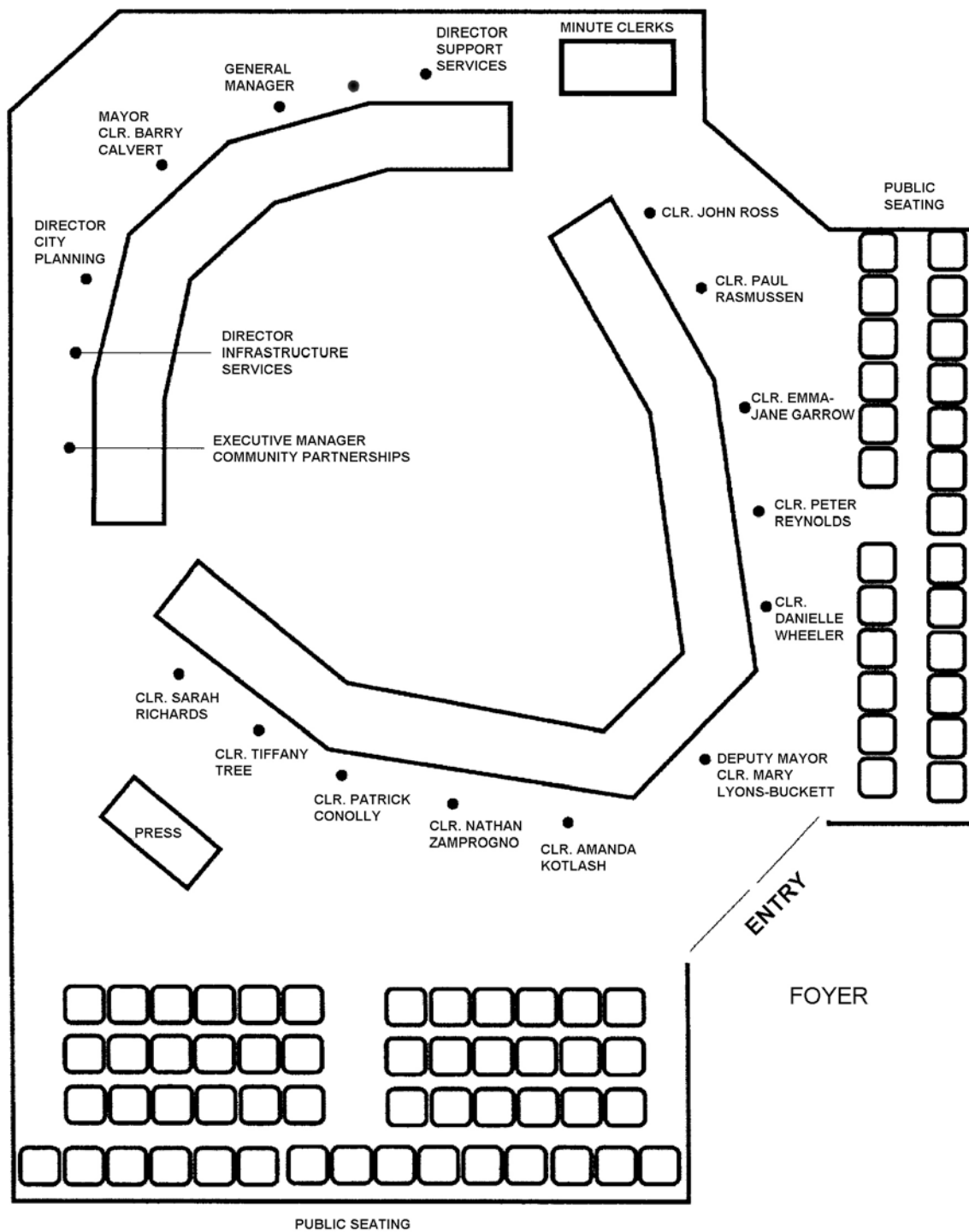
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



ORDINARY MEETING**Table of Contents****Meeting Date:** 30 October 2018**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
	PROCEDURAL MATTERS	3
	SECTION 1 - Confirmation of Minutes	7
	SECTION 2 – Mayoral Minutes	11
	SECTION 3 – Reports for Determination	15
	PLANNING DECISIONS	15
Item: 251	CP - Pitt Town Community Precinct - (95498, 96328)	15
	GENERAL MANAGER	27
Item: 252	GM - Events Sponsorship Program - 2018/2019 - Round 1 - (95496, 96328)	27
Item: 253	GM - Australia Day 2019 - (95496, 96328, 79351)	53
Item: 254	GM - 18th International Cities, Town Centres and Communities (ICTC) Conference (79351)	58
	CITY PLANNING	61
Item: 255	CP - Hawkesbury City Council LEP Review Report - (95498, 124414)	61
	SUPPORT SERVICES	71
Item: 256	SS - Monthly Investments Report - September 2018 - (95496, 96332)	71
Item: 257	SS - Pecuniary Interest Returns - Designated Persons - (95496, 96333)	75
Item: 258	SS - Commercial Use of Council's Libraries - (95496, 79351, 82780)	78
Item: 259	SS - Fit for the Future Strategy: Council Owned Child Care Centres - Building Renewal Charge and Draft Lease - (95496)	84
Item: 260	SS - Oasis Aquatic and Leisure Centre - (95496, 96332, 93487, 73685)	94
Item: 261	SS - Audit Committee Annual Report - September 2018 - (95496, 91369, 79351)	114
	SECTION 4 – Reports of Committees	131
Item: 262	ROC - Audit Committee - 12 September 2018 - (95496, 91369, 79351)	131
Item: 263	ROC - Local Traffic Committee - 8 October 2018 - (80245)	154

ORDINARY MEETING

Table of Contents

Meeting Date: 30 October 2018

SECTION 5 – Notices of Motion	169
Item: 264 NM1 - Income Support for People Seeking Asylum - (79351, 138882)	169
Item: 265 NM2 - Raising of Warragamba Dam Wall - (79351, 125612)	170
QUESTIONS FOR NEXT MEETING	171
Item: 266 Councillors Questions from Previous Meetings and Responses - 9 October 2018 (79351)	171
CONFIDENTIAL REPORTS	176
Item: 267 IS - Operation of Lower Portland Ferry - (95495, 79344, 112333) CONFIDENTIAL - <i>(Report to be distributed separately)</i>	176

ORDINARY MEETING
Procedural Matters
Meeting Date: 30 October 2018

PROCEDURAL MATTERS

Welcome

The General Manager will address the Council meeting, mentioning:

- Acknowledgement of Indigenous Heritage
- 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: 30 October 2018

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 30 October 2018

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 30 October 2018

SECTION 1 - Confirmation of Minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 30 October 2018

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 30 October 2018

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 30 October 2018

SECTION 2 – Mayoral Minutes

No Mayoral Minutes.

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 30 October 2018

ordinary

section

3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 251 **CP - Pitt Town Community Precinct - (95498, 96328)**

Division: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council of preliminary consultations for the Pitt Town Community Precinct, and to seek Council approval for the preparation of a planning proposal to facilitate the development of the Community Precinct.

EXECUTIVE SUMMARY:

The Hawkesbury Section 94 (now known as Section 7.11) Contributions Plan 2015 includes provision for the construction of community facilities, recreational buildings and park improvements within the Pitt Town Release Area.

Council has acquired 9.95 hectares of land on Fernadell Drive for this purpose and this site is referred to in this report as the Pitt Town Community Precinct. The Precinct is made up of two sections of land divided by Fernadell Drive refer to (Figure 1). A 4,299m² section of land to the west of Fernadell Drive has been identified as the site for a proposed community centre, with the balance of 9.5 hectares to the east and north of Fernadell Drive, identified as the site for a recreation and sporting facilities and referred to as Fernadell Park.

Council has commenced consultation with residents of Pitt Town on the development of concept plans for the Precinct. During these preliminary discussions, the option of constructing a single multi-function community, recreation and sporting facility was canvassed and provisionally endorsed. Under this option, the 4,299m² community centre site would no longer be required for public amenity purposes and could potentially be sold with sale proceeds reinvested in additional community facilities for the Pitt Town community. This report outlines the process that would be required to be implemented should Council resolve to proceed down this path.

The report also identifies a need for Council to prepare a planning proposal to rezone the Pitt Town Community Precinct from its current RU2 – Rural Landscape zone to a RE1 – Public Recreation zone. The rezoning is required as the current RU2 zone does not permit the construction of a community or recreation facility. The report outlines the zoning history of the site.

The report notes that the requirement for the rezoning is not anticipated to be an impediment to progressing the planning and proposed development of the Pitt Town Community Precinct to advance the timely delivery of community facilities for residents of Pitt Town. To this end, the report also proposes that Council commence the preparation of a comprehensive Master Plan, and details Plan of Management, for the Precinct to be informed by extensive community consultation.

RECOMMENDATION SUMMARY:

The report recommends:

- That Council commence the preparation of a planning proposal to rezone land for the Pitt Town Community Precinct to enable the construction of the community facilities.

ORDINARY MEETING

- The reclassification of the previously proposed community centre site from Community Land to Operational Land under the Local Government Act, 1993, to facilitate its future sale for the purpose of raising revenue for the Pitt Town community.
- That Council commence the preparation of a comprehensive Master Plan and Plan of Management for the Precinct.

REPORT:

The Hawkesbury Section 94 Contributions Plan 2015

The Hawkesbury Section 94 Contributions Plan 2015 includes provision for land acquisition for community facilities, recreational buildings and park improvements within the Pitt Town Release Area.

The schedule of land acquisition for the Pitt Town Release Area includes a 9.95 hectare parcel of land (Lot 6028 DP 1169449) set aside for Fernadell Park and the proposed Pitt Town Community Centre.

The Hawkesbury Section 94 Contributions Plan 2015 also includes an allocation of \$3.1M for the construction of a community centre and \$4.4M for the development of Fernadell Park. The total contribution to be collected for these community facilities is \$7.5M. As at 30 June 2018, Council has collected \$3.95M of this total contribution and these funds are held within the Section 94 Reserve.

Council is currently in the process of reviewing and updating The Hawkesbury Section 94 Contributions Plan 2015 for a report to Council to seek approval for the public exhibition of the updated Plan.



Figure 1 : Location of land parcels acquired for recreational and community facilities
Pitt Town Release Area (Pitt Town Community Precinct)

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Planning for the Pitt Town Community Precinct

In June 2018, as part of its 'Connecting with our Community' town meetings, Council gave an undertaking to consult with the residents of Pitt Town on the development of concept plans for the Pitt Town Community Centre and Fernadell Park (the Pitt Town Community Precinct). Council has allocated \$100,000 in the 2018/2019 Operational Plan to facilitate this process.

In September 2018, Council staff met with representatives of the Pitt Town Progress Association to commence the community engagement process. The Association provided Council with a summary of design suggestions and expectations collected from residents for community facilities in Pitt Town (Attachment 1). At this meeting, Council tabled a preliminary concept design for Fernadell Park noting that the plan was intended to provide a starting point for the development of a more detailed Master Plan for Fernadell Park, which would be subject to community consultation. The draft concept plan was based on Council's *Regional Open Space Planning and Design Guidelines* for a district level parkland and sporting facility.

During these discussions, the option of combining the Section 94 funds available for community facilities, recreational facilities and park improvements was canvassed with the intention of constructing a single multi-function centre to be located on Fernadell Park. Council was advised that this option was one that had been previously canvassed by the Pitt Town Progress Association.

As part of this option, the 4,299m² community centre site would no longer be required for public amenity purposes and could potentially be sold in the future with the sale proceeds reinvested in community facilities within the Pitt Town Release Area. Council has obtained legal advice indicating that this course of action would be possible subject to Council meeting the relevant provisions of the Environmental Planning and Assessment Act, 1979 and the Local Government Act, 1993, as covered later in this report.

The Pitt Town Progress Association supported this proposal but requested that if possible consideration should be given to using the community centre site for a senior's housing development.

The Association also expressed a strong preference for the timely delivery of the planned community facilities for Pitt Town. It was agreed that a further meeting with the Association would be held following Council's determination regarding the proposal for an integrated, multi-functional community precinct model to enable Council staff and the Association to develop a community engagement plan to inform residents and seek their views on the development of the Pitt Town Community Precinct.

The Association also endorsed Council's proposed application under the NSW Greater Sydney Sports Facility Fund for a \$4M additional funding contribution towards the Pitt Town Community Precinct which, if successful, would expand the proposed scope of works for the Precinct.

Requirement for Rezoning

As shown in Figure 2, Fernadell Park incorporating the adjoining community centre site is currently zoned RU2 – Rural Landscape. The RU2 zoning was established in 2012 following the conversion of the 1989 Hawkesbury Local Environment Plan (HLEP) into the current 2012 HLEP.

Under the HLEP 1989, the land was zoned EPA - Environmental Protection – Agricultural Protection (Scenic). This EPA zoning was one of only 3 of the 21 zones in the HLEP 1989 where a community or recreational facility was not permissible. The conversion of the 1989 EPA zone into the 2012 RU2 zone retained this prohibition.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

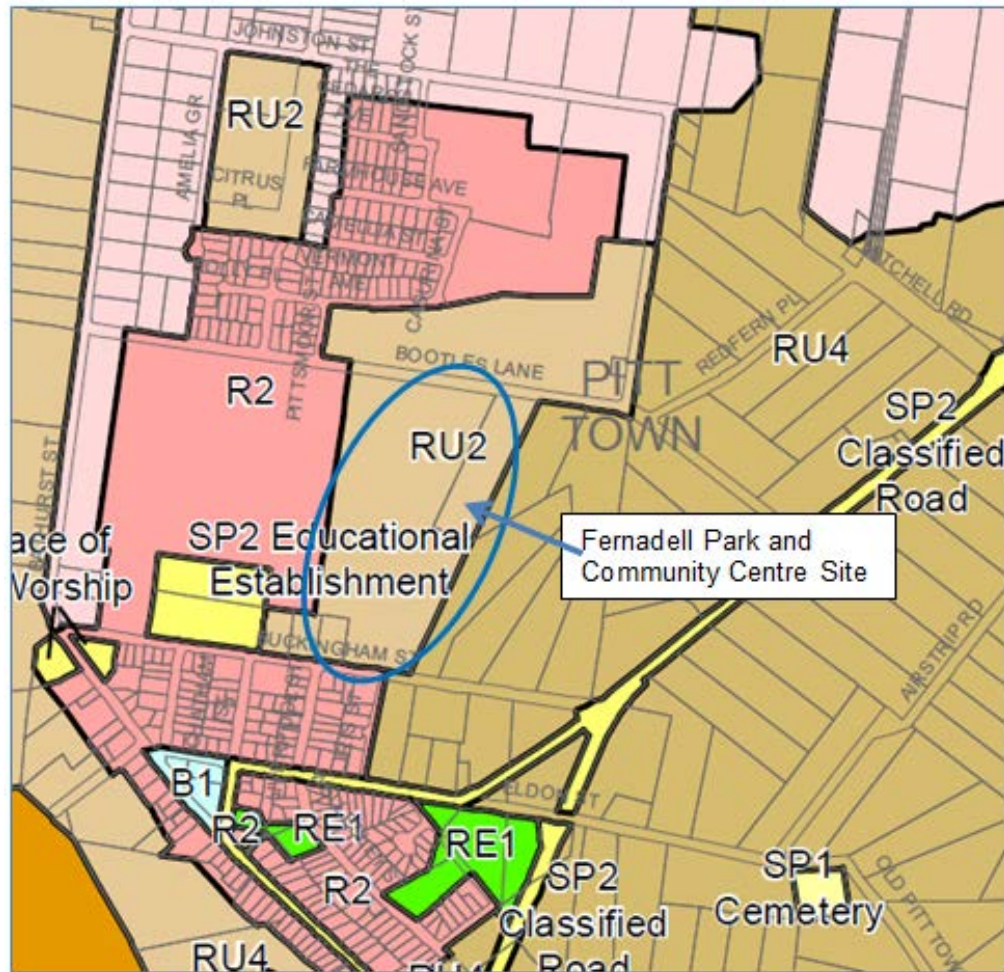


Figure 2: Map - Land Zonings Pitt Town

Land Use Table: RU2 Zone

Permitted without consent

Bed and breakfast accommodation; Environmental protection works; Extensive agriculture; Home occupations

Permitted with consent

Agriculture; Animal boarding or training establishments; Boat sheds; Building identification signs; Business identification signs; Cemeteries; Charter and tourism boating facilities; Crematoria; Dual occupancies (attached); Dwelling houses; Educational establishments; Entertainment facilities; Environmental facilities; Farm buildings; Farm stay accommodation; Flood mitigation works; Forestry; Funeral homes; Helipads; Home-based child care; Home industries; Jetties; Landscaping material supplies; Moorings; Places of public worship; Plant nurseries; Recreation areas; Restaurants or cafes; Roads; Roadside stalls; Rural industries; Rural supplies; Rural workers' dwellings; Water recreation structures; Water storage facilities

Prohibited

Any development not specified above.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

The particulars of permitted developments under the RU2 Rural Landscape zones are summarised below.

Despite the clear intent of the Section 94 Plan, the land has retained the elements of its previous pre-2012 zoning under which a community or recreational facility is a prohibited development. This anomaly was not picked up during the conversion of the 1989 HLEP into the 2012 HLEP.

Advice from the Manager Strategic Planning indicates that under the current RU2 zoning, it will not be possible for Council to construct a community or recreational facility on the land that Council has acquired for this purpose. Therefore, a planning proposal to rezone the land from RU2 – Rural Landscape to RE1 - Public Recreation will need to be prepared to facilitate the timely development of the Pitt Town Community Precinct.

The planning proposal would be reported to the Hawkesbury Local Planning Panel for advice prior to being reported to Council in order to seek approval to submit the planning proposal to the Department of Planning and Environment for a Gateway determination.

Reclassification and Development of Community Centre Site

Should Council determine to proceed with the proposal for an integrated, multi-functional community precinct model, then, as outlined above, the community centre site would no longer be required for a public amenity purpose and could be sold with sale proceeds reinvested in community facilities for Pitt Town. Based on legal advice this would require:

1. the preparation of an amended Section 94 (now Section 7.11) Development Contribution Plan as provided for under Clause 32 of the Environment and Planning Assessment Regulation 2000, which would effectively delete the requirement for Council to retain the community centre site for a public amenity purpose. The amended Plan would be reported to Council and placed on public exhibition. Council is currently in the process of updating the Section 94 Contributions Plan 2015, and the amendment to the Plan, as outlined above, could be dealt with as part of that process;
2. the inclusion within the proposed rezoning planning proposal of a provision to reclassify the 4,299m² community centre site from Community Land to Operational Land and amend the minimum lot size map to accommodate a lot of this size;
3. a public hearing into the proposed reclassification of the community centre site as required under Sections 29 and 47G of the Local Government Act, 1993;
4. a rezoning to facilitate the future development of the community centre site. Based on advice from the Manager Strategic Planning it is proposed that the community centre should retain its current RU2 zoning. Due to unresolved flood evacuation issues, it is unlikely that approval would be granted to amend the RU2 zone to a residential or other zone to permit the intensification of development outcomes for the site beyond a single residential dwelling (assuming that a low-impact, residential type development would be community's and Council's preferred permissible development outcome).

Progressing Planning for the Pitt Town Community Precinct

The requirement for the rezoning will not necessarily be an impediment to progressing the planning and proposed development of the Pitt Town Community Precinct to advance the timely delivery of community facilities for residents of Pitt Town as advocated by the Pitt Town Progress Association.

Council has set aside \$100,000 in the 2018/2019 Operational Plan to prepare initial concept plans for the Pitt Town Community Precinct. It is proposed that these funds be supplemented through a quarterly review budget adjustment to draw down additional available funds from the Pitt Town Section 94 Reserve to facilitate the preparation of a more comprehensive Master Plan and detailed Plan of Management for the Precinct informed by extensive community consultation.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

These documents would be required to be prepared prior to the construction of any proposed facility. Their preparation will provide the opportunity for residents to meaningfully participate in the planning and design of their community precinct.

While a community or recreational facility cannot be commenced before the proposed rezoning, the RU2 Zone does permit the development of a 'recreation area' which is defined as:

"a place used for outdoor recreation that is normally open to the public, and includes:

- (a) a children's playground, or*
- (b) an area used for community sporting activities, or*
- (c) a public park, reserve or garden or the like, and any ancillary buildings, but does not include a recreation facility (indoor), recreation facility (major) or recreation facility (outdoor)."*

Council could therefore reasonably commence the staged implementation of the Master Plan should the Plan be complete before the rezoning planning proposal is finalised. The current RU2 zone would permit the landscaping, sporting fields, park amenities, and playground elements of the Master Plan to be delivered.

In addition, the preparation and lodgment of a Development Application for the multi- function community/recreational facility component of the Master Plan could be commenced once Council has approved a rezoning planning proposal for submission to the Department of Planning and Environment for a Gateway determination.

Policy considerations

Council should have regard to the relevant provisions of the Environmental Planning and Assessment Act, 1979 and the Local Government Act, 1993, in determining its position in relation to the proposals outlined in this report. The report recommendations are consistent with the legal advice Council has received about its obligations in relation to these matters.

Consultation

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. The report outlines a number of statutory processes which carry with them a requirement for community notification, consultation and public hearings as well as broader community consultation requirements for the preparation of plans for the design of community facilities.

Preliminary consultation has been undertaken with the Pitt Town Progress Association and it is proposed that following Council's determination of the matters in this report, that further meetings be held with the Association to develop and implement a community engagement strategy to inform residents and seek their views on the development of the Pitt Town Community Precinct.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.3 Community partnerships continue to evolve

- 2.3.1 Encourage and facilitate community partnerships.**
- 2.3.2 Support and expand active volunteering.**
- 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.**

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

2.3.4 Develop opportunities for active involvement of residents in the management of parks and public spaces in the Hawkesbury.

2.4 Community wellbeing and local services

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

2.4.2 Provide flexible services that can adapt to changing community needs and service demands.

2.5. Cultural Development and Heritage

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

2.5.2 Provide community and cultural services through a range of affordable and accessible facilities.

2.5.3 Recognise, conserve and promote the area's history and heritage for current and future generations.

Discussion

The allocation of funding for the construction of the Pitt Town Community Precinct provides an opportunity for Council to work with residents and community agencies to design and plan for facilities to increase the provision of services and facilities for the community.

Council has commenced consultation with representatives from the Pitt Town community who have expressed a desire to work closely with Council to bring about the timely delivery of contemporary and quality community facilities to meet the current and projected needs of the community. The proposals outlined in this report speak to that aim. They reflect the documented ideas and expectations of residents as provided to Council, and are consistent with legal advice that Council has received.

Financial Implications

The matters raised in this report have direct financial implications. The report recommends the preparation of a planning proposal to rezone the land, and a comprehensive Master Plan for the Pitt Town Community Precinct including a related Plan of Management. Funding of \$100,000 has been allocated in the 2018/2019 Operational Plan to progress planning for the Precinct. It is likely that these funds will be insufficient to cover the additional requirements outlined in this report and the increased expenditure will need to be addressed as part of a Quarterly Budget Review. However, the additional funding required can be drawn down from the relevant Pitt Town Section 94 Reserve and will not materially impact on Council's 2018/2019 budgetary position.

The report also notes that Council is seeking additional external investment for the Pitt Town Community Precinct by way of a \$4M grant application under the NSW Greater Sydney Sports Facility Fund which will augment the available Section 94 funds for this project.

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 benchmarks. The proposal has no resourcing implications outside of Council's adopted Long Term Financial Plan and will enable Council to sustainably manage community assets in accordance with the scheduled program of works in the Long Term Financial Plan.

The proposal to construct a single, multi-function centre in Fernadell Park, rather than two buildings in close proximity to each other has the capacity to generate operational and asset maintenance efficiencies over the long term. The proposed sale of the community centre site will also generate additional one-off revenue for reinvestment in community facilities for the benefit of the residents of Pitt Town. These outcomes are consistent with Council's Fit for the Future Strategy.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Planning Decision

As this matter is covered by the definition of a "planning decision" under Section 375A of the Local Government Act, 1993, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose, a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

Conclusion

The report highlights a number of planning issues that will need to be resolved to progress the planning for the Pitt Town Community Precinct and the timely delivery of community facilities. The proposal to commence a comprehensive Master-planning process will also support the active participation of the residents of Pitt Town in this process. The report also canvasses options which would deliver additional community facilities for the benefit of residents. These outcomes are consistent with a number of strategies within the Hawkesbury Community Strategic Plan 2017-2036.

RECOMMENDATION:

That Council:

1. Approve the preparation of a planning proposal to rezone the Pitt Town Community Precinct site (Lot 6028 DP 1169449) from RU2 – Rural Landscape to RE1 – Public Recreation to enable the construction of a multi-function community, recreational and sporting facility.
2. Include within the planning proposal the provision to reclassify the 4,299m² community centre site on Fernadell Drive from Community Land to Operational Land under the Local Government Act, 1993, and amend the minimum lot size map to accommodate a lot this size.
3. Include within the planning proposal the provision to retain the current RU2 – Rural Landscape zone for the community centre site.
4. Include within the proposed update of the Section 94 Contributions Plan 2015, a provision to delete the requirement for Council to retain the 4,299m² community centre site on Fernadell Drive for a public amenity purpose.
5. Commence the preparation of a Master Plan and Plan of Management for the Pitt Town Community Precinct.
6. Further consult with the Pitt Town Progress Association to develop and implement a community engagement strategy to inform residents and seek their views on the development of the Pitt Town Community Precinct.
7. Note the \$4M grant application under the NSW Greater Sydney Sports Facility Fund seeking additional external investment for the Pitt Town Community Centre.

ATTACHMENTS:

- AT - 1** Pitt Town Community Centre proposed design elements and facilities - Pitt Town Progress Association Inc. 25 August 2018.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

AT - 1 Pitt Town Community Centre Proposed Design Elements and Facilities - Pitt Town Progress Association Inc. 25 August 2018.

Pitt Town Progress Association Inc.
Pitt Town Community Centre

Updated 25/8/2018

Background

A community centre at Pitt Town was included as part of the original development plans around 2005. Since then approximately 1,000 new families have moved to the area with an equivalent number of land purchasers contributing to facilities and infrastructure via various levies and developer contributions. Residents have waited far too long for delivery of infrastructure and community facilities. They have a reasonable expectation for the speedy delivery of a quality community centre that meets the current and projected needs and wants of the community.

The following details come from the Hawkesbury City Council Section 94 Contributions Plan 2015:

3.1.7 Community facilities

Future development in the Pitt Town Catchment will generate the need for a new local community facility.

A 4,299m² site to the north of the Pitt Town Public School will accommodate the facility. The location of the proposed facility is shown in Figure 7.

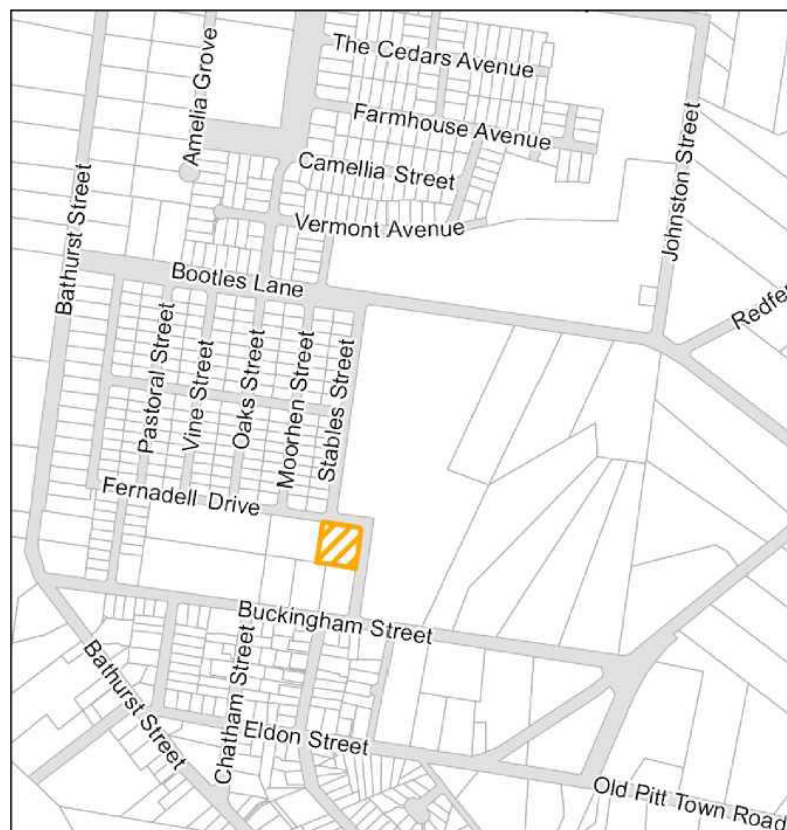


Figure 7 Location of proposed local community facility

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Since the Pitt Town Catchment contributions scheme first commenced in 2005, Council has applied a standard of 0.3 square metres per resident in order to provide for the baseline community facility needs of the future population of the area.

Hence, based on an assumed additional 2,864 persons, the community facility will have an area of not less than 859m². The likely design of this new community facility will be a multi-purpose building that will enable use by different age groups at different times for different purposes.

The anticipated cost of this facility was assessed in the initial contributions scheme in November 2005 as \$1,685,250. However, that assessment was carried out when the anticipated future net additional population for Pitt Town Catchment was 2,020 persons (i.e. a 606m² centre). For the population of Pitt Town Catchment now envisaged (i.e. 2,864 persons) a larger centre is proposed.

A breakdown of the adjusted costs for this facility is shown in Table 6.

Table 6 Community facility costs

Item (for a 606m ² facility)	Estimated Value of Works (Nov 2005)
Construction costs	\$1,200,000
Carpark (50 spaces and lighting)	\$80,000
Landscaping	\$80,000
Application fees and administration costs	\$87,000
Architectural services	\$15,000
Site safety and building security	\$28,000
Utilities	\$45,000
Fit-out	\$70,000
Contingencies (5%)	\$80,250
TOTAL	\$1,685,250
TOTAL (CPI updated for March 2008)	\$1,811,644
ADJUSTED TOTAL FOR A 859m² FACILITY	\$2,567,990
TOTAL (CPI updated for December 2014)	\$3,037,224

The contribution formula for local community facilities in Pitt Town Catchment can be expressed as:

$$\text{Contribution per lot} = (\text{CCf} / \text{T}) + \text{A}$$

Where CCf = the cost of community facilities, in dollars T = the number of additional lots (i.e. 895)

A = Administration cost (\$40 per lot as at November 2005 and adjusted using Sydney CPI)

The contribution rate per lot at January 2015 is shown in the table in Appendix A.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

The following ideas, suggestions and expectations have come from Pitt Town residents:

General guidelines for design and construction

- Initial site preparation should include retaining walls on the eastern and northern boundaries to provide the largest, level, usable area possible. Council should have required the developer to do this before handing over the land to council.
- The building design should be in keeping with the style and quality of homes in the area, i.e. high quality, modern and attractive.
- Construction should be functional, sturdy, quality materials and aesthetically pleasing.
- Design could reflect the historic aspects of Pitt Town and the future direction of the community.
- Design and building materials should be “low maintenance” and avoid external surfaces that attract birds or other vermin.
- Large capacity rainwater collection & use in landscaping watering
- Large capacity solar electrical system
- Separate air conditioning (heating and cooling) systems for different areas

Range of uses the community foresee

- Community meetings, social events, entertainment functions, private functions, dinners, dances, parties, presentations, play groups, children's activities, dance classes, exercise groups, talent quests etc.
- The community centre could be a business hub and cater for business meetings, conferences / gatherings, small offices where people can work. It could cater for people who are working from home who may need somewhere to meet clients or work in peace and quiet for a day here and there.
- It should be a place where people can network and gather.
- Emergency accommodation during major flood event.

Facilities to be included

- Main function room (with stage area?), sound, lighting etc. accommodate at least 100 seated
- Smaller function room to accommodate 40 seated
- Meeting room to accommodate 12
- Storage for tables & chairs suitably stored and convenient to area of use
- Casual meeting areas / lounge areas would be important.
- Include an entry area with the facility to display items, such as the honour rolls, the history of our community up until present time, etc.
- Should include a covered alfresco area including BBQ facilities on the eastern side outside the main hall that takes advantage of the views over Fernadell Park (which should be suitably landscaped as part of its development).
- Possible inclusion of a café as in Glenwood Community Hub
- Suitable furniture – tables & chairs, that are practical, sturdy, light and functional
- Kitchen facilities – commercial grade

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

- Toilets, including disabled and baby changing facilities (mothers' room). Include shower facilities for emergency use during a major flood event.
- NBN connectivity is important for conference and general office facilities.
- Pin pad for entry and exit - specific code given to each user on application that can then be linked to an invoicing system based on number of hours of use?
- Online booking system for use of facilities, details of which are posted on website and suitable social media page.
- Business "Smart Hub" with small single or shared office space.
- Secure storage room for valuable equipment
- Secure, children's play area
- Good quality AV system
- Internet (NBN) and Wi-Fi facilities
- Off-street parking for at least 50 vehicles
- Landscaping
- Security system including CCTV
- Quality design and construction
- Purpose designed space for play groups including an outdoor area
- Administration office
- Cleaners' cupboard for storage

Information about other community centres within the Hawkesbury can be found by following this link: <http://www.hawkesbury.nsw.gov.au/search/HCC-Search-Results?q=community%20centre>

Management and Organisation

- A management committee made up of community members under the authority of HCC, such as a "section 355 committee".
- Constitution or Statute document clearly stating rules and guidelines for ongoing use, management, maintenance and future development
- Financial management and budget for ongoing expenses, repairs & maintenance and security.
- Possibly a paid caretaker and or office person for administration.

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

GENERAL MANAGER

Item: 252 **GM - Events Sponsorship Program - 2018/2019 - Round 1 - (95496, 96328)**

Division: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of applications for financial and in-kind assistance under Round 1 of the Events Sponsorship Program for 2018/2019 as established by the Hawkesbury Events Strategy.

The report assesses the applications against the adopted Assessment Criteria and recommends financial and in-kind assistance to organisations and individuals who have applied under the Events Sponsorship Program.

The report also notes some adjustments to the future operation of the Events Sponsorship Program, based on experience to date in the delivery of this program.

EXECUTIVE SUMMARY:

The Events Sponsorship Program is a key outcome of the Events Strategy. The Program provides the opportunity for volunteer organisations, community groups, and individuals to seek financial and in-kind assistance from Council. The Events Strategy was adopted by Council on August 2018 refer Item 204 http://www.hawkesbury.nsw.gov.au/data/assets/pdf_file/0016/117205/ORD_AUG2_BP.pdf.

The objectives of the Events Strategy are to build:

- Community involvement and participation;
- Community capacity, the ability to self organise and develop resilience in the community;
- Community connections and social cohesion, across communities and with local businesses;

The Strategy identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury.

A key outcome of the Events Strategy is the Events Sponsorship Program with two rounds of event sponsorship currently proposed to open in August and February each year. The Program also establishes a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria.

This report:-

- identifies the existing event sponsorship that has previously been allocated in this financial year.
- lists the 9 applications received under Round 1 of the 2018/2019 Event Sponsorship Program, the outcome of their assessment against the Assessment Criteria and the proposed level of financial assistance for the applications.

RECOMMENDATION SUMMARY:

The report recommends that Council approve the payment of financial and in-kind assistance to organisations and individuals who have applied under Round 1 of the 2018/2019 Event Sponsorship Program and that the Program be updated to better align with grant funding over the financial year.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

REPORT:

Context and Background

Council adopted an Events Strategy on 28 August 2018. The Strategy identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury.

The Events Strategy delivers a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria. As part of the Events Strategy Council has developed a series of guidelines for the assessment of event applications:

- Eligibility Criteria – Council will only support event sponsorship applications that meet the criteria in the Eligibility Criteria.
- Assessment Criteria Matrix – Council will assess each event application against the Assessment Criteria Matrix to provide objectivity and a guide to applicant's about the criteria Council will be using when making a decision about whether to support the event. The event 'score' will be a good guide as to whether Council will support the event.
- Event Evaluation Framework – After an event Council will evaluate the event against the Event Evaluation Framework to identify opportunities for continuous improvement.

The Event Sponsorship Program provides the opportunity for community groups and individuals to seek financial assistance from Council for events in the Hawkesbury.

Detailed History, including previous Council decisions

In August 2018, Council adopted the Events Strategy which formalised and consolidated the event sponsorship information. Sponsorship for Round 1 was opened on 1 September 2018 to 30 September 2018. A second round of event sponsorship will open in February 2019.

Event Sponsorship Program (2018/2019)

Council's adopted 2018/2019 Operational Plan for the Event Sponsorship Program is \$65,000, which included a \$25,000 enhancement to the Community Sponsorship Program under the 'Building Hawkesbury's Future' Program which has been funded from the special rate variation approved by the Independent Pricing and Regulatory Tribunal.

This report lists the nine applications received under Round 1 of the 2018/2019 Event Sponsorship Program, the outcome of their assessment against the Assessment Matrix Criteria and the proposed level of financial assistance for the applications.

In addition to these applications, a further four previously approved applications have also been included in Table 1 which identifies the full extent of event sponsorship under Round 1.

Assessment of 2018/2019 Round 1 Applications

In total, nine applications are presented for Council's consideration under Round 1 of the Event Sponsorship. Table 1 summarises the applications received and the proposed level of financial assistance. A more comprehensive analysis of each application against the Assessment Criteria Matrix is provided in Attachment 1 to this report.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount	Other Council Assistance	Discussion
1. Kurralong & North Richmond Anglican Church	Carols in the Park and Family Fun Time	Yes	45 Key outcome is the creation of vibrant town centres and supporting local musicians	\$1,200	\$1,200		The Christmas carols event on 15 December 2018 at Kurralong Memorial Park will include a jumping castle and glow sticks. The event has been held for past 15 years with 300 people in attendance at past Christmas carol events. Involvement by Kurralong and North Richmond Anglican Churches, 1st Grose Vale Scouts, St Johns Ambulance and Kurralong Rural Fire Service.
2. Hawkesbury City Chamber of Commerce Inc	Xmas Lights in the Hawkesbury	Yes (except attaining a score on Assessment Criteria Matrix)	NA The request is for Christmas Hampers, previously funded as part of the Christmas Program	\$1,500	\$1,500		A Christmas tree will be located at Richmond Market Place. The purpose of the tree is to encourage people to think about others and make a contribution. It is estimated that between 200 and 250 hampers will be collected under the tree. They will then be distributed to various Hawkesbury charities including Women's Cottage Richmond, Hawkesbury Community Kitchen Windsor, The Living Room Richmond, Legacy Hawkesbury and various individuals and charities. With each hamper delivered to the charity there will be a small celebration. The hampers will contain a Christmas light, food and treats. The Rotary Club, Richmond has made a donation to assist with the purchase of food items and the Christmas tree. Hawkesbury Chamber of Commerce plan to promote this project widely in the local media.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount	Other Council Assistance	Discussion
3. St Albans Folk Festival	St Albans Folk Festival	Yes	54 Key outcome is the creation of vibrant town centres, celebrating the river, supporting local musicians.	\$4,000	\$3,500	Provide waste bins Waiver park hire fee	St Albans Folk Festival, held between 25 and 28 April 2019 will include traditional and contemporary folk music, Australian bush music, music sessions, workshops, dances, poetry and children's activities. The event showcases local and international performers, song writers and musicians. The Festival runs a market of food, produce and other stalls. Patrons travel for the day or camp on the banks of the McDonald River.
4. Hawkesbury Community Arts Workshop	Chalk Art on George	Yes	47 Key outcome is the creation of vibrant town centres and heritage places, supporting local artists	\$5,500	\$2,500	Marketing, access to banner poles, provision of power	The Hawkesbury Community Arts Workshop proposes to present an art event, Chalk Art on George by engaging local artists to create temporary artworks (in chalk-pastel) along George Street, between the Water Wheel at Baker Street and the Gallery at the Deerubbin Centre. Either buildings or pavement areas will be used as "canvases". The pilot project will provide a public art experience, which may inspire the Hawkesbury community to value both their local artists, as well as public art, more highly and may inspire property/business owners to engage artists for more permanent public artwork.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount	Other Council Assistance	Discussion
5. Hawkesbury District Agricultural Association	Hawkesbury Show 2019	Yes	58 Key outcome is supporting an iconic Hawkesbury event with high attendance into the region	\$20,000	\$5,500		The Hawkesbury Show is the longest running event in the Hawkesbury. The Show attracts more than 60 000 people over the three days of festivities from Sydney and NSW. There is a focus on the district's agricultural heritage, judging, produce, live music, concerts, parades, amusement rides, showbags and fireworks.
6. Cancer Council NSW	Hawkesbury Relay For Life 2019	Yes	45 Key outcome is supporting a Hawkesbury event with attendance in the region	\$5,000- \$10,000	\$2,000		Cancer Council's Hawkesbury Relay For Life is in its fifteenth year, having raised close to \$1.5 million dollars over this time. This money supports cancer research, local cancer prevention and support programs that are accessed by the Hawkesbury Community. Relay for Life is a 24 hour event, where teams from the Hawkesbury community walk around a track and unite for one cause. It is held at the Hawkesbury Showground and over the years has been seen close to 10,000 people join the cause. Participants include church groups, local businesses, schools and people from all walks of life. Hawkesbury Relay For Life is an important event in the Hawkesbury events calendar, and we hope with the help of the Hawkesbury Council to grow the event in the future.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount	Other Council Assistance	Discussion
7. Richmond Good Food Market	Richmond Good Food Market	Yes	46 Key outcome is the creation of vibrant town centres and heritage places, supporting local communities	\$28,200	\$2,500		The Markets were started by a local family almost five years ago with the intention of creating a great space for local farmers and producers to engage and sell their produce to their local community. The markets also helped to reduce food miles, created a new local economy, a place of employment and a meeting space for the community and a destination for tourists. The markets have become an important part of the district. People are dependent upon it for their weekly shopping, their income and a meeting place.
8. Hanna Pack Carols	Hanna Pack Carols	Yes	49 Key outcome is supporting an iconic Hawkesbury event with high attendance into the region	\$11,260 a year for three years	\$3,500	Provide waste bins Waiver park hire fee	Hanna Pack Carols is North Richmond's community carols event held the weekend just before Christmas. Hosted by two churches, Hawkesbury Baptist and Richmond Anglican, served by over 150 volunteers and funded (with both in-kind and cash donations) by approximately 50 local businesses. Everyone comes and enjoys a free night out with carols, entertainment, rides, food and drink, all made possible through the generosity of local businesses.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount	Other Council Assistance	Discussion
9. Prismatic Events and Production	Hawkesbury Business Week	Yes	42 Key outcome is the creation of vibrant business community using heritage places.	\$5,000	\$2,000		Hawkesbury Business Week 2019 has been developed to support the Hawkesbury Business Community and encourage them to reach their full potential and provide a boost to the local economy across all sectors. It will include a full day conference with training, an awards dinner and a trade show. This event will use local suppliers where possible and remain in local venues, including reaching to the outer edges of the Council area to try and break down the barriers to participation perceived in such a vast geographical landscape. In line with the current community sentiment regarding the celebration of our heritage, venues will be sourced for some events that have heritage listings. The Hawkesbury Business Week 2019 is supported in principle by the Hawkesbury City Chamber of Commerce, Windsor Business Group and Western Sydney Business Centre.
Recommended Amount							
TOTAL				\$24,200			
Previously Sponsored Events							
Jazz in the Park				\$2,000			
Koala Fest @ Kurrajong				\$3,625			
Richmond Rotary Carols				\$2,984			
Bowen Mountain Arts Festival				\$10,609			
TOTAL				\$10,609			
TOTAL SPONSORSHIP ROUND 1				\$34,809			

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

There are sufficient funds to cover the total recommended amount of \$34,809 for Round 1 of the 2018/2019 Event Sponsorship Program (inclusive of the allocation for the previously sponsored events) which at this stage leaves a balance of \$30,191 to allocate in further rounds.

With regard to the timing of future Event Sponsorship Programs it is anticipated that Round 1 of 2019/2020 sponsorship will be advertised in May 2019 principally for events from 1 July 2019 to December 2019 and Round 2 will be advertised in September 2019 for events between January 2020 and 30 June 2020.

Policy considerations

The Council Policy relevant to Council's decision in this matter is the Community Sponsorship Policy which was adopted by Council in March 2007. The recommendations within this report are consistent with the Policy and Council's previous resolutions regarding special category sponsorship agreements.

Consultation

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

In keeping with the community sponsorship procedures, information about Round 1 of the Event Sponsorship Program was:

- Posted on Council's website from 1st September 2018 to 30th September 2018 with links to Event Strategy and Event Sponsorship Application forms;
- Advertised on Hawkesbury City Council's Facebook page on 31 August 2018 and a reminder post on 25 September 2018
- Hawkesbury Events Facebook Page cover photo from 31 August 2018 and by Facebook post on 31 August 2018 and a reminder post on 24 September 2018
- The subject of a Media Release on 18 September 2018
- Emailed to 51 groups and individuals who had previously held events in the Hawkesbury or had had discussions with Council about events they would like to hold
- Presented to the Enhancing the Arts Working Group on 16 August 2018
- Presented to the Tourism Working Group and the Town Centres Masterplan Working Group prior to adoption of the Events Strategy in June 2018 to inform about future sponsorship opportunities
- Presented prior to the sponsorship opening at various Business Meet and Greet sessions with local businesses and the Hawkesbury Chamber of Commerce breakfast

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.3 Community partnerships continue to evolve

2.3.1 Encourage and facilitate community partnerships.

Our Future

5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers

5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities.

5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

- 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
- 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
- 5.5.3 Assist our town and village centres to become vibrant local hubs
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
 - 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
 - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.
 - 5.7.2 Develop Hawkesbury Tourism to enhance and strengthen opportunities within our tourism sector.

Financial Implications

The total available budget for the 2018/2019 financial year is \$65,000

Allocations have already been made from the Operational Plan for the Kurrajong Jazz in the Park, Koala Fest @ Kurrajong, Richmond Rotary Carols and the Bowen Mountain Arts Festival which total \$10,609.

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2018/2019 Adopted Operational Plan. To sponsor the nine events is \$24,200.

The total Event Sponsorship Round 1 funding is \$34,809.

In addition, in-kind sponsorship will be provided for nominated events for waste management, marketing, banner pole hire and access to power.

The total event sponsorship remaining for Round 2 is \$30,191.

Fit For The Future Strategy Considerations

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

Conclusion

The approval of the applications received under Round 1 will enable Council to continue its commitment to providing financial assistance to volunteer groups, community organisations and individuals for works and projects which benefit residents and deliver on community priorities identified in Council's adopted Plans.

RECOMMENDATION:

That Council:

1. Under the 2018/2019 Event Sponsorship Program, agree to support the organisations and individuals listed at the level recommended in Table 1 of this report.
2. Approve the execution of Council's standard Sponsorship Agreement for the applications as identified in Table 1 of this report.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

3. Adjust the Events Sponsorship Program to incorporate the initial findings from the implementation of the Events Strategy to better align grant programs with the availability of funding over the financial year.

ATTACHMENTS:

- AT - 1** Assessment Criteria Matrix for the nine Event Sponsorship Applications under Round 1 Community Sponsorship Program 2018/2019

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

AT - 1 Assessment Criteria Matrix under Round 1 Community Sponsorship Program 2018/2019

Assessment Criteria Matrix

Event Name: Carols in the Park and Family Fun Time by Kurrajong and North Richmond Anglican Church
 Event Location: Memorial Park Kurrajong
 Event Date: 15 December 2018

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No Yes More than 3 Partnerships	0 1 2	2
	Opportunities for local community group involvement	No More than 2 Groups More than 3 Groups More than 4 Groups	0 1 2 3	3
	Training and skills to be provided to local volunteers	No Yes	0 2	2
	Not for profit organisation	No Yes	1 2	2
Economic Benefit	Opportunities for local business involvement	No Yes More than 3	0 1 2	14
	Origin of attendees anticipated	Hawkesbury Outside LGA	1 2	1
	Anticipated number of people staying overnight	< 100 People 100 to 200 People > 200 People	1 2 3	1
	Estimated \$ impact (anticipated revenue generated)	< \$100,000 \$100,000 to \$500,000	1 2	1
Community Strategic Plan	Support revitalisation of town centres	No Yes	0 2	2
	Develop vibrant town centres with business growth and community connection	No Yes	0 2	2
	Assist town centres and villages to become vibrant local hubs	No Yes	0 2	2
	Events which create Hawkesbury community connections and resilience	No Yes	0 2	2
	Events that celebrate our Rivers or riverside locations	No Yes	0 2	0
	Venue has disability access	No Yes	0 2	2
Image and Profile	Ability to link or coordinate with other events held at the same time of the year	No Yes	0 2	0
Culture and Heritage	Use of Hawkesbury heritage site	No Yes	0 2	0
	Involvement of local artists	No Yes	0 2	0
	Involvement of local musicians	No Yes	0 2	2

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Objective	Criteria	Score Options	Score	Event Score
Promotional Brand Exposure	Local/District promotion	No Local Regional	0 1 2	2
	Attract State/National promotion	No State National	0 1 2	0
	International exposure	No Some Good High	0 1 2 3	0
	Consistent with the Hawkesbury brand	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	2
	Provision of marketing strategy	No Yes	0 2	0
Attendee Appeal	Appeal to wide demographic	Specialised interest Age or interest group Universal appeal	0 1 2	2
	Number of attendees	< 500 Attendees 500 - 1000 Attendees > 1000 Attendees	1 2 3	1
	Open to the general public	No Yes	0 1	1
Legacy	Opportunity to grow the event	No Yes	0 2	2
	Proven track record	No Yes	0 2	2
Viability	Adequacy of budget proposal	No Yes	0 2	2
	Multiple funding sources	No Yes	1 2	2
	State/other Government funding secured	No Yes	1 2	1
	Strong business model	No Yes	1 2	1
	Governance model in place	No Yes	0 2	2

Total Score

45

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Assessment Criteria Matrix

Event Name: St Albans Folk Festival
 Event Location: St Albans
 Event Date: 25 - 28 April 2019

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No Yes More than 3 Partnerships	0 1 2	2
	Opportunities for local community group involvement	No More than 2 Groups More than 3 Groups More than 4 Groups	0 1 2 3	3
	Training and skills to be provided to local volunteers	No Yes	0 2	2
	Not for profit organisation	No Yes	1 2	2
Economic Benefit	Opportunities for local business involvement	No Yes More than 3	0 1 2	2
	Origin of attendees anticipated	Hawkesbury Outside LGA	1 2	2
	Anticipated number of people staying overnight	< 100 People 100 to 200 People > 200 People	1 2 3	2
	Estimated \$ impact (anticipated revenue generated)	< \$100,000 \$100,000 to \$500,000	1 2	1
Community Strategic Plan	Support revitalisation of town centres	No Yes	0 2	2
	Develop vibrant town centres with business growth and community connection	No Yes	0 2	2
	Assist town centres and villages to become vibrant local hubs	No Yes	0 2	2
	Events which create Hawkesbury community connections and resilience	No Yes	0 2	2
	Events that celebrate our Rivers or riverside locations	No Yes	0 2	2
	Venue has disability access	No Yes	0 2	2
Image and Profile	Ability to link or coordinate with other events held at the same time of the year	No Yes	0 2	0
Culture and Heritage	Use of Hawkesbury heritage site	No Yes	0 2	2
	Involvement of local artists	No Yes	0 2	0
	Involvement of local musicians	No Yes	0 2	2

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Objective	Criteria	Score Options	Score	Event Score
Promotional Brand Exposure	Local/District promotion	No Local Regional	0 1 2	2
	Attract State/National promotion	No State National	0 1 2	0
	International exposure	No Some Good High	0 1 2 3	0
	Consistent with the Hawkesbury brand	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	3
	Provision of marketing strategy	No Yes	0 2	0
Attendee Appeal	Appeal to wide demographic	Specialised interest Age or interest group Universal appeal	0 1 2	2
	Number of attendees	< 500 Attendees 500 - 1000 Attendees > 1000 Attendees	1 2 3	2
	Open to the general public	No Yes	0 1	1
Legacy	Opportunity to grow the event	No Yes	0 2	2
	Proven track record	No Yes	0 2	2
Viability	Adequacy of budget proposal	No Yes	0 2	2
	Multiple funding sources	No Yes	1 2	1
	State/other Government funding secured	No Yes	1 2	1
	Strong business model	No Yes	1 2	2
	Governance model in place	No Yes	0 2	2

Total Score

54

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Assessment Criteria Matrix

Event Name: Chalk Art on George by Hawkesbury Community Arts Workshop
 Event Location: Windsor CBD between Museum and Gallery
 Event Date: 5 May 2019

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No Yes More than 3 Partnerships	0 1 2	2
	Opportunities for local community group involvement	No More than 2 Groups More than 3 Groups More than 4 Groups	0 1 2 3	2
	Training and skills to be provided to local volunteers	No Yes	0 2	2
	Not for profit organisation	No Yes	1 2	2
Economic Benefit	Opportunities for local business involvement	No Yes More than 3	0 1 2	2
	Origin of attendees anticipated	Hawkesbury Outside LGA	1 2	1
	Anticipated number of people staying overnight	< 100 People 100 to 200 People > 200 People	1 2 3	1
	Estimated \$ impact (anticipated revenue generated)	< \$100,000 \$100,000 to \$500,000	1 2	1
Community Strategic Plan	Support revitalisation of town centres	No Yes	0 2	2
	Develop vibrant town centres with business growth and community connection	No Yes	0 2	2
	Assist town centres and villages to become vibrant local hubs	No Yes	0 2	2
	Events which create Hawkesbury community connections and resilience	No Yes	0 2	2
	Events that celebrate our Rivers or riverside locations	No Yes	0 2	0
	Venue has disability access	No Yes	0 2	2
Image and Profile	Ability to link or coordinate with other events held at the same time of the year	No Yes	0 2	2
Culture and Heritage	Use of Hawkesbury heritage site	No Yes	0 2	2
	Involvement of local artists	No Yes	0 2	2
	Involvement of local musicians	No Yes	0 2	0

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Objective	Criteria	Score Options	Score	Event Score
Promotional Brand Exposure	Local/District promotion	No Local Regional	0 1 2	2
	Attract State/National promotion	No State National	0 1 2	0
	International exposure	No Some Good High	0 1 2 3	0
	Consistent with the Hawkesbury brand	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	2
	Provision of marketing strategy	No Yes	0 2	0
Attendee Appeal	Appeal to wide demographic	Specialised interest Age or interest group Universal appeal	0 1 2	2
	Number of attendees	< 500 Attendees 500 - 1000 Attendees > 1000 Attendees	1 2 3	1
	Open to the general public	No Yes	0 1	1
Legacy	Opportunity to grow the event	No Yes	0 2	2
	Proven track record	No Yes	0 2	0
Viability	Adequacy of budget proposal	No Yes	0 2	2
	Multiple funding sources	No Yes	1 2	1
	State/other Government funding secured	No Yes	1 2	1
	Strong business model	No Yes	1 2	2
	Governance model in place	No Yes	0 2	2

Total Score

47

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Assessment Criteria Matrix

Event Name: Hawkesbury Show by Hawkesbury District Agricultural Association
 Event Location: Hawkesbury Showground
 Event Date: 10 - 12 May 2019

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No Yes More than 3 Partnerships	0 1 2	2
	Opportunities for local community group involvement	No More than 2 Groups More than 3 Groups More than 4 Groups	0 1 2 3	3
	Training and skills to be provided to local volunteers	No Yes	0 2	2
	Not for profit organisation	No Yes	1 2	2
Economic Benefit	Opportunities for local business involvement	No Yes More than 3	0 1 2	2
	Origin of attendees anticipated	Hawkesbury Outside LGA	1 2	2
	Anticipated number of people staying overnight	< 100 People 100 to 200 People > 200 People	1 2 3	2
	Estimated \$ impact (anticipated revenue generated)	< \$100,000 \$100,000 to \$500,000	1 2	2
Community Strategic Plan	Support revitalisation of town centres	No Yes	0 2	0
	Develop vibrant town centres with business growth and community connection	No Yes	0 2	2
	Assist town centres and villages to become vibrant local hubs	No Yes	0 2	0
	Events which create Hawkesbury community connections and resilience	No Yes	0 2	2
	Events that celebrate our Rivers or riverside locations	No Yes	0 2	0
	Venue has disability access	No Yes	0 2	2
Image and Profile	Ability to link or coordinate with other events held at the same time of the year	No Yes	0 2	2
Culture and Heritage	Use of Hawkesbury heritage site	No Yes	0 2	0
	Involvement of local artists	No Yes	0 2	2
	Involvement of local musicians	No Yes	0 2	2

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Objective	Criteria	Score Options	Score	Event Score
Promotional Brand Exposure	Local/District promotion	No Local Regional	0 1 2	2
	Attract State/National promotion	No State National	0 1 2	2
	International exposure	No Some Good High	0 1 2 3	1
	Consistent with the Hawkesbury brand	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	3
	Provision of marketing strategy	No Yes	0 2	2
Attendee Appeal	Appeal to wide demographic	Specialised interest Age or interest group Universal appeal	0 1 2	2
	Number of attendees	< 500 Attendees 500 - 1000 Attendees > 1000 Attendees	1 2 3	3
	Open to the general public	No Yes	0 1	1
Legacy	Opportunity to grow the event	No Yes	0 2	2
	Proven track record	No Yes	0 2	2
Viability	Adequacy of budget proposal	No Yes	0 2	2
	Multiple funding sources	No Yes	1 2	2
	State/other Government funding secured	No Yes	1 2	1
	Strong business model	No Yes	1 2	2
	Governance model in place	No Yes	0 2	2

Total Score

58

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Assessment Criteria Matrix

Event Name: Hawkesbury Relay For Life by Cancer Council NSW
 Event Location: Hawkesbury Showground
 Event Date: TBC, September 2019

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No Yes More than 3 Partnerships	0 1 2	2
	Opportunities for local community group involvement	No More than 2 Groups More than 3 Groups More than 4 Groups	0 1 2 3	3
	Training and skills to be provided to local volunteers	No Yes	0 2	2
	Not for profit organisation	No Yes	1 2	2
Economic Benefit	Opportunities for local business involvement	No Yes More than 3	0 1 2	2
	Origin of attendees anticipated	Hawkesbury Outside LGA	1 2	1
	Anticipated number of people staying overnight	< 100 People 100 to 200 People > 200 People	1 2 3	1
	Estimated \$ impact (anticipated revenue generated)	< \$100,000 \$100,000 to \$500,000	1 2	2
Community Strategic Plan	Support revitalisation of town centres	No Yes	0 2	0
	Develop vibrant town centres with business growth and community connection	No Yes	0 2	0
	Assist town centres and villages to become vibrant local hubs	No Yes	0 2	0
	Events which create Hawkesbury community connections and resilience	No Yes	0 2	2
	Events that celebrate our Rivers or riverside locations	No Yes	0 2	0
	Venue has disability access	No Yes	0 2	2
Image and Profile	Ability to link or coordinate with other events held at the same time of the year	No Yes	0 2	2
Culture and Heritage	Use of Hawkesbury heritage site	No Yes	0 2	0
	Involvement of local artists	No Yes	0 2	0
	Involvement of local musicians	No Yes	0 2	0

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Objective	Criteria	Score Options	Score	Event Score
Promotional Brand Exposure	Local/District promotion	No Local Regional	0 1 2	2
	Attract State/National promotion	No State National	0 1 2	1
	International exposure	No Some Good High	0 1 2 3	0
	Consistent with the Hawkesbury brand	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	1
	Provision of marketing strategy	No Yes	0 2	2
Attendee Appeal	Appeal to wide demographic	Specialised interest Age or interest group Universal appeal	0 1 2	2
	Number of attendees	< 500 Attendees 500 - 1000 Attendees > 1000 Attendees	1 2 3	3
	Open to the general public	No Yes	0 1	0
Legacy	Opportunity to grow the event	No Yes	0 2	2
	Proven track record	No Yes	0 2	2
Viability	Adequacy of budget proposal	No Yes	0 2	2
	Multiple funding sources	No Yes	1 2	2
	State/other Government funding secured	No Yes	1 2	1
	Strong business model	No Yes	1 2	2
	Governance model in place	No Yes	0 2	2

Total Score

45

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Assessment Criteria Matrix

Event Name: Richmond Good Food Market
 Event Location: Richmond Park
 Event Date: Every Saturday

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No Yes More than 3 Partnerships	0 1 2	2
	Opportunities for local community group involvement	No More than 2 Groups More than 3 Groups More than 4 Groups	0 1 2 3	1
	Training and skills to be provided to local volunteers	No Yes	0 2	0
	Not for profit organisation	No Yes	1 2	1
Economic Benefit	Opportunities for local business involvement	No Yes More than 3	0 1 2	2
	Origin of attendees anticipated	Hawkesbury Outside LGA	1 2	1
	Anticipated number of people staying overnight	< 100 People 100 to 200 People > 200 People	1 2 3	1
	Estimated \$ impact (anticipated revenue generated)	< \$100,000 \$100,000 to \$500,000	1 2	1
Community Strategic Plan	Support revitalisation of town centres	No Yes	0 2	2
	Develop vibrant town centres with business growth and community connection	No Yes	0 2	2
	Assist town centres and villages to become vibrant local hubs	No Yes	0 2	2
	Events which create Hawkesbury community connections and resilience	No Yes	0 2	2
	Events that celebrate our Rivers or riverside locations	No Yes	0 2	0
	Venue has disability access	No Yes	0 2	2
Image and Profile	Ability to link or coordinate with other events held at the same time of the year	No Yes	0 2	2
Culture and Heritage	Use of Hawkesbury heritage site	No Yes	0 2	2
	Involvement of local artists	No Yes	0 2	0
	Involvement of local musicians	No Yes	0 2	0

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Objective	Criteria	Score Options	Score	Event Score
Promotional Brand Exposure	Local/District promotion	No Local Regional	0 1 2	2
	Attract State/National promotion	No State National	0 1 2	0
	International exposure	No Some Good High	0 1 2 3	0
	Consistent with the Hawkesbury brand	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	3
	Provision of marketing strategy	No Yes	0 2	2
Attendee Appeal	Appeal to wide demographic	Specialised interest Age or interest group Universal appeal	0 1 2	2
	Number of attendees	< 500 Attendees 500 - 1000 Attendees > 1000 Attendees	1 2 3	1
	Open to the general public	No Yes	0 1	1
Legacy	Opportunity to grow the event	No Yes	0 2	2
	Proven track record	No Yes	0 2	2
Viability	Adequacy of budget proposal	No Yes	0 2	2
	Multiple funding sources	No Yes	1 2	1
	State/other Government funding secured	No Yes	1 2	1
	Strong business model	No Yes	1 2	2
	Governance model in place	No Yes	0 2	2

Total Score

46

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Assessment Criteria Matrix

Event Name: Hanna Park Carols
 Event Location: North Richmond
 Event Date: Sunday, 23 December 2018

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No Yes More than 3 Partnerships	0 1 2	2
	Opportunities for local community group involvement	No More than 2 Groups More than 3 Groups More than 4 Groups	0 1 2 3	3
	Training and skills to be provided to local volunteers	No Yes	0 2	2
	Not for profit organisation	No Yes	1 2	2
Economic Benefit	Opportunities for local business involvement	No Yes More than 3	0 1 2	2
	Origin of attendees anticipated	Hawkesbury Outside LGA	1 2	1
	Anticipated number of people staying overnight	< 100 People 100 to 200 People > 200 People	1 2 3	1
	Estimated \$ impact (anticipated revenue generated)	< \$100,000 \$100,000 to \$500,000	1 2	1
Community Strategic Plan	Support revitalisation of town centres	No Yes	0 2	2
	Develop vibrant town centres with business growth and community connection	No Yes	0 2	0
	Assist town centres and villages to become vibrant local hubs	No Yes	0 2	0
	Events which create Hawkesbury community connections and resilience	No Yes	0 2	2
	Events that celebrate our Rivers or riverside locations	No Yes	0 2	2
	Venue has disability access	No Yes	0 2	2
Image and Profile	Ability to link or coordinate with other events held at the same time of the year	No Yes	0 2	0
Culture and Heritage	Use of Hawkesbury heritage site	No Yes	0 2	0
	Involvement of local artists	No Yes	0 2	0
	Involvement of local musicians	No Yes	0 2	2

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Objective	Criteria	Score Options	Score	Event Score
Promotional Brand Exposure	Local/District promotion	No Local Regional	0 1 2	2
	Attract State/National promotion	No State National	0 1 2	0
	International exposure	No Some Good High	0 1 2 3	0
	Consistent with the Hawkesbury brand	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	2
	Provision of marketing strategy	No Yes	0 2	2
Attendee Appeal	Appeal to wide demographic	Specialised interest Age or interest group Universal appeal	0 1 2	2
	Number of attendees	< 500 Attendees 500 - 1000 Attendees > 1000 Attendees	1 2 3	3
	Open to the general public	No Yes	0 1	1
Legacy	Opportunity to grow the event	No Yes	0 2	2
	Proven track record	No Yes	0 2	2
Viability	Adequacy of budget proposal	No Yes	0 2	2
	Multiple funding sources	No Yes	1 2	2
	State/other Government funding secured	No Yes	1 2	1
	Strong business model	No Yes	1 2	2
	Governance model in place	No Yes	0 2	2

Total Score

49

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Assessment Criteria Matrix

Event Name: Hawkesbury Business Week
 Event Location: Hawkesbury Richmond
 Event Date: 22 - 29 June 2019

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No Yes More than 3 Partnerships	0 1 2	2
	Opportunities for local community group involvement	No More than 2 Groups More than 3 Groups More than 4 Groups	0 1 2 3	3
	Training and skills to be provided to local volunteers	No Yes	0 2	2
	Not for profit organisation	No Yes	1 2	1
Economic Benefit	Opportunities for local business involvement	No Yes More than 3	0 1 2	2
	Origin of attendees anticipated	Hawkesbury Outside LGA	1 2	1
	Anticipated number of people staying overnight	< 100 People 100 to 200 People > 200 People	1 2 3	1
	Estimated \$ impact (anticipated revenue generated)	< \$100,000 \$100,000 to \$500,000	1 2	1
Community Strategic Plan	Support revitalisation of town centres	No Yes	0 2	2
	Develop vibrant town centres with business growth and community connection	No Yes	0 2	2
	Assist town centres and villages to become vibrant local hubs	No Yes	0 2	2
	Events which create Hawkesbury community connections and resilience	No Yes	0 2	2
	Events that celebrate our Rivers or riverside locations	No Yes	0 2	0
	Venue has disability access	No Yes	0 2	2
Image and Profile	Ability to link or coordinate with other events held at the same time of the year	No Yes	0 2	2
Culture and Heritage	Use of Hawkesbury heritage site	No Yes	0 2	2
	Involvement of local artists	No Yes	0 2	0
	Involvement of local musicians	No Yes	0 2	0

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Objective	Criteria	Score Options	Score	Event Score
Promotional Brand Exposure	Local/District promotion	No Local Regional	0 1 2	2
	Attract State/National promotion	No State National	0 1 2	0
	International exposure	No Some Good High	0 1 2 3	0
	Consistent with the Hawkesbury brand	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	2
	Provision of marketing strategy	No Yes	0 2	0
Attendee Appeal	Appeal to wide demographic	Specialised interest Age or interest group Universal appeal	0 1 2	1
	Number of attendees	< 500 Attendees 500 - 1000 Attendees > 1000 Attendees	1 2 3	1
	Open to the general public	No Yes	0 1	1
Legacy	Opportunity to grow the event	No Yes	0 2	2
	Proven track record	No Yes	0 2	0
Viability	Adequacy of budget proposal	No Yes	0 2	2
	Multiple funding sources	No Yes	1 2	2
	State/other Government funding secured	No Yes	1 2	0
	Strong business model	No Yes	1 2	2
	Governance model in place	No Yes	0 2	2

Total Score

44

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Item: 253 **GM - Australia Day 2019 - (95496, 96328, 79351)**

Division: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the plans for Australia Day 2019. The financial and in-kind sponsorship received for Australia Day on the Hawkesbury 2018 has not been reached for 2019 and Council proposes to provide additional funds to deliver an event of the standard and calibre of 2018.

The report presents the costs of delivering an Australia Day 2019.

EXECUTIVE SUMMARY:

The inaugural Australia Day on the Hawkesbury was held on the banks of the Hawkesbury River on Friday, 26 January 2018. The morning events included a Citizenship Ceremony and the Australia Day Awards. During the afternoon more than 4,000 people came along to celebrate with food and drink, games and fireworks. The event was hosted by Hawkesbury City Council and sponsored by Windsor RSL, Richmond Club, Crowne Plaza, RAAF Richmond, Hawkesbury Race Club and Hawkesbury Gazette.

The maximum temperature on the day of the event was 43 degrees. Staff commenced working at 5am on the day of the event and some staff did not finish until 11pm that night. From a health and safety perspective it is proposed to hold the two events on successive evenings to take advantage of the cooler temperatures and better manage work arrangements for staff.

After delivering the event in 2018 there is an expectation in the community that Council will deliver a bigger and better event in 2019. Significant planning has gone into providing a community event for the people of the Hawkesbury where locals can come and enjoy what the Hawkesbury has to offer. The financial and in-kind sponsorship received for Australia Day on the Hawkesbury 2018 has not been reached for 2019 and Council proposes to add additional funds to deliver an event of the standard and calibre of last year.

This report

- identifies additional funding required to deliver the Australia Day events
- proposes a Citizenship Ceremony and Australia Day Awards Ceremony on Friday, 25 January 2019 at the Hawkesbury Library in the Deerubbin Centre and Australia Day on the Hawkesbury in the afternoon of Saturday, 26 January 2019, at Governor Phillip Park

RECOMMENDATION SUMMARY:

The report recommends that Council approve the transfer of \$20,000 from the Banner Program to the Australia Day Program within the 2018/2019 Operational Plan.

REPORT:

Context and Background

Australia Day on the Hawkesbury 2018

The inaugural Australia Day on the Hawkesbury was held at Governor Phillip Park on the banks of the Hawkesbury River on Friday 26 January 2018. The morning event included a Citizenship Ceremony where

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

22 people became Australian citizens followed by the Australia Day awards where nine awards were presented including the Citizenship of the Year. Between 500 to 700 people attended the morning ceremonies with breakfast served by North Richmond and Kurrajong Rotary, a morning tea served by a local food provider and a RAAF flyover at 12.15pm.

The afternoon Australia Day on the Hawkesbury event was held between 4pm and 9pm. The event was hosted by Hawkesbury City Council and sponsored by Windsor RSL, Richmond Club, Crowne Plaza, RAAF Richmond, Hawkesbury Race Club, Hawkesbury Gazette, including both in-kind and financial contributions.

More than 4,000 people came along in the afternoon to Australia Day on the Hawkesbury at Governor Phillip Park. The area set up for the event was a secure, fenced space with 30 food stalls, four alcohol stalls, free activities including a water slide, jumping castle, coloring in, face painting, a children's passport giveaway and gift bags. There was portaloos and a designed area where 1800 vehicles could park. Council was responsible for traffic control and there was restricted access for boats after 2pm, with no complaints received. Security and Police were onsite and there were no alcohol related incidents recorded. Fireworks were held at 9pm from a barge on the Hawkesbury River.

Testimonials from 2018 Australia on the Hawkesbury Event included the following:

- *'Just brilliant. Can't wait till next year.'*
- *'Absolutely fantastic afternoon and night the grandkids had a great time and the fireworks were spectacular. Well done.'*
- *'Fantastic day and night really enjoyed ourselves kids really loved the fireworks definitely be there next year.'*

Australia Day on the Hawkesbury 2019

After successfully delivering the inaugural event in 2018, there is an expectation in the community that Council will deliver a bigger and better event in 2019. Significant planning has been put into providing a community event for the people of the Hawkesbury where locals to come and enjoy what the Hawkesbury has to offer. It was envisaged that for the 2019 event, Council and its sponsors would deliver:

- Live music
- Over 30 food and alcohol stalls
- More rides
- The inclusion of the new interactive playground in the space
- Fireworks on the river
- River activation

A series of objectives have been developed for the event based on the success of 2018:

- Recognise Australia Day on the Hawkesbury as an event for locals
- Encourage more locals to attend Australia Day on the Hawkesbury
- Activate the Hawkesbury River during Australia Day on the Hawkesbury

In addition to the objectives for Australia Day on the Hawkesbury, Council would like to **keep locals local** during January and encourage Hawkesbury residents to **'love where you live'**. A series of marketing and promotional material including a January 2019 Events Calendar will be developed to promote a program of events in the Hawkesbury during January. This will help to generate a sense of pride for Hawkesbury residents about where they live and encourage them to stay in the Hawkesbury over January and bring friends and family along to events. Council has been working with a number of local businesses to promote their events during January and has prepared Facebook posts calling for businesses who would like to be involved and have their event promoted.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

For the 2018 event there were four local businesses that provided a financial contribution to Australia Day on the Hawkesbury with Windsor RSL, Richmond Club and the Hawkesbury Race Course all donating \$10,000. The Crown (now Sebel) paid for the fireworks on the Hawkesbury River which was a cost of more than \$10,000. The RAAF provided an in-kind contribution.

This year Council developed a Australia Day on the Hawkesbury Partnership Proposal with four sponsorship options:

- Major Partner – \$15,000 + GST
- Gold Partner – \$10,000 + GST
- Silver Partner - \$5,000 + GST
- Bronze Partner - \$2,000 + GST

The Partnership Proposal has been shared at every opportunity with local businesses including at Business Meet and Greet events, presentations at Chamber of Commerce and business group meetings, one on one meetings and at other Council events.

This year Windsor RSL and the Richmond Club have both taken out a Gold Sponsorship package of \$10,000. The Hawkesbury Race Club and Hillbilly Cider have taken out Bronze Sponsorship packages of \$2,000. Council is in discussion with the RAAF about the support they can provide. The total financial sponsorship for 2019 is \$24,000. In 2018 the financial and in-kind sponsorship equated to \$40,000. There is a shortfall of \$16,000.

The maximum temperature on the day of the event was 43 degrees Staff commenced working at 5am on the day of the event and some staff did not finish until 11pm that night. From a health and safety perspective it is proposed to hold the two events on successive evenings to take advantage of the cooler temperatures and better manage work arrangements for staff.

Council proposes to reallocate \$20,000 from the Banner Program within the Adopted 2018/2019 Operational Plan to fund the shortfall. Direction is currently being sought on the future location of banner poles across the Hawkesbury as part of the town centres master planning process.

In order to deliver a bigger and better Australia Day on the Hawkesbury for the community a number of different cost scenarios have been developed with various options ranging in cost and scope. The option which allows Council to satisfy the statutory obligations of a Citizenship Ceremony and the Australia Day Awards is to hold the ceremonies at the Hawkesbury Library at the Deerubbin Centre in the town centre of Windsor. There will be a sausage sizzle in the Deerubbin Centre courtyard and the attendees will be encouraged to visit the Regional Gallery. The holding of the Australia Day Awards Ceremony on the evening before Australia Day is consistent with the practice of the Australian Government who announces the Australian of the Year in a ceremony the evening prior to Australia Day in Canberra.

The Australia Day on the Hawkesbury event will continue to be held by the Hawkesbury River at Governor Phillip Park. This option allows Council to provide a bigger and better Australia Day on the Hawkesbury event for the community with the addition of live music and a Master of Ceremonies, over 30 food and alcohol stalls, more rides, the inclusion of the new interactive playground in the space and fireworks on the River.

The use of both the Deerubbin Centre in the township of Windsor for the official ceremonies and Governor Phillip Park, on the banks of the Hawkesbury River facilitates the activation of these two important spaces during these community events when more than 5,000 people of the Hawkesbury celebrate.

Detailed History, including previous Council decisions

There are no Council decisions relevant to this event.

Policy considerations

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

There are no Council policies relevant to Council's decision in this matter.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

- 5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers
 - 5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities.
- 5.5 Reinforcing our dynamic places - Support the revitalization of our town centres and growth of our business community
 - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
 - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
 - 5.5.3 Assist our town and village centres to become vibrant local hubs
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
 - 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
 - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.
 - 5.7.2 Develop Hawkesbury Tourism to enhance and strengthen opportunities within our tourism sector.

Financial Implications

Funding of \$31,758 for the Australia Day event has been provided for in the 2018/2019 Operational Plan to support the Citizenship Ceremony, the Australia Day Awards Ceremony and Australia Day on the Hawkesbury events.

As shown in the table below income from sponsorship of \$26,400 and stallholders of \$2,200 has been received.

The cost of holding the Australia Day events is \$81,095.

The additional expenditure of \$20,000 required to fund the Australia Day events will be transferred from the Banner Program to the Australia Day Program of the 2018/2019 Operational Plan.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Australia Day Budget Income	Value (\$)	Australia Day Budget Expenditure	Value (\$)
2018/2019 Current Budget Allocation	31,758	Design and Promotion	2,710
Sponsorship Income	26,400	Set Up	26,592
Stallholder Income	2,200	Friday Night Australia Awards and Citizenship Ceremony	3,934
Requested Additional Allocation from Banner Program	20,000	Australia Day on the Hawkesbury	47,859
Total Allocation and Contributions	80,358	Total Cost	81,095

Fit For The Future Strategy Considerations

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

Conclusion

The events held on Australia Day 2018 were very successful with over 4,000 people enjoying the Australia Day Awards, Citizenship Ceremony and Australia Day on the Hawkesbury at Governor Phillip Park. In order to better manage staff arrangements and take advantage of the cooler evening temperatures it is proposed to hold the two events over successive evenings. As the same financial and in-kind sponsorship has not been reached for 2019, it is proposed that Council provide additional funds to deliver a series of events of the standard and calibre of last year. The Citizenship and Australia Day Awards will be held at the Deerubbin Centre in Windsor town centre and the Australia Day on the Hawkesbury event, for the wider community, will be held on the banks of the Hawkesbury River at Governor Phillip Park which will assist in the activation of the Windsor town centre and the Hawkesbury River.

RECOMMENDATION:

That Council approve the reallocation of \$20,000 from the Banner Program to the Australia Day Program within the 2018/2019 Operational Plan.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Item: 254 **GM - 18th International Cities, Town Centres and Communities (ICTC) Conference (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider the nomination and attendance of Councillors and/or appropriate staff at the 18th International Cities, Town Centres and Communities (ICTC) Conference to be held 14 to 16 November 2018.

EXECUTIVE SUMMARY:

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

RECOMMENDATION SUMMARY:

Consideration be given to the attendance of nominated Councillors and/or staff as considered appropriate by the General Manager, at the 18th International Cities, Town Centres and Communities (ICTC) Conference.

REPORT:

Context and Background

Consideration is required regarding attendance at the 18th International Cities, Town Centres and Communities (ICTC) Conference which will be held in Fremantle, Western Australian from 14 to 16 November 2018.

Detailed History, including previous Council decisions

The 18th International Cities, Town Centres and Communities (ICTC) Conference brings together a diverse cross-section of city leaders and urban place professionals, including those who lead and plan cities and town centres through to those who implement and manage them on the ground.

Cost of attendance at the 18th ICTC Conference will be approximately \$4,300 per delegate.

Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2018/2019	\$45,000
Expenditure to date	\$7,360
Outstanding Commitments	\$10,367
Budget balance as at 23 July 2018 (approx. including outstanding commitments)	\$27,273

It should be noted that the outstanding commitments referred to above are in relation to Councillor attendance at the following conferences, previously authorised by Council.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

- Cities Power Partnership National Summit held in October 2018
- 2018 Local Government NSW Annual Conference held in October, 2018
- Australian Smart Communities Workshop to be held in October 2018
- Sydney Planning Summit to be held in November 2018.

Policy considerations

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

- 5.5 Reinforcing our dynamic places - Support the revitalization of our town centres and growth of our business community
 - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
 - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
 - 5.5.3 Assist our town and village centres to become vibrant local hubs
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
 - 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.
 - 5.6.2 Masterplanning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
 - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.

Discussion

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

Where relevant, after returning from the Conference, delegates are requested to provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

Financial Implications

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2018/2019 Adopted Operational Plan. Consideration should be given in regard to the relevance of the Summit to Council's business and available budget to cover costs of attendance

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Fit For The Future Strategy Considerations

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

Conclusion

That attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the 18th International Cities, Town Centres and Communities (ICTC) Conference at an approximate cost of \$4,300, per delegate be considered.

RECOMMENDATION:

That:

1. Attendance of nominated Councillors and/or staff as considered appropriate by the General Manager, at the 18th International Cities, Town Centres and Communities (ICTC) Conference at an approximate cost of \$4,300, per delegate be considered.
2. After returning from the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

CITY PLANNING

Item: 255 **CP - Hawkesbury City Council LEP Review Report - (95498, 124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the LEP Review (also known as 'Health Check') process, and seek endorsement to submit the LEP Review Report to the Greater Sydney Commission and the Department of Planning and Environment for their consideration.

The LEP Review process is a key step in the implementation of the objectives and actions of the Western City District Plan for the Hawkesbury Local Government Area. The LEP Review process includes the LEP Health Check, preparation of the Local Strategic Planning Statement (LSPS) followed by a Planning Proposal to amend the Hawkesbury LEP. The focus of this report is the LEP Health Check, and subsequent reports will address the Local Strategic Planning Statement and planning proposal to amend the Community Strategic Plan.

The LEP Review/Health Check provided as Attachment 1 was prepared in accordance with the template provided by the Greater Sydney Commission, which required the LEP Review to include:

- An assessment of the LEP against the District Plan planning priorities and actions
- Local context analysis
- An overview and program for the local strategic planning required to inform the preparation of a local strategic planning statement that will inform updates to the LEP

The LEP Review identified that the Hawkesbury LEP is mostly consistent with the planning priorities within the Western City District Plan. However, further strategic studies and review of the current strategic frameworks and studies have to be undertaken in order to provide robust recommendations to address the identified gaps of the current Hawkesbury LEP so as to implement the planning priorities of the Western City District Plan.

RECOMMENDATION SUMMARY:

That Council:

1. Receive the information contained within the LEP Review Report.
2. Endorse the LEP Review Report - Attachment 1 (Health Check) to be submitted to the Greater Sydney Commission and the Department of Planning and Environment for their consideration.
3. Endorse the preparation of the Local Strategic Planning Statement for the Hawkesbury LGA, with further briefings and reports to be submitted to Council as part of this process.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

REPORT:

Background

In March 2018, the NSW Government released the Greater Sydney Region Plan – ‘A Metropolis of Three Cities’ and the five supporting District Plans. A Metropolis of Three Cities is built on a vision of three cities where most residents live within 30 minutes of their jobs, education and health facilities, services and great places.

The Greater Sydney Region Plan has 10 Directions, which establish the aspirations for the region over the next 40 years and are a core component of the vision and a measure of the Region Plan’s performance.

The 10 Directions include:

1. A city supported by infrastructure;
2. A collaborative City;
3. A city for people;
4. Housing the city;
5. A city of great places;
6. A well connected city;
7. Jobs and skills for the city;
8. A city in its landscape;
9. An efficient city; and
10. A resilient city.

The above Directions will be implemented through the various strategic planning strategies and frameworks as illustrated in Figure 1 below:

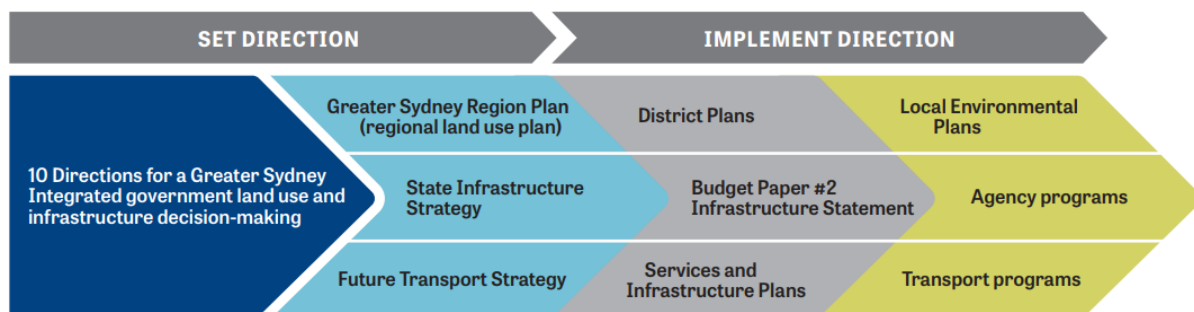


Figure 1: A Metropolis of Three Cities- Source: DP&E

Western Parkland City Vision

The Hawkesbury Local Government Area is located within the Western City District. The population of the Western Parkland City is projected to grow from 740,000 in 2016 to 1.1 million by 2036, and to well over 1.5 million by 2056.

The Western Parkland City will be established on the strength of the new international Western Sydney Airport -Badgerys Creek Aerotropolis. It will be a polycentric city capitalising on the established centres of Liverpool, Greater Penrith and Campbelltown-Macathur.

The vision of the Western Parkland City is anticipated to be achieved by:

- Creating a once-in-a-generation economic boom with the Western Sydney Airport and Badgerys Creek Aerotropolis bringing together infrastructure, businesses and knowledge-intensive jobs

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

- Building on the Western Sydney City Deal to transform the Western City District over the next 20 to 40 years by building on natural and community assets and developing a more contained Western City District with a greater choice of jobs, transport and services aligned with growth
- Delivering the first stage of the North South Rail Link
- Collaborating and building strong relationships between Liverpool, Greater Penrith and Campbelltown-Macarthur reinforced by the emerging Badgerys Creek Aerotropolis forming a unique metropolitan cluster
- Providing major transport links for people and freight by unprecedented transport investments
- Developing a range of housing, providing access to public transport and infrastructure including schools, hospitals and community facilities
- Linking walking and cycling paths, bushland and a green urban landscape framed by the Greater Blue Mountains World Heritage Area, the Scenic Hills and Western Sydney Parklands
- Enhancing and protecting South Creek, Georges River and Hawkesbury-Nepean river systems
- Mitigating the heat island effect and providing cooler places by extending urban tree canopy and retaining water in the landscape
- Protecting the District's natural landscapes, heritage and tourism assets, unique rural areas and villages
- Protecting the environmental, social and economic values of the Metropolitan Rural Area.

Western City District Plan

The Western City District covers the Blue Mountains, Camden, Campbelltown, Fairfield, Hawkesbury, Liverpool, Penrith and Wollondilly local government areas.

The Western City District Plan is a 20-year plan to manage growth in the context of economic, social and environmental matters to achieve the 40-year vision for Greater Sydney. It is a guide for implementing the Greater Sydney Region Plan, A Metropolis of Three Cities, at a district level and is a bridge between regional and local planning.

In total the Western City District Plan includes 10 Directions; 22 Planning Priorities and 92 Actions. However, not all the planning priorities and actions are relevant to the Hawkesbury LGA.

The District Plan informs the Local Strategic Planning Statement and Local Environmental Plan, the assessment of planning proposals as well as community strategic plans and policies. The District Plan also assists Councils to plan for and support growth and change, and aligns their local planning strategies to place-based outcomes.

LEP Review Process

The *Environmental Planning and Assessment Act 1979* (EP&A Act) was amended in March 2018, which embedded a statutory requirement for Council's to review and amend their LEPs. The amendment to the EP&A Act is evident of planning in NSW shifting from a regulatory planning focus to a strategic-led planning framework. The LEP Review process ensures that the LEP aligns with the Western City District Plan.

An analysis of Council's current LEP has been undertaken to identify consistency against the Western City District Plan planning priorities and actions. The LEP Review identified that the Hawkesbury LEP 2012 is

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

mostly consistent with the District Plans planning priorities and actions. However, there are a number of identified inconsistencies. Where the Hawkesbury LEP is not consistent with the planning priorities and actions of the District Plan, further strategy reviews and new studies have to be undertaken to inform the gaps and inconsistencies identified.

Considering that the Hawkesbury LEP update is imminent and mandatory under the amended EP&A Act, the LEP Review process has made it evident that the current strategic frameworks require urgent review and new strategic studies need to be undertaken to inform the updating of the Hawkesbury LEP.

Figure 2 below illustrates the key outcomes to be achieved by all Council's through this process, although that it should be noted that Hawkesbury is not on the accelerated program and as such has until June 2021 to complete the process:

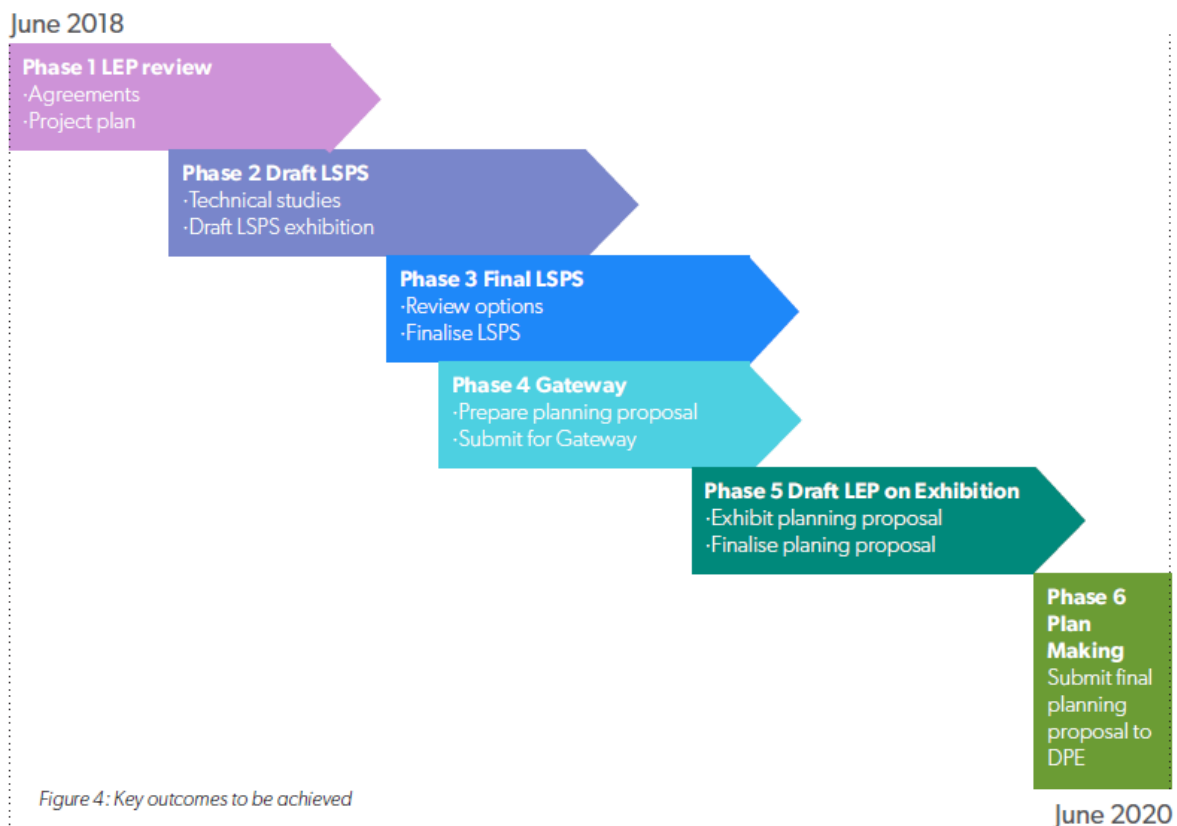


Figure 2: Key Outcomes of LEP Review

The LEP Review process is a staged process divided into six Phases as indicated in Figure 2 above.

Phase 1 is the LEP Review (Health Check) stage where the LEP Health Check is conducted to ensure that LEPs are consistent with the planning priorities and actions of the District Plan and any gaps are identified.

Phase 2 (Local Strategic Planning Statement), requires Councils will undertake the review of their current strategic frameworks and studies and undertake any further technical or strategic studies required to inform the Local Strategic Planning Statement. Councils will publicly exhibit the draft Local Strategic Planning Statement as per relevant Community Engagement Policies and the EP&A Act requirements.

Phase 3 (Local Strategic Planning Statement Review) requires the draft Local Strategic Planning Statement will be submitted to the Department of Planning and Environment, and the Greater Sydney Commission during Phase 3 for review and finalisation.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Phase 4 (LEP Amendment Process) requires a planning proposal to be prepared and submitted to the Department of Planning and Environment for a Gateway Determination to update the Hawkesbury LEP to ensure consistency with the District Plan.

Phase 5 (LEP Amendment Exhibition) will enable the public exhibition of the planning proposal.

Phase 6 (Plan Making) involves the making of the plan and gazettal of the planning proposal.

To support the LEP Review process and progress, under the Western Sydney City Deal, funding of \$2.5 M each was provided to each of the six high growth Councils to update their LEP within two years. These Councils include Camden, Campbelltown, Fairfield, Liverpool, Penrith and Wollondilly who have signed agreements and prepared a project plan to provide accountability and budgeting of the funds provided to them. Hawkesbury City Council and Blue Mountains City Council despite being in the Western City District were not allocated this funding, and as such have to undertake this review process within existing budget and resourcing constraints within three years.

There was an opportunity for a further five Councils to apply for funding. Hawkesbury City Council has applied for funding but to date has not received any response from the Greater Sydney Commission.

A key component of the LEP Review process is the Local Strategic Planning Statement, which leads the local response to changes and trends. As set out in the *Environmental Planning & Assessment Act 1979*, the Local Strategic Planning Statement must include or identify the planning priorities that are consistent with any strategic plan for the area and (subject to any such strategic plan) any applicable community strategic plan under section 402 of the *Local Government Act 1993*.

Legislative Context

The District Plan has been prepared in accordance with section 3.4 of the *Environmental Planning and Assessment Act 1979*, which requires it to include or identify:

- the basis for strategic planning in the district, having regard to economic, social and environmental matters
- planning Priorities that are consistent with the relevant Objectives, Strategies and Actions in the Region Plan; Actions for achieving those Planning Priorities
- an outline of the basis on which the implementation of those Actions will be monitored and reported.

Section 3.8 of the *Environmental Planning and Assessment Act 1979* gives effect to the objectives and priorities identified within the Region Plan and relevant District Plans. This requires Councils to:

- review their strategic planning framework, including a review of the existing Local Environmental Plans (LEP) against the relevant District Plan (Western City District Plan in our case)
- undertake necessary studies and strategies and prepare a Local Strategic Planning Statement which will guide the update of local environmental plans.

Section 3.8 (4) of the *Environmental Planning and Assessment Act 1979* requires Councils in the Greater Sydney Region to undertake a review of their respective LEPs. Councils will need to report to the Greater Sydney Commission on the LEP Review.

The purpose of the Health Check is to identify how closely aligned the existing LEP is to the actions in the relevant District Plan. The Health Check will provide the context that will assist to identify the priorities for investigation needed to inform the local strategic planning statement.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Section 3.9 of the *Environmental Planning and Assessment Act 1979* requires each Council to prepare and make a Local Strategic Planning Statement and review the statement at least every seven years.

This requirement was introduced into the Environmental Planning and Assessment Act on 1 March 2018.

Section 3.9 of the *EP & A Act* requires a Local Strategic Planning Statement to include or identify the following:

- a) the basis for strategic planning in the area, having regard to economic, social and environmental matters,
- b) the planning priorities for the area that are consistent with any strategic plan applying to the area and (subject to any such strategic plan) any applicable community strategic plan under section 402 of the Local Government Act 1993,
- c) the actions required for achieving those planning priorities
- d) the basis on which the council is to monitor and report on the implementation of those actions.

The role of the Local Strategic Planning Statement is to provide an alignment between regional and district plans and local strategic planning and delivery.

Local Strategic Planning Statement

The Local Strategic Planning Statement will shift the NSW planning system into a strategic-led planning framework. The statement will provide a clear line-of-site between the key strategic priorities identified at regional or district spatial scales and finer-grained planning at local, centres and neighbourhood scales within the Hawkesbury LGA.

The Local Strategic Planning Statement sets out a 20 year vision for land use in the Hawkesbury LGA, the special characteristics which contribute to identity, share community values to be maintained and enhanced, and how growth and change will be managed into the future.

The Local Strategic Planning Statement will be based on the vision and values of the Hawkesbury Community Strategic Plan 2017-2036, indicating how these visions and values give effect to the regional or district plan, based on local characteristics and opportunities.

The Local Strategic Planning Statement will be a pivotal tool for local strategic planning in the Hawkesbury Local Government Area. It will also inform the Development Control Plan, and give effect to regional and district plans. The Local Strategic Planning Statement will be an evolving document that will accommodate new actions will result in future refinement of the LEP.

Policy Considerations

The *Environmental Planning & Assessment Act 1979* was recently amended to embed a statutory requirement for Councils to review and amend their LEPs to implement the visions of the Region Plan.

Region and District Plans inform the preparation and endorsement of the local strategic planning statement and the preparation and assessment of planning proposals.

Hawkesbury City Council has three years to complete the LEP review. This involves:

- Reviewing the strategic planning frameworks and LEP against the relevant District Plan objectives and actions
- Identifying the gaps that the current LEP's have against the Western City District Plan
- Undertaking new and reviewing existing planning strategies and frameworks to support the gap bridging
- Preparing a local strategic planning statement which will guide the update of the LEP and Development Control Plan.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

This process aligns and strengthens the line of sight in strategic planning at Regional, District and Local Levels.

Consultation

The LEP Review (Health Check) contained in this report does not require public consultation at this stage. However, the draft Local Strategic Planning Statement will require community engagement in accordance with Council's Community Engagement Policy 2007 and EP&A Act requirements, as part of its development at the next phase of the LEP Review process.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The report is consistent with the following Focus Areas, Directions and Strategies focussed within the CSP.

Our Leadership

- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.
 - 1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships.
- 1.5 Regulation and 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 practise sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Our Assets

- 4.2 Utilities - Facilitate the delivery of infrastructure through relevant agencies and Council's own works
 - 4.2.1 Our community's current and future utility infrastructure needs (water, sewer, waste, stormwater, gas, electricity and telecommunications) are identified and delivered.
 - 4.2.2 New development and infrastructure provision is aligned and meets community needs.
- 4.3 Places and Spaces - Provide the right places and spaces to serve our community
 - 4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.
 - 4.3.2 Provide a variety of quality active recreation spaces including playgrounds, sporting fields, pool, stadium and multipurpose centres to enhance our community's health and lifestyle.
 - 4.3.3 Provide a variety of quality shared spaces including meeting spaces accommodating public art, cultural and environmental amenity to enhance our community's health and lifestyle.
 - 4.3.4 Manage commercial spaces available for business and investment across the Hawkesbury's local centres.
 - 4.3.5 Provision by Council of the administrative and civic spaces on behalf of the community including the Council's Administrative Buildings, Local Libraries, Gallery, Museum and heritage buildings.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement
 - 5.1.1 Council's planning is integrated and long term.
 - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
 - 5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.
 - 5.1.4 Encourage increased community participation in planning and policy development.
 - 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.
- 5.2 Management of Aboriginal and Non Aboriginal and the Built Environment - Value, protect and enhance our built environment as well as our relationship to Aboriginal and Non Aboriginal history
 - 5.2.1 Our planning and actions will ensure that Aboriginal and Non Aboriginal heritage are integral to our City.
 - 5.2.2 Encourage and implement progressive urban design, sensitive to environment and heritage issues.
 - 5.2.3 Sympathetic adaptive and creative uses for heritage sites and buildings across the City will be encouraged and promoted.
 - 5.2.4 As a community, we will identify ways to become better connected with our Aboriginal people, their history and culture.
- 5.3 Shaping our Growth - Respond proactively to planning and the development of the right local infrastructure
 - 5.3.1 Growth and change in the Hawkesbury will be identified, planned for and valued by the community.
 - 5.3.2 The diverse housing needs of our community will be met through research, active partnerships and planned development.
 - 5.3.3 Plan for a balance of agriculture, natural environment and housing that delivers viable rural production and maintains rural character.
- 5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers
 - 5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities.
 - 5.4.2 Develop active partnerships and implement programs designed to improve the health of our rivers and river banks.
 - 5.4.3 Encourage agricultural production, vegetation conservation, tourism, recreation and leisure uses within our floodplains
- 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community
 - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
 - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
 - 5.5.3 Assist our town and village centres to become vibrant local hubs

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
- 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.
- 5.6.2 Master-planning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
- 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.
- 5.7.2 Develop Hawkesbury Tourism to enhance and strengthen opportunities within our tourism sector.
- 5.7.3 Businesses are encouraged and up-skilled to adopt more ethical and sustainable practices.
- 5.8 Industry - Increase the range of local industry opportunities and provide effective support to continued growth
- 5.8.1 Plan for a range of industries that build on the strengths of the Hawkesbury to stimulate investment and employment in the region.
- 5.8.2 Increase the focus on jobs and innovation to build on our strengths and achieve a diverse industry base.
- 5.8.3 Actively support the retention of the Richmond Royal Australian Airforce Base and enhanced aviation related industry, building on existing facilities.
- 5.8.4 Work towards ensuring that all people in our community have access to safe, nutritious, affordable and sustainably produced food.
- 5.8.5 Plan for the continuance and growth of agricultural industry uses within the Hawkesbury.

Discussion

Council's Strategic Planning Officers have completed the LEP Review (Health Check). This process reviewed the *Hawkesbury LEP 2012* against the Western City District Plan, planning priorities and actions.

The analysis of the LEP Review identified that the *Hawkesbury LEP 2012* is mostly consistent with the planning priorities within the Western City District Plan. However, the current strategic studies are over 5 years old and require review. The strategic studies that require immediate review to inform the Local Strategic Planning Statement include:

- Hawkesbury Residential Lands Strategy including diverse and affordable housing
- Hawkesbury Employment Lands Strategy including retail

Council also needs to undertake the following studies which are either commenced or new in order to inform robust land use planning for the Local Strategic Planning Statement being developed during 2019:

- Hawkesbury Rural Lands Study
- Hawkesbury Rural Landscape Character Assessment
- Hawkesbury Heritage Study
- Town Centres Master plans for Windsor, South Windsor & Richmond initially, followed by other town and village centres
- Hawkesbury Waste Management Strategy
- Onsite Sewerage/Waste Water Management Strategy
- Hawkesbury Traffic Study
- Hawkesbury Sustainability Strategy
- Hawkesbury Coastal Management Strategy

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

- Hawkesbury Environmental and Biodiversity Management Strategy
- Development Control Plan

Financial Implications

Six councils within the Western City District have been provided funding of \$2.5M and another five councils will be provided funding to assist with their LEP review and update.

Hawkesbury City Council has applied for the funding and is awaiting a response from the Greater Sydney Commission.

In the case, where Hawkesbury City Council is not provided funding, Council will have to allocate its own funding for the review of the strategies and new studies the purpose of the LEP review and update.

Fit For the Future Strategy Considerations

The matter in this report is consistent with Council's 'Fit for the Future Strategy, considerations.

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

Conclusion

The LEP Review of the Hawkesbury LEP 2012 against the Western City District Plan planning priorities and actions has identified that the Hawkesbury LEP is mostly consistent. Where the Hawkesbury LEP is not consistent with the planning priorities and actions of the District Plan, further strategy reviews and new studies have to be undertaken to inform the gaps and inconsistencies identified.

Council will be further briefed and updated on the LEP Review program and preparation of the Local Strategic Planning Statement. Following Council's endorsement, the LEP Review Report will be submitted to the Greater Sydney Commission and the Department of Planning and Environment for their consideration.

RECOMMENDATION:

That Council:

1. Receive the information contained within the LEP Review Report.
2. Endorse the LEP Review Report - Attachment 1 (Health Check) to be submitted to the Greater Sydney Commission and the Department of Planning and Environment for their consideration.
3. Endorse the preparation of the Local Strategic Planning Statement for the Hawkesbury LGA, with further briefings and reports to be submitted to Council as part of this process.

ATTACHMENTS:

AT - 1 LEP Review Report (distributed under separate cover)

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

SUPPORT SERVICES

Item: 256 **SS - Monthly Investments Report - September 2018 - (95496, 96332)**

Previous Item: 150, Ordinary (26 June 2018)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act, 1993.

EXECUTIVE SUMMARY:

This report indicates that Council held \$59.07 million in investments at 30 September 2018 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION SUMMARY:

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

REPORT:

Context and Background

The following table indicates that Council held \$59.07 million in investments as at 30 September 2018. Details of the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
CBA	A1+	AA-			1.25%	5,500,000	9.31%	
Tcorp*					2.61%	2,066,896	3.50%	
Total On-call Investments								7,566,896
Term Investments								
Bankwest	A1+	AA-	19-Sep-18	19-Oct-18	2.15%	1,000,000	1.69%	
Bankwest	A1+	AA-	13-Apr-18	24-Oct-18	2.70%	1,000,000	1.69%	
Bankwest	A1+	AA-	18-Apr-18	24-Oct-18	2.70%	500,000	0.85%	
Bankwest	A1+	AA-	27-Apr-18	08-Nov-18	2.70%	1,000,000	1.69%	
Bankwest	A1+	AA-	22-Nov-17	21-Nov-18	2.55%	1,500,000	2.54%	
Bankwest	A1+	AA-	27-Jun-18	16-Jan-19	2.80%	1,000,000	1.69%	
Bankwest	A1+	AA-	22-Feb-18	22-Feb-19	2.60%	500,000	0.85%	

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
Bankwest	A1+	AA-	22-Jun-18	27-Mar-19	2.80%	1,000,000	1.69%	
Bankwest	A1+	AA-	22-Jun-18	24-Apr-19	2.80%	1,000,000	1.69%	
Bankwest	A1+	AA-	03-Aug-18	03-May-19	2.80%	2,000,000	3.39%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	500,000	0.85%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	1,500,000	2.54%	
Bankwest	A1+	AA-	16-Aug-18	15-May-19	2.80%	2,000,000	3.39%	
Bankwest	A1+	AA-	24-Aug-18	22-May-19	2.80%	3,000,000	5.08%	
Bankwest	A1+	AA-	18-Jul-18	17-Jul-19	2.80%	1,000,000	1.69%	
CBA	A1+	AA-	19-Sep-18	19-Oct-18	2.20%	1,000,000	1.69%	
CBA	A1+	AA-	13-Dec-17	13-Dec-18	2.57%	3,000,000	5.08%	
CBA	A1+	AA-	21-Dec-17	21-Dec-18	2.61%	1,000,000	1.69%	
CBA	A1+	AA-	12-Jan-18	16-Jan-19	2.63%	1,500,000	2.54%	
CBA	A1+	AA-	31-Jan-18	31-Jan-19	2.65%	2,500,000	4.23%	
CBA	A1+	AA-	14-Mar-18	14-Mar-19	2.66%	1,000,000	1.69%	
CBA	A1+	AA-	04-Apr-18	04-Apr-19	2.74%	1,000,000	1.69%	
CBA	A1+	AA-	14-Jun-18	17-Apr-19	2.74%	1,000,000	1.69%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	5.08%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.69%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.69%	
NAB	A1+	AA-	16-May-18	15-May-19	2.65%	2,000,000	3.39%	
NAB	A1+	AA-	06-Jun-18	19-Jun-19	2.75%	1,500,000	2.54%	
NAB	A1+	AA-	22-Jun-18	26-Jun-19	2.80%	1,000,000	1.69%	
NAB	A1+	AA-	27-Jun-18	26-Jun-19	2.80%	1,000,000	1.69%	
Westpac	A1+	AA-	09-Oct-17	09-Oct-18	2.70%	2,000,000	3.39%	
Westpac	A1+	AA-	08-Nov-17	08-Nov-18	2.60%	500,000	0.85%	
Westpac	A1+	AA-	07-Feb-18	07-Feb-19	2.59%	2,000,000	3.39%	
Westpac	A1+	AA-	22-Feb-18	22-Feb-19	2.62%	500,000	0.85%	
Westpac	A1+	AA-	02-Mar-18	06-Mar-19	2.60%	1,000,000	1.69%	
Westpac	A1+	AA-	04-Apr-18	04-Apr-19	2.75%	1,500,000	2.54%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.69%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.69%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.85%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.85%	
Total Term Investments								51,500,000
TOTAL INVESTMENT AS AT 30 September 2018								59,066,896

*Tcorp is wholly owned by the NSW State Government

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	7,566,896	1.62%	Reserve Bank Cash Reference Rate	1.50%	0.12%
Term Deposit	51,500,000	2.69%	UBS 90 Day Bank Bill Rate	1.94%	0.75%
Total	59,066,896	2.55%			

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	12,458,196
External Restrictions - Other	10,024,636
Internal Restrictions	19,124,281
Unrestricted	17,459,783
Total	59,066,896

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

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

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

Detailed History, including previous Council decisions

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

Policy considerations

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

Investment Certification

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Our Leadership

- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
- 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
- 1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.

Discussion

During the reporting period, the investment portfolio increased by \$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 2018, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks and in line with Council's Investment Policy.

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

Financial Implications

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

Fit For The Future Strategy Considerations

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

Conclusion

Council has investments totalling \$59.07 million as at 30 September 2018, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Item: 257 **SS - Pecuniary Interest Returns - Designated Persons - (95496, 96333)**

Division: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

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

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

RECOMMENDATION SUMMARY:

That the information be received and noted.

REPORT:

Context and Background

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

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

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

Policy considerations

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

- "1. *The General Manager must keep a register of returns required to be lodged with the General Manager under section 449.*
2. *Returns required to be lodged with the General Manager under section 449 must be tabled at a meeting of the council, being:*

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

- (a) *In the case of a return lodged in accordance with section 449 (1)—the first meeting held after the last day for lodgement under that subsection, or*
- (b) *In the case of a return lodged in accordance with section 449 (3)—the first meeting held after the last day for lodgement under that subsection, or*
- (c) *In the case of a return otherwise lodged with the general manager—the first meeting after lodgement."*

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

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

Discussion

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

Position	Return Date	Date Lodged
Construction and Maintenance Engineer	16 July 2018	25 September 2018
Director City Planning	18 July 2018	3 August 2018

The above Designated Persons have lodged their Section 449(1) Returns prior to the due dates (being three months after the Return Dates), as required by the Act for the receipt of the Returns.

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

Fit For The Future Strategy Considerations

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

Financial Implications

There are no financial implications applicable to this report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Conclusion

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

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

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Item: 258 **SS - Commercial Use of Council's Libraries - (95496, 79351, 82780)**

Previous Item: 166, Ordinary (10 July 2018)
 186, Ordinary (31 July 2018)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to:

- Outline the Hawkesbury Library Service's current rules of use which cover the use of Library spaces and meeting rooms for commercial purposes.
- Outline Council of the Hawkesbury Library Service's 2018/2019 fees and charges for commercial use of Council's meeting rooms.
- Provide comparative data on public library rules regarding tutoring and hire fees, from a range of NSW public libraries.

EXECUTIVE SUMMARY:

Council, at its meeting held on 31 July 2018, considered a Notice of Motion regarding library funding.

At that meeting, Council resolved, in part, to:

"Investigate and report back to Council on the possible provision of fees for the commercial use of Council's libraries, for example, professional tutors."

This report provides information on current fees and charges for the commercial use of meeting rooms, specifically focusing on the use by professional tutors. It also provides information on the relevant sections of the *Hawkesbury Library Service - Rules of Use*, which clarifies the rules around commercial use of Council's libraries.

The report also provides comparative data from a range of NSW public libraries on commercial tutoring rules, and associated fees and charges.

RECOMMENDATION SUMMARY:

The report recommends that Council receive and note the information on the Hawkesbury Library Service's 2018/2019 fees and charges for commercial use of meeting rooms, as well as its rules of use.

REPORT:

Context and Background

Council's Hawkesbury Library Service is responsible for managing three meeting rooms located in the Deerubbin Centre, being the Tebbutt Room, Stan Stevens Studio and Rozzoli Room. These rooms are available for hire for commercial use by individuals or businesses, and are available free of charge to Hawkesbury community groups, as detailed in Attachment 1 to the report.

Hawkesbury Central Library also has three study rooms located within the Library itself, being the Mary Reiby, Louisa Atkinson and Charles Harpur Study Rooms. These rooms are available, at no charge, for

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

private and quiet group study, local community group meetings or viewing of Library DVDs. Richmond Branch Library does not have meeting rooms or study rooms.

Under the adopted *Hawkesbury Library Service - Rules of Use*, conducting commercial, transactional activities within the general areas of either Library, or in the study rooms, is not permitted. People may of course conduct non transactional business activities, such as working quietly by themselves, using the internet etc., in these spaces. Commercial, transactional business activities are those which involve, for example, the delivery of a service for fee to a customer in person.

People conducting commercial, transactional activities within the library spaces are advised that they are not permitted to do so and directed to information on the meeting rooms for hire. The monitoring of commercial activities, by staff, and the implementation of the rules of use is quite challenging. Staff rely on the honesty and integrity of Library users, and proving that commercial activities are taking place, sometimes in the face of denial, is the key challenge.

A 2017 survey of NSW public libraries, conducted through the NSW Public Library Network, found that this is an issue common to all public libraries, and one which most grapple with resolving. Public libraries throughout NSW deal with the issue in different ways, including accepting commercial activities being conducted within their library spaces, through to prohibiting commercial activities. Not all library services are able to offer the option of a private space for hire. A range of approaches by NSW public libraries, to policies and to fees and charges, in relation to the conduct of commercial activities, is outlined in Attachment 2 to the report. Like Hawkesbury Council, Blue Mountains, Willoughby and Parramatta Councils do not permit commercial use of general library spaces, but do permit voluntary use for the purposes of non-commercial tutoring. Similarly, most provide separate spaces for hire for commercial use, as does Hawkesbury Council.

Detailed History, including previous Council decisions

Fees and charges for Community Rooms at the Deerubbin Centre, which are managed by the Hawkesbury Library Service, were adopted by Council on 13 June 2018, as part of the 2018/2019 Operational Plan.

Policy considerations

The use of the public areas of Council's libraries for commercial use is not permitted. This is outlined in the *Use of the Hawkesbury Library Service under the adopted Library Regulation Operational Management Standard (OMS)*. The OMS also includes:

- Hawkesbury Library Service – Rules of Use
- Hawkesbury Library Service – Patron Code of Conduct

Both of these documents are displayed in the libraries and on the Library website.

The Patron Code of Conduct states:

“Use of Library spaces and study rooms

The Library, including study rooms, is not to be used for commercial activities such as tutoring (Community Rooms within the Deerubbin Centre are available for hire by people, organisations or businesses requiring a venue from which to conduct commercial enterprises).”

The Rules of Use and Patron Code of Conduct are both aligned to the Library Act, 1939 and Library Regulation, 2018.

The management and use of NSW public libraries is governed by the Library Act, 1939, under which the Library Regulation, 2018 sets out more specific details on the powers, authorities, duties and functions of public libraries.

Relevant sections of the Library Regulation, 2018 include:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

- Part 2: Management of libraries, Division 2: Local libraries, Clause 6 - Local library rules, states that:

“A local authority may make rules to regulate the use of its local libraries.”

- Part 3: Use of libraries and library material, Clause 14 - Proper use of a library, states that:

“A person must not, without the consent of the governing body for the library, use a library for a purpose other than reading, consulting or borrowing the library material of the library or for any other library service or information service.”

Under the Library Act, 1939, Part 4: Section 15 Regulations, libraries:

“Without prejudice to the generality of subsection (1), regulations may be made for or with respect to:

- (g) regulating the conduct of persons using a library and providing for the exclusion or removal from a library of persons committing any offence against the regulations”.*

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 Areas, Directions and Strategies within the CSP.

Our Leadership

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

- 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.

Our Community

- 2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage.

- 2.5.2 Provide community and cultural services through a range of affordable and accessible facilities.

Discussion

The Hawkesbury Library Service attracts a wide range of users to its libraries for different reasons, including its long opening hours, reputation, accessibility, study rooms, comfortable spaces, access to collections, internet PCs and Wifi. Hawkesbury Central Library's study rooms and general library spaces are well used by students, study groups and individuals.

Public libraries are viewed as valuable centres of information and are used by the community to facilitate lifelong learning and to support their children's education. In NSW public libraries, tutoring is often conducted in library spaces by both professional and volunteer tutors. Libraries are considered a safe, accessible and neutral place by tutors, parents and children.

A NSW Public Library Network survey, conducted in 2017, found that the approach to the commercial use of libraries, including the general library spaces and meeting/study rooms, was not a uniform one. A

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

number of public libraries permit commercial tutors to operate free of charge, within the general library space, as long as they do not disturb other library users, and that the child is adequately supervised.

However, other councils such as Hawkesbury, Parramatta and Willoughby City Councils, direct commercial tutors to meeting rooms that are available for hire. All of these library services allow volunteer tutors to conduct their activities within the general library spaces, free of charge. Many libraries struggle with the ability to differentiate between the commercial and volunteer tutoring.

NSW public libraries develop their rules to meet the needs of their particular communities, and they are also influenced by the available facilities. For example, some libraries are able to provide meeting/study rooms as an option, whilst others are not. The three meeting rooms located in the Deerubbin Centre are fairly and affordably priced for commercial use, with the fees and charges reviewed and benchmarked on a regular basis.

Consultation with Council library staff indicates that on occasions commercial tutoring or other commercial activities appear to be undertaken in Council's libraries. At such times, Council staff have approached and questioned the person to determine whether commercial activities are being conducted. If so, the person is advised that the library is not to be used for commercial activities and directed the person to the meeting rooms for hire. Otherwise they need to find an alternative location on conduct their business.

Financial Implications

The subject of this report does not have financial implications outside of Council's adopted 2018/2019 Operational Plan. The associated fees and charges are provided for in Component 15 – Library Services.

Fit For The Future Strategy Considerations

The subject of this report does not directly align with a specific Fit for the Future (FFTF) Strategy, but does provide information on the acceptable use of Council's assets.

Conclusion

Council requested an investigation and report on the possible provision of fees for the commercial use of Council's libraries, for example, professional tutors.

As outlined in the report, Council's Library Service manages three meeting rooms which are available for hire for conducting commercial activities, and fees are in place for their use. These are included in the 2018/2019 Operational Plan.

The Library has established Rules of Use of the Library, which are aligned to the Library Act, 1939 and Library Regulation, 2018. These rules cover the use of library spaces for commercial purposes, whereby commercial activities are not permitted within the general library premises or in the Library's study rooms. The rules are on public display within the libraries and on the Library website.

RECOMMENDATION:

That Council receive and note the report on the commercial use of Council's libraries.

ATTACHMENTS:

AT - 1 Deerubbin Centre Meeting Room user / hirer categories and fees.

AT - 2 Comparative data from a range of NSW public libraries.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

AT - 1 Deerubbin Centre Meeting Room user / hirer categories and fees

The meeting rooms in the Deerubbin Centre are available for hire or for free use. Rooms are available:

Monday - Friday: 8.30am - 10.30pm
 Saturday - Sunday 9.00am - 10.30pm
 Not available on Public Holidays

Hirers/ Users are categorised as follows, and charged the applicable fee:

Group Category	Description of Group/Individual	Subject to Hire Fee?
A	Category A includes:	NO
	1. Local political party entities who members are volunteers and which do not charge attendees any entry fee, and 2. Local Government Area (LGA) Community Groups. To be defined as an LGA Local Community Group (for the purposes of Hawkesbury City Council's fees and charges), and therefore be eligible for free use of community room all of the following four criteria must be met (supportive documentation may be required): <ul style="list-style-type: none"> An organised, volunteer, membership-based group whose objective is to support or engage in activities of public interest; operates on a non-profit basis and receives no government funding to provide services; is located with the Hawkesbury Local Government Area (LGA) or can provide documented evidence that at least 50% of their membership base resides in the Hawkesbury LGA; and provides community or cultural benefits to the residents of the Hawkesbury LGA. 	
B	Category B includes:	YES
	1. Non LGA community groups that are organised, volunteer and membership-based and operate on a non-profit basis. 2. Self-employed persons for the purpose of providing service to the community on a cost recovery basis only. 3. Non-profit organisations with reasonable means, for example lease own facilities or have assets such as money or property, or in receipt of government funding to provide their services.	Tebbutt Room \$20 per hour Stan Stevens Studio \$13 per hour Rozzoli Room \$8 per hour
C	Category C includes:	YES
	1. Commercial, for profit businesses. 2. Groups or organisations that distribute money that it makes to its members. 3. Consortiums or organised groups of businesses where the primary purpose of coming together is to promote goods and services and develop for-profit activities, for example, product launches and demonstrations; luncheons; tradeshow; and swap meets. 4. Self-employed persons for the purpose of providing services to the public for personal profit. 5. State, Federal and Local Government (except Hawkesbury City Council) departments or agencies. 6. Non-Government Organisations fully operating under State, Federal and Local Government auspices or funding arrangements. 7. Non-profit organisations with substantial means, for example ownership of assets or paid staff.	Tebbutt Room \$39 per hour Stan Stevens Studio \$28 per hour Rozzoli Room \$20 per hour

Category A hirers have free use of the meeting rooms within the Deerubbin Centre. Category B and C hirers are subject to hire fees, as outlined in the Fees and Charges.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

AT - 2 Comparative data from a range of NSW public libraries

Name of Council	Commercial Use (including tutoring) permitted in general library spaces?	Commercial Use (including tutoring) – A fee to use general library premises?	Volunteer / no fee for service tutoring permitted in general library spaces?	Volunteer / no fee for service tutoring - A fee to use general library premises?	For Hire space available for professional tutoring and other commercial uses?	Room hire fee
Hawkesbury City Council	No	Not permitted	Yes	No	Yes	\$8 - \$39 per hour depending on room and hirer/ user category
Blue Mountains City Council	No	Not permitted	Yes	No	No	Free to volunteer groups.
Willoughby City Council	No	Not permitted	Yes	No	Yes	\$29.75 - \$44 per hour depending on the day of the week and the meeting room.
City of Parramatta Council	No	Not permitted	Yes	No	Yes	\$45 - \$90 per hour
Penrith City Council	Yes	No	Yes	No	Yes	\$175 (4 hours) \$300 (8 hours) \$50 (4 hours) for not-for-profit
The Hills Shire Council	Yes	No	Yes	No	Yes	\$11.50 - \$31 per hour
Tenterfield Council	Yes	No	Yes	No	No	Donation requested
North Sydney Council	Yes	No	Yes	No	Yes	\$55 - \$65 per hour depending on the day of the week
Armidale Library Council	Yes	No	Yes	No	Yes	\$17 - \$120 per hour depending on the day of the week.

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Item: 259 **SS - Fit for the Future Strategy: Council Owned Child Care Centres - Building Renewal Charge and Draft Lease - (95496)**

Previous Items: 143 Extraordinary (13 June 2018)
 84 Extraordinary (9 April 2018)
 212 Ordinary (28 November 2017)
 186 Ordinary (10 October 2017)
 172 Ordinary (26 September 2017)
 159 Ordinary (12 September 2017)
 241 Ordinary (8 November 2016)
 211 Ordinary (11 October 2016)
 146 Ordinary (26 July 2016)
 138 Ordinary (12 July 2016)
 MM Ordinary (27 October 2015)
 RM Ordinary (30 June 2015)
 185 Extraordinary (23 June 2015)
 182 Ordinary (30 September 2014)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to seek Council approval to commence formal lease negotiations with the operators of child care services provided from Council owned buildings with the lease to include provision for a proposed building renewal charge.

EXECUTIVE SUMMARY:

Council's adopted Fit for the Future Plan outlines 20 expenditure and revenue measures aimed at enabling Council to increase its investment in the maintenance and renewal of its assets. One of the strategies in the in the Fit for the Future Plan proposes the introduction a building renewal charge levied on nine child care services operating from Council owned buildings. The proposed charge is to be phased in over four years commencing from 1 January 2019, with the full charge applied from 2021/2022.

This report outlines Council's current tenancy arrangements with the affected child care centres and compares them with other councils. The report notes that over the last three decades Council has not derived any revenue from the child care centres to fund the life-cycle costs of the buildings they occupy on a rent free and exclusive use basis. The proposed building renewal charge is intended to raise the balance of funds required to deliver an expanded \$3.43M child care centre building renewal works program over the next ten years.

The report outlines the broad financial position of the nine centres to assess the capacity of the centres to meet the cost of the phased implementation of proposed building renewal charge and also calculates the likely impact of the building renewal charge on child care fees. The report also outlines the proposed framework for negotiating a five year lease with the centres to formalise tenancy arrangements with the draft lease to include provision for the building renewal charge.

RECOMMENDATION SUMMARY:

The report proposes that Council proceed to negotiate the execution of a lease with child care services operating from Council owned buildings in accordance with the framework outlined in the report and that the outcome of the negotiations to be further reported to Council.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

REPORT:

Fit for the Future Proposal.

In September 2014, the NSW Government released details of its Fit for the Future Reform Program. Under this program, all councils in NSW were required to validate their future sustainability and submit proposals to demonstrate that they were fit for the future.

In June 2015, Council resolved to submit a Fit for the Future Proposal for assessment by the Independent Pricing and Regulatory Tribunal (IPART). Council's proposal outlined 20 expenditure and revenue measures which were primarily aimed at enabling Council to increase its investment in the maintenance and renewal of assets to address long term infrastructure needs.

The 20 strategies outlined in the Fit for the Future Proposal have been subject to review and refinement through a number of Councillor briefing sessions and Council reports. A summary of the 20 expenditure and revenue measures within the Proposal have been publicly exhibited in Council's Delivery Program and Resourcing Strategy as part of the Integrated Planning and Reporting Framework.

One of the strategies in the adopted Fit for the Future Plan commits Council to the introduction a building renewal charge to raise revenue as a co-contribution to the long term cost of maintaining and renewing Council owned child care centres, with the charge levied on the child care services operating from these buildings commencing from 1 January 2019.

The introduction of the proposed building renewal charge is contingent on Council reviewing its tenancy arrangements for child care centres. An external audit of Council's property management function has recommended that Council formalise these tenancy arrangements through the execution of a lease agreement between Council and child care service providers. Subject to Council approval, the lease agreement would incorporate provision for the proposed building renewal charge.

Community Buildings Portfolio – Child Care Centre Tenancy Arrangements.

Council maintains an extensive portfolio of 200+ community buildings which includes nine long day care child care centres and preschools as listed in [Table 1](#). Council makes these buildings available to child care service providers on a rent-free and exclusive use basis. The nine centres have an insured value of \$11.1M and an average age of 33 years. The annual depreciation cost of these buildings is \$328,393.

child care centre	year built	licensed places	insured value	annual depreciation
Golden Valley Childrens Learning Centre	1986	40	\$1,416,000	\$42,083
Greenhills Child Care Centre	1985	55	\$1,588,000	\$46,933
Hobartville Long Day Pre-School	1984	40	\$1,302,000	\$38,553
McGraths Hill Childrens Centre	1988	40	\$1,383,000	\$40,993
Elizabeth St Extended Hours Pre-School	1985	36	\$1,348,000	\$39,902
Richmond Preschool Kindergarten	1984	40	\$1,026,000	\$29,110
Wilberforce Early Learning Centre	1986	40	\$1,183,000	\$35,131
Wilberforce Pre-School	1994	26	\$732,000	\$21,938
Windsor Pre-School	1977	40	\$1,143,000	\$33,750
Total		357	\$11,121,000	\$328,393

Table1 : Council owned child care centres

This depreciation charge captures the 'wear and tear' cost of each building amortised over its useful life and represents the annual standing cost to Council of making these buildings available to child care agencies to operate their child care businesses.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

The accumulated impact of this day-to-day wear and tear has required regular renewal works to be undertaken to maintain the centres. Over the last ten years Council has expended \$2.1M on renewal works for the nine child care centres. A number of the centres have had major refurbishment and extension works completed during this period, particularly over the last three years.

Under Council's current child care centre tenancy framework, the buildings provided by Council are used by child care services to operate fee-paying services which also attract child care benefit payments from the federal government. All the income generated by the child care service is retained by the service. A conservative estimate of the value of rental income foregone by Council would be in the vicinity of \$260,000 a year.

Over the last three decades Council has not derived any revenue from the child care centres to meet the life-cycle costs of these assets. The combination of annual depreciation costs, Council's renewal expenditures and foregone rent represents a collective 'community service obligation' subsidy of well over \$500,000 a year.

The proposed building renewal charge to be levied on the child care services who gain a direct financial benefit from the use of rent-free Council facilities, has been included in Council's Fit for the Future Plan on the basis that it would be reasonable for these services to contribute to the life-cycle costs of the assets which they have been consuming on an exclusive use basis for many years.

Proposed Building Renewal Charge.

While the total amount of \$2.1M that Council has expended over the last ten years on child care centre renewal works is not an insignificant amount, it still represents a shortfall in the level of asset renewal expenditure required to maintain these assets in a condition to meet community expectations. As a result there is a backlog in renewal works to bring the centres up to standard.

In broad terms, Council's Fit for the Future Plan is aimed at ensuring that Council has the financial capacity to fund these renewal interventions as they are required. The proposed building renewal charge will raise the balance of funds required to deliver an expanded \$3.43M building renewal works program over the next ten years. In simple terms it represents a request for a co-contribution from child care operators to fund the future renewal works for the buildings they occupy.

The proposed building renewal charge within the adopted Fit for the Future Plan is based on a contribution of 50% of the annual depreciation cost of the buildings from which a child care service is provided. To assist child care service to budget for and manage the introduction of the building renewal contribution charge, the implementation of the charge will be phased in over four years commencing from January 1 2019, with the full charge applied from 2021/2022 and thereafter indexed by CPI as outlined in [Table 2](#).

child care centre	Building Renewal Charge							
	licensed places	Annual Charge	2018/19 25%	2019/20 50%	2020/21 75%	2021/22 100%	2022/23 100%	10 year TOTAL
Golden Valley Childrens Centre	40	\$21,042	\$5,260	\$10,784	\$16,176	\$21,568	\$22,107	\$194,999
Greenhills Child Care Centre	55	\$23,467	\$5,867	\$12,027	\$18,040	\$24,053	\$24,654	\$217,473
Hobartville Long Day Pre-School	40	\$19,277	\$4,819	\$9,879	\$14,819	\$19,758	\$20,252	\$178,642
McGraths Hill Childrens Centre	40	\$20,497	\$5,124	\$10,504	\$15,757	\$21,009	\$21,534	\$189,949
Elizabeth St Pre-School	36	\$19,951	\$4,988	\$10,225	\$15,337	\$20,450	\$20,961	\$184,893
Richmond Preschool Kindergarten	40	\$14,555	\$3,639	\$7,459	\$11,189	\$14,919	\$15,292	\$134,887
Wilberforce Early Learning Centre	40	\$17,566	\$4,391	\$9,002	\$13,503	\$18,005	\$18,455	\$162,786
Wilberforce Pre-School	26	\$10,969	\$2,742	\$5,622	\$8,432	\$11,243	\$11,524	\$101,654
Windsor Pre-School	40	\$16,875	\$4,219	\$8,648	\$12,973	\$17,297	\$17,729	\$156,387
TOTAL	357	\$164,197	\$41,049	\$84,151	\$126,226	\$168,301	\$172,509	\$1,521,669

Table 2: phased implementation of building renewal charges

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Expanded Child Care Centre Works Program

The income generated by the building renewal charge will be tied to the delivery of an expanded ten year \$3.43M child care centre building renewal works program. A detailed works program has been developed for each child care centre based on a technical assessment of the condition of various building components - floor coverings, roofing, fit-out, air conditioning, electrics, drainage, plumbing, plant and fixtures - which has identified the required treatment and optimum timing for the staged renewal of these components.

This ten year program takes into account the age of centres and the value of works completed over the past ten years (2008 to 2018) particularly where significant refurbishment works were completed since 2016. For this reason, the proposed ten year expenditure (2018 to 2028) for some of the centres is significantly higher than the average across all centres, as these centres have either not been refurbished within the last ten years or where limited refurbishments were completed prior to 2012.

Table 3 provides a summary of this information. It documents the cost of works completed over the last ten years (2008 to 2018) and the value of the proposed works to be delivered between 2018 and 2028. Table 3 also list the respective co-contributions required to fund the 2018 to 2028 child care centre building renewal works program. Under the proposal the building renewal charge collected from child care centres child care centres would fund \$1.52M (44%) of the 2018 to 2028 works program with Council contributing \$1.91M (56%) of the \$3.43M cost of this program.

Child Care Centre	licensed places	10 year expense 2008-2018	proposed 10 year program 2018-2020	building renewal contribution 2018-2020	Council contribution 2018 to 2020
Golden Valley Childrens Centre	40	\$111,466	\$577,652	\$194,999	\$382,653
Greenhills Child Care Centre	55	\$153,902	\$408,485	\$217,473	\$191,012
Hobartville Long Day Pre-School	40	\$211,046	\$390,471	\$178,642	\$211,829
McGraths Hill Childrens Centre	40	\$253,503	\$325,916	\$189,949	\$135,967
Elizabeth St Pre-School	36	\$119,308	\$543,317	\$184,893	\$358,424
Richmond Preschool Kindergarten	40	\$59,463	\$417,879	\$134,887	\$282,992
Wilberforce Early Learning Centre	40	\$408,855	\$251,350	\$162,786	\$88,564
Wilberforce Pre-School	26	\$150,470	\$191,833	\$101,654	\$90,179
Windsor Pre-School	40	\$642,100	\$319,770	\$156,387	\$163,383
Totals	357	\$2,110,114	\$3,426,673	\$1,521,669	\$1,905,003

Table 3: summary of actual and scheduled building renewal works 2008 to 2028 and estimated co-contributions for future scheduled works

Capacity to Pay and Affordability.

A review of the most recent available audited financial statements (2015/2016 and 2016/2017) for the 9 child care services indicates that currently the services generate on average \$6.95m in total annual revenues and incur \$ 6.6M a year in total operating expenses. Table 4 provides a summary of the financial position of the 9 services.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

annual revenue	pre-schools			long day care & extended hours preschools						total all centres
	centre1	centre2	centre 3	centre 4	centre 5	centre 6	centre 7	centre 8	centre 9	
2015-2016	636,940	334,632	651,871	835,229	850,560	864,151	839,970	746,373	921,421	6,681,147
2016-2017	725,981	434,422	826,910	870,295	935,763	948,169	852,012	683,153	944,842	7,221,548
2 year average	681,461	384,527	739,391	852,762	893,161	906,160	845,991	714,763	933,132	6,951,347

annual expense	centre1	centre2	centre 3	centre 4	centre 5	centre 6	centre 7	centre 8	centre 9	total
2015-2016	584,220	291,125	552,912	799,748	862,001	867,348	838,396	678,981	836,270	6,311,001
2016-2017	685,803	348,500	660,863	871,219	876,011	897,267	850,846	689,766	1,005,881	6,886,155
2 year average	635,012	319,813	606,888	835,483	869,006	882,307	844,621	684,373	921,075	6,598,578

Table 4: Summary of Financial Performance 2015/16 to 2016/2017

A comparison of financial statements for the two year period 2012/2013 to 2013/2014, indicates that over the four year period 2012/13 to 2016/17 the total income of the nine centres has increased from \$5.45M in 2013 to \$7.22m in 2017 – an increase of 32% or 8.1% a year. Over the same period total expenses have increased from \$5.43M to \$6.89M an increase of 27% or 6.7% a year.

The proposed building renewal charge will require, on average, the nine centres to increase their operating income by roughly 0.6% each year during the four year phased implementation of the charge to cover the cost of the charge. Over the four year implementation period, the total increase required would be 2.4%. Table 5 summarises this information and also provides details of notional increases in annual revenue for each of the nine centres.

building renewal charge		total for all centres		pre-schools			long day care & extended hours preschools					
		annual increase	cumulative increase	centre1	centre2	centre 3	centre 4	centre 5	centre 6	centre 7	centre 8	centre 9
2018/19	\$41,049	0.59%	0.59%	0.5%	0.7%	0.6%	0.6%	0.7%	0.5%	0.6%	0.7%	0.5%
2019/20	\$84,151	0.62%	1.21%	1.1%	1.5%	1.2%	1.3%	1.3%	1.1%	1.2%	1.4%	1.0%
2020/21	\$126,226	0.61%	1.82%	1.6%	2.2%	1.8%	1.9%	2.0%	1.6%	1.9%	2.1%	1.4%
2021/22	\$168,301	0.61%	2.42%	2.2%	2.9%	2.3%	2.5%	2.7%	2.2%	2.5%	2.9%	1.9%

Table 5: increase in annual revenue required to cover proposed building renewal charge

In implementing the proposed building renewal charge Council will be concerned at the cost-of-living impacts on the users of child care services provided at the nine centres. Based on the percentage increases in required revenues outlined in Table 5, it is possible to calculate the notional increase in daily fee per child for each centre based on these percentage increases. This information is summarised in Table 6. It shows that for pre-schools, the building renewal charge will add roughly 30 cents a day to the cost of child care in each year of the four years with a notional total increase of \$1.26 a day (\$6.30 for a five day a week child care) once the full building renewal charge is phased in after the 4th year. The average pre-school daily fee would increase from \$44.67 to \$45.93

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

pre-schools	\$ increase per day per child					projected daily fee				
	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	total \$ increase	current fee	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022
child care centre 1	\$0.28	\$0.32	\$0.32	\$0.32	\$1.23	\$52.00	\$52.28	\$52.60	\$52.91	\$53.23
child care centre 2	\$0.32	\$0.40	\$0.39	\$0.40	\$1.51	\$45.00	\$45.32	\$45.72	\$46.12	\$46.51
child care centre 3	\$0.21	\$0.28	\$0.27	\$0.27	\$1.04	\$37.00	\$37.21	\$37.49	\$37.76	\$38.04
AVERAGE	\$0.27	\$0.34	\$0.33	\$0.33	\$1.26	\$44.67	\$44.94	\$45.27	\$45.60	\$45.93

long day care & extended hours pre-schools	\$ increase per day per child					projected daily fee				
	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	total \$ increase	current fee	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022
child care centre 4	\$0.67	\$0.71	\$0.69	\$0.69	\$2.76	\$94.00	\$94.67	\$95.38	\$96.07	\$96.76
child care centre 5	\$0.66	\$0.69	\$0.68	\$0.68	\$2.71	\$88.00	\$88.66	\$89.35	\$90.03	\$90.71
child care centre 6	\$0.57	\$0.60	\$0.59	\$0.59	\$2.35	\$95.00	\$95.57	\$96.17	\$96.76	\$97.35
child care centre 7	\$0.60	\$0.63	\$0.61	\$0.61	\$2.45	\$90.00	\$90.60	\$91.23	\$91.84	\$92.45
child care centre 8	\$0.75	\$0.78	\$0.76	\$0.76	\$3.05	\$83.00	\$83.75	\$84.53	\$85.29	\$86.05
child care centre 9	\$0.48	\$0.51	\$0.50	\$0.50	\$1.98	\$88.00	\$88.48	\$88.99	\$89.49	\$89.98
AVERAGE	\$0.61	\$0.64	\$0.63	\$0.63	\$2.51	\$89.67	\$90.28	\$90.92	\$91.55	\$92.18

Table 6 - estimated impact of the phased implementation of building renewal charge on child care fees 2018/2019 to 2020/2021

For long day care and extended hours pre-schools, the building renewal charge will add roughly 60 cents a day to the cost of child care in each year of the four years with a notional total increase of \$2.51 a day (\$12.55 a week for five day a week child care) once the full building renewal charge is phased in after the 4th year. The average long day care and extended hours pre-school daily fee would increase from \$89.67 to \$92.18.

The notional increase in child care fees would appear to be reasonable, particularly as the additional revenue generated by the fee increase is to be earmarked for the funding of an enhanced building renewal works program which will benefit the child care centre and the parents and children who use the centre.

Community Service Obligation.

As noted above, Council provides an indirect operating subsidy to the nine child care services of some \$500,000 a year which is the equivalent of 7.6% of the total expenses of the nine child care centres. Between them the 9 child care centres are licensed to provide 357 child care places and Council's subsidy translates into a notional amount of \$1,400 per year per licensed child care place (or \$27 a week).

Under the proposed introduction of the building renewal charge, this community service obligation will still be maintained but the level of subsidy will be progressively reduced from the equivalent of 7.6% of the total operating expenses of the nine centres to 5% of total expenses (from \$1,400 per year per licensed child care place to \$929 a year).

In comparison with other councils, Council's tenancy arrangements for its child care services are unique. Under this model Council owns the child care centre building but delegates care and control of the building to an independent, non-for profit, community association on a rent free and exclusive use basis to operate a child care service.

Table 7 provides a snapshot of operating models in other councils. The typical operating model is where a council both owns, staffs and operates a child care service within an internal childrens service business unit on a full cost recovery basis. Some councils only operate family day care, occasional child care or vacation care services and do not own or operate long day care or pre-school services. The Hills Shire

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Council also has a hybrid operating model, where some of its child care centres are Council operated while others are leased to private operators on a commercial basis.

Council	Building	Child Care Service
Blacktown	Council Owned	Council Operated
Blue Mountains	Family Day Care & Occasional Care	Council Operated. No pre-school or long day care
Central Coast	Council Owned	Council Operated
Cumberland	Council Owned	Council Operated
Georges River	Council Owned	Council Operated
Hawkesbury	Council Owned	Operated by non-for profit association (rent free)
The Hills	Council owned	Council Operated or commercial lease
Parramatta	Council Owned	Council Operated
Penrith	Council Owned	Council Operated
Wingecarribee	Family Day Care & Occasional Care	Council Operated. No pre-school or long day care
Wollondilly	Family Day Care & Occasional Care	Council Operated. No pre-school or long day care

Table 7: Child care service operating models

Irrespective of child care operating models, not-for-profit child care services are being increasingly required to conduct their business on a quasi-commercial basis where the income derived from child care fees, Child Care Benefit (CCB) payments, government grants and other revenues need to be sufficient to meet both day to day operating expenses and longer term liabilities. To remain sustainable, child care operators will need to ensure that the real cost of providing child care services are reflected in their pricing paths and tenancy arrangements.

Draft Child Care Centre Lease.

An external audit of Council's property management function has recommended that Council formalise tenancy arrangements for community buildings to provide a more consistent policy framework for the management of Council properties. This requirement was also identified within Council's Fit for the Future Proposal with respect to Council owned child care centres.

Currently, tenancy arrangements for Council's child care centres are defined in Council's adopted Community Facilities Manual. The Manual covers all of Council's community managed buildings including community centres, community halls and child care centres. While the manual provides a broad overview of the mechanics of facility management, it does not define an adequate operating framework for exclusive use child care centres, particularly given the growing complexity of the regulatory regimes which apply to the operation of child care centres, and the joint responsibilities of Council and the child care operators under the Work Health and Safety Act.

In practice this has given rise to ongoing issues relating to respective roles and responsibilities of each party, the financial and building maintenance obligations of Council and the child care operators, and the processes for engaging contractors. To clarify these matters a draft lease for Council owned child care centres, based on a standard lease instrument, has been prepared by Council's solicitors. The draft lease:

- clarifies respective responsibilities for the maintenance of the leased area;
- permits child care operators to directly engage licensed contractors provided that the contractors have been approved by Council;
- outlines requirements for a plant and equipment inspection and certification regime;
- includes provision for a building renewal charge;
- identifies ten year building renewal works program to which the building renewal charge will be applied;

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

- outlines respective WHS responsibilities
- proposes a five year lease term

It is proposed that the draft lease be formally distributed to the nine child care operators for consideration with the outcome of any lease negotiations reported to Council for final determination.

Detailed History, including previous Council decisions

The proposal for the preparation of a draft lease between Council and child care operators incorporating provision for a building renewal charge has been considered by Council in conjunction with the preparation and review of Council's Fit for the Future Proposal.

In total, Council's Fit for the Future Proposal was the subject of four Council reports which were reported to Council between June 2015 and November 2016 as well as seven Councillor briefing sessions held between April 2015 and November 2016. The key dates relating to the Fit for the Future Proposal were 30 June 2015, when Council adopted the Fit for the Future Proposal and 8 November 2016 when an amended Fit for the Future Proposal was adopted.

Information about the proposed building renewal charge strategy was also included in the Supplementary Resourcing Strategy which was reported to Council on 10 October 2017 and 28 November 2017.

Council was updated on progress in relation to the implementation of the proposed building renewal charge in four Councillor Briefing Sessions held between May 2017 and August 2018.

On 9 April 2018 Council approved the public exhibition of the 2018/2019 Operational Plan with the proposed building renewal charge identified as one of the Fit for the Future strategies to be implemented in 2018/2019. The 2018/2019 Operational Plan was adopted by Council for implementation on 13 June 2018.

Policy considerations

Council should have regard to the provisions of its adopted Fit for the Future Plan as well as the recommendations of the internal audit of Council's property management functions in determining its position in relation to the proposals outlined in this report. The report recommendations are consistent with these documents.

Consultation

The issues raised in this report concern matters which do not necessarily constitute a trigger for Community Engagement under Council's Community Engagement Policy as they relate to the negotiation of a lease between Council and other parties.

This matter was however presented to the Councillor Briefing Session held on Tuesday 16 October 2018. At that time, it was suggested that given that the proposed lease constituted a significant change to Council's long standing tenant relationship with the operators of child care service, it would be appropriate for Council to distribute the draft lease and information about the proposed building renewal charge prior to Council's consideration of the matter at the 30 October 2018 Council Meeting.

Council endorsed this approach. The required documentation has been distributed to the 9 child care service operators, together with an invitation for Council staff to meet with representative of each of the centres to clarify the terms of the draft lease as a prelude to formal negotiations.

It should be noted that the proposal for the introduction of a building renewal charge has been included in a number of documents which have been placed on public exhibition. In March 2017, Council also wrote to the child care services to advise them of its intention to prepare a draft lease to formalise current tenancy arrangements.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

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

1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.

Discussion

The report outlines the information that Council should consider in the determining its position in relation to the proposed building renewal charge. In summary the charge:

- has been approved for implementation within Council's Fit for the Future Plan;
- will be levied on child care services that derive a financial benefit from the use of rent-free facilities
- will fund an enhanced 10 year building works program that will directly benefit service users
- maintains Council's support of affordable child care
- will be phased in over 4 year to minimise its financial impact.

Financial Implications

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

Fit For The Future Strategy Considerations

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

The proposal has been identified as a strategy within Council's adopted Fit for the Future Plan to direct the additional resources to infrastructure renewal required to stabilise and address Council's infrastructure backlog

Conclusion

The introduction of a building renewal charge has been identified as a strategy within Council's Fit for the Future Plan that will contribute to Council's long term financial sustainability through the raising of additional revenue required for asset renewal.

The report outlines the justification for the building renewal charge. The charge represents a request for a co-contribution from child care operators to fund the future renewal works for the buildings they have occupied, for over 30 years, on a rent free basis. The income generated from the charge is earmarked for

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

building works which will directly benefit the child care centre and the parents and children who use the centre.

The report has assessed the capacity of the centres to meet the cost of the proposed charge and the likely impact of the charge on child care fees and notes that the increase would appear to be reasonable. The phased implementation of the charge over four years will minimise its impact and provide sufficient lead in time for the child care operators and users of the service to adjust. The implementation of the charge will reduce but not remove Council's subsidisation of the child care service and child care fees.

RECOMMENDATION:

That Council;

1. Proceed to negotiate the execution of a lease with child care services operating from Council owned buildings in accordance with the framework outlined in this report.
2. The outcome of the negotiations to be further reported to Council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Item: 260 **SS - Oasis Aquatic and Leisure Centre - (95496, 96332, 93487, 73685)**

Previous Item: NM2, Ordinary (31 October 2017)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide information to Council on various aspects of the operation of the Oasis Aquatic and Leisure Centre, including a review of the buildings, grounds and programs at the Centre.

EXECUTIVE SUMMARY:

Council, at its meeting on 31 October 2017, resolved that a Councillor Briefing Session be held and a report be provided to Council on a review of the buildings, grounds and operations of the Oasis Aquatic and Leisure Centre.

This report outlines a review of the buildings, grounds and programs at the Centre as well as the outcome of the consultation undertaken of the users of the Centre, and the costs of providing additional facilities at the Centre. The report also outlines the various energy saving, energy generation, and water saving initiatives implemented at the Centre.

RECOMMENDATION SUMMARY:

The report recommends that Council engage with YMCA NSW to address the feedback from the users of the Oasis Aquatic and Leisure Centre and that Council engage a Leisure Consultant to assess the leisure and aquatic industry current and future trends, regional impacts, market, competition and emerging business models and upgrade works that could be carried out at the Centre. The Leisure Consultant would then develop a Facilities Master Plan for the Oasis Aquatic and Leisure Centre.

REPORT:

Context and Background

Council, at its meeting on 31 October 2017, considered a Notice of Motion regarding the Oasis Aquatic and Leisure Centre and resolved, in part, as follows:

"That:

1. *A report be provided to Council regarding the Oasis Aquatic and Leisure Centre in respect of the following:*
 - a) *a review of the buildings, grounds and operations of Oasis Aquatic and Leisure Centre (currently managed by the YMCA NSW), including a program evaluation and also suggest any possible recommendations for the Centre such as energy saving, energy generation and purchasing programs and water saving initiatives.*
 - b) *public consultation be allowed for in this report to gauge ideas of improvement from users of the facility.*

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

- c) *elaborate on the notion of a 'Program Pool', an idea discussed in the past specifically for swimming lessons, etc. to allow more room for recreational/professional swimmers in the main pools.*
- d) *the cost of implementing a water play park, similar to that at the Ripples Leisure Centre Penrith, as well as the cost of Touch Pads for timekeeping purposes.*
- e) *detail if it is possible to make the current playground one for all abilities, which falls in line with the Centre being an inclusive facility with already present disability access.*
- f) *the report outline any possible state/federal government or community grants/partnerships that could be used to fund this.*
- g) *identify Council's funding sources available in the event there are no State or Federal funding sources.*
- h) *include existing proposals which are currently considering inclusive playgrounds and/or water parks.*

3. *The matter be brought to a Councillor Briefing Session in the first instance."*

In accordance with Part 3 of the above resolution, the matters outlined in this report regarding the Oasis Aquatic and Leisure Centre were brought to a Councillor Briefing Session on 16 October 2018.

During the Councillor Briefing Session the following matters were discussed:

- Council Resolution
- History of Centre
- Management and Operation of the Centre and Current Contract
- Consultation of Centre Users
- Facilities (Buildings)
- Grounds
- Operating Hours
- Programs
- Major Works since 2010 and Works Planned for 2018/2019
- Energy and Water Saving Initiatives
- Program Pool
- Water Play Park
- Touch Pads
- Playground
- Funding
- Summary and Next Steps

Detailed History, including previous Council decisions

Council, at its meeting on 31 October 2017, resolved that a report be provided to Council regarding various matters associated with the Oasis Aquatic and Leisure Centre. This report outlines the information requested by Council on 31 October 2017.

Policy considerations

There are no Policy considerations applicable to this report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Consultation

Council carried out a survey of users of the Oasis Aquatic and Leisure Centre. The survey questions were based on the facilities (buildings) and grounds, programs and kiosk at the Centre and also requested any general comments regarding the Centre.

169 survey responses were received. The survey responses have been included in the evaluation of the facilities and grounds, programs and kiosk at the Centre.

Should Council adopt the recommendation in this report to engage a Leisure Consultant, wider community consultation and Councillor consultation will be undertaken.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.2 Encourage and enable our community to participate in a healthy lifestyle

2.2.2 Encourage active participation in a range of sporting and recreational pursuits.

Our Assets

4.3 Places and Spaces - Provide the right places and spaces to serve our community

4.3.2 Provide a variety of quality active recreation spaces including playgrounds, sporting fields, pool, stadium and multipurpose centres to enhance our community's health and lifestyle.

Discussion

Location and History of the Centre

The Oasis Aquatic and Leisure Centre is located on the corner of Church and Drummond Streets, South Windsor and occupies land which comprises a Reserve under Crown Lands Act. The outdoor pool area was constructed around 1972 and upgraded in 1990s, and the main building opened in May 1996.

Management of the Centre

The Centre has been operated by a number of operators since its construction. Between 1972 and 1996 the outdoor pool was operated by Council. Between 1996 and 2004 the Centre, including the outdoor pool and the new main building, was operated by Hawkesbury Leisure Centres Inc. and Leisure Australia Inc. (Leisure Co).

From 2004 to date the Centre has been operated by YMCA of Sydney and YMCA NSW. During this time the management of the Centre has been subject to a number of five year contracts, with extensions. The first contract period was from 1 July 2004 to 30 June 2009, extended for a further five year period from 1 July 2009 to 30 June 2014. The current contract commenced on 1 July 2014 and is due to expire on 30 June 2019. An option of a further five year contract from 1 July 2019 is available to Council and a report in this regard will be submitted to Council in December 2018.

It is to be noted that the previous and current management contracts also includes the management of the Hawkesbury Indoor Stadium. The scope of information contained within this report is limited to the Oasis Aquatic and Leisure Centre.

The current management contract stipulates requirements in regard to all aspects of the management and operation of the Centre, including:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

- Hours of operation including period of operation of outdoor pool
- Management of assets and equipment
- Programs to be provided and target groups
 - Performance and reporting requirements including annual business plans, annual budgets, annual marketing plans, annual reports, monthly and quarterly reports and financial reports
 - Staffing levels and qualifications
 - Asset maintenance including YMCA being responsible for reactive maintenance works (up to a certain level) and all scheduled maintenance
 - Fees and charges
 - Works, Health and Safety

Evaluation of Facilities (Buildings) and Grounds

The main building includes the following facilities:

- Indoor heated 25 metre 8 lane pool
- Indoor heated lagoon leisure water area with fountains, bridges and water slide
- Main Reception Area
- Plant Room
- Spa
- Sauna
- Steam Room
- Gymnasium and Fitness Centre
- Kiosk
- Office spaces
- Bathrooms and Change Rooms
- Seating
- Crèche
- Group Fitness Room

The outdoor pool area includes the following facilities:

- Outdoor heated 50 metre 7 lane pool
- Pool Plant Building
- Clubhouse
- Seating Structure
- Outdoor Playground
- Large Grassed Areas

The Oasis Centre covers an area of approximately 13,000sqm within a precinct of 43,000sqm. The buildings (including the pool hall) occupy 3,600sqm and the outdoor pool occupies 850sqm. The grounds also include hardstand areas (footpaths, spectators' area), a utility area, a play space and a water tank. The grounds include grassed areas with interspersed trees with a functional area of just over 4,000sqm. There is limited tree canopy in the main grassed area and 165sqm of the site is covered with shade sails adjacent to the pool deck. There is also 2,100sqm of grassed area behind the gym.

At the front of the main building there is a sealed car park with 136 car parking spaces and eight disability car parking spaces.

The Centre is an accessible and family friendly Centre, and is equipped with a pool hoist, pool ramps, change room, access shower and toilet, mobility bathrooms, and is access signed. It also has an accessible water fountain, an access car parking area, family changing facilities and pool hall change showers.

Council Officers have undertaken an evaluation of the buildings (facilities) and grounds from two perspectives:

1. Asset Condition

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

2. Users' Satisfaction

The evaluation was informed by Council's asset management system and the responses to the survey of Centre users undertaken by Council. The evaluation results are summarised in the Tables below.

• **Technical Evaluation of Asset Condition**

The main building, the out buildings, and the grounds, were assessed in regard to the current condition and the life cycle based on optimum maintenance. Based on this assessment, overall, the main buildings, the out buildings, and the grounds, are in a good condition.

The detailed results of the technical evaluation of the asset condition are summarised in Tables 1, 2 and 3 below.

Table 1 – Overall Asset Condition of Buildings

Facility	Current Asset Condition	Comment	Life Cycle based on optimum maintenance
Main Building	Good	Roof Repairs to be undertaken in 18/19	30 to 50 Years
Out Buildings	Good		10 Years
Plant	Good	Indoor Pool Heater to be replaced in 18/19	15 Years

Table 2 – Asset Condition of Individual Facilities

Facility	Usage (Out of 169)	Current Asset Condition	Comment	Life Cycle based on optimum maintenance
25m Indoor Pool	117	Very Good	Refurbished in 2017	20 Years
Change Rooms	93	Very Good	Refurbished in the last 2 years	30 Years
Showers	84	Very Good	Refurbished in the last 2 years	30 Years
Outdoor Pool	77	Good	Refurbished joints in the last 4 years	30 Years
Kiosk	73	Good	New air-conditioning in the last 2 years	50 Years
Gym and Fitness Centre	72	Very Good		50 Years
Indoor Lagoon Leisure Pool	46	Poor	Lagoon to be relined in 18/19	20 Years
Spa	40	Very Good	Refurbished in the last 2 years	20 Years
Sauna	37	Good	Refurbished joints in the last 2 years	10 Years

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Facility	Usage (Out of 169)	Current Asset Condition	Comment	Life Cycle based on optimum maintenance
Steam Room	34	Good	New plant in the last 2 years	10 Years
Crèche	13	Good	New air-conditioning in the last 4 years	50 Years

Table 3 – Asset Condition of Grounds

Facility	Current Asset Condition	Comment	Life Cycle based on optimum maintenance
Outdoor Playground	Good	Installed 2014. Minimal wear, inspected regularly	12 Years
Grassed Outdoor Area	Good	New watering system and returfed in the last 2 years	15 Years
Hardstand Area	Fair	Works required	20 Years
Car Park	Good	Installed new lighting in the last 4 years	10 - 20 years

• ***Users' Satisfaction***

The Centre's facilities and the grounds were assessed in regard to the users' satisfaction. Users surveyed were asked whether they were happy with the facilities, what facilities would they like to see improved, whether the facilities met their needs and if not, the reason why, and what additional facilities would they like to see at the Centre.

Based on the responses to the survey, users of the Centre are generally happy with the facilities and grounds, with some improvements suggested.

The detailed results of the survey in regard to users' satisfaction or otherwise with the facilities and grounds, and additional facilities requested are summarised in Tables 4, 5 and 6.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Table 4 – Users’ Satisfaction with the Facilities and Grounds

Facility	Happy With (169 Users)	Suggested To Improve (169 Users)
Indoor Pool	101	34
Outdoor Pool	81	21
Indoor Lagoon Leisure Pool	43	12
Gym and Fitness Centre	52	25
Sauna	38	8
Steam Room	33	8
Spa	31	13
Showers	60	38
Change Rooms	62	47
Crèche	14	11
Outdoor Playground	27	16
Grassed Outdoor Area	29	18
Kiosk	73	62

Out of the 169 users that responded to the survey, 105 said that the facilities and grounds at the Centre meet their needs. 47 respondents said the facilities and grounds do not meet their needs. 17 respondents did not provide a response to this specific question. Approximately 70% of users who responded to the survey indicated that the facilities and the grounds at the Oasis Aquatic and Leisure Centre currently meet their needs.

The users that responded to the survey that the facilities and grounds did not meet their needs were asked why they didn't meet their needs. Their responses are outlined in Table 5 under.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Table 5 – Reasons why Facilities and Grounds do not meet needs

No of Respondents (out of 169)	Facility	No of Respondents (out of 169)	Facility
11	Change Rooms – Not Clean	3	Pool Blocks
7	More Toilets	3	Mirror in Female Change Room
5	Hot Water Showers	2	Pool Heating - Improve
5	Update Clubhouse	2	Change Rooms - Wet
4	Change Rooms - Cold	2	Outdoor Pool - Enclose
4	Seating	2	Hand Dryer in Female Change Room
3	Family Change Room - More	1	Indoor Building – Too Warm
3	Crèche - More	1	Gym Equipment
3	Outdoor Pool – Open Longer		

Based on the responses outlined in Table 5, the main facilities and grounds that did not meet the needs of the users surveyed were the change rooms and toilets.

Table 6 - Additional Facilities requested

No of Respondents (out of 169)	Facility	No of Respondents (out of 169)	Facility	No of Respondents (out of 169)	Facility
14	More Toilets	1	More Hooks to Hang	1	Massage Facilities
7	Healthier Cafe	1	Floor Mats	1	Bigger Gym
3	Inclusive Playground	1	Vending Machines	1	Indoor Play Area
2	Crèche	1	Outdoor Gym	1	Arcade Room
2	Outdoor Pool open longer	1	Shade Cover	1	Hydro pool
2	Water Slides	1	More Fans	1	Free Wi-Fi
1	Climbing Wall	1	Gym Equipment	1	Change Room

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

No of Respondents (out of 169)	Facility	No of Respondents (out of 169)	Facility	No of Respondents (out of 169)	Facility
1	Grandstand Update	1	Hot Water Showers	1	Disability Shower
1	Spa				

Based on the survey responses, the main additional facilities requested were toilets and a healthier café.

The Kiosk at the Centre

The survey included specific questions in regard to the kiosk at the Centre. Patrons were asked whether they used the kiosk, whether they were happy with the food and drinks available at the kiosk, and what additional food and drinks they would like available. Those that said they did not use the kiosk were asked as to the reason why.

Out of the 169 users surveyed, 94 use the kiosk, 74 do not use the kiosk. 67 of the patrons that use the kiosk are satisfied with the kiosk, 27 are not satisfied. Approximately 70% of users surveyed who use the kiosk, are satisfied with the food and drinks available at the kiosk.

Some of the users said they would like to see additional food and drinks as outlined in Table 7 under.

Table 7 – Additional Food and Drinks requested

	Additional Food Wanted (out of 169)		Additional Food Wanted (out of 169)
23	Healthy Food	1	Lactose Free Milk
5	Sandwiches	1	Pastries
3	Fruit Smoothies	1	Diet Soft Drinks
3	Better Coffee	1	Ice Blocks
2	Vegetarian	1	Hot Chocolate
2	Variety	1	Wraps
2	Salads	1	Fresh Food
1	Milkshake		

Out of those users surveyed that do not use the kiosk, 18 patrons said they do not use the kiosk because they would like healthier food options; eight said the cost was too high, two said the kiosk is not open when they attend the Centre and one said the staff are rude.

Based on the survey responses users are generally happy with the kiosk, but would like healthier food options.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Summary – Evaluation of Facilities (Buildings) and Grounds

In summary, based on the responses of the 169 patrons surveyed, the Centre users' feedback is generally positive. Based on the feedback received, there is minor demand for improvement to the change rooms, toilets, showers and the kiosk.

Evaluation of Programs

• ***Operating Hours at the Centre***

The Centre is open as follows:

- Monday to Friday 6am to 9pm
- Saturday and Sunday 8am to 6pm
- Christmas Day and Good Friday Closed
- Other Public Holidays 10am to 4pm
- Outdoor Pool
 - At least open from 1 October to 31 March each year
 - Available for use during school holidays
 - For 2018/2019 – Saturday, 1 September 2018 to Sunday, 26 May 2019

During 2018/2019 the outdoor pool will open for an additional eight weeks, being opening four weeks earlier and closing four weeks later than the standard season, at a cost of \$4,840 per week.

During the four weeks that the pool opened earlier, between 1 to 28 September 2018, 2,408 patrons used the outdoor pool (an average of 86 patrons per day).

The following core programs and services are offered at the Centre:

- recreational swimming:
- lap swimming
- learn to swim (swimming lessons)
- squad training
- aqua aerobics
- lane hire
- over 55's aquatic programs
- school use
- swimming carnivals
- swim club
- birthday parties
- gymnasium
- group fitness
- personal training
- over 55's gymnasium programs
- aerobics
- crèche
- retail outlet
- kiosk

The programs are aimed at various target groups including: young children (under 5 years); school aged children (at school and after school / holiday programs); people over 55 years and people living with a disability.

Programs were assessed from two perspectives:

1. Membership, attendance and usage
2. Users' satisfaction

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

• ***Membership, Attendance and Usage***

As of September 2018, the Centre had 1,284 members for its fitness and aquatic programs. For the same month, the Centre had 1,276 members in 2017, 1,200 members in 2016 and 1,419 in 2015.

The majority of members (83%) as of September 2018, are from the Hawkesbury local government area, 16% of members are from outside the area and 1% comes from an unknown origin.

Some of the suburbs with the largest membership include South Windsor (201); Bligh Park (183); Pitt Town (98); Windsor (80); Wilberforce (71); Richmond (48); McGraths Hill (53) and Glossodia (52).

Outside the Hawkesbury local government area, suburbs with the largest membership include Londonderry (47); Riverstone (35) and Berkshire Park (16).

The attendance for the various programs over the last four financial years are shown in Table 8 below.

Table 8 – Program Attendance

Program	Attendance 2014/2015	Attendance 2015/2016	Attendance 2016/2017	Attendance 2017/2018
Fitness Centre (including Gym, Group Fitness and Seniors Program)	125,187	66,239	89,004	91,728
Swim School (Swimming Lessons)	41,984	40,313	31,806	27,425
Squads	20,230	10,170	8,323	6,210
Recreational Swimming	67,973	56,272	52,186	61,282
Water Polo	0	0	467	471
Schools	12,051	4,549	4,161	10,219 *
TOTAL	267,425	177,543	185,947	197,335

* During 2017/2018, 24 School Carnivals were held. 13 carnivals were for schools within the Hawkesbury local government area, with the remaining 11 carnivals being for schools from outside the local government area.

The 169 patrons surveyed were asked what programs they use. A summary of the responses is provided in Table 9 below:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Table 9 – Program Usage

Program	Usage (Out of 169)	Program	Usage (Out of 169)
Gym	59	Swimming Carnivals	11
Swimming Lessons	50	Small Group Training	11
Recreational Swimming	49	Pryme Mover Aqua Program	8
Lap Swimming	45	Personal Training	6
Group Fitness	26	Teen Gym	6
Swimming Squads	23	Pryme Mover Fitness Program	5
Aqua Aerobics	17	Birthday Parties	4
Crèche	12	Water Polo & Flippa Ball	2

• **Users' Satisfaction**

The 169 patrons surveyed were asked whether they were satisfied with the programs and what additional programs, if any; they would like to be available. The results are summarised in Tables 10 and 11 below:

Table 10 – Users' Satisfaction with Programs

Program	Happy With (Out of 169)	Suggested To Improve (Out of 169)
Gym	54	28
Swimming Lessons	52	29
Recreational Swimming	34	6
Lap Swimming	31	12
Group Fitness	26	15
Swimming Squads	31	19
Aqua Aerobics	15	6
Crèche	7	3
Swimming Carnivals	3	1

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Program	Happy With (Out of 169)	Suggested To Improve (Out of 169)
Small Group Training	10	0
Pryme Mover Aqua Program Classes	8	5
Personal Training	5	4
Teen Gym	3	2
Pryme Mover Fitness Program Classes	6	3
Birthday Parties	2	0
Water Polo and Flippa Ball	0	1

Based on the survey responses, users are generally happy with the programs at the Centre with some minor improvements suggested.

The majority of patrons surveyed, 121 of those surveyed said that the programs available meet their needs. 28 patrons said the programs did not meet their needs. Approximately 82% of users that responded to this survey question indicated that the programs currently provided at the Oasis Aquatic and Leisure Centre meet their needs.

Table 11 – Additional Programs requested

No of Respondent s (out of 169)	Facility	No of Respondent s (out of 169)	Facility	No of Respondent s (out of 169)	Facility
17	Yoga	3	Holiday Program	1	Fitness under 13
6	Kids Programs	2	Body Jam	1	Self Defence
5	Boot Camp	2	More Aqua Aerobics	1	Clubsize
4	Pilates	2	Gym Programs for over 50	1	Cycling
4	Crèche (Afternoon)	2	Boxing Classes	1	Chronic Disease Education
3	More Swimming Lessons	2	Circuit Gym	1	Trim and Tone
3	Stroke Correction	2	Thai Chiai	1	BBQs
3	Zumba	1	Pump Classes	1	Dance Program

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

No of Respondent s (out of 169)	Facility	No of Respondent s (out of 169)	Facility	No of Respondent s (out of 169)	Facility
1	Inclusive Playgroun d	1	More Lap Swimming Availability	1	Aqua Aerobics – Walk In
1	Core and Strength	1	Special Olympics	1	Step Classes
1	Low Impact	1	Fun Days	1	Rewards System
1	High Intensity Interval Training Classes	1	More Swimming Class/Squad	1	Bronze Squad
1	Kinder gym				

Based on the survey responses, the main additional program requested was yoga.

Users surveyed were invited to provide any general comments. Overall comments were generally positive. Users indicated that they are happy with staff, happy with the crèche but requested cleaner change rooms. A summary of the comments is provided in Table 12 below:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Table 12 – General Comments

No of Respondents (out of 169)	Comment	No of Respondents (out of 169)	Comment
16	Friendly Staff	2	Change Rooms - Bigger
8	Happy With Crèche	2	Facilities Are Good
7	Change Room – Clean More Often	2	Not Happy (Rude) Staff
3	Nappy Rules	1	Floor Mats Needed
3	Water Temperature	1	Gym Ventilation
3	Outdoor Pool Open More	1	Hotter Showers
2	Very Clean	1	Car parking for Members only
2	Not Managed Well	1	Temperature Good
1	Good Service	1	Park Area – Open In Winter
1	Blocks	1	Upgrade Tables
1	Lane ropes	1	Rewards System
1	Improve crèche	1	Name Tags - Staff
1	Upgrade Gym equipment	1	Great partnership – Council / YMCA
1	Pictures On Pool Floor	1	More Staff
1	Gym / Sauna Great	1	Gym temperature Could Be Better

Major Works at the Centre

• ***Renewals and Upgrades***

Funds are regularly expended on works at the Centre to ensure it remains in a good condition and is meeting users' needs. Below are some of the major works, totalling \$1.8M, undertaken since 2010:

- 2010 - 2011 Gym and Crèche \$550K
- 2015 Change Room Facilities \$610K
- 2016 -2018 50m Plant Room Replacement \$80K
- 2016 -2018 Pool Heaters to Outdoor Pool \$155K
- 2016 -2018 Pool Deck Showers \$50K

Meeting Date: 30 October 2018

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

There is also scope to investigate the use of roof top solar panels over the car park to both improve parking facilities and generate additional energy savings for the precinct.

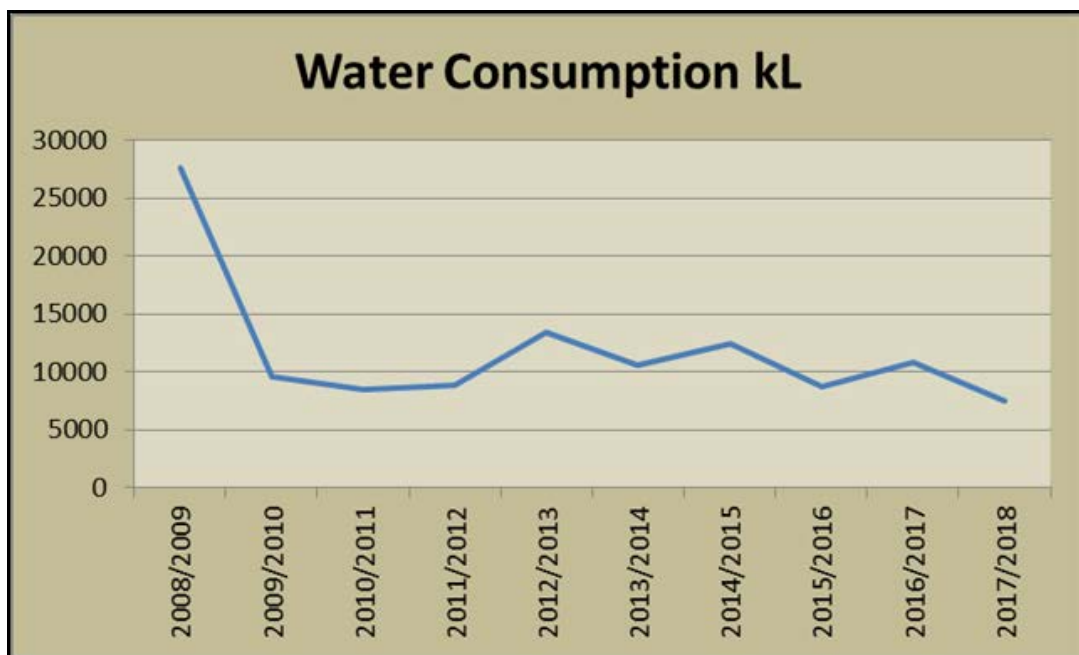
- **Water Efficiency**

Works aimed at reducing water consumption at the Centre have also been undertaken as follows:

- | | |
|--|-------|
| • Recycled Water Irrigation System | \$86K |
| • Recycled Water - Amenities | \$20K |
| • 5 Star Rated Taps, Shower, Cistern | \$5K |
| • Replacement of Water Seals | |
| • (Outdoor and Indoor Pools and Spa) | \$50K |
| • Live Water Metering | \$4K |
| • Re - commissioned 50m Pool Backwash System | \$35K |

As can be observed in Chart 2 below, there a number of spikes in water consumption from time to time. These spikes generally represent water leaks, which are to be expected from an ageing facility. Close monitoring processes and systems enable leaks to be identified and located in a reasonable time to enable prompt rectification and consequently limit unnecessary water wastage.

Chart 2 – Water Consumption Trend



- **Opportunities**

The site on which the Centre is located has ample vacant space which allows for a number of opportunities that could be pursued on the site, subject to demand, appropriateness for the site and programs and funding availability. Some potential opportunities have been identified as follows:

1. *Program Pool*

- Approximate Cost - at least \$760K (up to \$1.9M for Hydrotherapy)
- Would be used for Learn to Swim and other specific Programs
- Maintained at a specific temperature to suit the specific Programs
- Not impacted by incidents or other events in regard to the public pool
- More space available for the general public

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

- Business Case is required to take into account the risk in light of competition and emerging flexible business models
2. *Water Park*
- Units vary in price depending on size and features, as an indication from \$270K to \$530K
 - Aquatic and / or hard surface plus hydraulics and plumbing would be required at an additional conservative estimated cost of between \$300K and \$600K
 - Using existing pool systems for the water treatment
 - Indicative ongoing Operating Costs \$24K per annum (maintenance, hygiene, safety)
 - Subject to space available
 - Subject to Centre Entry Fee
3. *Water Slide*
- Units appropriate for the site cost approximately \$1.5M
 - Aquatic and / or hard surface plus hydraulics and plumbing would be required at an additional conservative estimated cost of \$600K
 - Minimum 3 staff supervision
 - Ongoing Operating Costs
 - Subject to space available
 - Subject to Centre Entry Fee
4. *Touch pads*
- Touch Pads cost approximately \$70K per 8 lane pool
 - \$140K for both indoor and outdoor pools
 - Additional ongoing placement, removal and storage costs
 - Could be installed at Indoor Pool and Outdoor Pool
 - Would enable better competition timing
 - Meet minimum requirements of FINA standards -may attract additional competitions
5. *Grounds*
- Section 7.11 funding is currently available for the development of a landscape plan and implementation of identified landscaping works at the Centre. The selective replacement of lawn areas with landscaping and irrigation has potential to reduce operating costs. It also has the potential to enhance the visual amenities of the facilities and increase its attraction to local residents.
- At an approximate cost of \$50K additional shade structures, benches, tables and seating, barbeques and additional landscaping could be provided.
6. *Playground*
- A new all-inclusive playground is being constructed within the same precinct where the Centre is located. This playground will be free of charge, accessible from outside the Centre and available all year round. The playground within the Centre is subject to a Centre entry fee; is only accessible when outdoor pool is open and can only be accessed through the Centre.
- In light of the new playground being constructed outside the Centre, it is not advisable to expand the playground within the Centre. However, a footpath to link the playground to the existing pathway would make the current playground more accessible for users of the Centre. The footpath would cost approximately \$14K.
- Opportunities may emerge following the completion of the new external playground for the kiosk at the Centre.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

7. Other Potential Works

Council Officers and the Centre operators meet annually to discuss works to be considered should funding become available. Currently the identified potential works include:

• Activity Pool Covers	\$18K
• Recycled Water system Stage 2	\$50K
• Reflective Window Film above 25m seating area	\$15K
• Refurbishment staff change rooms	\$20K Addition
• Front Counter	\$25K
• Tactile Ground Indication	\$10K
• Additional Car Park Nth End of pool	\$150K
• Enclose Outdoor Pool (no air - conditioning)	\$300K +
• Outdoor Gym	\$80K
• Water features for Indoor Pool	\$40K
• Covered deck - change rooms to café area	\$150K
• Extend child Minding Area with softball	\$150K
• Extend Group Fitness Room	\$160K
• Additional shade in car parks	TBA

Financial Implications

The matters raised in this report have direct financial implications.

The report recommends that Council engage with YMCA NSW to address the feedback from the users of the Centre. Matters such as cleaning, water temperature, food availability, and low cost items such as mirrors and hand dryers can be addressed through working with YMCA NSW, with a relatively low budget impact or accommodated through the annual operating budget.

This report further recommends that Council engage a Leisure Consultant to assess the leisure and aquatic industry current and future trends, regional impacts, market, competition and emerging business models and the upgrade works that could be carried out at the Centre. The expenditure applicable is provided for in the 2018/2019 Adopted Operational Plan.

Funding associated with the operation of the Centre and major works associated with the buildings, facilities and grounds generally comes from Council funds allocated through the annual Operational Plan process, Section 711 funding, partnership with the operator and grants that may become available.

In addition to the operating costs, other funding allocated through the annual Operational Plan, and in Council's Long Term Financial Plan, is currently predominantly for asset renewal works. New works such as adding toilets, making the change rooms larger and the establishment of new facilities or the introduction of additional programs is currently not included in Council's Long Term Financial Plan.

The recommendation to engage a Leisure Consultant to guide future works and programs at the Centre will ensure that any proposed additional investment is based on robust research and a business case. If proposals are viable, additional funding would be required to be sought through partnerships and other external sources, or alternatively funds will need to be reallocated from other projects currently in Council's Plan.

Fit For the Future Strategy Considerations

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Conclusion

As detailed in this report the following can be concluded regarding the Oasis Aquatic and Leisure Centre:

- The Centre is generally in a good condition
- Patrons are generally happy with the Centre's facilities and programs
- There is potential for some improvements in some facilities and programs
- There are many potential opportunities to enhance the Centre
- The current funding is limited to asset renewal and maintenance
- There is no current funding for new infrastructure
- There is no overall Facility Plan or Centre Master Plan
- The survey undertaken was only undertaken with current users
- There is no industry expert input in regard to leisure current and future trends
- There has not been consideration of the impact of new development and any associated new facilities
- There has been no assessment of industry forces/marketing

The Oasis Aquatic and Leisure Centre is a very valuable public asset that to replace would cost in the vicinity of \$30M. Approximately 200,000 patrons attended the Centre during 2017/2018.

The Centre currently does not have a Facilities Master Plan to guide future works and programs at the Centre and therefore it is recommended that a Leisure Consultant be engaged to provide a Facilities Master Plan for the Oasis Aquatic and Leisure Centre.

RECOMMENDATION:

That:

1. The report regarding the operation of the Oasis Aquatic and Leisure Centre be received and noted.
2. Council Officers engage with YMCA NSW to address the feedback from the surveyed users of the Oasis Aquatic and Leisure Centre as detailed in this report.
3. Council engage a Leisure Consultant to:
 - Assess leisure and aquatic industry current and future trends
 - Assess regional and other impacts
 - Assess market, competition and emerging business models
 - Assess upgrade works that could be carried out at the Oasis Aquatic and Leisure Centre
 - Prepare a Facilities Master Plan for the Oasis Aquatic and Leisure Centre
4. Further and wider community consultation be undertaken in conjunction with the activities undertaken in Part 3 above.
5. Regular updates to be provided at Councillor Briefing Sessions in conjunction with the activities undertaken in Part 3 above.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Item: 261 **SS - Audit Committee Annual Report - September 2018 - (95496, 91369, 79351)**

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide to Council the Audit Committee's Annual Report for the period ending 11 September 2018.

EXECUTIVE SUMMARY:

The Audit Committee Charter requires an Annual Report of the Audit Committee's activities to be prepared for submission to the Audit Committee, and then to Council.

The Audit Committee's Annual Report for the period ending 11 September 2018 has been prepared and is attached as Attachment 1 to this report.

RECOMMENDATION SUMMARY:

That the Audit Committee's Annual Report for the period ending 11 September 2018, attached as Attachment 1 to this report, be received and noted.

REPORT:

Context and Background

Clause 9.3 (g) of the Audit Committee Charter states that the Secretariat of the Audit Committee is required to prepare an Annual Report of the Audit Committee's activities for submission to the Audit Committee, and then to Council.

An Annual Report for the period ending 11 September 2018 was prepared and considered at the Audit Committee meeting on 12 September 2018. At that meeting, the Audit Committee resolved to amend the Report to include guests who have attended Committee Meetings and to indicate that there were 11 audits to be delivered in the 2017/2018 Audit Program.

The Audit Committee's Annual Report for the period ending 11 September 2018 has been amended and is attached as Attachment 1 to this report.

The Annual Report provides an overview of the Committee's operation and activities undertaken by the Audit Committee for the 12 month period ending 11 September 2018.

The Annual Report includes an assessment of the Audit Committee's performance in regard to compliance with the Committee Charter. It also provides a summary of the Committee's work in regard to risk management, the control framework, external accountability and audit, legislative compliance, and internal audit activities.

The Annual Report provides a high level summary of the status of management actions arising out of audits undertaken and an overview of the type and number of reports received by the Audit Committee in the 12 month period.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

Detailed History, including previous Council decisions

Council, at its meeting on 24 June 2014, adopted the Audit Committee Charter. The Charter requires an annual report of the Committee's activities to be submitted to the Audit Committee and Council.

Policy considerations

The adopted Audit Committee Charter requires an annual report of the Committee's activities to be submitted to the Audit Committee and Council.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

- 1.5 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.
- 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

The Audit Committee's Annual Report for the period ending 11 September 2018 was considered by the Audit Committee at its meeting on 12 September 2018. At that meeting, the Audit Committee resolved to amend the report to include the guests who have attended Committee Meetings and to indicate that there were 11 audits to be delivered in the 2017/2018 Internal Audit Program. The Committee also resolved to submit the amended annual report to Council.

The amended Audit Committee Annual Report attached as Attachment 1 to this report is now submitted to Council.

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.

Conclusion

The Audit Committee Charter requires an annual report of the Committee's activities to be prepared.

The Audit Committee's Annual Report for the period ending 11 September 2018 is provided for Council's information.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018

RECOMMENDATION:

That the Audit Committee's Annual Report for the period ending 11 September 2018, attached as Attachment 1 to this report, be received and noted.

ATTACHMENTS:

AT - 1 The Audit Committee Annual Report – September 2018

AT - 1 The Audit Committee Annual Report – September 2018



attachment 1

The Audit Committee Annual Report -
September 2018

Hawkesbury City Council

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



AUDIT COMMITTEE

ANNUAL REPORT

13 September 2017 - 11 September 2018

Table of Contents

INTRODUCTION.....	3
PROFILE OF COMMITTEE MEMBERS.....	4
COMMITTEE REPORT CARD	5
INTERNAL AUDIT	7
COMMITTEE PARTICIPATION.....	8
COMMITTEE AND STANDING REPORTS.....	9
SUMMARY OF COMMITTEE WORK.....	10

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



INTRODUCTION

Hawkesbury City Council has in place an Audit Committee. Council established the Committee under Section 377 of the Local Government Act 1993. The Committee provides an independent assurance on risk management, control, governance and external accountability.

The term of the Audit Committee is four years from September 2016 to September 2020. The Audit Committee Charter states the Term will be four years to coincide with the Council's term of office.

The Committee Charter requires the Secretariat to prepare an Annual Report of the Audit Committee's activities for submission to the Audit Committee, who will, in turn, present such report to Council.

This Annual Report provides an overview of the Committee's operation and activities undertaken by the Audit Committee for the 12 month period from 13 September 2017 to 11 September 2018, and provides an assessment of the Committee's performance during this period.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



PROFILE OF COMMITTEE MEMBERS

<p>Nisha Maheshwari</p> <p>Nisha was appointed Chair of the Audit Committee in 2017. Nisha has experience in both conducting and managing various types of audits under Australian Auditing Standards and assessing the adequacy of internal audit functions and internal controls within organisations.</p> <p>Nisha's relevant experience and qualifications include:</p> <ul style="list-style-type: none"> Financial Controller at The Smith Family Manager at KPMG Member of Local Government Audit Committee Association Chartered Accountant Qualifications in audit, financial management and business advisory 	<p>Ellen Hegarty</p> <p>Ellen was appointed Deputy Chair of the Audit Committee in 2017.</p> <p>Ellen's experience and qualifications include:</p> <ul style="list-style-type: none"> Finance Officer Airlift SPO, RAAF Base Richmond Joint owner of Linus Finance Brokers. Member of the Community Board of Advice of the Hawkesbury District Health Service. Master of Applied Finance UWS. 	<p>Craig Bennett</p> <p>Craig is an independent Committee member since 2016.</p> <p>Craig's experience includes:</p> <ul style="list-style-type: none"> Investment Banking with Societe Generale Paris Director Hawkesbury Community Financial Services Franchisee for Local Community Bank Treasurer for Kurrajong Anglican Parish.
<p>Councillor Paul Rasmussen</p> <p>Councillor Rasmussen is a Councillor member since September 2016. Councillor Rasmussen is a member of various Council Committees including Waste Management Advisory Committee, Floodplain Risk Management Advisory Committee and the Hawkesbury Tourism Advisory Committee in addition to the Audit Committee, represents Council on a number of external Committees and has served as Chairman of various organisations.</p> <p>Paul has dedicated many years of service to the community, including 30 years' service to RAAF and has completed tertiary training in:</p> <ul style="list-style-type: none"> Science and Engineering Finance Leadership Management. 	<p>Councillor John Ross</p> <p>Councillor Ross is a Councillor member since 2016. Councillor Ross is a member of the Hawkesbury Access and Inclusion Advisory Committee in addition to the Audit Committee. John is an active member of campaigns and has qualifications in Accounting.</p>	<p>Councillor Patrick Conolly (Alternate)</p> <p>Councillor Conolly is a Councillor member since 2016. Councillor Conolly is a member of various Council Committees including the McMahon's Park Management Committee and the Hawkesbury Sister City Association in addition to the Audit Committee. He has previously been a member on Council's Heritage Advisory Committee and Destination Hawkesbury Committee. Patrick has qualifications including a Masters of Commerce and a Bachelor of Business and Commerce.</p>

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



COMMITTEE REPORT CARD

Committee Charter	Compliance
Committee Meetings	<p>Committee met four times per year:</p> <ul style="list-style-type: none"> – 13 September 2017 – 7 February 2018 – 21 March 2018 – 20 June 2018
Composition	<ul style="list-style-type: none"> • Three independent external members • Two Councillors • One Alternate Councillor
Broad range of skills and experience	<ul style="list-style-type: none"> • Independent external members have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public sector environment and/or financial, legal and business expertise.
Functional separation	<ul style="list-style-type: none"> • The Committee has no executive powers.
Sufficient time allocated to tasks	<ul style="list-style-type: none"> • The Committee agenda allows time for discussion of Agenda Items. The Agenda is distributed at least three working days before the meeting date.
Consultation	<ul style="list-style-type: none"> • Directors and Managers invited to address audit reports as required. General Manager attends meetings as advisor.
Probity	<ul style="list-style-type: none"> • Members declare conflicts of interest if they arise.
Risk management	<ul style="list-style-type: none"> • Council is in the process of developing an organisation wide Enterprise Risk Management Framework. As an initial step the risk register is being updated for each operational area of Council. It is intended that upon finalisation of risk registers, these will be reported to the Audit Committee. Associated actions will be reported to the Audit Committee on an annual basis.
Control framework	<ul style="list-style-type: none"> • Effective review of controls and policies and procedures through audit reports and high level briefings received. • The 2018/2019 Internal Audit Program approved.
External accountability	<ul style="list-style-type: none"> • Provided feedback on the annual Financial Statements and considered control issues identified by external auditors. • Annual General Purpose and Special Purpose Financial Statements for the year ended 30 June 2017 submitted to Committee.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



Committee Charter	Compliance
Legislative compliance	<ul style="list-style-type: none">• Effective review of Legislative Compliance through audit reports.
Internal audit	<ul style="list-style-type: none">• Delivery of 2017/2018 Internal Audit Program (Eleven Audits):<ul style="list-style-type: none">– Seven audits completed and reported to the Audit Committee– Two audits completed and to be submitted to the Audit Committee at the meeting on 12 September 2018.– Two Audits in final stages of finalisation and will be submitted to the Audit Committee in due course.
External audit	<ul style="list-style-type: none">• External Audit attended the Audit Committee meetings.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



INTERNAL AUDIT

The Committee monitors the effectiveness of the control environment through the review of audit reports.

The Committee receives auditor presentations on the audit report findings. Managers and Directors are also invited to discuss identified improvement opportunities. The implementation of management actions arising from internal audit reports is a critical element of an effective internal control framework.

Based on internal audit reports provided to the Committee during the year, there are typically about 100 items open at any given reporting period.

Council's Executive Management Team has established a reporting process providing a structured yet flexible risk appetite to track the implementation of management actions. This is done through an in-house established database. The Committee periodically monitors the status of management actions items at each Committee meeting.

Management Actions as at September 2018 *				
Audit	Completed	On Track	At Risk	Overdue
Accounts Payable	16	9	3	1
Commercial Leases and Property Management	2	15	-	1
Workers Compensation	2	-	2	1
IT Disaster Recovery Plan	1	5	-	1
Cyber Security	5	6	1	3
Regulatory Inspectorate	-	14	-	1

* Management actions arising from audits included in the Audit Committee Agenda for the meeting on 12 September 2018 not included.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



COMMITTEE PARTICIPATION

Name	Role	Term	Meetings *	
			Eligible	Attended
Nisha Maheshwari	Chair	September 2016 to September 2020	4	4
Ellen Hegarty	Deputy Chair	September 2016 to September 2020	4	3
Craig Bennett	Independent	September 2016 to September 2020	4	3
Paul Rasmussen	Councillor	September 2017 to September 2018	4	3
John Ross	Councillor	September 2017 to September 2018	4	4
Patrick Conolly	Councillor (Alternate)	September 2017 to September 2018	N/A	N/A

- Meetings held between 13 September 2017 and 11 September 2018.

COMMITTEE GUESTS

Name	Organisation	Meeting Date
Mr Mark Upcroft Mr Alexio Chibika	PricewaterhouseCoopers PricewaterhouseCoopers	13 September 2017
Mr Mark Upcroft Ms Yas Wickramasekera Mr Stephen James	PricewaterhouseCoopers Blue Mountains Council (Regional Strategic Alliance) Centium Pty Ltd	7 February 2018
Ms Yas Wickramasekera Dr Stephen James	Blue Mountains Council (Regional Strategic Alliance) Centium Pty Ltd	21 March 2018
Ms Yas Wickramasekera Dr Stephen James	Regional Strategic Alliance Centium Pty Ltd	20 June 2018

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



COMMITTEE AND STANDING REPORTS

Meeting Date	No. of audit reports received	Follow-up reports received⁽¹⁾	Standing reports received⁽²⁾
13 September 2017	1	Nil	Nil
7 February 2018	2	Nil	2
21 March 2018	2	Nil	1
20 June 2018	2	2	2

1. Follow-up report is where the committee sought additional information on a particular audit report or process.
2. Standing reports are information presented to the Committee at each meeting eg. Committee's KPI, audit progress report, and status of the current audit plan.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



SUMMARY OF COMMITTEE WORK

Risk management

Council is in the process of developing an organisation wide Enterprise Risk Management Framework. As an initial step the risk register is being updated for each operational area of Council. It is intended that upon finalisation of risk registers, these will be reported to the Audit Committee. Associated actions will be reported to the Audit Committee on an annual basis. The Enterprise Risk Management Framework will assist the Audit Committee in reviewing whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.

The Committee has reviewed whether a sound and effective approach has been followed in establishing business continuity planning arrangements, as part of the consideration of the audit report on the IT Disaster Recovery Plan. Further reports will be provided to the Committee in regard to Council's overall Business Continuity Plan in due course.

Control framework

The Committee considered the following audit reports to obtain assurance that internal controls were working effectively and that there was appropriate policies and procedures in place:

- Accounts Payable
- Commercial Leases and Property Management
- IT Disaster Recovery Plan
- Cyber Security
- Workers Compensation and Return to Work
- Regulatory Inspectorate
- RMS Drives Compliance

The Committee established that management is committed to having a sound and effective internal control framework through management's responses to audit recommendations and attendance at the Committee meetings.

External accountability / external audit

The Committee considered the General Purpose and Special Purpose Financial Statements for the Financial year ending 30 June 2017 at their meeting on 13 September 2017. The Committee provided input into Council's response to recommendations made by the NSW Audit Office in regard to valuation of land under roads.

The Committee will be considering considered the General Purpose and Special Purpose Financial Statements for the Financial year ending 30 June 2018 at their meeting on 12 September 2018.

Legislative compliance

Assurance activity on Council's key legislative compliance will be reviewed in greater detail by management and internal audit over the coming 12 months.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 October 2018



Internal Audit

The Committee reviewed and endorsed the Internal Audit Plan for the 2018/2019 financial year at its meeting on 20 June 2018.

The Committee reviewed reports for audits completed and endorsed the recommendations as appropriate. The progress on the status of management actions arising from audit reports, as tracked and reported to the executive and management, was reviewed.

The Committee acted as a forum for communication between Council, the General Manager, senior management, and internal and external audit through appropriate discussions during the Committee meetings.

Performance Reviews

The Committee will be considering a self –assessment process at its meeting on 12 September 2018.

Compliance

The Committee reviewed and endorsed actions on annual compliance reviews by internal audit on :

- RMS Drives

Other committee activities

The Committee sought and received information on Council's Investments, the Quarterly Budget Review process and the Notifiable Data Breaches Scheme. The Committee was also notified of a proposed Borrowings Policy.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 October 2018

ordinary

section 4

reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 30 October 2018

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

SECTION 4 – Reports of Committees

Item: 262 **ROC - Audit Committee - 12 September 2018 - (95496, 91369, 79351)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Audit Committee, held on 12 September 2018.

RECOMMENDATION SUMMARY:

A number of matters contained within the Minutes attached as Attachment 1 to this report of the Audit Committee have policy or financial implications to Council, and as such require special consideration by Council.

In relation to Items 1, 2, 5, 6, 7, 8, 9, 10, 11, 12 and 13 as they have no policy or financial implications for Council, they are presented for information only.

In relation to Items 3, 4, and 14, as they have policy and/or financial implications, they require specific consideration by Council, the details of which are discussed below.

REPORT:

Discussion

The Audit Committee met on 12 September 2018 and discussed the following items:

- Item 1 Election of Chairperson
- Item 2 Election of Deputy Chairperson
- Item 3 Audit Committee Charter Review
- Item 4 Audit Committee Annual Report - September 2018
- Item 5 Audit Committee - Self Assessment
- Item 6 Internal Audit Resourcing Arrangements
- Item 7 Internal Audit Action List and Summary Report - Actions with Extended Completion Dates - September 2018
- Item 8 2017/2018 and 2018/2019 Internal Audit Programs Update
- Item 9 Delegations Review
- Item 10 Council Owned Operational Plant and Equipment Review
- Item 11 Unaudited Annual Financial Statements for the Year Ended 30 June 2017
- Item 12 Finance Reports
- Item 13 NSW Audit Office - Audit Arrangements for 2018/2019 and Future Years
- Item 14 Risk Register Review - Preliminary Findings

The following items are of particular note to Council:

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Item 3 - Audit Committee Charter Review

In October 2008, the then Division of Local Government (DLG) released "Internal Audit: A Guidance Paper" in which it recommended that councils consider the establishment of Audit Committees.

In considering the DLG's Guidance Paper, Council resolved to establish an Audit Committee, and at its meeting on 30 June 2009, formally adopted an Audit Committee Charter. The Charter was subsequently amended on 10 November 2009 to increase the number of independent external members from three to four.

On 24 June 2014, Council amended the Charter again to require a minimum of three independent external members rather than four independent external members.

In accordance with the Charter, the document is required to be reviewed. A review of the current Charter has been undertaken and no amendments to the Charter are recommended.

The current Audit Committee Charter is attached as Attachment 2 of this report.

The Audit Committee at its meeting on 12 September 2018 considered this matter and resolved as follows:

"That the Audit Committee Charter attached as Attachment 1 to the report be adopted."

Item 4 - Audit Committee Annual Report - September 2018

Clause 9.3 (g) of the Audit Committee Charter states that the Secretariat of the Audit Committee is required to prepare an Annual Report of the Audit Committee's activities for submission to the Audit Committee, and then to Council.

The Audit Committee Annual Report – September 2018 was prepared and was considered by the Audit Committee at its meeting on 12 September 2018, which resolved as follows:

"That:

- 1. The Audit Committee Annual Report – September 2018, attached as Attachment 1 to this report, be amended to include guests who have attended Committee Meetings and to indicate that there were 11 audits to be delivered in the 2017/2018 Audit Program.*
- 2. The amended Audit Committee Annual Report - September 2018 be endorsed and submitted to Council."*

The Audit Committee Annual Report - September 2018 is the subject of a separate report to Council, in this Council Meeting Business Paper.

Item 14 - Risk Register Review - Preliminary Findings

In June 2018, Council engaged InConsult Pty Limited to conduct a review of Council's Corporate Risk Register, which was developed in August 2010. The project aims to achieve a greater understanding of Council's risk exposure and the controls relied upon to reduce these risks to an acceptable level. The output of the project will be a Risk Register which records for each risk:

- causes, risk event and consequence (financial, health and safety, environmental, operational and reputational impacts);
- inherent risk - the likelihood and consequence if controls were not operating as designed;
- residual risk - the likelihood and consequence in the current control environment;
- treatment plans – identified action to enhance current controls or introduce new controls.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

A final report will be delivered to Management and the Audit Committee upon completion of the project. The results will provide assurance to management and the Audit Committee and can then be utilised to:

- prioritise control monitoring by management
- assist internal audit in risk-based auditing planning
- enable treatment plans to be monitored until implemented.

The final report will include actions that Council can implement to mitigate organisational risks. In particular, the Risk Register should identify the five most immediate and pressing risks that Council should address as a matter of priority. The preparation of the Risk Register is Stage 1 of Council's four-stage Enterprise Risk Management Strategy.

In July and August 2018, InConsult conducted a series of 20 facilitated risk workshops with staff across the organisation to:

- identify and assess material risks and evaluate the controls in place to mitigate these risks
- rate the severity of each risk
- identify possible mitigation measures, both those which are already in place and those which could be introduced in future.

Following the consideration of the mitigation strategies, the severity of each risk will be re-assessed, and if the risk is still considered to be at an undesirable level, a risk treatment plan can be developed with the aim of further reducing the risk over time.

Following the completion of the workshops, preliminary results were compiled and evaluated. A comparative exercise using information from other outside sources has taken place to identify any other risks that may be relevant to the Branch that were not identified during the workshops. The Branch Managers are now reviewing and validating the results of the risk workshops, including populating any additional details on control procedures or treatment plans (including those arising from recent audits). The validated Branch Risk Registers will then be provided to the appropriate Directors for review and challenge.

The preliminary results have identified a number of areas of potential risk exposure for Council. Where by virtue of the complexity, repetition or significance of issues, it may be prudent for Council to start considering how it will address them over time. For some of these potential risks, if validated as being outside Council's risk appetite then a whole-of-Council or cross-functional approach to management and allocation of responsibility may be required. Specific risks that have been identified (not in order of priority or concern) include:

- Inadequate policy for development on flood prone land resulting in loss of life / property damage, financial loss and reputational damage
- Inadequate infrastructure and contributions planning leading to unsustainable financial burden
- Inadequate asbestos management resulting in injury to staff and community
- The adequacy of governance in relation to third party organisations eg: Hawkesbury River County Council, Peppercorn Services Inc, Hawkesbury Sports Council Inc etc. that have the potential to lead to financial loss, environmental or reputational damage
- Inadequate management of volunteers leading to reputational damage or health safety issues
- Inadequate cemetery management resulting in reputational damage

The Audit Committee at its meeting on 12 September 2018, considered this matter and resolved as follows:

"That:

1. *The information be received and noted.*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

2. *The Audit Committee request the General Manager to prepare a report outlining how the Council might begin the process of addressing the following potential risks outlined in the preliminary findings of the Risk Register Review:*
 - *Policy for flood prone land*
 - *Infrastructure and contribution planning*
 - *Asbestos management*
 - *Governance in relation to third party organisations*
 - *Management of volunteers*
 - *Cemetery management*
3. *The Risk Register Review - Final Report be presented to the Audit Committee at its next meeting."*

RECOMMENDATION:

That in relation to the Minutes of the Audit Committee Meeting held on 12 September 2018:

1. Council receive and note the Committee Minutes in respect of Items 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13.
2. Council endorse the Committee Recommendation in respect of Item 3, namely:

"That the Audit Committee Charter, attached as Attachment 2, to the report be adopted."
3. Council endorse the Committee Recommendation in respect of Item 14, namely:

"That:

 1. *The information be received and noted.*
 2. *The Audit Committee request the General Manager to prepare a report outlining how the Council might begin the process of addressing the following potential risks outlined in the preliminary findings of the Risk Register Review:*
 - *Policy for flood prone land*
 - *Infrastructure and contribution planning*
 - *Asbestos management*
 - *Governance in relation to third party organisations*
 - *Management of volunteers*
 - *Cemetery management*
 3. *The Risk Register Review - Final Report be presented to the Audit Committee at its next meeting."*

ATTACHMENTS:

- AT - 1** Minutes - Audit Committee - 12 September 2018
- AT - 2** Audit Committee Charter

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

AT - 1 Minutes - Audit Committee - 12 September 2018

The meeting commenced at 4:05pm.

Present: Councillor Paul Rasmussen, Hawkesbury City Council
Councillor John Ross, Hawkesbury City Council
Mr Craig Bennett, Community Representative
Ms Nisha Maheshwari, Community Representative

Apologies: Ms Ellen Hegarty, Community Representative

In Attendance: Mr Peter Conroy, Hawkesbury City Council
Mr Laurie Mifsud, Hawkesbury City Council
Ms Emma Galea, Hawkesbury City Council
Ms Vanessa Browning, Hawkesbury City Council
Mr Mike Dallen - Internal Audit Coordinator, The Centium Group
Ms Yas Wickramasekera, The Centium Group
Mr Jeff Organ, Director Infrastructure Services
Ms Jane Nolan, Manager Human Resources
Mr Alexio Chibika, PricewaterhouseCoopers - By Conference Call
Ms Somaiya Ahmed, NSW Audit Office - By Conference Call
Ms Jan Readford - Minute Secretary, Hawkesbury City Council

Mr Jeff Organ and Ms Jane Nolan joined the meeting for Item 10 at 5:10pm.

Mr Alexio Chibika and Ms Somaiya Ahmed joined the meeting by conference call for Item 11.

REPORT:

RESOLVED on the motion of Councillor John Ross and seconded by Mr Craig Bennett that the apology be accepted.

Attendance Register of Audit Committee

Member	7/2/2018 Postponed from 6/12/2017	21/3/2018	20/6/2018	12/9/2018
Councillor Paul Rasmussen	✓	A	✓	✓
Councillor John Ross	✓	✓	✓	✓
Councillor Patrick Conolly (Alternate)	N/A	N/A	N/A	N/A
Mr Craig Bennett	✓	✓	A	✓
Ms Ellen Hegarty	✓	A	✓	A
Ms Nisha Maheshwari (Chair)	✓	✓	✓	✓

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor John Ross and seconded by Ms Nisha Maheshwari that the Minutes of the Audit Committee held on the 20 June 2018, be confirmed.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

SECTION 3 - Reports for Determination

Item: 1 AC - Election of Chairperson - (91369, 95496, 79351)

The Director Support Services, Mr Laurie Mifsud, called for nominations for the position of Chairperson. One nomination was received, being:

Ms Nisha Maheshwari	Nominated by Ms Nisha Maheshwari
	Seconded by Mr Craig Bennett
	ACCEPTED

RECOMMENDATION TO COMMITTEE:

That a Chairperson of the Audit Committee for the next twelve months, from September 2018 to September 2019, be determined.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Nisha Maheshwari.

That Ms Nisha Maheshwari be elected as Chairperson of the Audit Committee for the twelve months from September 2018 to September 2019.

The motion was carried and Ms Nisha Maheshwari was declared Chairperson of the Audit Committee for the twelve months from September 2018 to September 2019.

Item: 2 AC - Election of Deputy Chairperson - (91369, 95496, 79351)

The Director Support Services, Mr Laurie Mifsud, called for nominations for the position of Deputy Chairperson. One nomination was received, being:

Mr Craig Bennett	Nominated by Ms Nisha Maheshwari
	Seconded by Councillor John Ross
	ACCEPTED

RECOMMENDATION TO COMMITTEE:

That a Deputy Chairperson of the Audit Committee for the next twelve months, from September 2018 to September 2019, be determined.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Nisha Maheshwari, seconded by Councillor John Ross.

That Mr Craig Bennett be elected as Deputy Chairperson of the Audit Committee for twelve months from September 2018 to September 2019.

The motion was carried and Mr Craig Bennett was declared Deputy Chairperson of the Audit Committee for twelve months from September 2018 to September 2019.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Item: 3 AC - Audit Committee Charter Review - (95496, 79351, 91369)

DISCUSSION:

- Mr Maheshwari noted that Management has reviewed the Audit Committee Charter, and enquired if there were any other improvements or suggestions. Mr Mifsud advised as part of the review, consideration was given to any potential changes to legislation, and to date there were none. Ms Maheshwari noted that years ago when the Audit Committee Charter was first developed, that the Model from the Office of Local Government was used. Mr Mifsud agreed that the Audit Committee Charter was based on this Model.

RECOMMENDATION TO COMMITTEE:

That the Audit Committee Charter attached as Attachment 1 to the report be adopted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the Audit Committee Charter attached as Attachment 1 to the report be adopted.

Item: 4 AC - Audit Committee Annual Report - September 2018 - (95496, 91369, 79351)

Division: Support Services

DISCUSSION:

- Ms Maheshwari referred to Page 5 of the Annual Report and noted that the Audit Committee is to meet four times per year. Mr Mifsud advised the Audit Committee Charter indicates four meetings per year be held, however, additional meetings can be held.
- Ms Maheshwari referred to the inclusion of the Internal Auditor's attendance at Audit Committee meetings and suggested this be included, along with the attendance of other guests to the Audit Committee, in the Annual Report. Ms Wickramasekera suggested that the attendance of the representative from The Centium Group also be included.
- Ms Maheshwari suggested a table be included in the Annual Report, similar to that used for the participation of the Audit Committee, recording the attendance of The Centium Group, and other guests. Mr Mifsud agreed that the table will be inserted under the Audit Committee Participation Table showing this additional attendance.
- Mr Dallen advised there was a total of eleven projects and not ten during the year. Mr Mifsud advised that Cyber Security and the IT Disaster Recovery Plan audits had been combined. Mr Bennett advised that the number of audit reports received by the Committee totalled nine audits. Mr Mifsud advised that this is correct, that of the eleven audits designated to be undertaken, two audits are remaining.
- Ms Maheshwari thanked Management for the detailed Annual Report and advised that the content will assist the Audit Committee with its Self-Assessment.
- Mr Mifsud advised that the Annual Audit Committee's Annual Report will be adjusted with the additions suggested by the Committee, and will be reported to Council.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

RECOMMENDATION TO COMMITTEE:

That the Audit Committee Annual Report – September 2018, attached as Attachment 1 to this report, be endorsed to be submitted to Council.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That:

1. The Audit Committee Annual Report – September 2018, attached as Attachment 1 to this report be amended to include guests who have attended Committee Meetings and to indicate that there were 11 audits to be delivered in the 2017/2018 Audit Program.
2. The amended Audit Committee Annual Report - September 2018 be endorsed and submitted to Council.

Item: 5 AC - Audit Committee - Self Assessment - (95496, 79351, 91369)

DISCUSSION:

- Ms Maheshwari thanked Management for compiling the Audit Committee Self-Assessment and noted that this is the first time that the Audit Committee will complete the formal Audit Committee Self-Assessment Review.
- Mr Mifsud advised that the Self-Assessment is to be completed by each of the five members of the Committee. Ms Wickramasekera noted that completing the Self-Assessment individually will avoid individuals being swayed. The information contained will assist Committee members with completion of the Self-Assessment.
- Mr Bennett referred to the Accounting Standards in part 1.b) of the Template and enquired if it should include legal compliance. Mr Mifsud advised that compliance with the relevant legislative requirements can be included in the Self-Assessment Template.
- Ms Maheshwari advised there was need for the inclusion of a Declaration of Interests before commencing the Committee meeting, and requested that this be included on the Agenda for the start of each meeting.
- Ms Maheshwari also requested that a comments section be included at the bottom of each scorecard on the Audit Committee Self-Assessment Template.
- Ms Maheshwari requested that Council set a date for completion and subsequent return of the Self-Assessment three weeks later, after which Management will compile the results. Mr Mifsud advised the results will be reported back to the next Audit Committee meeting in December 2018.
- Mr Mifsud advised that the amended Audit Committee Self-Assessment Review and the Audit Committee Annual Report - September 2018, will be circulated to the five Committee members.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

RECOMMENDATION TO COMMITTEE:

That the Audit Committee Self-Assessment Template for the period from September 2017 to September 2018 attached as Attachment 1 to the report be endorsed.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the Audit Committee Self-Assessment Template for the period from September 2017 to September 2018 attached as Attachment 1 to the report be endorsed with the following amendments:

- Inclusion of a comments section after each area of review.
- Reference to compliance with relevant legislation in part 1.b) of the Template.

Item: 6 AC - Internal Audit Resourcing Arrangements - (95496, 79351, 91369)

DISCUSSION:

- Ms Galea advised that in July 2018, the shared internal audit resource with Blue Mountains City Council by Council was replaced with the appointment of The Centium Group to undertake the functions previously undertaken under the shared resourcing arrangement with Blue Mountains Council. Centium have appointed Mr Mike Dallen to carry out these duties. Mr Dallen will support the services provided by Centium as Council's Internal Audit Coordinator. Mr Dallen, although not working full time at Council, will be accessible at all times, and this satisfies Council's requirements.
- Mr Bennett enquired if there is still an internal audit function within Council. Ms Galea advised that the arrangement with Centium for its Internal Audit Program will provide the expertise required, rather than Council limiting itself to an in-house Internal Auditor. Ms Galea confirmed that the internal audit function is managed by Mr Mifsud and that Mr Dallen will report directly to Mr Mifsud.
- Ms Wickramasekera advised that following her resignation, Blue Mountains City Council has also now outsourced its audit function.
- Ms Maheshwari referred to Item 5.1.1 in the Memorandum of Understanding between Hawkesbury City Council and Blue Mountains City Council, in reference to 'align a number of internal audit projects...to achieve scale benefits'. Mr Dallen advised he will facilitate the audit arrangements on behalf of Council with both Centium and Blue Mountains City Council.
- Ms Galea advised the current arrangement is more cost effective for Council. It was noted that the alignment of the internal audit program will result in cost savings for both Councils as audits are conducted based on generally the same Terms of Reference for each Council.
- Councillor Ross enquired if there are any software confidentiality issues for both councils. Ms Wickramasekera advised that whilst the software is different, there are controls in place.
- Mr Mifsud advised that Council will review the effectiveness of the audit arrangements by the end of the year.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

RECOMMENDATION TO COMMITTEE:

That the Audit Committee receive and note the Internal Audit Resourcing arrangements implemented as from 10 August 2018 as detailed in the report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor John Ross, seconded by Mr Craig Bennett.

That the Audit Committee receive and note the Internal Audit Resourcing arrangements implemented as from 10 August 2018 as detailed in the report.

Item: 7 AC - Internal Audit Action List and Summary Report - Actions with Extended Completion Dates - September 2018 - (95496, 91369, 79351)

Division: Support Services

DISCUSSION:

- Mr Dallen referred to the three attachments i.e. Summary Report; Audit Action List; and Listing of Actions with Extended Completion Dates, which is the result of the management of planned dates for a number of Action Items by MANEX at its meeting on 20 August 2018.
- Mr Dallen referred in particular to the Summary Report and advised that he is aware the Audit Committee want to see a summarised action list based on 'risk' and 'at risk', and advised that in future the Committee will only see items of high risk and extreme risk or overdue on this report.
- Following an enquiry from Mr Bennett regarding 'Completed' items, Mr Dallen confirmed the Summary List will show what has been completed, however, if more detail is required, the information can be supplied.
- Mr Conroy referred to the Listing of Actions with Extended Completion Dates and the work undertaken by MANEX in relation to the extension the dates for 12 action items, to allow for program audits to take place and the review and/or development of relevant OMS/ procedures.
- Ms Wickramasekera advised there had been a robust process to determine the extended completion dates.
- Mr Dallen advised that each action will retain the original audit date. A new column with the revised date will be introduced and any changes will be reflected there. It will show the new revised date by MANEX. The report will remain transparent.
- Mr Mifsud clarified that in future the Summary Report will be a similar format, and the Internal Audit Action List will now not be as detailed, only with items of high risk and extreme risk, and the reason for being overdue.

RECOMMENDATION TO COMMITTEE:

That the attached Internal Audit Action List, Summary Report and Listing of Actions with Extended Completion Dates be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the attached Internal Audit Action List, Summary Report and Listing of Actions with Extended Completion Dates be received and noted.

Item: 8 AC - 2017/2018 and 2018/2019 Internal Audit Programs Update - (95496, 79351, 91369)

Division: Support Services

DISCUSSION:

- Mr Dallen advised there are eleven audit projects within the 2017/2018 Audit Program. Of those, nine are now finalised and the remaining two are in the final stages of completion.
- Mr Dallen referred to the Internal Audit Program for 2018/2019 and advised there are two Terms of Reference that are in draft and yet to be approved.

RECOMMENDATION

That:

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

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That

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

Item: 9 AC - Delegations Review - (95496, 91369, 79351)

Division: Support Services

DISCUSISON:

- Ms Nolan referred to the three key areas for improvement identified by Centium during the review of Council's Delegations, and advised that Human Resource staff will work towards streamlining the Delegations while addressing the risk. Ms Nolan advised it is important to have processes in place for when legislation changes. Regular reviews are to be conducted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

- Ms Maheshwari enquired how long it had been since a review was conducted on Delegations. Ms Nolan could not provide specific dates, however, indicated that changes to legislation had been incorporated, and that complex areas including Planning, had been targeted to ensure the responsibilities of officers were clear.
- Mr Conroy advised there have been changes to the legislation relating to Section 94, which is now Section 711. This will result in changes to the delegations. The delegations review is a comprehensive process and we are still working our way through it. Council has acquired the appropriate software so that when it is completed we can place Delegations on Council's website, which will be useful to the community.
- Mr Conroy advised that who in Council will manage the delegations is being considered.
- Ms Wickramasekera indicated that Council has invested in Pulse software which will assist. The relevant Delegations will be linked to each position.
- Mr Conroy advised that Council has established business plans to capture all the delegations for each Branch.
- Mr Bennett enquired if there was a training program for Delegations. Ms Nolan advised there is a training program in place.
- Ms Maheshwari referred to the transparency with placing staff Delegations on Council's website, and noted that this matter was discussed by the Audit Committee a couple of years ago. Ms Wickramasekera referred to the changed legislation and advised it is important to make sure the Delegations are transparent for the community.

RECOMMENDATION:

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

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

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

Item: 10 AC - Council Owned Operational Plant and Equipment Review - (95496, 91369, 79351)

Division: Support Services

DISCUSSION:

- Mr Organ referred to the identified key areas for improvement and advised there are a number of issues to be addressed, and options are being explored to improve the controls and the delivery of works, which may include the integration of the Store and Workshop and the employment of a new staff member.
- Mr Bennett enquired if an Asset Steering Committee was necessary. Mr Organ advised he did not think it necessary for specifically plant and equipment.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

- Ms Galea advised that before replacing any plant and equipment, Council would consider whether to acquire the same model, the same size, and if it wants to own or lease it. A business case would need to be done if new equipment is considered.

RECOMMENDATION TO COMMITTEE:

That the Internal Audit Report prepared by The Centium Group Pty Ltd on Council Owned Operational Plant and Equipment Review included as Attachment 1 to this report, be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor John Ross, seconded by Mr Craig Bennett.

That the Internal Audit Report prepared by The Centium Group Pty Ltd on Council Owned Operational Plant and Equipment Review included as Attachment 1 to this report, be received and noted.

Item: 11 AC - Unaudited Annual Financial Statements for the Year Ended 30 June 2017 - (95496, 91369, 79351)

DISCUSSION:

- Mr Alexio Chibika, PricewaterhouseCoopers, advised there are no issues to report at this time as the audit has just commenced. However, some discussions have already taken place and one of those relates to the management of RFS assets.
- Ms Maheshwari referred to RFS assets and asked for anything that has changed to be highlighted. Ms Galea advised that essentially, as the NSW Audit Office has directed Council to recognise the Red Fleet trucks as an asset on its books, if Council chooses not to do so, it is an error, and will be shown as an 'uncorrected judgemental mistake'. In 2012, RFS management took over the Red Fleet, so Council determined to no longer insure them, and therefore does not have the risk. At the time, the Auditor knew that this occurred. Ms Galea will discuss this with the NSW Audit Office outside this meeting.
- Ms Galea advised that Council's interpretation of the Local Government Code of Accounting Practice and Financial Reporting, and the Australian Accounting Standards, as it applies to RFS and the Red Fleet, differs and this will need to be discussed with the NSW Audit Office.
- Ms Galea noted that prior to the Audit Office involvement, Council's Financial Statements were signed off based on the Local Government Code of Accounting Practice and Reports. Ms Somalia Ahmed, NSW Audit Office, indicated that the Australian Accounting Standards will be taking precedence. Ms Ahmed advised that the onus is on Council to comply. The NSW Audit Office will look at who controls the RFS Fleet, RFS or Council. Ms Maheshwari indicated that if this decision could be made sooner rather than later, that would be helpful as the Committee do not want to have the same circumstance as last year. Ms Ahmed advised that a follow-up meeting would be held with Council on Monday, after which a resolution will be provided.
- Ms Maheshwari advised that it would be useful for the Audit Committee to receive a report on the impacts of Accounting Standards on not-for-profit organisations and Council's plan to deal with that impact, in terms of the difference.
- Ms Maheshwari asked if the NSW Audit Office and PricewaterhouseCoopers are comfortable with the level of disclosures. Ms Ahmed advised that they have not looked at the disclosures in details as yet, however, will provide comments.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

- Ms Maheshwari enquired if the NSW Audit Office has seen other Councils do any modelling on the impact of the Accounting Standards. Mr Chibika advised he has not seen any Councils do this, however, advised that they indicate they are still assessing it. In the next year, it will be mandatory to apply the Standards. Ms Ahmed advised that most Councils have done the assessment but provide no detail in terms of figures and calculations.
- Ms Galea advised that the Office of Local Government has not finalised its view as yet.

RECOMMENDATION TO COMMITTEE:

That:

1. The information concerning the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2018 be received.
2. The Audit Committee note current discussions being undertaken within the industry in regard to the recognition of Rural Fire Services assets, specifically the red fleet.
3. The Audit Committee endorse the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2018, as attached to this report, to be submitted to Council to be referred to Audit at its meeting on 25 September 2018. Due to timing restrictions, any change arising from Part 2 above will be addressed as part of the audit process and reflected in Statements submitted to Council for adoption at its meeting on 13 November 2018.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That:

1. The information concerning the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2018 be received.
2. The Audit Committee note current discussions being undertaken within the industry in regard to the recognition of Rural Fire Services assets, specifically the Red Fleet.
3. The Audit Committee endorse the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2018, as attached to this report, to be submitted to Council to be referred to Audit at its meeting on 25 September 2018. Due to timing restrictions, any change arising from Part 2 above will be addressed as part of the audit process and reflected in Statements submitted to Council for adoption at its meeting on 13 November 2018.

Item: 12 AC - Finance Reports - (95496, 79351, 91369)

DISCUSSION:

- Mr Bennett enquired if Council's Investment Policy is on Council's website. Ms Galea advised that all Council policies, including the Investment Policy, are on Council's website.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

- Mr Bennett enquired if Council only goes to the six banks. Ms Galea agreed, and noted that a designated Finance Officer sources quotations from the six banks, and these are reviewed and signed-off by Ms Galea and Mr Mifsud.

RECOMMENDATION TO COMMITTEE:

That the information regarding the July 2018 Investment Report be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the information regarding the July 2018 Investment Report be received and noted.

Item: 13 AC - NSW Audit Office - Audit Arrangements for 2018/2019 and Future Years - (95496, 91369, 79351)

Division: Support Services

DISCUSSION:

- Ms Galea indicated that Council has contacted the NSW Audit Office and requested the additional opportunity to provide input into the tender criteria for the audit service provider.
- Ms Maheshwari noted that it appears the NSW Audit Office does not have the staffing capacity to undertake the audits themselves. Ms Browning suggested it is perhaps more cost effective to outsource the audit process.

RECOMMENDATION TO COMMITTEE:

That the information regarding the NSW Audit Office Audit Arrangements for 2018/2019 and future years, be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor John Ross, seconded by Mr Craig Bennett.

That the information regarding the NSW Audit Office Audit Arrangements for 2018/2019 and future years be received and noted.

Item: 14 AC - Risk Register Review - Preliminary Findings - (95496, 91369, 79351)

DISCUSSION:

- Mr Conroy advised that the preliminary results, once compiled and evaluated, will be used as a staff induction training tool.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

- Mr Mifsud noted that the first dot point under the list of specific risks that have been identified i.e. "the adequacy of governance...reputational damage" is the same as the second dot point.
- Ms Maheshwari enquired if Council currently has a Risk Manager. Mr Conroy advised that the resource has been budgeted, and that Council may decide to split Risk Management from WHS.
- Councillor Ross requested that the recommendation be expanded to indicate that the General Manager will prepare a report outlining how Council begin the process of addressing the potential findings of the Risk Register Review.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor John Ross, seconded by Mr Craig Bennett.

That:

1. The information be received and noted.
2. The Audit Committee request the General Manager to prepare a report outlining how the Council might begin the process of addressing the following potential risks outlined in the preliminary findings of the Risk Register Review:
 - Policy for flood prone land
 - Infrastructure and contribution planning
 - Asbestos management
 - Governance in relation to third party organisations
 - Management of volunteers
 - Cemetery management
3. The Risk Register Review - Final Report be presented to the Audit Committee at its next meeting.

SECTION 4 - General Business

Nil matters were discussed.

The meeting terminated at 6:47pm

Submitted to and confirmed at the meeting of the Audit Committee held on Wednesday, 5 December 2018.

oooO END OF REPORT Oooo

AT - 2 Audit Committee Charter



Hawkesbury City Council

audit committee charter

adopted by Council: 30 June 2009

amended: 10 November 2009

amended: 24 June 2014

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Hawkesbury City Council

Hawkesbury City Council

Audit Committee Charter

(As adopted by Council 30 June 2009 and amended 10 November 2009 and 24 June 2014)

1. Name

The Audit Committee, as appointed under the provisions of Section 377 of the *Local Government Act 1993*, shall be known as the Hawkesbury City Council Audit Committee, and is hereinafter referred to as the 'Audit Committee'.

2. Objective

To provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.

3. Role and Authorities

- (a) Whereas the Audit Committee is appointed by the Hawkesbury City Council under the terms of the *Local Government Act 1993*, the Audit Committee is to abide at all times with the terms of reference of this Clause, and with the authorities delegated under this Clause whilst remaining in force (unless otherwise cancelled or varied by resolution of Council).
- (b) 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) To obtain any information it needs from any employee, via the General Manager, or external party (subject to their legal obligations to protect information).
 - (ii) To discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
 - (iii) To request the General Manager to authorise the attendance of any employee at Committee meetings.
 - (iv) To obtain legal or other professional advice considered necessary to meet its responsibilities.
 - (v) To request any Councillor to attend.
- (c) The Council retains the responsibility for all budgetary considerations.
- (d) The General Manager (or representative) retains, and shall be entirely responsible for the appointment and dismissal of staff (either permanent or temporary) within the Audit Committee in accordance with the *Local Government Act 1993*.
- (e) The General Manager (or representative) retains all responsibility for the direction of any staff member, including any disciplinary action, be it for permanent, temporary or part time staff. The Audit Committee will, however, have the right to bring to the attention of the General Manager any issues which, in its opinion, require disciplinary action.
- (f) Any authorities conferred upon the Audit Committee under this Charter may be varied by Council.

4. Term

The Audit Committee general members' term shall be for an initial term of three years until 2012 and then subsequently the term will be four years to coincide with Council's term of office. Councillors will be elected to the Audit Committee on an annual basis at the election of committees each September.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Hawkesbury City Council

Audit Committee members shall cease to hold office at the expiration of three months after the Ordinary election of the Council, but be eligible for re-appointment, subject to the condition that the Audit Committee may be dissolved by Council at any time.

5. Structure and Membership

- (a) The structure and membership of the Audit Committee shall be as follows, and all the undermentioned appointments will have voting rights:
 - (i) A minimum of three independent external members (at least one of whom is to have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public sector environment and/or one with financial, legal and business expertise), appointed by Council following the calling of applications as detailed in Clause 6(b) of this Charter; and
 - (ii) Two Councillors of the Hawkesbury City Council.
- (b) Whereas the appointments detailed in Clause 5(a) will form the Audit Committee, three staff members comprising the General Manager (or representative), the Director Support Services and the Chief Financial Officer will also attend meetings of the Audit Committee.
- (c) Representatives of Council's External Auditor are to be invited to attend meetings of the Audit Committee as independent advisors without voting rights.
- (d) The Audit Committee shall, at its first meeting following appointment, and each twelve month period thereafter, elect one of its independent external members from those appointed under Clause 5 to be the Chairperson of the Audit Committee, and one of its independent external members appointed under the same Clause to be Deputy Chairperson, who shall act in the absence of the Chairperson.
- (e) The independent external members of the Audit Committee will be eligible for extension or re-appointment following a formal review of their performance.
- (f) No staff member or Councillor of Hawkesbury City Council shall be elected as Chairperson or Deputy Chairperson of the Audit Committee.
- (g) Each member of the Audit Committee entitled to vote shall only have one vote except that of the casting vote of the Chairperson in the case of equality of votes.
- (h) The Audit Committee may invite additional members from time to time, at its discretion, to provide specialist advice or assistance, but such invited members shall only serve on the Audit Committee for the period of time required, and will not, whilst serving in the position of co-opted member, have any voting rights; and
- (i) The Audit Committee may invite as observers, citizens or other representatives for the purpose of clarifying certain matters as decided by the Audit Committee. Such observers will not be permitted to vote.

6. Appointment and Election of Members

- (a)
 - (i) Two Councillors will be appointed to the Audit Committee in accordance with practices and procedures of the Council;
 - (ii) A third Councillor be appointed as an alternate member to attend in the absence or unavailability of either of the Councillors appointed as members.
- (b) The Council shall, in the month of October following the quadrennial election place advertisements in appropriate newspapers inviting nominations from members of the community for membership to the Audit Committee.
- (c) The Council shall select and appoint the independent external representatives to the Audit Committee.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Hawkesbury City Council

- (d) Casual vacancies in the Audit Committee membership will be filled in the same manner as original appointments.
- (e) Members of the Audit Committee shall cease to hold office:
 - (i) if the Audit Committee is dissolved by Council;
 - (ii) upon written resignation or death;
 - (iii) if absent without prior approval of the Audit Committee for three consecutive meetings; or
 - (iv) if the Council by resolution determines that the member has breached Hawkesbury City Council's Code of Conduct (as it is in force from time to time) and that such a breach affects the members' participation on the Committee; and
- (f) For the purposes of sub-clause 6(e)(iv), the Code of Conduct is to be taken to apply to the independent external members as referred to in Clause 5(a) in the same way as the Code of Conduct applies to Councillors.

7. Responsibilities

- (a) The Audit Committee has no executive powers, except those expressly provided by the Council.
- (b) In carrying out its responsibilities, the Audit Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the *Local Government Act 1993*.
- (c) The responsibilities of the Audit Committee may be revised or expanded by the Council from time to time; and
- (d) The Audit Committee's responsibilities are:

7.1 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors.
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated.
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with.
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

7.2 External Accountability

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- To consider contentious financial reporting matters in conjunction with Council's management and external auditors.
- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Hawkesbury City Council

- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations; and
- Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

7.3 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements; and
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

7.4 Internal Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the Plan.
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- Monitor the implementation of internal audit recommendations by management.
- Periodically review the Internal Audit Charter to ensure appropriate organizational structures, authority, access and reporting arrangements are in place; and
- Periodically review the performance of Internal Audit.

7.5 External Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management; and
- Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

7.6 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- Review the impact of the risk management framework on its control environment and insurance arrangements; and

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Hawkesbury City Council

- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

7.7 Responsibilities of Members

Members of the Audit Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

8. Reporting

- (a) At the first meeting after 30 June each year, the General Manager will provide a performance report of:
- The performance of Internal Audit for the previous financial year as measured against agreed key performance indicators; and
 - The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.
- (b) The Audit Committee may, at any time, consider any other matter it deems of sufficient importance to do so; and
- (c) An individual Audit Committee member may request a meeting with the Chairperson of the Audit Committee.

9. Procedures and general administrative arrangements

9.1 Meetings

- (a) Ordinary meetings of the Audit Committee shall be held no less than four (4) times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson.
- (b) No meeting of the Audit Committee shall be held unless three (3) clear days notice thereof has been given to all members.
- (c) A forward meeting plan, including meeting dates and agenda items, will be agreed by the Audit Committee each year.
- (d) The forward meeting plan will cover all Audit Committee responsibilities as detailed in this Audit Committee Charter; and
- (e) Any recommendations of the Audit Committee shall, as far as adopted by the Council, be resolutions of the Council, provided that recommendations or reports of the Audit Committee shall not have effect unless adopted by the Council.

9.2 Quorums

- (a) A quorum of the Audit Committee shall be constituted by three voting members, including at least one independent member and at least one Councillor, being present at meetings.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Hawkesbury City Council

9.3 Secretariat

- (a) The Director of Support Services is to provide secretariat support to the Audit Committee.
- (b) The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting.
- (c) The Secretariat will be responsible for any and all correspondence associated with the Audit Committee.
- (d) The Council will provide a Minute Clerk for the purpose of recording the Minutes of the Audit Committee meetings.
- (e) The draft Minutes are to be circulated to each member as soon as practicable after the meeting being held.
- (f) Minutes shall be approved by the Audit Committee at the next meeting; and
- (g) The Secretariat shall prepare an Annual Report of the Audit Committee's activities for submission to the Audit Committee, who will, in turn, present such report to Council.

9.4 Conflicts of interest

- (a) Audit Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic.
- (b) Details of any conflicts of interest are to be appropriately minuted.
- (c) Where Audit Committee members or invitees at Audit Committee meetings are deemed to have a real or perceived conflict of interest, they are to be excused from Audit Committee deliberations on the issue where the conflict of interest may exist.
- (d) Where Audit Committee members or invitees at Audit Committee meetings are deemed to have a real or perceived conflict of interest, they are to refrain from voting on the issue where the conflict of interest may exist; and
- (e) The requirements applying to conflicts of interests for members as detailed in Clause 9.4(c) above shall apply equally to any other appointed or invited observers.

9.5 Code of Meeting Practice

- (a) The rules governing meetings and the procedures of the Audit Committee shall, so far as they apply, be those covered by the Hawkesbury City Council's Code of Meeting Practice, as may be altered from time to time by resolution of the Council.

9.6 Induction

- (a) New members will receive relevant information and briefings on their appointment to assist them to meet the Audit Committee responsibilities.

9.7 Assessment arrangements

- (a) The Chairperson of the Audit Committee will initiate a review of the performance of the Audit Committee at least once every two years; and
- (b) The review will be conducted on a self-assessment basis (unless otherwise determined by the Chairperson), with appropriate input from management and any other relevant stakeholders, as determined by the Chairperson.

9.8 Review of Audit Committee Charter

- (a) At least once every two years the Audit Committee will review this Audit Committee Charter.

LAST CLAUSE

6

Audit Committee Charter

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Item: 263 **ROC - Local Traffic Committee - 8 October 2018 - (80245)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 8 October 2018. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

RECOMMENDATION SUMMARY:

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

REPORT:

Discussion

The Local Traffic Committee met on 8 October 2018 and discussed the following items:

- Special Event Traffic - Light Up Windsor 2018 - December 2018
- General Business Matter - Local Traffic Committee - 2019 Meeting Dates

RECOMMENDATION:

That the minutes of the Local Traffic Committee held on 8 October 2018 be received and the recommendations therein be adopted and noted.

ATTACHMENTS:

AT - 1 Minutes - Local Traffic Committee - 8 October 2018

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

AT - 1 Minutes - Local Traffic Committee - 8 October 2018

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on Monday, 8 October 2018, commencing at 3pm.

ATTENDANCE

Present: Mr Christopher Amit, Hawkesbury City Council (Chair)
Councillor Peter Reynolds, Hawkesbury City Council
Inspector Peter Jenkins, NSW Police Force

Apologies: Ms Tina Kaur, Roads and Maritime Services
Mr Steve Grady, Busways

In Attendance: Ms Judy Wong, Hawkesbury City Council
Ms Kaysie Cordi, Hawkesbury City Council
Ms Adriana Bellomo, Hawkesbury City Council
Ms Cathy Mills, Hawkesbury City Council

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

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

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Inspector Peter Jenkins that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Inspector Peter Jenkins, seconded by Councillor Peter Reynolds that the minutes from the previous meeting held on Monday, 13 August 2018 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Light Up Windsor Event 2018 - Windsor (Hawkesbury) - (80245, 94012)

REPORT:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Light Up Windsor Event 2018, on Friday, 7 December 2018.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

The event organiser has advised;

- The event will be undertaken along George Street, Windsor in the vicinity of Thompson Square between Bridge Street and Baker Street, connecting with Windsor Mall between Baker Street and Kable Street.
- The event is a Christmas Street Fair with live and roving entertainment, market stalls and kids activities.
- This is the first year the event is being undertaken by Hawkesbury City Council. In previous years the Windsor Business Group Inc. have undertaken the event in the vicinity of Windsor Mall between Baker Street and Kable Street as well as the Thompson Square park area.
- Approximately 500 participants and 2,000 spectators are expected for the event;
- The event will be conducted between 5pm and 9pm with setup commencing at 12noon;
- All shops within the precinct have been notified and a majority of them will be open on the evening. This includes their support in relation to the temporary road closures proposed.
- Parking areas are available within Council car parks and on-street parking, all within walking distance to the Event;
- Additional parking will be available at Governor Phillip Park. Pedestrians will be directed up to Bridge Street along George Street. Bridge Street, near the roundabout at George Street will be fenced off to divert pedestrians down to the traffic lights at Macquarie Street to cross the road. Signage will be installed to direct pedestrians.
- The following road closures are proposed to accommodate the overall extent of the event:
 - George Street closed between Bridge Street and Baker Street. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Thompson Square road closed between George Street and The Terrace.
 - Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Windsor Mall (George Street) closed between Kable Street and Baker Street.
 - The road closures are required from 12 noon to 12 midnight on Friday, 7 December 2018.
 - The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing.
- The proposed road closures will improve the overall safety at the event.
- Traffic will be monitored at all times with any build ups cleared immediately. Traffic control will be on site to implement any changes required.
- Emergency vehicles will be given priority at all times.
- Advance warning with VMS shall be installed two weeks prior to the event and will be located at:
 - Moses Street and Hawkesbury Valley Way (Facing traffic from Richmond)
 - Windsor Road (near the Welcome to Hawkesbury sign) just after McGraths Hill.
 - Near the cemetery (corner of Macquarie Street and Hawkesbury Valley Way).

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

Refer to Attachment 1 - Proposed Road Closure Details

Discussion

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

The event road closures are supported. The road closures will allow for the free flow of pedestrians in and around the event site. Details of the road closures include:

- George Street is to be closed between Bridge Street and Baker Street and extending across Thompson Square road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street. There may be an impact to traffic along Bridge Street wishing to turn into George Street which will require approval from the TMC. The State road traffic will need to be detoured accordingly.
- Thompson Square road closed between George Street and The Terrace.
- Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street. There may be an impact to traffic along Macquarie Street which will require approval from TMC. The State road traffic will need to be detoured accordingly. The Baker Street car park will be utilised as a turnaround point to assist patrons from the Macquarie Arms Hotel and those wishing to utilise the Macquarie Arms Hotel drive through bottle shop, due to the exit onto George Street being closed.
- Windsor Mall (George Street) closed between Kable Street and Baker Street
- Road closures are required from 12 noon until 12 midnight on Friday, 7 December 2018.
- The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing. There are other private car parks which will be controlled by traffic controllers after 12 noon until the event commences.

The regulatory speed limit in the vicinity of the event is 50km/h.

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) is to be submitted to the Transport Management Centre (TMC) for authorisation due to the proposed road closures. The road closure of George Street at Bridge Street and Baker Street at Macquarie Street is subject to approval from the TMC.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document No: 6364547):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Special Event Traffic Management Plan (TMP),
5. Proposed Road Closure Plan,
6. Copy of the application to the NSW Police Force,
7. Copy of Consultation information.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Light Up Windsor 2018 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Kable Street, planned for Friday, 7 December 2018 between 12 noon and 12 midnight be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Road Closure; Thompson Square road, Windsor closed between George Street and The Terrace.
 - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Road Closure; Windsor Mall (George Street, Windsor) between Kable Street and Baker Street.
 - Road Closure only permitted for Friday, 7 December 2018, between 12 noon and 12 midnight
 - No other road closures are permitted

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

- insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
 - 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
 - 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed and in particular the road closure of George Street at Bridge Street and Baker Street at Macquarie Street; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
 - 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
 - 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
 - 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
 - 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
 - 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
 - 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
 - 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
 - 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

During the event:

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

APPENDICES:

AT – 1 Light Up Windsor Festival 2018 – Proposed Road Closure Plan

AT – 2 Special Event Application - (ECM Document Set ID No: 6364547) - *see attached*

Meeting Date: 30 October 2018

[illegible]

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Inspector Peter Jenkins.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Light Up Windsor 2018 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Kable Street, planned for Friday, 7 December 2018 between 12 noon and 12 midnight be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Road Closure; Thompson Square road, Windsor closed between George Street and The Terrace.
 - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Road Closure; Windsor Mall (George Street, Windsor) between Kable Street and Baker Street.
 - Road Closure only permitted for Friday, 7 December 2018, between 12 noon and 12 midnight
 - No other road closures are permitted

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed and in particular the road closure of George Street at Bridge Street and Baker Street at Macquarie Street; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

the correspondence to be submitted to Council;

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

During the event:

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

Item: 2.2 LTC - Local Traffic Committee 2019 Calendar - (Hawkesbury) - (80245)

REPORT:

The current format for the Local Traffic Committee (LTC) meetings is to meet on the second Monday of the month, commencing at 3pm in the Small Committee Room, Council Offices at 366 George Street, Windsor.

Proposed is a list of dates, outlined below, for 2019 in the current Monday format (second Monday of the month) with the exception of June which is proposed to be held on the third Monday due to the Queen's Birthday public holiday on 10 June 2019.

- 14 January 2019
- 11 February 2019
- 11 March 2019
- 08 April 2019
- 13 May 2019
- 17 June 2019 (third Monday due to Queen's Birthday Holiday on 10 June 2019)
- 08 July 2019
- 12 August 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 October 2018

- 09 September 2019
- 14 October 2019
- 11 November 2019

RECOMMENDATION TO COMMITTEE:

That the 2019 Local Traffic Committee Meetings be undertaken from January to November on the second Monday of the month with the exception of June which will be undertaken on the third Monday.

APPENDICES:

There are no supporting documents for this report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Inspector Peter Jenkins.

Support for the Recommendation: Unanimous support

That the 2019 Local Traffic Committee Meetings be undertaken from January to November on the second Monday of the month with the exception of June which will be undertaken on the third Monday.

SECTION 3 - Reports for Information

There are no Reports for Information.

SECTION 4 - General Business

There was no General Business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 12 November 2018 at 3pm in the Small Committee Room.

The meeting terminated at 4:05pm.

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 30 October 2018

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 30 October 2018

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 30 October 2018

SECTION 5 – Notices of Motion

Item: 264 **NM1 - Income Support for People Seeking Asylum - (79351, 138882)**

Submitted by: Councillor Danielle Wheeler

NOTICE OF MOTION:

That Council:

1. Reaffirms it's commitment to be a Refugee Welcome Zone.
2. Note the important work being done by Rural Australians for Refugees Hawkesbury Branch and the Parramatta Catholic Diocese informing the local community about refugees and asylum seekers.
3. Write to the Prime Minister, The Hon. Scott Morrison and to the Federal Minister of Home Affairs, The Hon. Peter Dutton, asking the Federal Government to reverse cuts to the Status Resolution Support Services (SRSS) program and highlighting the unfair and devastating impact of these cuts on people seeking asylum.
4. Write to the Premier of New South Wales, The Hon. Gladys Berejiklian MP, asking her to make representation to both the Prime Minister and the Federal Minister of Home Affairs to highlight the devastating impact of these cuts on the NSW community and to reverse the cuts.
5. Write to the Federal Member for Macquarie, The Hon. Susan Templeman, and the Member for Hawkesbury, The Hon. Dominic Perrottet MP, informing them of Council's position and our concerns for the impact of these cuts on our community, including already stretched aid providers.
6. Join with other Councils across Australia as part of the Local Government Mayoral Taskforce Supporting People Seeking Asylum to enable joint advocacy.

FINANCIAL CONSIDERATIONS:

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 30 October 2018

Item: 265 **NM2 - Raising of Warragamba Dam Wall - (79351, 125612)**

Submitted by: Councillor Mary Lyons-Buckett

NOTICE OF MOTION:

That Council:

1. Write to the NSW Premier condemning the manner in which the recent amendments to the National Parks and Wildlife Act, 1974 (NSW) were introduced, specifically the lack of consultation with stakeholders, and the resulting provisions which allow the flooding of the World Heritage-listed Blue Mountains National Park.
2. Seek a commitment that Council will be consulted about information arising as part of the Warragamba Dam Wall raising Environmental Impact Study currently being undertaken, to ensure consideration of local impacts from a local perspective are considered as part of it.
3. Call for the release of all data and documentation relied upon to eliminate other options or alternatives to the raising of the dam wall.
4. Write to the NSW Minister of Planning, The Hon. Anthony Roberts MP, and Local Member for Hawkesbury, The Hon. Dominic Perrotet MP, seeking information on any proposed amendments to planning legislation to ensure there will not be further development in the Floodplain if the Warragamba Dam Wall is raised, and a timeframe for any such legislative changes.

FINANCIAL CONSIDERATIONS:

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 30 October 2018**QUESTIONS FOR NEXT MEETING****Item: 266****Councillors Questions from Previous Meetings and Responses - 9 October 2018 (79351)****REPORT:**

Questions - 09 October 2018

#	Councillor	Question	Response
1	Ross	Enquired as to whether residents living above the Richmond Lowlands have been consulted about flood lighting that impacts them from the sporting fields, and also requested a date as to when the flood lighting investigation will be completed.	The Director Infrastructure Services advised that lighting impacts and audits are conducted using industry approved calculations to ascertain whether light spill falls within the related Australian Standards. Measurement for glare is not undertaken on site at distant sites as the actual light level is low, although potentially visible. The audit has been completed, and designs and costings for rectification are anticipated to be available by late November 2018.
2	Ross	Enquired as to when the compliance action will be occurring in respect to property on the Richmond Lowlands.	<p>The Director City Planning advised that Council has a Compliance and Enforcement Policy which guides Officers responsible for unlawful activity compliance and enforcement. When initiating action / legal action in relation to a matter, staff need to be able to confirm all of the elements of the offence including:</p> <ul style="list-style-type: none">• The Regulation of Act etc. that is being breached• The details of the offending party – Name and Address or Vehicle Registration, etc.• Collect all of the evidence and put a package of information together including photos, statements, admissions, etc.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 30 October 2018

#	Councillor	Question	Response
3	Ross	Enquired as to whether Council was aware of the NSW Sheep Dogs Trials at Hawkesbury Showground, and if Council was aware, why was it not promoted by Council.	The General Manager advised Council was aware of the Supreme Australian Sheepdog Trails. However, a request was not made by the event organisers for Council to sponsor the event. When Council sponsors an event, part of the sponsorship includes event promotion. Council did however promote the event on the Corporate Facebook Page as part of the weekly 'What's On' post.
4	Ross	Enquired as to why there were three traffic controllers working on sullage pump out in Kurrajong Village.	The Director Infrastructure Services advised that concerns had been raised in the past regarding the safety of drivers, and other road users when conducting pump outs in particular locations. Based on these concerns, Council's contractor reviewed and amended its pump out procedures and these now incorporate more extensive traffic control measures requiring additional staff at identified locations. Traffic control is provided and paid for directly by the contractor.
5	Ross	Enquired as to whether there is a development application for six flood lighting units attached to the rear of the Target building in Windsor.	The Director City Planning advised that the lights were approved as part of the development and associated car park. The bulbs were replaced at the beginning of the year with LED energy efficiency bulbs which are slightly brighter than the old light bulbs, however, they are down-facing and comply with Australian Standards.
6	Ross	Enquired as to when Council will do maintenance (in particular the shoulder of the road) on Wallace Road, Mulgrave, 200 metres from Level Crossing Road.	The Director Infrastructure Services advised that instructions had been issued for any required maintenance to be programmed and carried out.
7	Ross	Enquired as to the progress of compliance action in respect to the prime mover in Hannabus Place, Mulgrave.	The Director City Planning advised that Council staff have followed up with the owner of both prime movers. The trucks have been relocated onto the business land, off the side of the road. Council parking patrol officers will check ongoing compliance.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 30 October 2018

#	Councillor	Question	Response
8	Rasmussen	Enquired as to how many standpipes are in the Hawkesbury Local Government Area, and how many are operational. Residents are waiting six to eight weeks for tanks to be filled, is this a function of the commercial market or a lack of standpipe facilities in the Hawkesbury.	<p>The Director Infrastructure Services advised that there are standpipes in the Hawkesbury LGA at the following locations:</p> <ul style="list-style-type: none">• Mill Road, Kurrajong• Old Bells Line of Road, Kurrajong (near the intersection with Kurrajong Road)• Terrace Road, North Richmond (near the intersection with Bells Line of Road and Grose Vale Road)• Bathurst Street, Pitt Town• Wilberforce Road, Wilberforce (opposite Rose Street)• Schofields Road, Pitt Town (near the intersection with Pitt Town Road) <p>These standpipes are for use by both commercial water carters and residents and Council pays for water taken by residents for residential usage.</p> <p>Commercial operators with authorised / metered tap fittings can also use other water hydrant points nominated by Sydney Water.</p> <p>Anecdotally, the current wait times for tanks to be filled are due the recent weather conditions resulting in commercial water carters experiencing higher than normal demand for water deliveries.</p>

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 30 October 2018

#	Councillor	Question	Response
9	Garrow	Requested clarification as to whether the Windsor Bridge Replacement Project, will be a two or three lane bridge.	<p>The Director Infrastructure Services advised that RMS have advised that the bridge will operate in a three lane configuration with a 3.8m wide northbound lane and a 3.45m wide and 3.75m wide southbound lanes. This configuration would generally allow for a contraflow under traffic control in the event of a breakdown.</p> <p>RMS have also been requested to provide a clear communication to that effect on their project webpage to highlight that this supersedes any previous planning and project documentation that is also referenced as part of the record of project planning and document history.</p>
10	Wheeler	Enquired as to whether Council could provide a progress update, on illegal work taking place on the Freemans Reach side of Bushells Lagoon.	<p>The Director City Planning advised that the investigation by Council Officers has confirmed that the works in question fall under the responsibility of the Natural Resource Access Regulator.</p> <p>The Natural Resource Access Regulator is currently finalising their investigation and will be confirming the next steps in the near future.</p>
11	Wheeler	Enquired as to whether a list of food and beverages served at Richmond Pool could be provided.	The Director Infrastructure Services advised that a memorandum detailing the kiosk operations and the list of food and beverages served at Richmond Pool has been provided to Councillors.
12	Lyons-Buckett	Enquired as to the progress of the Emergency Management Guide.	The Director Infrastructure Services advised that internal discussions regarding the Guide had been held with further discussions held at the Local Emergency Management Committee meeting held with response agencies in October. Further information regarding the progress of the Guide will be provided to Councillors when available.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 30 October 2018

#	Councillor	Question	Response
13	Lyons-Buckett	Enquired as to the status of the development of a Hawkesbury events calendar that incorporated events run at the Hawkesbury Showground.	The General Manager advised the Events Calendar is currently being reviewed as part of the new Event Strategy and Round 1 of the Event Sponsorship Application which closed on 30 September 2018. Currently, regular contact is made with the event organisers at the Hawkesbury District Agricultural Association to discuss events and major events held at the Showground are promoted on Council's Corporate Facebook Page as part of the weekly 'What's On' post.
14	Zamprogno	Enquired as to whether Council could investigate illegal dumping of building waste on Old Pitt Town Road, Scheyville between Scheyville Road and the entrance to Scheyville National Park.	The Director City Planning advised that an Environmental Health Officer inspected the location and observed material which was likely to contain asbestos. A sample had been taken and quotes for its removal had been requested. Asbestos warning tape was placed around the material. Samples taken confirmed the material as asbestos and it has now been removed by asbestos removal contractors and disposed of appropriately.
15	Calvert	Advised that Sydney Water have instructed water carters to cease using standpipes at Kurrajong and to move into North Richmond, and enquired as to whether Sydney Water take water carters into consideration, when they say the Hawkesbury has adequate water supply and pressure.	The Director City Planning advised that Council has sent a letter to Sydney Water seeking clarification on instructions to water carters.

oooO END OF REPORT Oooo

ORDINARY MEETING
Confidential Reports
Meeting Date: 30 October 2018

CONFIDENTIAL REPORTS

Item: 267 **IS - Operation of Lower Portland Ferry - (95495, 79344, 112333)**
CONFIDENTIAL

Directorate: Infrastructure 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)(d) of the Act as it relates to the Operation of the Lower Portland Ferry and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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



ordinary
meeting

end of
business
paper

This business paper has
been produced
electronically to reduce
costs, improve efficiency
and reduce the use of
paper. Internal control
systems ensure it is an
accurate reproduction of
Council's official copy of
the business paper.