



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 25 May 2021

location: council chambers and
by audio-visual link

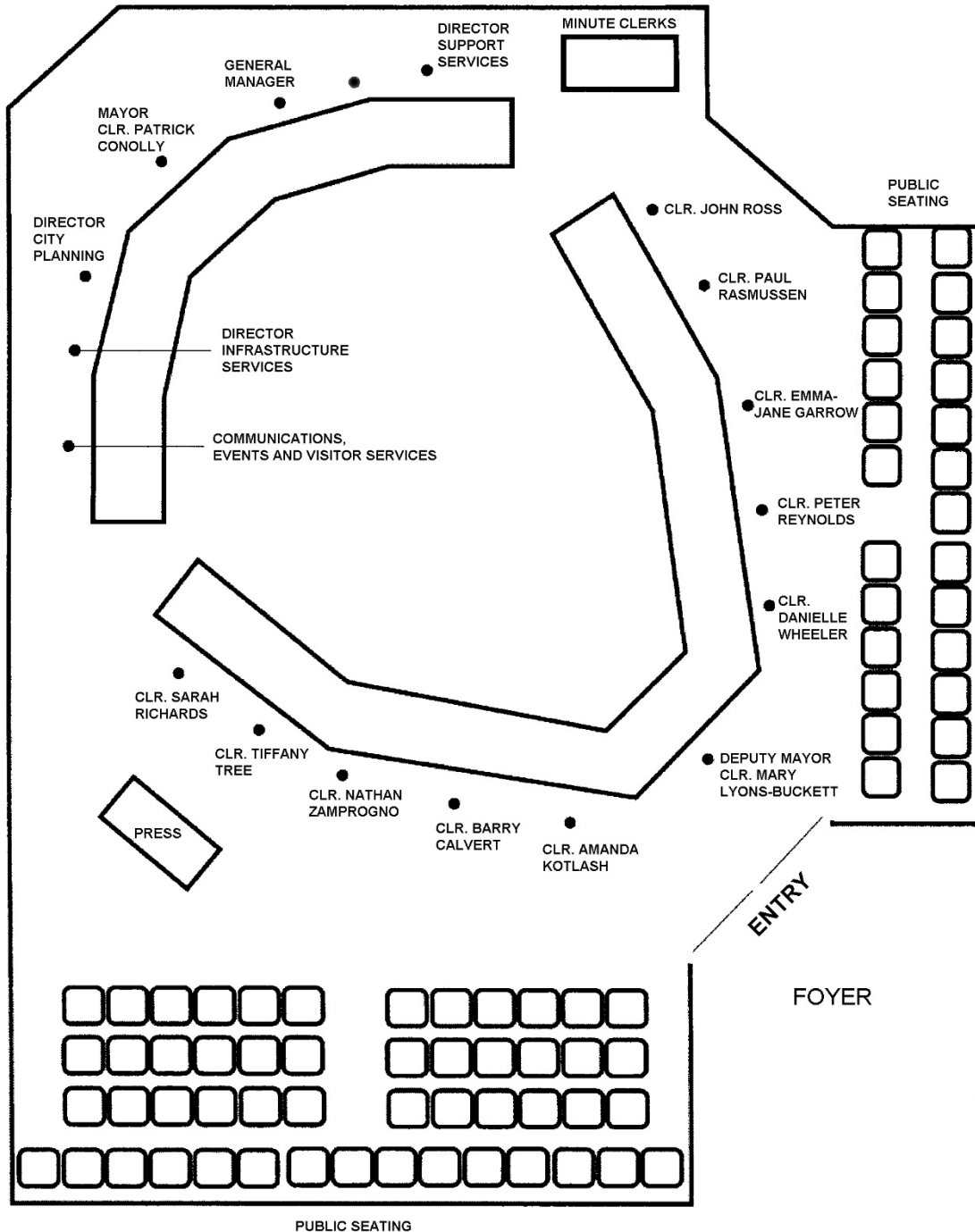
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



ORDINARY MEETING
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Meeting Date: 25 May 2021

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ORDINARY MEETING

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ORDINARY MEETING
Procedural Matters
Meeting Date: 25 May 2021

PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Patrick Conolly will acknowledge the Indigenous Heritage.

The Acting General Manager will address the Council meeting, mentioning:

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

Attendance

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

Apologies and Leave of Absence

The Mayor will ask for any Apologies or Leave of Absence Requests or Audio-Visual 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: 25 May 2021

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 25 May 2021

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 11 May 2021

location: council chambers

and by audio-visual link

time: 6:30 p.m.

ORDINARY MEETING**Minutes: 11 May 2021****TABLE OF CONTENTS**

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ORDINARY MEETING

Minutes: 11 May 2021

ORDINARY MEETING

Minutes: 11 May 2021

Minutes of the Ordinary Meeting held at the Council Chambers and by Audio-Visual Link, Windsor, on 11 May 2021, commencing at 6:32pm.

Welcome

The Mayor, Councillor Patrick Conolly acknowledged the Indigenous Heritage.

The Acting General Manager addressed the Council meeting, mentioning:

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

ATTENDANCE

PRESENT:

At Council Chambers: Councillor Patrick Conolly, Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Barry Calvert, Emma-Jane Garrow, Amanda Kotlash, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

By Audio-Visual Link: Councillor Paul Rasmussen.

ALSO PRESENT:

At Council Chambers: Acting General Manager - Laurie Mifsud, Director Infrastructure Services - Jeff Organ, Acting Director Support Services - Emma Galea, Manager Corporate Communication - Suzanne Stuart, Manager Development Services – Cristie Evenhuis, Manager Corporate Services and Governance - Charles McElroy and Administrative Support Officer - Jodie Tillinghast.

APOLOGIES AND LEAVE OF ABSENCE

Apologies for absence were received from Councillors Peter Reynolds and Sarah Richards.

127 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash and seconded by Councillor Lyons-Buckett that the apologies be accepted.

The Acting General Manager advised that at the Council Meeting on 20 April, 2021, Council resolved to grant approval for Councillor Rasmussen to attend the Council Meeting of 11 May by audio-visual link.

DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

Acknowledgement of Official Visitors to the Council

There were no official visitors.

ORDINARY MEETING

Minutes: 11 May 2021

SECTION 1 - Confirmation of Minutes

128 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Kotlash that the Minutes of the Ordinary Meeting held on the 27 April 2021, be confirmed.

ORDINARY MEETING

Minutes: 11 May 2021

SECTION 3 – Reports for Determination

CITY PLANNING

Item: 089 CP - Expressions of Interest - Community Representatives for Hawkesbury Local Planning Panel - (95498, 144940)

Previous Item: 20, Ordinary (13 February 2018)
60, Ordinary (27 February 2018)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

129 RESOLUTION:

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

That Council:

1. Seek expressions of interest from the community for the role of community representatives on Council's Local Planning Panel by placing at least two advertisements in local media publications for a period of not less than 28 days, as well as advertising through Council's website and social media.
2. Delegate to the General Manager responsibility for arranging the recruitment and shortlisting of suitable community representatives in accordance with the requirements of the Local Planning Panels Fact Sheet "Panel member selection guide for councils" dated August 2020 (Attached as Attachment 1) via an expression of interest.
3. Receive a further report to consider the General Manager's recommendations and determine the pool of community representatives to be appointed.
4. Write to the current community representatives on the Hawkesbury Local Planning Panel expressing appreciation for their contributions over the past three years and advising them of the forthcoming expression of interest opportunity.

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

Against the Motion: Nil.

Absent: Councillors Reynolds and Richards.

ORDINARY MEETING

Minutes: 11 May 2021

INFRASTRUCTURE SERVICES

Item: 090 **IS - Draft Fernadell Park Masterplan and Plan of Management - (95495, 79354)**

Directorate: Infrastructure Services

Mr Peter Ryan addressed Council speaking for the recommendation in the Business Paper.

A MOTION was moved by Councillor Zamprogno, seconded by Councillor Lyons-Buckett.

That:

1. Council approve the public exhibition of the Draft Fernadell Park Masterplan and Plan of Management distributed under separate cover as Attachments 1 and 2 to this report for a period of 42 days.
2. Council develop thresholds for the commencement of Stages 2 and onward of the Fernadell Park Masterplan, and that these thresholds be incorporated into the report coming back to Council at the end of the exhibition period.
3. The matter be reported back to Council following the exhibition period.

An AMENDMENT was moved by Councillor Ross.

That:

1. Council not exhibit the Draft Fernadell Park Master Plan and Plan of Management at this time.
2. Staff be requested to brief Councillors at a Councillor Briefing Session within 60 days on the availability and cost of acquisition of up to 15 hectares of open space land within a three to four kilometre radius of Pitt Town, having elevations at, or exceeding 18 metres AHD as a suitable alternative to the present Fernadell Park proposal.
3. Staff be further requested at the Councillor Briefing Session to provide Councillors with a full cost evaluation of establishing requisite facilities equivalent to those currently intended at both Fernadell Park and Colbee Park, subject to the acquisition of land in Part 2 being capable of attainment.

The Chairperson ruled the Amendment out of order under Clause 10.10 of the Code of Meeting Practice as it was a direct negative of the Motion, and allowed a foreshadowed motion if the Motion was lost.

ORDINARY MEETING

Minutes: 11 May 2021

MOTION:

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

Refer to RESOLUTION

130 RESOLUTION:

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

That:

1. Council approve the public exhibition of the Draft Fernadell Park Masterplan and Plan of Management distributed under separate cover as Attachments 1 and 2 to this report for a period of 42 days.
2. Council develop thresholds for the commencement of Stages 2 and onward of the Fernadell Park Masterplan, and that these thresholds be incorporated into the report coming back to Council at the end of the exhibition period.
3. The matter be reported back to Council following the exhibition period.

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

Against the Motion: Councillor Ross.

Absent: Councillors Reynolds and Richards.

ORDINARY MEETING

Minutes: 11 May 2021

SUPPORT SERVICES

Item: 091 **SS - Attendance by Councillors at Council Meetings and Committee Meetings - (95496)**

Previous Item: 82, Ordinary (27 April 2021)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

131 RESOLUTION:

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

That Council adopt the amended 'Procedures for attendance by Councillors at meetings by audio-visual link', attached as Attachment 1 to this report, with the following additional amendment to replace the fourth dot:

- In unforeseen circumstances beyond the control of Councillors, requests by Councillors to attend meetings remotely by audio-visual link may be made in writing to the General Manager less than seven days before a meeting.

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

Against the Motion: Nil.

Absent: Councillor Reynolds and Richards.

ORDINARY MEETING

Minutes: 11 May 2021

SECTION 4 – Reports of Committees

Item: 092 **ROC - Audit Committee - 24 February 2021 - (91369, 95496)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

132 RESOLUTION:

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

That Council receive and note the Minutes of the Audit Committee Meeting held on 24 February 2021.

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

Against the Motion: Nil.

Absent: Councillors Reynolds and Richards.

The meeting terminated at 7:47pm.

Submitted to and confirmed at the Ordinary meeting held on 25 May 2021.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 25 May 2021

SECTION 2 – Mayoral Minutes

There was no Mayoral Minute at the time of preparing this Business Paper.

Notwithstanding the above, pursuant to Clauses 9.6-9.9 of Council's Code of Meeting Practice, the Mayor may submit a Mayoral Minute to the meeting without notice in relation to any matter or topic that:

- Is within the jurisdiction of the Council
- Council has official knowledge of.

However, a Mayoral Minute must not be put without notice if it relates to a routine or non-urgent matter.

A matter is considered to be urgent when it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

ordinary

section 3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 May 2021

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

SECTION 3 – Reports for Determination

INFRASTRUCTURE SERVICES

Item: 093 **IS - Management of Council Parks and Reserves on Weekends and Public Holidays - (95495, 79351, 125612, 79354)**

Previous Item: 250, Ordinary (8 December 2020)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to report back on the findings following the trial of increased cleaning of Parks and Reserves on weekends and public holidays over the December 2020 to January 2021 period.

EXECUTIVE SUMMARY:

Council staff undertook a trial of increased cleaning of Parks and Reserves on weekends and public holidays over the December 2020 to January 2021 period. The trial commenced on 19 December 2020 with the last day being Australia Day, on 26 January 2021.

No significant complaints were received during this period in relation to Park cleanliness.

RECOMMENDATION:

That Council note that funding has been allocated in the Draft 2021/2022 Operational Plan to allow a roving crew to do additional cleaning in summer and on public holidays (excluding Christmas).

BACKGROUND

At the Ordinary Meeting held on 8 December 2020, in considering a report on the management of Council Parks and Reserves on weekends and public holidays, it was resolved that a trial of additional cleaning be undertaken at key reserves over the December 2020/January 2021 period.

Council resolved:

"That:

- 1. The report regarding additional resources for the management of Council's parks and reserves on weekends and public holidays be received and noted.*
- 2. A trial including evaluation of enhanced cleaning and parking patrol be undertaken at key reserves over the December 2020/January 2021 period including weekends and public holidays, based on additional hours and a roving crew.*
- 3. Funding be incorporated in the December 2020 Quarterly Review.*
- 4. Local options for St Albans and Bilpin also be investigated and incorporated if possible."*

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

This report provides a response to the enhanced cleaning issues referred to in point 2 of Council's resolution. During the trial period parking patrols were undertaken but these will be subject to a broader strategy for parking management to be provided at a later date.

Relevant Legislation

Local Government Act 1993

DISCUSSION

Council staff commenced the trial on the weekend of 19 and 20 December 2020 with the last day being Australia Day on 26 January 2021. The five staff worked an additional two hours per day, on weekends and public holidays increasing their run from 4am to 10am (originally from 4am to 8am). An additional roving crew of two staff then also worked from 12pm to 4pm on weekends and public holidays to pick up the rubbish and clean/restock toilets in the afternoons.

Working these additional hours allowed staff to visit more sites which were normally not serviced including Bilpin Reserve, Yarramundi Reserve and Navua Reserve. They also did additional cleaning of high profile areas such as Ham Common, Richmond Park, Kable Street Car Park, Governor Phillip Reserve and Macquarie Park. Due to parks not being busy in the morning, the staff found that the toilets did not require re-cleaning or restocking. The afternoon crews did however have to undertake this work.

The additional hours for the staff in the morning allowed staff, especially the truck north of the River, to access the Waste Facility on weekends. In the past crews had to go to the Waste Facility through their run on a Monday to offload as the trucks had run out of capacity. This reduced their ability to do additional tasks on that day.

The records staff kept showed that prior to 10am the parks were not very busy (with the exception of Australia Day). Not surprisingly, the parks were the busiest in the afternoon, particularly on long weekends during this period. On Australia Day some sites such as Yarramundi Reserve, Macquarie Park and Upper Colo Reserve were very difficult to access due to the large number of cars/visitors to those sites. Most waste was therefore generated in the afternoons and significant issues were able to be addressed by the roving crew who were also able to tip waste collected by the morning crew if required.

The waste collected during this period ranged from one tonne per truck over the weekends and up to two tonnes per truck for a long weekend.

Whilst the early crews found some benefit in the additional two hours such as being able to go to the Waste Facility, the roving crew were more effective as they worked during the busiest part of the day. They could restock high use toilets, attend additional sites and attend the tip during their run. Staff also felt that this additional cleaning would also only be beneficial in the summer period and public holidays as park usage in winter is limited.

Overall the additional hours proved helpful by allowing staff to respond to both bin cleaning and response to other maintenance activities arising from the more intense use. Council did not receive any complaints regarding rubbish or dirty toilets during this trial period except for the condition of Bilpin toilets on the first day of the trial.

The roving crew is considered the best option and value, given their ability to respond to issues as well as allowing the morning crew to focus on collection of waste generated the previous day whilst parks were quieter and accessible.

Given the effectiveness of the additional resourcing in these peak periods, funding in those peak summer periods has been incorporated in the Draft 2021/2022 Operational Plan. Funding of \$20,000 has been allocated in the Draft 2021/2022 Operational Plan to cover the cost for a roving crew to cover cleaning for 13 weeks during the summer period and on public holidays. Should Council determine to extend the trial for all staff over the summer period an additional \$20,000 funding would be required. If Council resolve to expand the trial throughout the year an additional \$82,765.84 would be required per year.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Assets

4.3 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.

FINANCIAL IMPACT

Funding has been proposed in the Draft 2021/2022 Operational Plan financial year to allow staff to do additional cleaning on long weekends during the summer where they include a public holiday.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The proposal whilst aligned with Council's long term plan to improve and maintain organisational sustainability it does have financial implications in achieving 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.

This is a service level improvement.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

Item: 094 **IS - Utopian Touring - Use of Governor Phillip Park - (95495, 79354, 147051)**

Previous Item: 076, Ordinary 27 April 2021

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to seek approval to extend the use of Governor Phillip Park for the Hawkesbury Flood Relief Concert from Tuesday, 1 June 2021 to Tuesday, 8 June 2021.

EXECUTIVE SUMMARY:

Utopian Touring are seeking an additional three days to set up for the Hawkesbury Flood Relief Concert. They are seeking permission to start setting up on Tuesday, 1 June 2021 to Thursday, 3 June 2021. Council considered this matter at its meeting on 27 April 2021.

RECOMMENDATION:

That:

1. Approval be granted to Utopian Touring to start set up in Governor Phillip Park from Tuesday 1 June 2021. The additional to previously granted approvals is not to give rise to “exclusive use” of the area other than for safe work and security is subject to the following conditions:
 - Waiving of fees for the Hawkesbury Flood Relief Concert set up and pack down from Tuesday, 1 June 2021 to Tuesday, 8 June 2021
 - Compliance with The Governor Phillip Exclusive Use Policy
 - Payment of a bond for exclusive use of the venue
 - Modification of the existing Dinner by the River 2019 Traffic Management Plan
 - Preparation of the COVID-19 Safe Plan for the event
 - Provision of the Event Liquor License
 - Provision of Event Approval by Hawkesbury Local Area Command
 - Event Food vendors to be registered under Council's Temporary Food Premises and Food Vendor Application
 - Adherence to the Protection of the Environment Operations General Regulations noise guidelines for Large Outdoor Activities
 - Preparation of a flyer distributed to surrounding landowners/residents notifying of the event, traffic and noise impacts
 - Provision of, within one month of the Hawkesbury Flood Relief Concert, a copy of the financial statement from the event.
 - Provision of scheduled fireworks checklist, Roads and Maritime Services aquatic license and risk assessment.
 - Approval of Safe Work firework checklist
2. As the applicant has not advised alternative dates in the event of inclement weather or other circumstances, the General Manager be given authority to negotiate exclusive use on an alternate dates, if required by the applicant.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

BACKGROUND

At the Council Meeting held on 27 April 2021, Council considered a report relating to exclusive use events at Governor Phillip Park. One of the events was the Hawkesbury Flood Relief Concert. Council resolved, in part:

"That:

5. *Approval be granted to Utopian Touring for "exclusive use" of Governor Phillip Park for the Hawkesbury Flood Relief Concert over Friday, 4 June 2021 to Tuesday, 8 June 2021, subject to the following conditions:*
 - *Waiving of fees for the Hawkesbury Flood Relief Concert set up and pack down from Friday, 4 June 2021 to Tuesday, 8 June 2021*
 - *The Governor Phillip Exclusive Use Policy*
 - *Payment of a bond for exclusive use of the venue*
 - *Modification of the existing Dinner by the River 2019 Traffic Management Plan*
 - *Preparation of the COVID-19 Safe Plan for the event*
 - *Provision of the Event Liquor License*
 - *Provision of Event Approval by Hawkesbury Local Area Command*
 - *Event Food vendors to be registered under Council's Temporary Food Premises and Food Vending Application*
 - *Adherence to the Protection of the Environment Operations General Regulations noise guidelines for Large Outdoor Activities*
 - *Preparation of a flyer distributed to surrounding landowners/residents notifying of the event, traffic and noise impacts*
 - *Provision of, within one month of the Hawkesbury Flood Relief Concert, a copy of the financial statement from the event.*
6. *As the applicants have not advised alternative dates in the event of inclement weather or other circumstances, the General Manager be given authority to negotiate exclusive use on an alternate dates, if required by the applicant."*

The Concert would provide the opportunity to raise money for the impacted Hawkesbury community. Ticket sales will assist with event costs and the remaining funds will be collected and managed by Rotary Australia World Community Service through the National Flood Relief Appeal. The funds raised will be accessed through local Rotary Clubs as discussed in the media release attached in Attachment 1. Leading artists have been invited to perform at the event, including Shannon Noll, Dragon, Thirsty Merc and the Eurogliders. Utopian Touring has also requested that Council waive the hire fees for Governor Phillip Park over the exclusive use period.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

Location Plan



Relevant Legislation

Local Government Act 1993

DISCUSSION

Utopian Touring have subsequently advised that will report require an additional three days use of Governor Phillip Park to allow set up for the Hawkesbury Flood Relief Concert based on more detailed planning. They are seeking permission to start setting up on Tuesday, 1 June 2021 and again request for the waiver of hire fees for Governor Phillip Park for these additional days.

The additional use being sought is not considered or proposed to be exclusive use however they will need to comply with all Work Health and Safety regulations and access may be restricted to areas as they set up stages and the like.

Whilst the use of the park will reduce the area available for the general community during this set up, no other bookings have been made for over this time period.

The organisers have also advised they are seeking approval to hold fireworks at the end of the event on Sunday 6 June 2021. Conditions relevant to this aspect have been added to the recommended conditions of approval.

COMMUNITY ENGAGEMENT

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

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 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
- 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

FINANCIAL IMPACT

If the applicable fees would have been charged income of \$1,050 would have been generated. However there will be no financial impact from waiving the fees for the Hawkesbury Flood Relief Concert as they had not been budgeted for in the Adopted 2020/2021 Operational Plan.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

SUPPORT SERVICES

Item: 095 **SS - Investment Report - April 2021 - (95496, 96332)**

Previous Item: 150, Ordinary (10 March 2020)

Directorate: 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 \$56.5 million in investments at 30 April 2021 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investments Report for April 2021 be received and noted.

BACKGROUND

Council held \$56.5 million in investments as at 30 April 2021. Details on the composition of the investment portfolio, and its compliance with Council's Investment Policy are provided below. Details include 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, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

1. Composition of Investment portfolio

Tables 1 to 3 below provide details regarding the \$56.5 million in investments held as at 30 April 2021.

Table 1 - Summary of Council's Investment Portfolio as at 30 April 2021

Product Type	Face Value	% of Total
At Call Deposits	\$2,600,000	4.6%
TCorp Cash Fund	\$2,133,004	3.8%
Term Deposits - Fixed Rate	\$51,800,000	91.6%
Grand Total	\$56,533,004	100.0%

Table 2 - Total Investments by Issuer's Long - Term Credit Rating

Long Term Credit Rating	Face Value	% of Total
AA-	\$49,400,000	87.4%
BBB	\$3,000,000	5.3%
BBB+	\$2,000,000	3.5%
NSW TCorp Cash Fund	\$2,133,004	3.8%
Grand Total	\$56,533,004	100.0%

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

Table 3 – Fixed Term Deposits

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
ANZ	AA-	A-1+	07-Jul-21	0.80%	\$3,000,000
Bank of Queensland	BBB+	A-2	11-Aug-21	0.90%	\$2,500,000
			16-Dec-21	0.55%	\$500,000
Commonwealth Bank of Australia	AA-	A-1+	06-May-21	0.25%	\$500,000
			21-Jul-21	0.67%	\$2,000,000*
			21-Jul-21	0.61%	\$1,000,000
			26-Aug-21	0.69%	\$1,000,000*
			14-Oct-21	0.64%	\$3,000,000
			04-Nov-21	0.55%	\$1,500,000
			13-Jan-22	0.40%	\$1,000,000
			10-Feb-22	0.41%	\$1,500,000*
			23-Feb-22	0.43%	\$2,000,000
			17-Mar-22	0.40%	\$1,000,000
			07-Apr-22	0.40%	\$2,000,000
			21-Apr-22	0.42%	\$500,000
			20-Nov-23	0.65%	\$1,000,000
ME Bank	BBB	A-2	09-Dec-21	0.50%	\$2,000,000
National Australia Bank	AA-	A-1+	06-May-21	0.35%	\$500,000
			26-May-21	1.02%	\$1,500,000
			03-Jun-21	0.99%	\$3,000,000
			22-Sep-21	0.70%	\$1,000,000
			14-Oct-21	0.50%	\$500,000
			10-Nov-21	0.50%	\$2,000,000
			13-Jan-22	0.45%	\$2,000,000
			27-Jan-22	0.42%	\$800,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			05-Mar-25	1.05%	\$1,500,000
			03-Nov-25	0.95%	\$500,000
			19-Nov-25	0.90%	\$500,000
			13-Jan-26	1.00%	\$500,000
			04-Mar-26	1.30%	\$1,500,000
Westpac	AA-	A-1+	06-May-21	0.95%	\$1,500,000
			26-May-21	0.95%	\$500,000
			03-Jun-21	0.91%	\$1,000,000
			18-Jun-21	0.92%	\$1,500,000
			22-Sep-21	0.67%	\$1,000,000*
			09-Dec-21	0.49%	\$2,000,000*
			28-Apr-22	0.36%	\$1,000,000*
Grand Total					\$51,800,000

*Environmental, Social and Governance (ESG) investments as per Council's Investment Policy.

2. Environmental, Social and Governance (ESG) Investments

Tables 4 and 5 below provide the details on Environment, Social and Governance (ESG) investments and the proportion compared to the total Investment Portfolio.

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Table 4 – ESG Investments

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Commonwealth Bank of Australia	AA-	A-1+	21-Jul-21	0.67%	\$2,000,000
			26-Aug-21	0.69%	\$1,000,000
			10-Feb-22	0.41%	\$1,500,000
Westpac	AA-	A-1+	22-Sep-21	0.67%	\$1,000,000
			09-Dec-21	0.49%	\$2,000,000
			28-Apr-22	0.36%	\$1,000,000
Grand Total					\$8,500,000

Table 5 – Summary of Council's Investment Portfolio in Terms of ESG

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$8,500,000	16.41%
Other	\$43,300,000	83.59%
Grand Total	\$51,800,000	100.0%

3. Compliance to Investment Policy

Tables 6 to 7 below summarise Council's exposure limits to the credit ratings bands, term to maturity parameters and compliance with Council's Investment Policy.

Table 6 – Exposure Limits to credit ratings bands

Long-Term Credit Rating	Exposure of Entire Portfolio		
	Actual	Maximum	Compliant
AAA to AA- or Major Bank and below	96.23%	100%	Yes
A+ to A- and below	8.84%	50%	Yes
BBB+ to BBB and below	8.84%	30%	Yes
BBB- and below	0%	5%	Yes
TCorp Cash Fund	3.77%	20%	Yes

Table 7 – Term to Maturity

Long-Term Credit Rating	Term to Maturity	
	Maximum	Compliant
AA+, AA, AA- (and Major Banks)	5 years	Yes
A+, A, A-	3 years	Yes
BBB+	3 years	Yes
BBB, BBB-	1 year	Yes
Non-rated ADIs	1 year	Yes

4. Portfolio Return

Council's investment portfolio (excluding At Call Deposits and TCorp Cash Fund) provided a weighted average return (running yield) as shown in Table 8 below.

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Table 8 – Portfolio Return

30 April 2021	Weighted Average Return (Running Yield)
Hawkesbury City Council – Investment Portfolio	0.057%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.003%
Performance Relative to Benchmark	0.054%

Based on Council's Investment Advisor advice, the running yield is the most appropriate for Council's portfolio. The rationale for this conclusion is that if all investments are purchased at par and mature at par, then the return over the holding period of that investment is simply the running yield.

Relevant Legislation

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 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.

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor has reviewed Council's investments as at 30 April 2021, and has advised as follows:

- *"Council's portfolio monthly return is around 0.05% above the Bloomberg AusBond Bank Bill benchmark. This return excludes at Call Accounts and the NSW TCorp Cash Fund.*
- *In terms of Investment Policy Limits, Council's total exposure to Bank of Queensland (BoQ) totalling \$3 million in term deposits represents 5.3% of total portfolio and therefore just slightly above the 5% limit for banks rated BBB+. At the time of investing with BoQ, the invested amount with BoQ was within the policy limit, but the total exposure to BoQ is now slightly above the limit as the total dollar amount of the portfolio declined to \$56.5 million as at 30 April from \$60.7 million as at 31 March. All of Council's \$3 million investment with BoQ will mature in 2021, with \$2.5 million maturing in August 2021 and \$500,000 in December 2021. Amicus recommends no additional investments be made with BoQ at this stage.*
- *Bank of Queensland (BoQ) and ME Bank (MEB) have announced a merger subject to due diligence. The target date for completion is August 2021. Once BoQ and MEB are combined, Council will have an 8.84% exposure to the combined entity (based on this month's portfolio size). This will be outside portfolio limits. However, when purchased, all investments were within portfolio limits. Amicus' recommendation is no new investments be made in either BoQ or MEB and the current investments are held until they mature thus avoiding exacerbating any over exposures to the combined entity should the merger proceed.*

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- Overall, exposures to individual entities and to credit limits have been well managed such that there is additional capacity to add exposures to any of the existing entities if an opportunity arises, or to absorb any downgrades. Amicus generally recommends its clients operate with “buffers” between policy limit maximums and minimums to provide flexibility and avoid breaches, which is the strategy adopted by Hawkesbury City Council.

In the current investment environment, Amicus suggests Council pursues the following investment strategies with regards to any excess liquidity:

- Invest in the best Term Deposit rates available within the capacity of Policy limits.*
- Take limited exposures (no more than 5% of the total portfolio per entity, obviously within policy limits) to issuers outside the Major Banks in short-dated Term Deposits if rates are attractive. This is a very low risk strategy given the steps taken by the Reserve Bank of Australia to ensure no Authorised Deposit Taking Institutions will fail due to liquidity reasons in the short-term. In making these investments, Council should consider the likely lowest overall total size of the investment portfolio over the year to ensure that total exposures to an issuer outside the Major Banks does not exceed the 5% limit because the overall portfolio size has decreased since the initial investment was made.*
- Consider investing in Bonds and Floating Rate Notes where the yields and risks are attractive relative to Term Deposits. As per prior reports, the relative value of these two instruments varies with market conditions and there are commonly periods where one is more attractive than the other and vice versa.*
- With current Term Deposit rates well below the average of Council's average annual yield investment returns will fall in the coming months and so Amicus recommends Council actively pursue the strategies outlined above to mitigate the coming impact on absolute returns.”*

During the reporting period, the investment portfolio decreased by \$4.2 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

Restriction of Funds

Council's total investment portfolio as at 30 April 2021 included funds that are restricted as to what they can be expended on.

Table 9 – Restriction of Funds

Restriction Type	Amount	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$14,317,705	25.33%
External Restrictions - Western Parkland City Liveability Program	\$3,430,016	6.07%
External Restrictions - Bushfire and Flood Grants	\$1,454,421	2.57%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$3,212,710	5.68%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$13,258,810	23.45%
Unrestricted	\$20,859,342	36.9%
Total	\$56,533,004	100.00%

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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 enough cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments where possible.

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions cannot be utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 7.11 and Section 7.12 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

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

Liveability, Fire and Flood Funding

At its meeting on 28 July 2020 Council resolved that future monthly investment reports identify the proportion of total investments made up of:

- Western Parkland City Liveability Program funding
- State and Federal Government grant funding for fire and flood.

Table 9 (above) has been amended to provide the details of the proportions

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable is provided for in the Adopted 2020/2021 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.

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 096 **SS - March 2021 Quarterly Budget Review Statement - (65496)**

Previous Item: 112, Ordinary (30 June 2020)

Directorate: Support Services

PURPOSE OF THE REPORT:

This report informs Council of its financial position as at 31 March 2021 and to seek adoption of proposed changes required to the Budget within the Adopted 2020/2021 Operational Plan.

EXECUTIVE SUMMARY:

Council is required to review its progress in achieving the financial objectives set out in its Operational Plan, within two months of the end of each quarter. The Responsible Accounting Officer must submit to Council a budget review statement that shows the revised estimate of the income and expenditure for that year, referencing the estimate of income and expenditure included in the Adopted Operational plan.

The Responsible Accounting Officer has revised Council's income and expenditure for the 2020/2021 financial year and recommends revising estimates in line with Council's financial performance as at the end of March 2021, and as projected for the remainder of the financial year. This report and the relevant attachment provide information on Council's financial performance and financial position for:

- The third quarter of the 2020/2021 financial year; and
- The resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement - March 2021 (the Statement) recommends budget adjustments that result in an overall budgeted surplus for the quarter of \$548K. It is proposed that this surplus is allocated to the Multi-Year Reserve.

RECOMMENDATION:

That:

1. Council receive the information contained in this report and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, be adopted.
 2. The budgeted surplus of \$548K is transferred to the Multi-Year Reserve.
-

BACKGROUND

Clause 203 of the Local Government (General) Regulation 2005 stipulates that the Responsible Accounting Officer of a council must prepare and submit to the Council a Budget Review Statement within two months after the end of each quarter (except the June quarter).

The Integrated Planning and Reporting (IP&R) Framework outlines that Councils are required to present a summary of the Council's financial position at the end of each quarter. It is the mechanism whereby councillors and the community are informed of the Council's progress against the Original Budget and the last revised budget along with recommended changes and reasons for major variances.

The Quarterly Budget Review Statement is the mechanism stipulated by the Local Government Regulations 2005 for councils to revise the adopted Operational Plan for the year to reflect the actual

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financial performance as at the end of each Quarter and projected to the end of the financial year. This review ensures Council's Budget remains current and relevant throughout the financial year and provides early indication of progress in achieving financial targets.

In revising estimates, a conservative approach has been taken. Unfavourable trends relating to income outside Council's control are proposed to be adjusted to reflect the anticipated performance up to the 30 June 2021. Unfavourable trends relating to expenditure outside Council's control are also proposed to be adjusted for the same period.

The Adopted 2020/2021 Operational Plan included various assumptions to reflect the financial risks associated with COVID-19. Funding of \$1.2M was used from the Multi-Year Reserve to maintain an overall budgeted financial position. Assumptions made regarding certain income and expenditure line items have been reviewed as at 31 March 2021, and where applicable further adjustments have been made.

The Statement recommends budget adjustments that result in an overall budgeted surplus adjustment for the Quarter. It is proposed that the budgeted surplus is allocated to the Multi-Year Reserve to partly replenish funds used during the preparation of the 2020/2021 Operational Plan.

Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted Operational Plan. Refer to Attachment 1 to this report for details.

Relevant Legislation

Local Government Act 1993
Local Government (General) Regulation 2005

DISCUSSION

Financial Position

The Statement recommends budget adjustments that result in an overall result in an overall surplus of \$548K for the Quarter.

In the opinion of the Responsible Accounting Officer, Council is in a satisfactory short term financial position and remains on track to achieve the required Fit for the Future Ratios, except for the Operating Performance Ratio, as planned in its Long-Term Financial Plan.

The main reason for the Operating Performance Ratio not remaining on track is a result of an increase in annual depreciation associated with a revaluation of Roads Infrastructure undertaken in line with accounting standards and verified by external valuers in 2019/2020.

Impact of the COVID-19 Pandemic

The 2020/2021 Operational Plan was prepared during the peak of the COVID-19 Pandemic. At that time, the length and the severity of the impact of the pandemic was unknown. A prudent approach was taken, and several assumptions were made regarding certain income and expenditure lines and the associated budgets were adjusted accordingly.

Several the income and expenditure lines that were adjusted are showing a favourable trend. Accordingly, adjustments have been included in relation to expenditure on community events and income pertaining to Council Investment Properties, Richmond Swimming Pool and Section 603 Certificates.

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Impact of March 2021 Flood

At the time of this report, Council had spent \$1.3M and committed a further \$1.8M in response to the March 2021 flood event. The full impacts, availability of grant funding including Natural Disaster funding arrangements and the potential for insurance claims are currently being assessed. Until all this information is collated, it was deemed appropriate that works identified prior to the flood event would remain in the works program and be rescheduled, as required. Therefore, the impact of the flood event is not reflected in the March 2021 Quarterly Budget Review Statement. It is anticipated that adjustments may be required within the September 2021 Quarterly Budget Review Statement to be submitted to Council in November 2021.

It is further noted that during the quarter ending 30 June 2021 it may be necessary that some works are re-prioritised to enable urgent works arising from the flood event to be undertaken and associated resources to be re-directed accordingly.

Attachment 1 to this report (distributed under separate cover) includes an executive summary of Council's financial performance as at the end of the third quarter of 2020/2021 and provides further details within financial reports provided.

The Attachment also details all the major budget variations proposed. Adjustments include variations that are minor or not operationally significant in nature and adjustments to the phasing of budgets. These latter adjustments have no impact on Council's overall Budget position or Operating Performance Ratio.

The more significant items of the March 2021 Quarterly Budget Review Statement include:

1. Favourable Adjustments:

- *Deferral of Infrastructure Borrowings (\$1.4M) – Within Council's Long-Term Financial Plan, are a range of infrastructure loans totaling \$40M to be drawn-down within the 10 Year horizon. Each year, the Budget is developed on this basis, with the 2020/2021 Original Budget including a \$7M loan to be drawn down. Council reviews available cash balances and the likely timing of the use of these funds, prior to the consideration of taking out loans. Council also takes into consideration the current returns of investments. Considering Council's levels of cash held, and current interest rates being on average 0.4%, compared to interest payable on external borrowings being in the order of 1.78%, it is more effective to use Council's own cash rather than borrowing. Consequently, a net saving of \$1.4M, being \$945K for budgeted loan repayments and \$446K for interest payable is included in this Quarterly Budget Review Statement. It is important to note, that this is a deferral of the loan and when conditions change, it is likely that this loan will be required in future years.*
- *Investment Property Rental Income (\$227K) – When developing the 2020/2021 Original Budget, assumptions were made regarding reductions in rental income, as a result of the COVID-19 Pandemic. This impact has been lower than assumed and based on actual income projected to be received, a favourable adjustment of \$227K has been incorporated.*
- *Savings from Electricity and Water (\$79K) – Council has implemented several energy and water efficiency measures, including metering and the installation of solar panels on a range of buildings. The level of rainfall has also reduced the level of water usage assumed within the Original Budget. Accordingly, included is a \$79K reduction in these costs.*
- *Richmond Pool Income (\$36K) – The assumptions regarding the impact of the COVID-19 Pandemic on the length of period that the Richmond Pool was to be open were more conservative than what occurred. Income has exceeded the Full Year Budget and a \$36K increase to this budget has been included.*

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- *Reduced Scope of Community Events (\$30K) – Several events have been reduced in scope as a result of Public Health restrictions in relation to the COVID-19 Pandemic. This has resulted in a \$30K reduction in total costs for community events.*

2. Unfavourable Adjustments:

- *Development Control Income (\$387K) – Assumptions regarding the timing of several large developments were made as part of developing the 2020/2021 Original Budget. As a result of delays, it is projected that income associated with these developments will be lower than projected by \$387K.*
- *Building Control Income (\$98K) – The general development activity that initiates the requirement for building inspections and certifications is lower than projected when developing the 2020/2021 Original Budget. In order to allow for the lower activity levels, a reduction of \$98K in associated income is included.*
- *Legal Expenditure (\$227K) – Several significant cases, mostly relating to planning matters being appealed to the Land and Environment Court has required an increase of \$227K in this Quarterly Budget Review Statement. While it is anticipated that some costs will be recovered, the timing and amount of this cost recovery is difficult to predict.*
- *Workers' Compensation (\$215K) – As a result of an increase in the number of cases requiring significant medical intervention, a total unfavourable variance of \$215K is included in this Quarterly Budget Review Statement.*
- *Interest Income on Investments (\$122K) – When developing the 2020/2021 Original Budget, the amount available for investment and returns are developed in line with expected returns being achieved during that time and any known or anticipated future movements in interest rates. At the time of reporting, returns of less than 0.4% are being received. The budgeted rate was 1.1%. Additionally, due to the use of Council's own cash in lieu of externally borrowing funds, the amount available to invest is also lower than budgeted. A reduction of \$122K is included in this Quarterly Budget Review Statement to account for these changes. As referred to earlier in this report, savings of \$446K in regard to interest payable on external loans are also included in this Quarterly Budget Review and more than offset the projected reduction in interest earned.*
- *Richmond Pool Lighting (\$36K) – As a result of an inspection of the lighting at Richmond Pool conducted following damage to one lighting structure during a storm event, it was determined that all lighting structures should be replaced, along with the storm damaged items to meet safety requirements and achieve cost efficiencies. It has been determined that \$36K is required to complete this work.*
- *Companion Animal Shelter Advertising (\$29K) – The cost of photography and social media advertising in relation to the Companion Animal Shelter is \$29K higher than projected when developing the 2020/2021 Original Budget.*

3. Adjustments with Nil Impact on Council's Overall Budget position

- *Depreciation – In accordance with Australian Accounting Standards, Council is required to regularly revalue assets. The Road Infrastructure Assets were revalued during the 2019/2020 financial year, and as a result of a significant increase in unit rates and new assets, the total value increased significantly. The revaluation was reviewed by external valuers. This significant increase in value, generated a \$6.5M increase in the applicable annual depreciation. Council is working with external valuers and the NSW Audit Office to determine whether there is any scope in reviewing the depreciation methodology to better reflect actual asset consumption, whilst still meeting Accounting Standards and associated audit requirements in this regard.*

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- *Bona Vista Park Amenities – The Pitt Town Progress Association was successful in obtaining a grant for the installation of amenities at Bona Vista Park for \$80K. It has been determined that the amount required for this work is \$120K. Therefore, \$40K has been allocated from the Pitt Town Public Domain Improvements Project to fund the completion of this installation.*
- *Tennis Court Upgrades – Unforeseen site conditions encountered during constructions (poor subgrade and pavement structures) of the three sites (Maraylya, Freemans Reach and Blaxland Crown Reserve) has resulted in variations totaling \$63K higher than projected at the time of developing the program. The additional funding requirement has been met by savings from plinth installation at Richmond Lawn Cemetery and savings achieved through lower than projected costs of cemetery maintenance.*

4. Grants – Additional Works and Programs - \$5.2M

Several adjustments relating to grant funding successfully secured by Council, are included in this Statement. These adjustments have a nil effect on the Budget position, as amounts included for income have a corresponding amount for expenditure. The securing of grant funding assists Council to undertake works otherwise not funded through Council's available funds.

There are several major adjustments relating to grant funding, as outlined below:

- *Commonwealth Local Roads and Community Infrastructure Program – Extension (Phase 2) (\$2.5M) – Council has been allocated \$2.5M from the Federal Government in order to provide economic stimulus. The program of works was resolved by Council on 20 March 2021.*
- *Bushfire Local Economic Recovery Fund Program (\$1.68M) – Hawkesbury Community Improvement Funding has been approved and will be jointly funded by the NSW State and Commonwealth Governments. The funding will be used to provide local infrastructure to the Bilpin, Colo Heights and St Albans communities with a view to economic and social recovery, strengthening morale and increasing preparedness for future natural disasters.*
- *Greening Our City-Stream 2 - Green Innovations (\$181K) – The funding will be expended by the Western Sydney University – Hawkesbury Campus to undertake an Urban Forest Experiment, in partnership with Council. This is a climate change project examining the appropriateness of various tree species for street tree planting. Council has no involvement with the project other than to hold the funds as the Local Government entity.*
- *Mid-Upper Hawkesbury Estuary Health Card (\$45K) – The Department of Planning, Industry and Environment have granted Council \$45K as part of the Coastal and Estuary Grants Program. The funds will be utilised across the next three years to continue water quality monitoring and the preparation of annual estuary health reports for the mid to upper Hawkesbury River.*
- *Metropolitan Greenspace Program (\$150K) – Funding has been received under the State Government's 2019/2020 Metropolitan Greenspace Program, enabling Council to implement Stage 2 of the Master Plan at Governor Phillip Park, including improvements to the recreational trail framework.*
- *School Zone Infrastructure (\$635K) – As part of the Federal Government Stimulus Commitment Road Safety Program, works will be undertaken around Bligh Park, Pitt Town and Kurrajong Public Schools to improve infrastructure within the school zones. These works include construction of a wombat crossing and kerb islands, and improvements to existing roundabouts and raised crossings.*

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5. Reserve Funded Adjustments

The following major adjustments are within internally or externally restricted funds, and consequently have nil impact on Council's overall position:

- *Section 711 Reserves – The tonnages reported by Extractive Industries is lower than previous years, requiring a reduction in income of \$34K.*
- *In line with Council Resolution 30 March 2021, an amount of \$2.3M has been transferred from the Multi-Year Reserve to repay the borrowings from Pitt Town Reserves associated for land acquisition in Pitt Town.*
- *Information Technology Reserve – As part of the 2019/2020 end of financial year process, an amount of \$90K was set aside to enhance Council's mobility and resilience. While requirements are still being scoped, it has been determined that additional funding will be required. Therefore, it is deemed prudent use \$20K of savings in mobile devices purchased, to increase the available funding. This allocation will enable Council to respond appropriately to ensure services are provided in a mobile and resilient way, as expected by our community.*
- *The platform Council's financial system uses will be changing to a cloud-based application. The budget was based on the anticipated amount required to complete the modules transferring across. Based costs incurred and further requirements to complete this work, an additional \$20K required, which is being funded from the Information Technology Reserve.*
- *Vineyard Infrastructure Reserves – As a result of delays experienced in the approval of the Vineyard Contributions Plan, the draw-down of the \$16.5M loan and the associated works for road design and stormwater infrastructure has been deferred to 2021/2022. This deferral has resulted in a reduction of \$243K in loan interest, \$121K of interest subsidy, and \$736K in loan repayments in 2020/2021.*
- *Domestic Waste Reserve – Subsequent to the development of the 2020/2021 Original Budget, contract extensions for the collection of recycling and garden organics resulted in price increases. Therefore, an increase of \$212K for recycling and \$177K for garden organics is required. This increase in costs is partly offset by additional income for new services of \$51K.*
- *Waste Management Facility Reserve – A net reduction of \$38K to this Reserve is required, with larger adjustments including:*
 - *Increases in the number recycling services has resulted in \$78K increase in income;*
 - *A review was undertaken to determine the most cost-effective manner to resource the Facility, costing \$24K;*
 - *As a result of unforeseen costs relating to breakages and the resourcing of the facility, has required an additional \$70K to operate the facility; and*
 - *An amount of \$24K was required for reactive works.*
- *Sewer Reserve – A net reduction of \$36K to this Reserve is required, with larger adjustments including:*
 - *Savings in operating costs of \$93K due to improved process treatments;*
 - *Electricity savings of \$66K due to energy efficiency measures; and*
 - *Reactive maintenance required an additional \$105K in capital expenditure.*

The Statement includes several minor adjustments and reallocation of funds that have not been detailed above. Further details can be found in the attachment to this report.

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6. Budgeted Overall Surplus

The main Budget variations detailed above, and other minor variations listed in Attachment 1 to this report result in an overall budgeted surplus position of \$548K. It is recommended that this Surplus is transferred to the Multi Year Reserve.

The Multi Year Infrastructure Projects Reserve underpins the Long Term Financial Plan ensuring that funding availability and optimal asset management are aligned. In preparing the 2020/2021 Budget it was necessary to borrow \$1.2M from this Reserve to balance the budget considering the COVID-19 impacts. Accordingly, it is appropriate that any surplus arising in Quarterly Reviews in 2020/2021, and if necessary, in future financial years, is allocated to this Reserve with the aim of over time of restoring it to the balances built in in the Long Term Financial Plan.

7. Performance against Financial Sustainability Benchmarks

Table 1 provides an update of Council's performance against the Financial Sustainability Benchmarks, as determined as part of the Fit for the Future Framework.

Table 1 - Performance against Financial Sustainability Benchmarks

Financial Sustainability Ratio	Benchmark	Original Budget 2020/2021	Amended Budget 2020/2021 After Carry Overs, Sep & Dec QBRS	Amended Budget 2020/2021 After Mar QBRS
Operating Performance	>= 0	0.002	-0.05	-0.098
Own Source Revenue	> 60%	83.2%	76.3%	72.1%
Asset Renewal	> 100%	128.3%	201.2%	162.7%
Infrastructure Backlog	< 2%	0.8%	0.5%	0.6%
Asset Maintenance	> 100%	103.3%	110.3%	108.8%
Debt Service	0%-20%	5.3%	5.3%	0.9%
Real Operating Expenditure per Capita	Decrease	Increase	Increase	Decrease

8. The Budgeted (Projected) Operating Performance Ratio (OPR)

- a) The OPR was projected to be 0.002 when developing the Original Budget, which deteriorated as part of the September 2020 Quarterly Review due to the impact of the prepayment of part of the 2020/2021 Financial Assistance Grant in 2019/2020 and amounts carried over from 2019/2020. After adoption of the December 2020 Quarterly Review, the Projected OPR was -0.05. As occurred in 2019/2020, it is anticipated the OPR will improve as at June 2021 if the 2021/2022 Financial Assistance Grant is partially prepaid. The Budget also assumes that all budgeted operating expenditure is spent as at 30 June 2021.
- b) As at the end of March 2021, the projected Operating Performance Ratio deteriorates from the December 2020 Quarter, mainly as a result of the \$6.2M increase in depreciation. The main contributor to this increase is \$5.9M associated with the increase in value of road infrastructure assets due to the revaluation undertaken in 2019/2020, in line with accounting standards. Without this impact, the Operating Performance Ratio would have improved to -0.025 due to \$2.5M received in Stimulus Funding and \$1.7M for the Bushfire Local Economic Recovery Program.

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As at the end of the March 2021 Quarter Council is on track to achieve the required Fit for the Future Ratios, except for the Operating Performance Ratio, as planned in its Long-Term Financial Plan.

9. Staff Establishment

As reported to Council at its Ordinary Meeting 23 February 2021, Council's staffing numbers in terms of Full Time Equivalents (FTE) as at the 31 December 2020 was 319.73. There have been no changes to the FTE as at 31 March 2021.

The following changes in position titles have occurred during the quarter ending 31 March 2021:

- Waste Management Coordinator has been retitled to Coordinator Waste Management
- Placemaking Officer has been retitled to Economic Development Officer

COMMUNITY ENGAGEMENT

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

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

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

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. If adopted, the budget proposed will be added to the current 2020/2021 Budget.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The subject of this report does not directly align with a specific Fit for the Future Strategy but does impact on the overall Fit for the Future objectives, being to attain financial sustainability and meet all Fit for the Future benchmarks by June 2021.

It is to be noted that the NSW Government has advised that as a result of the natural disasters and the COVID-19 Pandemic, that Local Government is to focus on supporting the community, rather than focus solely on achieving the Fit for the Future Benchmarks by June 2021.

ATTACHMENTS:

AT - 1 The Quarterly Budget Review Statement - March 2021 - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

Item: 097 **SS - Review of Council's Investment Policy - (95496)**

Previous Item: 43, Ordinary (10 March 2020)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to submit the reviewed Investment Policy to Council for adoption. The report also provides information regarding divestment of funds.

EXECUTIVE SUMMARY:

This report is being submitted to Council to satisfy the requirements of the then Division of Local Government (DLG) Investment Policy Guidelines, issued in May 2010, regarding the annual review of the Investment Policy.

The Investment Policy is to be reviewed at least once a year, or as required in the event of legislative changes. Any amendment to the Investment Policy must be by way of Council resolution.

Accordingly, the Investment Policy has been reviewed and a Draft Investment Policy is attached as Attachment 1 to this report.

The current Investment Policy, adopted by Council at its meeting on 10 March 2020, has been reviewed to:

- Further improve clarity
- Enable the achievement of the desired objectives considering the prevailing market conditions,
- Is consistent with other Council objectives.

This report also includes information regarding divestment of funds associated with sustainable investing, in response to the Council resolution dated 10 March 2020.

RECOMMENDATION:

That Council:

1. Adopt the Draft Investment Policy attached as Attachment 1 to this report.
 2. Receive and note the information outlined in the report regarding divestment of funds.
-

BACKGROUND

Review of Investment Policy

On 25 May 2010, the then Division of Local Government (DLG) issued Investment Policy Guidelines to assist councils with the preparation of an Investment Policy, and the prudent and appropriate management of Council's surplus funds. The Guidelines, issued under Section 23A of the Local Government Act 1993 (the Act), apply to all general purpose and special purpose councils in NSW.

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On 17 February 2011, Circular No.11-01 was issued by the DLG, advising that a revised Investment Order, pursuant to Section 625 of the Local Government Act 1993, had been issued and was applicable to investments made by local councils.

The Investment Policy Guidelines include a template for the Investment Policy. Council's Policy addresses all aspects covered by the Guidelines and the template.

The Investment Policy Guidelines can be accessed at the following link:

<https://www.olg.nsw.gov.au/sites/default/files/Investment-Policy-Guidelines-May-2010.pdf>

Divestment of Funds

At its meeting on 10 March 2021 Council resolved, in part,

"That:

2. *A further report be provided to Council on the implementation of Clause 11.4 of the Investment Policy and the divestment of funds".*

The resolution refers to Clause 11.4 of the current Investment Policy regarding Environment, Social and Governance Investing.

Environmental, Social and Governance (ESG) means using Environmental, Social and Governance factors to evaluate companies on their sustainability. ESG analysis provides valuable insights about factors that can have a significant impact on the financial metrics of a company and therefore better inform the likely risk and performance of investment decisions.

In response to the Council resolution, the information is provided regarding Environment, Social and Governance (ESG) Investments, and the various approaches that can be taken within this report.

Relevant Legislation

Local Government Act 1993

DISCUSSION

Review of Investment Policy

The current Investment Policy was adopted by Council at its meeting on 10 March 2020. At its meeting on 29 October 2019, Council appointed Amicus Advisory Pty Ltd as its Investment Advisor until 30 June 2022.

The purpose of the Investment Policy is to establish the guidelines that Council adopts in investing funds surplus to cash flow requirements. The objectives of this Policy are:

1. To comply with the legislative requirements and regulations relevant to the management of Council's investments;
2. To maximise returns to Council consistent with all requirements of the Policy;
3. To preserve the capital of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters;
4. To ensure the investment portfolio has sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment;

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5. To establish a framework for monitoring the investments. The investment portfolio is expected to achieve a predetermined market average rate of return that considers Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles; and
6. To confirm delegations and other relevant governance matters in relation to Council's investments.

Under Council's Investment Policy, all investments are made in accordance with:

- The Local Government Act 1993 - Section 625
- The Local Government (General) Regulation 2005 - Clause 212
- The Local Government Act 1993 - Order (of the Minister) dated 12 January 2011 and gazetted 11 February 2011
- The Trustee Amendment (Discretionary Investments) Act 1997 - Sections 14A(2), 14C(1) and (2)
- The Local Government Code of Accounting Practice and Financial Reporting
- Office of Local Government Circulars
- Australian Accounting Standards
- Council resolutions

Council's Investment Policy provides a framework within which investment decisions are made. Permitted investments, risk management, diversification, term, and liquidity considerations are addressed within the attached Policy. The requirements regarding measurement, benchmarking, reporting and reviewing of Council's Investments are also addressed.

A review of the current Policy has been undertaken by Council's independent Investment Advisor, Amicus Advisory Pty Ltd to ensure that the Policy:

- Further improve clarity
- Enable the achievement of the desired objectives considering the prevailing market conditions,
- Is consistent with other Council objectives.

The current Investment Policy has been effective in enabling Council Officers to make investment decisions that achieve a good balance between securing the optimal return whilst maintaining cash flow requirements and managing risk by diversifying across institutions and investment terms. The proposed amendments will further enhance the effectiveness and clarity of the Policy.

Proposed Changes

Following is a summary of the proposed amendments to the current Investment Policy, noting the Clause reference is in accordance with the Draft Policy numbering:

- **Clause 2.0 - Objectives** – It is proposed that objective (e) in the current Policy is separated, with the first sentence retained and the remaining section reworded as objective (f), to facilitate ease of understanding and enhance flexibility based on Council's risk tolerance.

It is to be noted that the separation of this objective also results in the final objective change from (f) to (g).

- **Clause 4.1 – Legislation** – It is proposed to remove the reference to Office of Local Government Circular 17-29 in item (e), as this is already covered by reference (g).

Additionally, it is proposed to amend item (g) in the current Policy, by adding "Guidelines and Notices".

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It is to be noted that this removal will change the references to items listed in this Clause after item (d).

- **Clause 8.0 – Prohibited Investments** – It is proposed that the first paragraph be reworded to enhance clarity that the list is not limited, and prohibition is not negotiable.
- **Clause 11.1 – Diversification: Individual Counterparty Limits** – It is proposed to add the following wording to this section, to ensure Council's investments remain compliant when certain elements fluctuate or change:

"These limits will apply at the time of purchase and should subsequent events cause limits to be exceeded, Council will manage the situation in the most appropriate manner with the objective of returning the portfolio within policy limits."

Within the Credit Rating Category Limits, it is proposed to change the maximum percentage of total portfolio for BBB+ to BBB and below rated institutions from 30% to 40% and BBB- and below rated institutions from 5% to 10%.

Within the Individual Counterparty Limits, it is proposed to change the maximum percentage with 1 institution for BBB+ and BBB rated institutions from 5% to 10%.

These amendments provide enhanced flexibility, including the ability to consider more Environment, Social and Governance investments; the ability to attract higher rates, and is more aligned with other councils, in accordance with advice provided by Council's Investment Advisor.

- **Clause 11.4 – Environment, Social and Governance (ESG) Investing** – The current Investment Policy adopted on 10 March 2020 allows Council to invest in ESG investments provided the same return is not adversely impacted. The Policy has enabled Council to have 16% of its portfolio as at the end of April 2020 comprised of ESG investments.

Council staff, with the assistance of the Investment Advisor have considered the various approaches to ESG investments. The outcome of the review is that Council should take a positive approach to ESG investments, where at the time of selecting the most appropriate investment, a request for the investment to be a "Green Tailored" investment is made. This approach means that over time, Council's portfolio will consist of a higher proportion of ESG investments. The speed at which this conversion occurs, depends upon the availability of ESG products at the time of investment.

Clause 11.4 within Council's current Investment Policy states the following:

"Where financial institutions are offering equivalent investment returns with the same credit rating and assessed financial risk and the investment fits within the provisions of this Investment Policy, preference will be given to placing funds with institutions identified as having the higher ESG standards."

The current Clause provides sufficient flexibility and risk management in relation to ESG investing. The review did however highlight that enhanced clarity in reporting of ESG investments as part of the Monthly Investment Report to Council would be beneficial, in order to demonstrate how Council's portfolio composition is changing as more ESG investments are included over time.

This reporting has commenced, showing the progression over time of Council's increasing portfolio share with ESG investments. In the April 2021 Investment Report, it is shown under Figure 1. Council's percentage of ESG investments across the portfolio has increased to 16.41% from 0% in July 2020.

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- **Clause 12.0 – Investment Advisor** – From time to time investments may become available where such investments can only be accessed through the Investment Advisor acting as a broker. This process often involves the payment of a commission to the broker. To avoid conflict of interest, actual or perceived it is proposed that the following wording is included:

“Any commissions received by the investment advisor must be rebated in full to Council.”

The Investment Policy adopted by Council at the meeting of 10 March 2020 has been reviewed by Council staff and Council's Investment Advisor, Amicus Advisory Pty Ltd to reflect the changes detailed above. The revised Policy is attached as Attachment 1 to this report.

The proposed changes, if adopted, will result in an Investment Policy that is:

- Consistent with the Investment Guidelines
- Clear and easy to follow,
- Still achieving the desired objectives considering the prevailing market conditions,
- Consistent with other Council objectives

The proposed amendments would result in an enhancement of the current Policy.

Divestment of Funds

A presentation regarding the review of the Investment Policy, including the various approaches regarding ESG Investments, was provided at the Councillor Briefing Session on 18 May 2021.

One approach is a 'negative-screening' approach where institutions and industries that are deemed to act negatively regarding ESG are excluded from investment consideration. The general environment in which Council operates restricts investments predominantly to Australian Deposit-Taking Institutions (ADIs). Using a 'negative-screening' approach often excludes the major banks because of their size, these institutions are the only available to fund large corporate entities, which generally are significant consumers or producers of fossil fuels. This would result in significant restriction in the range of investments available to Council, increased risk due to investment in lower rated institutions and lower returns.

It has been recommended by Council's Investment Advisor not to divest funds for the following reasons:

- It will require closure of investments in major banks (currently 85% of the portfolio);
- It will increase overall risk of the portfolio, as investments will be forced into lower rated ADIs;
- Currently no NSW council excludes major banks;
- This approach would lead to Council having one of the least conservative portfolios in terms of investment risk

A more sophisticated approach is to seek investments in institutions or industries that apart from not doing anything negative, are going above and beyond to deliver positive activities. A practical approach adopted by many Councils is to invest in Green Term Deposits and Green or ESG Bonds issued by ADIs. These investments restrict these investments to ensure that they fund Green or ESG loans for example, in solar or wind farms or low energy buildings.

The rationale behind the current ESG clause include:

- Preventing increased financial risk as a result of ESG considerations;
- Need to balance trade-off between ESG and financial returns;
- ESG investment opportunities are currently limited;
- Enabling the portfolio to become progressively more ESG orientated over time;
- Enabling opportunities to be taken when available;
- Remaining flexible with a principles approach in preference to a prescription approach; and
- The market is likely to evolve further and produce more ESG investments.

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The changes recommended to the current Investment Policy will enable a greater proportion of ESG investments within the portfolio, as more opportunities will become available through the expansion of the percentage permitted for BBB+/BBB rated institutions.

COMMUNITY ENGAGEMENT

The Policy, which is the subject of this report, is being reported to Council in accordance with legislative requirements. Under these circumstances it is considered that public consultation is not required.

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

1.3 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.

FINANCIAL IMPACT

There are no financial implications applicable to this report. The adoption of the Investment Policy, as amended, and as attached to this report provides an expanded scope regarding placing investments and consequently the potential to achieve higher returns whilst still managing the risk.

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.

ATTACHMENTS:

AT - 1 Draft Investment Policy May 2021 - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

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SECTION 3 – Reports for Determination
Meeting Date: 25 May 2021

Item: 098 **SS - Procurement Policy - (96332, 95496)**

Previous Item: 062, Ordinary (30 March 2021)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the outcome of the public exhibition of the Draft Procurement Policy and to seek adoption of the Policy.

EXECUTIVE SUMMARY:

In order to provide an overarching statement regarding the approach Council takes to all its procurement activities, a Draft Procurement Policy was developed.

Council at its Meeting on 30 March 2021, resolved to place the Draft Procurement Policy on public exhibition.

The Draft Policy was publicly exhibited for 28 days from 15 April 2021 until 13 May 2021. One submission was received during this period and is detailed within this report. Council staff considered the matters raised in the submission and it has been determined that no amendment to the Draft Policy is required. Issues raised have been addressed in this report.

RECOMMENDATION:

That Council adopt the Procurement Policy attached as Attachment 1 to this report.

BACKGROUND

At the Ordinary Meeting of Council held on 30 March 2021, consideration was given to a report regarding the Draft Procurement Policy. Council adopted the following resolution relevant to this report:

"That:

- 1. Council endorse the Draft Procurement Policy attached as Attachment 1 to this report.*
- 2. The Draft Procurement Policy be placed on public exhibition for a period of 28 days.*
- 3. The matter be reported back to Council following the public exhibition period."*

Relevant Legislation

All procurement activities undertaken by Council are required to be in accordance with the applicable legislative framework. The following legislation and associated guidelines apply:

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Government Information (Public) Access Act 2009 (NSW)
- Privacy and Personal Information Protection Act 1998
- Competition and Consumer Act 2010

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- Building and Construction Industry Security of Payment Act 1999 (NSW)
- Work Health and Safety Act 2011 (Cth)
- Tendering Guidelines for NSW Local Government October 2009

In addition to the legislative framework, the following Council policies are also relevant when undertaking procurement activities.

- Statement of Business Ethics
- Code of Conduct

DISCUSSION

Council at its ordinary meeting on 30 March 2021, resolved to place the Draft Procurement Policy on public exhibition. The Draft Policy provides an overarching statement regarding the approach Council takes to all its procurement activities, and to communicate this approach to those undertaking business with Council.

The Draft Policy is aimed at Council following procurement processes and practices that achieve an optimum balance between cost-effectiveness and other social, economic and environmental objectives, within the applicable legislative framework.

The Draft Policy was publicly exhibited for 28 days from 15 April 2021 until 13 May 2021. One submission was received during this period. The submission is provided below. All issues raised have been addressed in Council staff's responses.

Submission

Submission	Response
<i>The sentiment of the policy is very good, including the purpose and scope.</i>	Noted
<i>From clause 5: Be open, honest, transparent, ethical and accountable in all dealings. The policy does not define these terms nor identify how transparency or accountability are achieved. In order to ensure their implementation, the methodology must be specified.</i>	<p>These terms are self-explanatory and, therefore do not require specific definition with the Policy. The intent of a Policy is to provide a high-level, over-arching framework. A Policy is implemented through and supported by detailed procedures.</p> <p>Council's procedures include various elements to ensure Council is open, honest, transparent, ethical and accountable in all dealings. These elements include:</p> <ul style="list-style-type: none">• Detailed Requests for Quotes and Tenders documentation, including the evaluation criteria.• The requirement to form a Tender Evaluation Panel.• The requirement for the Tender Evaluation Panel to develop an Evaluation and Probity Plan prior to a Tender or Quote closing. This Plan details the evaluation criteria and weightings.• The requirements for the Tender Evaluation Panel members to declare any conflict if

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	<p>interests and if necessary remove themselves from the process.</p> <ul style="list-style-type: none"> Controls regarding the opening of Quotes and Tenders. A process for evaluation Quotes and Tender responses. The requirement to complete documentation which is submitted to the relevant Manager or Director, or other relevant staff with the appropriate financial delegation. <p>Any unsuccessful potential supplier that has participated in a procurement process is able to seek feedback and they are advised in what areas of the response they were considered to be deficient or otherwise.</p> <p>Based on the requirements within Council's Procedures, it is considered that Council's methodology for procurement is robust. It is not considered necessary or appropriate to include detailed methodology within the Policy.</p>
<p><i>From clause 5.2: except where the goods, services or works from local suppliers cannot meet quality, time or cost requirements. Again, there need to be clear guidelines about how this is determined so this is not used as a short cut or to discriminate against local businesses through exclusion without genuine cause. Accountability methodology also needs to be clear here.</i></p>	<p>As part of the process evaluation Quotes and Tender responses, the Tender Evaluation Panel evaluates <u>all</u> responses received, (whether local or not) against the specification as published in the Request for Quote or Tender, and evaluated against the pre-established criteria and associated weightings. Specifications include specific requirements in regard to quality and timeframes. The cost is a weighted criterion.</p> <p>Where a supplier satisfies one or more criteria defining a local business, they will be allocated additional points to the result of the evaluation detailed above.</p> <p>Therefore it is not considered necessary to make any changes to the Policy in this regard.</p>
<p><i>From clause 5.2: Employment of staff living within the Hawkesbury Local Government Area. This should also be quantified, as a business claiming to be local purely through staffing should have a minimum of 40% staff from the LGA, otherwise this could open the benefits of being local up to businesses with one staff member from the Hawkesbury and defeat the purpose of this policy.</i></p>	<p>The weighting for local preference is up to a certain value and will be based on the extent of local requirements satisfied as per the Policy.</p> <p>For example if a company had 10 staff engaged on the project and only one was local and this was the only part of local preference criteria that the company met then the Evaluation Panel may consider not to apply any local preference or only apply a percentage of the weighting.</p>

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	Therefore it is not considered necessary to make any changes to the Policy in this regard.
<p><i>I strongly believe that a short notice open invitation for quote that is advertised, is a far more transparent and efficient way to undertake procurement when compared to the existing selected invitation for quotation practice. It avoids the appearance of favouritism and allows for many more businesses to provide quotes, ensuring that the procurement is at the peak of cost effectiveness and competition. It would also allow for many potential local businesses to quote compared with the potential for none or one under the wording of this policy. While I have not had time to research it, I would be surprised if best practice resulted in the existing method compared to this proposed method.</i></p>	<p>Council's procedures specify the quotation methodology that is to be used based on the estimated cost of the good or service. This is in line with best practice procurement processes and legislation that applies to Local Government.</p> <p>The requirement to obtain quotes is subject to cost thresholds to ensure the process is cost-effective.</p> <p>Council may obtain quotes from existing panels of preferred suppliers. This process is cost-effective, timely and is based on prior assessments of the suitability of these suppliers in line with Council's requirements.</p> <p>Pre-established supplier panels have a timeframe, and fresh open quotes would be sought upon expiry of these panels.</p> <p>The cost of running an open invitation for low-cost goods and services precludes the suggested methodology in the submission as being a viable option. It would also impact on the timeliness of obtaining goods and services.</p> <p>Therefore it is not considered necessary to make any changes to the Policy in this regard.</p>
<p><i>In my opinion, local business will be more confident in the Council's ability to complete procurement in the interests of the LGA if the felt they were on equal footing in all procurement and there was transparency and accountability around the process. Specifically, if someone independent of the process like the Mayor or Councillors had the power to confirm the application of the policy and exercised these powers, there was a formal way to complain about any believed unfair practice or bias by the Council staff on procurement matters and that all local businesses were going to be given ample opportunity to provide quotations.</i></p>	<p>Council's Procurement processes are an operational matter delegated to the General Manager and fall within the scope of functions undertaken by staff in accordance with the assigned delegations.</p> <p>Council's Procurement procedures provide detailed processes including robust controls and identify key roles and responsibilities to support the application of the Procurement Policy.</p> <p>Procurement processes are regularly subject to audits, external (annually) and internal audits. Any findings requiring management or Council attention are reported through the applicable mechanisms including reports to the Audit Committee and / or Council. These processes provide independent oversight of procurement activities.</p> <p>Council staff will be applying Council's adopted Procurement Policy, including the requirements in regard to local preference.</p>

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	<p>If anyone is not satisfied that Council staff have adhered to the Procurement Policy or have in any manner acted in a manner not consistent with the intent of the Policy, they may lodge a formal complaint in accordance with Council's Complaints Policy.</p> <p>Therefore it is not considered necessary to make any changes to the Policy in this regard.</p>
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Based on the response to matters raised in the submission, it is considered that no changes are required to the Procurement Policy as exhibited, and attached as Attachment 1 to this report.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. It is proposed that once the Policy is adopted, it will be promoted to the Community on social media and provided to key agencies. The Policy will also be distributed to peak business organisations including the Chamber of Commerce.

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.

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

Our Environment

3.2 To live sustainably and reduce our ecological footprint - Identify and make best use of our local resources and awareness of contribution to the environment

3.2.3 Become a carbon neutral Local Government Area.

3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices

3.4.1 Work with businesses and tourism operators to promote good practice and sustainability principles.

Our Future

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.

5.7.3 Businesses are encouraged and upskilled to adopt more ethical and sustainable practices.

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FINANCIAL IMPACT

There are no financial implications applicable to this report. The Draft Procurement Policy is aimed at balancing various objectives, including value for money. Accordingly, it is not envisaged that the adoption and subsequent implementation of the Policy would have an adverse impact on Council's adopted 2020/2021 Operational Plan and Council's Long Term Financial Plan.

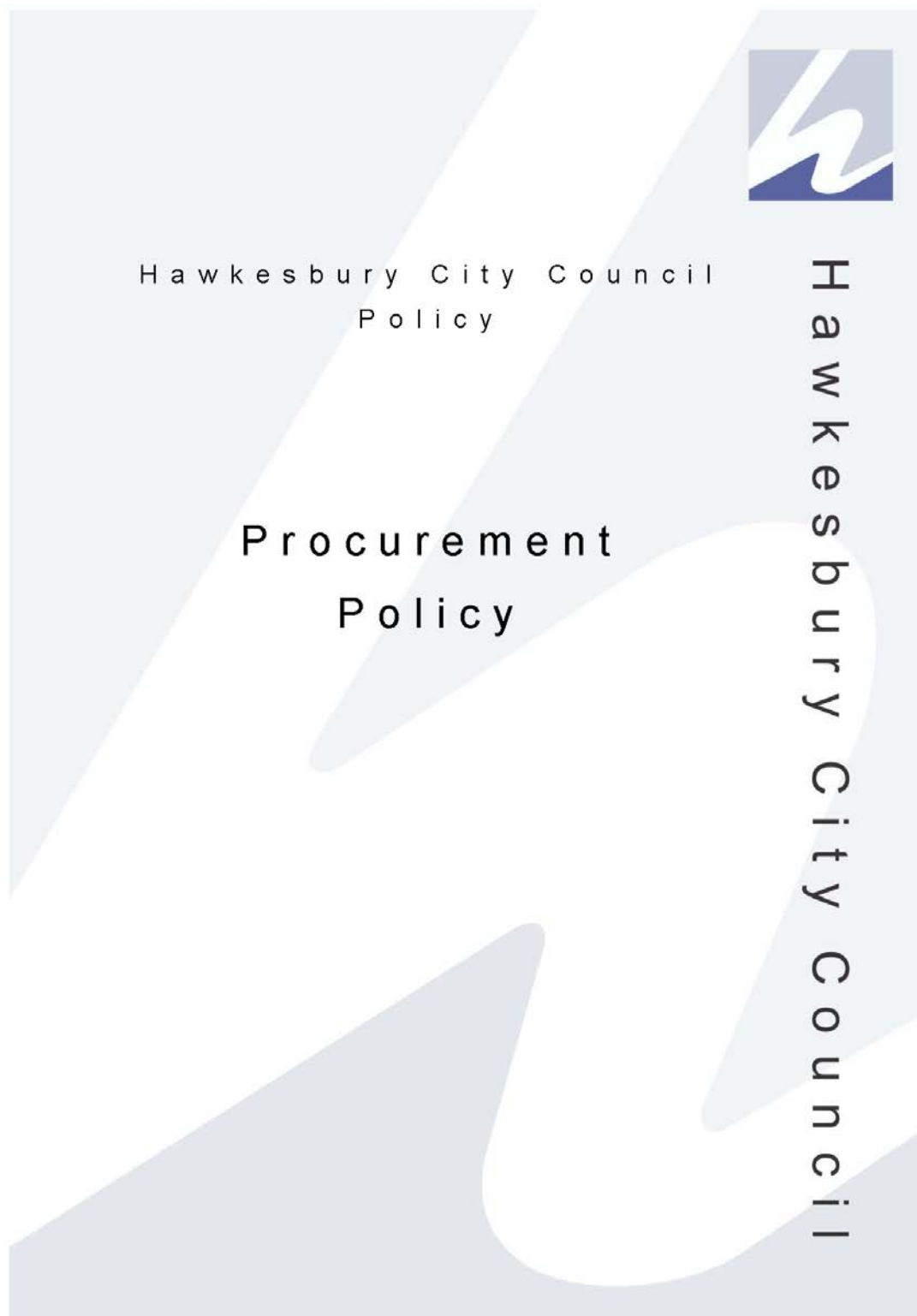
FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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.

ATTACHMENTS:

AT - 1 Procurement Policy.

AT - 1 Procurement Policy



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Division:	Support Services	Policy Number:	Enter No
Branch:	Financial Services	Adopted Date:	Enter Date
Responsible Officer:	Chief Financial Officer	Next Review Date:	Enter Date
Director:	Support Services	Version:	1

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HAWKESBURY CITY COUNCIL POLICY
Procurement Policy

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HAWKESBURY CITY COUNCIL POLICY
Procurement Policy

1. TITLE

Procurement Policy.

2. PURPOSE

Council procures goods, services and works to effectively deliver services and infrastructure to the community. This Policy outlines the key principles, objectives and requirements that must be adhered to by all those undertaking procurement activities for Council.

The community should have confidence that Council will procure goods and services in a cost effective and appropriate manner. Suppliers should understand the processes by which goods and services are procured and have confidence that procurement processes of Council are applied fairly and consistently.

3. SCOPE

All Council staff, contractors, consultants, and temporary (labour hire) staff, responsible for the procurement or sale of goods, services and works on behalf of Council must comply with this Policy and all associated procedures.

The Policy scope covers all types of procurement for all spend categories that include but are not limited to:

- Goods and materials, supplies, parts, plant and equipment, information communications and technology hardware and systems
- Services, consultants, labour hire, contractors, information and communication technology services
- Works, asset and facilities construction, repairs and maintenance, and infrastructure, minor and major capital works
- Disposal of goods and materials.

This Policy does not apply to procurement from another council or other government agencies, employment contracts, real estate property acquisition or sales, sponsorship, grants, re-imbursements and donations or where the Council has adopted a specific acquisition or sale strategy.

This Policy does not confer any delegated authority upon any person. All delegations to staff are issued by the General Manager.

4. BACKGROUND

Council procures goods, services and works to effectively deliver services and infrastructure to the community. In undertaking its procurement activities Council needs to balance various objectives. These include:

- Cost-effectiveness and competition
- Legislative requirements
- Social responsibility
- Environmental considerations
- Supporting local economic activity

This Policy aims to approach procurement activities in a manner that achieves the optimum balance between the above objectives.

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HAWKESBURY CITY COUNCIL POLICY
Procurement Policy

5. POLICY DETAILS

Council will:

- Apply Best Practice procurement processes that comply with all legislative requirements.
- Be open, honest, transparent, ethical and accountable in all dealings.
- Ensure that appropriate protections are afforded to commercially sensitive and confidential material that is provided to Council by suppliers.
- Ensure the promotion of fairness and competition.
- Obtain value for money.
- Promote sustainable and socially responsible procurement principles.
- Promote and encourage the use of local suppliers.

5.1 Sustainable and Socially Responsible Procurement

Council recognises the importance of incorporating sustainability and social responsibility in its procurement activities. Council needs to balance this with its responsibility to utilise ratepayer's funds in an effective manner. Council promotes cost effective Sustainable and Socially Responsible Procurement principles by:

- Facilitating the achievement of value for money by incorporating total cost of ownership into procurement decisions.
- Minimising our ecological footprint through the procurement of goods and services that can demonstrate zero or reduced environmental impact, having regard to applicable industry standards, quality and cost requirements.
- Considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner.
- Avoiding purchasing products that pollute soils, air or waterways, or hazardous chemicals.
- Choosing environmentally sustainable or recycled products and services and purchasing products that reduce greenhouse emissions.
- Contributing to economic growth in the local economy by supporting local business to compete for procurement contracts.
- Encouraging ethical trading and protect human rights through dealing with organisations that can demonstrate ethical supply chain practices.
- Increasing diversity in the workplace through engagement of disability organisations and social enterprises for the provision of goods and services when available and cost effective.
- Encourage and promoting equity of access to a wide range of organisations.

5.2 Local Supplier Support

Council recognises the economic and social benefits that are derived through supporting local businesses to compete and be successful in being awarded contracts for the provision of goods, services and works by Council. Council needs to balance this with its responsibility to utilise ratepayer's funds in an effective manner. Council will support Local Suppliers by:

- Promoting the use of local suppliers as either principle suppliers or sub-contractors
- Supporting suppliers to understand the requirements for competing for Council procurement contracts.
- Encouraging local suppliers to register their interest in doing business with Council through Council's website and other associated economic development activities
- Providing all (local and non-local) suppliers with increased visibility of Council's forward works program.
- Providing constructive feedback regarding supplier's tender and quotation submissions, and detail how they can improve.

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HAWKESBURY CITY COUNCIL POLICY

Procurement Policy

- Sourcing a minimum of one quotation for goods, services and works with a value of less than \$50,000 from suppliers within the Hawkesbury local government area except where the goods, services or works from local suppliers cannot meet quality, time or cost requirements.
- Applying a local preference, non-price weighting, for quotations over \$50,000 and for all Tenders. The weighting will be applied to demonstrated local supplier content (based on either principle supplier or local sub-contractors). This approach will be clearly indicated on Council's Request for Quotations and Tenders.
- Establishing a gradual improvement target in regard to the use of local suppliers.

Definition of Local Supplier

To be classed as a 'Local Supplier', suppliers must have either:

- A registered business address within the Hawkesbury Local Government Area as the Principal Contractor or by the use of Subcontractors or,
- A local business premises or facility such as: distribution centre, depot, warehouse, quarry, office or manufacturing plant located within the Hawkesbury Local Government Area or
- Employment of staff living within the Hawkesbury Local Government Area.

6. ROLES AND RESPONSIBILITY

Authorised Officer	Roles & Responsibilities
All Council Officers	<ul style="list-style-type: none">• Acknowledge and comply with this Policy and all associated Procedures.
Chief Financial Officer	<ul style="list-style-type: none">• Ensure Council's procurement procedures are in accordance with this Policy• Ensure there is a framework in place to monitor compliance with this Policy and associated procedures.

7. DEFINITIONS

- **Best Practice** means a methodology, technique, set of guidelines, ethics, or ideas that has consistently shown results superior to those achieved with other means, and that is used as a benchmark that represent the most efficient or prudent course of action.
- **Council** means Hawkesbury City Council.
- **Procurement** means all activities involved in acquiring goods or services either outright or by lease (including disposal and lease termination). Procurement includes acquiring consumables, capital equipment, real property, infrastructure, and services under consultancies, professional services, facilities management and construction.
- **Sustainable Procurement** takes a wider view and incorporates the net benefits for both the buying organisation and the wider world. Sustainable procurement considers the total purchase cost and economic, environmental and social impacts within a wider framework of good governance, when acquiring goods and services.
- **Tender** means an offer, lodged in response to a public invitation from Council for amounts above \$250K including GST that are subject to requirements of section 55 of the Local Government Act 1993 and related regulation.

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HAWKESBURY CITY COUNCIL POLICY

Procurement Policy

- **Value for money** means selecting the supply of goods, services or works, taking into account both cost and non-cost factors including:
 - Contribution to the Council's Community Strategic Plan and objectives
 - Fitness for purpose, quality, service and support, risk, and environmental and sustainability factors
 - Whole-of-life costs, transaction costs associated with the purchase, utilisation, maintenance and disposal of the goods, materials or assets.
- **Local supplier** means a supplier that has:
 - A registered business address within the Hawkesbury Local Government Area as the Principal Contractor or by the use of Subcontractors, or
 - A local business premises or facility such as: distribution centre, depot, warehouse, quarry, office or manufacturing plant located within the Hawkesbury Local Government Area or
 - Employment of staff living within the Hawkesbury Local Government Area.

8. RELATED DOCUMENTS

Legislation

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Government Information (Public) Access Act 2009 (NSW)
- Privacy and Personal Information Protection Act 1998
- Competition and Consumer Act 2010
- Building and Construction Industry Security of Payment Act 1999 (NSW)
- Work Health and Safety Act 2011 (Cth).

Related policies

- Statement of Business Ethics
- Code of Conduct.

Guidelines

- Tendering Guidelines for NSW Local Government, October 2009.

Corporate Policies

- Procurement of Goods and Services Operational Management Standard
- Tendering Process Operational Management Standard
- Tenders – Record Keeping Operational Management Standard.

oooO END OF REPORT Oooo

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ORDINARY MEETING

SECTION 4 – Reports of Committees

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SECTION 4 – Reports of Committees
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SECTION 4 – Reports of Committees

Item: 099 **ROC - Local Traffic Committee - 10 May 2021 - (80245, 95495)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 10 May 2021. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

EXECUTIVE SUMMARY:

The Local Traffic Committee considered four items, contained within the Minutes of the Local Traffic Committee. As these items have no policy or financial implications to Council, they are presented for information only.

RECOMMENDATION:

That Council receive and note the Minutes of the Local Traffic Committee Meeting held on the 10 May 2021.

DISCUSSION

The Committee considered staff reports on a range of matters as shown in the attached Minutes (Attachment 1). Further commentary is made on the following items:

Item 2.2: General Traffic Matter – Road Safety Program – School Zone Infrastructure Offer of Funding.

Funding has been provided under the Federal Government Stimulus Commitment Road Safety Program (School Zone Infrastructure) to provide or upgrade Pedestrian Crossing facilities for Bligh Park Public School, Pitt Town Public School and Kurrajong Public School.

The facility at Kurrajong Public School requires converting the existing 'at grade' pedestrian crossing with kerb Islands to a raised Wombat Pedestrian crossing with Kerb Islands.

The existing Pedestrian Crossing was constructed in 1999 with kerb Islands and 'at-grade' due to resident concerns at that time related to potential noise. Consultation will be undertaken with adjoining residents to again ascertain their views in relation to converting the existing Pedestrian Crossing. Implementation of the conversion will be subject to the results of that consultation.

Item 2.3: General Traffic Matter – Speed Review of Liverpool Street, Buckingham Street and Fernadell Drive, Pitt Town.

Issues in relation to speeding vehicles were raised by residents from Liverpool Street, Pitt Town. They indicated that vehicles were using Liverpool Street as a means to access Eldon Street from the Pitt Town development north of Fernadell Drive.

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A review was undertaken which included traffic counts. The results from the counts indicate that the traffic numbers and speeds are within acceptable limits and the implementation of traffic calming measures is not warranted at this stage.

- Item 2.4: General Traffic Matter – Speed Review of McMahons Park Road, Kurrajong and Surrounding Street.

Issues in relation to speeding vehicles along McMahons Park Road, Kurrajong to access the park have been raised by residents. McMahons Park Road provides access to McMahons Park from Old Bells Line of Road. A review has been undertaken which included traffic counts. The results from the counts indicate that the traffic numbers and speeds are within acceptable limits and the implementation of traffic calming measures is not warranted at this stage.

The investigation was extended to Grose Vale Road and Old Bells Line of Road which is the section of road that carries traffic through the town centre. The speeds recorded along this section of road are in keeping for a 50kph road, however, this section of road is sign posted as a 40kph High Pedestrian Activity Area (HPAA). The implementation of traffic calming measures will better facilitate and self-regulate the existing 40kph speed limit through the town centre. The Committee supported that initially consultation be undertaken with the Kurrajong community to ascertain their views on the implementation of traffic calming measures along Grose Vale Road and Old Bells Line of Road. Based on the feedback received, further investigation be undertaken in relation to design and funding options through Transport for NSW. Consultation relating to Item 2.2 at Kurrajong Public School is related to this matter.

ATTACHMENTS:

- AT - 1** Minutes of the Local Traffic Committee held on 10 May 2021.

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AT - 1 Minutes of the Local Traffic Committee held on 10 May 2021

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on Monday, 10 May 2021, commencing at 3pm.

ATTENDANCE

Present: Councillor Peter Reynolds, Hawkesbury City Council
Inspector Brendan Hillyard, NSW Police Force
Mr Mark Rusev representing Ms Robyn Preston, MP (Hawkesbury)

Apologies: Mr David Osborne, Transport for NSW
Mr Steve Grady, Busways
Senior Constable Damien Mitchell, NSW Police Force

In Attendance: Mr Christopher Amit, Hawkesbury City Council, (Chair)
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 Chairman tendered an apology on behalf of Mr David Osborne, Transport for NSW advising that Mr Osborne, concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on his behalf.

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

SECTION 1 – Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the Motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev, that the Minutes from the previous meeting held on Monday, 12 April 2021 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

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SECTION 2 - Reports for Determination

Item: 2.1 **LTC - Proposed Roundabout Grose Vale Road at Sunnyside Crescent, North Richmond - (Hawkesbury) - (80245, 123265)**

Previous Item: LTC Item 2.3 – 9 November 2020

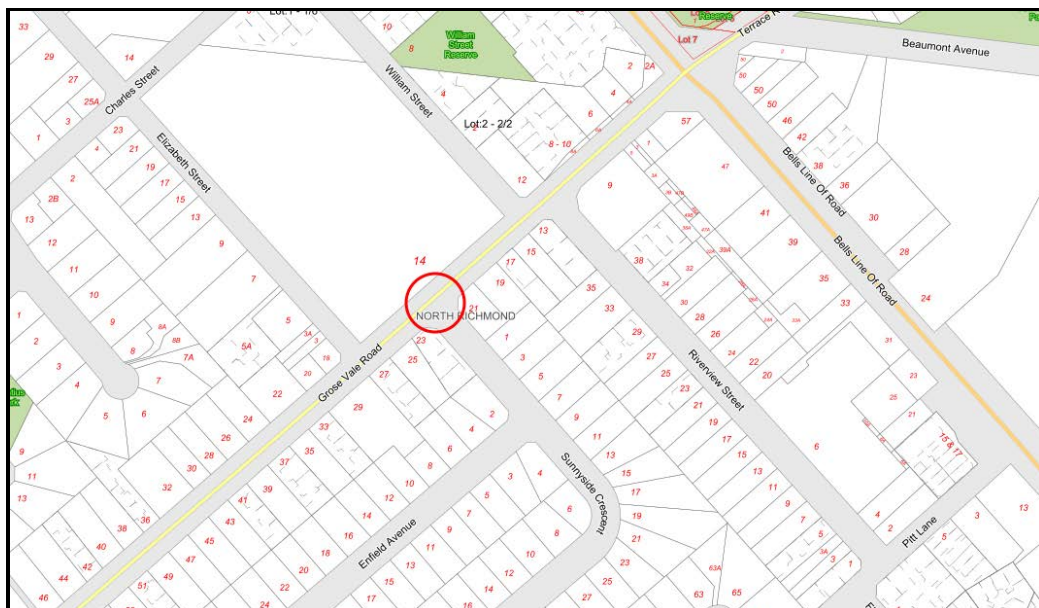
REPORT:

Background:

The installation of a single lane roundabout at the intersection of Grose Vale Road and Sunnyside Crescent, North Richmond was reported to the Local Traffic Committee on 09 November 2020 with the following recommendation adopted by Council on 24 November 2020:

“That:

1. *The provision of a roundabout intersection treatment as proposed in the Operational Plan 2020/2021 at the intersection of Grose Vale Road and Riverview Street, North Richmond not be implemented and alternatively works be undertaken to provide a single lane roundabout intersection treatment in Grose Vale Road at Sunnyside Crescent, North Richmond as outlined in attachment 1, with details of the final design layout to be reported back to the Local Traffic Committee for its endorsement.*
2. *Traffic safety improvements along Riverview Street be undertaken by implementing sign and line marking treatments which include extending the No Stopping zone (R5-400) from the Grose Vale Road intersection for an overall distance of approximately 50 metres to provide a No Stopping zone on the south western side of Riverview Street to end at the property boundary line of Nos 35 and 37 with the No Stopping zone on the north eastern side of Riverview Street to link the missing section between the intersection and the zone across the driveway to the car park, as outlined in attachment 2. The No Stopping zone changes are to be complemented by extending the centreline and lane line accordingly to match the No Stopping zone extent from the intersection of Grose Vale Road as well as extending the centre line and providing edge lines along the remaining length of Riverview Street to Pitt Lane.”*



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Figure 1: Intersection Location – Grose Vale Road and Sunnyside Crescent, North Richmond

The design for the roundabout has been undertaken which includes the repositioning of the existing Pedestrian Wombat Crossing, traffic calming devices, line marking, lighting and signage. As part of the design process a road safety audit has also been undertaken. Details of the roundabout and associated works is included in Attachment 1.

As part of the intersection improvements, the functionality of the intersection and its approach roads will alter. This will result in changes to the existing on-street parking in both Grose Vale Road and Sunnyside Crescent. Changes to the existing parking zones are required in Grose Vale Road and Sunnyside Crescent to improve safety at this location as well as allow the roundabout to function.

Details of the turning paths in relation to the proposed intersection works are included in Attachment 2. The turning paths indicate that a 12.5metre bus can negotiate the intersection.

Consultation:

Consultation was undertaken during March/April 2021 with properties adjacent to where parking restrictions are proposed to be altered along Grose Vale Road and Sunnyside Crescent. A copy of the signs and linemarking plan (Attachment 1) was included.

No objections were received in relation to the proposed parking restrictions along Grose Vale Road and Sunnyside Crescent.

Summary:

It is proposed that the installation of a roundabout, which includes the provision of traffic calming, relocation of the existing Wombat Crossing, a pedestrian Refuge, linemarking, signage and lighting, at the intersection of Grose Vale Road and Sunnyside Crescent, North Richmond be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 20011D16).

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RECOMMENDATION TO COMMITTEE:

That the installation of a roundabout, which includes the provision of traffic calming, relocation of the existing Wombat Crossing, a pedestrian Refuge, linemarking, signage and lighting, at the intersection of Grose Vale Road and Sunnyside Crescent, North Richmond be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 20011D16).

APPENDICES:

- AT – 1** Proposed Roundabout – Grose Vale Road and Sunnyside Crescent, North Richmond – Signage and Linemarking Plan No. 20011D16
- AT - 2** Proposed Roundabout – Grose Vale Road and Sunnyside Crescent, North Richmond – 12.5m Rigid Bus Turning Paths - Plan No. 20011D18

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**AT – 2 Proposed Roundabout – Grose Vale Road and Sunnyside Crescent, North Richmond –
12.5m Rigid Bus Turning Paths - Plan No. 20011D18**



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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.

Support for the Recommendation: Unanimous support

That the installation of a roundabout, which includes the provision of traffic calming, relocation of the existing Wombat Crossing, a pedestrian Refuge, linemarking, signage and lighting, at the intersection of Grose Vale Road and Sunnyside Crescent, North Richmond be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 20011D16).

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Item: 2.2 LTC - Road Safety Program - School Zone Infrastructure Offer of Funding - (Hawkesbury) - (80245, 73625, 123265, 147643)

Previous Item: LTC Item 2.2 – 14 September 2020
 LTC Item 2.2 – 08 March 2021

REPORT:

Funding has been provided under the Federal Government Stimulus Commitment Road Safety Program (School Zone Infrastructure). The Road Safety Program funding will prioritise the development and delivery of road safety infrastructure projects across NSW.

The Schools where the facilities are to be provided or upgraded are Bligh Park Public School, Pitt Town Public School and Kurrajong Public School:

Details of the proposed projects and funding allocation for each site is listed below:

1. Bligh Park Public School (\$245,000): Colonial Drive, Bligh Park upgrade to the existing 'at grade' pedestrian crossing and roundabout near Alexander Street (eastern end).

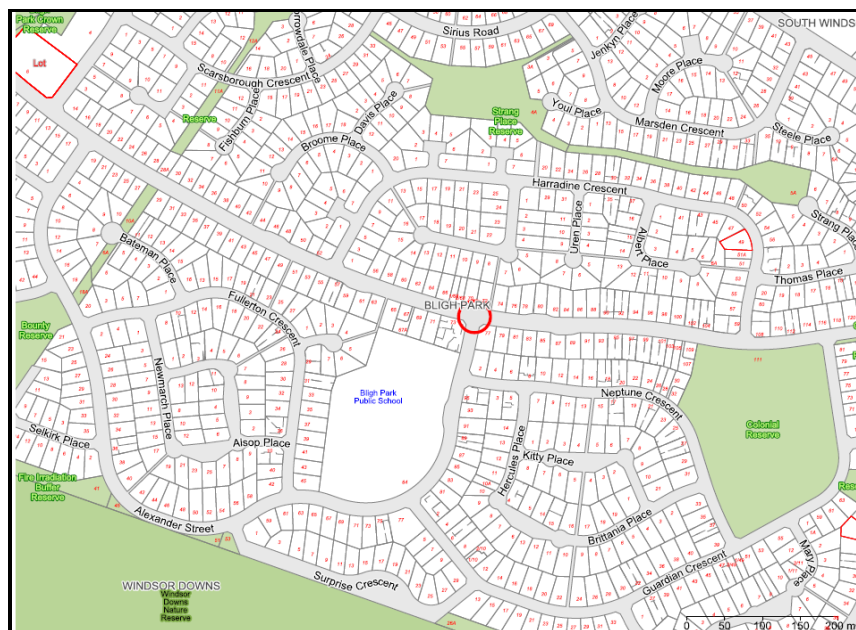


Figure 1: Intersection Location – Colonial Drive and Alexander Street (eastern side), Bligh Park

The proposed treatments for Colonial Drive was previously reported to the LTC on 8 March 2021. The works included that the existing pedestrian crossing in Colonial Drive be relocated approximately 7metres west from its current location and be positioned centrally between the driveways to No 68 and No 70 Colonial Drive. The centre island of the roundabout requires an upgrade as it does not achieve adequate horizontal deflection. The proposal is that the centre island is replaced with a concrete centre island with a vertical profile that is mountable by large (heavy) vehicles, whilst creating deflection for standard (light) vehicles, without the need for rumble bars.

Students cross Colonial Drive from a catchment to the north and along Colonial Drive and then proceed along Alexander Street to Bligh Park Public School. The proposed works will improve the safety of students crossing Colonial Drive as well as slowing down vehicles at this intersection. Details of the proposed works are outlined in Attachment 1.

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2. Pitt Town Public School (\$240,000): Fernadell Drive, Pitt Town construct a raised Wombat Pedestrian Crossing with Kerb Islands.

The School Principal and the School Community have requested the provision of either a Children's Crossing or a Pedestrian Crossing along Fernadell Drive adjacent to the school entry point located at the north west corner of the property. Changes to Parking restrictions at the School were implemented as a result of the measures presented to the Local Traffic Committee at its meeting in 14 September 2020. The provision of the raised Wombat Pedestrian Crossing in Fernadell Drive will supplement the recent parking arrangements implemented and the existing Children's Crossing at the Buckingham Street entry to the School.



Figure 2: Details of changes to parking restrictions undertaken in 2020 and proposed Crossing Location

3. Kurrajong Public School (\$150,000): Grose Vale Road, Kurrajong convert the existing 'at grade' pedestrian crossing with kerb Islands to a raised Wombat Pedestrian crossing with Kerb Islands. This safety requirement is in keeping with pedestrian crossings fronting Schools needing to be raised wombat crossings.

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Figure 3: Pedestrian Crossing Location - Grose Vale Road, Kurrajong

The existing Pedestrian Crossing was constructed in 1999 with kerb islands and 'at-grade' due to resident concerns related to potential noise. The first phase of the funding to June 2021 is for Council to undertake consultation with the adjoining property owners to ascertain their views on the conversion from an 'at-grade' to raised wombat crossing. The second phase of the funding from July to December 2021 is for the implementation of the conversion subject to the results of the consultation.

Summary:

The three road safety infrastructure projects will improve safety in the vicinity of these schools.

The initial phase with the three projects is to undertake consultation with the adjacent residents due to the proposed changes along their street frontage. The main aspect of consultation for the sites at Pitt Town and Kurrajong is the proposed raised wombat pedestrian crossings.

The projects are to be completed by the end of 2021.

Details of the proposed treatments are included in Attachments 1 to 3.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

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APPENDICES:

- AT – 1** Colonial Drive and Alexander Street, Bligh Park - At Grade Pedestrian Crossing and Kerb Extensions Concept Plan
- AT – 2** Fernadell Drive, Pitt Town – Raised Wombat Pedestrian Crossing Concept Plan
- AT – 3** Grose Vale Road, Kurrajong – Raised Wombat Pedestrian Crossing Concept Plan

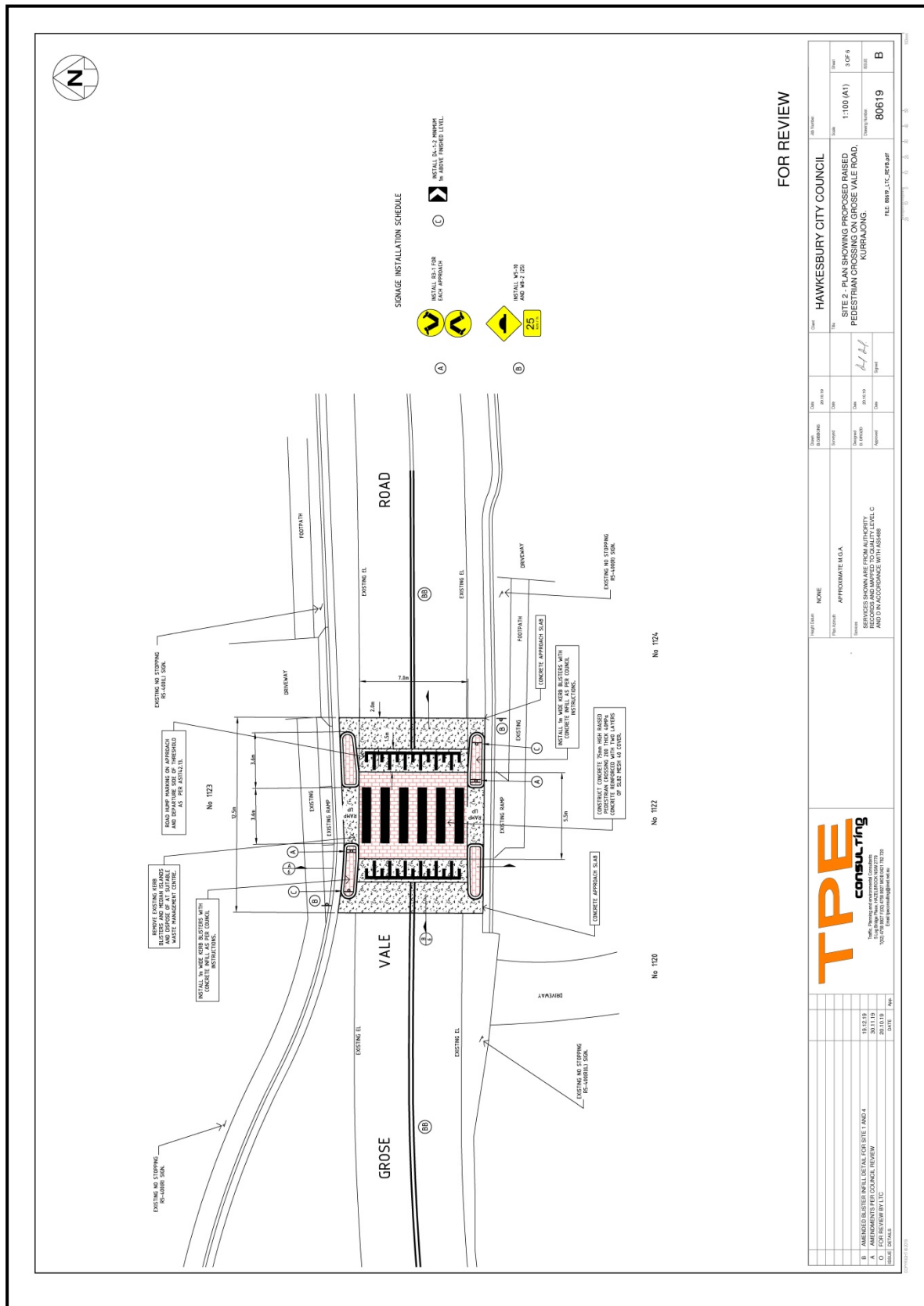
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AT – 2 Fernadell Drive, Pitt Town – Raised Wombat Pedestrian Crossing Concept Plan



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AT – 3 Grose Vale Road, Kurrajong – Raised Wombat Pedestrian Crossing Concept Plan



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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.

Support for the Recommendation: Unanimous support

That the information be received and noted.

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Item: 2.3 LTC - Speed Review of Liverpool Street, Buckingham Street and Fernadell Drive, Pitt Town - (Hawkesbury) - (80245, 73625, 123265)

REPORT:

Introduction

Issues in relation to speeding vehicles have been raised by residents from Liverpool Street, Pitt Town. They have indicated that vehicles are using Liverpool Street as a means to access Eldon Street from the Pitt Town development north of Fernadell Drive. The vehicles are accessing Liverpool Street to travel both from Fernadell Drive via Buckingham Street to Eldon Street and from Eldon Street via Buckingham Street to Fernadell Drive. The worse times reported are between 7am to 9am and 3pm to 5pm weekdays when residents are going to and from work which includes the School drop off in the morning.

The residents have requested traffic calming devices, Stop signs at the northern end as well as additional speed signs in Liverpool Street. The speed limit for Liverpool Street is 50kph.

Traffic counts have been undertaken in Liverpool Street, Buckingham Street and Fernadell Drive during the period of 16 March 2021 to 23 March 2021. Location of the traffic counters is outlined in Figure 1.

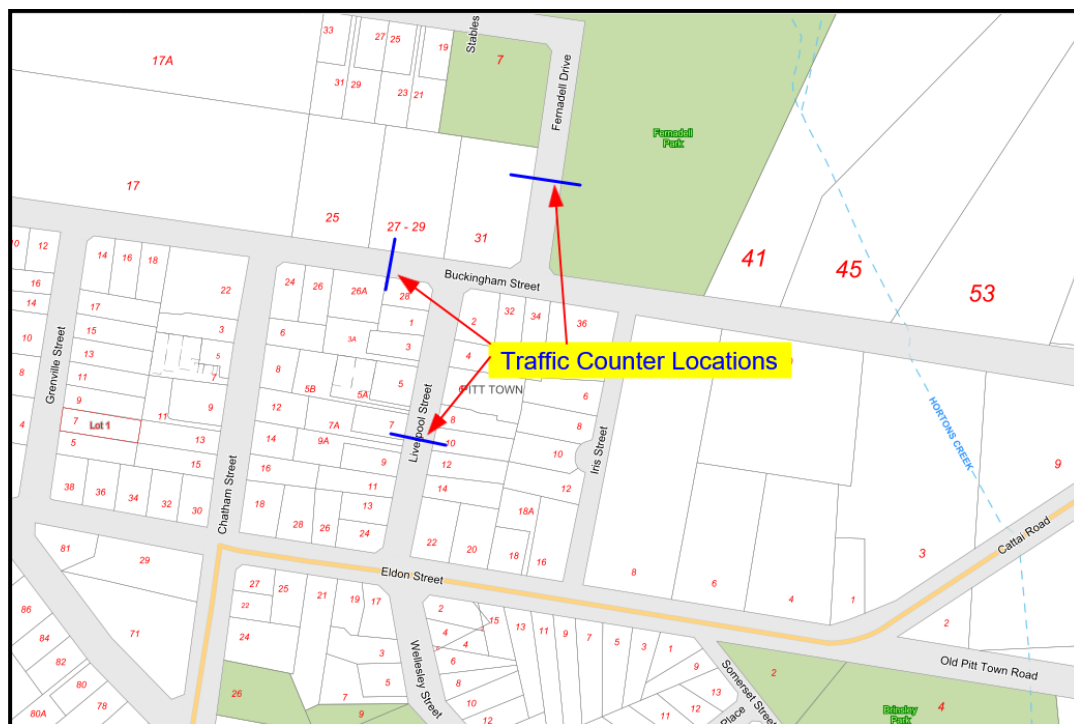


Figure 1: Traffic Counter Locations

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The results of traffic counts undertaken are outlined in Table 1 below;

Table 1: Traffic Count Results

Traffic Counter Location	Speed Limit	ADT (average daily traffic)	Mean (Ave) speed	85th % speed
Buckingham Street near No. 27.	50kph	724	39.2 kph	48.6 kph
Fernadell Drive, north of Buckingham Street	50kph	952	42.0 kph	48.4 kph
Liverpool Street near No. 10	50kph	757	40.3 kph	49.0 kph

Based on the results of the traffic counts, the average speeds travelled and the 85th % speed are below the posted speed limit of 50kph. *(The 85th % speed is the speed at or below which 85% of motorists travel under free flow conditions).*

Residents have reported that the worst times for traffic in Liverpool Street is between 7am to 9am and 3pm to 5pm weekdays. The traffic count data indicates that the peak AM period is 8am to 9am with the peak PM period being 2pm to 3pm. Results of the hourly traffic counts during the AM period of 7am to 9am and PM period of 2pm to 5pm, in hourly blocks, is outlined in Table 2.

Table 2: Peak Hour Traffic Count Results

Traffic Counter Location	ADT (average daily traffic) vpd	Average Hourly Weekday Traffic 7am to 8am vph	Average Hourly Weekday Traffic 8am to 9am vph (Peak AM Hour)	Average Hourly Weekday Traffic 2pm to 3pm vph (Peak PM Hour)	Average Hourly Weekday Traffic 3pm to 4pm vph	Average Hourly Weekday Traffic 4pm to 5pm vph
Buckingham Street near No. 27.	724	53	97	77	64	74
Fernadell Drive, north of Buckingham Street	952	77	118	100	85	87
Liverpool Street near No. 10	757	70	113	85	70	71

Under the RTA's Guide to Traffic Generating Developments (2002), the recommended maximum peak hour volume on a residential road such as Liverpool Street is 300 vehicles per hour (vph) with an absolute maximum of 500vph. The current peak bidirectional volumes on Liverpool Street, Buckingham Street and Fernadell Drive are functioning below their maximum environmental capacity and hence not considered to have a significant impact on residential amenity.

An analysis of the latest available accident data from TfNSW/RMS indicates there has not been an accident in Liverpool Street, as well as both Buckingham Street and Fernadell Drive in the vicinity of Liverpool Street, for the 5 year period of July 2015 to June 2020.

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The implementation of traffic calming measures is not warranted at this stage based on the traffic volumes and speeds travelled being at an acceptable level and there being no history of accidents along Liverpool Street.

The provision of a Stop sign for Liverpool Street at its northern end does not meet the warrant as the minimum sight distance requirements of vehicles approaching an intersection, as stipulated in AS 1742.2:2009, Section 2.5, is available for vehicles exiting Liverpool Street at its intersections with both Eldon Street and Buckingham Street. Whilst the approach along Liverpool Street to both Eldon Street and Buckingham Street provides sufficient visual cues of the intersection, the overall intersection has been improved by providing approach double barrier lines, Giveway signage and a Holding Line for Liverpool Street. This treatment has been extended to surrounding streets such as Chatham Street @ Buckingham Street, Grenville Street @ Buckingham Street and Eldon Street, Quarry Street @ Buckingham Street and Fernadell Drive @ Buckingham Street, as outlined in Figure 2.

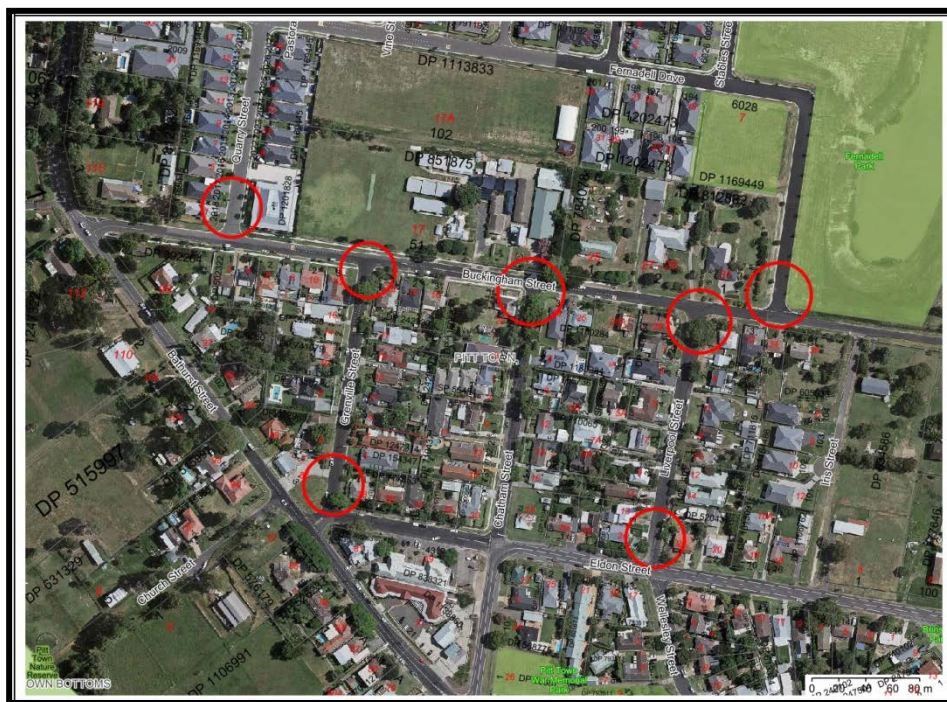


Figure 2: Intersection Linemarking and Signage Upgrade Locations

Transport for NSW have been requested to investigation and action accordingly the request to provide additional 50kph signs and road symbols in Liverpool Street, Pitt Town.

Summary:

Based on the results of the traffic counts undertaken; the traffic volumes, average speeds travelled and the 85th % speed are within acceptable limits and below the required thresholds. The implementation of traffic calming measures is not warranted at this stage based on the results of the traffic counts and there being no accident history in Liverpool Street.

The provision of a Stop sign for Liverpool Street at its northern end does not meet the warrant as the minimum sight distance is available for vehicles exiting Liverpool Street. Whilst the approach along Liverpool Street to both Eldon Street and Buckingham Street provides sufficient visual cues of the intersection, the overall intersection has been improved by providing approach double barrier lines, Giveway signage and a Holding Line for Liverpool Street. This treatment has been extended to surrounding streets such as Chatham Street, Grenville Street, Quarry Street and Fernadell Drive.

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RECOMMENDATION TO COMMITTEE:

That:

1. The information be received and noted.
2. Traffic Calming devices not be provided in Liverpool Street, Pitt Town between Eldon Street and Buckingham Street based on the traffic count data recorded.

APPENDICES:

There are no supporting documents for this report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Inspector Brendan Hillyard.

Support for the Recommendation: Unanimous support

That:

1. The information be received and noted.
2. Traffic Calming devices not be provided in Liverpool Street, Pitt Town between Eldon Street and Buckingham Street based on the traffic count data recorded.

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Item: 2.4 LTC - Speed Review of McMahon's Park Road, Kurrajong and Surrounding Streets - (Hawkesbury) - (80245, 73625, 123265)

REPORT:

Introduction

Issues in relation to speeding vehicles along McMahon's Park Road, Kurrajong to access the park have been raised by residents. McMahon's Park Road provides access to McMahon's Park from Old Bells Line of Road.

Traffic counts have been undertaken in McMahon's Park Road as well as Old Bells Line of Road in the vicinity of McMahon's Park Road during the period of 16 March 2021 to 23 March 2021. The results of traffic counts undertaken are outlined in Table 1 below;

Table 1: Traffic Count Results – Counters 1 to 4.

Traffic Counter Location	Speed Limit	ADT (average daily traffic)	Mean (Ave) speed	85th % speed
McMahon's Park Road near No. 20 Counter 1	50kph	198	35.5 kph	43.9 kph
McMahon's Park Road near No. 4 Counter 2	50kph	325	29.8 kph	35.6 kph
Old Bells Line of Road near No. 140 Counter 3	50kph	973	44.3 kph	54.5 kph
Old Bells Line of Road near No. 121. Counter 4	50kph	999	40.6 kph	47.3 kph

Based on the results of the traffic counts, the average speeds travelled at the four locations are below the posted speed limit. The 85th % speeds travelled are below the posted speed limit with the exception of the counter near No. 140 Old Bells Line of road which is slightly over the prescribed speed limit by 4.5kph. *(The 85th % speed is the speed at or below which 85% of motorists travel under free flow conditions).*

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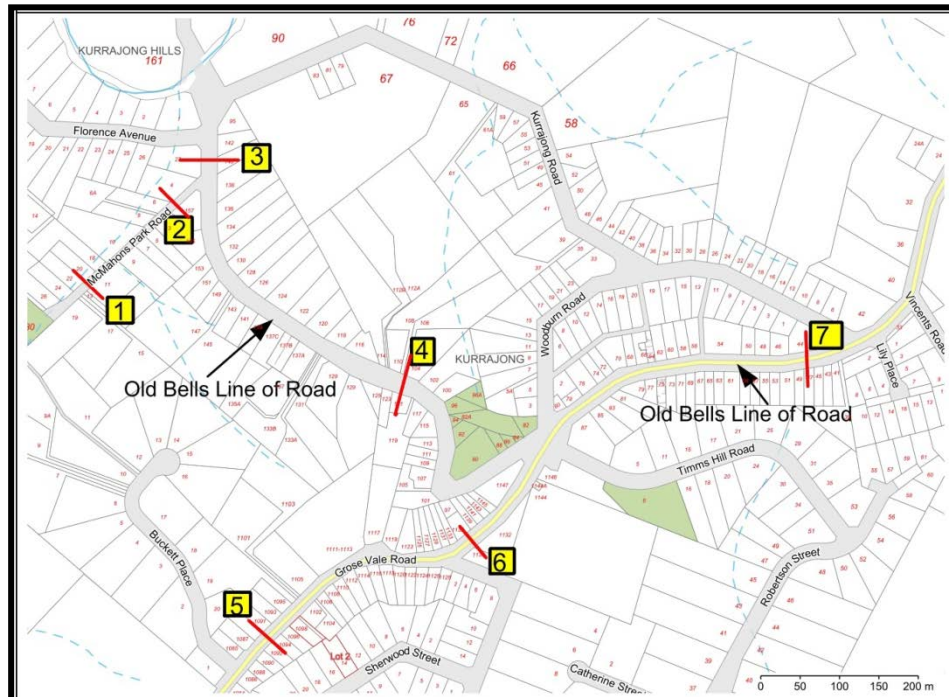


Figure 1: Traffic Counter Locations

An analysis of the latest available accident data from TfNSW/RMS indicates there has been one non-injury accident in Old Bells Line of Road adjacent to No. 90 Old Bells Line of Road opposite the Park, for the 5 year period of July 2015 to June 2020.

Under the RTA's Guide to Traffic Generating Developments (2002), the recommended maximum peak hour volume on a residential road such as McMahon's Park Road is 300 vehicles per hour (vph) with an absolute maximum of 500vph. The current peak bidirectional volumes on McMahon's Park Road are functioning well below its maximum environmental capacity and hence not considered to have a significant impact on residential amenity.

The implementation of traffic calming measures along McMahon's Park Road is not warranted at this stage based on the traffic volumes and speeds travelled being at an acceptable level and there being no history of accidents along McMahon's Park Road.

Additional traffic counters (Counters 5, 6 and 7) were placed along Grose Vale Road and Old Bells Line of Road which is a Regional Road and carries traffic through the town centre. This section of road is part of the 40kph High Pedestrian Activity Area (HPAA) which extends from Bucket Place past the town centre to Kurrajong Road. The section of Old Bells Line of Road between Grose Vale Road and passing the intersections of McMahon's Parks Road, Florence Avenue, Kurrajong Road and crossing over Little Wheeny Creek towards Bells Line of Road is a Local road (Counters 3 and 4).

The results from the counters along the Regional section of road is listed in table 2.

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Table 2: Traffic Count Results – Counters 5 to 7.

Traffic Counter Location	Speed Limit	ADT (average daily traffic)	Mean (Ave) speed	85th % speed
Grose Vale Road near No. 1091 Counter 5	40kph	1939	46.4 kph	55.1 kph
Grose Vale Road near No. 1130 Counter 6	40kph	2381	41.0 kph	48.4 kph
Old Bells Line of Road near No. 47 Counter 7	40kph	3148	46.2 kph	52.6 kph

It is notable that the number of vehicles travelling along the Regional section of road is higher than that experienced along the Local road section. Whilst the traffic numbers are higher for the Regional road section, it is functioning below its maximum environmental capacity and hence not considered to have a significant impact on residential amenity. Comparing the results of these counts to previous counts undertaken in 2019 indicates a slight increase in traffic numbers and a slight reduction in speed.

An analysis of the latest available accident data from TfNSW/RMS indicates there has been no accidents along this section of road for the 5 year period of July 2015 to June 2020.

The speeds recorded along the Regional section of road are in keeping for a 50kph road, however, this section of road is sign posted as a 40kph High Pedestrian Activity Area (HPAA). This section of road was originally sign posted as 60kph. Over time as the speed limit has been reduced along this section of road, the overall road environment, with the exception of gateway treatments (at-grade) has remained unchanged.

Providing a raised wombat pedestrian crossing adjacent to the Kurrajong Public School, when constructed in 1999, was not supported by nearby residents due to potential noise issues. This location is currently under review as requested by Transport for NSW to provide a raised wombat pedestrian crossing.

A preliminary review of this section of road would suggest the installation of new traffic calming devices or the converting of existing facilities at the following locations:

1. Site 1: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Grose Vale Road near Buckett Place and adjacent to Nos. 1085, 1088 and 1090 Grose Vale Road.
2. Site 2: Convert the existing 'at-grade' wombat pedestrian crossing to a raised wombat pedestrian crossing along Grose Vale Road near Kurrajong Public School and adjacent to Nos. 1122 and 1123 Grose Vale Road.
3. Site 3: Install a new raised wombat style pedestrian crossing along Old Bells line of Road near the shopping arcade and adjacent to Nos 64 and 77 Old Bells Line of Road. This would be subject to a warrant assessment.
4. Site 4: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Old Bells Line of Road west of Kurrajong Road and adjacent to Nos. 54 and 63 Old Bells Line of Road.

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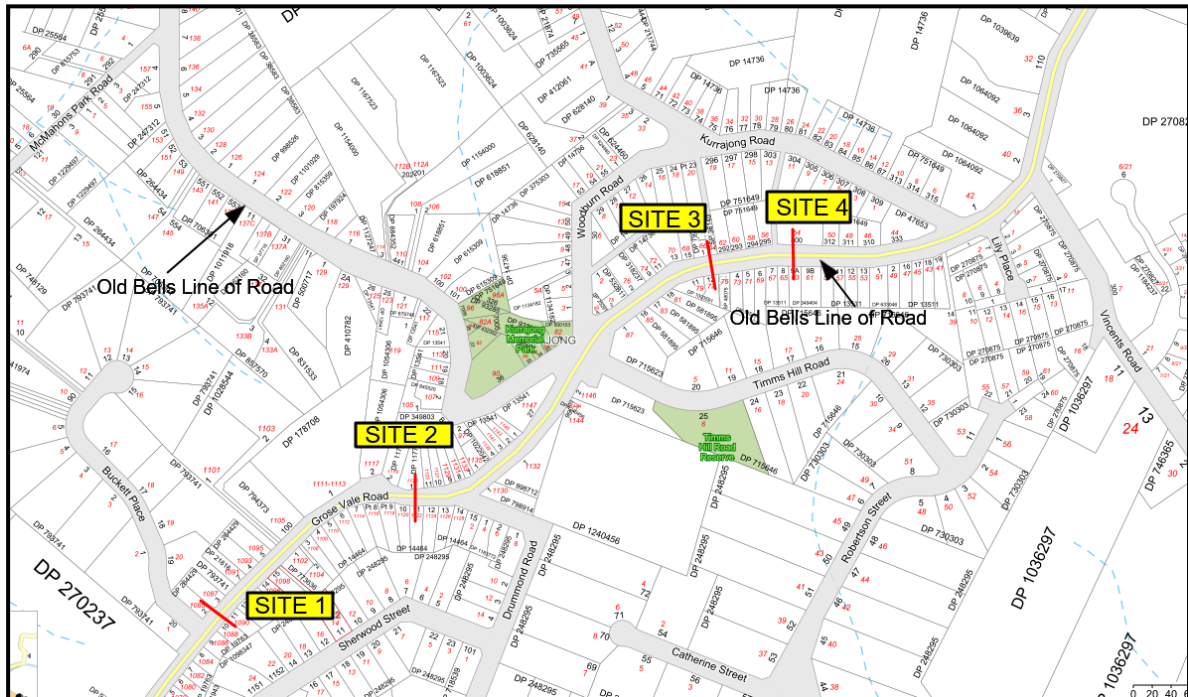


Figure 2: Location of Proposed Treatment Sites

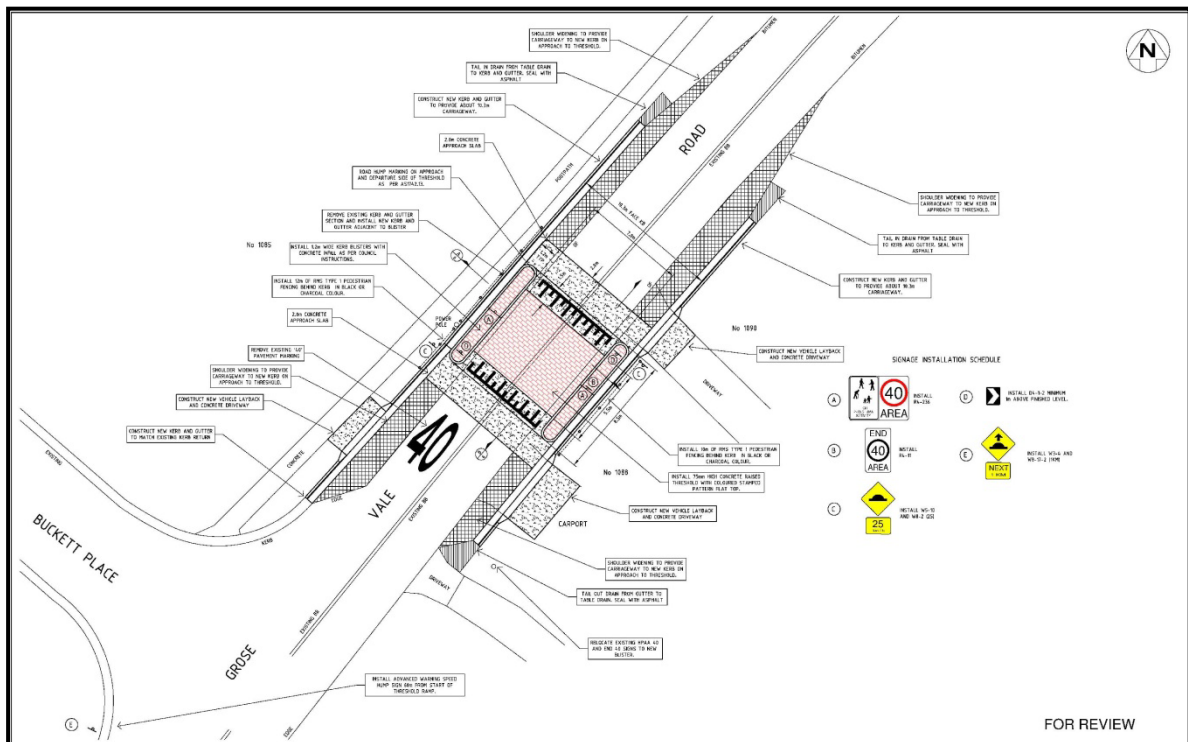


Figure 3: Site 1 – Proposed Raised Threshold Gateway Treatment

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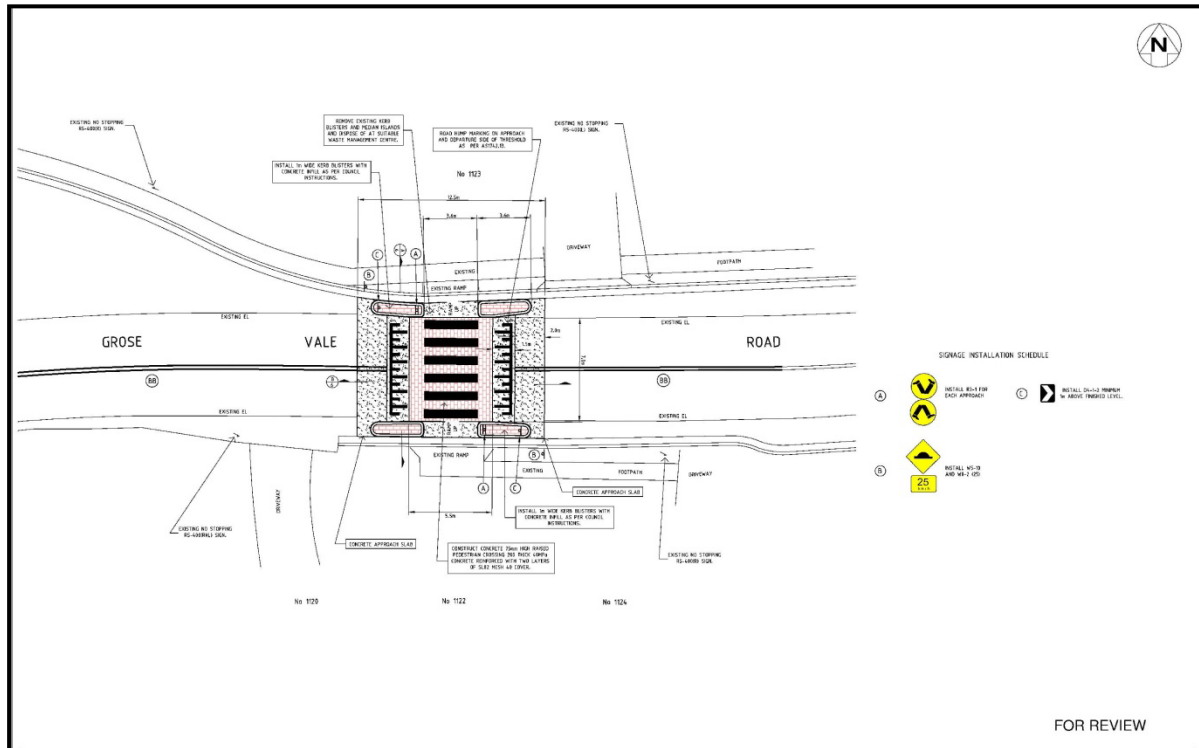


Figure 4: Site 2 – Proposed Raised Wombat Pedestrian Crossing

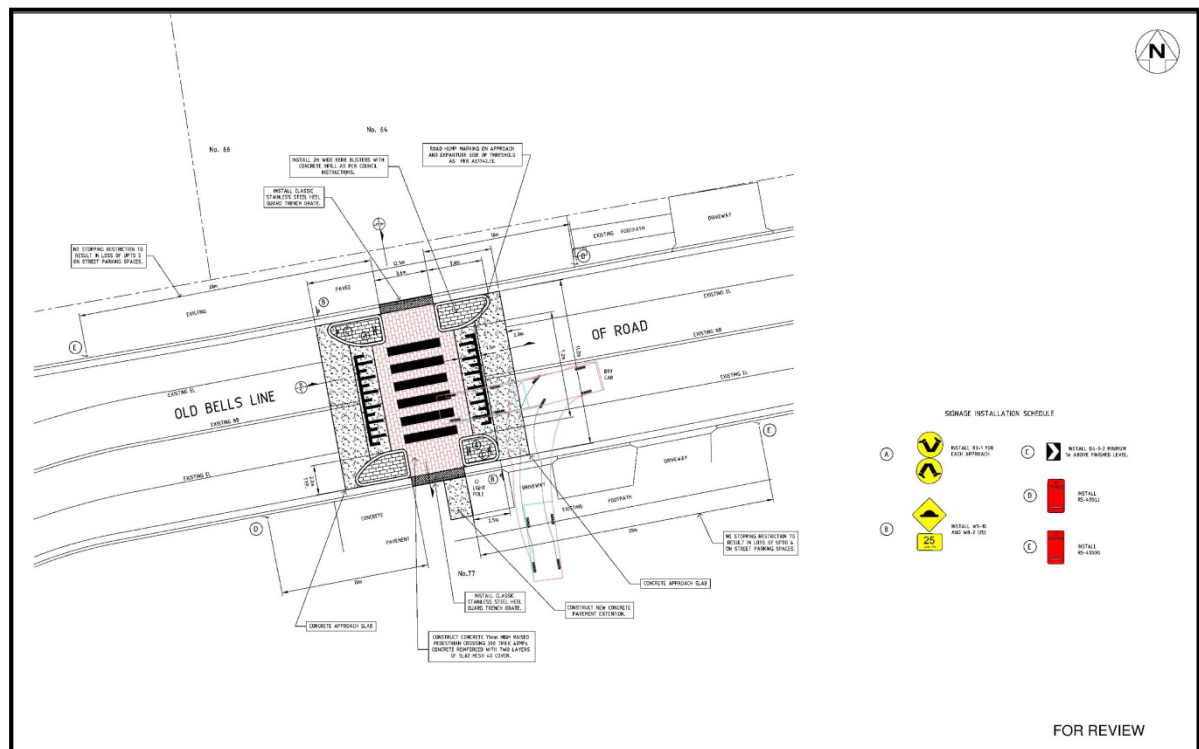


Figure 5: Site 3 - Proposed Raised Wombat Style Pedestrian Crossing

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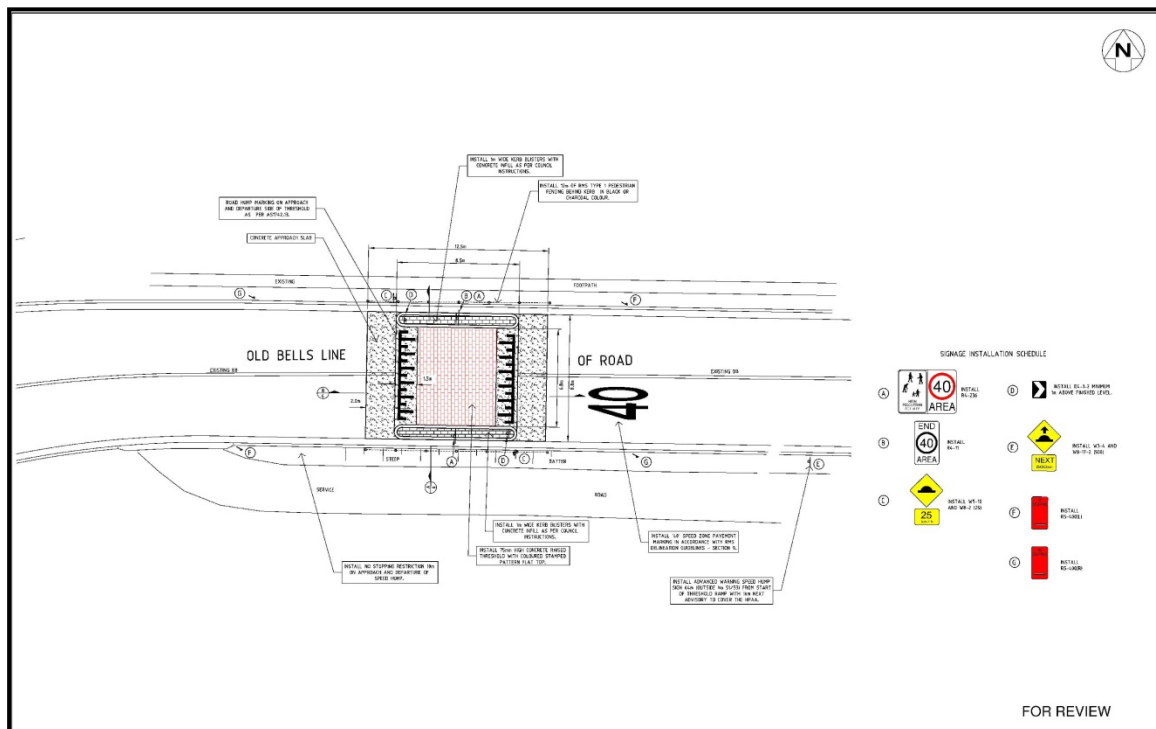


Figure 6: Site 4 - Proposed Raised Threshold Gateway Treatment

The measures identified at Sites 1 to 4 would be short to medium term options to reduce speed at the entry points and through the town centre. These measures will better facilitate and self-regulate the existing 40kph speed limit through the town centre. The pedestrian facility within the town centre whilst resulting in the loss of approximately 10 parking spaces (subject to warrant assessment and detailed design) will provide pedestrians with a safe crossing point. The treatments at the four sites will require some upgrading of lighting.

A long term option to further reduce speed through the town centre and to provide an amenity for traffic to turn around within the town centre would be the provision of a roundabout at the intersection of Grose Vale Road, the two legs of Old Bells Line of Road and south of Timms Hill Road.

Funding options may be sought through Transport for NSW for the short to medium term options for the 40kph High Pedestrian Activity Area. It should be noted that with these options of raised (speed hump) options and the provision of the crossing point adjacent to the shopping arcade will result in the loss of some on-street parking. The off-set is reduced speeds at the entry points and through the town centre and improved safety for pedestrians. The initial step in this process would be to undertake consultation with the community to ascertain its views in relation to these measures.

Summary:

Based on the results of the traffic counts undertaken; the traffic volumes, average speeds travelled and the 85th % speed are within acceptable limits and below the required thresholds at the counter locations of 1 to 4. The implementation of traffic calming measures is not warranted in McMahon Park Road at this stage based on the results of the traffic counts and there being no accident history.

The results of the traffic counts undertaken at counter location 5 to 7 along the Regional road section, which is a 40kph High Pedestrian Activity Area, indicate that traffic calming measures will better facilitate and self-regulate the existing 40kph speed limit through the town centre. The preliminary options identified for Sites 1 to 4 be the subject of consultation with the Kurrajong community to ascertain its views.

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RECOMMENDATION TO COMMITTEE:

That:

1. The information be received.
2. Traffic Calming devices not be provided in McMahons Park Road, Kurrajong based on the results of the traffic counts undertaken and the speeds recorded being well below the posted speed limit.
3. Consultation be undertaken with the Kurrajong community in relation the following measures along Grose Vale Road and Old Bells Line of Road, Kurrajong:
 - a. Site 1: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Grose Vale Road near Buckett Place and adjacent to Nos. 1085, 1088 and 1090 Grose Vale Road.
 - b. Site 2: Convert the existing 'at-grade' wombat pedestrian crossing to a raised wombat pedestrian crossing along Grose Vale Road near Kurrajong Public School and adjacent to Nos. 1122 and 1123 Grose Vale Road.
 - c. Site 3: Install a new raised wombat style pedestrian crossing along Old Bells line of Road near the shopping arcade and adjacent to Nos 64 and 77 Old Bells Line of Road.
 - d. Site 4: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Old Bells Line of Road west of Kurrajong Road and adjacent to Nos. 54 and 63 Old Bells Line of Road.

APPENDICES:

There are no supporting documents for this report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.

Support for the Recommendation: Unanimous support

That:

1. The information be received.
2. Traffic Calming devices not be provided in McMahons Park Road, Kurrajong based on the results of the traffic counts undertaken and the speeds recorded being well below the posted speed limit.
3. Consultation be undertaken with the Kurrajong community in relation the following measures along Grose Vale Road and Old Bells Line of Road, Kurrajong:
 - a. Site 1: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Grose Vale Road near Buckett Place and adjacent to Nos. 1085, 1088 and 1090 Grose Vale Road.
 - b. Site 2: Convert the existing 'at-grade' wombat pedestrian crossing to a raised wombat pedestrian crossing along Grose Vale Road near Kurrajong Public School and adjacent to Nos. 1122 and 1123 Grose Vale Road.
 - c. Site 3: Install a new raised wombat style pedestrian crossing along Old Bells line of Road near the shopping arcade and adjacent to Nos 64 and 77 Old Bells Line of Road.
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SECTION 3 - Reports for Information

There were 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, 21 June 2021 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: 25 May 2021

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 May 2021

SECTION 5 – Notices of Motion

No Notices of Motion.

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 25 May 2021

QUESTIONS FOR NEXT MEETING

Item: 100 **Responses to Councillor Questions Taken On Notice at the Council Meeting - 11 May 2021 - (79351)**

REPORT:

The following questions were received from Councillors regarding matters on the Council Meeting Business Paper of 11 May 2021. Those questions were taken on notice and the responses are provided below.

Item	Councillor	Question	Response
1	Wheeler	In regard to Fernadell Park, do we have any plans to have anything inside the dog off-leash area or are we just talking about a fenced space where people can put their dogs not on a leash?	The Director Infrastructure Services advised that the Masterplan provides an area for an off-leash area, and the design and inclusions in that area will be determined during the detailed design phase. That design would reflect contemporary design and animal behaviour management.
2	Wheeler	In regards to Fernadell Park, do we have any idea of the timing for the Community Centre, and have that come back to Council when this comes back from exhibition.	<p>The Director Infrastructure Services advised that the planning proposal, to permit the use of the Fernadell site for a community centre, will be placed on public exhibition at the end of May (for a period of 28 days), followed by a Public Hearing for reclassification of the existing community facility site from "Community" to "Operational" status.</p> <p>The matter will then be reported to Council and then referred to the Department of Planning, Industry and Environment for finalisation. It is anticipated that subject to the outcome of public exhibition and the public hearing that a determination would occur by December 2021, based on current experiences with respect to timing.</p> <p>Following finalisation of the LEP Amendment, the timing for the community centre will then be dependent on budgetary and development application processes.</p>

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Item	Councillor	Question	Response
3	Zamprogno	Is who lodges an application under the Government Information (Public Access) Act 2009 itself disclosable?	<p>The Acting Director Support Services advised identity of an applicant is personal information for the purpose of the Act and the Privacy and Personal Information Act 1998. Under that Act, information collected by Council must not, without the consent of the person who provided it, be disclosed or used for a purpose other than that for which the information was obtained.</p> <p>If an application was made under the Act for release of information disclosing the identity of a previous applicant, Council would be required to determine the application by taking into account the “public interest” test under the Act. The public interest considerations against disclosure include where disclosure of the information could reveal an individual’s personal information. In most cases this would result in the identity of the applicant not being released.</p>

oooO END OF REPORT Oooo



ordinary
meeting

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