



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 28 April 2020

location: by audio-visual link

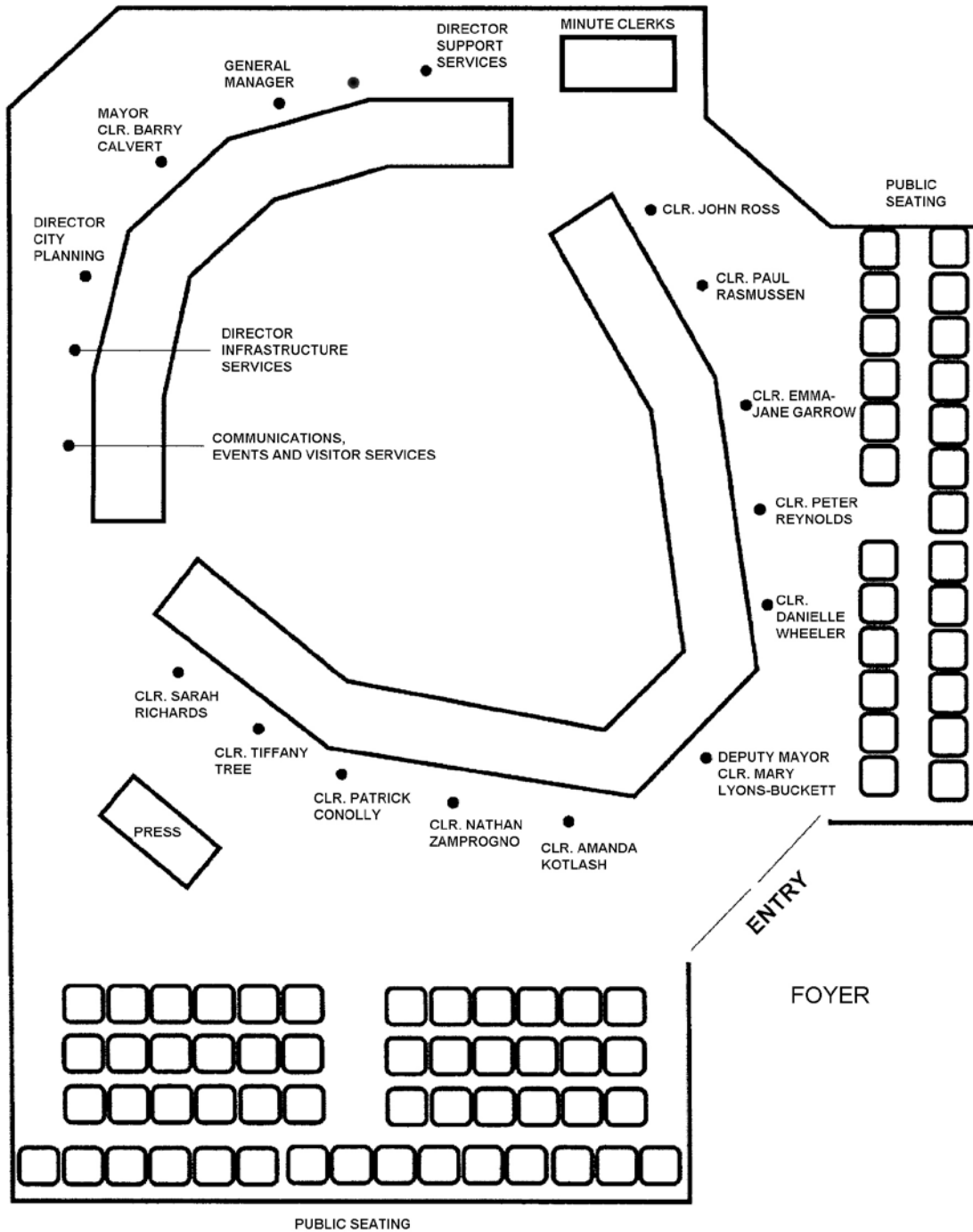
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



ORDINARY MEETING
Table of Contents
Meeting Date: 28 April 2020

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
SECTION 1 - Confirmation of Minutes		4
SECTION 2 – Mayoral Minutes		6
SECTION 3 – Reports for Determination		9
GENERAL MANAGER		9
Item: 072	GM - Draft 2020/2021 Operational Plan - (79351)	9
Item: 073	GM - Hardship and Debt Recovery Policy - (79351)	33
Item: 074	GM - Information regarding Council's spending during the 2016-2020 Term of Council - (79351)	40
CITY PLANNING		43
Item: 075	CP - NSW State Government 20 Year Waste Strategy - Issues Paper - (95498, 96330)	43
SUPPORT SERVICES		53
Item: 076	SS - Monthly Investments Report - March 2020 - (95496, 96332)	53
Item: 077	SS - Pecuniary Interest Return - Designated Person - (95496, 96333)	58
Item: 078	SS - Rate Exemption - 120 Porpoise Crescent, Bligh Park - (95496)	60
SECTION 4 – Reports of Committees		64
SECTION 5 – Notices of Motion		66
CONFIDENTIAL REPORTS		67
Item: 079	SS - Lease to Ross Shaun Corporation Pty Ltd - Shop 7, Wilberforce Shopping Centre - 995496, 112106, 147403) CONFIDENTIAL	67
Item: 080	SS - Lease to The Trust Company (Australia) Limited - Part of Hollands Paddock - 50 The Terrace, Windsor - (132053, 95496, 112106) CONFIDENTIAL	68
Item: 081	SS - Tender for Management and Operation of the Oasis Aquatic and Leisure Centre - (95496) CONFIDENTIAL	69

ORDINARY MEETING

Procedural Matters

Meeting Date: 28 April 2020

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 28 April 2020

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 31 March 2020

location: council chambers and by
audio visual link

time: 6:30 p.m.

ORDINARY MEETING**Table of Contents****Minutes:** 31 March 2020**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
	ATTENDANCE	3
	APOLOGIES AND LEAVE OF ABSENCE	3
	DECLARATIONS OF INTEREST	3
	SECTION 1 - Confirmation of Minutes	4
	SECTION 3 – Reports for Determination	5
	CITY PLANNING	5
Item: 053	CP - Bushfire Recovery - (95498, 124414)	5
Item: 054	CP - Exhibition of On-Site Sewage Management Policy - (95498, 96330)	6
	INFRASTRUCTURE SERVICES	7
Item: 055	IS - Hawkesbury Boating Events - Governor Phillip Park Exclusive Use Approval - (95495, 79354, 73829, 74204, 92138)	7
	SUPPORT SERVICES	8
Item: 056	SS - Monthly Investment Report - February 2020 - (95496)	8
Item: 057	SS - Land Revaluation Distribution of Rates - (95496)	9
	SECTION 4 – Reports of Committees	10
Item: 058	ROC - Environmental Sustainability Advisory Committee - 17 February 2020 - (126363, 124414, 95498)	10
Item: 059	ROC - Human Services Advisory Committee - 20 February 2020 - (123486, 124414, 95498)	11
Item: 060	ROC - Waste Management Advisory Committee - 26 February 2020 - (95249, 95495, 95498)	12
Item: 061	ROC - Floodplain Risk Management Advisory Committee - 27 February 2020 - (86589, 124414, 95498)	13
Item: 062	ROC - Audit Committee - 4 March 2020 - (95496, 91369, 79351)	14
Item: 063	ROC - Heritage Advisory Committee - 5 March 2020 - (80242, 124414, 95498)	15

ORDINARY MEETING**Table of Contents****Minutes:** 31 March 2020

SECTION 5 – Notices of Motion	17
Item: 064 NM1 - Waste to Compost Trial - (138879, 79351)	17
Item: 065 NM2 - Implement QBRS Reporting as per P&C December 2010 Guidelines - (138885, 79351)	17
Item: 066 NM3 - COVID-19 Virus - (138882, 79351)	18
CONFIDENTIAL REPORTS	19
Item: 067 CP - Request Extension of Waste, Recycling and Containerised Garden Organics Contracts - (95498, 96330) CONFIDENTIAL	21
Item: 068 SS - Property Matter - Licence Agreements - Old Hawkesbury Hospital - 6 Christie Street, Windsor - (95496, 112106, 79763) CONFIDENTIAL	22
Item: 069 SS - Lease to Ashdan Partners Pty Ltd - Reverend Turner Cottage, 360 George Street, Windsor - (140608, 95496, 112106) CONFIDENTIAL	23
Item: 070 SS - Lease to Monaghan and Monaghan Perez - Shop 3, Wilberforce Shopping Centre - (127231, 130243, 95496, 112106) CONFIDENTIAL	24
Item: 071 SS - Lease to Lao and Tran - Shop 10, Wilberforce Shopping Centre - (73565, 76755, 95496, 112106) CONFIDENTIAL	25

ORDINARY MEETING

Minutes: 31 March 2020

Minutes of the Ordinary Meeting held at the Council Chambers and by audio visual link, Windsor, on 31 March 2020, commencing at 6:49pm.

Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

ATTENDANCE

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

ALSO PRESENT: General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Manager Communications, Events and Visitor Services - Suzanne Stuart, Chief Financial Officer - Emma Galea, Manager Corporate Services and Governance - Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

An apology for absence was received from Councillor Tiffany Tree.

62 RESOLUTION:

RESOLVED on the motion of Councillor Conolly and seconded by Councillor Zamprogno that the apology be accepted.

DECLARATIONS OF INTEREST

Councillor Conolly declared an interest on Item 069.

Councillor Garrow declared an interest on Item 068.

Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

ORDINARY MEETING

Minutes: 31 March 2020

SECTION 1 - Confirmation of Minutes

63 RESOLUTION:

RESOLVED on the motion of Councillor Conolly and seconded by Councillor Rasmussen that the Minutes of the Ordinary Meeting held on Tuesday, 10 March 2020, be confirmed.

ORDINARY MEETING

Minutes: 31 March 2020

SECTION 3 – Reports for Determination

CITY PLANNING

Item: 053 **CP - Bushfire Recovery - (95498, 124414)**

Previous Item: 008, Extraordinary (18 February 2020)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

64 RESOLUTION:

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

That Council:

1. Endorse the proposed bushfire recovery and renewal program as outlined in the report indicating how the \$1.3 million Commonwealth grant funds will be expended.
2. Authorise works and expenditure on private properties impacted by the bushfires.
3. Note the General Manager's delegations and authority to waive fees, in this instance the delegation will be used in relation to matters involving the bushfire recovery and bushfire affected properties.
4. Note that further progress reports will be submitted to Council over coming months.

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

Against the Motion: Councillor Ross.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 054 **CP - Exhibition of On-Site Sewage Management Policy - (95498, 96330)**

Previous Item: 234, Ordinary (10 December 2019)
 31, Ordinary (11 March 2003)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

65 RESOLUTION:

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

That Council adopt the On-Site Sewage Management Policy attached as Attachment 1 to the report.

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

Against the Motion: Councillor Ross.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

INFRASTRUCTURE SERVICES

Item: 055 **IS - Hawkesbury Boating Events - Governor Phillip Park Exclusive Use Approval - (95495, 79354, 73829, 74204, 92138)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

66 RESOLUTION:

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

That:

1. Council note the cancellation of the Upper Hawkesbury Power Boat Club Double Dash event.
2. Council note the cancellation of the NSW Waterski Federation Ltd Bridge to Bridge Water Ski Classic event.
3. Approval be granted to Upper Hawkesbury Power Boat Club for 'exclusive use' of Governor Phillip Park for the Boat Races Spectacular to be held on Saturday, 19 and Sunday, 20 November 2020.
4. Approval be granted to Ski Racing NSW Inc for 'exclusive use' of Governor Phillip Park for the Hawkesbury 120 Ski Race Classic' to be held on a Saturday and Sunday in August/September 2020.
5. Approval be granted to NSW Waterski Federation Ltd for 'exclusive use' of Governor Phillip Park for the Bridge to Bridge Water Ski Classic to be held on Saturday, 28 and Sunday, 29 November 2020.
6. Approval be granted to Upper Hawkesbury Power Boat Club for 'exclusive use' of Governor Phillip Park for the USA vs America to be held on Saturday, 16 and Sunday, 17 January 2021.
7. The approvals be subject to the following conditions/documents:
 - a) Council's general park conditions
 - b) Council's Fees and Charges
 - c) The Windsor Foreshore Plan of Management
 - d) The Governor Phillip Exclusive Use Policy
 - e) The Governor Phillip Noise Policy
8. A Traffic Management Plan which has been approved as part of the Special Event Application.
9. 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 alternative date, if required by the applicant.

ORDINARY MEETING

Minutes: 31 March 2020

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

Against the Motion: Councillor Ross.

Absent: Councillor Tree.

SUPPORT SERVICES

Item: 056 **SS - Monthly Investment Report - February 2020 - (95496)**

Previous Item: 150, Ordinary (26 June 2018)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

67 RESOLUTION:

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

That the Monthly Investments Report for February 2020 be received and noted.

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

Against the Motion: Nil.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 057 **SS - Land Revaluation Distribution of Rates - (95496)**

Previous Item: 027, Ordinary (25 February 2020)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

68 RESOLUTION:

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

That the information concerning the valuation of properties within the Hawkesbury City Council Local Government Area, and the impact on Rates payable be received and noted.

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

Against the Motion: Nil.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

SECTION 4 – Reports of Committees

Item: 058 **ROC - Environmental Sustainability Advisory Committee - 17 February 2020 - (126363, 124414, 95498)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

69 RESOLUTION:

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

That:

1. The Minutes of the Environmental Sustainability Advisory Committee held on 17 February 2020 be received and noted, subject to David Gregory's name being removed from apologies as he is mentioned twice.
2. In relation to Item 1 of the Minutes, Council receive a report for consideration regarding the establishment of a Sustainability Revolving Fund in which any income from cash flow positive sustainability initiatives over and above capital expenses can be pooled and be put towards future sustainability projects.
3. In relation to Item 3 of the Minutes, Council endorse the recommendation of the Environmental Sustainability Advisory Committee, namely:
 - a) That Council continues its involvement with all projects listed by WSROC as part of the Western Sydney Energy Program.
4. In relation to Item A in General Business, Council receives and notes the information and in particular, the importance of sharing achievements relating to Sustainability with the community on a regular basis.

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

Against the Motion: Nil.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 059 **ROC - Human Services Advisory Committee - 20 February 2020 - (123486, 124414, 95498)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

70 RESOLUTION:

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

That in relation to the Minutes of the Human Services Advisory Committee Meeting held on the 20 February 2020:

1. The Minutes of the Human Services Advisory Committee held on 20 February 2020 be received and noted.
2. In relation to Item 1 of the Minutes, Council endorse the recommendation of the Human Services Advisory Committee, namely:
 - a) That the Human Services Advisory Committee endorses the establishment of a community driven Hawkesbury collaborative group with respect to the provision of Tiny Homes with Council to play an advisory role to the Group.
3. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Human Services Advisory Committee, namely:
 - a) That the Human Services Advisory Committee recommends that Council organise a formal presentation once the final report on community led resilience and the StreetConnect Project is available and that Council acts as a conduit between the Local Emergency Management Committee and community.

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

Against the Motion: Nil.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 060 **ROC - Waste Management Advisory Committee - 26 February 2020 - (95249, 95495, 95498)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

71 RESOLUTION:

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

That:

1. The Minutes of the Waste Management Advisory Committee held on 26 February 2020 be received and noted.
2. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Waste Management Advisory Committee, namely:
 - a) that an informal Working Group of interested Committee members be established to:
 - i. discuss food waste composted locally,
 - ii. collate relevant information including Councils current resources and
 - iii. develop a proposal to be presented to Council for consideration regarding a proposed pilot program.
3. In relation to Item 3 of the Minutes, Council endorse the recommendation of the Waste Management Advisory Committee, namely:
 - a) That Council receive and note this information and congratulate Council's staff for their achievements.
4. In relation to the General Business item - presentation by Ms Sharon Grech titled "*The Hawkesbury Remakery – One Year On*", Council endorse the recommendation of the Waste Management Advisory Committee, namely:
 - a) That Council formally congratulates the Hawkesbury Remakery for its work connecting makers, reducing landfill, enhancing creativity and helping to revitalise the Windsor Mall.
5. The Working Group continue the work of the Waste Management Advisory Committee.
6. Another meeting of the Waste Management Advisory Committee be scheduled for early July 2020, and the Working Group be notified of the date of the meeting.

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

Against the Motion: Nil.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 061 **ROC - Floodplain Risk Management Advisory Committee - 27 February 2020 - (86589, 124414, 95498)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

72 RESOLUTION:

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

That:

1. The Minutes of the Floodplain Risk Management Advisory Committee held on 27 February 2020 be received and noted.
2. In relation to Confirmation of Minutes from the meeting held on 5 December 2019, Council endorse the recommendation of the Floodplain Risk Management Advisory Committee, namely:
 - a) That the draft minutes are distributed to the Committee and confirmed by the Chairperson before being submitted to Council.
3. In relation to Item 1 of the Minutes, Council endorse the recommendation of the Floodplain Risk Management Advisory Committee, namely:
 - a) Council write to the Member for Hawkesbury to raise the issues of power supply West of the river and processes around the closure of bridges in flood events.
 - b) That the representatives on the Committee from the SES and Infrastructure NSW be forwarded the Draft Heritage Interpretation Plan for the Windsor Bridge Replacement Project for input and feedback on proposed flood interpretation.
 - c) Council advocate for the placement of a river heights gauge in South Creek within the Hawkesbury Local Government Area.
 - d) Council advises Sydney Water of the issues associated with sewerage connections in Wilberforce, Freemans Reach and Glossodia during the February 2020 flood event, and notes these are a compliance issue.
4. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Floodplain Risk Management Advisory Committee, namely:
 - a) Council proceeds with applying for grant funding for Profiling vulnerability of the Hawkesbury Local Government Area, Disaster Recovery and insurance premiums and the Grose River Study Plan.
 - b) In relation to Item 3 of the Minutes, Council receive a separate report considering the withdrawal of Policy - Regional Flood Mitigation in the Hawkesbury-Nepean Valley policy from Councils website.

ORDINARY MEETING

Minutes: 31 March 2020

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

Against the Motion: Nil.

Absent: Councillor Tree.

Item: 062 **ROC - Audit Committee - 4 March 2020 - (95496, 91369, 79351)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

73 RESOLUTION:

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

That the Minutes of the Audit Committee Meeting held on 4 March 2020 be received and noted.

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

Against the Motion: Nil.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 063 **ROC - Heritage Advisory Committee - 5 March 2020 - (80242, 124414, 95498)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

74 RESOLUTION:

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

That:

1. The Minutes of the Heritage Advisory Committee held on 5 March 2020 be received and noted.
2. In relation to Item 1 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely:
 - a) The Heritage Advisory Committee has extensively reviewed the Draft Heritage Interpretation Plan for the Windsor Bridge Replacement Project and has serious concerns about inconsistencies and inaccuracies and that the document is fundamentally flawed.
 - b) Council note the extensive corrections provided by the Heritage Advisory Committee to the Draft Heritage Interpretation Plan for the Windsor Bridge Replacement Project.
 - c) The Heritage Advisory Committee strongly recommends that the artefacts be interpreted using documentary evidence as well as the archaeological evidence found.
 - d) The Heritage Advisory Committee endorses the housing and display of the artefacts in the Hawkesbury Regional Museum, but has concerns over the loss of the museum exhibition space and recommends that Transport for NSW contribute to the cost of additional display space.
 - e) The story of the European and pre-Macquarie settlement be included as an important part of the Draft Heritage Interpretation Plan for the Windsor Bridge Replacement Project.
 - f) The signage in the Draft Heritage Interpretation Plan for the Windsor Bridge Replacement Project be further reviewed in light of the Heritage Advisory Committee's comments and be referred back to the Committee.
3. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely:
 - a) Council runs the Heritage Awards as suggested by the Heritage Advisory Committee in 2020/2021 and request budget allocation for this.
 - b) If the Awards proceed, that Council runs a lead in marketing campaign to promote the Heritage Awards and collect images of Heritage items via social media and to investigate a digital display at the ICOMOS General Assembly, and to liaise with the Hawkesbury Gazette for advertising.
 - c) If the Awards proceed, that Council commence developing a branding and marketing campaign for the Heritage Awards.

ORDINARY MEETING

Minutes: 31 March 2020

4. In relation to Item 3 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely:
 - a) Council investigate the replication of the missing mile marker from Roadside Reserve outside 54 Windsor Street, East Richmond, as per Council's Heritage Advisor's design.
 - b) Council considers adding the mile marker at the location 400 metres north of Crowleys Lane on Castlereagh Road, Agnes Banks, and its subsequent inclusion on Schedule 5 of the Hawkesbury LEP 2012 as an item of heritage significance.

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

Against the Motion: Councillors Conolly, Richards and Zamprogno.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

SECTION 5 – Notices of Motion

Item: 064 **NM1 - Waste to Compost Trial - (138879, 79351)**

Councillor Richards addressed the meeting and withdrew the Notice of Motion in accordance with Clause 10.3 of the Code of Meeting Practice.

Item: 065 **NM2 - Implement QBRs Reporting as per P&C December 2010 Guidelines - (138885, 79351)**

MOTION:

A Motion was moved by Councillor Ross.

That:

1. Recent difficulties in interpretation of the December 2019 Quarterly Budget Review Statement and Report by not only Councillors but also interested members of the community requires re-consideration of Council's current reporting practices.
2. Adoption of the Office of Local Government Guidelines 2010, in all its facets (by fund) will achieve that worthy objective.
The Guidelines are able to be accessed by actioning the link provided, here:

<https://www.olg.nsw.gov.au/wp-content/uploads/Quarterly-Budget-Review-Statement-for-NSW-Local-Government.pdf>

(Reference P&C website).
3. Implementation, commencing with the March 2020, Quarterly Budget Review Statement is sought.

There was no Secunder for the motion and the motion lapsed.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 066

NM3 - COVID-19 Virus - (138882, 79351)

MOTION:

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

Refer to RESOLUTION

75 RESOLUTION:

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

That Council:

1. Note that the impact of the Covid-19 virus outbreak is of ongoing concern to the community and Council, and requests an urgent report addressing the following matters:
 - a) Steps that have been taken to protect staff, including increased options for working from home, and ensuring that staff on casual employment contracts working for Council have access to sick leave and/or other paid leave if they cannot attend work because of Covid-19;
 - b) What capacity Council has to redeploy staff, including casual staff, to other areas of Council operations to avoid job losses;
 - c) What, if any, rental relief could be provided to Council tenants, especially any not-for-profit organisations, where Covid-19 has impacted on their ability to pay rent;
 - d) What, if any, financial or other assistance Council could give to community organisations undertaking essential outreach including assisting elderly or frail residents and providing food delivery services during the outbreak;
 - e) What policy settings have been put in place to govern public meetings organised by Council or held in Council facilities to best protect public health;
 - f) Options for reviewing Council's Hardship Policy to make it more user friendly and incorporating additional features to assist rate payers through the current economic conditions.
2. Staff compile a list of priority projects consistent with the CSP that could be used to provide local employment, ready for stimulus funding from Federal and State governments.

For the Motion: Councillors Lyons-Buckett, Conolly, Garrow, Rasmussen, Reynolds, Richards, Wheeler and Zamprognio.

Against the Motion: Councillors Calvert, Kotlash and Ross.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

CONFIDENTIAL REPORTS

76 RESOLUTION:

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

That:

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

Item: 067 CP - Request Extension of Waste, Recycling and Containerised Garden Organics Contracts - (95498, 96330)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning tenders for the supply of goods and/or services to Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

Item: 068 SS - Property Matter - Licence Agreements - Old Hawkesbury Hospital - 6 Christie Street, Windsor - (95496, 112106, 79763)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

Item: 069 SS - Lease to Ashdan Partners Pty Ltd - Reverend Turner Cottage, 360 George Street, Windsor - (140608, 95496, 112106)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

Item: 070 SS - Lease to Monaghan and Monaghan Perez - Shop 3, Wilberforce Shopping Centre - (127231, 130243, 95496, 122106)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

Item: 071 SS - Lease to Lao and Tran - Shop 10, Wilberforce Shopping Centre - (73565, 76755, 95496, 112106)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

ORDINARY MEETING

Minutes: 31 March 2020

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

77 RESOLUTION:

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

ORDINARY MEETING

Minutes: 31 March 2020

Item: 067 **CP - Request Extension of Waste, Recycling and Containerised Garden Organics Contracts - (95498, 96330) CONFIDENTIAL**

Previous Item: NM1, Ordinary (26 February 2019)
214, Ordinary (11 October 2016)
100, Ordinary (12 June 2019)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

78 RESOLUTION:

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

That:

1. Council extend the JJ Richards & Sons Pty Ltd - Household Kerbside Co-mingled Recycling Collection Service for a period of three years, under the same general terms and conditions as per the current contracts.
2. Council extend the Transpacific Cleanaway Pty Ltd – Kerbside Bulk Waste Collection Service for a period of three years, under the same general terms and conditions as per the current contracts.
3. Council extend the JJ Richards & Sons Pty Ltd – Containerised Garden Organics Collection and Processing Service for a period of three years, under the same general terms and conditions as per the current contracts.
4. Council officers prepare a report to Council expanding on the opportunities and timelines for introducing short term improvements in respect of the existing waste services.

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

Against the Motion: Nil.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 068 **SS - Property Matter - Licence Agreements - Old Hawkesbury Hospital - 6 Christie Street, Windsor - (95496, 112106, 79763) CONFIDENTIAL**

Previous Item: 196, Ordinary (31 October 2017)

Directorate: Support Services

Councillor Garrow declared a pecuniary interest in this matter as she is employed by one of the tenants mentioned. She left the Meeting and did not take part in voting or discussion on the matter.

MOTION:

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

Refer to RESOLUTION

79 RESOLUTION:

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

That:

1. Council agree to enter into new licence agreements with nine of the existing tenants of the property known as the Old Hawkesbury Hospital, 6 Christie Street, Windsor, as outlined in this report, as well as any new tenants that are secured.
2. The General Manager be authorised to approve minor amendments to the licence agreements, if necessary.
3. Authority be given for the licence agreements and any other relevant documentation in association with this matter to be executed under the Seal of Council.
4. Details of Council's resolution be conveyed to the proposed tenants, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

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

Against the Motion: Nil.

Absent: Councillors Conolly, Garrow and Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 069 **SS - Lease to Ashdan Partners Pty Ltd - Reverend Turner Cottage, 360 George Street, Windsor - (140608, 95496, 112106) CONFIDENTIAL**

Previous Item: 85, Ordinary (9 May 2017)

Directorate: Support Services

Councillor Conolly declared a pecuniary interest in this matter as he works for an accounting firm in Windsor which could be perceived as a competitor of Ashdan Partners Pty Ltd. He left the Meeting and did not take part in voting or discussion on the matter.

MOTION:

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

Refer to RESOLUTION

80 RESOLUTION:

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

That:

1. Council agree to enter into a new lease with Ashdan Partners Pty Ltd for the property known as Reverend Turner Cottage, 360 George Street, Windsor, as outlined in the report.
2. Authority be given for the lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessee, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

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

Against the Motion: Nil.

Absent: Councillors Conolly, Garrow and Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 070 **SS - Lease to Monaghan and Monaghan Perez - Shop 3, Wilberforce Shopping Centre - (127231, 130243, 95496, 112106) CONFIDENTIAL**

Previous Item: 29, Ordinary (14 February 2017)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

81 RESOLUTION:

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

That:

1. Council agree to enter into a new lease with James Monaghan and Jennifer Monaghan-Perez for the property known as Shop 3, Wilberforce Shopping Centre, as outlined in the report.
2. Authority be given for the lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessees, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

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

Against the Motion: Nil.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 31 March 2020

Item: 071 **SS - Lease to Lao and Tran - Shop 10, Wilberforce Shopping Centre - (73565, 76755, 95496, 112106) CONFIDENTIAL**

Previous Item: 56, Ordinary (14 March 2017)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

82 RESOLUTION:

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

That:

1. Council agree to enter into a new lease with Sai Chong Lao and Yen Sreg Tran for the property known as Shop 10, Wilberforce Shopping Centre, as outlined in the report.
2. Authority be given for the lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessees, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

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

Against the Motion: Nil.

Absent: Councillor Tree.

The meeting terminated at 9:45pm.

Submitted to and confirmed at the Ordinary meeting held on 28 April 2020.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 April 2020

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: 28 April 2020

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 072 **GM - Draft 2020/2021 Operational Plan - (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to submit the Draft 2020/2021 Operational Plan to Council for approval to place on public exhibition.

EXECUTIVE SUMMARY:

The Hawkesbury Community Strategic Plan 2017-2036 was adopted by Council on 28 March 2017.

The Community Strategic Plan is a key element of the Integrated Planning and Reporting Framework established by the Local Government Act 1993 (the Act). The Community Strategic Plan is in turn implemented through the four year Delivery Program, with the annual actions required to deliver the Delivery Program being reflected in the annual Operational Plan.

The actions proposed to be undertaken in the last year of the Delivery Program are summarised in the Draft 2020/2021 Operational Plan attached as Attachment 1 to this report.

The Draft 2020/2021 Operational Plan includes Council's Estimates of Income and Expenditure or Budget for the 2020/2021 financial year. There have been a number of challenges in balancing the Budget for 2020/2021, including but not limited to:-

- Expenditure levels frozen for non-core services for the fourth year in a row
- The prevailing economic climate
- Significant increase in insurance costs
- Successive Natural disasters
- The Coronavirus COVID-19 Pandemic

In order to improve Council's ability to weather the general economic conditions and the recent events, several assumptions that were used in the Long-Term Financial Plan have been modified. Whilst staff have endeavoured to use valid assumptions and appropriate contingencies in relation to what impacts these external factors may have, there may still be significant challenges to overcome throughout the 2020/2021 financial year. Work is on-going in relation to gaining a full appreciation of the impact of these factors, particularly in relation to the ever-evolving COVID-19 situation.

The document has been prepared in accordance with the requirements of Parts 1 and 2 of Chapter 13 of the Act and associated Guidelines issued by the then Division of Local Government (DLG).

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

RECOMMENDATION:

That:

1. The General Manager's report regarding the Draft 2020/2021 Operational Plan be received.
2. The Draft 2020/2021 Operational Plan attached as Attachment 1 to the report, be approved for public exhibition and that Council give public notice of the exhibition of the Draft 2020/2021 Operational Plan for a minimum of 28 days in accordance with Section 405 of the Local Government Act 1993.
3. The Draft 2020/2021 Operational Plan be reported back to Council post the public exhibition period to consider any public submissions received and to consider the adoption of this document and to make and fix rates and charges for the year ended 30 June 2020.

BACKGROUND

1. Integrated Planning and Reporting Framework

The State Government prescribed Integrated Planning and Reporting Framework consists of a hierarchy of plans that guide the operations of Council over the four year term of Council. This hierarchy starts with the highest document, the Community Strategic Plan (minimum outlook of 10 years), then the Delivery Program (principal activities over the next four years or the term of the current Council), Operational Plan (annual actions and budget) and a Resourcing Strategy for implementing the Delivery Program and Operational Plan. All these strategies and plans must be integrated with clear links from the Community Strategic Plan to the annual actions and budget allocations.

The Integrated Planning and Reporting Framework - Source Office of Local Government:



ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

The Community Strategic Plan

In accordance with legislative requirements, the newly elected Council reviewed the Community Strategic Plan and adopted the Plan at its meeting on 28 March 2017. The review of the Community Strategic Plan was supported by a comprehensive Community Engagement Strategy. A copy of the Community Strategic Plan can be accessed through the following [link](#).

The Community Strategic Plan is the highest level plan that a council will prepare. It is a long-term plan that identifies the main priorities and aspirations for the future of the local government area. The Community Strategic Plan also establishes the strategic objectives together with strategies for achieving the priorities and aspirations. The Community Strategic Plan is to:

- address civic leadership, social, environmental and economic issues in an integrated manner,
- be based on social justice principles of equity, access, participation and rights,
- be adequately informed by relevant information relating to civic leadership, social, environmental and economic issues, and
- be developed having due regard to the State Government's State Plan and other relevant State and regional plans of the State Government.

While Council has a custodial role in initiating, preparing and maintaining the Community Strategic Plan on behalf of the Hawkesbury Local Government Area, it is not wholly responsible for its implementation. Other partners, such as state agencies and community groups may also be engaged in delivering the long-term objectives of the plan.

As the terms of the current Community Strategic Plan and Delivery Program conclude on 30 June 2021, a review of the Community Strategic Plan will be conducted in the coming months. Once adopted it will inform the development of Operational Plans in subsequent years.

The Resourcing Strategy 2017 - 2027

The Community Strategic Plan provides a vehicle for expressing long-term community aspirations. However, these will not be achieved without sufficient resources (i.e. time, money, assets and people) to actually carry them out. The Resourcing Strategy identifies and summarises these resources within the:

- Long-Term Financial Plan
- Workforce Management Plan
- Asset Management Plan

The Resourcing Strategy 2017-2027 was originally adopted by Council at its meeting on 13 June 2017. The Resourcing Strategy has subsequently updated on 28 November 2017. A copy of the Resourcing Strategy 2017-2027, can be accessed through the following [link](#).

Long-Term Financial Plan

The Long-Term Financial Plan is the document where long-term community aspirations and goals outlined within the Community Strategic Plan are tested against financial realities. The Long-Term Financial Plan therefore contains a set of financial projections and assumptions covering a 10 year period.

The Long-Term Financial Plan provides a dynamic framework, that is revised annually so as to ensure that Council maintains long-term financial sustainability. It also underpins the delivery of Council's core functions and assists in measuring Council's performance in implementing objectives and actions within the Community Strategic Plan.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Workforce Management Plan

The Workforce Management Plan assists Council to plan for the future, anticipate change, and manage the workforce to meet the outcomes of Council's Delivery Program. It provides a framework for making decisions that align with meeting the strategic goals of the community and it identifies how future staffing and skill needs will be met.

Asset Management Plan

Council's infrastructure assets include assets such as roads, bridges, stormwater drainage, sewerage, solid waste, footpaths and cycle-ways, buildings, sporting fields and playgrounds, recreation facilities, parks and reserves. Non-infrastructure assets include land, motor vehicles, plant and equipment, office furniture, office equipment, art works, heritage collections and library books. These assets enable Council to provide residents, businesses and visitors with a wide range of services which attempt to meet their social, economic, environmental and recreational needs.

The Asset Management Plan provides the framework, strategies and processes required to guide the management of assets so as to enable Council to deliver upon the corporate goals and strategies and achieve the outcomes set in the Community Strategic Plan.

The Delivery Program 2017 - 2021

The Delivery Program translates the community's strategic goals into actions. These are the principal activities to be undertaken by Council to implement the strategies established by the Community Strategic Plan within the resources available under the Resourcing Strategy. The Delivery Program is designed to be the single point of reference for all principal activities undertaken by the Council during its four year term of office. These principal activities are directly linked to the Focus areas in the Community Strategic Plan. A copy of the Delivery Program 2017-2021 can be accessed through the following [link](#)

The Operational Plan 2020/2021

The Operational Plan contains the actions that are intended to be undertaken over the twelve month period from 1 July 2020 to 30 June 2021. These actions are again directly linked to the Community Strategic Plan via the Strategies and Principal Activities listed in the Delivery Program. The Operational Plan also contains the annual budget and the Council's Statement of Revenue Policy for the next twelve months.

The Operational Plan spells out the details of the Delivery Program by identifying the projects, programs and the activities to be engaged in by Council during the year to achieve the commitments made in the Delivery Program.

The Integrated Planning and Reporting legislation requires the above documents to be directly linked, show links to (and be consistent with) the State Strategies and sets the timeframes for the review and adoption of the above. The Legislation also requires:

- Quarterly financial reporting,
- Six monthly reporting of the progress of implementing the Delivery Program and Operational Plan,
- An annual report of all the above, and
- An end of Council election term report indicating the progress of the Council in implementing the Delivery Program.

In addition to the above, Council has recently introduced Business Plans for each Branch. The Business Plans are to be reviewed each year to:

- Translate the Operational Plan on a Branch by Branch basis
- Provide a basis for induction, performance plans and performance reviews.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

2. Implementation of Fit for the Future Strategies

Council's ongoing financial sustainability is a major objective when developing the Council's annual budget. Significant advances have been made during recent budgets to reduce operational costs and to direct rate revenue and operational savings towards funding future infrastructure works.

In 2020/2021, Council will continue to implement a number of financial sustainability strategies as detailed in its Fit for The Future Action Plan adopted on 8 November 2016. This Draft Operational Plan includes the following strategies, initiatives and associated financial impacts:

Table 1 – Fit for The Future Strategies and other Initiatives

Total Reduction in Operating Expenditure 2020/2021		\$1.7M
No CPI / Operational Efficiencies	Represents the savings from not increasing applicable budgets by CPI since 2016/2017 and operational efficiencies as a result of operational reviews	\$534K
Plant / Fleet Review	Represents deferral of plant replacement based on a condition review	\$238K
Energy Efficiency Initiatives	Solar panels on Council owned buildings	\$202K
LED Lighting & Power Purchasing Agreement	Upgrade of street light bulbs to LED bulbs and electricity rate savings from Power Purchasing Agreement	\$650K
Total Increased Income 2020/2021		\$1.9M
Stormwater Management Charge	An annual charge implemented on 1 July 2017.	\$538K
Review fees charged for discretionary services	Builds on 2019/2020 review, and results in additional income of \$143K. Fees reviewed for Animal Shelter and Cemeteries.	\$143K
Review Service Delivery Models	Service delivery models reviewed for Car Parking and Sewer Management Facilities.	\$298K
Redbank Drainage Charge	Applying a \$25 per property charge to the urban residential area of Redbank, similar to the \$25 per lot charge that applies to other urban areas across the city.	\$18K
Childcare Building Levy	Based on partial recovery of depreciation on Council owned childcare buildings.	\$82K
Dividend received from Waste Management Facility	Based on a 12% return on the asset investment.	\$621K
Dividend received from Sewerage Business Activity	Based on the Department of Industry – Water guidelines	\$218K

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

The strategies above have resulted in additional funds being made available to continue to sustain existing programs and service levels relating to non-infrastructure assets. Further, these strategies have enabled additional funding, above CPI, to be:

- Allocated to asset maintenance and renewal, and
- Made available for resourcing enhanced services in line with the community's expectations and Council's direction.

Under the Fit for the Future framework, Council's financial sustainability is assessed through a set of financial benchmarks that are required to be achieved by 30 June 2020. However, in recognition of the current social and economic conditions associated with the Coronavirus COVID-19 Pandemic, the State Government has provided Councils with the option of not achieving Fit for the Future Benchmarks. Notwithstanding this recent development, Council has further reviewed its operations and still aims to achieve the relevant benchmarks in accordance with the original 30 June 2020 target.

The most significant benchmark relates to the Operating Performance Result. This ratio compares operating income with operating expenditure including Depreciation. The benchmark is a nil result, meaning operating income should at least equal operating expenditure. Council's Long-Term Financial Plan projects that Council will meet the benchmark in 2020/2021.

Other benchmarks are aimed at ensuring that Council's assets are maintained at a satisfactory standard. These ratios are the Building / Infrastructure Renewal Ratio, the Infrastructure Backlog Ratio and the Asset Maintenance Ratio.

The Debt Service Ratio is the benchmark to guide the appropriate level of debt, and the Operating Expenditure per Capita benchmark is to measure Council's ability to achieve efficiencies.

Recent advice from the NSW Government is that they:

- Acknowledge these unprecedented times understanding that all councils are facing additional expenditure, significant reductions in revenue and challenges in ensuring the ongoing delivery of important community services.
- Noted that councils will be to continue to make sound financial decisions in response to the COVID-19 pandemic, based on financial management strategies that are flexible and adaptable.
- Provided councils with the discretion to not necessarily demonstrate full compliance with financial Fit for the Future benchmarks during this time.

Council has determined that it is appropriate to continue to implement actions to assist with long-term financial sustainability, but with a focus on supporting the community in this difficult period. Therefore, the amended Draft Budget 2020/2021 with the projected COVID-19 impacts still meets the benchmarks.

In line with the NSW Government Fit for the Future guidelines, Council's sewer activity is excluded from the projected ratios. As detailed in Table 2 below, the Draft Budget is on track to meet all the necessary benchmarks in 2020/2021.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Table 2 – Fit for the Future Benchmarks

Measure	Benchmark	2020/2021 Target	2020/2021 Draft Budget	Status
Operating Performance Ratio	At least break even over long-term	0	0.002	On track
Own Source Revenue	60% minimum level of own source revenue	60%	83.2%	On track
Building/ Infrastructure Renewal Ratio	Ratio >100% renewals=depreciation	Improve (>74%)	128.3%	On track
Infrastructure Backlog Ratio	Ratio of less than 2% (of write down value)	Improve (<9.0%)	0.8%	On track
Asset Maintenance Ratio	Ratio of >100% to prevent deterioration	Improve (>64.5%)	103.3%	On track
Debt Service Ratio	Up to 20% of revenue	Up to 20%	5.3%	On track
Operational Expenditure Per capita	Decline in per-capita expenditure over time	Decreasing	Decreasing	On track

* Improvement is measured against the ratios as at 2014/2015 in line with Fit for the Future guidelines.

It is to be noted that amounts reported in the Operational Plan documents are consolidated and include the Sewer activity financials.

3. Special Rate Variation

The Independent Pricing and Regulatory Tribunal (IPART) approved a Special Rate Variation for three years commencing in 2018/2019. The Special Rate Variation is for an increase of 9.5%, each year for a period of three years. This approval allows Council to increase its rating income by more than Rate Pegging. For 2020/2021 the rate-pegging increase is 2.6%. The Special Rate Variation approval enables Council to increase its rates income by a further 6.9%.

The increase in rating income through the Special Rate Variation and the outcomes Council will be able to deliver, over the 2018/2019 to 2020/2021 period can be summarised, as follows:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Table 3 Special Rate Variation Outcomes

Programs	Total As at 2020/2021
Business Improvement	\$0.7M
Volunteering and Community Development	\$0.4M
Environment and Sustainable Living	\$0.4M
Roads – Capital Works	\$17M
Roads – Maintenance	\$0.7M
Public Domain and Parklands – Capital Works	\$3.1M
Public Domain and Parklands – Maintenance	\$0.8M
Community Buildings – Capital Works	\$1.6M
Transport and Infrastructure Planning	\$0.3M
Heritage and Urban Design	\$0.1M
Economic Development and Design	\$0.3M
Community Events, Resilience and Marketing	\$0.6M

4. Draft 2020/2021 Operational Plan – Actions

The Draft 2020/2021 Operational Plan details the actions, including associated resources that will be taken during 2020/2021 financial year, being the last year of the 2017-2021 Delivery Program. The Plan also details Council's Statement of Revenue Policy, incorporating the proposed Rates, Annual Charges, Fees and Charges and Borrowings.

The development of the Plan takes into consideration, to the extent possible, the community's expectations in relation to:

- Well-maintained and safe roads
- Attractive public spaces and places
- Dynamic, thriving town and village centres
- Healthy and accessible waterways and natural areas
- A safe, resilient and connected community
- A sustainable and sensitive built environment

These expectations are considered in addition to technical and legislative requirements when considering the allocation of funds available to various services and associated service levels.

Taking into account the above, service levels relating to programs and service areas where the community is generally satisfied, have been maintained. The maximum possible available funding has been allocated to priority areas identified by our community.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Projects, Program and Activities and Funding for 2020/2021

The Draft 2020/2021 Operational Plan outlines Program areas and specific Actions proposed to be delivered in 2020/2021 to address the Delivery Program Activities. These actions are funded to the extent possible, within the Estimated Income and Expenditure component of the Plan.

The Draft 2020/2021 Operational Plan details Actions in regard to Council's "business as usual" or day to day activities. In 2020/2021, Council is budgeting \$120.4M **(including Depreciation)** to undertake these activities across the following allocations:

- Waste Management and Resource Recovery – \$25.9M
- Road Infrastructure – \$42.4M
- Community and Culture – \$15.8M
- Public Spaces, Parks, Sports and Recreation – \$12.6M
- Strategic Planning – \$5.1M
- Regulatory and Community Safety – \$2.0M
- Corporate Functions – \$16.7M

The Draft 2020/2021 Operational Plan also funds the continuation and enhancement of a range of Strategic Initiatives, including:

A more commercial and accountable Council – \$0.7M

One of our most important objectives relates to Council becoming more commercial and accountable. Council's Business Improvement, Governance and Risk Management activities support this objective. In relation to Business Improvement, staff focus on ensuring that customer service improvements comply with privacy and other legislation and in doing so maintain data quality over time, where possible using Council's on existing systems. Governance activities centre around developing work processes that support consistent, quality and transparent outcomes over time. Our Enterprise Risk Management activities are based on developing systems that mitigate risks in relation to health and safety, legal, financial, environmental and reputational threats.

Resources are on board to support Managers in critically reviewing their business processes, staff skills and the available technology to maximise cost effectiveness whilst ensuring customer service is maintained or increased.

Working in partnerships with our community – \$0.1M

Council relies heavily on its volunteers across a number of its activities including the Library, Museum and Gallery, and Bush Care activities. A Volunteer Coordinator supports the coordination, induction management and recognition of volunteers across Council. This Program also includes an increase in funding for community programs, such as the Section 356 Community Sponsorship Program, and additional programs for Human Services.

Valuing our natural and built environment – \$0.1M

This initiative is focused on ensuring Council is leading initiatives to protect our heritage, enhance our environmental sustainability, and improve the design of our towns and villages. Similar to the 2019/2020 Budget, the 2020/2021 Budget also includes an amount of \$15K for a Resilience Program. This funding is accessed in circumstances such as extreme weather conditions, to fund various activities including extended opening hours of Council facilities.

It is to be noted that in addition to the \$0.1M in expenditure, the electricity and street lighting initiatives are estimated to generate \$0.6M in savings across various areas of Council.

A vibrant, connected and liveable Hawkesbury – \$0.6M

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

This program is focused on making the Hawkesbury a vibrant and connected place for the community and visitors to experience and enjoy. It builds on existing funding and programs to better plan for transport and infrastructure with additional resources. There will also be a focus on vibrant towns through placemaking programs that enhance the town centres of Windsor, Richmond and South Windsor with a \$15M injection of funds from the Western Sydney City Deal.

Planning for a sustainable Hawkesbury – \$0.2M

Whilst the Hawkesbury itself is not a high growth area, growth around us is resulting in pressure for us to plan our area to not only ensure our own community is well served but also to ensure we can position ourselves as unique against our surrounding areas. Council can do this through focused and robust land use planning that facilitates economic development whilst maximising the value of the Hawkesbury's natural assets and open space.

Strengthening our capacity and voice – \$0.2M

Council is currently a party to a number of Council groups or partnerships. All these alliances provide enhanced capacity as well as a greater voice at the table when negotiating or competing for allocation of resources or funding.

5. Budgeted Operating Result

The Draft 2020/2021 Operational Plan is required to include Council's Estimates of Income and Expenditure or Budget for the 2020/2021 financial year. There have been a number of challenges in balancing the Budget for 2020/2021, including but not limited to:-

- Expenditure levels frozen for non-core services for the fourth year in a row
- The prevailing economic climate
- Significant increase in insurance costs
- Successive natural disasters
- The Coronavirus COVID-19 Pandemic

Council has incorporated the projected impacts of the COVID-19 Pandemic into the Draft 2020/2021 Budget resulting in a \$4.2M reduction in income as a result of facility closures, provision of rental assistance, the slow-down of housing development, implementation of additional hardship support, inspections associated with businesses closed for social distancing purposes and the general economic down-turn.

Despite this, the Draft 2020/2021 Operational Plan has:

- Kept the renewal and upgrade of community assets the same
- Kept the maintenance of community assets the same
- Balanced the budget, without external borrowing
- Provided for no further increase to the Annual Fees and Charges beyond the Long-Term Financial Plan
- Maintained staff in productive employment, thereby contributing taxes and ensuring day to day expenditure in the local economy
- Included revised provisions to ensure prompt responses to hardship cases involving residents, business and Council's commercial tenants.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Council's focus on maintaining services to the community is in line with recent advice from the NSW State Government, as outlined earlier in this report.

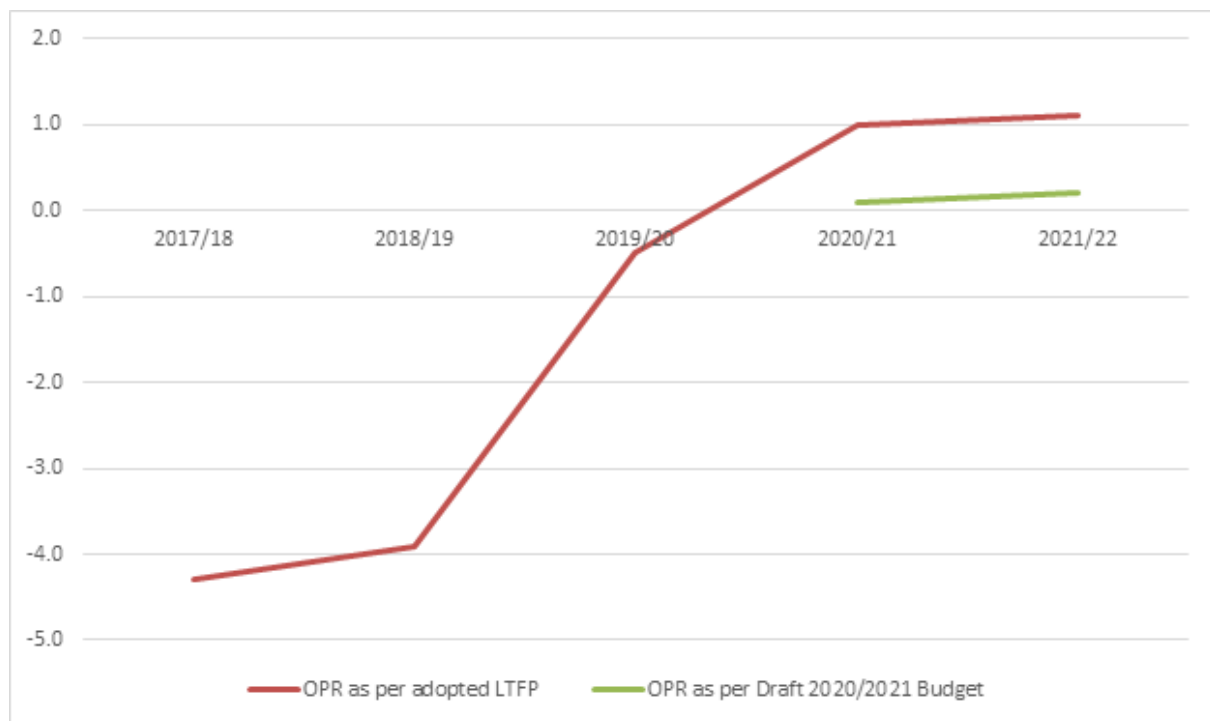
The Draft 2020/2021 Budget reflects operating expenditure, budgeted to be less than recurring income, resulting in an overall Operating Surplus of \$1.6M. It is to be noted that this result includes all Council activities, including activities subject to funds restrictions.

As outlined above, the For Fit for the Future ratios exclude the Sewer activity from Council's result.

Excluding the Sewer activity, for 2020/2021 Council is projected to have an Operating Surplus of \$0.1M (shown in green).

The Long-Term Financial Plan projected that Council should have a \$1.2M operating surplus (as shown in red).

Figure 1 – Projected Operating Result



An operating surplus gives Council the ability to invest more in capital renewal and affords Council the capacity to weather financial shocks, such as those experienced in 2019/2020 the bush-fires, floods and the initial stages of the COVID-19 Pandemic. As stated previously, Council's financial position has allowed it to produce a budget that accounts for significant anticipated reductions in income whilst continuing to deliver services the community needs and not focus solely on financial results.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Table 4 - Draft Operational Plan 2020/2021 - Estimated Income and Expenditure

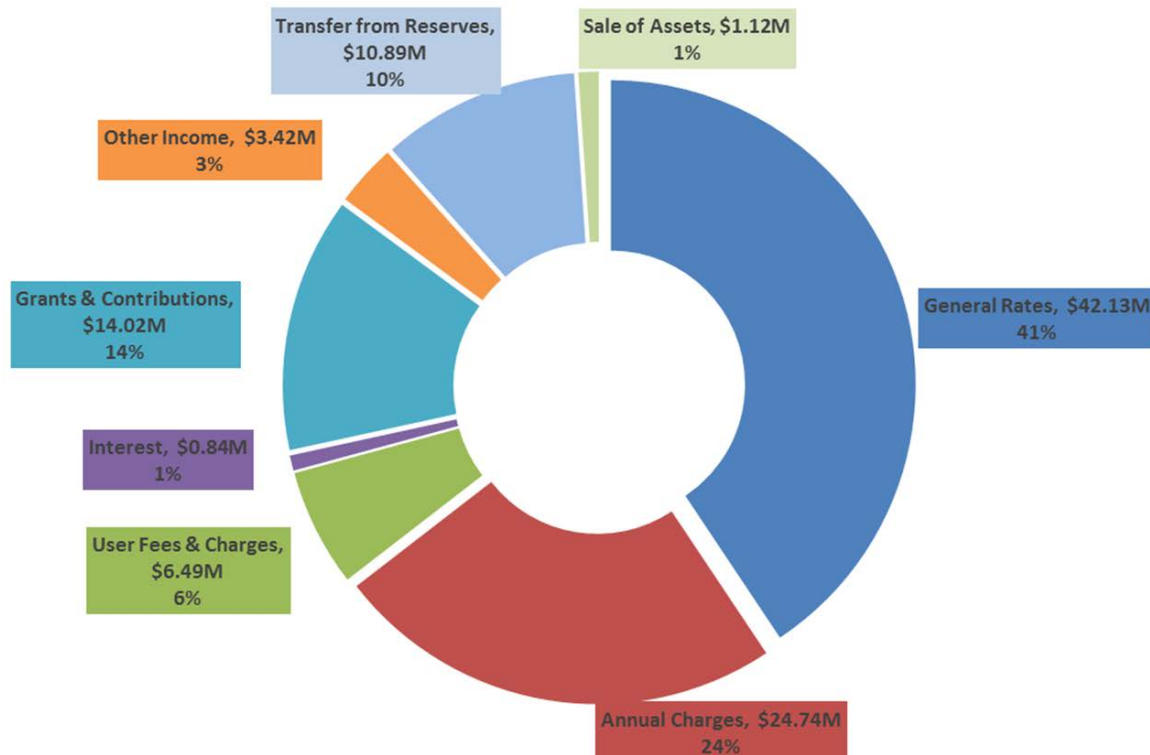
(\$'000)	Original Budget 2019/2020	Draft Budget 2020/2021
Income from Continuing Operations		
Revenue		
Rates and Annual Charges	(61,313)	(66,871)
User Charges and Fees	(7,227)	(6,492)
Interest and Investment Revenue	(1,794)	(839)
Other Revenues	(4,513)	(3,418)
Grants and Contributions provided for Operating Purposes	(8,246)	(7,949)
Grants and Contributions provided for Capital Purposes	(4,520)	(6,068)
Share of Interest in Joint Ventures	(265)	0
Total Income from Continuing Operations	(87,878)	(91,641)
Expenses from Continuing Operations		
Employee Benefits and On-Costs	30,378	31,126
Borrowing Costs	982	590
Materials and Contracts	19,248	20,307
Depreciation and Amortisation	18,244	18,605
Other Expenses	13,725	13,335
Total Expenses from Continuing Operations	82,577	83,963
Net Operating Result for the Year	(5,301)	(7,678)
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(781)	(1,610)
Source of capital funding (excluding reserves)		
Proceeds from the sale of capital assets	(1,568)	(1,108)
Depreciation	(18,244)	(18,605)
Grants and Contributions - Capital	(4,520)	(6,068)
	(24,332)	(25,781)
Application of Capital Funding		
New Assets		
Land, Building and Land Improvements	175	145
Roads, Bridges, Footpaths and Drainage	13,486	14,339
Sewer Infrastructure	-	-
Parks Assets and Other Structures	180	-
Renewal of Assets		
Land, Building and Land Improvements	2,619	2,352
Roads, Bridges, Footpaths and Drainage	10,877	10,613
Sewer Infrastructure	1,270	2,250
Parks Assets and Other Structures	1,560	3,403
Other Assets	1,470	2,617
Plant and Equipment	3,196	2,566
	34,833	38,285
Net Capital Expenditure	10,501	12,504
Retained (surplus)/deficit from prior years		
Transfer from Reserves	(56,989)	(57,769)
Transfer (to) Reserves	47,269	46,875
	(9,720)	(10,894)
Retained (surplus)/deficit available for general funding purposes	-	-

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Income

For 2020/2021, a total income (including capital income), of \$103.7M has been budgeted to be received from various income sources, as shown in Chart 1 below:

Chart 1 – Funding Sources



Rates and Annual Charges

As shown in Chart 1 above, Council's main revenue source is General Rates, which for 2020/2021, net of rebates is \$42.1M, representing 41% of the total estimated revenue.

Council will raise a further \$24.7M in Annual Charges, being Waste Charges, Sewer, Stormwater and Sullage. Funds generated through these programs are restricted to be utilised within the program to which they relate.

The level of rates and annual charges are generally in accordance with the Long-Term Financial Plan.

User fees and charges and other income

Income including revenue raised through fees and charges for services, statutory fees, interest revenue and other income, has been increased with the applicable index and taking into consideration current and expected trends and the economic climate. Where possible, fees have been set at a full cost recovery level, including expected applicable increases for 2020/2021.

Income from user fees and charges and other income is estimated at \$9.9M. This income includes, but is not limited to:

- Building and Development – \$1.9M
- Regulatory Activities – \$1.9K
- Property Portfolio – \$1.7M
- Waste Management Facility Dividend – \$621K

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

The overall level of User Fees and Charges is lower than the Long Term Financial Plan as a result of the slow down in general economy and measures taken by the State and Federal Governments to reduce the spread of the Coronavirus.

Interest Income

A further \$0.8M is estimated to be received through interest earned on Council's investment portfolio and interest charges on overdue amounts.

Council's estimated interest earnings are based on the amount of cash held for investment and expected return to Council. All of Council's investments are in term deposits, resulting in a portfolio with no exposure to capital loss.

Amounts held in investments are fully allocated to fund the Operational Plan Actions, including capital works. Timing differences between the receipt of income and payment of expenses provide the opportunity to invest funds until they are required and earn interest thereon.

There has been a significant reduction in projected investment income when compared to the Long-Term Financial Plan as a result of the general economic conditions and changes in projected reserve balances as a result of the Coronavirus (COVID-19) pandemic.

Grants and Contributions

Approximately \$14M or 14% of the 2020/2021 revenue will be achieved through grants and contributions. With regard to grants, a conservative approach is taken whereby known ongoing grants are budgeted for, and matching funding for applications in progress is provided where relevant. Targeted applications are ongoing and if funding is secured through the financial year, it is reflected in Quarterly Budget Reviews.

Major Operating and Capital Grants included are:

- Financial Assistance Grant – \$4.4M
- RMS Regional Roads Grants – \$1.8M
- Roads to Recovery Grant – \$1.1M
- Ferry Grant - \$0.2M
- Bush Fire Prevention Grant – \$0.4M
- Street Lighting Subsidy – \$0.2M
- Library Grant – \$0.2M

Council receives Financial Assistance Grants from the Federal Government. For 2020/2021, it has been assumed that the Grant will remain at the same level as that received in 2019/2020. An allocation of \$1.1M has been advised in regard to the Roads to Recovery Grant. Council will be using this grant to fund road projects within its priority listing of works.

Council has included \$4.8M as the estimated amount of Developer Contributions received, this is \$2.5M less than the Long-Term Financial Plan due to the general economic conditions and assumed impact of the Coronavirus (COVID-19) pandemic.

Sale of Assets

The 2020/2021 budget includes an amount of \$1.1M to be received from sale of assets as part of routine asset replacement processes in relation to plant and equipment.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

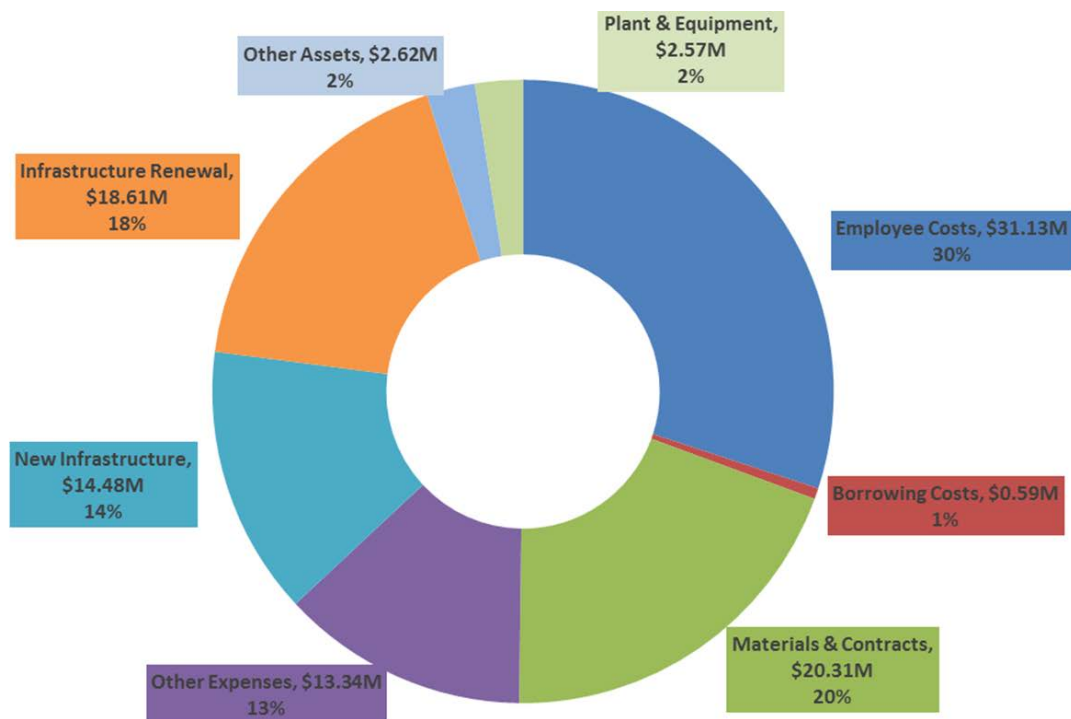
Expenditure

Council incurs a range of operating and capital expenses in delivering its programs. The main expenditure elements are Employee Costs, Material and Contracts, Borrowing Costs, Other Expenses, Depreciation and Capital Works, comprised of Land Acquisition, Infrastructure Renewal, New Infrastructure and Plant and Equipment and Other Assets.

For 2020/2021, the total funding available to fund services of \$103.7M has been fully allocated to expenditure on providing services to the community.

Chart 2 shows the categories of expenses and amounts budgeted for 2020/2021.

Chart 2 – Expenditure



Employee Costs

Services to the community and works are delivered through a combination of Council staff and contractors. With the majority of activities being resourced internally, employee costs of \$31.1M constitute 30% of the total expenditure.

A significant portion of this amount relates to staff fixing roads, mowing the parks, collecting our garbage, collecting stray animals, ensuring compliance etc. Council staff also serve our ratepayers through our customer service centre, development application processing etc. Administration staff are required to support other activities such as financial management, procurement, contract management and legislative reporting.

Employee costs estimated for 2020/2021 are based on the resources required to deliver the proposed Operational Plan. The Budget for Employee Costs has been based on an estimated Award increase of 2.5%, which is currently under review.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Materials and Contracts

Council supplements its internal staff resources with external contractors, consultants and professional services. The costs of these external services, and the costs of materials used to deliver services is represented by the Material and Contracts amount, which for 2020/2021 is budgeted at \$20.3M or 20% of costs.

Amounts budgeted reflect the cost applicable for 2020/2021, or the applicable contract annual cost escalation. In some cases, in line with the applicable Fit for the Future Strategy, budgets have been maintained at no CPI increase.

Other Expenses

In addition to the above costs, Council also incurs a range of Other Expenses, estimated at \$13.3M or 13% of total costs for 2020/2021. These expenses include:

• Utilities and Street Lighting	\$1.8M
• Contribution to Emergency Services	\$1.3M
• Insurance	\$1.3M
• Corporate IT Expenses	\$1.2M
• Operational Contribution to Sports Council	\$0.8M
• Members Fees and Expenses	\$0.4M
• Postage and Printing	\$0.3M
• Bank Charges	\$0.2M
• Licences and Memberships	\$0.2M
• Oasis Aquatic and Leisure Centre	\$0.3M
• Section 356 Expenditure	\$0.1M
• Section 88 Waste Levy Contribution	\$3.5M

Borrowing Costs

An amount of \$0.6M is included in the 2020/2021 Operational Plan for borrowing costs relating to funds borrowed under Local Infrastructure Renewal Scheme Loan to fund the Timber Bridge Replacement Program, the Infrastructure Borrowing Program used to support asset renewal, and the Low Cost Initiative Loan to be used to construct upfront the necessary infrastructure for the Vineyard Development area.

At time of borrowing an assessment will be undertaken as the optimal source of funds depending on interest rates charged by external lenders and interest rates achieved on Council's own funds.

It is to be noted that in addition to borrowing costs the Operational Plan also provides for repayment of principal.

Allowance has also been made for adjustments relating to fair valuation of financial liabilities and provisions.

Capital Works

As detailed earlier in the report, Council's infrastructure, comprising an extensive road network, parklands, community buildings, and sewerage networks, needs to be adequately funded in line with a sound asset management approach.

For the 2020/2021 financial year, it is proposed to undertake Capital Works amounting to \$38.3M.

The focus continues to be on asset renewal, with \$18.6M being budgeted for renewal or replacement of existing infrastructure assets. A further \$14.5M is budgeted for new infrastructure assets, including \$7.8M in regard to drainage infrastructure within the Vineyard development area.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

A total of \$5.2M is included for non-infrastructure assets including cultural resources, information technology and plant and fleet.

The 2020/2021 capital works program includes \$25.0M for Roads Infrastructure, \$3.2M for Parks and \$2.6M for Buildings. A further \$2.3M is included for necessary renewal of sewer infrastructure.

Details of the works can be found in the Draft 2020/2021 Operational Plan document attached as Attachment 1 to this report.

Council's prioritised works program is based on set criteria and associated asset modelling.

6. Revenue Policy

The Draft 2020/2021 Operational Plan sets out the rating structure for the financial year, the annual charges that will apply and details user fees and charges proposed for the year.

General Rates 2020/2021

Council's current rating structure provides for three different types of ordinary rates: residential, farmland and business. The business category includes three sub-categories based on defined business areas. The rate type applicable to a particular property is determined on the basis of the property's rating categorisation. All properties are categorised in accordance with the provisions set out in the Local Government Act 1993.

Council levies general land rates on properties in its Local Government Area (LGA) predominantly based on an ad valorem basis. This means that rates applicable to each property are determined by reference to the latest land value provided by the NSW Valuer General, multiplied by the rate in the dollar set by Council for the year.

For the 2020/2021 year it is proposed to apply an increase of 9.5% to Council's rating income in line with the approved Special Rate Variation for 2020/2021.

The impact of the proposed rate increases are shown in Table 5 below:

Table 5 – Average Rates Increases

Rating Category	SRV Average Increase (including Rate Peg)	Rate Peg Only Average Increase	Impact of SRV
Residential	\$91.90	\$1.40	\$90.50
Farmland	\$357.57	\$167.28	\$190.29
Business	\$808.24	\$592.41	\$215.83

Land Values

The rates applicable to each property are based on land valuations as determined by the NSW Valuer General. The NSW Valuer General revalued properties in the LGA in 2019, with those values first being used for the 2020/2021 Operational Plan, commencing 1 July 2020.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Rating Structure

It is proposed that for 2020/2021, the rating structure is as shown in Table 6 below:

Table 6 – Rating Structure

Rate Category/ Sub-Category	No. of Properties	Rateable Land Value	% Land Value	Notional Yield	% of Notional Yield	Ad valorem Rate in \$	Base Amount	Base Amount % of Yield
Residential	24,330	\$12,160,084,221	85.97%	\$35,044,118	83.22%	0.202155	\$430	29.85%
Business Area 1	771	\$533,441,306	3.77%	\$2,488,287	5.91%	0.404310	\$430	12.55%
Business Area 2	375	\$315,078,515	2.23%	\$1,435,144	3.41%	0.404310	\$430	10.58%
Business Area Other	414	\$287,353,375	2.03%	\$1,339,818	3.18%	0.404310	\$430	12.51%
Farmland	605	\$847,931,100	6.00%	\$1,802,872	4.28%	0.181940	\$430	14.43%
Total	26,495	\$14,143,888,517	100%	\$42,110,239	100%			

Annual Charges

In addition to General Rates, Annual Charges for the Waste Services and Sewerage, or Sullage services are applicable. The increases for these charges generally reflect the cost of delivering the respective programs and the necessary funding to be maintained for future asset renewal. Management regularly reviews these programs and the long-term strategic direction to ensure these services are delivered in the most cost-effective way.

Waste Management Services Charges

The Domestic Waste Management Service for 2020/2021 includes the applicable bin service, the recycling bin service, the kerbside collection service, and, if applicable, the green waste service.

The Minister has not specified a percentage in terms of Section 507 of the Act by which the amount of the annual charges for domestic waste management services may be varied for the year commencing July 2020. This has the effect that no ministerial limitation is placed on variations to the charge. However, the amount of the charge remains subject to Section 504(3) of the Act and councils need to review their waste management operations in order to determine the appropriate current and future costs to be included as part of the reasonable cost determination. Based on this calculation, an increase in the annual charges for the waste service of 3.25% is required. Commercial Waste Collection charges have been increased by 9.5%.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

The Domestic Waste Management and Commercial Waste Collection charges proposed for 2020/2021 are summarised in the Table below:

Table 7 – Waste Charges

Charge 2019/202	Description	Charge 2020/202
DOMESTIC		
Without Garden Organics Service		
\$559.42	240 litre bin - Weekly	\$577.60
\$353.87	140 litre bin - Weekly	\$365.37
\$353.87	240 litre bin - Fortnightly	\$365.37
\$248.48	140 litre bin – Fortnightly	\$256.56
With Garden Organics Service		
\$639.51	240 litre bin - Weekly	\$660.29
\$433.95	140 litre bin - Weekly	\$448.05
General Services		
\$161.70	Availability - Weekly	\$166.96
\$80.84	Availability - Fortnightly	\$83.47
\$93.85	240 litre additional garden organics	\$96.90
\$93.85	240 litre additional recycling bin	\$96.90
POA	Multiple waste collection service	POA
BUSINESS		
\$796.33	240 litre bin - Weekly	\$871.98
\$487.31	140 litre bin - Weekly	\$533.60
\$557.43	240 litre bin - Fortnightly	\$610.39
\$341.11	140 litre bin - Fortnightly	\$373.52
\$96.80	240 litre additional garden organics	\$106.00
\$96.80	240 litre additional recycling bin	\$106.00
POA	Multiple waste collection service	POA

Sewerage Charges

In accordance with legislative requirements, Council maintains an externally restricted reserve for the Sewerage Management Program. All funds received through annual sewerage charges are quarantined to fund the on-going operational costs incurred in providing the service, the on-going network maintenance and renewal and major capital works planned for future years. This is reflected in a 10 Year Plan and the required charge for 2020/2021 is based on ensuring sufficient funds are available to address recurrent costs and future capital requirements, taking into account current reserve levels. Based on these projections, it is proposed that a sewerage charge increase of 2.5% be made for the 2020/2021 financial year.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

The Sewerage charges proposed for 2020/2021 are summarised in Table 8 below:

Table 8 - Sewerage Charges

Charge 2019/202	Type of Service	Charge 2020/202
	RESIDENTIAL	
\$865.06	Residential Connected	\$886.69
\$576.05	Residential Unconnected	\$590.45
	BUSINESS	
\$1,006.89	Category 1 (<1,000 litres per day)	\$1,032.06
\$5,048.58	Category 2 (1,001 to 5,000 litres per	\$5,174.79
\$10,057.03	Category 3 (5,001 to 10,000 litres per	\$10,308.46
\$20,052.63	Category 4 (10,001 to 20,000 litres per	\$20,553.95
\$20,052.63 (plus volumetric)	Category 5 (>20,000 litres per day)*	\$20,553.95 (plus volumetric)
\$580.46	Business - Unconnected	\$594.97

Sullage Charges

Council engages a contractor to provide a sullage pump out service to properties that are not serviced by Sydney Water or Council's sewerage network and do not have on-site sewerage management facilities.

Council maintains an internally restricted reserve to fund its sullage program. All funds received in relation to sullage charges are quarantined to fund the operational costs of running the program.

Sullage Charges reflect cost-recovery of the cost to provide the service through a tendered contract and cannot be used for any other purpose.

As part of the Draft Operational Plan process, the sullage current and projected reserve balances have been assessed and this has resulted in the proposed increase of 7.33% being required to ensure sufficient funds are available to fund the program and associated future costs.

Table 9 – Sullage Charges

Charge 2019/202	Type of Service	Charge 2020/202
	RESIDENTIAL	
\$2,334.08	Fortnightly Residential	\$2,505.16
\$4,668.16	Weekly Residential	\$5,010.32
\$187.80	Emergency Service	\$201.57
\$149.56	Extra Service	\$160.52
	BUSINESS	
\$25.71	Commercial per 1000 litre (min volume 2500	\$27.59

Stormwater and Drainage Charges

To enable Council to provide effective management of water quality and quantity from urban runoff, funding is collected from urban areas through specific charges. These are detailed below:

Stormwater Management Service Charge

The Office of Local Government released guidelines in July 2006 that provide assistance to councils to raise additional funding through the Stormwater Management Service Charge to support them in improving

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

the management of urban stormwater in NSW. This follows the gazettal of the Local Government Amendment (Stormwater) Act 2005. The income raised from this charge can only be used to undertake new/additional stormwater management services.

Feedback provided by the community during consultation conducted in August 2016 and February 2017 indicated that the current service level provided by Council's stormwater infrastructure was insufficient and additional expenditure was required.

In order to meet this expectation, a Stormwater Management Service Charge was introduced from July 2017 on all rateable residential and business properties, within an urban area that contains an impervious surface (i.e. car park, concrete slab or building), excluding the Redbank development area. It is proposed to continue applying this charge to relevant properties.

It is projected that this charge will enable an additional \$481K worth of new stormwater infrastructure to be constructed in 2020/2021 and \$10K towards the establishment of a water quality testing program. The charges to be levied are shown in Table 10 below:

Table 10 – Stormwater Charge

Category		Annual Charge
RESIDENTIAL		
Residential		\$25.00
Residential Strata		\$12.50
BUSINESS		
Business		\$25.00 per 350m ² , or part thereof, up to a maximum of \$1,500
Business Strata		Pro-rata of the above, based on land valuation apportionment

The estimated yield from Stormwater Management Service charges is \$537,832.

Drainage Management Charge

The previously discussed Stormwater Charge does not apply to the North Richmond (Redbank) area.

A \$25 per lot Drainage Management Charge applies to the Redbank development area.

Funds collected under this charge are restricted and are only applied specifically to works and maintenance in the collection area.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Table 11 below shows the Drainage Management charges for 2020/2021.

Table 11 – Drainage Management Charge

Category	Charge 2020/2021
RESIDENTIAL	
Drainage Management Residential	\$25.00
BUSINESS	
Drainage Management Business	\$25.00

The estimated yield from Drainage Management charges is \$17,550.

Rates and Charges Concessions

Concessions on rates and charges are available to eligible pensioners. Council has in excess of 3,200 eligible pensioners who receive concessions on their annual rates and charges. Council also offers a number of rating concessions to pensioners over and above the mandatory concessions. No State Government subsidy is received against these additional concessions.

Ordinary Rates and Domestic Waste Management

The Act provides for pension rebates of up to 50% of the aggregated ordinary rates and domestic waste service charges, to a maximum of \$250. Council is reimbursed 55% of this concession by the State Government, and funds the remaining 45% (up to \$112.50 per property).

Sewerage Charge

A concession based on 50% of the applicable charge is available to eligible pensioners who are subject to the residential sewerage connection charge. The mandatory concession relating to the sewerage charges is \$87.50 of which the State Government provides a reimbursement to Council of 55% (\$48.13). This amount has remained unchanged since 1989. Council funds the remaining mandatory concession amount plus an additional amount to bring the total concession amount to 50% of the applicable charge per property.

Sullage Service

Council provides eligible pensioners with a pensioner concession based in 50% of the applicable sullage charge. The rebate is fully funded by Council.

Fees and Charges

The Draft 2020/2021 Operational Plan also includes a full list of Council's Fees and Charges for the various services provided by Council. Fees and charges are reviewed each year and are updated as required to reflect the current cost of providing the service, any applicable statutory limit and any other relevant factors.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

7. Adoption of Budget for Year Ended 30 June 2021

As mentioned earlier in this report, assuming Council approves the Draft 2020/2021 Operational Plan for public exhibition, at this Meeting, it is anticipated that advertising of the Draft document will commence shortly afterwards for the minimum 28 day period. During the exhibition period, any person may make a submission to Council.

At this time, Council has a scheduled Meeting on 30 June 2020 to consider submissions received and to adopt the Operational Plan as amended, if appropriate, incorporating Council's Estimated Income and Expenditure and associated documents, and make and fix the rates and charges for the year ended 30 June 2021.

COMMUNITY ENGAGEMENT

It is proposed that the Draft 2020/2021 Operational Plan be placed on public exhibition for the minimum 28 day period.

The Draft 2020/2021 Operational Plan will be advertised through:

- Council's website
- Social Media
- *Your Hawkesbury Your Say*

Submissions can be made in writing or through Your Hawkesbury Your Say.

Following this period, a summation of any submissions received will be presented to a Council Meeting to be held 30 June 2020. At this meeting, Council is to consider the submissions received and adopt the Draft 2020/2021 Operational Plan, as well as setting rates and charges for the year ending 30 June 2021. A council must adopt its Operational Plan by 30 June each year and set its rates for a financial year by 31 July of that year.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

FINANCIAL IMPACT

The adoption of the recommendation in this report will result in the Draft 2020/2021 Operational Plan, including the Statement of Revenue Policy, as outlined in this report and detailed within the attachment, being placed on exhibition, and subject to Council resolutions arising and public submissions received, being adopted for the financial year 2020/2021.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

AT - 1 Draft 2020/2021 Operational Plan - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Item: 073 **GM - Hardship and Debt Recovery Policy - (79351)**

Previous Item: 66, Ordinary (31 March 2020)
 222, Ordinary (28 November 2017)

Directorate: Support Services

PURPOSE OF THE REPORT:

At its meeting on 31 March 2020, Council resolved to investigate options for reviewing Council's Hardship Policy to make it more user friendly and incorporating additional features to assist rate payers through the current economic conditions.

The purpose of this report is to submit the revised Policy - Hardship and Debt Recovery Policy, attached as Attachment 1 to this report, for Council's consideration. The report also submits the Guidelines developed to address the natural disasters and COVID-19 crisis.

EXECUTIVE SUMMARY:

At its meeting on 31 March 2020, Council resolved to investigate options for reviewing Council's Hardship Policy to make it more user friendly and incorporating additional features to assist rate payers through the current economic conditions.

In accordance with this resolution, Council's Debt Recovery, Pensioner Concession and Hardship Policy adopted on 28 November 2017, has been reviewed.

The revised Policy has been reviewed to:

- To Improve the flow of the document
- Expand the scope of the Policy to include the flexibility to develop specific Guidelines, (consistent with the objectives of the Policy) to respond to specific circumstances facing the community at a point in time, such as the recent natural disasters and COVID-19
- Highlight options for ratepayers experiencing hardship

The current pensioner concession write-off and debt recovery processes have proved to be effective and acceptable to ratepayers and debtors. As such, there are no major changes proposed in this regard.

The revised Policy will establish an overarching framework, combined with specific simple and easily accessible Guidelines developed as required to address specific situations as they arise, designed to provide a more effective package to assist ratepayers through difficult times.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

RECOMMENDATION:

That:

1. The Hardship and Debt Recovery Policy, attached as Attachment 1 to this report be placed on public exhibition for a period of 28 days.
2. At the expiration of the public exhibition period outlined in Part 1 above, the following action be taken;
 - a) Should any submissions be received regarding the Hardship and Debt Recovery Policy, a further report be submitted to Council, or
 - b) Should no submissions be received, Council adopt the Hardship Debt and Recovery Policy, attached as Attachment 1 to this report.

BACKGROUND

At its meeting on 31 March 2020, Council considered a Notice of Motion regarding Council's response to the COVID-19 outbreak, and resolved, in part, to receive an urgent report addressing options for reviewing Council's Hardship Policy to make it more user friendly and incorporating additional features to assist rate payers through the current economic conditions.

In accordance with this resolution, Council's Debt Recovery, Pensioner Concession and Hardship Policy adopted on 28 November 2017, has been reviewed.

Relevant Legislation

The provisions in the Policy are consistent with the relevant provisions of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

DISCUSSION

Council's Debt Recovery, Pensioner Concession and Hardship Policy adopted on 28 November 2017, has been reviewed.

The revised Policy has been reviewed to:

- To improve the flow of the document
- Expand the scope of the Policy to include the flexibility develop of specific Guidelines, (consistent with the objectives of the Policy) to respond to specific circumstances facing the community at a point in time, such as the recent natural disasters and COVID-19
- Highlight options for ratepayers experiencing hardship.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

The objectives of the Policy are to:

- a) Assist ratepayers and debtors suffering genuine financial hardship
- b) Provide eligible pensioners with pensioner concession rebates
- c) Ensure effective control over debts owed to Council
- d) Recover monies owing to Council in a timely, efficient and effective manner in order to ensure effective cash flow management
- e) Have a clear and concise debt recovery process and procedure to follow
- f) Apply the provisions of the Act relating to sale of land when required
- g) Fulfil the statutory requirements of the Local Government Act 1993 and the associated Local Government (General) Regulation 2005 with respect to the recovery of rates and charges, user pays charges and other debts. The provision of pensioner concessions and ratepayers suffering genuine financial hardship.

Development of Guidelines

A Council Policy provides a framework within which Council staff exercise their delegation in carrying out Council's functions. This framework also provides guidance to the community as to the principles and objectives Council is upholding for that matter.

The current Policy, and as revised, provides this overarching framework. In achieving this aim, the Policy is quite lengthy and detailed to cover all the required aspects of Council's processes regarding hardship, debt recovery and pensioner concessions.

It is acknowledged that this detail can appear to be overwhelming, especially for ratepayers who might simply be looking for assistance during a difficult time they might be experiencing. This is likely to be the case for ratepayers being severely impacted by recent bushfires and floods, and the current COVID-19 outbreak. Accordingly, it is proposed that simple Guidelines are developed to address specific situations such as those being experienced currently. Guidelines developed would be in accordance with the objectives of the overarching Policy but may include more specific details relevant to the situation being experienced. Any Guideline developed in challenging times for our community, it is likely to be required to be implemented with urgency. Accordingly, it is intended that any Guideline developed within the context of a crisis facing the community, is implemented as soon as practicable, and would not need prior Council endorsement prior to implementation, providing it is consistent with the objectives of the overarching Policy.

Hardship Provisions

The hardship provisions of the Policy has been moved to the beginning of the Policy to make it more accessible. The Policy provides a general overarching framework for assistance available to assist ratepayers having difficulties in making payments for Rates, Charges and Fees.

As referred to above, it is proposed that simple Guidelines are developed to address specific situations such as those being experienced currently. These Guidelines would expand in more detail the specific assistance available for the specific crisis being experienced at the time.

A Guideline has been developed for assistance available to ratepayers experiencing financial hardship due to the recent bushfires and floods and the current COVID-19 crisis. The Guideline for 2020 Natural Disasters and COVID-19, is attached as Attachment 2 to this report. Web forms have also been developed to facilitate the practical implementation of the Guideline which are accessible on a page Councils [website](#).

On this page, there is wording advising that Council understands the enormous strain that the bushfires, floods and COVID-19 have placed on some communities within the City. People accessing the page are advised that if they are experiencing difficulties during this time and require assistance, they can complete the relevant form.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

The current pensioner concession and write-off and debt recovery processes have proved to be effective and acceptable to ratepayers and debtors. As such, there are no major changes proposed in this regard.

Guideline for 2020 Natural Disasters and COVID-19

A specific Guideline has been developed to provide details on assistance available to ratepayers experiencing financial difficulties in the current environment.

The purpose of this Guideline is to:

- Recognise that due to exceptional circumstances resulting from the 2020 natural disasters (bushfires and floods), and COVID-19 some members of the Hawkesbury community may be experiencing difficulties in meeting their financial commitments including payment of Council Rates, Charges and other fees.
- Establish an opportunity for affected residents to approach Council and make appropriate arrangements for the payment of Council Rates, Charges and other fees over time.

The objectives of the Guideline are:

1. To provide financial assistance to ratepayers who are experiencing genuine financial hardship with the payment of their Council Rates, Charges and other fees as a result of the 2020 natural disasters (Bushfires and Floods) or COVID-19.
2. To provide a process for the assessment of ratepayers requiring assistance.
3. To ensure that Council continues to fulfil its statutory requirements in relation to the recovery of Council Rates, Charges and other fees.

Under this Guideline, a request for assistance requires:

- The completion of the COVID-19 - Payment Assistance Application form, as applicable
- The completion of the 2020 Natural Disasters - Payment Assistance Application form, as applicable
- Evidence of eligibility
- Entering into a mutually agreed payment arrangement. There is a minimum requirement of \$10 per week, commencing as per agreement.

Interest that would normally accrue on overdue amounts will not be charged during the payment arrangement period. Payment arrangements, including applicable interest, will be reviewed six months from the date of the agreement.

All applicants will receive a response advising them of the outcome of the application.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council place the Hardship and Debt Recovery Policy on public exhibition for a period of 28 days.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
 - 1.1.1 Council's elected leaders will actively connect and collaborate with the community.
- 1.3 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 direct financial implications applicable to this report. The adoption of the revised Policy will not result in additional costs to Council. However, The Guideline for 2020 Natural Disasters and COVID-19 that has been developed to address these specific situations will have a financial impact. Depending on the quantity and extent of assistance sought by ratepayers, there will be an impact on Council's finances in terms on income earned from interest charged on overdue amounts, and Council's cashflow due to any payment deferrals. Adjustments will be included in the next Quarterly Budget Review. Some adjustment has been included in the Draft 2020/2021 Operational Plan.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The proposal is not currently aligned with Council's Long-Term Plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. As referred to in the Financial Implications above, the proposal may require the allocation of additional financial and resources which are currently not budgeted for in the Long-Term Financial Plan.

CONCLUSION

It is considered that the revised Policy will establish an overarching framework, combined with specific simple and easily accessible.

Guidelines developed as required to address specific situations as they arise are designed to provide a more effective package to assist ratepayers through difficult times.

ATTACHMENTS:

- AT - 1** Hardship and Debt Recovery Policy (*Distributed under separate cover*).
- AT – 2** Hardship – Guideline for 2020 Natural Disasters and COVID-19.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

AT – 2 Hardship – Guideline for 2020 Natural Disasters and COVID-19



HARDSHIP – GUIDELINE FOR 2020 NATURAL DISASTERS AND COVID - 19

BACKGROUND

The NSW Local Government Act 1993 requires Councils across the State to levy Rates and Charges. There is no ability for Council to waive rates as a result of financial hardship caused by the bushfires, floods and COVID-19 (novel coronavirus). In addition, from time to time Council issues invoices for services provided.

Therefore, the purpose of this Guideline is to:

- Recognise that due to exceptional circumstances resulting from the 2020 natural disasters (bushfires and floods), and COVID -19 some members of the Hawkesbury community may be experiencing difficulties in meeting their financial commitments including payment of Council Rates, Charges and other fees.
- Establish an opportunity for affected residents to approach Council and make appropriate arrangements for the payment of Council Rates, Charges and other fees over time.

OBJECTIVES

The objectives of this Guideline are:

1. To provide financial assistance to ratepayers who are experiencing genuine financial hardship with the payment of their Council Rates, Charges and other fees as a result of the 2020 natural disasters (Bushfires and Floods) or COVID-19.
2. To provide a process for the assessment of ratepayers requiring assistance.
3. To ensure that Council continues to fulfil its statutory requirements in relation to the recovery of Council Rates, Charges and other fees.

DEFINITIONS

"Eligible Ratepayers" are defined as Hawkesbury City Council ratepayers, either individuals or businesses, who provide evidence of financial hardship, for example loss of employment, loss of business income and/or receipt of Government benefits associated with the 2020 natural disasters (bushfires and floods), and COVID -19.

"Rate and Charges" are those items appearing on Council's annual assessment notice issued in accordance with Section 546 of the Local Government Act, 1993 and includes property rates, domestic waste management charge, sillage, sewerage and stormwater charges issued for the year.

"Other Fees" includes fees for services required by Council and/or other legislation and initiated by Council.

"Payment Arrangement" is a plan fully documenting arrangements to pay which has been endorsed by the approving officer under delegation.

STAKEHOLDERS

All Council Directorates, ratepayers, organisations and individuals using Council goods and services.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020



APPLICATION & IMPLEMENTATION

A request for assistance requires:

- The completion of the COVID -19 - Payment Assistance Application form, as applicable
- The completion of the 2020 Natural Disasters - Payment Assistance Application form, as applicable
- Evidence of eligibility
- Entering into a mutually agreed payment arrangement. There is a minimum requirement of \$10 per week, commencing as per agreement.

Interest that would normally accrue on overdue amounts will not be charged during the payment arrangement period. Payment arrangements, including applicable interest, will be reviewed six months from the date of the agreement.

All applicants will receive a response advising them of the outcome of the application.

LEGISLATIVE CONTEXT

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

REVIEW DATE

This Guideline shall be reviewed in line with any variations to Covid-19 requirements.

AUTHORISATION

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Item: 074 **GM - Information regarding Council's spending during the 2016-2020 Term of Council - (79351)**

Previous Item: 047, Ordinary (10 March 2020)

Directorate: General Manager

PURPOSE OF THE REPORT:

At the Meeting on 10 March 2020, Council considered a Notice of Motion regarding Council spending during the current term of Council. The purpose of this report is to provide an update in relation to the presentation of this information to Council.

EXECUTIVE SUMMARY:

At the Meeting on 10 March 2020, Council considered a Notice of Motion regarding Council spending during the current term of Council. In response, Council resolved to request information in a transparent and easy to understand manner for the past six years, in relation to:

- Movements in the Contingency Reserve
- Full time equivalent staff, vacancies and costs
- Total cost of consultants itemised by matter
- Budgets and costs for legal advice itemised, by matter, and variation analysis
- Details of prepayments and impact on financial position
- Details of carryovers and impact on financial position
- Comparison of infrastructure backlog, maintenance and capital works

Council also requested information regarding:

- Estimated income to be generated through biodiversity offsets
- Estimated income to be generated through property-related activities
- Details of the Audit Committee's considerations of Council's December 2019 Quarterly Report
- Details of the 2019/2020 Works Program including works completed to date, works expected to be completed by 30 June 2020 and works not expected to be completed by 30 June 2020.

Subsequent to the above, events associated with the Coronavirus COVID-19 Pandemic evolved to the point where the timeline for the adoption of the 2020/2021 Operational Plan was adjusted. The objective of the adjustment of the timeline was to allow staff to develop a document that was more reflective of both the current situation and the likely circumstances ahead of us.

The work involved in developing the revised Operational Plan was extensive and as a consequence not all of the information required in relation to this Notice of Motion has been collated. It is now proposed that this report will be submitted to Council in May 2020.

RECOMMENDATION:

That the information regarding various financial matters, as resolved at the Meeting on 10 March 2020, be submitted to Council in May 2020.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

BACKGROUND

At the Meeting on 10 March 2020, Council considered a Notice of Motion regarding Council spending during the current term of Council. Council resolved as follows:

“That Council prepare a report for Council’s consideration prior to the end of April 2020 providing further information regarding Council finances, specifically:

- 1. Details of all transfers to and from Council’s contingency reserve for the last 6 years;*
- 2. The number of Full Time Equivalent staff and the vacancies and cost of those employees for the last 6 years;*
- 3. The total cost of all external consultants used for the last 6 years and itemised by matter and cost.*
- 4. A comparison of the total cost of legal advice incurred annually for the last 6 years, and the total cost of legal advice provided for in the original budgets adopted by Council. The report to include case-by-case commentary for any variances;*
- 5. Estimates of the total income to be generated through biodiversity offsets in the current and future financial years, an explanation of how this income will be generated, and why this wasn’t included in the original budget adopted by Council;*
- 6. Estimates of the total additional income to be generated through property-related activities in the current financial year, an explanation of how this income will be generated, and why this wasn’t included in the original budget adopted by Council.*
- 7. Details of the Audit Committee’s considerations of Council’s December 2019 Quarterly Report.*
- 8. Details of prepayments received over the last 6 years, and the impacts they have had on Council’s final financial position.*
- 9. Details of carryovers over the last 6 years, and the impacts they have had on Council’s final financial position.*
- 10. Comparison of infrastructure backlog, maintenance and capital works over the last 6 years.*
- 11. Details of the 2019/2020 Works Program specifically the following:*
 - Works completed to date*
 - Works expected to be completed by 30 June 2020*
 - Works that are expected not to be completed by 30 June 2020.*
- 12. All information in the report be provided in a manner that rate payers can understand and be transparent.”*

DISCUSSION

Subsequent to the Council resolution, events associated with the Coronavirus COVID-19 evolved to the point where the timeline to adopt the 2020/2021 Operational Plan was adjusted.

Subsequent to 10 March 2020, broad ranging directions in relation to social distancing have been implemented across the country. The results of these directions have influenced the day to day activities of the community and business alike, and have in turn had profound effects on sectors of the economy.

The objective of the adjustment of the timeline was to allow staff to develop a document that was more reflective of both the current situation and the likely circumstances ahead of us.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

The work involved in developing the revised Operational Plan was extensive, involving meetings with staff across the entire organisation over a compressed period of time. As a consequence not all of the information required in relation to this Notice of Motion has been collated. It is now proposed that this report will be submitted to Council in May 2020.

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.

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.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The content of this report is aligned with Council's long-term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The report does not propose any 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: 28 April 2020

CITY PLANNING

Item: 075 **CP - NSW State Government 20 Year Waste Strategy - Issues Paper - (95498, 96330)**
Item:
Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to:

- Advise Council of the NSW State Government 20 Year Waste Strategy Issues Paper “Cleaning Up Our Act: The Future for Waste and Resource Recovery in NSW” (Attachment 1)
- Seek Council’s consideration and endorsement of a draft Hawkesbury City Council submission to be lodged with the Department of Planning, Industry and Environment (Attachment 2).

EXECUTIVE SUMMARY:

The Department of Planning, Industry and Environment, including the Environmental Protection Authority, is leading the development of a 20-Year Waste Strategy for NSW. The Strategy is intended to:

- Provide a long-term strategic focus where communities, industry and all levels of government work together to build resilient services and markets for waste resources
- Focus on sustainability, reliability and affordability, which will contribute towards realisation in NSW of a circular economy in which resources are valued by keeping products and materials in use for as long as possible.

In summary, the draft submission prepared for Council’s consideration and endorsement proposes:

- 100% reinvestment of the Waste Levy
- a review of the Waste Levy Area Boundaries
- the ability for Councils to determine the waste and recycling services that will be provided to their communities, and that these should not be mandated by the State Government.
- supports for the NSW State Government’s goal of establishing a circular economy within NSW and the position that Waste and Recycling Services should achieve sustainability, reliability and affordability for the community.

RECOMMENDATION:

That Council:

1. Receive and note the information.
 2. Endorse the draft submission on the NSW State Government 20 Year Waste Strategy Issues Paper, and lodge the submission with the Department of Planning, Industry and Environment.
-

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

BACKGROUND

The Department of Planning, Industry and Environment, including the Environmental Protection Authority, is leading the development of a 20-Year Waste Strategy for NSW. It aims to implement transformative changes in the way that waste is created and dealt with. It proposes to establish a circular economy within NSW that:

- Values our resources, so we use and reuse them for longer
- Utilises new technological and service solutions which realise more value from our waste and avoids or lessens the environmental costs of waste generation and disposal
- Provides flexibility for our waste and resource recovery systems and services so they can adapt to changes in technology, economic activity and the way communities use their living and public places.

The focus for the 20-Year Waste Strategy and accompanying policies is about being sustainable, reliable and affordable which are defined as:

Sustainable:

- Reducing environmental and human health risks associated with waste generation, processing, treatment and disposal
- Encouraging waste to be viewed as a resource.

Reliable:

- Securing reliable waste services across metropolitan and regional communities.

Affordable:

- Promoting value-add opportunities to improve the cost-competitiveness of recovered materials
- Managing waste more efficiently and orienting the waste sector to drive better value through recovery and re-manufacture of higher-quality materials.

Council is currently developing a Waste Strategy to determine the long-term future of the Waste Management Facility and Domestic Waste and Recycling Collection Services.

Relevant Legislation

Waste Avoidance and Resource Recovery Act 2001.

DISCUSSION

The draft Council submission (Attachment 2) addresses the issues most relevant to Local Government and the Hawkesbury Local Government Area.

The draft Council submission argues for 100% reinvestment of the Waste Levy which Local Government NSW is also arguing for. Currently, Council pays approximately \$3,525,000 in Waste Levy charges each year. However, Council only receives \$100,000 in direct funding each year.

The draft Council submission argues that the Waste Levy Area Boundaries should be reviewed and amended. Currently, Council sits within the Metropolitan Waste Levy Area and is charged \$143.60 per tonne. Blue Mountains City Council and Wollondilly Shire Council are in the Regional Waste Levy Area and pay \$82.70 per tonne. Should the Regional Waste Levy be applied within the Hawkesbury LGA, Council would save approximately \$1,457,000 per year.

The draft Council submission highlights there is a critical waste infrastructure shortfall including recycling processing facilities, with only one Materials Recovery Facility remaining in Metropolitan Sydney. This effectively means that that facility has a market monopoly. This also presents a significant risk to Councils

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

and the State Government if that single remaining facility closed due to fire or other issues. The outcome would be limited to no recycling option for the majority of Metropolitan Sydney.

The draft Council submission also highlights the diminishing landfill capacity in Western Sydney and Metropolitan Sydney, with no new landfill planned. The landfill at the Hawkesbury City Waste Management Facility will reach capacity in 2026. Whilst there is the potential for Energy from Waste facilities, such outcomes must:

- be after all other recycling and re-use options are implemented
- be world best practice
- satisfy stringent air quality control measures.

Ultimately, Energy from Waste is preferable to landfill and as landfill capacity is already limited and reducing, Energy from Waste can ultimately play an important role to allow Councils to reach their resource recovery targets.

The Department of Planning, Industry and Environment closes submissions to the Issues Paper on 8 May 2020. It is expected that a Draft Strategy will be completed in late 2020, and will be open for public consultation at that stage. The Final Strategy is expected to be released in early 2021.

COMMUNITY ENGAGEMENT

Council is being consulted in regard to the draft 20 Year Waste Strategy by the State Government.

Council's Environment Sustainability and Waste Management Advisory Committee's were advised that Council was preparing a draft submission and invited to provide comments for consideration as part of Council's submission. Where considered appropriate, comments from Committee members have been incorporated into the draft Council submission.

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 Environment

3.3 We reduce, reuse and recycle - Identify ways for our community to reduce, reuse and recycle waste

3.3.1 Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation

FINANCIAL IMPACT

There are no financial implications applicable to this report.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

ATTACHMENTS:

- AT - 1** NSW State Government's 20 Year Waste Strategy Issues Paper "Cleaning Up Our Act: The Future for Waste and Resource Recovery in NSW" – (*Distributed under separate cover*).
- AT - 2** Draft Hawkesbury City Council Submission on the NSW State Government's 20 Year Waste Strategy Issues Paper "Cleaning Up Our Act: The Future for Waste and Resource Recovery in NSW".

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

AT - 2 Draft Hawkesbury City Council's Submission on the NSW State Government's 20 Year Waste Strategy Issues Paper "Cleaning Up Our Act: The Future for Waste and Resource Recovery in NSW"

NSW State Government 20 Year Waste Strategy

Issues Paper:

Cleaning Up Our Act: The Future for Waste and Resource Recovery in NSW, March 2020

Hawkesbury City Council in response to the NSW State Government's 20 Year Waste Strategy Issues Paper "*Cleaning Up Our Act: The Future for Waste and Resource Recovery in NSW, March 2020*" is providing the following submission.

Hawkesbury City Council located in North-West Sydney is a Metropolitan-Rural LGA which in comparison with adjoining Metropolitan Councils, has a relatively smaller, but growing population of 66,623 that is projected to reach 85,000 by 2036.

Council as an organisation and the Hawkesbury community are committed to better resource recovery and waste management outcomes. The Hawkesbury Community Strategic Plan 2017-2036 includes a key direction to "Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation". Council also has a goal of becoming a carbon-neutral LGA, and waste management will be a crucial component to achieving this.

In terms of Resource Recovery and Waste Management, Council provides more than 24,000 domestic waste services, of which 55% are urban and 45% are rural. On average, every year Council collects and processes 18,000 tonnes of general waste, 4,000 tonnes of garden organics and 5,000 tonnes of recycling. Council has significant challenges in collection logistics due to the large geographical size of the LGA, and as such Council has one of the highest domestic waste management charges in NSW, which in turn constrains capacity for further investment in additional resource recovery and waste avoidance activities.

Council also operates its own Hawkesbury City Waste Management Facility which includes a putrescible landfill receiving approximately 25,000 tonnes per year, and a Community Recycling Centre. The facility also has recycling options for metals, garden organics, timber, mattresses, electronic waste, paper and cardboard, and tyres. Council is required to pay approximately \$3,525,000 per year in Environment Protection Authority Waste Levy charges at this facility. However, Council only receives \$100,000 per year in direct Environment Protection Authority funding, which means only 3% of the Waste Levy is returned to the Hawkesbury in order to improve resource recovery and waste management outcomes.

Hawkesbury City Council in partnership with the NSW Environment Protection Authority has delivered highly successful Chemical CleanOut Events, opened a Community Recycling Centre in December 2018, and delivered community projects including the Compost Revolution which has seen 1 in 20 households participating in home composting.

Council supports the stated position by the NSW State Government that resource recovery and waste management should achieve sustainability, reliability and affordability for the community. However, this can only be achieved by Councils when there is fair and equitable funding, when critical infrastructure is available, and when there is a reasonable and consistent legislative and policy framework. The Council submission has addressed these points below under within the Issues Paper's Four Directions and the relevant options.

Circular Economy

Hawkesbury City Council fully supports the objective of developing and establishing a circular economy within NSW. Council argues that major and serious changes are needed, that business as usual cannot continue and Councils and State Government must use an "Act Locally and Think Globally" approach.

The Hawkesbury Local Government Area, Metropolitan Sydney and NSW will experience increasing population growth over the next 20 years resulting in increasing and accelerating rates of waste

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

generation. The significant and increasing costs of waste and recycling for Councils and their communities requires new solutions, new infrastructure and new technology to reduce the costs as much as possible, while also achieving higher rates of resource recovery and sustainability. The Hawkesbury City Waste Management Facility landfill will reach capacity in 2026. Metropolitan Sydney has significantly limited landfill space which means Food Organics and Garden Organics collections and processing, alongside Energy from Waste, must be considered.

Overall, to achieve a truly circular economy there needs to be higher levels of reinvestment of the waste levy, with Hawkesbury City Council and Local Government NSW arguing for 100% reinvestment of the waste levy. The additional funding will allow for circular economy hubs like the UNSW E-Waste Microfactory to be established. There must be seed funding for innovation and start-ups to develop new processes and new products. There must be new and increased product stewardship schemes. The obstacles to recycling must also be acknowledged and overcome including the low cost of virgin material and high contamination rates.

This will allow for the necessary infrastructure including new Energy from Waste Facilities, Food Organics and Garden Organics processing Facilities and advanced Material Recovery and Beneficiation Facilities to be built.

All levels of Government must accept resources are finite, and make a commitment to intergenerational equity.

Four Directions:

Direction 1 – Generate Less Waste

Option 1.1 State-wide targets

Hawkesbury City Council is of the view that waste management and resource recovery targets for local government should be aspirational and not mandatory. The NSW Waste Avoidance and Resource Recovery Strategy 2014-2021 has a target of increasing recycling of municipal waste from 52% in 2010-11 to 70% by 2020-21. Hawkesbury City Council is unlikely to achieve that target and in 2018-19 had a recovery rate of 32%. Across all Metropolitan Sydney Councils, it is considered unlikely that the majority will achieve the NSW Government Target. The Target is unachievable without the necessary long term funding, policy framework and infrastructure being provided.

If targets were made mandatory in the new 20 Year Waste Strategy, it is likely there would be some type of penalties for not achieving the targets. Councils should not be penalised for not achieving set targets. Councils have and continue to face increased waste and recycling costs following the impacts of China National Sword, a high Waste Levy and a lack of critical infrastructure. Councils already strive to achieve higher recover rates but need to balance this against financial and operational considerations.

In terms of targets for waste on greenhouse gas emissions, this is supported as Council has a goal of becoming a carbon-neutral LGA and organisation. Currently, the majority of the Council's organisational emissions are related to waste. Funding and targets for reducing emissions through programs including Food Organics and Garden Organics (FOGO) and Energy from Waste should be investigated further.

Attention must also be given to reducing and eliminating problem wastes like polystyrene foam and discouraging the use of excessive packaging. Funding and opportunities should be provided to encourage the composting of green waste, food waste and bio-solids.

Option 1.3 Awareness and behavioural change

Hawkesbury City Council supports additional funding for programs that will allow Councils to deliver new and innovative engagement programs. Councils direct relationship with their community should be harnessed by the NSW Government, with Councils being provided additional funding to develop new social media campaigns, new contamination management programs, new digital resources (e.g. Waste Smartphone Application, online videos, educational games), new marketing and advertisement (which has been crucial for the success of the Return and Earn Program). This can best be achieved by continuing and increasing the Environment Protection Authority's Better Waste and Recycling Funding for Councils. Councils have the experience, expertise and relationships in terms of this, and would be able to make a strong in-kind contribution to support the Environment Protection Authority's investment.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

It should also be noted that while the Return and Earn Program has had successes including its prime objective of reducing litter, it has also negatively impacted Councils, including Hawkesbury City Council which has seen its recycling tonnages reduce by approximately 20% since the introduction of the Return and Earn Program in December 2017. This further emphasises the point that landfill diversion targets are not necessarily a sensible measurement of community resource recovery activities.

Direction 2 – Improve Collections and Sorting

Option 2.1 Recovering food and garden organics

Hawkesbury City Council does not support mandating food and garden organics source separation as Councils are best placed to determine what waste and recycling services they provide to their community. Each LGA is different and need to choose the waste services that are best suited for their local community and specific circumstances. Councils are committed to providing reliable, sustainable and affordable waste services and should be the level of government that determines how this is achieved.

In terms of the challenges of implementing Food Organics and Garden Organics (FOGO) across the whole of the LGA for a Metropolitan-Rural Council like Hawkesbury City Council these include:

- The urban and rural divide with 55% of domestic waste services being urban and 45% rural. In 2013, Council introduced a garden organics bin but only provided it to the urban areas as waste audit data showed that rural areas with larger sized properties managed their garden organics on-site. If Food Organics and Garden Organics (FOGO) was mandated for the whole of the LGA, including all rural areas, the amount of organic material captured in the rural areas would likely be relatively low. As such this is not necessarily beneficial in terms of reducing carbon emissions. Onsite organics management from engaged rural residents is a better outcome than consolidation for off-site industrial composting. Council has invested heavily in the Compost Revolution and would prefer to continue to build on this positive community behavioral change in rural areas of the Hawkesbury.
- The large geographical area of the Hawkesbury and the significant logistical challenge for collections this creates. If a third Food Organics and Garden Organics (FOGO) bin was introduced for all properties in the LGA this would increase the number of vehicle collections and the cost associated with that.
- There is a significant financial investment as well as new and increased ongoing costs of providing a Food Organics and Garden Organics (FOGO) system across the LGA. This would impose a significant burden on smaller Councils like Hawkesbury.
- There are considerable resourcing requirements to ensure a successful Food Organics and Garden Organics (FOGO) system which includes community education and engagement, marketing and advertising, ongoing provision of compostable bags (optional, but for a Council the size of Hawkesbury could be more than \$350,000 p.a.), and ongoing provision of contamination management.
- There is a risk of high contamination and low capture rates.

Whilst these challenges are highlighted above, Council also acknowledges the significant opportunities a Food Organics and Garden Organics (FOGO) system can provide, including:

- Increased Recovery Rates
- Ability to fully utilise Energy from Waste with the residual waste. The Environment Protection Authority Energy from Waste policy allows 100% of residual waste to be processed if the Council has a Food Organics and Garden Organics (FOGO) system.
- Reduced greenhouse gas emissions.
- Producing a composted product that can support the Council's local farming sector and can be used on Council sporting fields, parks and gardens.

Hawkesbury City Council would argue that there needs to be the appropriate funding made available to Councils to trial and establish successful Food Organics and Garden Organics (FOGO) systems, as well

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

as for the waste industry to ensure that there is the necessary infrastructure, processing capacity and end markets if all Councils in NSW were required to introduce Food Organics and Garden Organics (FOGO).

Hawkesbury City Council would also argue that Food Organics and Garden Organics (FOGO) should not be made mandatory across all LGA's as this would result in significant financial and operational risks for Councils and may result in Food Organics and Garden Organics (FOGO) systems not being successful. Councils are best placed to determine the waste and recycling services that should be provided to their local community.

Option 2.3 Network-based waste drop-off centres

Hawkesbury City Council in partnership with the NSW Environment Protection Authority has successfully delivered Chemical CleanOut Events for the Hawkesbury community for several years, with high participation rates and high volumes dropped off. Council would argue that these events are essential for reducing illegal dumping, protecting the local environment including waterways, creating safer homes and increasing recycling of these hazardous and problem wastes.

The Hawkesbury Community Recycling Centre which opened in December 2018 has also been highly successful with high participation rates and high disposal rates. However, the Chemical CleanOut is still crucial as the Community Recycling Centre only collects "Household Problem Wastes" and not the more hazardous waste like pesticides, herbicides, pool and other chemicals.

In addition to the Chemical CleanOut and Community Recycling Centre, there needs to be options for other problem wastes including polystyrene foam and there needs to be greater certainty for the collection of electronic waste.

Option 2.6 Joint local council procurement

Joint local council procurement has challenges and opportunities. Joint local council procurement is important to generate economies of scale for suppliers and improved value for the procurer. However, these processes are time-consuming, resource-intensive and require input from a whole range of professionals and organisations. Support for councils from Levy funds would be a useful way of using those funds to enable councils to progress Joint Procurement activities. The Environment Protection Authority may consider providing a consultant panel and legal panel so that councils can access expertise from consultants and legal firms that have extensive expertise in Joint Procurement processes. The Environment Protection Authority could consider lessons learned from Waste and Resources Action Programme (WRAP) in the UK, which has offered similar advisory support to local government organisations for infrastructure procurement.

Councils would benefit the most from joint procurement on larger processing contracts, particularly for organics and Materials Recovery Facility (MRF) processing where large tonnages and long contract terms are needed.

The major challenges in coordinating procurement of larger services between multiple councils include:

- aligning contract term end dates for multiple councils.
- while most councils, and Regional Joint Organisations of Councils are generally resourced to support a major joint procurement project, they don't have the staff or expertise to lead this kind of complex undertaking so would need to engage specialists to drive the process.
- dealing with multiple councils' variations in procurement policies, practices, and requirements.

Option 2.8 Economic incentives and the waste levy

As already outlined, Hawkesbury City Council is required to pay approximately \$3,525,000 per year in Environment Protection Agency Waste Levy charges. However, Council only receives \$100,000 per year in direct Environment Protection Authority funding, which means only 3% of the Waste Levy is returned to the Hawkesbury to improve resource recovery and waste management outcomes.

Hawkesbury City Council would also argue that the Waste Levy Area Boundaries need to be reviewed. Hawkesbury City Council is currently within the Metropolitan Levy Area while similar peri-urban Metropolitan Councils like Blue Mountains City Council and Wollondilly are in the Regional Levy Area.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 28 April 2020

Further to this point, the Hawkesbury City Waste Management Facility only accepts waste generated from within the Hawkesbury LGA. It also means Council pays the Metropolitan Waste Levy amount of \$143.60 per tonne compared to the Regional Waste Levy of \$82.70 per tonne. If the Regional Waste Levy applied within the Hawkesbury LGA, Council would save approximately \$1,457,000 per year.

Hawkesbury City Council alongside Local Government NSW argues for 100% reinvestment of the Waste Levy to allow for Councils and the Waste Industry to achieve the required waste management and resource recovery outcomes set by the NSW Government. The financial pressures on Councils in providing their waste and recycling services has never been higher.

Council would also argue that the Waste Levy should not apply to problem wastes, including asbestos, which have no recovery options and must be landfilled.

Direction 3 – Plan for Future Infrastructure

Option 3.1 Long-term waste and resource recovery infrastructure needs

As already stated, the Hawkesbury LGA and NSW as a whole are facing population growth and with it increasing and accelerating waste generation. This results in demand for new and increased waste infrastructure, however, there is already a shortfall of waste infrastructure within Metropolitan Sydney and NSW.

Dedicated funding should be provided to Councils who have licenced waste facilities for new infrastructure including transfer stations, as there is a critical shortfall of waste infrastructure within Metropolitan Sydney. Additionally, review and increase processing capacity for garden and food organics and help develop a market for pasteurised organic products

Reference is also made to the work of the Western Sydney Regional Organisation of Council's Infrastructure Needs Assessment which should be considered:

<https://wsroc.com.au/projects/project-regional-waste/project-infrastructure-needs-assessment>

Furthermore, Hawkesbury City Council would also like to highlight the following:

- Materials Recovery Facilities: there is now only one Materials Recovery Facility (MRF) operating within Metropolitan Sydney. This has effectively created a market monopoly with Councils now facing increased costs, potentially in the order of more than 300%. It also represents a critical risk to Councils and the NSW Government if this Materials Recovery Facility (MRF) could no longer operate due to fire, or other unforeseen circumstance.
- Transfer Stations: should be funded and supported for improved transport efficiencies through compaction and resource recovery activities.
- Food Organics and Garden Organics (FOGO) Processing Facilities: If Food Organics and Garden Organics (FOGO) is mandated in Metropolitan Sydney the question has to be answered as whether there is the processing capacity.
- There should be funding for Councils who are closing landfills and assistance provided for their ongoing management.

Direction 4 – Create End Markets

Option 4.1 Recycled content in government procurement

Hawkesbury City Council would like to see standard specifications and guidelines produced by Transport NSW and Roads and Maritime Services for Council Engineering Teams to assist in the use of recycled crushed glass and plastics in civil works.

There should be aspirational targets for recycled content in local government procurement. Government Procurement Targets for recycled product can drive investment and economies of scale.

There should be new funding in this area to support Councils undertaking civil works using recycled content.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 28 April 2020

Option 4.4 Best-practice regulatory environment for energy from waste projects

Hawkesbury City Council under the current NSW Environment Protection Agency Energy from Waste Policy has identified the opportunity in combining Food Organics and Garden Organics (FOGO) with Energy from Waste.

Council highlights that any Energy from Waste Project must be world best practice and satisfy stringent air quality control measures. Further, that the waste hierarchy principles should be followed, in that Energy from Waste should be the last and final option. Energy from Waste is preferable to landfill and as landfill capacity is already limited and reducing, with no new landfills proposed for Western Sydney or Metropolitan Sydney, Energy from Waste will play an important role in allowing Councils to reach their resource recovery targets.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

SUPPORT SERVICES

Item: 076 **SS - Monthly Investments Report - March 2020 - (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 \$58.23 million in investments at 31 March 2020 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 March 2020 be received and noted.

BACKGROUND

Council held \$58.23 million in investments as at 31 March 2020. 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 \$58.23 million in investments held as at 31 March 2020.

Table 1 - Summary of Council's Investment Portfolio as at 31 March 2020

Product Type	Face Value	% of Total
At Call Deposits	\$2,500,000	4.3%
TCorp Cash Fund	\$2,117,478	3.6%
Term Deposits - Fixed Rate	\$53,620,000	92.1%
Grand Total	\$58,237,478	100.0%

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

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

Long Term Credit Rating	Face Value	% of Total
AA-	\$56,120,000	96.4%
NSW TCorp Cash Fund	\$2,117,478	3.6%
Grand Total	\$58,237,478	100.0%

Table 3 – Fixed Term Deposits

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
ANZ	AA-	A-1+	17-Apr-20	2.35%	\$1,500,000
			06-May-20	2.25%	\$2,000,000
			06-May-20	2.35%	\$1,000,000
			25-May-20	2.25%	\$1,000,000
			18-Jun-20	1.90%	\$1,000,000
			04-Nov-20	1.50%	\$2,000,000
			09-Dec-20	1.25%	\$1,000,000
			09-Dec-20	1.50%	\$2,000,000
Commonwealth Bank of Australia	AA-	A-1+	03-Apr-20	2.85%	\$1,000,000
			08-Jul-20	1.63%	\$1,000,000
National Australia Bank	AA-	A-1+	29-Apr-20	2.20%	\$1,000,000
			25-May-20	1.53%	\$1,000,000
			25-May-20	1.50%	\$1,500,000
			08-Jul-20	1.53%	\$1,500,000
			12-Aug-20	1.66%	\$3,500,000
			12-Aug-20	1.70%	\$1,000,000
			23-Sep-20	1.47%	\$1,000,000
			14-Oct-20	1.52%	\$2,000,000
			14-Oct-20	1.51%	\$1,000,000
			22-Oct-20	1.53%	\$620,000
			20-Nov-20	1.45%	\$1,500,000
			12-Jan-21	1.55%	\$1,500,000
			13-Jan-21	1.31%	\$1,000,000
			10-Feb-21	1.53%	\$1,000,000
			19-Feb-21	1.50%	\$1,000,000
			05-Mar-21	1.30%	\$2,000,000
Westpac	AA-	A-1+	03-Apr-20	2.41%	\$2,500,000
			17-Apr-20	2.93%	\$500,000
			03-Jun-20	2.07%	\$1,000,000
			18-Jun-20	1.90%	\$1,500,000
			24-Jun-20	1.83%	\$1,000,000
			08-Jul-20	1.60%	\$3,500,000
			23-Sep-20	1.53%	\$4,000,000
			22-Feb-21	1.50%	\$1,000,000
			17-Mar-21	1.31%	\$3,000,000
Grand Total					\$53,620,000

2. Compliance to Investment Policy

Tables 4 to 5 below summarise Council's exposure limits to the credit ratings bands, term to maturity parameters and compliance with Council's Investment Policy.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Table 4 – 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	96.4%	100%	Yes
A+ to A- and below	0%	50%	Yes
BBB+ to BBB and below	0%	30%	Yes
BBB- and below	0%	5%	Yes
TCorp Cash Fund	3.6%	20%	Yes

Table 5 – 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

3. 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 6 below.

Table 6 – Portfolio Return

31 March 2020	Weighted Average Return (Running Yield)
Hawkesbury City Council – Investment Portfolio	0.14%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.10%
Performance Relative to Benchmark	0.04%

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.

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 March 2020 and has advised as follows:

- The Reserve Bank cut the cash rate by 25 basis points twice during March 2020 to a record low 0.25%. The Central Bank also began its quantitative easing (buying of government bonds which will reduce interest rates in longer dated maturities) as the cash rate is now at the point at which there is no benefit to further cuts.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

- Australian economic data published in March 2020 reflecting conditions in prior months (such as unemployment, Gross Domestic Product growth and business confidence and conditions) is now largely irrelevant given the swift escalation of the COVID-19 outbreak and the significant impact it has had on economic activity and financial markets.
- Australian Gross Domestic Product is expected to contract 8.5% in the June quarter and the unemployment rate in Australia is predicted to increase to around 9% (which considers the “JobKeeper” payment announced by the Government at the end of March).
- Economies globally are expected to experience an unprecedented shock in the first half of 2020 and will contract in 2020 due to the lockdown measures implemented to slow the COVID-19 outbreak which will impact economic activity globally.
- The outlook remains very uncertain as the impact and effectiveness of the various lockdown strategies cannot be accurately assessed yet.
- March 2020 was a truly extraordinary month in the global markets reflective of the drastic movements in equity, bond, credit and foreign exchange markets worldwide, combined with the unprecedented monetary policy responses by several central banks as well as the massive fiscal stimulus packages announced by governments.
- Council's overall portfolio monthly return of 0.14% is around 0.04% above the Bloomberg AusBond Bank Bill benchmark which is positive in absolute terms.
- Considering the “COVID-19 environment” at the current time it is recommended to simply re-investing all maturing monies with the major banks.
- The previous prudence of restricting investments to those in the major banks has served Council well going into this crisis and therefore it is recommended that Council should concentrate mainly on ensuring there is enough cash on hand to meet operational requirements.
- It is recommended that Council undertake cash flow planning to determine what pressure any of the initiatives to support the community during the COVID-19 crisis may put on the investment portfolio and the requirement for liquidity.

During the reporting period, the investment portfolio decreased by \$0.2 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 31 March 2020 included funds that are restricted as to what they can be expended on.

Table 7 – Restriction of Funds

Restriction Type	Amount
External Restrictions –S7.11 and S7.12	\$11,827,284
External Restrictions - Other	\$17,320,474
Internal Restrictions	\$13,320,422
Unrestricted	\$15,769,297
Total	\$58,237,478

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

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.

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 2019/2020 Adopted Operational Plan.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Item: 077 **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to table a Disclosure of Pecuniary Interests and Other Matters Return, which has been recently lodged by a Designated Person, as required by Clause 4.21(a) of Council's Code of Conduct.

EXECUTIVE SUMMARY:

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

A Return has recently been lodged with the General Manager, and is now tabled at the first Council meeting held after the required lodgement date.

RECOMMENDATION

That the Clause 4.21(a) Pecuniary Interest Return be received and noted.

BACKGROUND

Councillors and other members of Council staff who hold a position involving the exercise of functions that, in their exercise, could give rise to a conflict between the person's duty as a member of staff and the person's private interest, are identified by Council as a "Designated Person", as defined by Clause 4.8 of Council's Code of Conduct (the Code).

Designated Persons are required by Clause 4.21(a) of the Code to complete a Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

The Return form must be lodged with the General Manager within three months of the Designated Person's date of commencement with Council (or within three months of the position being designated) and must be tabled at the first Council meeting held after the required lodgement date.

Policy considerations

Section 440AAB of the Local Government Act, 1993, relates to the register of Pecuniary Interest Returns made by Councillors and Designated Persons, and the tabling of these Returns:

"440AAB Register and tabling of returns

- (1) The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.*
- (2) Returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code of lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged."*

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

In accordance with Section 440AAB(1) of the Act and Clause 4.24 of the Code, a register of all Returns lodged by Councillors and Designated Persons, in accordance with Clause 4.21 of the Code, is currently kept by Council, as required by this part of the Act and the Code.

In accordance with Section 440AAB(2) of the Act and Clause 4.25 of the Code, all Returns lodged by Councillors and Designated Persons under Clause 4.21(a) of the Code, must be tabled at the first Council meeting held after the required lodgement date.

DISCUSSION

With regard to Section 440AAB(2) of the Act and Clause 25 of the Code, the following Clause 4.21(a) Return has been lodged:

Position	Return Date	Date Lodged
Corporate Planning and Performance Strategist	6 January 2020	14 January 2020

The above Designated Person has lodged their Clause 4.21(a) Return prior to the due date (being three months after the Return Date), as required by the Act and the Code for the receipt of the Returns.

The above details are now tabled in accordance with Section 440AAB(2) of the Act and Clause 4.25 of the Code, and the abovementioned Return is available for inspection, if requested.

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

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

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

FINANCIAL IMPACT

There are no financial implications applicable to this report.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's Adopted 2019/2020 Operational Plan, which will adversely impact on Council's financial sustainability.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

Item: 078 **SS - Rate Exemption - 120 Porpoise Crescent, Bligh Park - (95496)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to submit an application received from The Uniting Church in Australia Property Trust requesting an exemption from rating for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976), for Council's information and endorsement.

EXECUTIVE SUMMARY:

An application has been received from The Uniting Church in Australia Property Trust requesting an exemption from rating for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976). The application satisfies the requirements of the Local Government Act 1993, regarding rating exemptions.

RECOMMENDATION:

That:

1. The Uniting Church in Australia Property Trust be granted an exemption from rating from 1 March 2020 for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976).
 2. An amount of \$340.31 be abandoned in respect of rates for the period 1 March 2020 to 30 June 2020 for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976).
-

BACKGROUND

An application has been received from The Uniting Church in Australia Property Trust requesting an exemption from rating for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976). The Uniting Church in Australia Property Trust is a religious and charitable organisation that owns properties that are predominantly used for religious worship and charitable purposes.

The property at 120 Porpoise Crescent, Bligh Park (Lot 1504 DP 805976) was previously being rented and is now occupied by a Parish Minister. The Parish Minister has occupied the dwelling since 1 March 2020.

Relevant Legislation

Section 555 of The Local Government Act 1993 says:

"S 555 What land is exempt from all rates?"

(1) *The following land is exempt from all rates:*

(e) land that belongs to a religious body and is occupied and used in connection with:

(ii) a building used or occupied solely as the residence of a minister of religion in connection with any such church or building,"

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 28 April 2020

DISCUSSION

The Uniting Church in Australia Property Trust is a religious and charitable organisation that owns properties that are predominantly used for religious worship and charitable purposes, including crisis accommodation for those that are suffering hardship. The property is occupied by a minister of religion.

The property meets the criteria set out in the Local Government Act 1993 regarding an exemption from rates. In these circumstances, Council has no discretion to reject the application made by The Uniting Church in Australia Property Trust and therefore an exemption from general rates should be granted

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.

FINANCIAL IMPACT

The matters raised in this report do not have direct financial implications. The 2019/2020 Adopted Operational Plan includes provision for amounts abandoned in respect of Rates. It is further noted that this amount will be recovered through the Notional Yield calculation for 2020/2021.

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: 28 April 2020

ordinary

section 4

reports
of committees

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 28 April 2020

SECTION 4 – Reports of Committees

No Reports of Committees.

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 28 April 2020

SECTION 5 – Notices of Motion

No Notices of Motion.

ORDINARY MEETING

Confidential Reports

Meeting Date: 28 April 2020

CONFIDENTIAL REPORTS

Item: 079 **SS - Lease to Ross Shaun Corporation Pty Ltd - Shop 7, Wilberforce Shopping Centre - 995496, 112106, 147403) CONFIDENTIAL**

Previous Item: 212, Ordinary (12 November 2019)

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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

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

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

ORDINARY MEETING

Confidential Reports

Meeting Date: 28 April 2020

Item: 080

SS - Lease to The Trust Company (Australia) Limited - Part of Hollands Paddock - 50 The Terrace, Windsor - (132053, 95496, 112106) CONFIDENTIAL

Directorate:

Support Services

REASON FOR CONFIDENTIALITY

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

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

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

ORDINARY MEETING

Confidential Reports

Meeting Date: 28 April 2020

Item: 081 **SS - Tender for Management and Operation of the Oasis Aquatic and Leisure Centre - (95496) CONFIDENTIAL**

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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

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

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



ordinary
meeting

end of
business
paper

This business paper has
been produced
electronically to reduce
costs, improve efficiency
and reduce the use of
paper. Internal control
systems ensure it is an
accurate reproduction of
Council's official copy of
the business paper.

