



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 25 July 2017

location: council chambers

time: 6:30 p.m.



mission
statement

***“To create opportunities
for a variety of work
and lifestyle choices
in a healthy, natural
environment”***

How Council Operates

Hawkesbury City Council supports and encourages the involvement and participation of local residents in issues that affect the City.

The 12 Councillors who represent Hawkesbury City Council are elected at Local Government elections, held every four years. Voting at these elections is compulsory for residents who are aged 18 years and over and who reside permanently in the City.

Ordinary Meetings of Council are generally held on the second Tuesday of each month (except January), and the last Tuesday of each month (except December), meeting dates are listed on Council's website. The meetings start at 6:30pm and are scheduled to conclude by 11pm. These meetings are open to the public.

When an Extraordinary Meeting of Council is held, it will usually also be held on a Tuesday and start at 6:30pm. These meetings are also open to the public.

Meeting Procedure

The Mayor is Chairperson of the meeting.

The business paper contains the agenda and information on the items to be dealt with at the meeting. Matters before the Council will be dealt with by an exception process. This involves Councillors advising the General Manager by 3pm on the day of the meeting, of those items they wish to discuss. A list of items for discussion will be displayed at the meeting for the public to view.

At the appropriate stage of the meeting, the Chairperson will move for all those items which have not been listed for discussion (or have registered speakers from the public) to be adopted on block. The meeting then will proceed to deal with each item listed for discussion and decision.

Public Participation

Members of the public may address Council on any items in the business paper other than the Confirmation of Minutes; Responses to Questions from Previous Meeting; Mayoral Elections; Deputy Mayoral Elections and Committee Elections.

To register, please lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on Council's website, from the Customer Service Branch or by contacting the Corporate Services and Governance Manager on (02) 4560 4444 or by email at council@hawkesbury.nsw.gov.au

The Chairperson will invite registered persons to address Council when the relevant item is being considered. Speakers have a maximum of five minutes to present their views. The Code of Meeting Practice allows for three speakers 'for' a recommendation (i.e. in support), and three speakers 'against' a recommendation (i.e. in opposition).

All speakers must state their name, organisation if applicable (after producing written authorisation from that organisation) and their interest in the matter before speaking.

Voting

The motion for each item listed for discussion will be displayed for Councillors and public viewing, if it is different to the recommendation in the business paper. The Chairperson will then ask the Councillors to vote, generally by a show of hands or voices. Depending on the vote, a motion will be 'Carried' (passed) or 'Lost'.

Planning Decision

Under Section 375A of the Local Government Act 1993, voting for all Planning Decisions must be recorded individually. Hence, the Chairperson will ask Councillors to vote with their electronic controls on planning items and the result will be displayed on a board located above the Minute Secretary.

This will enable the names of those Councillors voting 'for' or 'against' the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

Business Papers

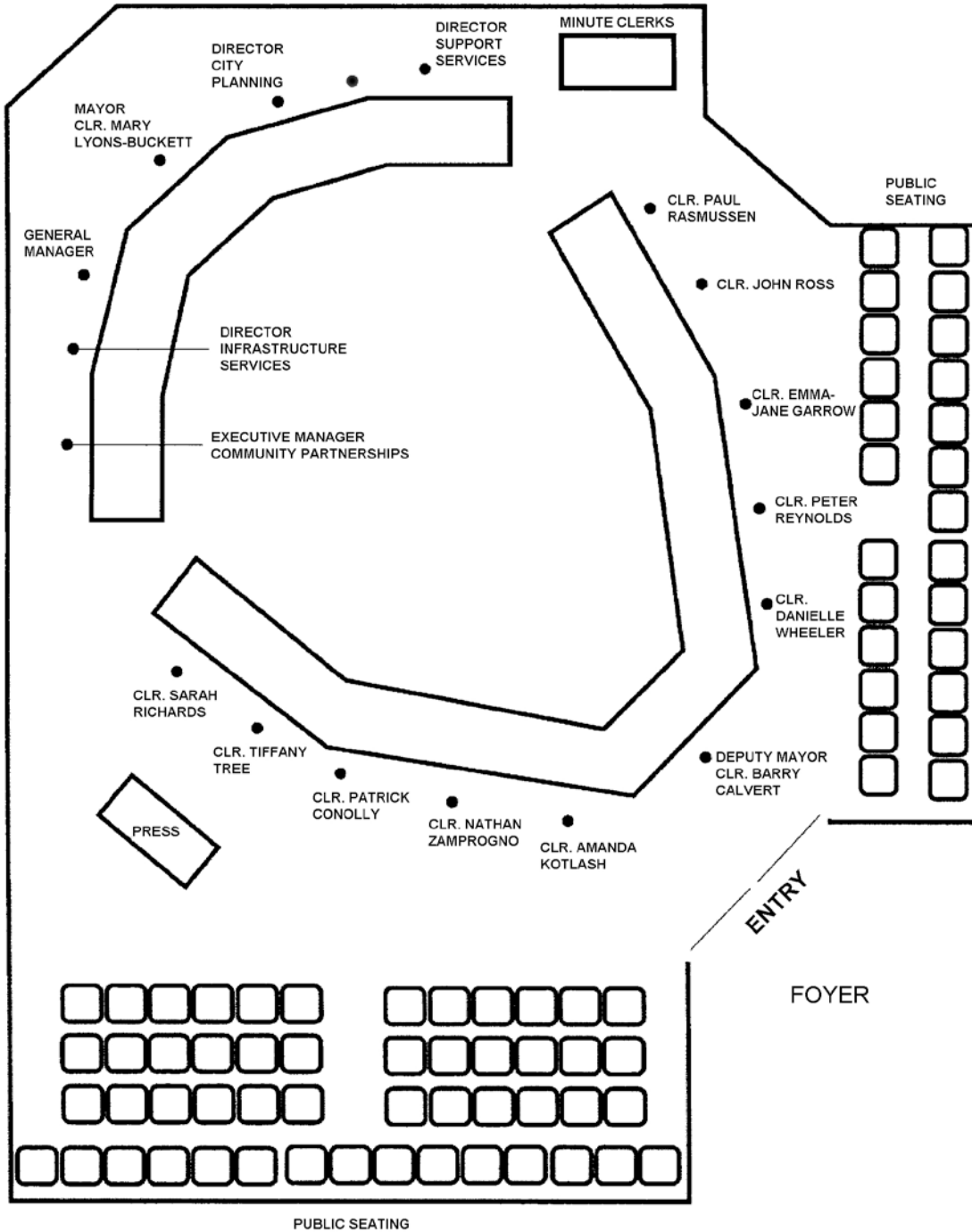
Business papers can be viewed online from 12pm on the Friday before the meeting on Council's website <http://www.hawkesbury.nsw.gov.au>

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12pm on the Friday before the meeting. The business paper can also be viewed on the public computers in the foyer of Council's Administration Building.

Further Information

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Corporate Services and Governance Manager on (02) 4560 4444.

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- **APOLOGIES AND LEAVE OF ABSENCE**
- **DECLARATION OF INTERESTS**
- **SECTION 1 - Confirmation of Minutes**
- **ACKNOWLEDGEMENT OF OFFICIAL VISITORS TO THE COUNCIL**
- **AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**
- **SECTION 2 - Mayoral Minutes**
- **EXCEPTION REPORT - Adoption of Items Not Identified for Discussion and Decision**
- **SECTION 3 - Reports for Determination**
 - Planning Decisions**
 - General Manager**
 - City Planning**
 - Infrastructure Services**
 - Support Services**
- **SECTION 4 - Reports of Committees**
- **SECTION 5 - Notices of Motion**
- **QUESTIONS FOR NEXT MEETING**
- **REPORTS TO BE DISCUSSED IN CONFIDENTIAL SESSION**

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SECTION 3 - Reports for Determination

GENERAL MANAGER

Item: 128 **GM - Review of Council's Code of Conduct - (79351)**

Previous Item: 44, Ordinary (8 March 2016)
 3, Ordinary (5 February 2013)

REPORT:

Executive Summary

Council adopted its current Code of Conduct (the Code) on 8 March 2016. Council's Code was, in effect, the Model Code of Conduct for Local Councils in NSW (the Model Code) with a number of additional matters inserted to make reference to specific Council policies on a number of matters.

The Local Government Act 1993 (the Act) requires that a council must review its Code within 12 months after each ordinary election. Therefore, Council is required to review its current Code prior to mid-September 2017.

This report responds to that requirement and recommends an amended Code of Conduct be adopted.

Consultation

The issues in this report concern matters which do not require community consultation under the Act or under Council's Community Engagement Policy as the report only recommends minor procedural amendments to the Code.

Background

The Act requires every council to adopt a Code that incorporates the Model Code. The Code provides for the standards of behaviour expected of Councillors and Council Officials. A council's adopted Code is required to be consistent with the Model Code, could enhance or introduce additional requirements to the Model Code, but could not eliminate or reduce any of the requirements of the Model Code. Any provisions of a council's Code that were inconsistent with the Model Code would have no effect.

The Act requires that a council must review its Code within 12 months after each ordinary election. Accordingly, Council's Code of Conduct has recently been reviewed and the following adjustments made:

- minor typographical, terminological and formatting changes
- a correction to the title of the (now) Work Health and Safety Policy
- the replacement of reference to the Charter, (repealed in 2016 by the NSW State Government) with the Principles For Local Government as outlined in Chapter 3 of the Act.

These amendments are shown as 'track changes' in the copy of Council's amended Code of Conduct, attached as Attachment 1 to this report.

It is noted that the Office of Local Government (OLG) is currently reviewing the Model Code in an effort to consolidate the pecuniary interest provisions into the Model Code. However, this review process has been ongoing since November 2016 and no indication has been given by the OLG that the new Model Code provisions will be legislated by mid-September 2017.

Therefore, it is recommended that Council adopt the amended Code of Conduct attached to this report.

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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

1.1 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.

Financial Implications

There are no financial implications applicable to this report.

RECOMMENDATION:

That Council adopt the amended Code of Conduct attached as Attachment 1 to this report.

ATTACHMENTS:

AT - 1 Council's Amended Code of Conduct - (*Distributed under separate cover*)

oooO END OF REPORT Oooo

Item: 129 GM - Review of Delegations of Authority under Section 377 of the Local Government Act 1993 - (79351)

REPORT:

Executive Summary

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

The purpose of this report is to detail current delegations and recommend that Council confirm these delegations. Furthermore, this report provides information on the recent amendments to the Act regarding delegations for the acceptance of tenders for goods and services and to grant financial assistance.

Consultation

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

Background

Under the provisions of Section 380 of the Act, Council is required to review its delegations of authority during the first 12 months of each term of office.

Council's general power to delegate its functions is contained within Section 377 of the Act and, for the Council's information, this Section is reproduced hereunder:

- "(1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:*
- (a) the appointment of a general manager,*
 - (b) the making of a rate,*
 - (c) a determination under Section 549 as to the levying of a rate,*
 - (d) the making of a charge,*
 - (e) the fixing of a fee,*
 - (f) the borrowing of money,*
 - (g) the voting of money for expenditure on its works, services or operations,*
 - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
 - (i) the acceptance of tenders to provide services currently provided by members of staff of the council,*
 - (j) the adoption of an operational plan under Section 405,*
 - (k) the adoption of a financial statement included in an annual financial report,*
 - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*

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- (m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*
 - (n) *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
 - (o) *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under Section 82A of the Environmental Planning and Assessment Act 1979,*
 - (p) *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under Section 194,*
 - (q) *a decision under Section 356 to contribute money or otherwise grant financial assistance to persons,*
 - (r) *a decision under Section 234 to grant leave of absence to the holder of a civic office,*
 - (s) *the making of an application, or the giving of a notice, to the Governor or Minister,*
 - (t) *this power of delegation,*
 - (u) *any function under this or any other Act that is expressly required to be exercised by resolution of the council.*
- (1A) *Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*
- (a) *the financial assistance is part of a specified program, and*
 - (b) *the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
 - (d) *the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*
- (2) *A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Director-General except as provided by the instrument of delegation to the council."*

The NSW Parliament recently passed amendments to the Local Government Act 1993 via the proclamation of the Local Government Amendment (Governance and Planning) Act 2016. These reforms are known as the 'Phase 1 amendments' and have not all commenced. However, the Phase 1 amendments in relation to the delegations for tenders and financial assistance commenced on 23 September 2016 and in summary, councils may now delegate the:

- *"Acceptance of tenders, except for services currently provided by council staff (refer to Section 377(1)(i) above), and*
- *Payment of financial assistance as part of a program specified in the council's operational plan that is not more than 5% of the council's rates income and that applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area (refer to Section 377(1A) above)."*

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Both of these amendments to the 'traditional' delegations were the subject of extensive community and industry consultation. They were proposed in order to facilitate the more efficient and effective delivery of services by Council. However, as they are new initiatives and in order to ensure transparency, Council may appreciate being informed of the use of these delegations on a regular basis.

As Council will appreciate, in order to ensure the effective operation of the organisation, Council delegates authority to the General Manager, committees and other organisations, for a wide range of purposes. The General Manager then sub-delegates appropriate authorities to various staff to facilitate the efficient and effective day to day operation of the organisation.

Details of the existing ongoing delegations of authority extended by Council under Section 377 of the Act, are shown hereunder:

Delegated Authority to the General Manager

"That:

1. *Hawkesbury City Council in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities delegates under Section 377 of the Local Government Act 1993 to the General Manager the exercise of Council's powers functions duties and authorities contained in legislation and the functions of the Council as specified in:*
 - i) *the Local Government Act and related Acts, and;*
 - ii) *other Acts under which Council has powers authorities duties and functions.*
2. *This delegation is subject to the following limitations:*
 - i) *The provisions of the Local Government Act 1993 and any legislation relevant to the delegations;*
 - ii) *Council may by resolution direct the General Manager in the exercise of any function herein delegated;*
 - iii) *The General Manager shall exercise the functions herein delegated in accordance with and subject to:*
 - (a) *the provisions of the Local Government Act 1993 as amended;*
 - (b) *all and every policy of the Council adopted by Resolution and current at the time of exercise of the functions herein delegated.*
3. *This delegation shall commence on the date of commencement of duties as General Manager of Hawkesbury City Council and shall remain in force until specifically altered or revoked in writing."*

Delegated Authority - Various Committees

1. Hawkesbury Civics and Citizenship Committee

- "(i) to recommend to Council policies drawn up by professional staff for:*
- *the conduct of the civic and citizenship awards including eligibility criteria, nomination and assessment processes.*
- (ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377,*
- (iii) to determine the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards"*

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2. Heritage Advisory Committee

"(i) to recommend to Council policies drawn up by professional staff for:

- *Heritage Assistance Grant Applications, review and recommendations;*
- *Review of the Local Heritage Listings;*
- *Organising Heritage Week and other heritage events in the Hawkesbury LGA;*
- *Increasing community awareness of heritage matters.*

(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377;"

3. Hawkesbury Human Services Advisory Committee

"(i) to recommend to Council policies drawn up by professional staff for:

- *the design, implementation, monitoring and review of community plans and community planning processes to address the social; economic and environmental needs of residents;*
- *the design, implementation, monitoring and review of strategies for improving access to services and facilities by disadvantaged groups consistent with Council's responsibilities with regard to equity and access to set down in state and federal legislation;*

(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377;"

4. Waste Management Advisory Committee

"(i) to recommend to Council policies drawn up by professional staff for:

- *waste management procedures within the Hawkesbury City local government area;*
- *strategies to promote responsible waste disposal, waste avoidance, and waste recycling and reuse*

(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377."

5. Floodplain Risk Management Advisory Committee

"(i) to recommend to Council policies drawn up by professional staff for:

- *land use, planning and management under the EP&A Act;*
- *evacuation strategies;*
- *planning provisions within the Local Environment Plan;*
- *improving public infrastructure.*

(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377;"

6. Hawkesbury Sustainability Advisory Committee

"(i) to recommend to Council policies drawn up by professional staff for:

- Natural Resource Management and volunteer networks,
- Energy efficiency and water use and recycling,
- Sustainability education and integration of Council's adopted Sustainability Principles and Objectives into Council and community activities,
- Environmental, water quality and Biodiversity matters within the Hawkesbury.

(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377;"

7. Audit Committee

"(b) The Audit Committee shall have the following authorities delegated to it in accordance with the provisions of Section 377 of the Local Government Act 1993:

- (i) To obtain any information it needs from any employee, via the General Manager, or external party (subject to their legal obligations to protect information).
- (ii) To discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- (iii) To request the General Manager to authorise the attendance of any employee at Committee meetings.
- (iv) To obtain legal or other professional advice considered necessary to meet its responsibilities.
- (v) To request any Councillor to attend."

8. General Manager's Performance Review Panel

"Council delegate authority to the 'GM Performance Review Panel' to undertake the process required for the review of the performance of the General Manager."

9. Hawkesbury Access and Inclusion Advisory Committee

"(i) to recommend to Council, policies and processes drawn up by professional staff for:

- the design, location, maintenance and repair of footpaths, shared cycleways/paths, pedestrian crossings, kerb ramps, transition zones and other access infrastructure (in accordance with relevant standards and building codes);
- the design, implementation and review of strategies and for improving physical access and eliminating barriers to services and facilities by people with disabilities consistent with Council's responsibilities with regard to equity and access as set down in state and federal legislation;
- the design and delivery of promotional activities to raise awareness of disability, access and inclusion needs, and the design and implementation of projects which would assist people to access service and facilities and promote their inclusion and participation in community and civic life

(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377;"

10. Hawkesbury Tourism Advisory Committee

"(i) to recommend to Council policies drawn up by professional staff for:

- tourism promotion and marketing
- digital technology engagement for tourism
- organising tourism events in the Hawkesbury LGA
- tourism development matters for the Hawkesbury LGA
- increasing community awareness and engagement on tourism matters.

(ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377;"

In addition, the Council has also appointed a number of community based management committees and has delegated authority for the care, control and management of their facilities and services to the committees under Section 377 of the Act. The various facilities and services, granted in this general delegation of authority by Council, are as follows:

1. Child Care Centres

- Hobartville - Hobartville Long Day Pre- School Inc.
- Greenhills - Greenhills Child Care Centre Inc.
- Glossodia - Golden Valley Learning Centre Inc.
- McGraths Hill - McGraths Hill Children's Centre Inc.
- North Richmond - Elizabeth Street Extended Hours Pre-School Inc.
- Wilberforce - Wilberforce Early Learning Centre Inc.

2. Pre-Schools

- Richmond Pre-School Inc.
- Wilberforce Pre-School Inc.
- Windsor Pre-School Inc.

3. Children and Family Centres

- Bligh Park Children's Centre Management Committee
- Hawkesbury Early Intervention Centre – The Stewart Street Centre Management Committee

4. Community Buildings / Neighbourhood Centres and Halls

- Bilpin Hall - The Bilpin District Hall Inc.
- Blaxland Ridge Community Centre- Blaxland Ridge Community Centre Management Committee Inc.
- Glossodia Community Centre - Glossodia Community & Neighbourhood Centre Inc.
- Hawkesbury Leisure and Learning Centre, Richmond - Peppercorn Services Inc.
- Hawkesbury Skills Centre, Bosworth Street, Richmond – Hawkesbury Skills Inc.
- Horrie Eley Hall Colo Heights - Colo Heights Neighbourhood Centre & Reserve Management Committee
- Maraylya Hall - Maraylya Hall Management Committee Inc.
- North Richmond Community Centre - North Richmond Community Services Inc.
- Richmond Neighbourhood Centre - Richmond Community Services Inc.
- South Windsor Family Centre – Peppercorn Services Inc.
- St Albans School of Arts - St Albans School of Arts Management Committee
- Tinging Community/ Youth Centres and Bligh Park Neighbourhood Centre- Bligh Park Community Services Inc.
- Wilberforce School of Arts - Wilberforce School of Arts Inc.

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5. Playing Fields / Parks

- Active Playing Fields previously determined by Council - Hawkesbury Sports Council Inc
- Bowen Mountain Park - Bowen Mountain Management Committee
- McMahon Park - McMahon Park Management Committee
- St Albans - St Albans Sport & Recreation Association

6. Cemeteries

- Lower Portland - Lower Portland Cemetery Committee
- Pitt Town - Pitt Town Cemetery Committee
- St Albans - St Albans Cemetery Committee

7. Externally Funded Services

The following services have been delegated to the care and control of Peppercorn Services Inc.:

- Families NSW EIPP Support Service
- Families NSW Hub
- Forgotten Valley Community and Youth
- Forgotten Valley Mobile Preschool
- Hawkesbury Community Medical Transport
- Hawkesbury Community Transport
- Hawkesbury Isolated Residents Transport
- Hawkesbury Youth Transport
- Peppercorn Centre Based Meals Program
- Peppercorn Easy Care Garden Maintenance.

8. Hawkesbury Sister City Association

"Pursuant to the provisions of Section 377 of the Local Government Act 1993, that Council delegate authority to the Hawkesbury Sister City Association to promote, on Council's behalf, understanding at all levels of the local community on a continuing basis with Sister Cities and/or City/Country Alliances as determined from time to time by the Association and Council, and to develop and conduct sporting, youth, cultural and other appropriate exchange programs in association with established Sister City relationships and/or City/Country Alliances."

As indicated at the commencement of this report, it is now necessary for the Council to review these delegations of authority in accordance with Section 380 of the Act. Having regard to the efficient and effective operation of the organisation, it is considered that these delegations of authority are appropriate and should now be confirmed by Council. These delegations of authority have been listed in the table provided as Attachment 1 to this report.

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.

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Financial Implications

There are no financial implications applicable to this report

RECOMMENDATION:

That Council, having reviewed the delegations of authority granted by Council, as required under the provisions of Section 380 of the Local Government Act 1993, resolve to confirm the delegations as listed in Attachment 1 to this report, and that such delegations remain in force until otherwise altered or reviewed by Council.

ATTACHMENTS:

AT - 1 Proposed Delegation of Authority extended by Council under the Local Government Act 1993

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AT - 1 Proposed Delegation of Authority extended by Council

under the Local Government Act 1993

Proposed Delegation of Authority extended by Council under the Local Government Act 1993	
Delegated Authority – General Manager	
Delegated Authority to the General Manager	<p>1. <i>Hawkesbury City Council, in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities delegates under Section 377 of the Local Government Act 1993 to the General Manager the exercise of Council's powers functions duties and authorities contained in legislation and the functions of the Council as specified in:</i></p> <p style="padding-left: 40px;"><i>i) the Local Government Act and related Acts, and;</i></p> <p style="padding-left: 40px;"><i>ii) other Acts under which Council has powers authorities duties and functions.</i></p> <p>2. <i>This delegation is subject to the following limitations:</i></p> <p style="padding-left: 40px;"><i>iii) The provisions of the Local Government Act 1993 and any legislation relevant to the delegations;</i></p> <p style="padding-left: 40px;"><i>iv) Council may by resolution direct the General Manager in the exercise of any function herein delegated;</i></p> <p style="padding-left: 40px;"><i>v) The General Manager shall exercise the functions herein delegated in accordance with and subject to:</i></p> <p style="padding-left: 80px;"><i>(a) the provisions of the Local Government Act 1993 as amended;</i></p> <p style="padding-left: 80px;"><i>(b) all and every policy of the Council adopted by Resolution and current at the time of exercise of the functions herein delegated.</i></p> <p>3. <i>This delegation shall commence on the date of commencement of duties as General Manager of Hawkesbury City Council and shall remain in force until specifically altered or revoked in writing.</i></p>
Delegated Authority – Various Committees	
Hawkesbury Civics and Citizenship Committee	<p>(i) <i>to recommend to Council policies drawn up by professional staff for:</i></p> <ul style="list-style-type: none">• <i>the conduct of the civic and citizenship awards including eligibility criteria, nomination and assessment processes.</i> <p>(ii) <i>to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under Section 377,</i></p> <p>(iii) <i>to determine the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards</i></p>

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

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

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

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**Proposed Delegation of Authority extended by Council
under the Local Government Act 1993**

<p>Community Buildings / Neighbourhood Centres & Halls</p>	<ul style="list-style-type: none"> • Bilpin Hall - The Bilpin District Hall Inc • Blaxland Ridge Community Centre- Blaxland Ridge Community Centre Management Committee Inc • Glossodia Community Centre - Glossodia Community & Neighbourhood Centre Inc. • Hawkesbury Leisure and Learning Centre, Richmond - Peppercorn Services Inc. • Hawkesbury Skills Centre, Bosworth Street, Richmond – Hawkesbury Skills Inc. • Horrie Eley Hall Colo Heights - Colo Heights Neighbourhood Centre & Reserve Management Committee • Maraylya Hall - Maraylya Hall Management Committee Inc • North Richmond Community Centre - North Richmond Community Services Inc • Richmond Neighbourhood Centre - Richmond Community Services Inc. • South Windsor Family Centre – Peppercorn Services Inc. • St Albans School of Arts - St Albans School of Arts Management Committee • Tiningi Community/ Youth Centres & Bligh Park Neighbourhood Centre- Bligh Park Community Services Inc • Wilberforce School of Arts - Wilberforce School of Arts Inc
<p>Playing Fields / Parks</p>	<ul style="list-style-type: none"> • Active Playing Fields previously determined by Council - Hawkesbury Sports Council Inc • Bowen Mountain Park - Bowen Mountain Management Committee • McMahon Park - McMahon Park Management Committee • St Albans - St Albans Sport & Recreation Association
<p>Cemeteries</p>	<ul style="list-style-type: none"> • Lower Portland - Lower Portland Cemetery Committee • Pitt Town - Pitt Town Cemetery Committee • St Albans - St Albans Cemetery Committee
<p>Externally Funded Services</p>	<p>The following services have been delegated to the care and control of Peppercorn Services Inc.:</p> <ul style="list-style-type: none"> • Families NSW EIPP Support Service • Families NSW Hub • Forgotten Valley Community and Youth • Forgotten Valley Mobile Preschool • Hawkesbury Community Medical Transport • Hawkesbury Community Transport • Hawkesbury Isolated Residents Transport • Hawkesbury Youth Transport • Peppercorn Centre Based Meals Program • Peppercorn Easy Care Garden Maintenance.

ORDINARY MEETING

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**Proposed Delegation of Authority extended by Council
under the Local Government Act 1993**

**Hawkesbury
Sister City
Association**

To promote, on Council's behalf, understanding at all levels of the local community on a continuing basis with Sister Cities and/or City/Country Alliances as determined from time to time by the Association and Council, and to develop and conduct sporting, youth, cultural and other appropriate exchange programs in association with established Sister City relationships and/or City/Country Alliances.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 25 July 2017

SUPPORT SERVICES

Item: 130

SS - Monthly Investments Report - June 2017 - (95496, 96332)**REPORT:****Executive Summary**

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

This report indicates that Council held \$43.87 million in investments at 30 June 2017.

It is recommended that this report be received and noted.

Consultation

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

Background

The following table indicates that Council held \$43.87 million in investments as at 30 June 2017. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
CBA	A1+	AA-			1.25%	1,800,000	4.10%	
Tcorp*					2.41%	6,978,486	15.90%	
Total On-call Investments								8,778,486
Term Investments								
ANZ	A1+	AA-	14-Sep-16	05-Jul-17	2.71%	1,500,000	3.42%	
ANZ	A1+	AA-	01-Feb-17	31-Jan-18	2.70%	1,000,000	2.28%	
Bankwest	A1+	AA-	08-Feb-17	05-Jul-17	2.70%	1,000,000	2.28%	
CBA	A1+	AA-	02-Mar-17	02-Mar-18	2.65%	1,000,000	2.28%	
CBA	A1+	AA-	17-Mar-17	14-Mar-18	2.71%	1,500,000	3.42%	
CBA	A1+	AA-	27-Apr-17	27-Apr-18	2.63%	1,500,000	3.42%	
CBA	A1+	AA-	28-Jun-17	09-May-18	2.60%	1,500,000	3.42%	
NAB	A1+	AA-	05-Aug-16	03-Aug-17	2.78%	1,000,000	2.28%	
NAB	A1+	AA-	17-Aug-16	16-Aug-17	2.75%	1,500,000	3.42%	
NAB	A1+	AA-	23-Nov-16	18-Oct-17	2.72%	1,000,000	2.28%	
NAB	A1+	AA-	23-Nov-16	22-Nov-17	2.75%	1,500,000	3.42%	
NAB	A1+	AA-	14-Dec-16	13-Dec-17	2.70%	1,500,000	3.42%	
NAB	A1+	AA-	08-Feb-17	07-Feb-18	2.60%	2,000,000	4.56%	
St George	A1+	AA-	24-Jan-17	24-Jan-18	2.70%	1,500,000	3.42%	
St George	A1+	AA-	22-Feb-17	22-Feb-18	2.61%	1,000,000	2.28%	

ORDINARY MEETING

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Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
Westpac	A1+	AA-	17-Aug-16	12-Jul-17	3.00%	1,000,000	2.28%	
Westpac	A1+	AA-	03-Aug-16	03-Aug-17	2.90%	800,000	1.82%	
Westpac	A1+	AA-	05-Aug-16	03-Aug-17	3.00%	1,000,000	2.28%	
Westpac	A1+	AA-	24-Aug-16	24-Aug-17	3.00%	800,000	1.82%	
Westpac	A1+	AA-	31-Aug-16	07-Sep-17	3.00%	1,000,000	2.28%	
Westpac	A1+	AA-	07-Sep-16	07-Sep-17	3.00%	1,000,000	2.28%	
Westpac	A1+	AA-	19-Oct-16	18-Oct-17	3.00%	1,000,000	2.28%	
Westpac	A1+	AA-	04-May-17	31-Oct-17	2.60%	1,000,000	2.28%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	500,000	1.14%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	1,000,000	2.28%	
Westpac	A1+	AA-	14-Apr-17	18-Apr-18	2.70%	1,000,000	2.28%	
Westpac	A1+	AA-	31-May-17	31-May-18	2.65%	1,000,000	2.28%	
Westpac	A1+	AA-	14-Jun-17	14-Jun-18	2.65%	2,000,000	4.56%	
Westpac	A1+	AA-	28-Jun-17	28-Jun-18	2.65%	2,000,000	4.56%	
Total Term Investments								35,100,000
TOTAL INVESTMENT AS AT 30 June 2017								43,878,486

*Tcorp is wholly owned by the NSW State Government

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	8,778,486	2.17%	Reserve Bank Cash Reference Rate	1.50%	0.67%
Term Deposit	35,100,000	2.74%	UBS 90 Day Bank Bill Rate	1.72%	1.02%
Total	43,878,486	2.62%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	7,957,805
External Restrictions - Other	7,479,383
Internal Restrictions	18,995,412
Unrestricted	9,445,886
Total	43,878,486

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

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

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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.

Investment Commentary

During the reporting period, the investment portfolio increased by \$4.4 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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

Council has a loan agreement for an amount of \$5.3 million under the Local Government Infrastructure Renewal Scheme (LIRS). The full amount was drawn down upon signing the agreement in March 2013, with funds gradually being expended over the period during which the program of works is being delivered. The loan funds have been placed in term deposits, with interest earned on unexpended invested loan funds being restricted to be used for works relating to the LIRS Program projects.

As at 30 June 2017, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks and in line with Council's Investment Policy.

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

Council's investment portfolio complies with Council's Investment Policy, adopted on 30 May 2017.

Investment Certification

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

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 Implications

Funds have been invested with the aim of achieving budgeted income in Service 121 – Investments within the 2016/2017 Adopted Operational Plan.

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RECOMMENDATION:

The report regarding the monthly investments for June 2017 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 25 July 2017

Item: 131 **SS - Community Sponsorship Program - 2017/2018 - Round 1 - (96596, 96328)**

Previous Item: 262, Ordinary (29 November 2016)
 105, Ordinary (27 June 2017)

REPORT:

Executive Summary

This report has been prepared to advise Council of applications for financial assistance to be determined under Round 1 of the Community Sponsorship Program (CSP) for 2017/2018. The report lists the applications received, the proposed level of financial assistance and those applications that will require the execution of Council's standard Sponsorship Agreement.

The report also canvasses a proposal to transfer the assessment of the future applications under the 'Event Sponsorship' category of the CSP to Corporate Communications to be considered in conjunction with other requests for event sponsorship funded under the financial allocation for 'Events Sponsorship' with the Corporate Communications budget allocation.

This proposal has been suggested in view of Council's resolution of 27 June 2017 when, in approving a request for event sponsorship for Golf NSW to stage the NSW Women's Country Golf Meeting in the Hawkesbury, Council resolved to request that staff prepare 'a framework for the evaluation of future event sponsorship proposals to ensure their alignment with the objectives within the Community Strategic Plan, and to enable event sponsorship proposals to be assessed relative to each other'.

The proposed transfer of the Event Sponsorship Category within the CSP to the Corporate Communications Events Sponsorship Program would facilitate a consistent approach to the centralised assessment of all proposals for event sponsorship, for consideration by Council, and would give effect to Council's resolution of 27 June 2017.

Consultation

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

Background

On 13 March 2007, Council resolved to adopt a CSP, prepared in accordance with the guidelines issued by the Independent Commission Against Corruption. Criteria and administrative arrangements for the CSP were subsequently developed with implementation commencing 2007/2008.

The CSP provides the opportunity for community groups and individuals to seek financial assistance from Council. The CSP currently provides six categories of assistance:

- Minor Assistance (up to \$500)
- Event Sponsorship (for up to three years)
- Seeding Grants (for community based programs)
- Access to Community Facilities (50% subsidy for hire of community facilities)
- Improvements to Council Facility (reimbursement of Development Application fees for renovations or additions to Council owned buildings or facilities)
- Accessibility Improvements.

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Community Sponsorship Program (2017/2018)

In accordance with Council's CSP, applications for community sponsorship under Round 1 of the Community Sponsorship Program 2017/2018 were called for in May, 2017 and closed on 30 June 2017. 22 applications were received with eight being lodged during the 2016/2017 financial year and held over as the 2016/2017 budget was fully expended. In addition to these applications, a further four applications representing various years of approved three and five year sponsorship events have been included for Council's determination.

The adopted budget for 2017/2018 includes an allocation of \$71,866 for the CSP. Pursuant to Council's resolution of 17 June 2014, \$22,318 of this amount has been set aside as a contribution to the staging of the Hawkesbury City Eisteddfod. An amount of \$22,399 has also been set aside as payment of leasing costs for The Women's Cottage at 22 Bosworth Street, Richmond to give effect to Council's resolution of 25 October 2016.

Total Budget for Financial Year 2017/2018 \$71,866

Allocation for Hawkesbury Eisteddfod \$22,318

Allocation for Women's Cottage \$22,399

Balance remaining \$27,149

Assessment of 2017/2018 Round 1 Applications

In total, 26 applications have been presented for Council's consideration under Round 1 of the 2017/2018 CSP. Attached to this report, as Attachment 1, is an assessment of the applications received under Round 1 of the 2017/2018 CSP. Table 1 below summarises the applications received and the proposed level of financial assistance.

Applicant	Type ⁽¹⁾	Proposal	Recommended Amount (\$)
1. Hawkesbury City Eisteddfod Society	ES	Hawkesbury City Eisteddfod	22,318
2. Hawkesbury Area Women's and Kids Inc	CF	Lease of The Women's Cottage, Richmond	22,399
3. Colo Wilderness Area Family Picnic Day	ES	Annual Family Picnic Day at Colo	1,500
4. LEEP Ngo Inc.	SG	Hawkesbury E-news	3,000
5. Ashleigh Hill	MA	Representative Karate	150
6. Thomas Hill	MA	Representative Karate	150
7. James Hill	MA	Representative Karate	150
8. Friends of the Hawkesbury Art Community and Regional Gallery	MA	Art Exhibition in support of 200 th anniversary of St Matthews Anglican Church	500
9. Macquarie Town Orchestra	MA	Purchase of a clarinet and accessories	500
10. Glossodia Public School	CF	Hire of Windsor Function Centre	404
11. Piper Johnston	MA	Representative Gymnastics	150
12. Kurrajong Rural Fire brigade	CF	Hire of Kurrajong Community Centre	108
13. Lucas Connon	MA	Representative Rugby Union	150
14. Hawkesbury Riding Club Inc	SG	Rider education and eventing	3,000
15. Rosalind Chia	MA	Diverse Hawkesbury.net	500
16. Roan North	MA	Representative Baseball	150
17. Lucan North	MA	Representative Rugby Union	150
18. Western Sydney Suicide Prevention Network Group	MA	Hope Walk	500

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Applicant	Type ⁽¹⁾	Proposal	Recommended Amount (\$)
19. Hawkesbury Skills Inc	SG	Maintenance & Repairs to 23 Bosworth St, Richmond	3,000
20. One Giant Leap Australia Foundation Limited	SG	Space Camp 2017	150
21. Lianna Davidson	MA	Representative baseball	150
22. Hawkesbury Valley Baptist Church	ES	Hanna Park Christmas Carols	1,125
23. Windsor Business Group	SG	Purchase of a defibrillator & education program	3,000
24. ParkRun Inc	SG	Purchase of Equipment to facilitate Park Run	3,000
25. Country Womens Association Kurrajong Branch	SG	Purchase of a defibrillator	2,500
26. Ethan Treble	MA	Representative Baseball	150
		TOTAL	68,854

(1) MA = Minor Assistance ES=3 Year Event Sponsorship SG = Seeding Grant CF = Access to Community Facilities ICF = Improvements to Council owned Community Facilities

There are sufficient funds to cover the total recommended amount of \$68,854 for Round 1 of the 2017/2018 Community Sponsorship Program, leaving a balance of \$3,012 for allocation in further rounds.

Applications Recommended for Partial FundingApplication 20 - One Giant Leap Australia Foundation Limited

Amount requested \$3,000, amount recommended \$150. The applicant is seeking funding for one Hawkesbury student to attend Space Camp in Atlanta, USA. The amount recommended is based on the provision of the relevant CSP financial assistance category which caps the financial assistance provided to assist a resident who has been selected to represent the Hawkesbury, NSW or Australia in a cultural or sporting event to \$150.

Application 22 - Hawkesbury Valley Baptist Church

Amount requested \$1,500 – amount recommended \$1,125. The applicant is the recipient of a previous 3 Year Event Sponsorship for the same event and is seeking to renew the Event Sponsorship for a further three years. The amount recommended is 75% of the previous funding allocation for this event. This recommendation is in line with the provisions of the Event Sponsorship category as amended by Council on 11 August 2009, which stipulated that 'event sponsorship renewal applications will be funded at 75% of the amount approved in the previous event sponsorship agreement in the first year of the renewal period and at lower levels in subsequent years'.

Proposed Transfer of Event Sponsorship Category – Community Sponsorship Program

As reported to Council at its Ordinary Meeting of 29 November 2016, the CSP commenced in 2007/2008 following a review of financial assistance programs provided under Section 356 of the NSW Local Government Act 1993.

The CSP therefore pre-dates Council's more recent focus on event sponsorship as a vehicle for promoting the objectives of the Community Strategic Plan, particularly in relation to delivering economic benefits to local business and the tourism sector.

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To centralise the assessment of requests for event sponsorship and to facilitate a consistent approach to the call for applications for event sponsorship, their subsequent assessment, and their reporting to Council, it is proposed that the Event Sponsorship category of the CSP be transferred to the Corporate Communications Events Sponsorship Program. While this is essentially an internal reorganisation, it will enable Council to consider event sponsorship requests at the same time based on a consistent assessment criteria.

The proposed centralisation of the receipt and assessment of event sponsorship requests will minimise administrative duplication and potential confusion on the part of applicants. It will also give effect to Council's intention in establishing the Event Sponsorship Program and reflect what has been already occurring – a number of the recent events funded under the Corporate Communications Events Sponsorship Program were first initiated under the CSP – for example, the St Albans Writers Festival, Kurrajong-A-Buzz and the Sydney Blues and Roots Festival.

It would therefore make sense for all proposals for event sponsorship, apart from those which fall under the Minor Assistance category of the CSP, to be directed to the Event Sponsorship Program to be assessed and reported to Council by the Corporate Communications Branch. Criteria is currently being developed for the assessment and reporting of events sponsorship requests for determination by Council. If this proposal were in place, the practical effect would have meant that Application 3 – the Colo Wilderness Area Family Picnic Day - would have been redirected for assessment under the Event Sponsorship Program, rather than the CSP.

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 Community

2.4 Community wellbeing and local services

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

Financial Implications

There are no financial implications arising from this report. The recommended level of financial assistance can be met from the approved funding allocation for the 2017/2018 financial year.

RECOMMENDATION:

That Council:

1. Approve payments of Section 356 Financial Assistance to the organisations and individuals listed, and at the level recommended in Table 1 of this report.
2. Note that the required Sponsorship Agreements for Applicants 1 through 4 have been previously executed to provide for the continuation of funding for these proposals.
3. Approve the execution of Council's standard Sponsorship Agreement for the applications 14, 19, 22, 23 and 24, as identified in Table 1 of this report.
4. Discontinue the Event Sponsorship Category within the Community Sponsorship Program with all future applications for event sponsorship, excluding requests which fall under the Minor Assistance Category of the Community Sponsorship Program, to be assessed under the Event Sponsorship Program administered by Corporate Communications.

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ATTACHMENTS:

AT - 1 Assessment of Applications under Round 1 Community Sponsorship Program 2017/2018

ORDINARY MEETING

Meeting Date: 25 July 2017

AT - 1 Assessment of Applications under Round 1

Community Sponsorship Program 2017/2018

Applicant	Sponsorship Type (1)	Description	Assessment Criteria								Amount requested (or previously approved for ES Sponsorship)	Amount recommended (\$)	Comments
			Local service	Not-for-profit	Not funded by State/Federal Agency	Co-contribution provided	Reflects agreed community priority	Meets sponsorship criteria	Financially sustainable	Documentation provided			
1. Hawkesbury City Eisteddfod Society	ES	Hawkesbury City Eisteddfod	✓	✓	✓	✓	✓	✓	✓	✓	22,318	22,318	Final year of approved 5 year Sponsorship Agreement
2. Hawkesbury Area Women's and Kids Services	CF	Lease of The Women's Cottage	✓	✓	✓	✓	✓	✓	✓	✓	22,399	22,399	Year 2 of 5 year Sponsorship Agreement - Ordinary Meeting 25 October 2016
3. Colo Wilderness Area Family Picnic Day	ES	Family picnic day at Colo	✓	✓	✓	✓	✓	✓	✓	✓	1,500	1,500	Final year of approved 3 year Event Sponsorship Agreement
4. LEEP NGO Inc	SG	Hawkesbury e-News	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Year 2 of approved 3 year Sponsorship Agreement
5. Ashleigh Hill	MA	Representative Karate – Karate 1 WKF Youth Cup, Umag, Croatia. July 2016	✓	✓	✓	✓	✓	✓	✓	N/A	150	150	Application held over from 2016/2017 financial year. Meets requirements of the Minor Assistance category
6. Thomas Hill	MA	Representative Karate – 17 th Oceania Karate Federation Championships, Noumea, New Caledonia. September 2016	✓	✓	✓	✓	✓	✓	✓	N/A	150	150	Application held over from 2016/2017 financial year. Meets requirements of the Minor Assistance category.
7. James Hill	MA	Representative Karate – 17 th Oceania Karate Federation Championships, Noumea, New Caledonia. September 2016	✓	✓	✓	✓	✓	✓	✓	N/A	150	150	Application held over from 2016/2017 financial year. Meets requirements of the Minor Assistance category
8. Friends of the Hawkesbury Art Community & Regional Gallery Inc	MA	Art exhibition in support of the 200 th anniversary of St Matthews Anglican Church	✓	✓	✓	✓	✓	✓	✓	✓	500	500	Application held over from 2016/2017 financial year. Meets requirements of the Minor Assistance category
9. Macquarie Towns Orchestra	MA	Purchase of a clarinet and accessories for use by orchestra members	✓	✓	✓	✓	✓	✓	✓	✓	500	500	Application held over from 2016/2017 financial year. Meets requirements of the Minor Assistance category

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Applicant	Sponsorship Type (1)	Description	Assessment Criteria								Amount requested (or previously approved for ES Sponsorship)	Amount recommended (\$)	Comments
			Local service	Not-for-profit	Not funded by State/Federal Agency	Co-contribution provided	Reflects agreed community priority	Meets sponsorship criteria	Financially sustainable	Documentation provided			
10. Glossodia Public School	CF	Hire of Windsor function Centre for Annual Presentation night	✓	✓	✓	✓	✓	✓	✓	✓	404	404	Application held over from 2016/2017 financial year. Meets requirements of the Access to Community Facilities category
11. Piper Johnston	MA	Representative Gymnastics – 2017 Australian Championships, Melbourne, VIC. June 2016	✓	✓	✓	✓	✓	✓	✓	N/A	150	150	Application held over from 2016/2017 financial year. Meets requirements of the Minor Assistance category
12. Kurrajong Rural Fire Brigade	CF	Hire of Kurrajong Community Centre for a fundraising event	✓	✓	✓	✓	✓	✓	✓	✓	108	108	Application held over from 2016/2017 financial year. Meets requirements of the Access to Community Facilities category
13. Lucas Connon	MA	Representative Rugby Union – State Championships, Narrabeen, July 2017	✓	✓	✓	✓	✓	✓	✓	N/A	150	150	Meets requirements of the Minor Assistance category
14. Hawkesbury Riding Club Inc	SG	Equestrian education programs, specialist skills coaching, training and certificate course	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Meet requirements of Seeing Grant category
15. Rosalind Chia	MA	Diverse Hawkesbury.net – an oral history of the Hawkesbury	✓	✓	✓	✓	✓	✓	✓	✓	500	500	Meets requirements of the Minor Assistance category
16. Roan North	MA	Representative Baseball – Big League Dreams Tour, San Francisco USA, July 2017	✓	✓	✓	✓	✓	✓	✓	✓	150	150	Meets requirements of the Minor Assistance category

ORDINARY MEETING

Meeting Date: 25 July 2017

Applicant	Sponsorship Type (1)	Description	Assessment Criteria								Amount requested (or previously approved for ES Sponsorship)	Amount recommended (\$)	Comments
			Local service	Not-for-profit	Not funded by State/Federal Agency	Co-contribution provided	Reflects agreed community priority	Meets sponsorship criteria	Financially sustainable	Documentation provided			
17. Lucas North	MA	Representative Rugby Union – State Championships, Narrabeen, July 2017	✓	✓	✓	✓	✓	✓	✓	✓	150	150	Meets requirements of the Minor Assistance category
18. Western Sydney Suicide Prevention Network Group	MA	Hope Walk Hamm Common, 17 February 2018	✓	✓	✓	✓	✓	✓	✓	✓	500	500	Meets requirements of the Minor Assistance category
19. Hawkesbury Skills Inc	SG	Repairs & maintenance to 23 Bosworth Street, Richmond	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Meets requirements of Seeing Grant category
20. One Giant Leap Australian Foundation Limited	SG	Part sponsorship for one Hawkesbury student to attend Space camp 2017	✓	✓	✓	✓	✓	✓	✓	✓	3,000	150	Amount recommended reflects amount applicable to an individual selected to represent at a cultural or sporting event.
21. Lianna Davidson	MA	Representative Baseball – Junior League World Series, Detroit, USA, 11 – 21 August 2017	✓	✓	✓	✓	✓	✓	✓	✓	150	150	Meets requirements of the Minor Assistance category
22. Hawkesbury Valley Baptist Church	ES	Hanna Park Carols	✓	✓	✓	✓	✓	✓	✓	✓	1,125	1,500	Previous recipient of 3 year Sponsorship Agreement. Amount recommended reflects 75% of previous funding as per policy.
23. Windsor Business Group	SG	Purchase of a defibrillator to be located in Hawkesbury Hotel	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Meets requirements of Seeing Grant category
24. ParkRun Inc	SG	Richmond ParkRun- a free weekly 5km walk/jog/run	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Initial start up costs including purchase of stopwatches, course markers, volunteer equipment, and first aid kit.

ORDINARY MEETING

Meeting Date: 25 July 2017

Applicant	Sponsorship Type (1)	Description	Assessment Criteria								Amount requested (or previously approved for ES Sponsorship)	Amount recommended (\$)	Comments
			Local service	Not-for-profit	Not funded by State/Federal Agency	Co-contribution provided	Reflects agreed community priority	Meets sponsorship criteria	Financially sustainable	Documentation provided			
25. Country Womens Association Kurrajong Branch	SG	Purchase of a defibrillator to be located in the CWA Hall	✓	✓	✓	✓	✓	✓	✓	2,500	2,500	Meets requirements of the Seeding Grant category	
26. Ethan Treble	MA	Representative Baseball – Little League World Series, Williamsport, Pennsylvania, USA, 11 – 28 August 2017	✓	✓	✓	✓	✓	✓	✓	150	150	Meets requirements of the Minor Assistance category	
TOTAL											68,854		

(1) MA = Minor Assistance ES=3 Year Event Sponsorship SG = Seeding Grant CF = Access to Community Facilities ICF = Improvements to Council owned Community Facilities

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 25 July 2017

Item: 132 **SS - Council Resolution Summary - January to June 2017 - (95496, 96333)**

Previous Item: NM2, Ordinary (24 June 2014)

REPORT:

Executive Summary

At the Ordinary meeting on 24 June 2014, Council resolved as follows:

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

This report and the attachment to the report summarises the resolutions passed by Council for the period from 1 January 2017 to 30 June 2017, excluding resolutions as outlined in the above resolution.

The report recommends the information be received and noted.

Consultation

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

Background

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

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

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

A. Inclusions for the six-monthly report are:

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

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B. Exclusions for the six-monthly report are:

1. Items with receive and note resolutions.
2. Procedural resolutions, including the adoption of reporting publications such as, Council's Operational Plan and adoption of Council Policies.
3. Resolutions regarding Development Applications which have been approved with conditions or refused.
4. Resolutions regarding Conference attendance without a follow-up report.
5. Reports of Committees where they are received and/or adopted.
6. Resolutions regarding park usage which have been approved or refused.

Included, as Attachment 1 to this report, is a Resolution Tracking Summary for the period from 1 January 2017 to 30 June 2017, based on the Council resolutions outlined in Part A above. The Resolution Tracking Summary contains information regarding each resolution, including the Council Meeting Date, Item Number, Item Description, Resolution Number, Summary of the Resolution, Responsible Officer, and the Status. The Status column of the Summary has a set of options, being "Completed / In Progress / Not Initiated" and a comments area to further expand on the progress or final actions of each resolution.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

Financial Implications

There are no financial implications applicable to this report.

RECOMMENDATION:

That the report regarding Council resolutions for the period of 1 January 2017 to 30 June 2017 be received and noted.

ATTACHMENTS:

- AT - 1** Council Resolution Summary - January 2017 to June 2017 - (*Distributed under separate cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 25 July 2017

Item: 133 **SS - Enhancing the Arts in the Hawkesbury Working Group - (79351, 95496, 103542)**

REPORT:

Executive Summary

This report has been prepared in response to a Mayoral Minute considered by Council at its Ordinary Meeting of 14 February 2017, where it resolved:

"That:

- 1. A report be provided to Council detailing the process involved in the establishment of a Working Group to explore avenues to enhance the Arts in the Hawkesbury.*
- 2. The report to make a recommendation as to the objectives, structure and membership of the Working Group."*

Consultation

This report proposes the establishment of a working group which will provide information and advice about local arts matters and facilitate communication and partnerships between community stakeholders, Council and arts industry professionals.

Background

Considered in its broad meaning, the arts can include a range of activities and interests by groups and individuals including, but not limited to, all types of performance, singing, music, sound, dance, visual arts, public art, craft, design, architecture, literature, photography, film and digital creations.

There are numerous ways in which people in the Hawkesbury participate in the arts; as passive observers, audience members, appreciators, supporters, administrators, group members, students, teachers, creators and performers, professionals and businesses.

Therefore, to increase the prospect of realising the aim of 'enhancing the arts in the Hawkesbury', it is recommended that the Working Group's efforts are organised into a series of projects, each with attainable goals: Specific/Small, Measurable, Achievable, Realistic and Timely (tied to a deadline). Taking a methodical and project based approach will increase the likelihood of the working group accomplishing its goals.

In particular, music having been identified as a strength and priority in the Hawkesbury Cultural Plan, it would be beneficial if the Working Party could commence by taking advantage of the grant funding opportunity presented by Create NSW (formerly Arts NSW) and the Live Music Office.

Current external funding opportunity

Create NSW has established a partnership with the Live Music Office, and on 3 July 2017, announced program funding for the "Live and Local Strategic Initiative in Western Sydney".

This funding program, in itself, provides an excellent model for increasing arts participation which is highly effective, low cost and uses existing infrastructure.

Hawkesbury City Council is eligible to apply for program funding of up to \$20,000 to facilitate a family friendly, local micro-music festival for local musicians over the course of 2017/2018. 100% of the funding must go to the local musicians, venues and technicians working on the events and the project must conclude by 30 June 2018.

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The Expression of Interest application process closes on 14 August 2017. In order to meet this deadline, an internal working group has been established to develop the expression of interest for the Live and Local grant funding program, including the Mayor, Councillor Mary Lyons-Buckett. Local music industry members and local businesses and groups will be invited to provide advice, information and letters of support.

If Council is successful in receiving the Live and Local grant funding, it is proposed that the first focus of the Working Group will be to assist staff to coordinate and oversee all aspects of a Live and Local event, in accordance with the grant contractual outputs, and to be a point of contact with the Live Music Office, as well as to provide an event evaluation report. The Live Music Office offers a range of useful resources as well as free expert advice.

If the funding application is unsuccessful, there are several projects associated with supporting the local live music industry, which the Working Group may consider working on in preparation of the next funding round. These include:

- providing information, advice and support for longer term music industry development strategies to support musicians in the Hawkesbury region, as well as audience engagement strategies
- assisting with a sector mapping project – a census of local venues, performing artists and events
- providing a consultation forum on regulatory policy enhancement.

It is further proposed, that the Working Group identify a series of projects, each with a set of attainable goals, which include identifying adequate external resources, such as funds, expertise and human resources, to achieve them.

It is proposed that the Working Group consist of Councillors, Council staff, local arts sector community members with expertise, knowledge and contacts. An Expression of Interest process will be commenced, inviting community members to be part of the Working Group. Proposed terms of reference defining the objectives, structure and membership of the Working Group have been developed and are attached as Attachment 1 to this report.

The Working Group will provide constructive advice and practical support and assistance to Council in enhancing the arts in the Hawkesbury, with a particular focus on seeking external funding, facilitating local arts activities/events and encouraging audience participation.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.3 Community partnerships continue to evolve

2.3.1 Encourage and facilitate community partnerships.

2.5 Cultural Development and Heritage

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

ORDINARY MEETING

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Financial Implications

There are no direct financial implications arising out of this report. Implementing the Working Group recommendations will require the allocation of staff hours and resources which will be negotiated in conjunction with the normal development of Council work plans and within Council's budget planning processes. Where a requirement for additional budget allocations is identified, this requirement will be reported to Council for Council's consideration and determination.

The micro-music festival as outlined in the report, is dependent upon receiving Live and Local grant funds.

RECOMMENDATION:

That Council:

1. Establish the proposed Enhancing the Arts in the Hawkesbury Working Group and adopt the Terms of Reference to govern the activities of the Working Group, as attached in Attachment 1 of this report.
2. Appoint two Councillor representatives to the Enhancing the Arts in the Hawkesbury Working Group.
3. Call for community nominations to sit on the Enhancing the Arts in the Hawkesbury Working Group and for these nominations be reported to Council for determination.
4. Commission the Enhancing the Arts in the Hawkesbury Working Group to assist staff to coordinate the implementation of the Live and Local Micro-Music Festival, as outlined in the report subject to a successful grant application.

ATTACHMENTS:

AT - 1 Proposed Terms of Reference for the Enhancing the Arts in the Hawkesbury Working Group

AT - 1 Proposed Terms of Reference for the Enhancing the Arts in the Hawkesbury Working Group

Proposed Terms of Reference for the Enhancing the Arts in the Hawkesbury Working Group

1. Context

Considered in its broad meaning, the arts can include a range of activities and interests by groups and individuals including, but not limited to, all types of performance, singing, music, sound, dance, visual arts, public art, craft, design, architecture, literature, photography, film and digital creations.

There are numerous ways in which people in the Hawkesbury participate in the arts; as passive observers, audience members, appreciators, supporters, administrators, group members, students, teachers, creators and performers, professionals and businesses.

2. Purpose

The purpose of the Enhancing the Arts in the Hawkesbury Working Group (Working Group) is to provide constructive advice and practical support and assistance to Council in enhancing the arts in the Hawkesbury. It will work on a project basis: seeking external funding, facilitating local arts activities/events and encouraging audience participation.

The key purpose of the Working Group is to assist staff to:

- a) Identify a series of arts projects, develop a set of attainable goals for each, which include identifying adequate resources, such as funds, expertise and human resources, to achieve them.
- b) Apply for external grant funding or seek sponsorships and partnerships that are required to develop and present arts projects.
- c) Implement arts projects as approved by Council or where Council has received external grants or sponsorship.
- d) Contribute to the review and evaluation of the arts projects.

3. Roles and Authorities

- a) The role of the Working Group is an advisory and practical support role.
- b) The Council retains responsibility for all budgetary considerations.
- c) The General Manager (or his/her delegate) retains all responsibility for the direction of any staff member.

4. Term

The Working Group term shall be the time period required to fill the objectives outlined in Section 2.

5. Structure and Membership

- a) The structure and membership of the Working Group shall be as follows, and all the under-mentioned appointments will have voting rights:
 - (i) two Councillors of Hawkesbury City Council
 - (ii) three Council staff members appointed by the General Manager of Hawkesbury City Council

ORDINARY MEETING

Meeting Date: 25 July 2017

- (iii) five community appointments, with relevant arts expertise and experience and an ability to develop and implement arts projects, following the calling of applications as detailed in Clause 6(b) of these Terms of Reference.
- b) The Working Group shall, at its first meeting following appointment, elect a Councillor delegate appointed under clause 5(a)(i) to be the Chairperson of the Working Group, and one of its members appointed under Clause 5 to be the Deputy Chairperson, who shall act in the absence of the Chairperson.
- c) No staff member of Hawkesbury City Council shall be elected Chairperson or Deputy Chairperson of the Working Group.
- d) Each member of the Working Group entitled to vote shall only have one vote except that of the casting vote of the Chairperson in the case of equality of votes.
- e) The Working Group may co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance, but such co-opted members shall only serve on the Working Group for the period of time required, and will not, whilst serving in the position of co-opted member, have any voting rights.

6. Appointment and Election of Members

- a) Two Councillors will be appointed to the Working Group in accordance with practices and procedures of the Council.
- b) The Council shall place advertisements in appropriate newspapers inviting nominations from members of the community for membership to the Working Group.
- c) The Council shall select and appoint the community representatives to the Working Group.
- d) The Working Group shall have the power to fill casual vacancies at its discretion.
- e) Members of the Working Group shall cease to hold office:
 - (i) if the Working Group is dissolved by Council;
 - (ii) upon written resignation or death;
 - (iii) if absent without prior approval of the Working Group for three consecutive meetings; or
 - (iv) if the Council by resolution determines that the member has breached Hawkesbury City Council's Code of Conduct (as it is in force from time to time).
- f) For the purposes of sub-clause 6(e)(iv), the Code of Conduct is to be taken to apply to community and representative members, as referred to in clause 5(a), in the same way as the Code of Conduct applies to Councillors.

7. Procedures and General

- a) Ordinary meetings of the Working Group shall be held no less than four times per year. Special meetings may be convened at the discretion of the Chairperson.
- b) The Manager Cultural Services shall be the Executive Officer to the Working Group, and will be responsible for preparation of specialist reports, and any and all correspondence associated with the Working Group.
- c) The Council will provide a Minute Clerk for the purpose of recording the Minutes of the Working Group and for the distribution of Minutes following meetings of the Working Group.

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- d) No meeting of the Working Group shall be held unless three clear days' notice has been given to all members.
- e) The rules governing meetings and the procedures of the Working Group shall, so far as they apply, be those covered by the Hawkesbury City Council's Code of Meeting Practice, as may be altered from time to time by resolution of the Council.
- f) A quorum of the Working Group shall be constituted by six members being present at meetings.
- g) Any members having a pecuniary interest in any matters being discussed by the Working Group shall declare such interest at the meeting of the Working Group and refrain from voting or discussion thereon.
- h) The requirements applying to pecuniary interests for members as detailed in clause 7(g) above shall apply equally to any other appointed or invited observers or co-opted members, and also to the Executive Officer/Secretary.
- i) Any recommendations of the Working Group shall, as far as adopted by the Council, be resolutions of the Council, provided that recommendations or reports of the Working Group shall not have effect unless adopted by the Council.
- j) It shall be competent for the Working Group to appoint specific work groups comprised of members or non-members to exercise and carry out specific investigations for the Working Group, and then to report back to the Working Group. These appointed work groups may be dissolved by the Working Group at any time.
- k) Any appointed work groups have no power to make any decisions whatsoever on behalf of the Working Group, and any recommendations of any work group, will only have effect once adopted by the Working Group, or by the Council, as the case may be.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 25 July 2017

Item: 134 SS - Pecuniary Interest Return - Designated Person - (95496, 96333)

REPORT:

Executive Summary

The Local Government Act, 1993 details the statutory requirements in respect of the lodgement of Disclosure of Pecuniary Interests and Other Matters Returns by Councillors and Designated Persons. This report provides information regarding a Return recently lodged with the General Manager by a Designated Person. It is recommended that Council note that the Disclosure of Pecuniary Interests and Other Matters Return, lodged with the General Manager, has been tabled.

Consultation

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

Background

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

- "1. *The General Manager must keep a register of returns required to be lodged with the General Manager under section 449.*

- 2. *Returns required to be lodged with the General Manager under section 449 must be tabled at a meeting of the council, being:*
 - (a) *In the case of a return lodged in accordance with section 449 (1)—the first meeting held after the last day for lodgement under that subsection, or*

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

 - (c) *In the case of a return otherwise lodged with the general manager—the first meeting after lodgement."*

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

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

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

Position	Return Date	Date Lodged
Manager Corporate Services and Governance	24 April 2017	28 April 2017

The above Designated Person has lodged their Section 449(1) Return prior to the due date (being three months after the Return Date), as required by the Act for the receipt of the Return.

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

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

Financial Implications

No financial implications applicable to this report.

RECOMMENDATION:

That the information be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 25 July 2017

ORDINARY MEETING
Questions for Next Meeting

QUESTIONS FOR NEXT MEETING

Councillor Questions from Previous Meeting and Responses - (79351)

REPORT:

Questions - 11 July 2017

#	Councillor	Question	Response
1	Richards	Enquired how much it would cost and if it is possible to record all phone conversations at Council between staff and residents.	The Director Support Services advised that it is possible to record all fixed voice phone conversations at Council between staff and residents. The initial cost to implement phone recordings between Council staff and residents would be approximately \$33,000 for 30 concurrent recordings, with an ongoing cost of approximately \$7,000 per annum for software maintenance and support. Also privacy, customer preferences and storage requirements would need to be addressed.
2	Calvert	Enquired if there is a Master Plan for the visual attractiveness of the heritage towns and buildings in Richmond and Windsor or if this would be covered by other Committees or documents.	The Director City Planning advised that there is no single Master Plan for these locations. The issues are covered in a number of other documents of Council. In the current operational plan there is work identified to prepare Master Plans for Windsor and Richmond and other townships and also related activities including revitalisation plans, economic development, tourism and heritage plans.
3	Wheeler	Requested that wildlife signs on West Portland Road be reinstated and that in this process Council liaise with WIRES about raising community awareness for the protocols of checking injured or deceased native animals on road sides.	The Director Infrastructure Services advised that instructions had been given for wildlife signs on West Portland Road to be reinstated and liaison will occur with WIRES regarding raising community awareness for the protocols of checking injured or deceased native animals on road sides.

ORDINARY MEETING

Questions for Next Meeting

#	Councillor	Question	Response
4	Reynolds	Enquired if staff are aware that engineering reports, engineering peer reviews, bridge renovation method, bridge maintenance costs and the Bridge Inspector's reports for the historic Windsor Bridge dating from 1994 to 2013 are publically available from the Department of Planning's website.	The Director Infrastructure Services advised that staff are aware of the documents available on the Department of Planning's website, and that this information as well as other sources including RMS would be used in any assessment or consideration in relation to Windsor Bridge.
5	Ross	Enquired as to Council's policy relating to responding to correspondence received.	<p>The Director Support Services advised that Council receives about 90,000 customer enquiries each year. The majority of these are received by telephone, electronically or at the front counter, with a smaller number received by mail.</p> <p>Just under half of customer enquiries (40,000) are logged and processed as customer requests. 'Customer Service Standards' and 'Customer Contact Guide' have been developed and placed on Council's website to identify levels of service for the different services that Council provides and time frames for responding to customer requests.</p> <p>Council's 'Customer Contact Standards' stipulate that written correspondence, where a response is expected, should be acknowledged or responded to within 10 working days.</p>
6	Rasmussen	Requested an update on the sale of 139 Colonial Drive, Bligh Park.	The Director Support Services advised that the contract documents for the sale of Council properties at 139 Colonial Drive and 85 Riffle Range Road, Bligh Park have been prepared and are awaiting execution. The proposed purchaser is currently awaiting advice on planning matters associated with the properties.

oooO END OF REPORT Oooo

ORDINARY MEETING
CONFIDENTIAL REPORTS

CONFIDENTIAL REPORTS

Item: 135 **IS - Tender No. T00058 - Installation of Closed Circuit Television to South Windsor Shopping Area - (95495, 79340) CONFIDENTIAL**

Reason for Confidentiality

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

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

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 136 **SS - Property Matter - Lease of Shop 4, McGraths Hill Shopping Centre - (95496, 112106, 141598) CONFIDENTIAL**

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

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.