



Hawkesbury City Council

ordinary
meeting
business
paper

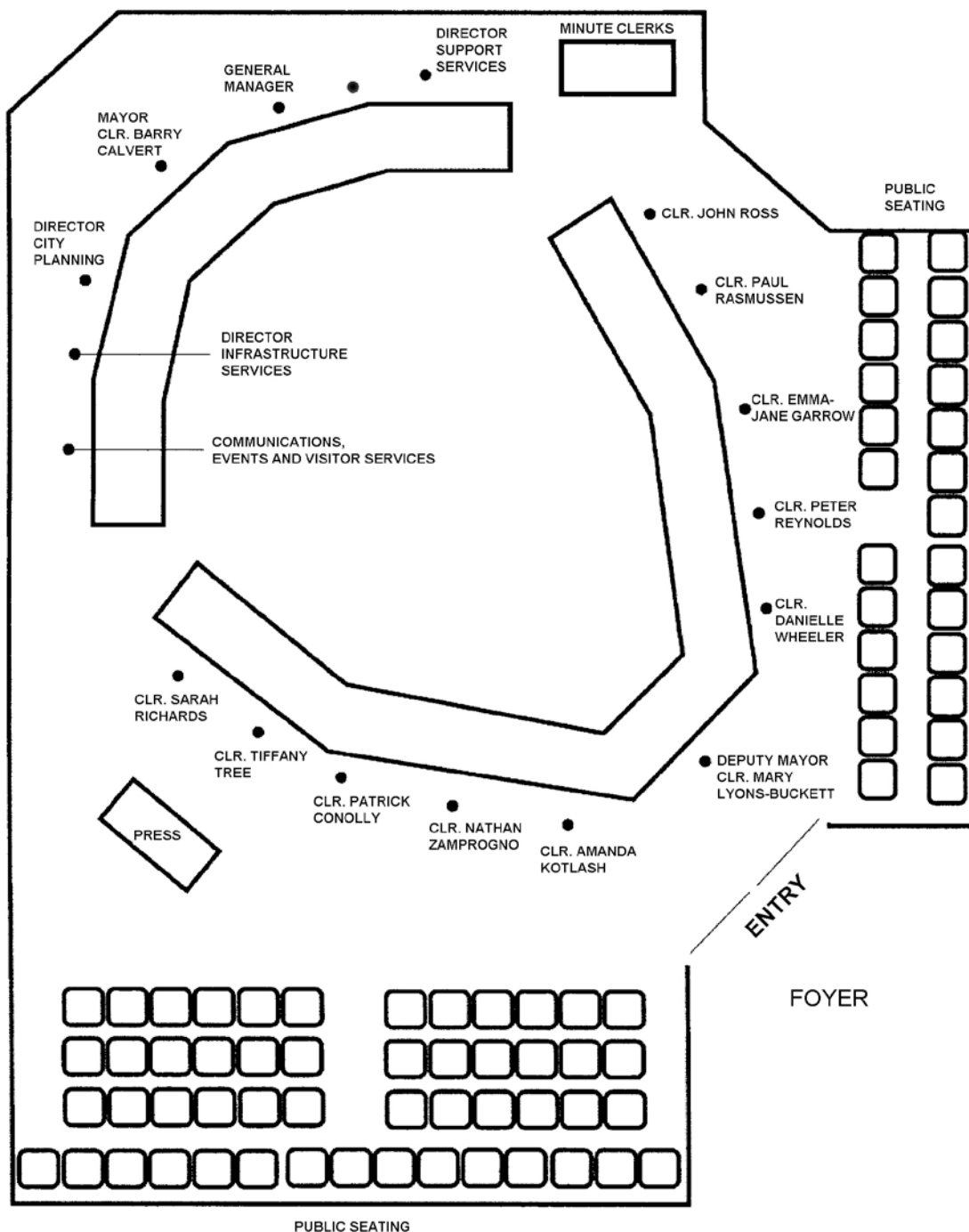
date of meeting: 26 November 2019
location: council chambers
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



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Procedural Matters
Meeting Date: 26 November 2019

PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Barry Calvert will acknowledge the Indigenous Heritage.

The General Manager will address the Council meeting, mentioning:

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

Attendance

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

Apologies and Leave of Absence

The Mayor will ask for any Apologies or Leave of Absence Requests to be noted.

Declaration of Interest

The Mayor will ask for any Declaration of Interests from the attending Councillors. These will then be addressed at the relevant item.

Acknowledgement of Official Visitors to the Council

The Mayor will acknowledge and welcome official visitors to the Council and make any relevant presentations as required.

ORDINARY MEETING

Procedural Matters

Meeting Date: 26 November 2019

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 26 November 2019

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 12 November 2019

location: council chambers

time: 6:30 p.m.

ORDINARY MEETING**Minutes: 12 November 2019****TABLE OF CONTENTS**

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ORDINARY MEETING

Minutes: 12 November 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 12 November 2019, commencing at 6:34pm.

Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

ATTENDANCE

PRESENT: Councillor Barry Calvert, Mayor, Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Amanda Kotlash, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Chief Financial Officer - Emma Galea, Deputy Chief Financial Officer - Vanessa Browning, Acting Manager Corporate Services and Governance - Linda Hewitt and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

Apologies for absence were received from Councillor Conolly, Councillor Garrow and Councillor Rasmussen.

252 RESOLUTION:

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

Councillor Tree left the meeting at 8.28pm.

DECLARATIONS OF INTEREST

Councillor Lyons-Buckett declared an interest on Item 209.

Councillor Reynolds declared an interest on Item 204.

Acknowledgement of Official Visitors to the Council

ORDINARY MEETING

Minutes: 12 November 2019

PRESENTATION

A verbal presentation was provided by Council's Auditor, Mr James Winter from Grant Thornton and Ms Somaiya Ahmed from the NSW Audit Office, in respect of Council's Audited 2018/2019 Financial Report.

SECTION 1 - Confirmation of Minutes

253 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Kotlash that the Minutes of the Ordinary held on the Tuesday, 29 October 2019, be confirmed.

ORDINARY MEETING

Minutes: 12 November 2019

SECTION 3 – Reports for Determination

GENERAL MANAGER

SUPPLEMENTARY REPORT

Item: 204 **GM - Request for Modifications - Windsor Bridge Replacement Project - (80093, 79351)**

Previous Item: 270, Ordinary (29 October 2019)

Directorate: General Manager

Councillor Reynolds declared a pecuniary interest in this matter as the RMS has released a document which mentions his family home. He left the Chamber and did not take part in voting or discussion on the matter.

Mr Harry Terry and Ms Sarah McRae, addressed Council speaking for the recommendation.

MOTION:

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

Refer to RESOLUTION

That the report be received and noted.

AMENDMENT:

An AMENDMENT was moved by Councillor Wheeler, seconded by Councillor Lyons-Buckett.

That Council:

1. Write to David Gainsford highlighting that the traffic data was not available until the last day of the submission period and request that the submission period be reopened and extended.
2. Write a submission to the Department of Planning Industry and Environmental outlining its anger at the proposed modifications to Thompson Square, the manner in which the modification has been notified to the community and the very short consultation period, and the very poor outcomes being delivered to the community in terms of local traffic, traffic improvement, public amenity, open space, heavy vehicle traffic, noise and heritage.
3. Write a submission based on the Mayoral Minute from the Council Meeting on 29 October 2019 including the observations made by Mr Harry Terry at the Council Meeting on 12 November 2019, including clarification of the traffic study and the dates that RMS was aware of traffic conditions changed.

ORDINARY MEETING

Minutes: 12 November 2019

For the Amendment: Councillors Calvert, Lyons-Buckett, Kotlash, Ross and Wheeler.

Against the Amendment: Councillors Richards, Tree and Zamprogno.

Absent: Councillors Conolly, Garrow, Rasmussen and Reynolds.

The amendment was carried.

MOTION:

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

Refer to RESOLUTION

254 RESOLUTION:

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

That Council:

1. Write to David Gainsford highlighting that the traffic data was not available until the last day of the submission period and request that the submission period be reopened and extended.
2. Write a submission to the Department of Planning Industry and Environmental outlining its anger at the proposed modifications to Thompson Square, the manner in which the modification has been notified to the community and the very short consultation period, and the very poor outcomes being delivered to the community in terms of local traffic, traffic improvement, public amenity, open space, heavy vehicle traffic, noise and heritage.
3. Write a submission based on the Mayoral Minute from the Council Meeting on 29 October 2019 including the observations made by Mr Harry Terry at the Council Meeting on 12 November 2019, including clarification of the traffic study and the dates that RMS was aware of traffic conditions changed.

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

Against the Motion: Councillors Richards, Tree and Zamprogno.

Absent: Councillors Conolly, Garrow, Rasmussen and Reynolds.

ORDINARY MEETING

Minutes: 12 November 2019

CITY PLANNING

Item: 205 CP - Annual Report 2018/2019 Incorporating Audited Financial Statements - (95498, 124414, 79351)

Previous Item: 270, Ordinary (13 November 2018)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

255 RESOLUTION:

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

That this matter be deferred for consideration at the Ordinary Council Meeting on Tuesday, 26 November 2019.

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

Against the Motion: NIL.

Absent: Councillors Conolly, Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 12 November 2019

SUPPORT SERVICES

Item: 206 **SS - General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019 - (95496, 96332)**

Previous Item: 181, Ordinary (24 September 2019)

Division: Support Services

MOTION:

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

Refer to RESOLUTION

256 RESOLUTION:

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

That Council:

1. Note the completion of the General Purpose and Special Purpose Financial Statements and Special Schedules, for the period ended 30 June 2019.
2. Note the NSW Audit Office report on the conduct of the Audit and expressing an unmodified audit opinion.
3. Thank the representatives from The NSW Audit Office and Grant Thornton, for their presentation in respect of Council's audited 2018/2019 Financial Statements.

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

Against the Motion: NIL.

Absent: Councillors Conolly, Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 12 November 2019

Item: 207 **SS - Draft Dementia Friendly Hawkesbury Plan 2019-2021 - (95496, 96328)**

Division: Support Services

MOTION:

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

Refer to RESOLUTION

257 RESOLUTION:

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

That:

1. Council place the Draft Hawkesbury Dementia Friendly Plan 2019–2021, attached as Attachment 1 to the report, on public exhibition for 28 days.
2. At the expiration of the public notification exhibition process, as outlined in Part 1 above, the following action be taken:
 - a) Should any submissions be received regarding the Draft Dementia Friendly Hawkesbury Plan 2019-2021, a further report be submitted to Council, or
 - b)
 - (i) Should no submissions be received, Council adopt the Draft Hawkesbury Dementia Friendly Plan 2019-2021, as attached as Attachment 1 to this report.
 - (ii) Council commission the Access and Inclusion Advisory Committee to establish a Dementia Working Group to oversee implementation of the Dementia Friendly Hawkesbury Plan 2019-2021.

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

Against the Motion: NIL.

Absent: Councillors Conolly, Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 12 November 2019

Item: 208 **SS - Rating Exemption - Lot 2, SP 37044 - 2/101 Colonial Drive, Bligh Park - (96596, 96332)**

Division: Support Services

MOTION:

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

Refer to RESOLUTION

258 RESOLUTION:

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

That:

1. The Salvation Army NSW Property Trust be granted an exemption from rating from 1 July 2019, for the property known as 2/101 Colonial Drive, Bligh Park (Lot 2, SP 37044).
2. An amount of \$738.57 be abandoned in respect of rates and stormwater charge for the period 1 July 2019 to 30 June 2020, for the property known as 2/101 Colonial Drive, Bligh Park (Lot 2, SP 37044).

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

Against the Motion: NIL.

Absent: Councillors Conolly, Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 12 November 2019

Item: 209 **SS - Rating Exemption - Lot 21, DP 37044 - 18 Rose Street, Wilberforce - (95496, 96332)**

Division: Support Services

Councillor Lyons-Buckett declared a less than significant non-pecuniary conflict of interest in this matter as she is a member of Thomas and June Rose Family Society Inc by receiving newsletters and information. She has no decision making role and does not attend meetings and no further action is required.

MOTION:

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

Refer to RESOLUTION

259 RESOLUTION:

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

That:

1. The Thomas and Jane Rose Family Society Inc. be granted an exemption from rating from 1 July 2019 for the property known as 18 Rose Street, Wilberforce (Lot 21, DP 829589).
2. An amount of \$1,955.41 be abandoned in respect of rates and stormwater charge for the period 1 July 2019 to 30 June 2020 for the property known as 18 Rose Street, Wilberforce (Lot 21, DP 829589).

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

Against the Motion: NIL.

Absent: Councillors Conolly, Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 12 November 2019

CONFIDENTIAL REPORTS

260 RESOLUTION:

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

That:

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

Item: 210 SS - Acquisition of Crown Land under Council's Management by Roads and Maritime Services - Park of Lot 7008 in DP1029964 (now Lot 71 in DP1238663) and Lot 345 in DP752061, Bridge Street, Windsor - (14893, 100920, 95496)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(g) of the Local Government Act, 1993 as it relates to legal advice concerning ongoing Class 3 legal proceedings in the Land and Environment Court and the information is regarded as advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege in, therefore, if considered an open meeting would, on balance, be contrary to the public interest.*

Item: 211 SS - Proposal to Sale of Shares in Southern Cross Phone Company Limited - (95496, 96332)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d) of the Local Government Act, 1993 as it relates to a proposal to sell shares in Southern Phone Company Limited and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting, would, on balance, be contrary to the public interest.*

Item: 212 SS - Assignment of Lease From Datanetwork Services Australasian Holdings Pty Ltd to Ross Shaun Corporate Pty Ltd - Shop 7, Wilberforce Shopping Centre - (95496, 112106, 20367, 147403)

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

Item: 213 SS – Lease to Mina Girgis and Fady Girgis – Shop 6, Wilberforce Shopping Centre – (112106, 95496, 117043, 117044)

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

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

ORDINARY MEETING

Minutes: 12 November 2019

The Mayor asked for representation from members of the public as to why Council should not go into closed Council to deal with these confidential matters.

There was no response, therefore, the Press and the public left the Council Chambers.

261 RESOLUTION:

RESOLVED on the motion of Councillor Zamprogno, seconded by Councillor Kotlash that open meeting be resumed.

ORDINARY MEETING

Minutes: 12 November 2019

Item: 210 **SS - Acquisition of Crown Land under Council's Management by Roads and Maritime Services - Park of Lot 7008 in DP1029964 (now Lot 71 in DP1238663) and Lot 345 in DP752061, Bridge Street, Windsor - (14893, 100920, 95496)**

Previous Item: 32, Ordinary (23 February, 2016)
 302, Ordinary (11 December 2018)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

262 RESOLUTION:

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

That:

1. Council note that RMS have not provided Council with a Draft Asset Transfer Agreement, as directed at Conference on 21 August 2019, and as such is not in a position to make an informed decision.
2. Council permit the General Manager to negotiate the terms of an Asset Transfer Agreement with RMS.
3. Subject to the terms of the Asset Transfer Agreement being acceptable to Council's solicitors, Pikes & Verekers Lawyers, and the General Manager:
 - (a) Council agree to accept the compensation as set out in this report, in relation to the compulsory acquisition of part of Lot 7008 DP 1029964 (now known as Lot 71 in DP 1238663) and Lot 345 DP 752061;
 - (b) Council grant delegation to the General Manager to execute the Asset Transfer Agreement as set out in this report, in relation to the works being carried out on Lot 7008 DP 1029964 (now known as Lot 71 in DP 1238663), Lot 345 DP 752061 and adjoining road reserves comprising the Windsor Bridge Replacement Project;
 - (c) Council discontinue the Class 3 Appeal in the Land and Environment Court subject to RMS paying Council's costs as agreed or assessed.
4. If the terms of the Asset Transfer Agreement are not acceptable to Council's solicitors, Pikes & Verekers Lawyers, and the General Manager:
 - (a) Council maintain the Class 3 Appeal in the Land and Environment Court;
 - (b) Council permit the General Manager to continue to negotiate the Asset Transfer Agreement with RMS, and if agreed terms are reached then the matter be reported to Council for further consideration.
5. The General Manager update Councillors as this matter progresses.

ORDINARY MEETING

Minutes: 12 November 2019

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

Against the Motion: Councillor Richards.

Absent: Councillors Conolly, Garrow, Rasmussen and Tree.

Item: 211 **SS - Proposal to Sale of Shares in Southern Phone Company Limited - (95496, 96332)**

Previous Item: 107, Ordinary (26 November 2002)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

263 RESOLUTION:

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

That Council:

1. In its capacity as shareholder, vote in favour of a special resolution to update the Southern Phone Company Limited's constitution, to permit non-council shareholders of the Company.
2. Sells its Southern Phone Shares to the value of \$2 as part of proposed acquisition of Southern Phone by AGL Energy Limited.
3. Delegate authority to the General Manager to sign all documentation associated with this matter.
4. Use the sale proceeds for a special purpose consistent with Council's Community Strategic Plan as determined through the budget process.

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

Against the Motion: NIL.

Absent: Councillors Conolly, Garrow, Rasmussen and Tree.

ORDINARY MEETING

Minutes: 12 November 2019

Item: 212 **SS - Assignment of Lease From Datanetwork Services Australasian Holdings Pty Ltd to Ross Shaun Corporation Pty Ltd - Shop 7, Wilberforce Shopping Centre - (95496, 112106, 20367, 147403)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

264 RESOLUTION:

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

That:

1. Council agree to the Assignment of Lease for Shop 7, Wilberforce Shopping Centre from Datanetwork Services Australasian Holdings Pty Ltd to Ross Shaun Corporation Pty Ltd, as outlined in this report.
2. Authority be given for the Assignment of Lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Assignor and proposed Assignee, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

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

Against the Motion: NIL.

Absent: Councillors Conolly, Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 12 November 2019

Item: 213 **SS - Lease to Mina Girgis and Fady Girgis - Shop 6, Wilberforce Shopping Centre - (112106, 95496, 117043, 117044)**

Previous Item: 59, Ordinary, 24 February 2015

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

265 RESOLUTION:

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

That:

1. Council agree to enter into a new lease with Mina Girgis and Fady Girgis for the property known as Shop 6, Wilberforce Shopping Centre, as outlined in the report.
2. Authority be given for the lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessees, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

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

Against the Motion: NIL.

Absent: Councillors Conolly, Garrow and Rasmussen.

The meeting terminated at 8:39pm.

Submitted to and confirmed at the Ordinary meeting held on 26 November 2019.

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Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING

SECTION 2 – Mayoral Minute

Meeting Date: 26 November 2019

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 26 November 2019

SECTION 2 – Mayoral Minutes

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

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

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

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

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

ORDINARY MEETING

SECTION 2 – Mayoral Minute

Meeting Date: 26 November 2019

ordinary

section 3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 26 November 2019

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 November 2019

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 214 **GM - 2019/2020 Event Sponsorship Round 2 - (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of applications for financial and in-kind assistance under Round 2 of the Events Sponsorship Program for 2019/2020.

The report assesses the applications against the adopted assessment criteria and recommends financial and in-kind assistance to organisations and individuals who have applied.

EXECUTIVE SUMMARY:

The Events Sponsorship Program is a key outcome of the Events Strategy. The Program provides the opportunity for volunteer organisations, community groups and individuals to seek financial and in-kind assistance from Council. The Events Strategy was adopted by Council on 28 August 2018 refer [Item 204](#).

The objectives of the Events Strategy are to build:

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

The Strategy links to the Hawkesbury Community Strategic Plan which identifies the activation of our rivers and town centres through events and celebrations that bring together the community, Council, businesses and tourists. The Strategy also identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury.

The Events Sponsorship Program comprises two rounds of event sponsorship per annum. The Program also establishes a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria.

Sponsorship for Round 1 was open from 1 May 2019 to 31 May 2019. Sixteen applications were allocated \$50,500 in funding.

Sponsorship for Round 2 was open from 2 September 2019 to 1 October 2019 for events generally proposed to be held between early 2020 and mid 2020. This report lists the four applications received under Round 2 of the 2019/2020 Event Sponsorship Program, the outcome of their assessment against the Assessment Criteria and the proposed level of financial assistance to be provided in respect of each of the applications.

RECOMMENDATION SUMMARY:

The report recommends that Council approve the payment of financial and in-kind assistance to organisations and individuals who have applied under Round 2 of the 2019/2020 Event Sponsorship Program.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 November 2019

REPORT:

Context and Background

In August, 2018 Council adopted the Events Strategy which formalised and consolidated the event sponsorship program. The Strategy identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury. The Events Sponsorship Program, incorporates two rounds of funding opportunities. The timing of the Program has been adjusted over the past year since its initial adoption, to better align with the annual budget cycle.

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

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

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

Detailed History, including previous Council decisions

The Events Strategy was adopted by Council on August 2018 refer [Item 204](#).

The objectives of the Events Strategy are to build:

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

Event Sponsorship Program 2019/2020

Council has allocated \$65,000 in its 2019/2020 Operational Plan for the Event Sponsorship Program.

Sponsorship for Round 1 was open from 1 May 2019 to 31 May 2019 for events generally proposed to be held between mid 2019 and early 2020. At the Council meeting on 12 June 2019 \$50,500 was allocated to fund 16 events under Round 1.

A second round of events sponsorship was opened from 2 September until 1 October 2019 for events generally proposed to be held between early 2020 and mid 2020.

This report lists the four applications received under Round 2 of the 2019/2020 Event Sponsorship Program, the outcome of their assessment against the Assessment Criteria and the proposed level of financial assistance to be provided in respect of each of the applications.

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2019/2020 Round 2 Applications

Four applications are presented for Council's consideration under Round 2 of the Event Sponsorship Program.

The details of the four applications can be summarised as follows:

- | | | |
|----|--|--|
| 1. | St Albans Bush Fire Brigade | St Albans RFS Pioneer Trail Run |
| 2. | Bowen Mountain Park Management Committee | Christmas in the Park |
| 3. | St Albans Strings Workshop | St Albans Strings Workshop |
| 4. | Kurrajong and North Richmond Church | Carols in the Park and Family Fun Time |

Attachment 1 to this report provides a detailed summary of the applications received and the proposed level of financial assistance requested. A copy of the analysis of each application against the Assessment Criteria Matrix is provided in Attachment 2 to this report.

There are sufficient funds to cover the total recommended amount of \$10,687 for Round 2 of the 2019/2020 Event Sponsorship Program.

After a review of the Assessment Criteria Matrix, the four Round 2 Applications can be described as:

- Diverse in nature, ranging from a trail run to music and Christmas events.
- Exciting, with first time events.
- Community based events, supported by volunteers in relation to activities such as Christmas carols, music events, and fitness events.
- Geographically spread, extending from St Albans in the north to Bowen Mountain, Kurrajong North Richmond in the south.
- Consistent with Council's stated objectives of providing financial assistance to volunteer groups, community organisations and individuals for works and projects that will build community capacity, the ability to self organise and develop resilience.

Policy considerations

The primary reference document relevant to Council's decision in relation to this matter is the Events Strategy, adopted by Council on August 2018. The processes followed and the recommendations contained within this report are consistent with the Events Strategy and previous Council decisions in relation to the application of the Events Strategy.

Consultation

Whilst the issues raised in this report concern matters that do not require community consultation under Council's Community Engagement Policy, information about Round 2 of the Event Sponsorship Program was:

- Available on Council's website from 2 September 2019 until 1 October 2019 with the Event Strategy and Event Sponsorship Application forms
- Advertised on Hawkesbury Events Facebook page on 2 September and 17 September 2019
- Promoted on the Hawkesbury City Council Facebook page on 2 September and 17 September 2019

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- Emailed to groups and individuals who had previously held events in the Hawkesbury or had had previous discussions with Council about events they would like to hold. Emails sent on 2 September 2019.

Event Strategy Review

Council is committed to continuing to review and refine the Events Sponsorship Program to incorporate the ongoing findings from the implementation of the Events Strategy. Since the adoption of the Events Strategy and the Event Sponsorship Program in August 2018 there have been three rounds of event sponsorship determined by Council on 30 October 2018 (Round 1, 2018/2019), 12 March 2019 (Round 2, 2018/2019), 12 June 2019 (Round 1, 2019/2020) and this current sponsorship round (Round 2, 2018/2019).

Overall the development and implementation of the Event Sponsorship Program has been successful. The message is being shared across the community with around 20 applications for sponsorship each year, and almost the entire annual allocated budget of \$65,000 expended during 2018/2019 and 2019/2020.

The Program has given Council the opportunity to sponsor a diverse range of events as shown in Table 1, which is consistent with Council's stated objectives of providing financial assistance to volunteer groups, community organisations and individuals for works and projects that will:

- Encourage community involvement and participation;
- Build community capacity and an the ability to self-organise and develop resilience in the community;
- Establish and reinforce community connections and social cohesion, across communities and with local businesses.

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Table 1 – Diversity of sponsored events 2018/2019 and 2019/2020

Round 1 2018/2019 – October 2018	Round 2 2018/2019 – March 2019	Round 1 2019/2020 – June 2019	Round 2 2019/2020 – November 2019
9 events sponsored and 4 earlier sponsorship applications during the year. Total of 13 events sponsored	8 events sponsored with 2 events not qualifying for sponsorship	16 events sponsored	4 events proposed for sponsorship. There were two other event applications, one redirected to apply under Community Sponsorship Program and the other presented to proposal to Town Centres Working Group in December 2019.
<p>Range of events addressing the following Event Criteria:</p> <ul style="list-style-type: none"> Events in town centres – Richmond Good Food Markets Events in villages – St Albans Folk Festival Art events – Bowen Mountain Art Festival Music events – Kurrarjong Jazz in the Park Christmas events – Richmond Rotary Carols Business events – Hawkesbury Business Week Iconic events – Hawkesbury Show Innovative events – Chalk Art of George Markets – Richmond Good Food Markets 	<p>Range of events addressing the Event Criteria:</p> <ul style="list-style-type: none"> Events in town centres – Light Up Windsor Events in villages – Pitt Town Anzac Day Memorial Service Environmental events – Kurrarjong-a-Buzz, Koala Fest Business events – Hawkesbury Business Week Animal events – Dogs in the Park Iconic events – Hawkesbury 120 water classic 	<p>Range of events addressing the Event Criteria:</p> <ul style="list-style-type: none"> Events in town centres – Richmond Good Food Markets Events in villages – Bilpin Annual Flower Show Indigenous events – Hawkesbury Aboriginal Reconciliation Golf Day Music events – Kurrarjong Jazz in the Park Christmas events – Hanna Park Carols Business events – Hawkesbury Business Showcase Iconic events – Power Boat Spectacular, Bridge to Bridge Innovative events – Music in the Park Markets – Windsor Artisan Market 	<p>Range of events including delivering on the Event Matrix Criteria:</p> <ul style="list-style-type: none"> Events in villages – St Albans RFS Pioneer Trail Run, Bowen Mountain Christmas in the Park Music events – St Albans Strings Workshop Christmas Events – Carols in the Park and Family Fun

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As part of the sponsorship rounds there has been an opportunity for Council to review the success of the program and make refinements as required. A significant refinement after the 2018/2019 program was to realign the sponsorship program with the availability of funding over the financial year which meant that Round 1 of the 2019/2020 program was advertised in May 2019, after Council placed the 2019/2020 Draft Operational Plan on public exhibition. Round 2 was then advertised in September 2019 for events in the second half of the year between January and June 2020.

The review has also identified the need to modify the Events Assessment Criteria Matrix. It is proposed that:

- there be an increase to the weighting of '2' for events that are held by 'not for profit' organisations to help build community connections and resilience
- a rating be assigned to 'start up' events to help recognize and encourage new events to the Hawkesbury.

The Event Criteria Matrix used to assess applications received under the 2020/2021 Event Sponsorship Program will be updated to reflect these outcomes.

Council will continue to work with organisers to develop events which are self-sustaining after three years.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.3 Community partnerships continue to evolve

2.3.1 Encourage and facilitate community partnerships.

Our Future

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

5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.

5.5.3 Assist our town and village centres to become vibrant local hubs

5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression

5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.

5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest

5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.

5.7.2 Develop Hawkesbury Tourism to enhance and strengthen opportunities within our tourism sector.

Financial Implications

The matters raised in this report have direct financial implications. Council has allocated \$65,000 in its 2019/2020 Operational Plan for the Event Sponsorship Program. After the allocation of \$55,500 in Round 1, \$14,500 was remaining for Round 2.

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The total Event Sponsorship funding for Round 2 is \$10,687. This includes a financial contribution of \$1,300 for the provision of waste services for three of the events who applied for in-kind assistance with waste management. In-kind support of nominated events for marketing and promotion is also provided.

The amount remaining from the Round 1 and 2 allocation will be reallocated during the course of the next quarterly review.

Fit For The Future Strategy Considerations

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

Conclusion

The approval of the applications received under Round 2 will enable Council to continue its commitment to providing financial assistance to volunteer groups, community organisations and individuals for works and projects that will:

- Encourage community involvement and participation;
- Build community capacity and an the ability to self-organise and develop resilience in the community;
- Establish and reinforce community connections and social cohesion, across communities and with local businesses.

RECOMMENDATION:

That Council:

1. Under the 2019/2020 Event Sponsorship Program, agree to support the organisations and individuals listed at the level recommended in Attachment 1 of this report.

a)	St. Albans RFS Pioneer Trail Run	\$3,587
b)	St Albans String Workshop	\$3,300
c)	Christmas in the Park	\$1,000
d)	Carols in The Park and Family Fun Time	\$2,800
2. Approve the execution of Council's standard Sponsorship Agreement for the applications as identified in Attachment 1 of this report.
3. Continue to review and refine the Events Sponsorship Program to incorporate the ongoing findings from the implementation of the Events Strategy.

ATTACHMENTS:

- AT – 1** Detailed summary of the applications received and the proposed level of financial assistance to be provided.
- AT - 2** Assessment Criteria Matrix for the four Event Sponsorship Applications under Round 2 Event Sponsorship Program 2019/2020.

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AT – 1 Detailed summary of the applications received and the proposed level of financial assistance to be provided

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$) and money to be spent on	In-Kind Request	Recommended Amount (\$) and inclusions	Other Council Assistance	Discussion
St Albans Volunteer Bush Fire Brigade	St Albans RFS Pioneer Trail Run	Yes	47	\$2,287	Waste and recycle bins, Marketing and promotion, fencing, banner poles, venue hire fee waived	\$2,287 sponsorship and \$1,300 for 10 bins (5 waste and 5 recycled) TOTAL \$3,587	Marketing and promotion on Facebook and inclusion on Event Calendar on HCC website	<p>The St Albans RFS Pioneer Trail Run, held On 12 September 2020 in and around the township of St Albans will include a range of runs for all ages and abilities. The event will raise money for the St Albans Volunteer Bush Fire Brigade RFS. The event showcases local area to locals and visitors and relies on volunteers which builds resilience across the community. There will also be involvement of local businesses and local community groups.</p> <p>This event and the support by the St Albans Volunteer Bush Fire Brigade will assist Council to deliver on the goals of the Events Strategy to build strong local connections across the community and local businesses. It will also contribute the reinforcement of the township of St Albans as a dynamic place as identified in the Hawkesbury Community Strategic Plan. The event also aligns with the Hawkesbury Community Strategic Plans Direction's to promote Tourism and Development with opportunities for attendees to explore and discover the Hawkesbury and possibly revisit the region in future.</p>

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Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$) and money to be spent on	In-Kind Request	Recommended Amount (\$) and inclusions	Other Council Assistance	Discussion
St Albans Strings Workshop	St Albans Strings Workshop	Yes	52	\$2,000	Waste and recycle bins, venue hire fee, access to power, marketing	\$2,000 sponsorship and \$1,300 for 10 bins (5 waste and 5 recycled) TOTAL \$3,300	Marketing and promotion on Facebook and inclusion on Event Calendar on HCC website	St Albans Strings Workshop, held between the 15-17 May 2020 in the historic St Albans School of Arts Hall will bring together amateur string players from across NSW. It will include sessions for children and there will be a free concert. The event will be promoted across the state and an application has been made for a grant funding. A successful pilot event was held in May 2019. There is involvement of local community groups, St Albans Fire Bridge, Macdonald School, Church of St Albans and the Hall Committee. This event and the support by the St Albans Strings Workshop will assist Council to deliver on the goals of the Events Strategy to build strong local connections across the community. It will also contribute the reinforcement of the township of St Albans as a dynamic place as identified in the Hawkesbury Community Strategic Plan. The event also aligns with the Hawkesbury Community Strategic Plans Direction's to promote Tourism and Development with opportunities for attendees to explore and discover the Hawkesbury and possibly revisit the region in future.
Bowen Mountain Park Management Committee	Christmas in the Park	Yes	45	\$1,000	Nil	\$1,000	Marketing and promotion on Facebook and inclusion on Event Calendar on HCC website	Bowen Mountain Park Management Committee is holding Christmas in the Park on Sunday 7 December 2019. The event has been held in Bowen Mountain Park in 2018 where there was more than 150 attendees, 20 volunteers and local musicians. This event and the support by the Bowen Mountain Park Management Committee will assist Council to deliver on the goals of the Events Strategy to build strong local connections and resilience across the community and businesses. It will also contribute the reinforcement of Bowen Mountain as a dynamic place as identified in the Hawkesbury Community Strategic Plan.

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Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$) and money to be spent on	In-Kind Request	Recommended Amount (\$) and inclusions	Other Council Assistance	Discussion
Kurrajong & North Richmond Anglican Church	Carols in the Park and Family Fun Time	Yes	40	\$1,500	Waste and recycle bins, access to power, access to water	\$1,500 sponsorship and \$1,300 for 10 bins (5 waste and 5 recycled) TOTAL \$2,800	Marketing and promotion on Facebook and inclusion on Event Calendar on HCC website	The Christmas carols event on 14 December 2019 at Kurrajong and North Richmond Anglican Church will include a jumping castle. The event has been held for past 16 years with 300 people in attendance at past Christmas carol events. Involvement by Kurrajong and North Richmond Anglican Churches, 1st Grose Vale Scouts, St Johns Ambulance and Kurrajong Rural Fire Service, Kuyper Christian School, Kurrajong Public School. This event and the support by the Kurrajong and North Richmond Anglican Church will assist Council to deliver on the goals of the Events Strategy to build strong local connections and resilience across the community.
TOTAL							Recommended Amount \$10,687	
Amount that was available for Round 2							\$14,500	
Amount Allocated in Round 1							\$50,500	
Amount remaining from 2019/2020 Round 1 and 2 allocation of \$65,000							\$3,813 which will be allocated to community events	

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AT - 2 Assessment Criteria Matrix for the four Event Sponsorship Applications under Round 2
Event Sponsorship Program 2019/2020

Assessment Criteria Matrix

Event Name: St Albans RFS Pioneer Trail Run by St Albans Volunteer Bush Fire Brigade
 Event Location: St Albans
 Event Date: 12 September 2020

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No	0	2
		Yes	1	
		More than 3 Partnerships	2	
	Opportunities for local community group involvement	No	0	2
		More than 2 Groups	1	
		More than 3 Groups	2	
		More than 4 Groups	3	
	Training and skills to be provided to local volunteers	No	0	2
		Yes	2	
Economic Benefit	Opportunities for local business involvement	No	0	2
		Yes	1	
		More than 3	2	
	Origin of attendees anticipated	Hawkesbury	1	2
		Outside LGA	2	
	Anticipated number of people staying overnight	< 100 People	1	1
		100 to 200 People	2	
		> 200 People	3	
	Estimated \$ impact (anticipated revenue)	< \$100,000	1	1
		\$100,000 to \$500,000	2	
Community Strategic Plan	Support revitalisation of town centres	No	0	2
		Yes	2	
	Develop vibrant town centres with business growth and community connection	No	0	2
		Yes	2	
	Assist town centres and villages to become vibrant local hubs	No	0	2
		Yes	2	
	Events which create Hawkesbury community connections and resilience	No	0	2
		Yes	2	
Image and Profile	Events that celebrate our Rivers or riverside locations	No	0	2
		Yes	2	
	Venue has disability access	No	0	2
		Yes	2	
	Ability to link or coordinate with other events held at the same time of the year	No	0	0
		Yes	2	
	Use of Hawkesbury heritage site	No	0	2
		Yes	2	
Culture and Heritage	Involvement of local artists	No	0	0
		Yes	2	
	Involvement of local musicians	No	0	0
		Yes	2	

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

Total Score

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Assessment Criteria Matrix

Event Name: Christmas in the Park by The Bowen Mountain in Park Management Committee
 Event Location: Bowen Mountain Park, Bunya Crescent
 Event Date: 7 December 2019

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

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

Total Score

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Assessment Criteria Matrix

Event Name: St Albans Strings Workshop
 Event Location: St Albans School of Arts
 Event Date: 15 - 17 May 2020

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

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

Total Score

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Assessment Criteria Matrix

Event Name: Carols in the Park and Family Fun Time Kurrajong and North Richmond Anglican Church
 Event Location: 84-96 Old Bells Line Road Kurrajong
 Event Date: 14 December 2019

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

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

Total Score

40

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CITY PLANNING

Item: 215 **CP - Western Sydney Health Alliance - Western Sydney City Deal - (95498, 124414, 140984)**

Previous Item: 058 - Ordinary (27 February 2018)
 205 - Ordinary (28 August 2018)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to propose that Council agree to enter into a Memorandum of Understanding to support a Health Alliance across Western Parkland City.

EXECUTIVE SUMMARY:

This report provides an overview of the proposed Memorandum of Understanding (MOU) to support a Health Alliance between the eight Councils of the Western Parkland City. Two State Government Local Health Districts and two Commonwealth Government Primary Health Networks. Further to this the report outlines a summary of the benefits from the Memorandum of Understanding.

The MOU is focused on planning for good health and delivering great health outcomes both at a regional and local level.

Four thematic health priorities have been identified and all four would illicit benefits at a local and regional level as outlined in the report:

1. Getting People Active
2. Liveability - Connecting and strengthening communities through the built, natural and social environment
3. Access to Health and Wellbeing Services
4. Promoting Healthy Food Access and Choices

RECOMMENDATION SUMMARY:

The report recommends that Council enter into a Memorandum of Understanding designed to focus planning for good health and the delivery of great health outcomes at a regional and local level across Western Parkland City.

REPORT:

Context and Background

The Western Sydney City Deal was signed by the Prime Minister, the Premier of NSW and the Mayors of the eight Western City Councils on 4 March 2018. The City Deal involved three levels of government

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working together across 38 initiatives in relation to: Connectivity; Jobs for the Future: Skills and Education; Liveability and the Environment; Planning and Housing; and Implementation of Governance.

The establishment of the Western Sydney Health Alliance is a commitment to improve community health which sits within the Liveability and Environment initiatives of the Western Sydney City Deal (Commitment L5).

Specifically, the Health Alliance is a partnership across the three tiers of government to work together and with other key stakeholders to create healthy and equitable communities across the Western Parkland City.

The core membership of the Steering Committee to date has included:

- Blue Mountains City Council
- Campbelltown City Council
- Fairfield City Council
- Penrith City Council
- Wollondilly Shire Council (Lead Council)
- Nepean Blue Mountains Local Health District (NBMLHD)
- South Western Sydney Local Health District (SWSLHD)
- Nepean Blue Mountains Primary Health Network (NBMPHN)
- South Western Sydney Primary Health Network (SWSPHN)
- Sector Connect
- Western Sydney City Deal Delivery Office

Hawkesbury City Council did not pay a financial contribution and have therefore not been a formal member of the steering committee. However, Hawkesbury Council has participated in some of the meetings; including the co-design and planning workshop in March 2019.

To date the Health Alliance partners have contributed matching dollars and in-kind staffing resources to develop the governance arrangements and seed fund initial planning. The Health Alliance is in the process of engaging a temporary, part-time Project Manager over the three year timeframe of the Memorandum of Understanding to help drive and implement the commitment.

Council participated in the Health Alliance facilitated a co-design and planning workshop on 5 March 2019. Over 55 participants representing the Western Parkland Councils, two Local Health Districts, two Primary Health Networks, two non-government organisations, Department Premier and Cabinet and the Greater Sydney Commission attended and contributed to the development of the four thematic health priorities. The themes and potential benefits are discussed later in the report.

The outcomes of the workshop included the collation of regional indicators for collective impact; actions and strategies that could be developed for each thematic focus area and opportunity to pitch seven 'Big Ideas' that the Health Alliance could include in its plan of action.

Since the workshop, working groups have been established to activate each of the four thematic health priorities with the development of outputs, timeframes and reporting structure for each of the working groups back to the Steering Committee. Each of the Health Alliance partners has completed a needs assessment to capture health issues and commence the process of identifying shared priorities for the

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Western Parkland City. From this initial needs analysis, a selection criteria was developed to assess and determine four thematic health priorities that the Health Alliance could consider as part of the MoU.

It is proposed that the initial focus of the Health Alliance will be:

1. Getting People Active
2. Liveability - Connecting and strengthening communities through the built, natural and social environment
3. Access to Health and Wellbeing Services
4. Promoting Healthy Food Access and Choices

Detailed History, including previous Council decisions

At its Ordinary Meeting on 27 February 2018, Council considered a report seeking endorsement of a Memorandum of Understanding to Establish and Implement City Deals between The Commonwealth of Australia and the State of New South Wales.

It was subsequently resolved:

"That Council:

- 1. Delegates authority to the Mayor to sign the Western Sydney City Deal on behalf of their Council if they are satisfied with the response from the other levels of government and;*
- 2. Notes that the Council is not legally bound at this point should the Mayor decide to sign the City Deal document and;*
- 3. Notes that a further report will be brought back to Council prior to any binding commitments being made."*

The Western Sydney City Deal was signed by the Prime Minister, the Premier of NSW and the Mayors of the eight Western City Councils on 4 March 2018.

The City Deal as published contains 38 initiatives which have been the subject of further consideration and development. The establishment of the Western Sydney Health Alliance is a commitment to improve community health which sits within the Liveability and Environment initiatives of the Western Sydney City Deal (Commitment L5).

Consultation

The Western Sydney City Deal Implementation Board has endorsed further targeted consultation on the implementation approach before finalising the action plans for each of the four thematic health priorities. Progress on the development of the Health Alliance and implementation of agreed actions will be reported to Councils and other stakeholders through regular City Deal performance monitoring including the Mayoral Forum of the Western Parkland Councils.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.

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1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships.

Our Community

2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future

2.3.1 Encourage and facilitate community partnerships.

2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.

2.4 Community wellbeing and local services - Build on a sense of community and well being

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.

Discussion

The Health Alliance will foster a shared understanding of regional health issues and work collaboratively across the partner organisations to develop place based solutions. Locally focused projects and programs that are scalable and have collective impact across the Western Parkland City will be identified and implemented through the Health Alliance and the associated working groups.

Benefits to Hawkesbury

Broadly the MOU will increase Council's capacity to respond to social health and wellbeing issues through partnership, collaboration and commitment to share learnings from initiatives implemented in 'like' LGAs. It will assist in strengthening the position of Hawkesbury LGA as part of the Nepean Health District (Penrith, Blue Mountains, Lithgow and Hawkesbury). This is critical as the Hawkesbury is frequently overlooked in the Nepean health region, resulting in limited State funded health services available through Hawkesbury Hospital. It will help to develop common language between acute, primary health providers and Council – a necessary piece of work that will enable Council better drive local partnerships and initiatives to improve wellbeing.

In relation to the four thematic health priorities that have been identified, all four would illicit benefits at a local level as outlined below:

1. Getting People Active

This priority area will enable improved planning for Active Transport infrastructure to connect communities both within the Hawkesbury and to identified regional priority networks. RMS apply an assessment matrix to Active Transport funding applications which, given the limited public transport network in the Hawkesbury, have resulted in a reduction in state government investment in our local network. If Council can access health data and/or provide an evidence base better informed by local health priorities to support funding applications, this will assist to demonstrate the need for infrastructure investment and the impact it will have in our community.

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2. Liveability - Connecting and strengthening communities through the built, natural and social environment

There is a building evidence base between liveability and wellbeing. Council has a number of strategies aimed to improve liveability within the LGA across the built, natural and social domains (ROSS, Mobility Plan, Family and Domestic Violence Action Plan, Disability Inclusion Action Plan). An MOU between Council and health entities will assist Council to place a wellbeing lens over liveability strategies and embed a wellbeing approach to planning to better ensure councils up-front investment in both hard and soft infrastructure returns improved wellbeing outcomes for the community.

3. Access to Health and Wellbeing Services

Hawkesbury Hospital is managed by St John of God Healthcare, a private provider providing some public (state-funded) services under contract with Nepean Blue Mountains Local Health District. Given this public / private arrangement, and that St John of God is a Catholic not-for-profit entity, many state-funded public services are not available through the hospital and community health centre (e.g. reproductive health, Chronic and Complex Allied Health, outpatient specialist services). This arrangement also impacts post-hospitalisation services (e.g. in home support post-orthopedic surgery).

St John of God and Nepean Blue Mountains Local Health District do not use the same data-collection systems. Data demonstrates need and the disconnect between hospitals results in Hawkesbury hospitalisations not being captured or reported in the same manner as Nepean Hospital health data, which in turn hinders the ability of the Hawkesbury's health needs to be represented in health funding priorities.

Being a signatory to the MOU will not change local hospital management arrangements however it does position Council well to highlight gaps and inequities and work directly with health decision makers from the Nepean Blue Mountains Local Health District to explore ways in which access inequities can be addressed.

4. Promoting Healthy Food Access and Choices

There are key statistics that would indicate there is a need for greater access to healthy food and improved health literacy in the Hawkesbury LGA:

- 14.4% of people report having fair or poor health
- 23.6% of people are physically inactive
- 15.2% of men are overweight

Whilst there is an increasing number of services providing low to no cost fresh produce, in the absence of (predominately health-driven) initiatives to promote and encourage behaviour-change, fresh produce alone does not influence food choice. Community organisations are naturally positioned to deliver a range of educational programs, however with competing priorities and without input from health to inform development of initiatives, health literacy and education programs are rarely delivered from these sites which are typically also sites that serve as local fresh food distribution points.

The City Deals Health MOU provides an opportunity for councils and health to co-design scalable and adaptable food education and health literacy programs that can be rolled out with council support at a local level, maximising the benefits of community food-distribution programs. And as the food bowl there is an opportunity to work with local schools and food providers to create connections that are sustainable.

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Memorandum of Understanding

The objectives of the Health Alliance will be implemented through an initial three year Memorandum of Understanding. Refer Attachment 1. The Memorandum of Understanding will:

- establish a strong governance structure;
- determine a shared understanding of the roles and responsibilities of members of the Alliance;
- establish clear parameters for reporting through the Western Sydney City Deals governance framework for collective action; and
- assist in the development of place-based projects, outputs, timeframes & reporting structures to the steering committee to track progress for each of the four thematic health priorities.

It is noted that progress on the development of the Health Alliance and implementation of agreed actions was reported to the Mayoral Forum of the Western Parkland Councils at its meeting on 7 November 2019 wherein it was resolved:

"That the Mayoral Forum notes progress on the development of a Western Sydney Health Alliance and endorses the proposed Memorandum of Understanding in principle for the consideration of the participating agencies including Councils."

Financial Implications

There is no financial commitment required. The actions resulting from the Health MOU will be covered through in-kind resources and the proposed MOU currently aligns with Council's Operational Plan.

Fit for The Future Strategy considerations

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

Conclusion

The proposed Memorandum of Understanding will enable a collaborative approach to the coordination and effectiveness of health initiatives and services in the region to support the planning and design of healthier liveable neighbourhoods through the Western Parkland City.

RECOMMENDATION:

That Council enter into a Memorandum of Understanding, attached as Attachment 1 to this report, noting that:

1. It is designed to focus planning and delivery in relation to;
 - a) Getting people active
 - b) Liveability, connecting and strengthening communities
 - c) Accessing health and wellbeing services
 - d) Promoting healthy food access and choices
2. It is between the eight Councils of the Western Parkland city, two State government Local Health Districts and two Commonwealth Government Primary Health Networks.

ATTACHMENTS:

AT - 1 Memorandum of Understanding Western Sydney Health Alliance - *(Distributed under separate cover)*

oooO END OF REPORT Oooo

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Item: 216 **CP - Western Parkland Councils Governance Arrangements - (95498, 124414, 140984)**

Previous Item: 058, Ordinary (27 February 2018)
 205, Ordinary (28 August 2018)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to outline the proposed long-term governance arrangements that have been developed for the Western Parkland Councils. The proposed Deed of Agreement has been endorsed in principle for consideration by each Council.

EXECUTIVE SUMMARY:

The Western Sydney City Deal was signed by the Prime Minister, the Premier of NSW and the Mayors of the eight Western City Councils on 4 March 2018. A Relationship Framework was prepared to guide the way the Councils work together with other levels of government to deliver long-term outcomes for the Western Parkland City earlier this year. The Councils entered into a non-binding Memorandum of Understanding in February 2019 and it is now proposed that the councils enter into a longer term governance arrangement and sign a Deed Of Agreement.

Since the execution of the Western Sydney City Deal, Councils have met with each other and the other levels of government to put their local perspective on various items as well as working cooperatively on issues that impact the Western Parkland City region. These include regional and local planning, health, digital action plan, engineering standards and street designs, developer contributions, South Creek, agri-business, infrastructure needs, liveability program, investment and economic development opportunities, the Aerotropolis and the Clarendon Precinct.

The draft Deed of Agreement has been endorsed in principle by the General Manager and the Mayoral Forum and is being put to Council for consideration.

RECOMMENDATION SUMMARY:

The report recommends that Council enter into the Deed of Agreement with the Western Parkland Councils in accordance with Section 355 of the *Local Government Act 1993*.

REPORT:

Context and Background

The Western Sydney City Deal was signed by the Prime Minister, the Premier of NSW and the Mayors of the eight Western City Councils on 4 March 2018. As part of delivering the City Deal, an Implementation and Governance framework had been established.

As an interim action to guide the way the Councils work together with other levels of government to deliver long-term outcomes for the Western Parkland Region, the Councils prepared a *Relationship Framework for Councils of the Western Parkland Region* and entered into a non-binding Memorandum of Understanding in February 2019.

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The draft Deed of Agreement has been endorsed in principle by the General Managers and the Mayoral Forum and is being put to Council for consideration.

Detailed History, including previous Council decisions

At its Ordinary Meeting on 27 February 2018, Council considered a report seeking endorsement of a Memorandum of Understanding to establish and implement City Deals between The Commonwealth of Australia and the State of New South Wales.

It was subsequently resolved:

"That Council:

- 1. Delegates authority to the Mayor to sign the Western Sydney City Deal on behalf of their Council if they are satisfied with the response from the other levels of government and;*
- 2. Notes that the Council is not legally bound at this point should the Mayor decide to sign the City Deal document and;*
- 3. Notes that a further report will be brought back to Council prior to any binding commitments being made."*

The Western Sydney City Deal was signed by the Prime Minister, the Premier of NSW and the Mayors of the eight Western City Councils on 4 March 2018.

Since the execution of the Western Sydney City Deal, Councils have also met with each other to put their local perspective on various items as well as working cooperatively on issues that impact the Western Parkland City region.

As part of delivering the City Deal, an Implementation and Governance framework has been established, the overall role of which was to ensure that the commitments made under the Deal are progressed. Engagement with Local Government at this level is also one of the underpinning achievements of the City Deal, with Local Government as part of the decision-making framework.

The eight Councils of the Western Parkland City assisted in the preparation of a *Relationship Framework for Councils of the Western Parkland Region* and entered into a non-binding Memorandum of Understanding (MoU) in February 2019, as an interim action.

In June 2019 the Mayoral Forum confirmed its support for investigating long-term governance arrangements and the Executive Officer, Ms Sue Coleman, commenced investigations of the options with the support of the General Managers and City Deal Lead Officers from each Council.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

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- 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.
 - 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.
- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.
 - 1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships.

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
 - 1.1.1 Council's elected leaders will actively connect and collaborate with the community.
- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
 - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.
 - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement
 - 5.1.1 Council's planning is integrated and long term.
 - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
 - 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.

Discussion

Benefits of the City Deals to date

Since the execution of the Western Sydney City Deal, Councils have met with each other and the other levels of government to put their local perspective on various items as well as working cooperatively on issues that impact the Western Parkland City region. Despite the variation in size of each council and the available resources there is a strong commitment to ensuring all have an equal voice and have their issues heard. Hawkesbury has made strategic decisions about when and on what issues we play a more active role and this has been driven by our local agenda and community outcomes. There are 38 commitments under the City Deal and Council has mainly been involved the following areas: health, digital action plan, engineering standards and street designs, South Creek, Agri Business, infrastructure needs, Liveability Program, investment and economic development opportunities, the Aerotropolis and the Clarendon Precinct.

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The Item on tonight's business paper in relation to the proposed Health Alliance is a concrete example of the benefits that can be derived by Council and the community by participating in the City Deal.

The opportunity to work with eight councils and various State and Federal agencies has also created contacts and networks that have provided opportunities to raise issues specific to Hawkesbury such as the Vineyard Contributions Plan. Through this, the Planning Partnerships has led a project across all eight councils to understand common issues and actions that can be undertaken as a region with the state government.

A further example of working together was demonstrated when the six out of the eight Councils, who had received \$2.5 million from the state government to undertake land use planning, agreed to allocate part of their funding to support the work of the Planning Partnership. The work being undertaken by the Planning Partnership covers all eight councils in the Western Parkland region and they have led the development of common planning assumptions, engineering standards and street design guidelines.

Another benefit is the Liveability Program where each Council has received \$15 million to put towards a project within their local government area. Hawkesbury has started work on the town centres of Richmond, South Windsor and Windsor and will be developing a masterplan and implementing public domain improvements over the next two years.

Proposed Deed of Agreement - See Attachment 1

Following discussion with various stakeholders and advice from relevant agencies including the Office of Local Government, a number of governance options were identified ranging from maintaining the current, non-binding MoU to establishing an independent legal entity such as a company limited by guarantee.

Assessment criteria was established to compare each of the potential governance structures and determine the option which is most suitable for the Councils of the Western Parkland region given their current objectives, operating environment and resources. The options vary, for example, in their flexibility, the ease with which they can be established and the relative complexity and cost of maintaining compliance.

This review confirmed that establishing a structure using Section 355 and Section 377 of the *Local Government Act* offers the greatest alignment with the Councils' requirements at this time. This provides a sustainable governance framework and the flexibility to establish a deed that reflects the Councils' objectives. It is also a cost effective option that does not require Ministerial approval nor the more significant investment in compliance activities to establish and maintain that are inherent in some other options.

Examples of other local government activities currently managed through Section 355 arrangements are CivicRisk Mutual and Western Sydney RID Squad.

Organisation Name

The Western Parkland Councils is the preferred name for the new body as it identifies both the region and local government focus while being relatively brief.

Membership

The draft Deed of Agreement identifies the eight Councils who are signatories to the Western Sydney City Deal as Member Councils. It proposes that acceptance of any new Member Councils would require the unanimous support of the Member Councils, and withdrawal of membership would require 6 months' notice in writing.

The Relationship Framework recognises that, regardless of size or location, each Council partner has equality of rights and status (RF August 2018 p5). This principle is reflected in the new governance arrangements, for example, in membership of the Mayoral Forum, decision making powers and financial contributions.

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Strategic Framework

The draft Deed of Agreement outlines a strategic framework including a vision statement, values, objectives and principle functions for the Western Parkland Councils.

The principle functions are outlined in the draft Deed of Agreement as being:

- Review strategic regional priorities for the Western Parkland region and develop collaborative strategies for delivering these priorities
- Provide regional leadership for the Western Parkland region and be an advocate for strategic regional issues
- Identify and take up opportunities for inter-governmental collaboration on matters relating to regional priorities including the Western Sydney City Deal

The Mayoral Forum acknowledged the importance of evaluating both the performance of the Councils' partnership and the outcomes for the region from initiatives such as the Western Sydney City Deal. The Strategic Framework will guide the development of a Delivery Program and Operational Plan which will be regularly monitored and reported to the Member Councils. In addition, the Councils will work with the Western Sydney City Deal partners to track the success of the City Deal and monitor the further development of the performance metrics currently used by the Australian and NSW Governments.

Mayoral Forum

The Mayoral Forum was originally established during the development of the initial City Deal.

The draft Deed of Agreement confirms much of the current practices for the Mayoral Forum including that membership will be limited to one representative (the Mayor) for each Council. Each Council may also nominate one alternate representative, being a Councillor, who may attend meetings as an observer and act as the voting representative in the absence of the Mayor.

The role of the Mayoral Forum will be to:

- Endorse a Delivery Program outlining strategies, principles activities, projects etc. for the term of local government
- Monitor implementation of the Delivery Program and performance of the Agreement
- Adopt an Operational Plan, including budgets estimates, annually
- Make broad policy decisions within the strategic framework

In addition to the Mayoral Forum, the draft Deed of Agreement establishes the role of the General Managers to direct the proper administration and governance of the partnership including the activities of the Executive Officer and City Deal Lead Officers.

Decision Making

The current practice of both the Mayoral Forum and the General Managers meetings is to make decisions by consensus of those present at the meeting. This is consistent with the values expressed in the Relationship Framework and is reflected in the draft Deed of Agreement.

While the consensus approach will be encouraged, it is also proposed to allow for voting by simple majority in order to avoid a potential impasse on critical matters.

Where a decision is made by majority vote rather than consensus, provision is made for dissenting views to be recorded and acknowledged in any subsequent actions including advocacy.

The draft Deed of Agreement also proposes that some matters such as changes to the Agreement or inclusion of new Member Councils will require the unanimous support of all members of the Mayoral Forum.

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Term of Agreement

If supported by all eight Councils, it is envisaged that the new governance arrangements will commence from January 2020 and that the initial term of the agreement will be three years.

A Council wishing to withdraw from the Agreement would be required to provide six months' notice in writing to the other Councils.

Financial Contributions of Member Councils

It is proposed that each Council also makes a financial contribution of \$40,000 each year, to be indexed annually by the allowable rate increase. It should be noted that for the 2019/20 period the contribution will be only \$20,000 for each council, reflecting the commencing date of the agreement being in January, 2020 and therefore representing only half a financial year.

This will support the employment of both an Executive Officer and Administration Officer to support the activities of the Western Parkland Councils and provide resources for priority project and activities established through the Delivery Program and Operational Plan.

Next Steps

Each Council is being asked to consider a report on the proposed long-term governance arrangements and, if supported, endorse the Deed of Agreement for signature later this year.

A Delivery Program and Operational Plan will be developed for 2020 and Councils will receive reports on specific projects or initiatives.

Financial Implications

The General Managers have received verbal confirmation of ongoing funding from the Commonwealth and State Governments to support the alliance of the eight Councils, with both governments committing \$100,000 for each of the next three years, in addition to the \$200,000 already provided for 2019.

It is proposed that each Council also makes a financial contribution of \$20,000 for the 2019/2020 financial year and then \$40,000 to be indexed annually by the allowable rate increase.

This will support the employment of both an Executive Officer and Administration Officer to support the activities of the Western Parkland Councils and provide resources for priority project and activities established through the Delivery Program and Operational Plan.

While the first Delivery Program and Operational Plan will not be finalised until the alliance of Councils is formalised early in 2020, it is envisaged that priority projects and activities could include:

- Advocacy on regional issues such as integrated transport planning
- Developing a regional economic blueprint that also articulates the economic assets and opportunities that distinguish each local area
- And/or pilot projects to trial initiatives identified in the draft Digital Action Plan or Western Sydney Health Alliance.

The current 2019/2020 Operational Plan includes an allocation for the City Deal of \$30,000.

A budget forecast will be included in the Operational Plan prepared for the partnership to align with the term of local government and the Integrated Planning and Reporting requirements of Councils. An annual review process and regular financial reporting are also incorporated in the draft Deed of Agreement.

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Fit for The Future Strategy Considerations

The adopted Long Term Financial Plan currently includes the Regional Strategic Alliance commitment of \$95,000. Council has resolved to dissolve the Regional Strategic Alliance. During the course of developing the 2020/2021 Operational Plan Council could consider the re-allocation of some of those funds towards the City Deal.

Conclusion

Significant progress has been made with respect to the Western Parkland Councils and the frameworks around the alliance.

Formal decisions of each Council are required to progress the implementation phase of the Deal and it is therefore recommended that Council considers formalising these governance arrangements by adopting the draft Deed of Agreement attached to this report.

RECOMMENDATION:

That:

1. The information contained in the report on long-term governance arrangements for the Western Parkland Councils be received.
2. Council formally enter into an alliance with the Western Parkland Councils in accordance with the draft Deed of Agreement and Section 355 of the *Local Government Act 1993*.
3. Council contribute \$20,000 for the 2019/2020 financial year and then \$40,000 annually towards resourcing the Western Parkland Councils as outlined in the report.
4. Council nominate the Deputy Mayor to be appointed as an alternate representative on the Western Parkland Councils' Mayoral Forum should the Mayor be unavailable.

ATTACHMENTS:

AT - 1 Draft Western Parkland Councils Deed of Agreement - (*Distributed under separate cover*)

oooO END OF REPORT Oooo

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Item: 217 **CP - Outcome of Public Exhibition of Draft Community Engagement Framework 2019 and Draft Community Participation Plan 2019 - (95498, 124414)**

Previous Item: 178, Ordinary (24 September 2019)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the outcome of the public exhibition of the Draft Community Engagement Framework 2019 and the Draft Community Participation Plan 2019, which were previously reported to Council at its Ordinary Meeting on 24 September 2019.

EXECUTIVE SUMMARY:

Council considered a report at its Meeting on 24 September 2019 seeking Council's endorsement to exhibit the Draft Community Engagement Framework and the Draft Community Participation Plan.

The requirements for these plans stem from legislative requirements Section 402A of the *Local Government Act 1993*:

"A council must establish and implement a strategy (called its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters)."

And Section 2.23 (1) of the *Environmental Planning and Assessment Act 1979*:

"A planning authority to which this Division applies is required to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions..."

The Draft Community Engagement Framework and Draft Community Participation Plan were placed on public exhibition from Monday, 4 October to Monday, 4 November 2019. One submission was received, the key aspects of which largely related to notifications in relation to development applications.

RECOMMENDATION SUMMARY:

The report recommends the adoption of the Draft Community Engagement Framework and Draft Community Participation Plan attached to this report.

REPORT:

Context and Background

Engaging with our communities, assists Council to understand what is most important to the community now and into the future. Council's aspiration is to be an organisation that places engagement at the centre of everything we do.

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A Community Engagement Framework has been prepared for Council's consideration to provide a consistent and best practice approach to on-going and meaningful engagement with our communities and stakeholders, as well as a Community Participation Plan specifically for engagement on land use planning.

Following consideration of a report at its Meeting on 24 September 2019, Council resolved:

"That:

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

In accordance with the above resolution, the Draft Community Engagement Framework and Draft Community Participation Plan were publically exhibited from Monday, 4 October to Monday, 4 November 2019.

One submission was received, the details of which have been addressed in this report.

Detailed History, including previous Council decisions

The Draft Community Engagement Framework and Draft Community Participation Plan have been prepared to provide a consistent approach and best practice approach to ongoing and meaningful engagement with our communities and stakeholders. The Draft Community Participation Plan specifically targets engagement on land use planning matters.

The aim of the Draft Community Engagement Framework and Draft Community Participation Plan is to expand on consulting with communities about policies, land use planning, input into the design of community facilities and a range of other council activities.

As community engagement is increasingly becoming a standard component of any significant project, governments and industry are recognising the value of engagement as an essential part of project planning and decision-making. It is also part of our Council's commitment to consult with our residents.

Policy considerations

The following legislative requirements were taken into consideration in the preparation of this report:

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Section 402A of the *Local Government Act 1993*

"A council must establish and implement a strategy (called its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters)."

Section 2.23 (1) of the *Environmental Planning and Assessment Act 1979*:

"A planning authority to which this Division applies is required to prepare a community participation plan about how and when it will undertake community participation when exercising relevant planning functions..."

The planning functions for Council include:

- Assessment and determination of Development Applications (DA's)
- Planning Proposals and Contributions Plans
- Strategic Planning Statements
- Entering into Voluntary Planning Agreements (VPA's)

Consultation

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. Council undertook the following community engagement process in compliance with Council's policy.

The Draft Community Engagement Framework 2019 and the Draft Community Participation Plan 2019 were placed on public exhibition from Monday, 4 October to Monday, 4 November 2019, including a public notice in The Courier, Council's web site and on Council's Your Hawkesbury Your Say community engagement site.

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

- 1.2 Communication and engagement - Encourage an informed community and enable meaningful engagement.
 - 1.2.1 Provide open and clear lines of communication with the community that use the most current forms of digital technology.
 - 1.2.2 Council's communication will be enhanced to ensure community awareness and understanding of the role Council plays in everyday life in the Hawkesbury.
 - 1.2.3 Provide quality customer service to the community.

Discussion

Following the public exhibition period, one public submission was received.

The submission did not provide any specific feedback in relation to the draft Community Engagement Framework 2019.

The comments in the submission related to Section 3 of the Draft Community Engagement Plan which outlines exhibition timeframe and notification requirements. In addition to those comments (listed in the table below), a series of typographical errors and inconsistencies that were identified in the submission have been amended throughout the Draft Community Participation Plan. Otherwise no further changes were made to the draft documents.

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Comment	Response
<p>DA Notification Process:</p> <ul style="list-style-type: none"> It is inadequate that the minimum requirement for notification is to notify adjoining property owners only. Blanket approach to notification is not adequate - there needs to be some sort of scale that requires additional notification for certain types of projects. It is a major oversight that changes to DA's (eg to design and scale) are not notified to original notification recipients or those who make submissions - final proposals can end up significantly different to what was notified. The notification process needs to be extended and include not only 'adjoining properties' but 'residents likely to be impacted' by line of sight, traffic, odours or any other factor considered relevant. The requirement to notify the public via newspaper needs to be scrutinised to broaden the extent of development types. 	<p>Planning legislation requires certain types of development to be notified in a certain manner. If not required by legislation it is a standard practice adopted by other Councils to only notify adjoining property owners if it is a local development that is permissible with consent.</p> <p>Chapter 3 of Council's Development Control Plan identifies types of development that will be notified and the form of notification that is required. The draft Framework is consistent with those provisions.</p> <p>Changes to DA's are renotified if the changes are considered to have an additional impact on the environment or the locality.</p> <p>If a proposal is considered to have an impact on a wider group of residents the notification is extended to those owners or occupiers that delegated staff considers may be detrimentally affected by the application.</p> <p>Planning legislation requires some developments to be advertised in a local newspaper. These are typically larger scale developments or developments that require approval from one or more public authorities. These requirements are reflected in Council's Development Control Plan.</p>
<p>Notification of Consent Modifications or Reviews:</p> <ul style="list-style-type: none"> It is not adequate to leave it to the opinion of the relevant Council Officer as to whether the modification needs notification. Modifications should be notified to all interested parties, including objectors, as a requirement, not as a discretionary call. Notification to the community should be much wider. 	<p>Clause 3.2.2 of Council's Development Control Plan specifies when modifications do not require to be notified. In most instances this is for minor matters or internal changes which would not change the external appearance of a development or impact adjoining neighbours.</p> <p>Notification requirements are specified by planning legislation and are reflected in Council's Development Control Plan.</p>

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Comment	Response
<p>Exhibition:</p> <ul style="list-style-type: none"> The standard minimum exhibition period is inadequate in many instances - letters are sometimes received several days into the exhibition period. Perhaps exhibition period could be extended by a few days or make a short form submission within the exhibition time, followed by a more detailed submission in the ensuing 14 days, effectively increasing the standard period from 28 to 42 days. 	<p>Exhibition periods are specified by legislative requirements of the Environmental Planning and Assessment Act and Regulation. Submissions can be made throughout the assessment period prior to a determination being made. However, a submission received outside the notification period does not give the submitter appeal rights.</p>
<p>Involvement:</p> <ul style="list-style-type: none"> Correspondence in relation to discussions between staff and developers, resulting in modification to proposal is not available on DA tracking system. Those actively involved in a proposal are excluded from the process - information submitted is not seen outside of planning office. DA tracking system should be more comprehensive in including details of non-confidential aspects of interactions between planning staff and developers. Assessment report from Council staff is not available on DA tracking system. 	<p>It is standard practice for Councils to only publish limited information i.e. the application details and documents submitted with the application on DA Tracker.</p> <p>All other correspondence, documents and notes can be requested through the GIPA process. Putting all documents pertaining to each application on DA Tracker will be a duplication of Council records and will be impracticable as it would require an enormous amount of storage space on Council's server.</p>
<p>Matters Referred to Planning Panel:</p> <ul style="list-style-type: none"> It is stated that "every effort is made to advise applicants and objectors of the time and date of the meeting." It should be mandatory that notification of the meeting is required - that would indicate that Council was serious about community participation. 	<p>Council does notify applicants and objectors of the time and date of Planning Panel meetings by email if we have an email address or alternatively by letter.</p>

Financial Implications

There are no financial implications applicable to this report.

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Fit For The Future Strategy Considerations

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

Conclusion

As no changes are proposed to the Draft Community Engagement Framework and Draft Community Participation Plan as exhibited (other than minor grammatical and formatting changes), it is recommended that the Draft Community Engagement Framework and Draft Community Participation Plan be adopted by Council and that the documents be made available to the public on Council's website.

RECOMMENDATION:

That:

1. Council adopt the Draft Community Engagement Framework and Draft Community Participation Plan attached as Attachments 1 and 2 to this report.
2. The adopted Community Engagement Framework and Community Participation Plan be made available to the public by placing on Council's website.

ATTACHMENTS:

- AT - 1** Draft Community Engagement Framework 2019 - *(Distributed under separate cover)*
- AT - 2** Draft Community Participation Plan 2019 - *(Distributed under separate cover)*

oooO END OF REPORT Oooo

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Item: 218 **CP - Annual Report 2018/2019 Incorporating Audited Financial Statements - (95498, 124414, 79351)**

Previous Item: 205, Ordinary (12 November 2019)
 270, Ordinary (13 November 2019)

Directorate: City Planning

PURPOSE OF THE REPORT:

Council previously considered this report as its meeting on Tuesday, 12 November 2019 - Item 205 Annual Report 2018/2019 incorporating the Audited Financial Statements.

After considering Item 205, Council resolved as follows:

"That this matter be deferred for consideration at the Ordinary Council Meeting on Tuesday, 26 November 2019."

Where relevant, staff have made further amendments to the Draft Annual Report based on feedback provided subsequent to the 12 November 2019 Council meeting.

EXECUTIVE SUMMARY:

The Annual Report 2018/2019 and accompanying Audited Financial Statements have been prepared in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

Council is required to prepare an Annual Report and Audited Financial Statements each year. This report and statements must be submitted to the Office of Local Government by 30 November 2019.

RECOMMENDATION SUMMARY:

The report recommends that the Annual Report and Financial Statements be received and noted, forwarded to the Office of Local Government and made available on Council's website by 30 November 2019.

REPORT:

Context and Background

The *Local Government Act 1993* requires that each Council must prepare an Annual Report by 30 November 2019. The main purpose of the Annual Report is for Council to report on its achievements in implementing its four year Delivery Program. To do this, a report on the achievement of the actions identified in Council's Operational Plan for the relevant financial year is used to inform the Annual Report.

The Local Government Act also requires that audited Financial Statements accompany the Annual Report.

Figure 1 below outlines in the Local Government Planning and Reporting Framework, and identifies where the Annual Report sits in that Framework.

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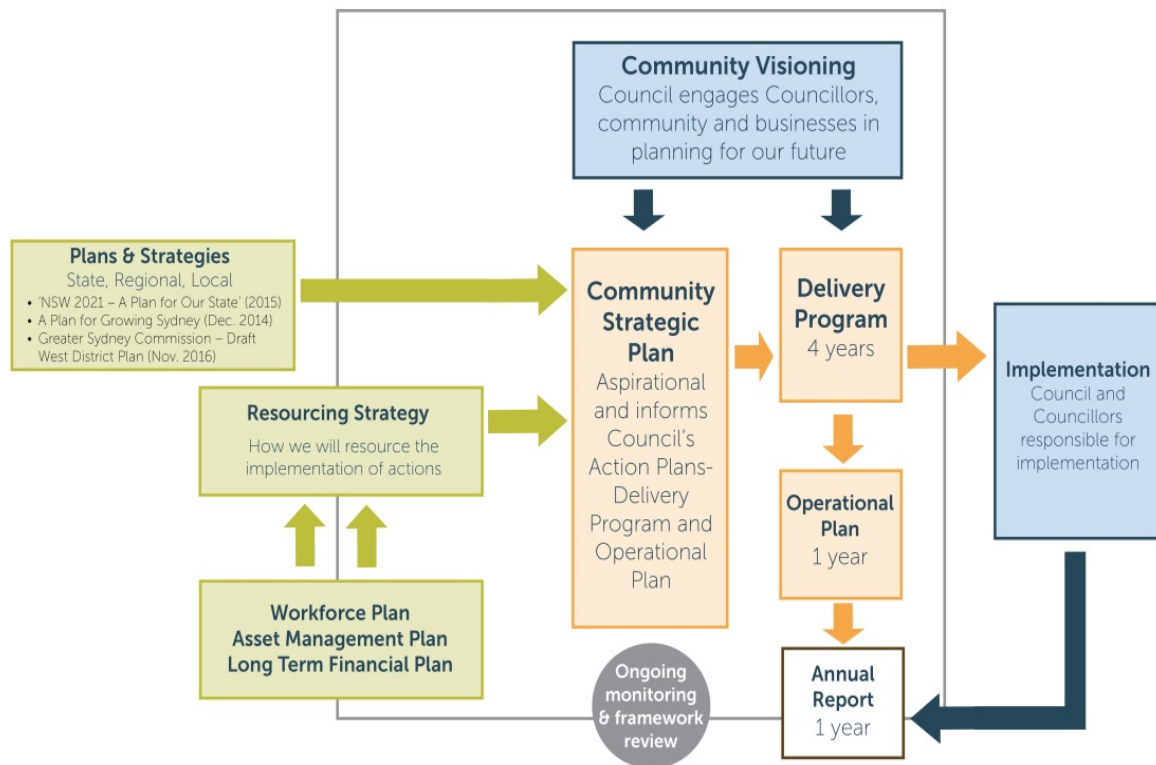


Figure 1: Local Government Planning and Reporting Framework

The following is a summary of the requirements of Section 404 of the *Local Government Act 1993*:

- Council must prepare an Annual Report within five months of the end of the financial year i.e. 30 November
- the report must outline Council's achievements in implementing its Delivery Program
- the report must contain Council's audited Financial Statements and Notes, and any information required by the Regulation or the Guidelines
- a copy of the report must be posted on Council's website and provided to the Minister for Local Government.

The Annual Report is one of the key points of accountability between a Council and its community. It is not a report to the Office of Local Government or the NSW Government, it is a report to the community. The Annual Report focuses on Council's implementation of the Delivery Program and Operational Plan because these are the plans that are wholly Council's responsibility

The Annual Report also includes information that is prescribed by the *Local Government (General) Regulation 2005*. This information has been included by the NSW State Government to assist the community in understanding how Council has been performing both as a business entity and as a community leader.

Clause 217 of the *Local Government (General) Regulation 2005* requires the following information to be included in the Annual Report:

- details of overseas visits by councillors and council staff
- details of mayoral and councillor fees, expenses and facilities
- contracts awarded by Council

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- amounts incurred in relation to legal proceedings
- private works and financial assistance
- details of external bodies, companies and partnerships
- details of the General Manager's total remuneration
- details of the total expenditure on Senior Staff remuneration
- information on stormwater levies and charges
- information on companion animals management
- a statement of the activities undertaken by Council to implement its equal employment opportunity management plan.

Detailed History, including previous Council decisions

Council is reporting on the 2018/2019 Operational Plan based on the Focus Areas associated with the adopted Hawkesbury Community Strategic Plan 2017-2036.

The following table provides a summary of progress in delivering the actions from the adopted Delivery Program 2017-2021, and Council's achievements and challenges in 2018-2019.

The information below shows our progress against each of our five Delivery Program Areas for 2018-2019. For more details see the full Delivery Program outcomes in the 'Delivery Program Activities and Operational Plan Actions for the period 1 July 2018 to 30 June 2019' section.

The Hawkesbury 2036... It's Our Future **Our Leadership** 2017-2036

Our Achievements in 2018-2019	Challenges in 2018-2019
<ol style="list-style-type: none"> Undertook extensive engagement with the community in 2018-2019 including the 'Connecting with Our Community' consultation across 8 towns and villages using an increased range of communication tools. All twenty 'Fit for the Future' strategies are being implemented and on schedule to be completed by 2021/2022. Managed and maintained over 50 services and facilities for the community and maintained partnerships to successfully manage resources and funding with a range of organisations including: <ol style="list-style-type: none"> YMCA Hawkesbury Oasis facilities Peppercorn Services Inc. A range of community and financial partnerships. High level compliance (94%) with all statutory planning and reporting requirements. Implemented 12 on-line customer request forms including: barking dogs, bin requests, dumped rubbish, planning information requests, roads reporting. 	<ol style="list-style-type: none"> Implementing regionally significant projects such as the Hawkesbury River Foreshore Investigation Area. Advancing affordable Housing Partnerships to develop a range of strategies and models to house our diverse community. Delivering sustainable services and facilities within our means. Working with State and Federal agencies to deliver key the Hawkesbury Nepean Flood Risk Management Strategy.

The Hawkesbury 2036... It's Our Future **Our Community** 2017-2036

Our Achievements in 2018-2019	Challenges in 2018-2019
<ol style="list-style-type: none"> Supported the community through a range of community programs including: Event Sponsorship to the value of \$58,942; provided \$6,000 to the Sister City Student Exchange Sponsorship, Heritage Assistance Grant \$25,000 and supported our farmers via the Buy a Bale Program to the amount of \$18,192 Initiated a Homeless Project with key stakeholders including Windsor Police, Wentworth Community Housing, NSW Department of Family and Community Services – Housing, Platform Youth Services, St John of God Hospital, Nepean Blue Mountains Local Health District – Mental Health and Hawkesbury's Helping Hands Customer service team received a total of 56251 calls Supported active volunteering with RFS and SES, Bushcare groups, Clean-up Australia day, Cultural Services volunteers, and other groups through site management, resources, and other specific requests for support. Continued to deliver the community safety projects including four safety information sessions delivered in relation to cyber safety for seniors, fraud avoidance, youth cyber safety and elder abuse. Workshops conducted in partnership with Hawkesbury Police Area Command 	<ol style="list-style-type: none"> Implementing flood, fire, and other natural disaster management plans in partnership with other levels of government and community agencies. Supporting community groups and agencies in a competitive environment with resource constraints.

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The Hawkesbury 2036... It's Our Future **Our Environment** 2017-2036

Our Achievements in 2018-2019	Challenges in 2018-2019
<ol style="list-style-type: none"> 1. Improved water quality in our river through monitoring waste water services in line with EPA licences, maintaining Gross Pollutant Traps and 77 million litres of siltage was collected and disposed of at Council's South Windsor and Sewerage Treatment Facility. 2. Council continued to deliver a number of waste education initiatives during 2018-2019 which aimed to increase resource recovery, reduce waste to landfill and reduce bin contamination. 3. The Community Recycling Centre opened in December 2018 and up until 30 June 2019 taken in over 34,000kg of "problem waste" (eg paint and household chemicals) 4. Continued to work on reducing our environmental footprint and dependency on non-renewable resources in the Roads and Rehabilitation Program through re-using existing material. 5. 29,193 plants were produced at the nursery in 2018/19. Of these 793 were given away at information days and the remainder were sold wither directly from the nursery (16,550) Penrith City Council (2,627), Hawkesbury River County Council (3,530), schools (410) and the remainder being sold to our own bushcare sites and parks. 6. Solar panels have been rolled out to six high energy use Council owned buildings, realising 443 megawatts in energy savings per year (equivalent to 61 household's energy consumption). Energy efficient air conditioning units and building management systems which control all electricity use in buildings have been installed in four high energy use council owned buildings and LED retrofits have also been rolled out. 	<ol style="list-style-type: none"> 1. Setting and maintaining higher environment standards within current resources. 2. Working with other agencies and levels of government to collaborate better in caring for our environment. 3. Continued benchmarking and full implementation of a strategic Waste Management Strategy.

The Hawkesbury 2036... It's Our Future **Our Assets** 2017-2036

Our Achievements in 2018-2019	Challenges in 2018-2019
<ol style="list-style-type: none"> 1. Council staff continue to work with and advocate for transport services and connections through Roads & Maritime Services (RMS) and City Deals. Stage 2 traffic modeling has commenced incorporating traffic counts and use of origin/destination data. Modeling will be completed with scenario testing being finalised in 2019/20. Testing of various growth and development scenarios for future year planning has commenced. 2. Co-ordinated the implementation of the Hawkesbury Mobility Plan and completed Stage 5 of Bligh Park, South Windsor, shared pathway. 3. Continued to maintain our vast network of local roads, bridges, kerb and gutter, footpaths and street signage. 4. Council spent approximately \$9.6M on roads (including footpaths and drainage) \$3.1M on building works, \$2.3M on parks, and \$2.3M on sewer infrastructure. 	<ol style="list-style-type: none"> 1. Establishing partnerships with state agencies and finding funding for a Transport Strategy for the Hawkesbury. 2. Ensuring that all agencies and levels of government are playing their part in linking roads, transport, and telecommunication services to the Hawkesbury.

The Hawkesbury 2036... It's Our Future **Our Future** 2017-2036

Our Achievements in 2018-2019	Challenges in 2018-2019
<ol style="list-style-type: none"> 1. Community engagement was undertaken across a range of Council activities such as parks planning, development of policies and plans and council services. Examples of this include: review of Council's website, review of the Hawkesbury Companion Animal Shelter, Community Sponsorship Program, Media Policy, Pile Burning Policy, Pool Inspection Program, Code of Meeting Practice, Code of Conduct and the Regulatory and Compliance review. 2. Continued to operate the Visitors Information Centre to maintain Level 2 accreditation. 3. Funding of \$15 million was confirmed under the City Deals Livability Program and Council completed an Expression of Interest process and commenced the selective tender process. Successful tenderer to be engaged in 2019/2020. 4. Continued to implement the Upper Hawkesbury River Estuary Coastal Zone Management Plan Strategic including grant applications and support bushcare with revegetation works. 	<ol style="list-style-type: none"> 1. Implementation of Fit For The Future Strategies have continued. The primary strategy being a Special Rate Variation was approved by IPART and adopted by Council as part of the 2018/2019 Operational Plan. 2. Planning for growth and change by preparation of a Rural Land Strategy, and reviewing the Hawkesbury Employment Lands and Hawkesbury Residential Land Strategies.

Policy considerations

Council's Annual Report 2018/2019 addresses the requirements of the *Local Government Act 1993* and *Local Government (General) Regulation 2005* and other acts and regulation as required by the Office of Local Government under the Integrated Planning and Reporting requirements for local councils in New South Wales.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy, although the Annual Report provides details of community engagement undertaken by Council throughout 2018/2019.

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
 - 1.1.1 Council's elected leaders will actively connect and collaborate with the community.
- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
 - 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
 - 1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.
 - 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.

Our Future

- 5.1 Strategic Planning Governance
 - 5.1.1 Council's planning is integrated and long term.
 - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
 - 5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.
 - 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.

Discussion

Council is requested to consider and note the attached Annual Report 2018/2019 and accompanying audited Financial Statements.

Financial Implications

There are no financial implications directly applicable to this report.

Fit For The Future Strategy Considerations

The Annual Report 2018/2019 addresses the 20 expenditure and revenue measures in Council's Fit For The Future Improvement Plan, and reports progress to date in achieving those targets.

Conclusion

The aim of this report is to present Council's Annual Report 2018/2019 and accompanying audited Financial Statements which have been prepared in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

The Annual Report is one of the key points of accountability between a Council and its community and the Annual Report 2018/2019 outlines Council's achievements in implementing the annual Operational Plan and four year Delivery Program which sit under the Hawkesbury Community Strategic Plan 2017-2036.

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The *Local Government Act 1993* requires that Council must prepare an Annual Report by 30 November each year with a copy posted on Council's website and provided to the Minister for Local Government.

RECOMMENDATION:

That:

1. Council's Annual Report 2018/2019 and accompanying audited Financial Statements be received and noted, and a copy forwarded to the Office of Local Government by 30 November 2019.
2. The Annual Report 2018/2019 and accompanying audited Financial Statements be made available on Council's website by 30 November 2019.

ATTACHMENTS:

- AT - 1** Annual Report 2018/2019 - (*Distributed under separate cover*).
- AT - 2** General Purpose and Special Purpose Financial Statements and Special Schedules for the period ending 30 June 2019 - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 219 **SS - Monthly Investments Report - October 2019**

Previous Item: 150, Ordinary (26 June 2018)

Directorate: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

This report indicates that Council held \$59.6 million in investments at 31 October 2019 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION SUMMARY:

It is recommended that the Monthly Investments Report for October 2019 be received and noted.

REPORT:

Context and Background

The following table indicates that Council held \$59.6 million in investments as at 31 October 2019. Details of the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
CBA	A1+	AA-			0.95%	4,000,000	6.71%	
Tcorp*					1.12%	2,112,208	3.54%	
Total On-call Investments								6,112,208
Term Investments								
ANZ	A1+	AA-	22-May-19	15-Jan-20	2.20%	2,000,000	3.36%	
ANZ	A1+	AA-	17-Apr-19	17-Apr-20	2.35%	1,500,000	2.52%	
ANZ	A1+	AA-	24-Apr-19	06-May-20	2.35%	1,000,000	1.68%	
ANZ	A1+	AA-	03-May-19	06-May-20	2.25%	2,000,000	3.36%	
ANZ	A1+	AA-	15-May-19	25-May-20	2.25%	1,000,000	1.68%	
ANZ	A1+	AA-	19-Jun-19	18-Jun-20	1.90%	1,000,000	1.68%	
Bankwest	A1+	AA-	09-Oct-19	08-Nov-19	1.25%	3,000,000	5.03%	
Bankwest	A1+	AA-	26-Jun-19	18-Dec-19	1.90%	1,000,000	1.68%	
Bankwest	A1+	AA-	09-Aug-19	07-Feb-20	1.70%	1,000,000	1.68%	

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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 \$
Bankwest	A1+	AA-	23-Aug-19	18-Dec-19	1.67%	1,000,000	1.68%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.68%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.68%	
CBA	A1+	AA-	23-Aug-19	08-Jul-20	1.63%	1,000,000	1.68%	
CBA	A1+	AA-	08-Nov-18	06-Nov-19	2.73%	1,500,000	2.52%	
CBA	A1+	AA-	21-Nov-18	20-Nov-19	2.75%	1,500,000	2.52%	
CBA	A1+	AA-	19-Jun-19	21-Nov-19	2.07%	2,500,000	4.19%	
NAB	A1+	AA-	21-Dec-18	18-Dec-19	2.80%	2,000,000	3.36%	
NAB	A1+	AA-	16-Jan-19	15-Jan-20	2.75%	2,500,000	4.19%	
NAB	A1+	AA-	07-Feb-19	07-Feb-20	2.75%	1,000,000	1.68%	
NAB	A1+	AA-	19-Jun-19	19-Feb-20	2.04%	2,000,000	3.36%	
NAB	A1+	AA-	06-Mar-19	05-Mar-20	2.65%	1,000,000	1.68%	
NAB	A1+	AA-	26-Jun-19	25-Mar-20	1.97%	1,000,000	1.68%	
NAB	A1+	AA-	23-Oct-19	25-Mar-20	1.60%	1,000,000	1.68%	
NAB	A1+	AA-	31-May-19	29-Apr-20	2.20%	1,000,000	1.68%	
NAB	A1+	AA-	30-Oct-19	25-May-20	1.53%	1,000,000	1.68%	
NAB	A1+	AA-	09-Aug-19	12-Aug-20	1.70%	1,000,000	1.68%	
NAB	A1+	AA-	10-Sep-19	12-Aug-20	1.66%	3,500,000	5.87%	
NAB	A1+	AA-	30-Oct-19	23-Sep-20	1.47%	1,000,000	1.68%	
NAB	A1+	AA-	07-Feb-19	07-Feb-20	2.68%	1,000,000	1.68%	
NAB	A1+	AA-	22-Feb-19	20-Feb-20	2.62%	1,000,000	1.68%	
NAB	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.84%	
NAB	A1+	AA-	04-Apr-19	03-Apr-20	2.41%	2,500,000	4.19%	
NAB	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.84%	
NAB	A1+	AA-	31-May-19	03-Jun-20	2.07%	1,000,000	1.68%	
Westpac	A1+	AA-	19-Jun-19	18-Jun-20	1.90%	1,500,000	2.52%	
Westpac	A1+	AA-	26-Jun-19	24-Jun-20	1.83%	1,000,000	1.68%	
Westpac	A1+	AA-	09-Oct-19	08-Jul-20	1.60%	3,500,000	5.87%	
Total Term Investments								53,500,000
TOTAL INVESTMENT AS AT 31 October 2019								59,612,208

*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	6,112,208	0.95%	Reserve Bank Cash Reference Rate	0.75%	0.20%
Term Deposit	53,500,000	2.12%	UBS 90 Day Bank Bill Rate	0.89%	0.83%
Total	59,612,208	2.01%			

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Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions –S7.11 and S7.12	14,160,886
External Restrictions - Other	11,957,584
Internal Restrictions	14,810,958
Unrestricted	18,682,780
Total	59,612,208

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

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

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

Detailed History, including previous Council decisions

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

Policy considerations

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

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Our Leadership

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

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

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

Discussion

During the reporting period, the investment portfolio decreased by \$2.99 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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

As at 31 October 2019, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks and in line with Council's Investment Policy.

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

Financial Implications

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

Fit For The Future Strategy Considerations

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

Conclusion

Council has investments totalling \$59.6 million as at 31 October 2019, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
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Meeting Date: 26 November 2019

Item: 220 **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

Directorate: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

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

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

RECOMMENDATION SUMMARY:

It is recommended that the information be received and noted.

REPORT:

Context and Background

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

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

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

Policy considerations

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

"440AAB Register and tabling of returns

- (1) *The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.*

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

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

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

Discussion

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

Position	Return Date	Date Lodged
City Design and Economic Development Manager	21 August 2019	14 November 2019

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

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

Fit For The Future Strategy Considerations

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

Financial Implications

There are no financial implications applicable to this report.

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Conclusion

A Designated Person has lodged their Clause 4.21(a) Return with the General Manager prior to the required due date.

The Return has now been tabled at a Council meeting as required by Section 440AAB(2) of the Act and Clause 4.25 of the Code, and is available for inspection if required.

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 November 2019

Item: 221 **SS - September 2019 Quarterly Budget Review Statement - (95496)**

Previous Item: 098, Extraordinary (12 June 2019)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council of the current and projected financial performance and financial position and to seek adoption of proposed changes required to the Budget within the 2019/2020 Adopted Operational Plan.

EXECUTIVE SUMMARY:

In accordance with legislation, within two months of the end of each quarter, Council is required to review its progress in achieving the financial objectives set out in its Operational Plan. The Responsible Accounting Officer of a council must prepare and submit to Council a budget review statement that shows a revised estimate of the income and expenditure for that year. In doing so the Responsible Accounting Officer needs to reference the estimate of income and expenditure set out in the statement of the council's revenue policy, included in the operational plan for the relevant year.

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

The Responsible Accounting Officer has therefore revised Council's income and expenditure for the 2019/2020 financial year and recommends revising estimates in line with Council's financial performance as at the end of September 2019, and as projected for the remainder of the financial year.

This report and the relevant attachment provide information on Council's financial performance and financial position for:

- The first quarter of the 2019/2020 financial year; and
- The resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement - September 2019 recommends budget adjustments that result in an overall balanced adjustment for the quarter. Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted Operational Plan. Refer to Attachment 1 to this report.

RECOMMENDATION SUMMARY:

The report recommends that Council receive the information contained in this report and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, be adopted.

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REPORT:

Context and Background

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

The Quarterly Budget Review Statement - September 2019 recommends budget adjustments that result in an overall balanced adjustment for the quarter. Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted Operational Plan. Refer to Attachment 1 to this report.

In the opinion of the Responsible Accounting Officer, Council is in a satisfactory short term financial position and remains on track to achieve the required 2021 Fit for the Future Ratios, as planned in its Long-Term Financial Plan.

Detailed History, including previous Council decisions

Following the adoption of the Original Budget in June each year, the Budget is amended throughout the year to reflect any unspent amounts carried over, and necessary Budget variations to enable the delivery of the Operational Plan.

In regard to the 2019/2020 Budget, adopted on 12 June 2019, this has been amended to reflect amounts carried over from the 2018/2019 financial year, reflecting discussions at the Councillor Briefing held 21 May 2019, outlining the progress of works and identifying works to be carried into the 2019/2020 Operational Plan. Subject to Council's endorsement, the Budget will be further amended with the proposed variations contained within this Quarterly Budget Review Statement.

Policy considerations

Clause 203 of the Local Government (General) Regulation 2005 requires a revised estimate of income and expenditure for the year to be prepared by reference to the estimate of income and expenditure set out in the Operational Plan for the year.

The Integrated Planning and Reporting (IP&R) Framework outlines that Councils are required to present a summary of the Council's financial position at the end of each quarter. It is the mechanism whereby councillors and the community are informed of the Council's progress against the Original Budget and the last revised budget along with recommended changes and reasons for major variances. The minimum standards applying to the contents of the Quarterly Budget Review Statement are detailed within the [Office of Local Government's Quarterly Budget Review Statement Guidelines](#).

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

1.3 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.

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

Discussion

Financial Position

The Quarterly Budget Review Statement - September 2019 recommends budget adjustments that result in an overall balanced adjustment for the quarter. Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted Operational Plan. Refer to Attachment 1 to this report.

Council is in a satisfactory short term financial position and remains on track to achieve the required 2021 Fit for the Future Ratios, as planned in its Long-Term Financial Plan. However it will be critical that economic conditions continue to be closely monitored, to ensure any potential impact is considered.

The Quarterly Budget Review Statement is the mechanism stipulated by the Local Government Regulations 2005 for councils to revise the adopted Operational Plan for the year to reflect the actual financial performance as at the end of each Quarter, and projected to the end of the financial year. This review ensures Council's Budget remains current and relevant throughout the financial year, and provides early indication of progress in achieving financial targets.

In revising estimates, a conservative approach has been taken. Unfavourable trends relating to income outside Council's control are proposed to be adjusted to reflect the anticipated performance up to the 30 June 2020. Unfavourable trends relating to expenditure outside Council's control are also proposed to be adjusted for the same period.

Attachment 1 to this report includes an executive summary of Council's financial performance as at the end of the first quarter of 2019/2020, and provides further details within financial reports provided.

The attachment also details all the major budget variations proposed in this Quarterly Budget Review Statement. The majority of the proposed variations are minor or not operationally significant in nature.

The more significant items of the September 2019 Quarterly Budget Review Statement that require Council's attention are:

- ***Dissolution of Regional Strategic Alliance – Favourable Variance \$150K***

A favourable variance of \$150K is included in this Quarterly Budget Review Statement to adjust the amount budgeted for the contribution towards the Regional Strategic Alliance. Council endorsed the dissolution of the Regional Strategic Alliance on 27 August 2019. The amount of the variation is comprised of \$95K being the budgeted annual contribution as a member of the Alliance, and the remaining \$55K being the budgeted contribution to the regional tourism initiative, that was being delivered through the Alliance.

- ***Street Lighting Expenditure – Favourable Variance \$64K***

The projected increase in rates for Street Lighting at the time of developing the Original Budget differs to the actual increase incurred. A favourable variance of \$64K is included in the Quarterly Budget Review Statement to reflect the actual increase in rates.

- ***Rates Income – Net Favourable Variance \$42K***

A variable variance of \$42K is included in this Quarterly Budget Review Statement to adjust the amount budgeted for general rates revenue in line with the amount generated as at the end of the reporting period. The additional income is a result of additional properties through subdivisions.

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- ***Animal Shelter Refurbishment – Unfavourable Variance \$90K***

Council received donations to the value of \$175K to refurbish the Companion Animal Shelter. The refurbishment works were brought forward to incorporate these donations. An unfavourable variance of \$90K is included in this Quarterly Budget Review Statement in regard to associated stormwater and electrical works.

- ***Restriction of Childcare Levy Income to Reserve – Unfavourable Variance \$65K***

When developing the Original Budget, it was projected that the expenditure associated with the Childcare Levy would be spent in the same year as collected. This assumption has been reviewed based on asset modelling. As optimal asset intervention and associated expenditure does not necessarily line up with the levy collected each year, it is necessary to restrict the levy collected each year to an Internal Reserve. This will facilitate the availability of funds required for asset renewal expenditure as and when required, will ensure the levy collected can only be used for the reason it was collected for, and supports transparency. The process of restricting the budgeted income from the levy has resulted in an unfavourable variance of \$65K within this Quarterly Budget Review Statement.

- ***Fire Safety Statements – Unfavourable Variance \$40K***

The actuals are trending below the project budget for the reporting period, requiring a \$40K unfavourable variance. A new process has been developed for the annual fire safety statements, but the rollout has been impacted by the limited resources in the Building Services team.

- ***Plumbing and Drainage Inspections – Unfavourable Variance \$27K***

The unfavourable variance for plumbing and drainage inspections is attributed to a reduction in development within the Hawkesbury Local Government Area. These inspections typically stem from new dwellings being built which then require inspections of the pipework leading into and from a dwelling or building.

- ***Encampment Clean-up Program – Unfavourable Variance \$20K***

Council was involved in a multi-agency project that sought to rehouse people sleeping rough at South Creek and Macquarie Park. This project was outside of Council's 2019/2020 Operational Plan and therefore not budgeted for. The unfavourable variance of \$20K is a result of clean-up costs associated with the removal and disposal of abandoned material from both sites.

- ***Financial Assistance Grant – Net Unfavourable Variance \$10K***

In line with advice received from the NSW Local Government Grants Commission, Council's Financial Assistance Grant allocation for 2019/2020 is \$4.5M, which is \$10K lower than the Original Budget. This has resulted in an unfavourable variance of \$10K.

Adjustments were also made to reflect the one-half advance payment of the 2019/2020 allocation received in 2018/2019. An amount of \$2.3M was prepaid. The prepayment amount was placed in a Reserve to restrict it as at June 2019. This adjustments results in a neutral impact on the overall 2019/2020 bottom line. However, the prepayment does have a negative impact on Council's Operating Performance Ratio that can only be offset if a prepayment is received again in 2019/2020 in respect of the 2020/2021 allocation.

- ***Contribution to Hawkesbury River County Council – Unfavourable Variance \$9K***

After the development of the 2019/2020 Operational Plan, the Hawkesbury River County Council advised that the contribution required would be \$9K greater than budgeted. An unfavourable variance of this amount is included in this Quarterly Budget Review Statement.

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- ***McQuade Park Pond Rehabilitation – Nil Net Adjustment***

As part of the pond reconstruction, it was identified that it would be advantageous to bring forward hydraulic and water quality works, including the aeration system, and undertake these works in conjunction with the civil works. Funding for these works is proposed to be made available through deferment of other works and reallocation of funding in 2020/2021.

Due to the timing of works to construct the Freemans Reach RFS station, it is considered desirable to delay work on the adjacent Freemans Reach Tennis Court refurbishment (\$68K). Works on bank stabilisation at Governor Phillip Park (\$32K) are also proposed to be deferred and undertaken as part of a larger project in 2020/2021. McQuade Park funding proposed for 2020/2021 will be used on a contra basis for these works.

It should be noted that grant funding of up to \$300K has now been received and this will be recognised in the December Quarterly Review. These funds will enable continuation of further master plan works implementation in McQuade Park.

- ***Grants – Additional Works and Programs Totalling \$7.8M***

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

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

- *Western Sydney Parkland City Liveability Program Grant* – The Australian and New South Wales Governments have jointly approved funding of \$15M over 4 years. This program will rejuvenate Hawkesbury's town centres and deliver a safer, more vibrant public domain in Windsor, Richmond and South Windsor. An amount of \$3.9M was received in late 2018/2019. The actual income received was restricted through placement in a Reserve; Included In this Quarterly Budget Review Statement, are the necessary adjustments for expenditure to be funded from this grant. The funding source is the Reserve holding the grant funds.
- *RMS Black Spot Program* – The Roads and Maritime Services have allocated \$1.9M towards the construction of roundabouts at:
 - Argyle and Mileham Streets, South Windsor (\$635K)
 - George and James Streets, South Windsor (\$400K)
 - George and Ham Streets, South Windsor (\$400K); and
 - Woods and Mileham Streets, South Windsor (\$500K).
- *Construction of New Freemans Reach Rural Fire Brigade Shed* – The NSW Rural Fire Service have allocated \$1.2M of the Rural Fire Fighting Fund towards the construction of a new bushfire shed for the Freemans Reach Rural Fire Brigade.
- *Active Transport – Walking Communities* – Roads and Maritime Services have granted \$600K towards the upgrade of kerb ramps at Lennox / East Market Streets, Richmond and March / East Market Streets, Richmond.
- *Acquisition of land for Lower Macdonald Rural Fire Service Brigade* – An amount of \$140K has been provided from the NSW Rural Fire Service for the acquisition of the land that the Lower Macdonald Rural Fire Brigade Shed is located on, which is currently leased.
- *Library Per Capita Subsidy* – In line with the subsidy received from the State Library of NSW, an additional \$51K is included in this Quarterly Budget Review Statement. The additional grant money has been allocated towards a conservation program and security gates.

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- *Save Our Species* – The NSW Environmental Trust has granted Council a total of \$154K over several years to assist in the survival of the shale sandstone transition forest. This year is the second year of the program and an amount of \$31K has been allocated and incorporated into the Quarterly Budget Review Statement.
- *Aboriginal Cultural Heritage* – The NSW Office of Environment and Heritage has granted Council \$30K to undertake an Aboriginal Cultural Heritage Study.
- *Cycleways Grant* – As part of the development of the Original Budget, an amount of \$100K was included for the extension of the cycleway network. The Roads and Maritime Services have advised that Council will not be receiving the funds this year. Adjustments have been made to reduce the length of cycleway to be delivered this year, accordingly.

- ***Reserve Funded Adjustments***

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

- *Section 64A Plan Reserves* – An increase of \$377K for Section 64 Plan Development Contributions (Drainage – Pitt Town Catchment Area 2) has been included, in line with contributions received. Additionally, the Pitt Town Catchment Area 1 Reserve has opened in 2019/2020 with a negative balance, due to expenditure being required prior to the associated contributions being received. Accordingly an amount of \$42K has been included for the interest to be paid to General Funds from this Plan.
- *Section 7.11 Reserve* – In line with the amount expended in relation to the acquisition of land for drainage purposes within the Vineyard Precinct, an amount of \$70K has been included in this Quarterly Budget Review Statement. Costs include valuation costs, drainage reports, legal costs and surveys.
- *Information Technology Reserve* – The Information Technology Reserve is being utilised to fund \$39K for the purchase of a corporate planning and performance reporting platform. This will assist in a more efficient and effective process to report on the delivery of Council's Delivery Program. The adjustment is simply to bring out the existing allocation in the Reserve, in the 2019/2020 Budget.
- *Domestic Waste Management Reserve* – The following adjustments have been included in the Quarterly Budget Review Statement:
 - An increase in annual charges in line with income received (\$101K);
 - The sale of plant replaced in 2018/2019 (\$23K);
 - Additional costs of \$138K associated with the extension of the Bulk Kerbside Collection contract, as reported to Council in June 2019;
 - Increases in the cost of recycling processing in line with the extended contract, as reported to Council in June 2019; and
 - Costs of \$26K for the community consultation required as part of the change in timing of the domestic waste collections.
- *Waste Management Facility Reserve* – The following adjustments have been included in the Quarterly Budget Review Statement:
 - Construction of infrastructure for erosion and soil control (\$181K);
 - Increased costs of the lease with University of Western Sydney (\$123K); and
 - Consultants engaged to undertake works as a result of internal compliance audit requirements (\$53K).

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- *Sewerage Reserves* – The following adjustments have been proposed as part of the Quarterly Budget Review Statement:
 - An increase of \$52K in annual charges in line with actuals received;
 - Costs associated with the extension of the South Windsor Recycled Water network over the replacement Windsor Bridge (\$87K);
 - Increased plant on-costs of \$64K due to enhanced reporting practices;
 - The installation of Davitt Systems for pump stations, totalling \$55K. Works were undertaken for Work Health and Safety compliance and involved additional structural work to achieve certification.
 - As a result of optimisation of sizing and site selection for the solar installation program, additional panels will be installed at the South Windsor Treatment Plant and funding of \$53K is to be provided from the sewer reserve;
 - Additional staff training costs of \$24K to achieve required certification has been included in the Quarterly Budget Review Statement.

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

Performance against Financial Sustainability Benchmarks

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

Table 2

Financial Sustainability Ratio	Benchmark	Original Budget 19/20	Amended Budget 19/20 After Sep QUARTERLY BUDGET REVIEW STATEMENT
Operating Performance	≥ 0	-0.004	-0.128
Own Source Revenue	$> 60\%$	84.0%	81.9%
Asset Renewal	$> 100\%$	118.5%	181.47%
Infrastructure Backlog	$< 2\%$	1.4%	0%
Asset Maintenance	$> 100\%$	85.3%	98.98%
Debt Service	0%-20%	4.7%	4.8%
Real Operating Expenditure per Capita	Decrease	Decrease	Increase

As shown in table above, the proposed amendments included in the Quarterly Budget Review Statement will result in changes to the projected Financial Sustainability Ratios:

- a) The Operating Performance Ratio deteriorates to -0.128 due to a decrease in projected operating income and increased expenditure since the adoption of the 2019/2020 Original Budget. The majority of the impact is attributable to timing differences in relation to the prepayment Financial Assistance Grant and the expenditure in relation to the Liveability Grant.
- b) Asset Maintenance Ratio improves due to an increase in asset maintenance since the adoption of the 2019/2020 Original Budget.
- c) The Real Operating Expenditure per Capita no longer meets the benchmark due to the aforementioned increases. Operating expenditure has increased since the adoption of the 2019/2020 Original Budget, without a corresponding increase in population.

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Financial Implications

The matters raised in this report have direct financial implications. If adopted, the budget proposed will be added to the current 2019/2020 Budget.

Fit For The Future Strategy Considerations

The subject of this report does not directly align with a specific Fit for the Future Strategy, but does impact on the overall Fit for the Future objectives, being to attain financial sustainability and meet all Fit for the Future benchmarks by 2020/2021.

Conclusion

The Quarterly Budget Review Statement - September 2019 recommends budget adjustments that result in an overall balanced adjustment for the quarter. Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted Operational Plan.

RECOMMENDATION:

That:

1. The information contained in the report be received.
2. The Quarterly Budget Review Statement – September 2019 be adopted.

ATTACHMENTS:

AT - 1 The Quarterly Budget Review Statement – September 2019 - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

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Item: 222 **SS - Code of Conduct Complaints Statistics Report - 1 September 2018 to 31 August 2019 - (95496)**

Previous Item: 037, Ordinary (12 March 2019)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide Council with Code of Conduct complaint statistics for the period from 1 September 2018 to 31 August 2019.

EXECUTIVE SUMMARY:

Under Council's adopted 'Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW - December 2018', the Complaints Coordinator is required to submit a report on a range of complaints statistics to the Council. These complaints statistics are also required to be provided to the NSW Office of Local Government (OLG).

This report outlines the required Code of Conduct complaints statistics for the period from 1 September 2018 to 31 August 2019 as required in accordance with the adopted 'Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW - December 2018'.

RECOMMENDATION SUMMARY:

It is recommended that Council note the contents of the report.

REPORT:

Council, at its Ordinary meeting on 12 March 2019, gave consideration to a report regarding the review and release of the new Model Code of Conduct by the OLG.

At that meeting, Council adopted the Code of Conduct with some amendments to the "Introduction", and also adopted the 'Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW' (the Procedures) issued by the NSW Office of Local Government, as the Council's Procedures. Both of these documents became effective on and from 12 March 2019.

Under the provisions of Clause 3.17 of the Procedures, the General Manager has appointed the Director Support Services as the Complaints Coordinator.

Clause 11.1 of the Procedures states that Council's Complaints Coordinator must, within three months of the end of September each year, report on a range of complaints statistics to the Council. Clause 11.2 of the Procedures requires Council to provide the complaints statistics to the OLG. Clauses 11.1 and 11.2 of the Procedures are as follows:

"11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)*

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- b) *the number of code of conduct complaints referred to a conduct reviewer during the reporting period*
- c) *the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints*
- d) *the number of code of conduct complaints investigated by a conduct reviewer during the reporting period*
- e) *without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period*
- f) *the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and*
- g) *the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.*

11.2 *The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year."*

In accordance with Clause 11.1 of the Procedures, the following complaints statistics are provided to Council in respect of the period from 1 September 2018 to 31 August 2019:

Information Required	Reported Details
a) The total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)	7 complaints
b) The number of code of conduct complaints referred to a conduct reviewer during the reporting period	5 complaints
c) The number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints	5 complaints - The outcome of the five complaints was to take no action
d) The number of code of conduct complaints investigated by a conduct reviewer during the reporting period	Nil complaints
e) Without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period	Nil complaints
f) The number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews	1 complaint - Complaint referred to the NSW Electoral Commission.
g) The total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.	Total Cost (including staff costs) = Approximately \$12,378.10 (excl. GST where relevant) Note: 6 complaints ongoing as at 31 August 2019

The OLG also requires Council to complete a Model Code of Conduct Complaints Statistics Collection Form that contains the above details and other Code of Conduct details for the period from 1 September 2018 to 31 August 2019. A copy of Council's completed Model Code of Conduct Complaints Statistics Collection Form for the period from 1 September 2018 to 31 August 2019 is attached as Attachment 1 to this report.

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The complaints statistics will also be forwarded to the OLG as required under Clause 11.2 of the Procedures.

Detailed History, including previous Council decisions

Council at its meeting on 12 March 2019 considered a report regarding Council's Code of Conduct and subsequently adopted the Code of Conduct and associated Procedures.

Policy considerations

Under Council's adopted "Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW" a report is required to be submitted to Council on a range of Code of Conduct complaint statistics for the period 1 September to 31 August each year.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

1.1 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.

Discussion

A report is required to be submitted to Council on a range of Code of Conduct complaints statistics each year. This report contains the Code of Conduct complaint statistics for the period from 1 September 2018 to 31 August 2019.

Financial Implications

The costs associated with dealing with the Code of Conduct complaints have been provided for in the 2018/2019 and 2019/2020 Operational Plans.

Fit For The Future Strategy Considerations

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

Conclusion

Council's Code of Conduct complaints statistics for the period from 1 September 2018 to 31 August 2019 are provided for Council's information.

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RECOMMENDATION:

That the report under Clause 11.1 of the Council's Procedures for the Administration of the Code of Conduct - December 2018, in respect of the Code of Conduct complaints statistics for the period from 1 September 2018 to 31 August 2019, be noted.

ATTACHMENTS:

AT - 1 Office of Local Government - Completed Model Code of Conduct Complaints Statistics Collection Form for the period from 1 September 2018 to 31 August 2019.

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AT - 1 Office of Local Government - Completed Model Code of Conduct Complaints Statistics
Collection Form for the period from 1 September 2018 to 31 August 2019

Office of Local Government

**Model Code of Conduct
Complaints Statistics**

Reporting Period: 1 September 2018 - 31 August 2019

Date Due: 31 December 2019

*To assist with the compilation of the Time Series Data Publication it would be
appreciated if councils could return this survey by
30 November 2019.*

Survey return email address: codeofconduct@olg.nsw.gov.au

Council Name:	Hawkesbury City Council
----------------------	-------------------------

Contact Name:	
Contact Phone:	
Contact Position:	
Contact Email:	

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team
Office of Local Government
Phone: (02) 4428 4100
Enquiry email: olg@olg.nsw.gov.au

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Model Code of Conduct Complaints Statistics Hawkesbury City Council		
Number of Complaints		
1 a	The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct	7
b	The total number of complaints finalised in the period about councillors and the GM under the code of conduct	7
Overview of Complaints and Cost		
2 a	The number of complaints finalised at the outset by alternative means by the GM or Mayor	2
b	The number of complaints referred to the Office of Local Government under a special complaints management arrangement	0
c	The number of code of conduct complaints referred to a conduct reviewer	5
d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	5
e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
f	The number of finalised code of conduct complaints investigated by a conduct reviewer	0
g	The number of finalised code of conduct complaints investigated by a conduct review committee	0
h	The number of finalised complaints investigated where there was found to be no breach	0
i	The number of finalised complaints investigated where there was found to be a breach	0
j	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	1
k	The number of complaints being investigated that are not yet finalised	0
l	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	12,378

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Preliminary Assessment Statistics	
<p>3 The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:</p> <p>a To take no action</p> <p>b To resolve the complaint by alternative and appropriate strategies</p> <p>c To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies</p> <p>d To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police</p> <p>e To investigate the matter</p> <p>f To recommend that the complaints coordinator convene a conduct review committee to investigate the matter</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">5</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div>
Investigation Statistics	
<p>4 The number of investigated complaints resulting in a determination that there was no breach, in which the following recommendations were made:</p> <p>a That the council revise its policies or procedures</p> <p>b That a person or persons undertake training or other education</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div>
<p>5 The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:</p> <p>a That the council revise any of its policies or procedures</p> <p>b That the subject person undertake any training or other education relevant to the conduct giving rise to the breach</p> <p>c That the subject person be counselled for their conduct</p> <p>d That the subject person apologise to any person or organisation affected by the breach</p> <p>e That findings of inappropriate conduct be made public</p> <p>f In the case of a breach by the GM, that action be taken under the GM's contract for the breach</p> <p>g In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993</p> <p>h In the case of a breach by a councillor, that the matter be referred to the Office for further action</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div>
<p>6 Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures and clause 7.20 of the new Procedures</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">0</div>

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Categories of misconduct	
7 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a General conduct (Part 3)	<input type="text" value="0"/>
b Conflict of interest (FMCC Part 4) and Non-pecuniary conflict of interest (NMCC Part 5)	<input type="text" value="0"/>
c Personal benefit (FMCC Part 5 / NMCC Part 5)	<input type="text" value="0"/>
d Relationship between council officials (FMCC Part 6 / NMCC Part 7)	<input type="text" value="0"/>
e Access to information and resources (FMCC Part 7 / NMCC Part 8)	<input type="text" value="0"/>
Outcome of determinations	
8 The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	<input type="text" value="0"/>
9 The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office	<input type="text" value="0"/>

oooO END OF REPORT Oooo

ordinary

section 4

reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 26 November 2019

ORDINARY MEETING
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Meeting Date: 26 November 2019

SECTION 4 – Reports of Committees

Item: 223 **ROC - Local Traffic Committee - 11 November 2019 - (80245, 95495)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 11 November 2019. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

RECOMMENDATION SUMMARY:

The matters contained within the Minutes attached as Attachment 1 of this report of the Local Traffic Committee have no policy or financial implications to Council. It is recommended that the Minutes be received and noted by Council.

REPORT:

Discussion

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1).

- Special Event Traffic - Parramatta Cycling Club Road Cycling Races 2020
- Special Event Traffic - Australia Day on the Hawkesbury Event 2020
- Special Event Traffic - Pitt Town Anzac Day Memorial Service 2
- General Item - Local Traffic Committee 2020 Calendar

RECOMMENDATION:

That the Minutes of the Local Traffic Committee meeting held on 11 November 2019 be received and noted.

ATTACHMENTS:

AT - 1 Minutes of the Local Traffic Committee held on 11 November 2019.

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AT - 1 Minutes of the Local Traffic Committee held on 11 November 2019

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Monday, 11 November 2019, commencing at 3pm.

ATTENDANCE

- Present:** Councillor Peter Reynolds, Hawkesbury City Council
Mr David Osborne, Roads and Maritime Services
Mr Mark Rusev, representing Ms Robyn Preston, MP (Hawkesbury)
- Apologies:** Mr Steve Grady, Busways
Senior Constable Damien Mitchell, Hawkesbury Police Area Command*
- In Attendance:** Mr Christopher Amit, Hawkesbury City Council, (Chair)
Ms Meagan Ang, Hawkesbury City Council
Ms Cathy Mills, Hawkesbury City Council

Mr Christopher Amit advised the Committee that the position of Chair is to be undertaken in accordance with RMS (formerly RTA) Guidelines "Delegation to Councils for Regulation of Traffic" Section 5.3 which states that the meeting is to be convened by a Council Representative, either voting or non-voting. On this basis Mr Amit is to take up the position of the Chair for this meeting as agreed to with Councillor Reynolds.

RESOLVED on the motion of Councillor Peter Reynolds, seconded by David Osborne that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The committee resolved on the motion of Councillor Peter Reynolds, seconded by David Osborne, that the Minutes from the previous meeting held on Monday, 9 September 2019 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Parramatta Cycling Club Road Cycling Races 2020 - Oakville Events (Hawkesbury) - (80245, 82935)

REPORT:

Introduction:

An application has been received from the Parramatta Cycling Club seeking approval (in traffic management terms) to conduct the Parramatta Cycling Club Road Cycling Races 2020 - Oakville Events.

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The event organiser has advised;

- The event has been held annually, over the past 20 years.
- Parramatta Cycling Club has been conducting club-level road racing on the roads around Oakville. Some who have engaged in these races have gone on to achieve great success in the Olympics, Commonwealth Games and World Championships.
- The cycling events will be held on 13 separate Saturdays and 1 Sunday, during the period of 04 April 2020 to 19 September 2020.
- The proposed dates are;
 - 04 April 2020
 - 18 April 2020
 - 02 May 2020
 - 16 May 2020
 - 30 May 2020
 - 13 June 2020
 - 27 June 2020
 - 28 June 2020 (Sunday)
 - 11 July 2020
 - 25 July 2020
 - 08 August 2020
 - 22 August 2020
 - 05 September 2020
 - 19 September 2020
- Each event will be conducted between 1pm and 4:30pm, with racing commencing at 2pm.
- The event is a Race and there will be 4 to 5 graded races up to 50 kilometres in length.
- There will be up to 80 participants.
- Approximately 20 spectators are expected.
- There will be 4 to 5 groups with each group not to exceed 20 riders.
- The event starts and finishes at Oakville Public School, located at No. 46 Ogden Road, Oakville.
- Utilising the School's parking facilities will eliminate traffic congestion in the start/finish area.
- Traffic control arrangements will be in place with no road closures required.
- The average speeds for races at Category 2 level vary from 30kph to 40kph, all of which are well below the posted speed limit. The only exception to this situation is the final sprint, which traditionally occurs within the last 200 metres of the race. In order to protect all riders and motorists, this section of the course is sterilised by the exclusion of motorised vehicles for the period of the sprint, generally less than 60 seconds.
- The course follows an anti-clockwise direction which utilises left turns only at intersections to ensure the safety of participants and motorists.
- The course has been chosen because of its remote location and minimum impact on the local amenity.

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- Accredited traffic marshals are in constant two way radio communication between marshals and all escort vehicles and the start line.
- Prior to racing commencing, the course is subject to a physical inspection, in the event that circumstances have changed since the last race.
- The Club will utilise a roaming Commissaires vehicle as an escort for public awareness and also for observing race and road infringements.
- All riders are informed that should they breach any directive, by the marshal, commissaire or official, they face disqualification. If in the view of such officials the breach is serious, the riders also face fines and potential suspension.
- All riders in the event are to be licensed through the Australian Cycling Federation and there is a policy of no license, no start.
- The Bicycle Race will be conducted along the following route;
 - Commencing at Oakville Public School, Oakville, and entering Ogden Road,
 - Travel a short distance along Ogden Road and then into Hanckel Road,
 - Travel along Hanckel Road and turn left into Old Pitt Town Road,
 - Travel along Old Pitt Town Road and turn left into Saunders Road,
 - Travel along Saunders Road and turn left into Smith Road,
 - Travel along Smith Road and turn left into Ogden Road,
 - Travel along Ogden Road finishing at Oakville Public School.
 - The route distance is approximately 7.1 kilometres.

Refer to Attachment 1: Parramatta Cycling Club Road Cycling Races 2020 - Oakville Events - Event Route Plan.

Discussion:

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may disrupt minor traffic and transport systems along the specified route and there may be a low scale disruption to the non-event community. Speed limit, traffic volume and road width details are provided in the following table:

Oakville Route			
Road Name	Speed Limit (kph)	ADT (Year)	Sealed Carriageway Width (m)
Hanckel Road	60 & 70	1498 (2002)	5.7
Ogden Road	60 & 70	190 (1999)	8.0
Old Pitt Town Road	70	1905 (2018)	6.0 to 8.0
Saunders Road	70	784 (2018)	5.4 to 5.8
Smith Road	70	342 (1999)	6.1

The event organiser should assess the risk and address the suitability of the route as part of the risk assessment considering the road width, number of bicycles, traffic volume and bicycles travelling close to the edge of the sealed travelling lane.

The course follows an anti-clockwise direction which utilises left turns only at intersections to ensure the safety of participants and motorists with traffic controls in place. No road closures are proposed, although there will be a sprint at the end of the race within the last 200 metres of the course which the event organiser is proposing to close off under traffic control for approximately 60 seconds.

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The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6660925):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP) which requires updating for the 2020 event,
5. Proposed Road Racing Schedule 2020,
6. Event Route Plan (referred to from the 2012 event),
7. Copy of Insurance Policy which is valid to 30 April 2020, however does not include Hawkesbury City Council and the Roads and Maritime Services as an Interested Parties,
8. Copy of the application to the NSW Police Force.
9. Copy of Consultation letter to Residents.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Parramatta Cycling Club Road Cycling Races 2020 - Oakville Events planned for;
 - 04 April 2020
 - 18 April 2020
 - 02 May 2020
 - 16 May 2020
 - 30 May 2020
 - 13 June 2020
 - 27 June 2020
 - 28 June 2020 (Sunday)
 - 11 July 2020
 - 25 July 2020
 - 08 August 2020
 - 22 August 2020
 - 05 September 2020
 - 19 September 2020

by the Parramatta Cycling Club along the Oakville Route be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

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4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) for the entire route, which needs to include details such as the specific position of barriers, signs etc, required for the event which includes the closing sprint at the end of the race, to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4r. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4s. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

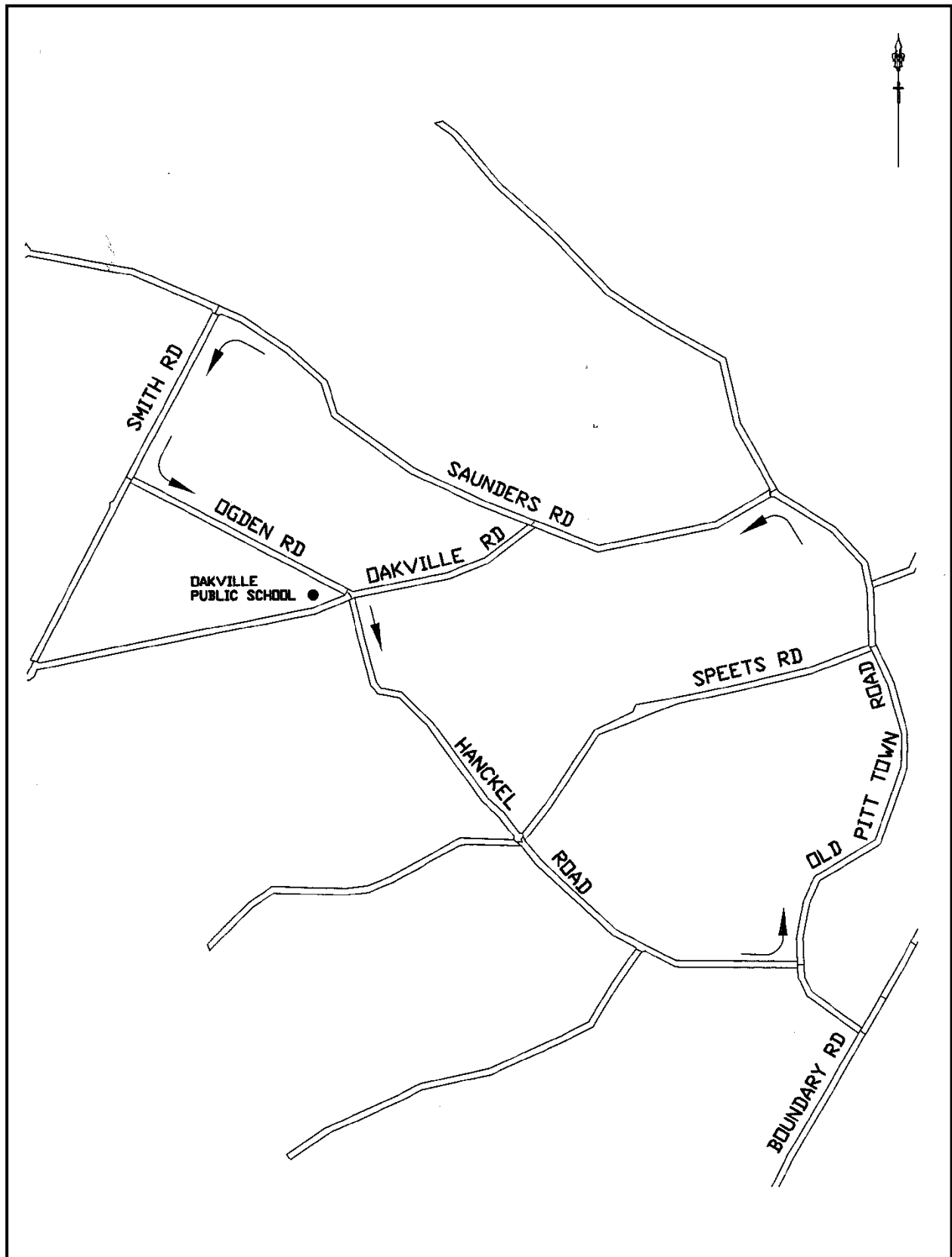
APPENDICES:

AT - 1 Parramatta Cycling Club Road Cycling Races 2020 - Oakville Events - Event Route Plan

AT - 2 Special Event Application - (ECM Document Set ID No: 6660925) - *see attached*.

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AT - 1 Parramatta Cycling Club Road Cycling Races 2020 - Oakville Events - Event Route Plan



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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr David Osborne.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Parramatta Cycling Club Road Cycling Races 2020 - Oakville Events planned for;
 - 04 April 2020
 - 18 April 2020
 - 02 May 2020
 - 16 May 2020
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 - 25 July 2020
 - 08 August 2020
 - 22 August 2020
 - 05 September 2020
 - 19 September 2020

by the Parramatta Cycling Club along the Oakville Route be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian

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management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) for the entire route, which needs to include details such as the specific position of barriers, signs etc, required for the event which includes the closing sprint at the end of the race, to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

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During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4r. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4s. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

Item: 2.2 LTC - Australia Day on the Hawkesbury Event 2020 - Governor Phillip Park, Windsor - (Hawkesbury) - (80245, 79341)

REPORT:

Introduction

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Australia Day on the Hawkesbury Event within Governor Phillip Park, Windsor, on Sunday, 26 January 2020.

The event organiser has advised:

- This is the third year this event is being held with the initial event being held in 2018.
- This is a Community free event with live entertainment, food trucks, children's activities, entertainment and fireworks to celebrate Australia Day.
- The event will be conducted between 5pm and 9:30pm. The set up and pack down times are between 9am and midnight
- The event will be held within Governor Phillip Park located at the northern end of George Street, Windsor.
- The event is expected to attract approximately 5,000 spectators.

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- There will be an increase to traffic flow on roads surrounding Governor Phillip Park and there may be considerable impacts on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road.
- It is expected that residents on George Street, Palmer Street, North Street, Arndell Street and Court Street may be affected due to the increased traffic flow.
- Parking will be at Governor Phillip Park, with access to the Event Parking area provided from Palmer Street with Traffic controllers on hand to assist drivers to access the area and park their vehicles.
- Vehicles can approach the access point into the Event Parking area from the direction of either George Street or Court Street. Egress from the Event Parking area will only allow for vehicles to turn left onto Palmer Street and be directed towards Court Street and Arndell Street depending on their direction of travel when accessing Bridge Street.
- Road closures are not required other than access into Governor Phillip Park at the intersection of George Street and Palmer Street between 5pm and 9:30pm. Traffic controllers will direct traffic into the designated event car park area via Palmer Street. Vehicular access into Governor Phillip Park will only be permitted for those vehicles towing a boat and wishing to access the boat ramp.
- A crossing point for pedestrians will be provided across the access road within Governor Phillip Park between the Event Parking Area and the Event Site. This will be managed by Traffic Controllers.
- Some on-street parking along George Street near its intersection with Palmer Street may be taken out to allow safe vehicular movements in this vicinity. The adjoining property owners will be advised of this proposal.
- To avoid and minimise delays at the roundabout intersection of Bridge Street and George Street, traffic controllers will be in place during peak periods to monitor and control traffic.
- Advance warning with VMS shall be installed 2 weeks prior to the event and will be located at;
 - Windsor Road, McGraths Hill - near Pitt Town Road,
 - Macquarie Street, Windsor - near Hawkesbury Valley Way,
 - Hawkesbury Valley Way, Windsor – near Moses Street,
 - Wilberforce Road, Freemans Reach - near Freemans Reach Road.
- Approval by way of exclusive use has been sought to utilise Governor Phillip Park for the event.

Discussion

The spectators travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street.

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may impact on minor traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6705780):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,

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3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Special Event Traffic Management Plan and Traffic Control Plan,
5. Copy of the application to the NSW Police Force.
6. Copy of correspondence to the NSW Fire Brigade, NSW Police and Busways.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Australia Day on the Hawkesbury 2020 event within Governor Phillip Park, Windsor, on Sunday, 26 January 2020 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures
 - No road closures are permitted with the exception of the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 5pm and 9:30pm on Sunday 26 January 2020, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

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- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC to undertake the proposed traffic control at the intersection of Bridge Street and George Street, Windsor; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);

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- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

APPENDICES:

AT - 1 Australia Day on the Hawkesbury 2020 – Event Parking Layout Plan.

AT - 2 Special Event Application – (ECM Document Set ID No: 6705780) - *see attached*

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by David Osborne.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Australia Day on the Hawkesbury 2020 event within Governor Phillip Park, Windsor, on Sunday, 26 January 2020 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures
 - No road closures are permitted with the exception of the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 5pm and 9:30pm on Sunday 26 January 2020, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;

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- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC to undertake the proposed traffic control at the intersection of Bridge Street and George Street, Windsor; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);

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- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

Item: 2.3 LTC - Pitt Town Anzac Day Memorial Service 2020 - (Hawkesbury) - (80245, 146679)

REPORT:

An application has been received from the Pitt Town Anzac Day Planning Committee seeking approval (in traffic management terms) to conduct the Pitt Town Anzac Day Memorial Service 2020, on Saturday, 25 April 2020.

The event organiser has advised;

- The event is a Memorial Service commemorating Anzac Day.
- The event has been held in previous years and this is the third year an application relating to traffic management has been provided to Council.
- Approximately 440 spectators/participants are expected for the event.
- The event will be conducted between 7am and 12noon, which includes set up and packdown.
- The event location is adjacent to No. 81 Bathurst Street, Pitt Town (The Bird in The Hand – Inn).
- It is anticipated that the majority of people attending the event will walk to the site from surrounding residences and any parking of vehicles will be undertaken in surrounding streets.
- The following Road Closures are proposed;
 - Bathurst Street extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Eldon Street at Bathurst Street and Grenville Street.
 - Grenville Street at Eldon Street
 - Bathurst Street at Chatham Street.
 - Bathurst Street at Buckingham Street.
 - Traffic will be detoured around the event site.
 - Road Closures will be between 7am and 12noon.
- Authorised Traffic Controllers will be used to implement all traffic control measures.
- No live traffic will be entering the event whilst it is taking place.
- Consultation has been undertaken with adjoining property owners along the proposed road closures with concurrence provided by the property owners.

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- Existing access to private properties affected by the event shall be maintained during the event or alternative access arrangements acceptable to the property owners/tenants shall be made.

Details of the traffic control measures are contained in Attachment 1.

Discussion:

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may impact minor traffic and transport systems, which includes the proposed road closures, and there may be a low scale disruption to the non-event community.

The following Road Closures are proposed for Saturday, 25 April 2020, between 7am and 12noon;

- Bathurst Street extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
- Eldon Street at Bathurst Street and Grenville Street.
- Grenville Street at Eldon Street.
- Bathurst Street (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
- Bathurst Street at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street. Traffic from Church Street and Bathurst Street between Church Street and Buckingham Street will be permitted to travel in a northerly direction towards Buckingham Street.
- Traffic will be detoured around the event site utilising Buckingham Street and Chatham Street.
- Road Closures will be between 7am and 12noon.
- Adjoining property owners have been consulted and are supportive of the event.
- Access to adjacent properties will be maintained where possible in consultation with the property owners.
- The speed limit in the vicinity of the event site for the local roads is 50kph, with Bathurst Street and Chatham Street within the state network being 60kph.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6717407):

- Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
- Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
- Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
- Transport Management Plan – referred to in the application as Traffic Management Plan (TMP),
- Traffic Control Plan for the proposed road closures – dated 2017,
- Copy of Insurance Policy which is valid to 31 May 2020 – however does not include the Roads and Maritime Services as an Interested Party.
- Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, NSW Rural Fire Service and SES.
- Copy of Consultation letter and acknowledgment responses from Residents and Business Owners adjacent to the proposed road closure.
- Copy of the draft correspondence to be forwarded to the Residents and Businesses
- Copy of the advertisement from the 2019 event.
- Copy of Road Occupancy Application.

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) are to be submitted to the Transport Management Centre (TMC) for authorisation due to the proposed road closures.

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RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Pitt Town Anzac Day Memorial Service event planned for Saturday, 25 April 2020 between 7am and 12noon be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; Bathurst Street, Pitt Town extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Road Closure; Eldon Street, Pitt Town at Bathurst Street and Grenville Street.
 - Road Closure; Grenville Street, Pitt Town at Eldon Street.
 - Road Closure; Bathurst Street, Pitt Town (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
 - Road Closure; Bathurst Street, Pitt Town at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street.
 - Road Closures only permitted for Saturday, 25 April 2020, between 7am and 12noon.
 - No other road closures are permitted.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This

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process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Traffic Control Plan (TCP), which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) and the Transport Management Centre (TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4h. the event organiser is to notify the details of the event to Fire and Rescue NSW at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4i. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event. The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, and as a minimum to the full extent of the proposed road closure, with that letter advising full details of the event; a copy of the draft correspondence has been submitted to Council;
- 4k. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

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During the event:

- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4n. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the event and detour route (including the road closure points and detour routes), during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4q. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

APPENDICES:

AT – 1 Pitt Town Anzac Day 2020 – Traffic Control Plan

AT – 2 Special Event Application - (ECM Document Set ID No: 6717407) - *see attached*

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by David Osborne.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Pitt Town Anzac Day Memorial Service event planned for Saturday, 25 April 2020 between 7am and 12noon be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; Bathurst Street, Pitt Town extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Road Closure; Eldon Street, Pitt Town at Bathurst Street and Grenville Street.
 - Road Closure; Grenville Street, Pitt Town at Eldon Street.
 - Road Closure; Bathurst Street, Pitt Town (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
 - Road Closure; Bathurst Street, Pitt Town at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street.
 - Road Closures only permitted for Saturday, 25 April 2020, between 7am and 12noon.
 - No other road closures are permitted.

and the following conditions:

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Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Traffic Control Plan (TCP), which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) and the Transport Management Centre (TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4h. the event organiser is to notify the details of the event to Fire and Rescue NSW at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4i. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event. The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, and as a minimum to the full extent of the proposed road closure, with that letter advising full details of the event; a copy of the draft correspondence has been submitted to Council;
- 4k. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4n. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the event and detour route (including the road closure points and detour routes), during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4q. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

Item: 2.4 LTC - Local Traffic Committee 2020 Calendar - (Hawkesbury) - (80245)

REPORT:

The current format for the Local Traffic Committee (LTC) meetings is to meet on the second Monday of the month, commencing at 3pm in the Large Committee Room, Council Offices at 366 George Street, Windsor.

Proposed is a list of dates, outlined below, for 2020 in the current Monday format (second Monday of the month) with the exception of April and June which is proposed to be held on the third Monday due to Easter Monday on 13 April 2020 and the Queen's Birthday public holiday on 8 June 2020.

- 13 January 2020
- 10 February 2020
- 09 March 2020
- 20 April 2020 (third Monday due to Easter Monday on 13 April 2020)

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- 11 May 2020
- 15 June 2020 (third Monday due to Queen's Birthday Holiday on 08 June 2020)
- 13 July 2020
- 10 August 2020
- 14 September 2020
- 12 October 2020
- 09 November 2020

RECOMMENDATION TO COMMITTEE:

That the 2020 Local Traffic Committee Meetings be undertaken from January to November on the second Monday of the month with the exception of April and June which will be undertaken on the third Monday.

APPENDICES:

There are no supporting documents for this report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by David Osborne.

Support for the Recommendation: Unanimous support

That the 2020 Local Traffic Committee Meetings be undertaken from January to November on the second Monday of the month with the exception of April and June which will be undertaken on the third Monday.

SECTION 3 - Reports for Information

There were no Reports for Information.

SECTION 4 - General Business

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 13 January 2020 at 3pm in the Large Committee Room.

The meeting terminated at 3:50pm.

oooO END OF REPORT Oooo

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Item: 224 **ROC - Hawkesbury Access and Inclusion Advisory Committee Minutes - 24 October 2019 (124569. 96328)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Hawkesbury Access and Inclusion Advisory Committee, held on 24 October 2019.

RECOMMENDATION SUMMARY:

Item 2 contained within the minutes of the Hawkesbury Access and Inclusion Advisory Committee has policy or financial implications to Council and therefore requires specific consideration by Council, the details of which are discussed in the report below.

All other items contained in the minutes of the Hawkesbury Access and Inclusion Advisory Committee have no policy or financial implications for Council and are presented for information only.

REPORT:

Discussion

The Hawkesbury Access and Inclusion Advisory Committee met on the 24 October 2019 and considered staff reports on various matters as shown in the attached minutes, attached as Attachment 1 to this report.

The following item require specific consideration by Council.

Item: 2 Mosaic Art Installation – Deerubbin Centre – (124569, 96328)

A report was provided to the Committee to advise of a proposal received from Be & Co, a mental-health outreach service, to facilitate a community project that would create a mosaic art piece to be installed on an external wall of the Deerubbin Centre. Two persons were in attendance to speak to the report, Ms Michelle Hookham and Ms Maria Shapiro.

Be & Co is a project initiated by Michelle Hookham, a credentialed mental health and homeopathy provider. Be & Co was co-designed by persons with a lived experience of mental health issues and local service providers and is overseen by Ms Hookham as a clinician with the critical skill of delivering mental-health interventions in both individual and group settings. Be & Co has now obtained funding the Nepean Blue Mountains Primary Health Network as the project addresses a void in existing local services.

In August 2019, Ms Hookham approached Council staff with an interest to create a mosaic with Be & Co participants that can be installed in the Rex Stubbs Memorial Garden where Be & Co hosts its social event. Council staff from Community Services, Cultural Services, Parks and Building Services Branches explored a number of options and agreed that the optimum placement of a mosaic would be on an external wall of Deerubbin Centre that is currently bare.

The project will require grant funding which will be sought by Be & Co; Council is not required to contribute funds towards the project beyond a nominal amount to install artwork. To enable Ms Hookham to apply for grant funding, an in-principle agreement for the mosaic to be installed in the proposed location is required from Council.

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The mosaic project will assist Council to deliver on the Disability Inclusion Action Plan. As such, the nominal cost associated with mosaic installation will be funded through the budget held by the Community Services Branch to contribute to projects that align with the adopted Plan.

Persons attending Be & Co would create the artwork through a series of sessions, a process that will encourage both creativity and connectivity between project participants. Ms Hookham and the consultant will work with Council's Cultural Services staff who will assist to inform design to ensure artwork is consistent with architect building design. Council's Building Services staff will be required to approve the materials used and agree on an installation method before the mosaic is created.

The permission sought from Council is to endorse the project in principle to enable Ms Hookham to advise that preliminary permission has been given by Council for inclusion in project funding application. The report recommended that should project funding be secured, a further report be prepared that includes concept designs, requiring Council approval prior to project commencement.

The Committee considered this matter and resolved the following:

- "1. The Committee endorse the proposal received to install a mosaic art piece on the external wall of the Deerubbin Centre*
- 2. The Committee make representation to request Council provide an in principle agreement to the mosaic art piece being installed on the external wall of Deerubbin Centre*
- 3. Once project funding is secured, a further report be prepared for the consideration of Council that provides further details of mosaic design to seek Council approval prior to the commencement of the project."*

Officer's Comment

Support of the proposed project is aligned with the following key focus area and actions in Council's adopted Disability Inclusion Action Plan

Focus Area 1: Attitudes and Behaviour

- To build community awareness of the rights and abilities of people who live with disabilities, and to support the development of positive attitudes and behaviour towards people who live with disabilities

Action

- Support a range of community events that contribute to developing positive attitudes and behaviour towards people who live with disabilities

The recommendation is that the project is endorsed in principle only to enable Ms Hookham to pursue funding to progress the project. Should funding be secured, a further report will be prepared for the consideration of Council that will include a concept design for the mosaic and will require Council approval of the proposed design to enable the project to proceed.

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RECOMMENDATION:

That:

1. The Minutes of the Hawkesbury Access and Inclusion Advisory Committee Meeting held on the 24 October 2019 be received and noted.
2. In relation to Item 2 of the Minutes regarding the mosaic art installation, Council endorse the recommendation of the Hawkesbury Access and Inclusion Advisory Committee, namely that;
 - a) The Committee endorse the proposal received to install a mosaic art piece on the external wall of the Deerubbin Centre
 - b) Council provide an in principle agreement to the mosaic art piece being installed on the external wall of Deerubbin Centre
 - c) Once project funding is secured, a further report be prepared for the consideration of Council that provides further details of mosaic design to seek Council approval prior to the commencement of the project.

ATTACHMENTS:

AT - 1 Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on 24 October 2019.

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SECTION 4 – Reports of Committees
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AT - 1 Minutes - Hawkesbury Access and Inclusion Advisory Committee – 24 October 2019

Minutes of the Meeting of the Hawkesbury Access and Inclusion Advisory Committee held at Peppercorn Meeting Room, Windsor, on Thursday 24 October 2019, commencing at 4:00pm.

Present: Councillor John Ross, Hawkesbury City Council
Ms Jessica Brunskill, Community Representative
Mr Desmond Crane, Community Representative
Mr David Gearin, (Deputy Chair) Community Representative
Ms Jennifer Moses, Community Representative
Ms Terri Mottram, Community Representative

Apologies: Councillor Barry Calvert

In Attendance: Ms Meagan Ang, Hawkesbury City Council
Ms Linda Perrine, Hawkesbury City Council
Ms Amanda Carroll Hawkesbury City Council
Mr Craig Johnson, Hawkesbury City Council
Ms Michelle Hookham, Be & Co
Ms Marian Shapiro, Art and Architectural mosaics

REPORT:

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

Member	28/02/2019	02/05/2019	27/06/2019	29/08/2019	24/10/2019
Councillor Barry Calvert	✓	✓	✓	A	A
Councillor John Ross	X	✓	✓	✓	✓
Ms Jessica Brunskill	A	A	A	A	✓
Mr Desmond Crane	A	✓	X	✓	✓
Mr David Gearin	✓	✓	✓	✓	✓
Ms Jennifer Moses	✓	✓	✓	✓	✓
Mr Terri Mottram	✓	✓	✓	✓	✓
Ms Alison Carpenter	N/A	✓	✓	A	✓
Mr Malcolm Wilbow	N/A	✓	A	✓	✓

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

Ms Linda Perrine left the meeting at 4:13 pm
Ms Hookham and Ms Shapiro left the meeting at 5:00 pm
Mr Johnson left the meeting at 5:45 pm

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Jessica Brunskill and seconded by Ms Jennifer Moses that the Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on the 29 August 2019 be confirmed.

ORDINARY MEETING
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SECTION 2 - Presentations to the Committee

Kurrajong Memorial Park Playground

Presenter: Craig Johnson, Hawkesbury City Council

Council Parks Project Officer, Mr Craig Johnson attended the meeting at 5:10 pm.

Mr Johnson updated the Committee on the proposed renovation of Kurrajong Park playground.

The intent of the upgrade is to:

- Maintain the shade area
- Provide inclusive play stations
- Concept designs are to be assessed for suitability based on the criteria provided
- Community members can vote for one of the three options on the Council Website:
<https://www.yourhawkesbury-yoursay.com.au/kurrajong-memorial-park-playground-upgrade>

Consultation and feedback is open until 3 November 2019.

Mr Johnson left the meeting at 5:45pm

SECTION 3 - Reports for Determination

Item: 1 Review of Council Committees - (79351)

Division: General Manager

OFFICER'S RECOMMENDATION:

That Access and Inclusion Advisory Committee members complete the electronic survey which will be distributed via email.

DISCUSSION:

Council's Director City Planning attended the meeting and explained to committee members that Council will be reviewing the current committees and working groups to create an alignment with the Community Strategic Plan.

Stage One:

A key part of this review is stage one - engaging with current committee and working group members to find out what is working and what could be improved in terms of the respective committees / working groups.

The Community Strategic Plan has five key directions being, Leadership, Environment, Assets, Community and Future

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

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The committees and working groups being engaged in the process include:

- Waste Management
- Hawkesbury Access and Inclusion
- Heritage
- Tourism
- Infrastructure
- Human Services
- Civic and Citizenship
- Floodplain Risk Management
- Environmental Sustainability
- Reconciliation Action Plan, and
- Town Centres

Stage two will involve:

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

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

Moved on the motion of Mr David Gearin and seconded by Ms Terri Mottram

COMMITTEE RECOMMENDATION:

That Access and Inclusion Advisory Committee members complete the electronic survey which will be distributed via email.

Item: 2 Mosaic Art Installation - Deerubbin Centre - (124569, 96328)

Directorate: Support Services

OFFICER'S RECOMMENDATION:

It is recommended that:

1. The information be received
 2. The Committee endorse the proposal received to install a mosaic art piece on the external wall of the Deerubbin Centre
 3. The Committee make representation to request Council provide an in principle agreement to the mosaic art piece being installed on the external wall of Deerubbin Centre
 4. Once project funding is secured, a further report be prepared for the consideration of Council that provides further details of mosaic design to seek Council approval prior to the commencement of the project.
-

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DISCUSSION:

The Committee were introduced to Ms Michelle Hookham a local private mental health and homeopathy provider and also to Ms Marian Shapiro an Art and Architectural mosaic artist. Ms Hookham established a project known as Be & Co that provides access to a range of services in a non-clinical setting, whilst creating social connections for members of the public.

Ms Hookham delivered a presentation to the Committee. Ms Hookham has successfully obtained funding to assist with the delivery of Be & Co. The presentation included a proposal that Council support an initiative to create a mosaic with Be & Co participants that can be installed on the wall of the Deerubbin Centre, where Be & Co hosts its social events.

The Artwork will be attached to the wall with brackets for easy removal in the case of vandalism and or the need for cleaning.

The Artwork would be based on symbolism in an art form. The Artwork will be in modular form, and can be added to in time. It is anticipated that this will bring different parts of the Hawkesbury together and provide opportunities for collaborations with other sections of the community for example local schools.

Be & Co are seeking support from this Committee to make representation to Council to provide in principle agreement for the mosaic art piece be installed on the external wall of Deerubbin Centre.

Ms Hookham and Ms Shapiro left the meeting at 5pm

The Committee continued to discuss this proposal and a number of comments and concerns were raised. Concerns included but not limited to the suitability of the location, the colour palette and if it the end product will be suitable for the Hawkesbury.

It was discussed that the end product is for the consideration of this committee of the process and that the proposed location of the Artwork will be on what is currently a blank wall.

The Chairperson asked for a vote on the recommendation and the vote was 6 for and 2 against in favour of supporting the recommendation.

Moved on the motion of Ms Allison Carpenter and seconded by Ms Mottram

COMMITTEE RECOMMENDATION:

That :

The information be received

1. The Committee endorse the proposal received to install a mosaic art piece on the external wall of the Deerubbin Centre
2. The Committee make representation to request Council provide an in principle agreement to the mosaic art piece being installed on the external wall of Deerubbin Centre
3. Once project funding is secured, a further report be prepared for the consideration of Council that provides further details of mosaic design to seek Council approval prior to the commencement of the project.

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SECTION 4 - General Business

Watering of Plants in Pound Paddock

Committee member noted that the plants in Pound Paddock appear insufficiently water. It was noted that Opal Cottage (North West Disability Services) provides this service. Ms Ang will investigate the possibility of exemption from restrictions to enable improved grounds maintenance on behalf of North West Disability Service.

Hawkesbury Dementia Friendly Plan

The Committee members were advised that the Draft Hawkesbury Dementia Friendly Plan will be reported to the Management Executive meeting prior to being reported to the next Council meeting.

Access and Inclusion Checklist

The Committee were advised that an updated Access and Inclusion checklist is being drafted. It is anticipated that this updated checklist will be provided to all Committee members prior to the next Committee meeting.

Audit of Public Toilets

The Committee were advised that Council has undertaken an audit of all public toilets in the Hawkesbury. It was noted that there will be a backlog in completing any works associated with this audit. Council's Building Manager will be invited to attend the next Access and Inclusion Advisory Committee meeting to provide further advice.

The meeting terminated at 6:15 pm

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

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SECTION 5 – Notices of Motion

Item: 225 **NM1 - Disaster Welfare Assistance Point - (125612, 79351)**

Submitted by: Councillor Lyons-Buckett.

NOTICE OF MOTION:

That Council:

1. Work with the Local Member and the Minister for Emergency Services pursuant to Section 501 of the Local Government Act, to have the Minister make a regulation similar to Blue Mountains City Council, whereby funds would be collected to fund emergency services including without limitation bushfire and flood, within the Hawkesbury Local Government Area.
2. Staff develop a proposal for consideration during the 2020 – 2021 budget to collect and utilise funds to implement emergency service programs within the Hawkesbury Local Government Area.
3. Investigate the possibility of designating an existing Council facility to be utilised in times of emergency as a Disaster Welfare Assistance Point (DWAP) in consultation with the NSW Office of Emergency Management (OEM), and report back to Council.
4. Consider establishing an Emergency Management Advisory Committee within Council to deal with the non-operational issues of emergency management and resilience building.

BACKGROUND

As we know, the residents of the Hawkesbury are exposed to some of the most extreme examples of Natural Disaster in Australia, most notably in relation to floods and fire.

For example, in relation to the threat of flood, the *State Government's 2017 Hawkesbury-Nepean Flood Risk Management Strategy* specifically notes that

"The Insurance Council of Australia considers this Valley to have the highest single flood exposure in New South Wales, if not Australia." Page 13

To address the issue of risk in a neighbouring Council, the State Government initiated Clause 125 under the Local Government Regulations to allow Blue Mountains City Council to collect funds for the delivery of emergency management services within the Blue Mountains City Council area. This Clause could be extended to apply to Hawkesbury City Council.

In situations such as the current bushfire emergency, there is a need for our Community to remain informed and have access to information and services in a centralised, known location. If we establish a location which can easily be set up for this purpose in the event of an emergency we can educate our Community in how to utilise it if required. This is an essential facility in situations where it has not escalated to the extreme state of forced evacuations, but on the advice of emergency services personnel, people may leave their homes or be seeking specific local information. The category of DWAP is included in the State Emergency Plan sub plan 'Welfare Services Functional Area Supporting Plan'.

As Council reviews its committee structure, the inclusion of an Emergency Management (or similarly named) Advisory Committee could be considered. Whereas there is an established hierarchy on an operational level in the event of disasters, there are many sundry functions, services, and particularly community co-ordinated resilience building initiatives and opportunities which Council could take the lead

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or be involved in. Having only a Floodplain Risk Management Advisory Committee limits attention to other emergency situations such as bushfire.

FINANCIAL CONSIDERATIONS

Amending Clause 125 under the Local Government Regulations will establish a funding source for Council to support its local community.

The establishment and operation of a Disaster Welfare Assistance Centre would only occur during times of emergency. The cost of operation could be met by the Office of Emergency Management.

The suggestion regarding a committee would become part of the current review of committee structure.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

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Item: 226 **NM2 - Passing of Joseph Hilton Blair - (138879, 79351)**

Submitted by: Councillor Richards.

NOTICE OF MOTION:

That Council:

1. Acknowledge and pay respect to Rotarian Joseph Hilton Blair, resident of Kurrajong and committed volunteer to the Hawkesbury; and
2. Amend the Code of Meeting Practice to permanently place a 'Condolences' section on the agenda of every Council meeting, so that Councillors can make special mention of individuals who have passed away and who have made a significant contribution to the Hawkesbury community.

BACKGROUND:

Joseph Hilton Blair (Joe or Joey) passed away on 13 October 2019. Joe and his wife Vivienne (Viv) are long term local Rotarians, being involved in significant fundraising and community work over many, many years.

Joe joined Kurrajong / North Richmond Rotary in 1999 and was Club President in 2006. Joe co-started the Graffiti Clean Up Day in 2008 and has been devoted to this project ever since. Joe was very passionate about his Graffiti Removal trailer and was so personally invested in removing Graffiti across the Hawkesbury, that people knew if graffiti went up overnight, Joe would have it gone by the next day.

Joe has been devoted to two other major fundraisers of the Club, being the annual 'Great Rotary Duck Race' and the 'Monster Christmas Raffle', which you may have seen every year being run from inside Richmond Marketplace.

All these funds went to local community groups, or national/international Rotary projects as identified and agreed upon by the Club.

Joe was awarded a Paul Harris Fellowship in 2011, a Rotary award given to people who go above and beyond as a Rotarian in their commitment to 'Service above Self', a long standing Rotary principle.

Joe has been on the board of Kurrajong / North Richmond Rotary for many years, holding various roles, but predominately as Director of Community Services for 17 years.

Joe and Viv transferred to Richmond Rotary in 2018 and Viv continues with that Club presently.

Joe and Viv have organised and held numerous events at their home to raise money for Rotary projects, as well as running and participating in countless Rotary BBQ's at the Showground and for local events. Because of this hard work and constant participation, Joe is well respected amongst so many in the Hawkesbury Community.

Joe's loss will be greatly felt. Joe was loved by so many and completely embodied the values of community spirit.

May we all pause for 1 minute to remember the remarkable Joe Blair.

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SECTION 5 – Notices of Motion
Meeting Date: 26 November 2019

FINANCIAL CONSIDERATIONS:

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo



ordinary
meeting

end of
business
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