



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 28 May 2019

location: council chambers

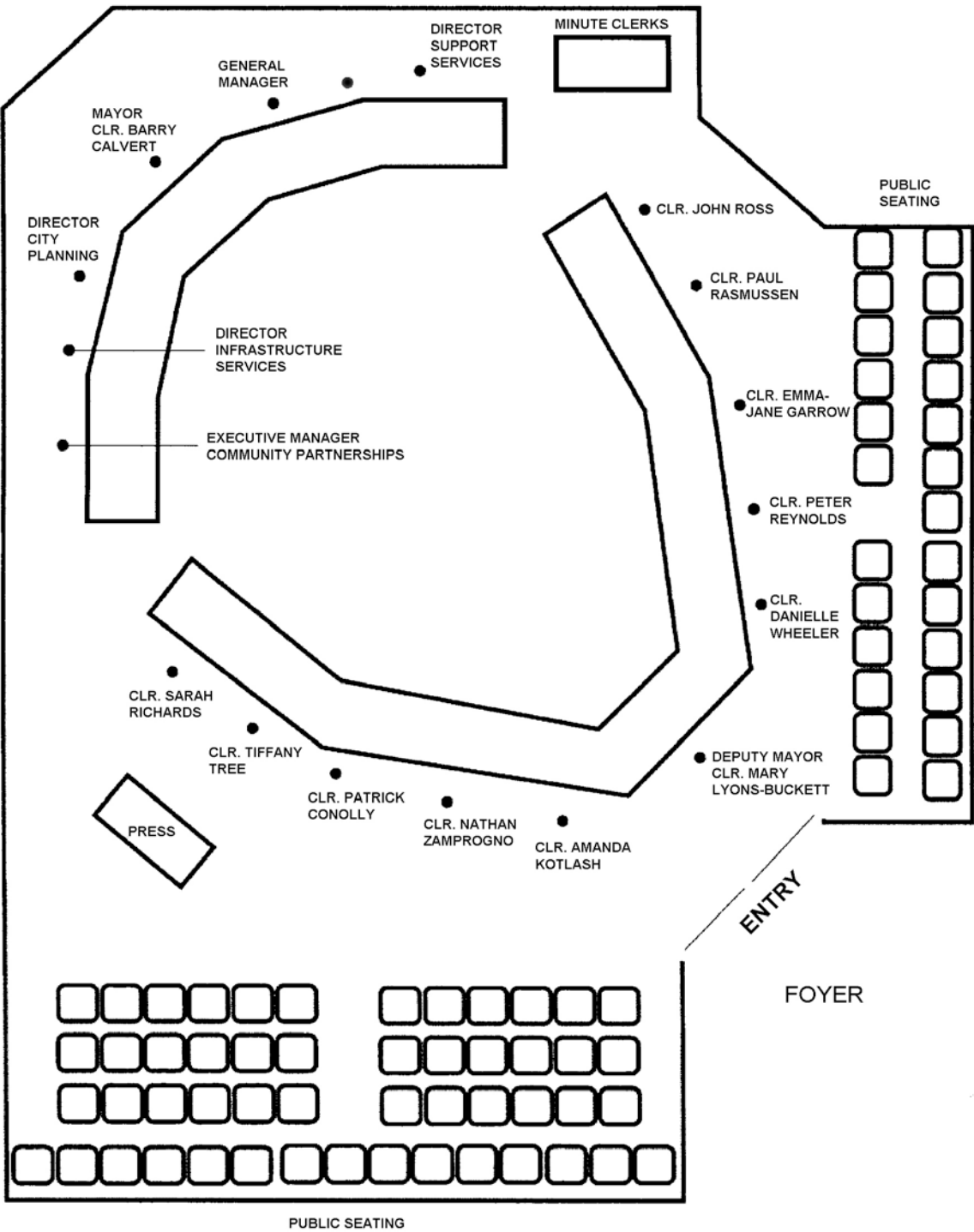
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



ORDINARY MEETING
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ORDINARY MEETING
Procedural Matters
Meeting Date: 28 May 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: 28 May 2019

ordinary

section 1

confirmation of minutes

ORDINARY MEETING
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 May 2019

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 14 May 2019

location: council chambers

time: 6:30 p.m.

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ORDINARY MEETING

Minutes: 14 May 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 14 May 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 Patrick Conolly, Emma-Jane Garrow, Amanda Kotlash, Paul Rasmussen, Peter Reynolds, John Ross, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Executive Manager - Community Partnerships - Joseph Litwin, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Michael Wearne and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

An apology for absence was received from Councillor Tree.

The General Manager advised that a leave of absence was received from Councillor Richards for the Council Meeting on 14 May 2019.

93 RESOLUTION:

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

Councillor Ross arrived at the meeting at 6.42pm.

DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

ORDINARY MEETING

Minutes: 14 May 2019

SECTION 1 - Confirmation of Minutes

94 RESOLUTION:

RESOLVED on the motion of Councillor Rasmussen and seconded by Councillor Lyons-Buckett that the Minutes of the Ordinary Meeting held on Tuesday, 30 April 2019, be confirmed.

ORDINARY MEETING

Minutes: 14 May 2019

SECTION 2 - Mayoral Minutes

Item: 085

MM - Correspondence from Revenue NSW advising of Significant Increases to the 2019/2020 Emergency Services Levy - (79353, 79351)

MOTION:

RESOLVED on the motion of Councillor Calvert.

Refer to RESOLUTION

95 RESOLUTION:

RESOLVED on the motion of Councillor Calvert.

That Council:

1. Support in principle, the changes to workers compensation in relation to volunteer and career firefighters.
2. Request that the NSW State Government fund the scheme in the first year.
3. Work with Local Government NSW, other Local Government organisations and other councils to arrange a delegation to meet with the Premier and relevant Minister to express Council's dismay in relation to:
 - a) The lack of consultation by the NSW State Government.
 - b) The timing of the decision, when most councils already have their draft budgets finalised and on public exhibition.
 - c) The financial consequences of the decision, in the case of Hawkesbury resulting in an increase of 22% - as opposed to the 2.7% Rate Cap imposed on Local Government by the NSW State Governments own Independent Pricing and Regulatory Authority.
 - d) Residents who are landowners with insurance coverage who will pay twice, once with their Local Government rates and a second time with their annual insurance premiums.
4. Advise the Member for Hawkesbury of Council's resolution in respect to this matter.

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Minutes: 14 May 2019

SECTION 3 – Reports for Determination

INFRASTRUCTURE SERVICES

Item: 077 **IS - Markets in Richmond Park and McQuade Park - (95495, 79354, 127235, 129069)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

96 RESOLUTION:

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

That:

1. Richmond Fresh Food be given approval to hold a Saturday weekly growers market at Richmond Park from 1 July 2019 to 30 June 2020 subject to the following:
 - a) Council's general park conditions.
 - b) Council's fees and charges.
 - c) The Richmond Park Plans of Management.
 - d) Satisfactory management of conflict with other users.
 - e) The stall holders using suitable matting under their stall
2. The General Manager be given authority to negotiate additional markets, if required by Richmond Fresh Food.
3. AMA Event Management not be given approval to hold monthly markets at McQuade Park, and Council enter into discussions with AMA Event Management in respect to the holding of markets in an alternate location within the Local Government Area.
4. Consideration of other opportunities for markets be explored as part of the City Deal Liveability project to activate and revitalise the Windsor, South Windsor and Richmond Town Centres.
5. A Local Government Area wide markets strategy and policy be brought to Council for consideration no later than March 2020.

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Minutes: 14 May 2019

SUPPORT SERVICES

Item: 078 **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

Division: Support Services

MOTION:

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

Refer to RESOLUTION

97 RESOLUTION:

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

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

Item: 079 **SS - Provision of Information and Interaction between Councillors and Staff Policy - (95496, 96333)**

Previous Item: 129, Ordinary (29 June 2010)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

98 RESOLUTION:

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

That:

1. The Provision of Information and Interaction between Councillors and Staff Policy, attached as Attachment 1 to this report, be placed on public exhibition for a period of 28 days.
2. At the expiration of the public notification exhibition process outlined in Part 1 above, the following action be taken:
 - a) Should any submissions be received regarding the Provision of Information and Interaction between Councillors and Staff Policy, a further report be submitted to Council, or

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- b) Should no submissions be received, Council adopt the Provision of Information and Interaction between Councillors and Staff Policy, as attached as Attachment 1 to this report.

Item: 080 **SS - Gifts and Benefits Policy for Councillors and Staff - (95496, 96333)**

Previous Item: 045, Ordinary (28 February 2017)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

99 RESOLUTION:

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

That:

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

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Minutes: 14 May 2019

SECTION 5 – Notices of Motion

Item: 081 NM - Illegal Rubbish Dumping in Hawkesbury Local Government Area - (79351, 125612)

MOTION:

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

Refer to RESOLUTION

100 RESOLUTION:

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

That Council:

1. Work with the Member for Hawkesbury, Robyn Preston MP and applicable State government agencies to develop a system for collection of rubbish dumped on roadsides and in reserves.
2. Collect data on the nature and location of dumped rubbish collected by Council and referrals to other agencies to collect dumped rubbish. Such data will assist and inform us in our advocacy to devise the most efficient and effective method of dealing with the problem of dumped rubbish in outer urban-rural interface areas.
3. Provide to the public, information and rationale for our Council no longer being part of the RID squad.
4. Engage with local real estate agents to ensure that Council is not left with the cleanup expenses of end of lease kerbside dumping, and the possibility of assuring that this provision is written as part of outgoing lease inspections and how this ties in with the Tenancy Act.
5. Compile a list of outstanding Council issues raised previously with Mr Perrottet which have not been actioned, for Ms Preston, so she can familiarise herself with these prior to follow up meetings on those matters.

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QUESTIONS FOR NEXT MEETING

Item: 082

Councillor Questions from Previous Meetings and Responses - 30 April 2019 - (79351)

Responses and Questions in relation to previous Questions for the next Meeting - 30 April 2019 were provided.

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#	Councillor	Question	Response
1	Wheeler	Requested information on the cost to Council of residents using the Snap Send Solve application.	The General Manager
2	Garrow	Requested information how khaki weed has infiltrated Don't Worry Oval and also requested that this matter be dealt with quickly to stop it impacting local businesses.	The Director Infrastructure Services
3	Garrow	Requested a record of attendance for Councillors to Council meetings during the current term of Council, including meetings that have not been attended in full with late arrivals and early departures.	The Director Support Services
4	Ross	Enquired as to how Council can deal with heavy vehicles offloading their trailers at the junction of Macquarie and George Streets, South Windsor, on the South Creek side of the roads, specifically: <ul style="list-style-type: none">• Is this RMS land or Council land?• Is this a designated drop off point for the heavy vehicles?• Can Council possibly designate another area for these operations?	The Director City Planning
5	Ross	Enquired as to what the delay is in getting heritage signage installed in the Hawkesbury Local Government Area.	The Director City Planning
6	Ross	Enquired as to whether Council has undertaken measurement of PFAS input at the Council sewage treatment plants, and further, is Council to consult with the Commonwealth Government as to whether this is required or not.	The Director Infrastructure Services
7	Garrow	Enquired as to what Council's process is on dog attacks on people, pets and livestock in the Local Government Area.	The Director City Planning

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CONFIDENTIAL REPORTS

101 RESOLUTION:

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

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: 083 GM – Confirmation of Preferred Site and Execution of Memorandum of Understanding with Police Citizens Youth Clubs NSW Ltd to establish a Police Community Youth Club – (79351, 93487, 138161)

*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 Council property and it is considered that the release of the information could, 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: 084 IS – Extension of Contract No 00974 – Collection, Transportation and Disposal of Biosolids from South Windsor and McGraths Hill Sewage Treatment Plants – (95495, 112179)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d) of the Local Government Act, 1993 as it relates to details concerning tenders for the supply of goods and/or services to Council and the information is regards as being commercial information of 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 a n 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.

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.

Councillor Ross requested that his name be recorded as having voted against the motion.

102 RESOLUTION:

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

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Item: 083 **GM - Confirmation of Preferred Site and Execution of Memorandum of Understanding with Police Citizens Youth Clubs NSW Ltd to establish a Police Community Youth Club - (79351, 93487, 138161)**

Previous Item: 121, Ordinary (8 May 2018)
 199, Ordinary (14 August, 2018)
 15, Ordinary (12 February 2019)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

103 RESOLUTION:

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

That Council adopt the Officer's Confidential Recommendation as outlined in this report.

Councillor Ross requested that his name be recorded as having voted against the motion.

Item: 084 **IS - Extension of Contract No 00974 - Collection, Transportation and Disposal of Biosolids from South Windsor and McGraths Hill Sewage Treatment Plants - (95495, 112179)**

Previous Item: 109, Ordinary (31 May 2016)

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

104 RESOLUTION:

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

That:

1. The current contract for the "Collection, Transportation and Disposal of Biosolids from South Windsor and McGraths Hill Sewage Treatment Plants" with Bettergrow Pty Ltd be extended
-

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until midnight on 30 June, 2021 with the new price of \$80.00 per wet tonne (fixed for the two year period).

2. The Seal of Council be affixed to any necessary documentation.

Councillor Ross requested that his name be recorded as having voted against the motion.

The meeting terminated at 9.02pm.

Submitted to and confirmed at the Ordinary meeting held on 28 May 2019.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 28 May 2019

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SECTION 2 – Mayoral Minute
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SECTION 2 – Mayoral Minutes

No Mayoral Minutes.

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ordinary

section 3

reports
for determination

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SECTION 3 – Reports for Determination
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SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 086 **GM - 2019 Hawkesbury Local Business Awards - (79351, 80198)**

Division: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider sponsorship of the 2019 Hawkesbury Local Business Awards. The 2019 Hawkesbury Local Business Awards will be launched during the business week commencing on Monday, 1 July 2019 and conclude with an Awards night to be held on Wednesday, 18 September 2019.

EXECUTIVE SUMMARY:

Precedent Productions Pty Ltd, the organiser, has approached Council seeking sponsorship of the 2019 Hawkesbury Local Business Awards. Precedent Productions manages around 27 Local Business Awards programs throughout the Sydney, Hunter and Illawarra regions.

Consideration is to be given to the sponsorship of the Local Business Awards as it is an important way in which Council can show support and encouragement for the local business community.

RECOMMENDATION SUMMARY:

It is recommended that Council sponsor the 2019 Hawkesbury Local Business Awards, as a major sponsor, to the value of \$5,500 plus GST and that a Sponsorship Agreement be entered into with Precedent Productions Pty Ltd, for the running of the 2019 Awards.

REPORT:

Context and Background

Council has been a sponsor of the Hawkesbury Local Business Awards since 2004 and needs to consider whether it wishes to be a sponsor at the 2019 Hawkesbury Local Business Awards.

Precedent Productions, the organiser, has invited Council to again sponsor the Awards and has suggested that Council continues to be a major sponsor of the event at the value of \$5,500 (plus GST) based on the same terms and conditions as previous years. The value of the sponsorship is unchanged from that provided for the 2018 Hawkesbury Local Business Awards. A copy of the letter of request for sponsorship is included as Attachment 1 to this report, together with a copy of the Awards Brochure, which is included as Attachment 2 to this report.

The Awards provide an opportunity for the business community to recognise business success, achievement and leadership on an annual basis. The Awards can also be a promotion and advertisement strategy for local business. Therefore, the Awards are an important way in which Council can support business and local jobs.

Council will receive considerable media coverage throughout the 11 week program as a major sponsor via:

- Electronic media (Awards website, hyperlink to Council website, e-newsletter)

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- Local newspaper coverage (editorials, Award advertisements)
- Facebook campaign (winners' announcement page, dedicated sponsor posts)
- Sponsor logo (all promotional material including printed coupon pads distributed to businesses, finalist information sheets and certificates, invitations, winners' posters, promotional material and signage on the presentation evening).

Detailed history including previous Council decisions

Council has been a major sponsor of the Awards since 2004. Details from the 2018 Award Program evaluation report indicates that for that year, some 679 businesses were registered to participate. A total of 5,899 business nominations were received, 234 businesses were finalists and Awards were presented across 31 business categories. The presentation evening attracted 473 attendees.

Policy considerations

The Council Policy relevant to Council's decision in this matter is the Sponsorship Policy which was adopted by Council in March 2009. The recommendations within this report are consistent with that policy.

Further, under Council's draft Gifts and Benefits Policy for Councillors and staff, Councillors are entitled to accept a ticket to this Awards Night if Council resolves to enter into a sponsorship agreement with the organisers - Precedent Productions Pty Ltd.

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 Future

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

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

Discussion

The Awards night is the largest gathering of Hawkesbury businesses at any one event in the year.

Details of the Awards Program include:

- Nominations open on Monday, 1 July 2019 and close on Tuesday, 23 July 2019.
- Entry into the Awards is by customer nomination of a business by visiting the Awards website, submitting the form provided in one of the local Media Partners or via the business premises;
- Businesses can provide additional information to showcase their achievements relating to business history, business marketing, staff training, business and environmental sustainability, business successes during the past 12 months, support to the community, and business plans for the future;
- Finalists are selected based on the number of online and printed nominations they receive from the public in their specific category. The most popular businesses will be selected;
- Finalists are judged based on a two stage process: (i) the information provided by the business, and (ii) an anonymous visit by a judge. If a visit to the premises is not possible, the business will be

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judged by the business website and online presence (social media, advertising, etc.), and judges may conduct impromptu telephone interviews;

- To proceed to the final stage, finalists need to meet five qualifying criteria to include: the business is identified with clear signage; its overall appearance (clean and maintained); appropriately dressed staff; customer acknowledgement on entry; and display presentation;
- Anonymous judges will visit the business premises of each finalist and evaluate them based on their ability to deliver on the fundamental principles of quality customer service. The principles of quality customer service include, but are not limited to, customer service, range and/or presentation of products/services, value for money and the overall business presentation, including the online presence of the company and the online experience provided to the customer;
- Promotion of the Awards will be by the Awards' media partner – The Hawkesbury Courier;
- Each Program offers categories for outstanding operators and employees of businesses. These categories include Business Person of the Year and Youth Award. An overall category for each area is the Business of the Year and this is selected from all the local category winners;
- An Award will be presented for Community Access and Inclusion in recognition of those businesses that have made their business and services accessible and inclusion of the whole community (judging of this Award is by representatives of Council's Access and Inclusion Advisory Committee); and
- Award winners receive trophies, media coverage and other gifts.

Council will receive a written report following the Awards detailing the outcome for Hawkesbury businesses including the participation statistics regarding nominations, business finalists, and attendees at the Business Awards presentation night.

Financial Implications

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

Fit For The Future Strategy Considerations

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

Conclusion

That sponsorship of the 2019 Hawkesbury Local Business Awards at a cost of \$5,500 plus GST, be approved.

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RECOMMENDATION:

That:

1. Council sponsor the 2019 Hawkesbury Local Business Awards to the value of \$5,500 (excluding GST).
2. A Sponsorship Agreement be entered into with Precedent Productions Pty Ltd for the 2019 Local Business Awards.

ATTACHMENTS:

- AT - 1** Precedent Productions' letter to Council seeking sponsorship of the 2019 Hawkesbury Local Business Awards.
- AT - 2** 2019 Hawkesbury Local Business Awards Brochure.

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SECTION 3 – Reports for Determination
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**AT - 1 Precedent Productions' letter to Council seeking sponsorship of the
2019 Hawkesbury Local Business Awards**

precedent

30 April 2019

Jan Readford
PA to Director of Support Services.
Hawkesbury City Council
366 George Street
Windsor NSW 2756



Dear Jan,

2019 Hawkesbury Local Business Awards Major Sponsorship

The Hawkesbury Local Business Awards will once again be presented in 2019. The success of the program, for over 28 years has seen acknowledgement for businesses, their teams and owners. It is regarded as one of the major business events for the local area where the general public participate in nominating their favourite businesses.

Each year the program is a result of the strong support by the awards sponsors. We invite Hawkesbury City Council to give consideration in sponsoring the Hawkesbury Local Business Awards. The benefits are included and listed in the attached Sponsorship Proposal. We are happy to offer the following:

Sponsor Type	Normal Rate	Special Rate
Major	\$8,500.00 + gst	\$5,500 + gst

Key Dates for the 2019 Hawkesbury Local Business Awards.

Date	Action
Monday 17th June	Sponsorship Deadline
Monday 1st July	Nominations Open
Wednesday 18th September	Presentation Evening at Windsor Function Centre

To confirm Hawkesbury City Council's sponsorship, please sign the Sponsorship Agreement on the following page and email this to chris@precedent.net

We look forward to working with you on this prestigious awards program.

Yours sincerely

Chris Jamgotchian
Project Manager

Precedent Productions Pty Ltd — ABN 35 052 469 799
1st Floor 30 Floss Street Hurlstone Park NSW 2193 — PO Box H211 Hurlstone Park NSW 2193
Telephone: (02) 8577 5060 — Facsimile: (02) 8577 5066 — Email: steveloe@precedent.net

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2019 LOCAL BUSINESS AWARDS SPONSORSHIP AGREEMENT

PROGRAM	Hawkesbury
SPONSOR LEVEL	Major
AMOUNT	\$5,500 plus GST

Program Details

Nominations Open	Monday 1st July
Presentation Night	Wednesday 18th September
Venue	Windsor Function Centre

Sponsor Details

Company Name	Hawkesbury City Council
Contact Person	Jan Readford
Phone	4560 4579
Email	jan.readford@hawkesbury.nsw.gov.au

I confirm that the details in the Agreement are correct and that I am authorised to enter into an agreement on behalf of Hawkesbury City Council.

Signed: _____ Date: _____

Name in Full: _____

Authorised on behalf of Precedent Productions

Signed: _____ Date: 30 April 2019
Steve Loe, Managing Director

PLEASE SIGN AND RETURN TO PRECEDENT PRODUCTIONS
chris@precedent.net

ORDINARY MEETING
SECTION 3 – Reports for Determination
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precedent

2019 Major Sponsor Coverage



Finalists and Winners Lists	Access to Finalists and Winners lists
Electronic Media	Sponsors highlighted on website Hyperlink to sponsor's landing page One e-newsletter sponsor profile
Local Newspaper Coverage	Logo in two awards advertisements Mentioned in editorials throughout 12 week program
Facebook Campaign	Sponsor logos on winners' announcement page Dedicated posts as provided by sponsor Share any important posts on request
Sponsor Logo	Printed coupon pads distributed to businesses Finalist Certificates Finalist Information Sheets Invitations Presentation Evening Program
Presentation Evening	30 second Audio Visual Commercial Sponsor logo appearing on Large Screen Speaking opportunities Presentation of 3-6 categories Six Complimentary Tickets Sponsor logo on Winners Posters Promotional material at event (provided by sponsor) Signage in venue (provided by sponsor)

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AT - 2 2019 Hawkesbury Local Business Awards Brochure



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The brand that local businesses aspire to

The Local Business Awards logo has become a recognisable symbol for local business excellence in 27 areas of Sydney, the Hunter, and the Illawarra. The program recognises and honours the outstanding businesses in a vast number of industry categories.

Established by Precedent Productions over 30 years ago, the Local Business Awards brand has blossomed into a program that is well-respected by the general public and that businesses of the local community aspire to.

This extensive awards program continues to involve the community in many ways including:

- 225,000 nominations from the public
- 24,000 registered businesses of the awards
- 12,000 businesses people celebrating at the presentation evenings with their teams, family and friends
- Extensive coverage in media partner publications
- Over 19,000 followers across Facebook and Instagram

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Award Areas

- Blacktown City
- Camden
- Campbelltown
- Canberra
- Canterbury Bankstown
- Central Coast
- Cumberland
- Fairfield City
- Hawkesbury
- Hornsby
- Hunter
- Illawarra & South Coast
- Inner West
- Liverpool City
- Mt Drutt & St Marys
- North Shore
- Northern Beaches
- Northern Districts
- Parramatta
- Penrith City
- Randwick City
- Southern Highlands
- St George
- Sutherland Shire
- Sydney Hills
- Waverley
- Wollondilly



The Local Business Awards aims to:

- Deliver a high profile program throughout Sydney, Hunter and Illawarra regions
- Acknowledge the drive and dedication required to succeed in business and recognise the best in the industry locally
- Present businesses with marketing tools that take them to a new level within their region, while also enhancing the acquisition of new customers from beyond their local areas
- Provide sponsors with a unique marketing opportunity that allows their products or services to be promoted to various markets, by either focusing on specific regions or particular categories that the Local Business Awards cover
- Provide the general public with a source of information that acts as a guide to some of the state's most outstanding businesses in each specific categories
- Provide unique networking opportunities for all participants - sponsors, local government, businesses and the general public

How the Program Works

Editorials will feature in each media partner during the Local Business Awards program.

Week 1

- Nomination coupons available in print, delivered to sponsors and on Local Business Awards website
- Awards launch editorial
- Awards advertisement appears in media partner newspaper

Week 2

- Dedicated sponsor advertisement in media partner newspaper
- Nominations collated

Week 3

- Awards progress editorial

Week 4

- Voting closes
- Finalists determined

Week 5

- Finalist kits delivered to successful businesses

Week 6 – 8

- Judging period for all Finalists

Week 9

- Finalists prepare and submit online documents detailing their business

Week 10

- Finalist Feature appears in media partner newspaper

Week 11

- Presentation Evening held for Finalists, Sponsors and Dignitaries

Week 12

- Winners Feature to appear in media partner newspaper
- Dedicated sponsor advertisement congratulating winners



24,000

REGISTERED
BUSINESSES

225,000

PUBLIC
NOMINATIONS

5,500

AWARD
FINALISTS

12,000

PRESENTATION
ATTENDEES

2018 Local Business Awards Statistics

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Communication

The twelve week Local Business Awards program is highly visible through various mediums throughout the program. This consists of weekly editorials and advertising in local publications outlining the progress of the Awards. There are also two multipage features that highlight the successful Finalists and Winners.

Communication through direct telephone contact and four e-newsletters for each program provides a personalised approach regarding their program and also offers the opportunity to promote sponsors directly to our dedicated market.

Social media coverage includes an extensive Facebook campaign throughout the Local Business Awards program. Instagram provides a connection between followers and the Local Business Awards with live updates of the presentation evening and night.

The Local Business Awards website provides interaction between local businesses and the program. Sponsors will also be provided with hyperlinks directed to their own websites to take advantage of the website traffic.

Nomination & Judging

Judging revolves around the customer experience. There are four stages to the Awards process:

1. The Awards begin with the call for public nominations of outstanding local businesses
2. At the close of nominations, all coupons and online votes are collated and those businesses receiving the greatest number of votes in each category become finalists
3. Finalists are assessed by a panel of judges who conduct their evaluations at separate visits anonymously, where possible. Business websites and social media are also reviewed by the judges
4. Business information is submitted directly from each Finalist

Winners are determined by the judges' evaluations and the submitted business information provided by the Finalists.



www.thebusinessawards.com.au

409,000
UNIQUE USERS*

551,000
SESSIONS*

1.21million
PAGE VIEWS*



/localawards
8k followers



@localbusinessawards_
11k followers

* JAN 2018 TO SEP 2018

Benefits

As a Sponsor, benefits include:

- Recognition as a supporter of a reputable program whose status is confirmed within the business community and among the general public
- Align with a high profile awards program that is recognisable in local communities
- Opportunities to associate with the local area's most dynamic and successful business people
- Media exposure throughout the twelve weeks of each program sponsored
- Selection from a number of programs that best suit your company's marketing strategy, allowing you to target specific audiences
- Networking with other sponsors and supporters, including other businesses, media partners and local government

Major & Support Sponsorship

The Local Business Awards has been celebrating the success of business for 35 years.

Businesses competing in the awards program place great importance upon the recognition that the program provides; a rare moment of acknowledgement for the hard work, determination, and physical, financial and emotional investment required to run a successful business. Winning a Local Business Award is an immensely valuable tool for local business people; helping businesses achieve their current goals and set new goals for the future.

Sponsorship of the Local Business Awards is the ideal way to become a supporting face of a program which captures the hearts and minds of local communities, local business people and their teams. The program offers business a highly trusted, consistent source of reward and measurability of business performance. For a sponsor, support of the awards program is in turn viewed as support of both the local and business communities; sponsorship is viewed in turn as an alignment of the business community.

Your involvement in the 2018 Local Business Awards gives you a unique opportunity to access a targeted niche market of dynamic, enterprising business people.



Major Sponsor

\$8,500 per program plus GST

Finalists and Winners Lists

Access to Finalists and Winners lists

Electronic Media

Sponsors highlighted on website
Hyperlink to Sponsor landing page
One eNewsletter Sponsor profile

Local Newspaper Media Coverage

Logo in Feature advertisement
Logo in Winners Feature advertisement
Mentioned in editorials throughout 12 week program

Facebook Campaign

Sponsor logo on winners' announcement graphic
Dedicated post as provided by sponsor
Share any important posts on request

Sponsor Logo

Newspaper Advertisement
Printed coupon pads

Finalist Certificates

Finalist Information Sheets
Invitations

Presentation Evening Program

Presentation Evening

30 second Audio Visual Commercial
Sponsor logo appearing on Large Screen
Speaking opportunities

Presentation of 3-6 categories

Six Complimentary Tickets

Logo on Award Trophies

Promotional material at event

Signage at venue (provided by sponsor)

Sponsor logo on Winner's Poster

Support Sponsor

\$4,500 per program plus GST

Finalists and Winners Lists

Access to Finalists and Winners lists

Electronic Media

Sponsors highlighted on website
Hyperlink to Sponsor landing page

Local Newspaper Media Coverage

Logo in Feature advertisement
Logo in Winners Feature advertisement
Mentioned in editorials throughout 12 week program

Facebook Campaign

Sponsor logo on winners' announcement graphic

Sponsor Logo

Newspaper Advertisement
Printed coupon pads

Finalist Certificates

Finalist Information Sheets
Invitations

Presentation Evening Program

Presentation Evening

Sponsor logo appearing on Large Screen
Speaking opportunities

Presentation of 1 - 3 categories

Two Complimentary Tickets

Promotional material at event

Signage at venue (provided by sponsor)

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oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 087 **GM - Council's Media Policy - (79351)**

Previous Item: 39, Ordinary (13 March 2007)
 278, Ordinary (28 November 2007)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to update Council's Media Policy. The proposed updates have been developed to ensure Council's Media Policy is consistent with the Code of Conduct and best practice from other organisations.

EXECUTIVE SUMMARY:

Council has a Media Policy that describes Council's purpose with regard to the media, including the specific roles and responsibilities and the process for dealing with the media. The current Policy was last reviewed in 2007.

Council staff have recently completed a major review of this Policy, with the aim of improving the Policy to be more in line with the current media landscape, including digital media. An assessment of the Media Policy has also been undertaken against best practice by an independent consultant. Minor suggestions were made following the assessment and these have been incorporated into the document. The revised Media Policy now incorporates a much a wider range of information than the current Media Policy.

This report recommends that the draft revised Media Policy be placed on public exhibition and, if there are no submissions, the Policy be adopted by Council.

RECOMMENDATION SUMMARY:

That the revised Council's Media Policy be placed on public exhibition.

REPORT:

Context and Background

Council's Media Policy describes Council's purpose with regard to the media, roles and responsibilities and the process for dealing with the media.

Council staff have recently completed a major review of the Media Policy (the Policy) to include a wider range of information than the current Policy. The Draft Policy is included as Attachment 1.

As part of the review the Purpose, Scope, Objectives have all been updated to reflect changes in the current media landscape. The Purpose of the Policy is to provide open and clear communications and to strengthen the existing relationships Council has with the media. The Scope of the Policy establishes Council's approach to responding to and initiating media contact.

The Objectives of the Policy identify coordinated communication, adherence to established protocols, the official spokespeople, media opportunities and promotion and the mitigation of risk.

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The Roles and Responsibilities have also been updated with reference to key stakeholders, particularly Councillors and Council officers including staff members, volunteers, contractors and service providers.

The other significant update includes a reference to Digital Media, the websites and social media sites that Council has responsibility for and the actions that Council will be taking to manage those sites.

As part of the update a number of Media Policies from other Councils have also been reviewed. The proposed changes are consistent those policies.

An assessment of the updated Policy has also been undertaken against current best practice by an independent consultant. Minor suggestions were made following the review and these incorporated into the document.

The Policy has also been restructured to fit into Council's new Policy template, which includes tracking of amendments, linking relevant documents, identifying the responsible officer and nominating a review date for the Policy.

Detailed History, including previous Council decisions

Council's existing Media Policy was adopted on 13 March 2007.

Policy considerations

The new version of the Policy is formatted in a manner that is consistent with other recently developed policies. This format includes subheadings clearly outlining aspects of the Policy such as Purpose, Scope, Objectives, Definitions, and Roles and Responsibilities. These subheadings make the Policy much easier to interpret, for example by providing clear definitions for technical terms used within the Policy, and also ensure that key information, such as responsibilities of particular Council positions, can be quickly located.

Consultation

This matter was presented at the Councillor Briefing Session held on 16 April 2019.

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. The community engagement process proposed in this report meets the criteria for the minimum level of community engagement required under Council's Policy.

Accordingly, the revised Media Policy will be placed on public exhibition for 28 days.

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.

1.2.1 Provide open and clear lines of communications 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.

Financial Implications

There are no financial implications applicable to this report.

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Fit For The Future Strategy Considerations

This matter is not specifically aligned with a Fit For The Future Strategy.

Conclusion

The changing media landscape, especially with the development of a range of digital media has highlighted a need to update the existing Media Policy.

It is proposed that the Council's Media Policy be placed on public exhibition for a period of 28 days and if no submissions are received the Policy be adopted.

RECOMMENDATION:

That:

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

ATTACHMENTS:

AT - 1 Draft Media Policy - *(Distributed under separate cover).*

oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 088 **SS - March 2019 Quarterly Budget Review Statement - (95496, 96332)**

Previous Item: 143, Extraordinary (13 June 2018)

Division: 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 2018/2019 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 recommended changes and reasons for major variances.

The Responsible Accounting Officer has therefore revised Council's income and expenditure for the 2018/2019 financial year and recommends to revise estimates in line with Council's financial performance as at the end of March 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 third quarter of the 2018/2019 financial year,
- The resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement - March 2019 notes that proposed favourable Budget variations are in excess of proposed unfavourable variations. It therefore recommends a number of variations that result in an overall Surplus budgeted position. It is proposed that the Surplus is budgeted to be transferred to the Contingency Reserve resulting in an overall balanced budget being maintained. Refer to Attachment 1 to this report.

RECOMMENDATION SUMMARY:

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).

Accordingly, adjustments to the adopted Budget were submitted to and adopted by Council on:

- 27 November 2018 as part of the September 2018 Quarterly Budget Review Statement
- 26 February 2019 as part of the December 2018 Quarterly Budget Review Statement.

The Quarterly Budget Review Statement - March 2019 notes that proposed favourable Budget variations are in excess of proposed unfavourable variations. It therefore recommends a number of variations that result in an overall Surplus budgeted position. It is proposed that the Surplus is budgeted to be transferred to the Contingency Reserve resulting in an overall balanced budget being maintained. 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 Fit for the Future Ratios, as planned in its Long-Term Financial Plan.

Detailed History, including previous Council decisions

Council adopted its Operational Plan for 2018/2019 on 13 June 2018. Subsequently, on 28 August 2018, Council adopted budgets to be carried forward from 2017/2018 to the 2018/2019 financial year. Accordingly, the amounts carried forward were added to the Budget included within the Adopted 2018/2019 Operational Plan.

Further adjustments to the adopted Budget were submitted to and adopted by Council:

- 27 November 2018 as part of the September 2018 Quarterly Budget Review Statement
- 26 February 2019 as part of the December 2018 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, available at <https://www.olg.nsw.gov.au/sites/default/files/Quarterly-Budget-Review-Statement-for-NSW-Local-Government.pdf>

Consultation

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

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

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

Discussion

Financial Position

The Quarterly Budget Review Statement - March 2019 notes that proposed favourable Budget variations are in excess of proposed unfavourable variations. It therefore recommends a number of variations that result in an overall Surplus budgeted position. It is proposed that the Surplus is budgeted to be transferred to the Contingency Reserve resulting in an overall balanced budget being maintained. Refer to Attachment 1 to this report.

Council is in a satisfactory short term financial position and remains on track to achieve the required Fit for the Future Ratios, as planned in its Long-Term Financial Plan. However it will be critical that economic conditions are closely monitored. Two major economic conditions are currently impacting on Council's budgets and operations, namely:

- The housing market, with 3.2% decline in Sydney real estate market over the last quarter, continues to impact some of Council's main revenue lines.
- On the expenditure side, unprecedented infrastructure spending across a range of projects, by different levels of government, is impacting on Council's ability to deliver projects on time within the set budget. In a very active market, it is becoming increasingly difficult to attract suitable staff and to secure contractors. The limited availability of contractors and the increased levels of infrastructure projects are also resulting in inflated prices being faced during some procurement process.

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 2019. Unfavourable trends relating to expenditure outside Council's control are also proposed to be adjusted for the same period.

Attachment 1 to this report (distributed under separate cover) includes an executive summary of Council's financial performance as at the end of the third quarter of 2018/2019, 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. Variations that are considered more significant and that require Council's attention are listed below.

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The more significant items of the March 2019 Quarterly Budget Review Statement include:

- ***Income Adjusted as a result of Property Market Downturn – Net Unfavourable Variance \$105K***

As part of the December 2018 Quarterly Budget Review, a number of unfavourable variations to income lines were necessary to reflect the impact of the downturn in the property market being experienced at the time due to:

- Tighter lending conditions due to APRA imposed prudential legislation, the Banking Royal Commission and reduction in property values making it more difficult for lenders to use equity to refinance or gain bridging finance;
- Deferrals in property investments due to the upcoming election and changes proposed for the gearing of property and Capital Gains Tax,
- Market correction to the property boom; and
- Reduced foreign investment due to the slowing of the global economy.

In the third Quarter of 2018/2019, the Sydney Property Market has continued to experience a significant downturn.

There are several income lines that are impacted by the property market, with reduced housing sales and slower levels of development and housing construction.

As a result of the continued property market downturn and the associated drop in lodgements, the following unfavourable variances are included in this Quarterly Budget Review Statement, in order to adjust the budget to the forecasted end of year result:

- Section 603 Certificates reduced by \$27K. As at the end of the reporting period had earned 56% of the full year budget, being \$60K of \$108K;
- Construction Certificates reduced by \$27K. As at the end of the reporting had earned 69% of the full year budget, being \$137K of \$198K;
- Plumbing and Drainage Inspections reduced by \$26K. As at the end of the reporting period had earned 64% of the full year budget, being \$100K of \$156K; and
- Development Applications reduced by \$25K. As at the end of the reporting period this income line was in line with budgetary projections, but has since significantly slowed, requiring the unfavourable variance.

- ***General Rates – Net Favourable Variance \$204K***

A variable variance of \$204K 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.

- ***Plant Replacement – Net Favourable Variance \$74K***

A review undertaken of budgeted plant replacement has resulted in the deferral of two vehicles, as the condition of the vehicles was better than projected at the time of the development of the Original Budget.

- ***Independent Hearing and Assessment Panel Costs – Net Favourable Variance \$50K***

The Local Planning Panel has not been required to meet each month, resulting in a net favourable variance of \$50K.

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- ***Compliance Certificate Income – Favourable Variance \$31K***

An increase in Compliance Certificate Income of \$31K has resulted from the next stage of lots being released by the Redbank development.

- ***Sewerage Management Facility Income – Favourable Variance \$27K***

Due to changes in processes to enable an increase in the number of inspections per month, the projected end of year result for Sewerage Management Facility Income has increased by \$27K.

- ***Swimming Pool Program Income – Unfavourable Variance \$61K***

The Quarterly Budget Review Statement includes a decrease in the income projected to be earned in relation to the annual Swimming Pool Program. The resources available for this Program have been dealing with pool complaints and property sales and Council has not been in a position to undertake the previous proactive Swimming Pool Inspection Program. This Program has been revised for the 2019/2020 year and beyond to reflect Council resources.

- ***Compliance Fines – Unfavourable Variance \$33K***

This budget has been impacted by the shortage in staff, resulting in a projected result \$33K less than the Full Year Budget. An unfavourable variance of this amount is included in this Quarterly Budget Review Statement.

- ***Investment Property Revaluation – Unfavourable Variance \$30K***

In line with Accounting Standards, a full revaluation of Council's Investment Property Portfolio is required at least every three years. The full revaluation is required this financial year and \$30K has been included in this QBRs.

- ***Companion Animal Shelter Income – Net Unfavourable Variance \$28K***

Companion Animal Shelter Income in relation to impounding and sales has been reduced by \$28K. Due to the current capital works, the number of kennels available has been reduced in the short term and the Shelter has been required to reduce the price charged for the purchase of dogs.

- ***Veterinary Fees – Unfavourable Variance \$21K***

There have been a larger number of cats received by the Shelter and these have been required to be de-sexed before they can be re-homed. This has resulted in an increase of \$21K being included in this Quarterly Budget Review Statement.

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

Tendered prices exceeded the budget allocation and the externally prepared estimate. This was, in part, due to further deterioration of associated drainage infrastructure. Funding is available within the drainage renewal budget to accommodate this element (\$100K). Deferral of lower priority path and paving upgrade works in the same park is proposed, and these works will be included in future programs associated with the Park (\$85K).

- ***Grants – Additional Works and Programs Totalling \$605K***

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:

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- *Privately Owned Heritage Remediation (Stage 2)* – The Office of Environment and Heritage has granted Council \$250K for the second stage of the Privately Owned Heritage Remediation as part of the Heritage Near Me Funding Program.
- *Air-Conditioning Renewal at Fire Control Centre* – The Rural Fire Service has granted Council \$150K for the renewal of air-conditioning at the Fire Control Centre.
- *Annual Program Funding* – Create NSW has granted Council \$105K towards the costs of providing arts and cultural activities and programs at the Hawkesbury Regional Gallery and Hawkesbury Regional Museum.
- *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. An amount of \$25K has been received and incorporated into the QBRS.
- *Indigenous Garden* – Create NSW has granted Council \$75K towards the development of an Indigenous and endemic edible garden at the Hawkesbury Regional Museum.

- **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 Reserve* – An increase of \$39K for Section 64 Plan Development Contributions (Sewer) has been included, in line with contributions received.
- *Section 7.11 Extractive Industries* – In line with the amount forecasted to be received by the end of the financial year, the amount budgeted for contributions paid by extractive industries has been reduced by \$75K.
- *Workers Compensation Reserve* – An increase of \$120K has been included to fund additional expenditure projected to the end of the financial year. The majority of the increase is attributable to a long standing and ongoing claim relating to a single employee.
- *Legal Services Reserve* – This Reserve was established to cover unexpected large legal cases, outside budget projections. An additional \$50K is required to cover expected legal expenses for the remainder of the financial year. It is proposed this budget adjustment is funded from this Reserve.
- *Property Development Reserve* – An amount of \$35K is required to fund legal costs associated with the management of the property portfolio. This amount is partly offset with \$29K received from Roads and Maritime Services for the compulsory acquisition of 1 Terrace Road, North Richmond for the purposes of road widening. The amount of \$29K was determined by the Valuer General as being appropriate compensation for the acquisition.
- *Domestic Waste Management Reserve* – An unfavourable variance of \$37K is included in the Quarterly Budget Review Statement for overtime projected as a result of a staff vacancy being covered. Also included, was an increase in domestic waste income due to the continuation of a bin audit program, which has identified bin services being provided that were not charged, totalling \$23K.
- *Waste Management Facility Reserve* – The following adjustments have been included in the Quarterly Budget Review Statement:
 - An unplanned failure of a leachate pump required replacement (\$35K);
 - Consultants were engaged to undertake works as a result of internal compliance audit requirements (\$34K);

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- The construction of cell 6 was delayed due to the need to finalise the lease prior to contractual commitment to construct, resulting in less funding required for this financial year. This project extends over a two year period. Contract to continue in 2019/2020.
- *Sewerage Reserves* – The following adjustments have been proposed as part of the Quarterly Budget Review Statement:
 - An increase of \$139K for the renewal of Pump Station Q. The estimated budget cost was based on previous similar contracts undertaken. The tender result is \$139K higher than projected.
 - Unplanned expenditure for Sewer Treatment Plants of \$119K, due to assets needing unforeseen replacement.
 - Unplanned expenditure for Pump Stations of \$108K, due to assets needing unforeseen replacement.
 - The tender for Pump Station F and Pump Station O came in \$86K over projections. The estimated budget cost was based on a previous pump replacement project.
 - An increase in overtime of \$49K due to increased sewer blockages, severe wet weather events and callouts to pump station faults.
 - Essential works were identified at the McGraths Hill wetland ponds during a high water level event where cross flows of treated water and lower quality water was identified as being a potential issue requiring raising of embankments to ensure ongoing licence compliance. This required an unbudgeted expenditure of \$30K.
 - The tender amount accepted for the renewal of diffusers was \$42K less than forecasted.
 - An amount of \$53K was received in relation to an insurance settlement for costs associated with a sewer spill in 2015.

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.

Contingency Reserve

Council established a Contingency Reserve for the purpose of building up funding that could be accessed should a Budget Deficit arise due to unforeseen unfavourable circumstances. Over the years, Council was able to set funds aside through favourable Budget variations.

As detailed in this report, a small surplus of \$60K has been achieved as part of this QBRS. It is recommended to transfer this surplus to the Contingency Reserve, in order to partly reinstate the Reserve, that was reduced as part of the December 2018 Quarterly Budget Review Statement. This will result in an overall balanced budget position being maintained.

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.

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Table 2

Financial Sustainability Ratio	Benchmark	Original Budget 18/19	Amended Budget 18/19 After Mar QBRs
Operating Performance	≥ 0	-0.06	-0.14
Own Source Revenue	$> 60\%$	82.5%	84.6%
Asset Renewal	$> 100\%$	92.4%	135.8%
Infrastructure Backlog	$< 2\%$	2.60%	1.0%
Asset Maintenance	$> 100\%$	100.3%	86.9%
Debt Service	0%-20%	1.1%	2.2%
Real Operating Expenditure per Capita	Decrease	Decrease	Increase

As shown in table above, the proposed amendments included in the QBRs will result in changes to the projected Financial Sustainability Ratios:

- a) The Operating Performance Ratio deteriorates to -0.14 due to a decrease in projected operating income and increased expenditure since the adoption of the 2018/2019 Original Budget.
- b) Asset Maintenance Ratio declines due to Council's focus remaining on asset renewal.
- 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 2018/2019 original budget, without a corresponding increase in population.

Financial Implications

The matters raised in this report have direct financial implications. If adopted, the budget proposed will be added to the current 2018/2019 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 - March 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 – March 2019 be adopted.

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ATTACHMENTS:

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

oooO END OF REPORT Oooo

ORDINARY MEETING
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Meeting Date: 28 May 2019

Item: 089 **SS - Monthly Investments Report - April 2019 - (95496, 96332)**

Previous Item: 150, Ordinary (26 June 2018)

Division: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

This report indicates that Council held \$55.1 million in investments at 30 April 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 April 2019 be received and noted.

REPORT:

Context and Background

The following table indicates that Council held \$55.1 million in investments as at 30 April 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-			1.25%	3,500,000	6.35%	
Tcorp*					2.39%	2,095,832	3.80%	
Total On-call Investments								5,595,832
Term Investments								
ANZ	A1+	AA-	17-Apr-19	17-Apr-20	2.35%	1,500,000	2.72%	
ANZ	A1+	AA-	24-Apr-19	06-May-20	2.35%	1,000,000	1.82%	
Bankwest	A1+	AA-	03-Aug-18	03-May-19	2.80%	2,000,000	3.63%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	500,000	0.91%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	1,500,000	2.72%	
Bankwest	A1+	AA-	16-Aug-18	15-May-19	2.80%	2,000,000	3.63%	
Bankwest	A1+	AA-	24-Aug-18	22-May-19	2.80%	3,000,000	5.45%	
Bankwest	A1+	AA-	18-Jul-18	17-Jul-19	2.80%	1,000,000	1.82%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	5.45%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.82%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.82%	

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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 \$
NAB	A1+	AA-	16-May-18	15-May-19	2.65%	2,000,000	3.63%	
NAB	A1+	AA-	06-Jun-18	19-Jun-19	2.75%	1,500,000	2.72%	
NAB	A1+	AA-	22-Jun-18	26-Jun-19	2.80%	1,000,000	1.82%	
NAB	A1+	AA-	27-Jun-18	26-Jun-19	2.80%	1,000,000	1.82%	
NAB	A1+	AA-	13-Dec-18	17-Jul-19	2.72%	3,000,000	5.45%	
NAB	A1+	AA-	13-Dec-18	10-Sep-19	2.73%	3,000,000	5.45%	
NAB	A1+	AA-	21-Dec-18	18-Dec-19	2.80%	2,000,000	3.63%	
NAB	A1+	AA-	09-Oct-18	09-Oct-19	2.74%	1,500,000	2.72%	
NAB	A1+	AA-	19-Oct-18	16-Oct-19	2.75%	1,000,000	1.82%	
NAB	A1+	AA-	24-Oct-18	30-Oct-19	2.75%	1,000,000	1.82%	
NAB	A1+	AA-	08-Nov-18	06-Nov-19	2.73%	1,500,000	2.72%	
NAB	A1+	AA-	21-Nov-18	20-Nov-19	2.75%	1,500,000	2.72%	
NAB	A1+	AA-	16-Jan-19	15-Jan-20	2.75%	2,500,000	4.54%	
NAB	A1+	AA-	07-Feb-19	07-Feb-20	2.75%	1,000,000	1.82%	
NAB	A1+	AA-	06-Mar-19	05-Mar-20	2.65%	1,000,000	1.82%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.82%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.82%	
Westpac	A1+	AA-	07-Feb-19	07-Feb-20	2.68%	1,000,000	1.82%	
Westpac	A1+	AA-	22-Feb-19	20-Feb-20	2.62%	1,000,000	1.82%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.91%	
Westpac	A1+	AA-	04-Apr-19	03-Apr-20	2.41%	2,500,000	4.54%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.91%	
Total Term Investments								49,500,000
TOTAL INVESTMENT AS AT 30 April 2019								55,095,832

*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	5,595,832	1.68%	Reserve Bank Cash Reference Rate	1.50%	0.18%
Term Deposit	49,500,000	2.71%	UBS 90 Day Bank Bill Rate	1.56%	1.15%
Total	55,095,832	2.61%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions –S7.11 and S7.12	12,593,261
External Restrictions - Other	10,065,581
Internal Restrictions	17,158,186
Unrestricted	15,278,804
Total	55,095,832

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

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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.

Investment Certification

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

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 \$1.99 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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

As at 30 April 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 by Council's investment advisor each calendar quarter.

Financial Implications

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

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 \$55.1 million as at 30 April 2019, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 090 **SS - Pecuniary Interest Returns - Designated Persons - (95496, 96333)**

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to table Disclosure of Pecuniary Interests and Other Matters Returns, which have been recently lodged by Designated Persons, 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.

Two Returns have recently been lodged with the General Manager, and are 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.*
- (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*

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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.

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) Returns have been lodged:

Position	Return Date	Date Lodged
Parking Officer	15 February 2019	9 May 2019
Coordinator Community Enforcement	18 February 2019	9 May 2019

The above Designated Persons have lodged their Clause 4.21(a) Returns prior to the due dates (being three months after the Return Dates), 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 Returns are available for inspection if requested.

Fit For The Future Strategy Considerations

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

Financial Implications

There are no financial implications applicable to this report.

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Conclusion

The Designated Persons have lodged their Clause 4.21(a) Returns with the General Manager prior to the required due dates.

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

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 091 **SS - 2019/2020 Remuneration for Mayor and Councillors - (95496, 96332)**

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to obtain Council's endorsement of the provision of annual remuneration for the Mayor and Councillors for the 2019/2020 financial year.

EXECUTIVE SUMMARY:

The Local Government Act, 1993, provides for the payment of fees to Mayors and Councillors.

The minimum and maximum amount of fees permitted to be paid to mayors and councillors is determined by categories defined by the Local Government Remuneration Tribunal (the Tribunal). The categories into which councils are divided are reviewed by the Tribunal at least once every three years. The categories were last reviewed in 2017 and the Tribunal will next consider the model, the criteria applicable to each group and the allocation of councils in detail, in 2020.

The minimum and maximum amount of fees permitted to be paid to mayors and councillors is reviewed annually by the Tribunal. The annual determination of fees and categories for the 2019/2020 financial year has been issued.

RECOMMENDATION SUMMARY:

That Council set the maximum allowable amount of fees for the Mayor and Councillors for the 2019/2020 financial year.

REPORT:

Context and Background

The Local Government Act, 1993 (the Act) provides for the payment of fees to mayors and councillors. The minimum and maximum amount of fees permitted to be paid to mayors and councillors is determined by categories defined by the Local Government Remuneration Tribunal (the Tribunal).

The Act stipulates that councils must pay an annual fee to each councillor and to the mayor, with the mayoral fee being paid in addition to the fee paid to the mayor as a councillor. Councils are permitted to fix these fees, in which case the fees must be fixed in accordance with the determination of the Tribunal. If a council does not fix a fee, the council is required to pay the relevant minimum fee determined by the Tribunal.

Prior to the 2017/2018 financial year, the Tribunal undertook a significant review of the criteria of the categories, and the allocation of NSW councils into those categories. That review was prompted by the creation of 20 new councils as a result of the amalgamation process, and the overall reduction of the number of NSW councils from 152 to 128.

As a result of that review, the Tribunal adopted a new categorisation model which classifies councils based on geographic location, population, economic influence, and availability of regional services.

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In 2017/2018, Hawkesbury City Council was categorised as “Regional Rural”, and there has been no change in that categorisation for the 2019/2020 financial year. The Tribunal did not undertake a broad review of the categorisation of councils and considered only those requests where an individual submission was made. The Tribunal found that the current allocation of councils into the current categories was appropriate.

The Tribunal will next consider the model, the criteria applicable to each group and the allocation of councils in detail in 2020. The criterion applicable to each of the categories remains unchanged from 2017/2018.

The annual fees to be paid to mayors and councillors for the period 1 July 2019 to 30 June 2020 for a Regional Rural Council (which includes Hawkesbury City Council) are:

Councillor Annual Fee		Mayor Additional Fee*	
<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
\$9,190	\$20,280	\$19,580	\$44,250

**This fee must be paid in addition to the fee paid to the Mayor as a Councillor.*

Up until last year, it had been the usual practice for Council to pay the maximum fee to Councillors and to the Mayor, with a fee of 15% deducted from the total allowable Mayoral fee and allocated to the Deputy Mayor.

However, for the 2018/2019 financial year, Council resolved that the annual fees for Councillors, the Mayor and the Deputy Mayor be set at the same fees as applicable for 2017/2018. Therefore, the current annual fees for the 2018/2019 financial year for Councillors and the Mayor are \$19,310 and \$55,112 respectively, with an additional fee of \$6,318 which is deducted from the Mayor's total allowable fee and paid to the Deputy Mayor.

The allowable maximum fees for the 2018/2019 financial year for Councillors and the Mayor was \$19,790 and \$56,484.50 respectively, with an additional fee of \$6,475.50 able to be deducted from the Mayor's total allowable fee and paid to the Deputy Mayor.

The Tribunal's determination for the 2019/2020 financial year has provided a general increase in all fees of 2.5%, which is consistent with the NSW Government's policy on wages.

The below table depicts the annual and monthly payments that would be allocated to Councillors, the Mayor, and the Deputy Mayor, for the 2019/2020 financial year, should Council pay the maximum fees:

	Councillor Fees		Mayor / Deputy Mayor *		Maximum Total	
	<i>Maximum - Annual</i>	<i>Maximum - Monthly</i>	<i>Maximum - Annual</i>	<i>Maximum - Monthly</i>	<i>Annual</i>	<i>Monthly</i>
Councillor	\$20,280	\$1,690			\$20,280	\$1,690
Mayor	\$20,280	\$1,690	\$44,250.00 - \$6,637.50 \$37,612.50	\$3,134.38	\$57,892.50	\$4,824.38
Deputy Mayor	\$20,280	\$1,690	\$6,637.50	\$553.12	\$26,917.50	\$2,243.12

**Pursuant to Section 249(2) of the Act, these fees must be paid in addition to the fees paid to the Mayor and Deputy Mayor as Councillors.*

The proposed fees displayed in the above table are submitted for Council's consideration. It is proposed that Council pay the maximum allowable fees for the 2019/2020 financial year.

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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

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
 - 1.1.1 Council's elected leaders will actively connect and collaborate with the community.

Financial Implications

The matters raised in this report have direct financial implications. The annual fees for Councillors, the Mayor and Deputy Mayor have been provided for in the 2019/2020 Draft 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

In accordance with the Local Government Act, the Local Government Remuneration Tribunal has determined the categories and the amount of fees that councils are required to pay to councillors and mayors in the 2019/2020 financial year. It is recommended that Council endorse payment of the maximum allowable fees.

RECOMMENDATION:

That:

1. The annual fee for Councillors for 2019/2020 be set at \$20,280.
2. The additional annual fee for the Mayor be set at \$44,250, and the Deputy Mayor's additional annual fee be set at \$6,637.50, to be deducted from the Mayor's \$44,250 annual fee.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 092 **SS - Code of Meeting Practice - (95496, 96333, 79351)**

Previous Item: 41, Ordinary (12 March 2019)
 55, Ordinary (27 February 2018)
 194, Ordinary (31 October 2017)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the outcome of the public exhibition period of Council's draft new Code of Meeting Practice, and to obtain the necessary resolution of Council to allow the Code to be adopted.

EXECUTIVE SUMMARY:

On 12 March 2019, Council resolved to place on public exhibition the draft new Hawkesbury City Council Code of Meeting Practice, which was developed in order to allow Council to comply with the mandatory requirements of the new Model Code of Meeting Practice issued by the Office of Local Government.

The required periods of 28 days for public exhibition and 42 days for the acceptance of submissions have now elapsed, and no submissions were received. Therefore, it is recommended that the new Code of Meeting Practice be adopted.

RECOMMENDATION SUMMARY:

The report recommends that the new Code of Meeting Practice be adopted.

REPORT:

Context and Background

On 14 December 2018, a new Model Code of Meeting Practice was prescribed by Government Gazette. All local councils are required to adopt a new Code of Meeting Practice based on the Model within six months of that date, that is, by 14 June 2019.

Council staff reviewed the new Model Code of Meeting Practice in comparison with Council's existing Code, and a proposed new Code was drafted and reported to Council on 12 March 2019. At that meeting, Council resolved to place the draft Code on public exhibition for the required period of 28 days, with submissions being accepted for 42 days, in accordance with Section 361 of the Local Government Act, 1993.

As no submissions were received during the exhibition period, it is now appropriate to report the new Code of Meeting Practice to Council for adoption.

Detailed History, including previous Council decisions

At its meeting on 12 March 2019, Council considered a report that described the background of the new Model Code of Meeting Practice, the various mandatory and non-mandatory provisions of the new Model Code that would have a significant effect on Council's current meeting practices, and the assessment that

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was undertaken to determine how to incorporate these new provisions into a new, compliant Code of Meeting Practice for Council.

Based on that report, Council resolved to place the draft new Code of Meeting Practice on public exhibition for a period of 28 days, and seek submissions from interested parties for 42 days.

At the same meeting, Council also resolved to amend the draft Code that was proposed, in order to incorporate provisions that would cause all individual votes at Council Meetings (including meetings that are closed to the public) to be recorded in the Minutes. This provision was included as Clause 11.6 in the updated version of the draft Code that was publicly exhibited.

Further Amendments Subsequent to Public Exhibition

Council staff have given further consideration to the issue of the recording of voting. As a consequence, staff are proposing a further refinement of Clause 11.6 to ensure a more efficient meeting process and clearer final minute document for publication.

It is proposed that the voting be recorded at Council Meetings on all matters considered in open council and closed session, other than:-

- Procedural Matters and Motions,
- Confirmation of Minutes,
- The Moving In and Out of Closed Sessions of Council Meetings.

This change will simplify proceedings without compromising the integrity of the approach to recording voting. In addition, a further Clause 11.7 has been included in the Code to enable a Councillor's dissenting vote in relation to any of the abovementioned procedural matters, to be recorded in the Council's minutes. The changes to Clauses 11.6 and 11.7 have been reflected in the amended version of the Code of Meeting Practice that is attached as Attachment 1 to this report.

Policy considerations

Council must adopt a Code of Meeting Practice based on the prescribed Model Code within six months of the Model Code being prescribed, in accordance with Section 360 of the Local Government Act, 1993 and Sections 232 and 422 of the Local Government (General) Regulation 2005.

The most significant changes present in the new Model Code that have been incorporated into Council's draft Code were explained in detail in the previous report of 12 March 2019, and are summarised below:

- Notices of Motions, Mayoral Minutes, or amendments to Motions which have legal, strategic, financial, or policy implications, may be accompanied by a report prepared by the General Manager;
- Notices of Motion, Mayoral Minutes, or amendments to Motions requiring funds for works or services, not already provided for in Council's Operational Plan, must identify the source of funding;
- All Questions must be provided with notice, in writing, prior to the Council meeting;
- Councillors must declare and manage conflicts of interest at Councillor Briefing Sessions;
- The General Manager may address the Council in response to an address from a member of the public;
- The General Manager may recommend that a matter be deferred in order to prepare a revised report addressing matters raised by public speakers; and
- The individual votes of Councillors on each item are to be recorded in the Minutes.

Consultation

As stated above, the issues raised in the previous report concerned matters which constituted a trigger for Community Engagement under Council's Community Engagement Policy. Council resolved to place the

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draft Code of Meeting Practice on public exhibition for a period of 28 days, with submissions being accepted for 42 days, as required by Section 361 of the Local Government Act, 1993.

The exhibition period was open from 14 March 2019 to 12 April 2019, with submissions being accepted until close of business on 26 April 2019. Copies of the Code were made available on the Community Consultation page of Council's website, and in hard copy at Council's Administration Building. The exhibition period was advertised in Council Notices in the Hawkesbury Courier on 14 March 2019 and 21 March 2019.

No submissions were received.

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

1.5 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.

Financial Implications

There are no direct financial implications applicable to this report.

Fit For The Future Strategy Considerations

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

Conclusion

The draft Code of Meeting Practice was placed on public exhibition for the required period of 28 days, with submissions being accepted for 42 days, in accordance with the requirements of the Local Government Act, 1993.

As no submissions were received during the exhibition period, no amendments to the draft Code are required, and it is now recommended that Council adopt the Code as attached to this report.

RECOMMENDATION:

That the Code of Meeting Practice, attached as Attachment 1 to this report, be adopted.

ATTACHMENTS:

AT - 1 Code of Meeting Practice (*Distributed under separate cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING

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ordinary

section 4

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of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

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SECTION 4 – Reports of Committees

Item: 093 **ROC - Hawkesbury Civic and Citizenship Committee - 9 April 2019 - (79351, 96972)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Hawkesbury Civic and Citizenship Committee, held on 9 April 2019.

RECOMMENDATION SUMMARY:

Items 1, 2, 3 contained within the attached minutes of the Hawkesbury Civic and Citizenship Advisory Committee held on 9 April 2019, have policy or financial implications to Council and as such require specific consideration by Council.

All other items raised in the minutes of the Hawkesbury Civic and Citizenship Advisory Committee have no policy or financial implications for Council and are presented for information only

REPORT:

Discussion

The Hawkesbury Civic and Citizenship Advisory Committee met on 9 April 2019 to discuss the holding of the 2019 Sports Awards and the nominations for 2019 Sports Awards. Due to the low numbers of nominations received it was agreed that the nominations for the Sports Awards would be included in the Australia Day Awards in 2020. The Sports Awards categorises were reviewed and three categorises were proposed to be incorporated in the Australia Day Awards being, the Sports Person of the Year, Junior Sports Person of the Year and All Abilities Sports person of the Year.

RECOMMENDATION:

That the minutes of the Hawkesbury Civic and Citizenship Committee held on 9 April 2019 be received and the recommendations therein be noted and adopted, in particular:

- That the 2019 Sports Awards be incorporated into the 2020 Australia Day Awards (Item 1)
- That the nominations for the 2019 Sports Awards recipients be held over until the Australia Day Awards in January 2020 (Item 2).
- That the number of Sports Awards categories be reduced to three categories, those being Sports Person of the Year, Junior Sports Person of the Year and All Ability Sports person of the Year (Item 2).
- That the proposed Hawkesbury Sports Awards Criteria be adopted with the following amendments: (Item 3)
 - The Essential Criterion - *Level of Representation in other Sports* be removed from the document.
 - That the criterion *Not a member of a Hawkesbury Sporting Club/Association* be amended from 0 to 1 point.

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ATTACHMENTS:

AT - 1 Minutes - Hawkesbury Civic and Citizenship - 9 April 2019.

AT - 1 Minutes - Hawkesbury Civic and Citizenship - 9 April 2019.

The meeting commenced at 4:00pm

Present: Councillor Patrick Conolly
Councillor Sarah Richards
Councillor Nathan Zamprogno
Mr David Bertenshaw
Mr Barry Adams
Mrs Melissa Barry
Miss Elizabeth Hitches
Prof Ian Jack

In Attendance: Mrs Suzanne Stuart
Mrs Kaysie Cordi
Ms Adriana Bellomo
Ms Amanda Carroll

REPORT:

Attendance Register of Hawkesbury Civic and Citizenship Committee

Member	09.04.2019	26.11.2019
Councillor Patrick Conolly	✓	
Councillor Sarah Richards	✓	
Councillor Nathan Zamprogno	✓	
Mr David Bertenshaw	✓	
Mrs Melissa Barry	✓	
Mr Barry Adams	✓	
Ms Elizabeth Hitches	✓	
Prof Ian Jack	✓	
Mr Ted Brill	X	

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Adams and seconded by Councillor Richards that the Minutes of the Hawkesbury Civic and Citizenship Committee held on the 27 November 2018, be confirmed.

ORDINARY MEETING
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Item 1: Holding of the 2019 Hawkesbury Sports Awards - (96972)

Division: General Manager

DISCUSSION:

An update was provided on the low number of nominations received for the Sports Awards. It was suggested that incorporating the Sports Awards into the Australia Day Awards in 2020 may be the preferred option.

It was agreed that this suggestion would provide greater recognition of the Hawkesbury Sports Awards. The timing of the awards would also deliver a better cross-over between summer and winter sporting events.

RESOLVED on the motion of Mr Bertenshaw and seconded by Councillor Richards.

COMMITTEE RECOMMENDATION:

That the 2019 Sports Awards be incorporated into the 2020 Australia Day Awards.

Item 2: Selection of the 2019 Hawkesbury Sports Awards - (96972)

Division: General Manager

DISCUSSION:

The number of awards categories was reviewed. It was agreed that the number of categories has become too extensive.

It was acknowledged that individual Sporting Clubs hold their own Awards presentations and therefore the number of nominations for specific categories is recognised at a more local level.

The Sports Award categories will be reduced to three being, Sports Person of the Year, Junior Sports Person of the Year and All Ability Sportsperson of the Year.

It was agreed that Junior Sportsperson of the Year criteria is any young person that is under the age of 18 during the calendar year.

It was agreed that to be nominated to receive the All Ability Sportsperson of the Year recipients would either need to live in the Hawkesbury or play for a Hawkesbury Team.

OFFICER'S RECOMMENDATION:

That the nominations be reviewed and the award recipients determined for the 2019 Hawkesbury Sports Awards.

RESOLVED on the motion of Mrs Barry and seconded by Ms Hitches

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Refer to COMMITTEE RECOMMENDATION:

COMMITTEE RECOMMENDATION

That the nominations for the 2019 Sports Awards recipients be held over until the Australia Day Awards in January 2020.

That the number of Sports Awards categories be reduced to three categories, those being Sports Person of the Year, Junior Sports Person of the Year and All Ability Sportsperson of the Year.

Item 3: Proposed Criteria for the 2020 Hawkesbury Sports Awards - (96972)

Division: General Manager

DISCUSSION:

General discussion ensued regarding the proposed Hawkesbury Sporting Awards Criteria. In particular, dialog around the criteria score.

It was agreed that the respective sports club must provide a written endorsement for nominations.

The level of representation in other sports should not be included in the Criteria. It was noted that athletes at elite level do not usually participate in more than their selected sport. It was suggested that this criteria be omitted from the document.

It was agreed that there should be a point awarded for the category: *Not a member of a Hawkesbury Sporting Club/Association*. This decision was made after discussion regarding sports that may not be available throughout the Hawkesbury and athletes having to participate in other jurisdictions.

RESOLVED on the motion of Mrs Barry and seconded by Mr Adams

Refer to Committee Recommendation

COMMITTEE RECOMMENDATION:

That the proposed Hawkesbury Sports Awards Criteria be adopted with the following amendments:

- The Essential Criterion - *Level of Representation in other Sports* be removed from the document.
- That the criterion *Not a member of a Hawkesbury Sporting Club/Association* be amended from 0 to 1 point.

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Item 4: 2019 Australia Day Overview

Division: General Manager

UPDATE:

The Committee was updated on the success of the inaugural Australia Day Celebrations.



Australia Day Overview

The inaugural Australia Day on the Hawkesbury was held at Governor Phillip Park on Saturday 26 January 2019.
Afternoon Event 4pm – 9pm

KEY FACTS

- 4000-4500 people attended the afternoon event (4pm – 9pm)
- 19 food/ alcohol stalls – Gross takings \$23,041.00 (\$2304.10 to council as part of the stallholder agreement)
- 3 Alcohol Stalls
- Approx. 1800 vehicles parked
- Space of site – 250m x 80m
- Police were present at the event
- Fireworks on the river was a huge success
- Addition of water station was well received
- ATM on site – 132 transactions. Amount dispensed \$9,950
- Addition of more rides worked well – 245 Wristbands sold @ \$15 each = \$3675 and 360 single tickets sold at 2 for \$5 = \$900
- Addition of emergency services worked well and was well received by the community – Blaxland RFS, Hawkesbury SES, Richmond RAAF Base
- Richmond Rotary hosted a community BBQ
- Addition of stage and live entertainment – Main Act worked well
- Visitor Information Centre attended
- Aaron Jeffery's as MC – Great as he is well known and is a local.
- Traffic control worked very well – no complaints about limited access to road into boat ramp
- Enough toilet facilities provided – no lines
- Free activities were well received
- RAAF Flyover was a success – Keep timing to 7pm
- The moved site location with Governor Phillip Park worked well with plenty of shade options
- Sponsors – Windsor RSL, Richmond Club, Hawkesbury Race Club, Prismatic Productions, Kennard's Hire
- Sponsorship ranged from \$2,000 - \$10,000 in sponsorship. Prismatic and Kennard's were In-kind.

2019 EVENT CONSIDERATIONS

- Move stage to centre of event venue
- No craft activity
- Kids wristband for parents to write phone number on
- Change times to 5pm – 9:30pm due to the weather
- Consider MC options
- RAAF Bump in/ out needs to be refined if they attend in 2020

RESOLVED on the motion of Mr Bertenshaw and seconded by Councillor Zampugno

Refer to COMMITTEE RECOMMENDATION:

COMMITTEE RECOMMENDATION:

That the information above be received and noted.

SECTION 5 - General Business

Mrs Stuart advised the Committee that in accordance with Council Resolution 26 February 2019 a Workshop to discuss Community participation in the nomination process, Community participation in the Australia Day Award/Citizenship ceremony and venue options for the event would be held immediately following this meeting. Civic and Citizenship members and Councillors had been invited to attend.

The meeting terminated at 4:25 pm

Submitted to and confirmed at the meeting of the Civic and Citizenship Committee held on 26 November 2019.

oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 094 **ROC - Local Traffic Committee - 13 May 2019 - (95495, 80245)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 13 May 2019. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

RECOMMENDATION SUMMARY:

The matters contained within the attached minutes of the Local Traffic Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes are to be adopted by Council.

REPORT:

Discussion

The Local Traffic Committee met on 13 May 2019 and discussed the following items:

- Special Event Traffic - Shahzada 400 Kilometre Horse Endurance Ride 2019
- General Business Matter - RMS Review of Speed Limits of Approaches to Vehicular Ferry Crossing
- General Business Matter - Road Safety Display at the Hawkesbury Show 2019

RECOMMENDATION:

That the minutes of the Local Traffic Committee held on 13 May 2019 be received and the recommendations therein be adopted and noted.

ATTACHMENTS:

AT - 1 Minutes - Local Traffic Committee - 13 May 2019

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AT - 1 Minutes - Local Traffic Committee - 13 May 2019

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on Monday, 13 May 2019, commencing at 3pm.

ATTENDANCE

Present: Mr Christopher Amit, Hawkesbury City Council, (Chair)
Mr David Lance, Roads and Maritime Services
Mr David Osborne, Roads and Maritime Services
Councillor Peter Reynolds, Hawkesbury City Council

Apologies: Mr Steve Grady, Busways

In Attendance: Ms Judy Wong, Hawkesbury City Council
Ms Adrian Bellomo, Hawkesbury City Council
Ms Cathy Mills, Hawkesbury City Council

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

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

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Mr David Lance, seconded by Mr Christopher Amit, that the minutes from the previous meeting held Monday, 08 April 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 - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2019 - (Hawkesbury) - (80245, 86185, 114819)

REPORT:

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over five days from Monday, 26 August 2019 to Friday, 30 August 2019.

The event organiser has advised:

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- This is an annual event which has been held for over 35 years.
- It is a 400 kilometre horse endurance event, held over five days in conjunction with a 120 kilometre, three day training ride.
- The event is a time trial.
- The event will be undertaken between 4am and 5pm each day.
- There will be approximately 130 horse riders participating.
- There will be approximately 50 spectators.
- Start and end point for the event will be within the St Albans village.
- Route/Course for the Rides:

400 kilometre Endurance Ride and 120 kilometre Training Ride:

Monday, 26 August 2019: (Leg 1) The 400 kilometre ride starts at 4am and riders will travel out on Wollombi Road to Johnny's Hill, along the Transmission Road, down Blue Hill and Wrights Creek Road, right into Settlers Road and back to Town. (Leg 2), Later in the day riders will go out to Joe's Crossing, right into the Branch Road (Upper Macdonald Road), left into McKechnie's, left along the Woomerah Path, left into Jacks Track, back to the Branch Road, over Joe's Crossing and back to St Albans on Wollombi Road.

Tuesday, 27 August 2019: (Leg 1) The 400 kilometre riders will leave town at 4am with the 120 kilometre Training riders at 6:30am, going around the Settlers Arms and down Bulga Street past the Fickle Wombat, along Settlers Road to Shepherds Gully Road, up the Great Northern Road, left into the 8 Mile track, left into Wrights Creek Road and back into Town on Settlers Road passing the front of the Pub. (Leg 2) Later in the morning the riders will go out again the same way on Settlers Road turning into Mary O'Toole's driveway and up Careflight Hill, right into the Great Northern Road, down Shepherds Gully Road and back to Town on Settlers Road.

Wednesday, 28 August 2019: (Leg 1) The 400 kilometre riders will leave from 4am and the 120 kilometre training riders from 6:30am, go around the Settlers Arms, down Bulga Street and Settlers Road to the Word of Life Crossing, turning left into St Albans Road, right up Boyd's Hill, along the Woomerah Path and down McKechnie's to the Branch Road where the 400 kilometre riders will turn left and out to Clarie's Bridge, over Prestons, right into Wollombi Road and back to St Albans and the Training riders will turn right at the Branch Road, back over Joe's Crossing and right into Wollombi Road to return to St Albans. (Leg 2) Later in the day the 400 kilometre riders will leave St Albans, around Settlers Arms into Bulga Street and down Settlers Road, left into Wrights Creek Road, up Blue Hill, right into Transmission Road, left into Short Wellums, right into Settlers Road and back to Town.

Thursday, 29 August 2019: (Leg 1) The 400 kilometre riders will leave town at 4am and the 120 kilometre Training riders will leave at 6:30am, all travelling the same way out of town to Wrights Creek Road, up Blue Hill, right into Transmission Road until Brown's Road, where the Training riders may elect to continue on Transmission Road, down Johnny's Hill and back to Town on the Wollombi Road but the majority will turn left and go down the Steps coming out on Wollombi Road closer to Town. (Leg 2) Later in the day, the riders will go out on Wollombi Road, left across Joe's Crossing, left into the Branch Road, up Jack's Track, along the Woomerah Path, left down Boyd's Hill, left into St Albans Road, right across Word of Life Crossing, left into Settlers Road back into St Albans turning left at Bulga Street and around the Settlers Arms to the timekeeper in Bulga Street via Wollombi Road.

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Friday, 30 August 2019: (Leg 1) The 400 kilometre riders will leave at 4am going out on Wollombi Road to Joe's Crossing, left into the Branch Road, up Jack's Track, along the Woomerah Path to a turnaround near Webbs Creek Hill, going back along the Woomerah Path and right down McKechnie's, right into the Branch Road, left over Joe's Crossing, right into Wollombi Road and back to Town. (Leg 2) Later in the day, riders will go out on Wollombi Road, turning right at the old Quarry, up the Steps, along Brown's Road, left into the Transmission Road, left into Wollombi Road and back to Bulga Street in St Albans.

- Road Inventory

The route/course of the ride is predominantly on the tracks within the Parr State Recreational Area, Yengo National Park, private farmlands and on the following public roads;

- Bulga Street – Sealed section
 - Settlers Road – Sealed and Unsealed Road
 - Shepherds Gully Road – Unformed Road
 - St Albans Road - Sealed Road
 - Upper Macdonald Road (The Branch Road) – Unsealed Road
 - Webbs Creek Road - Unsealed Road
 - Webbs Creek Mountain Road – Unsealed Road
 - Wharf Street – Sealed Road
 - Wollombi Road – Sealed and Unsealed Road
 - Wrights Creek Road - Unsealed Road
 - Crossing of the Macdonald River at various locations.
- The event is also traversing along the Great Northern Road, which is under the care and control of the NSW National Parks and Wildlife Service (Office of Environment and Heritage).
- St Albans Bridge, which is under the care and control of the Roads and Maritime Services - RMS (formerly RTA), will only be used in the event of flooding of the Macdonald River. All riders will be instructed to walk over the bridge.
- Road closures are not required.
- Parking of vehicles will be predominantly on private land.
- Traffic controllers will be positioned at various locations along the route.
- Warning signage shall be in place on all approaches to inform traffic of Horse and Riders ahead.
- All riders will be instructed to keep to the left hand side of the road and obey road rules.
- All riders will be wearing vests with reflective tape on the front and back.
- When riding in the dark on public roads all riders are required to wear head lights on their helmets.
- Wicens are at all checkpoints on the course, who will communicate with the ride base on the progress of all riders as they follow the course. This communication is also used to convey an emergency on the course.

Details of the Event Course Maps for the 400 kilometre Horse Endurance Ride and 120 kilometre Ride are contained in Attachments 1 to 8.

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

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RTA) as this event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 9 (ECM Document Set ID No: 6553669):

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. Risk and Traffic Management Plan from the 2014 event and in part for the 2018 event,
5. Copy of Insurance Policy which is valid to 01 January 2020,
6. Copy of the application to the NSW Police Force,
7. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, NSW Rural Fire Service, SES and NSW National Parks and Wildlife Service (Office of Environment and Heritage).
8. 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 Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 26 August 2019 to Friday, 30 August 2019 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 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

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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 obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as the event may traverse across the St Albans Bridge; a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) 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;
- 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 ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Parr State Conservation Area, Yengo National Park and the Great Northern Road. a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. 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;
- 4n. the event organiser is to advertise the event in the local press stating the entire route/extent of

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- 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);
- 4o. 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;
- 4p. the event organiser is to directly notify relevant ferry operators, 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;
- 4q. 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;
- 4r. 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:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. 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);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. 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);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. 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, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

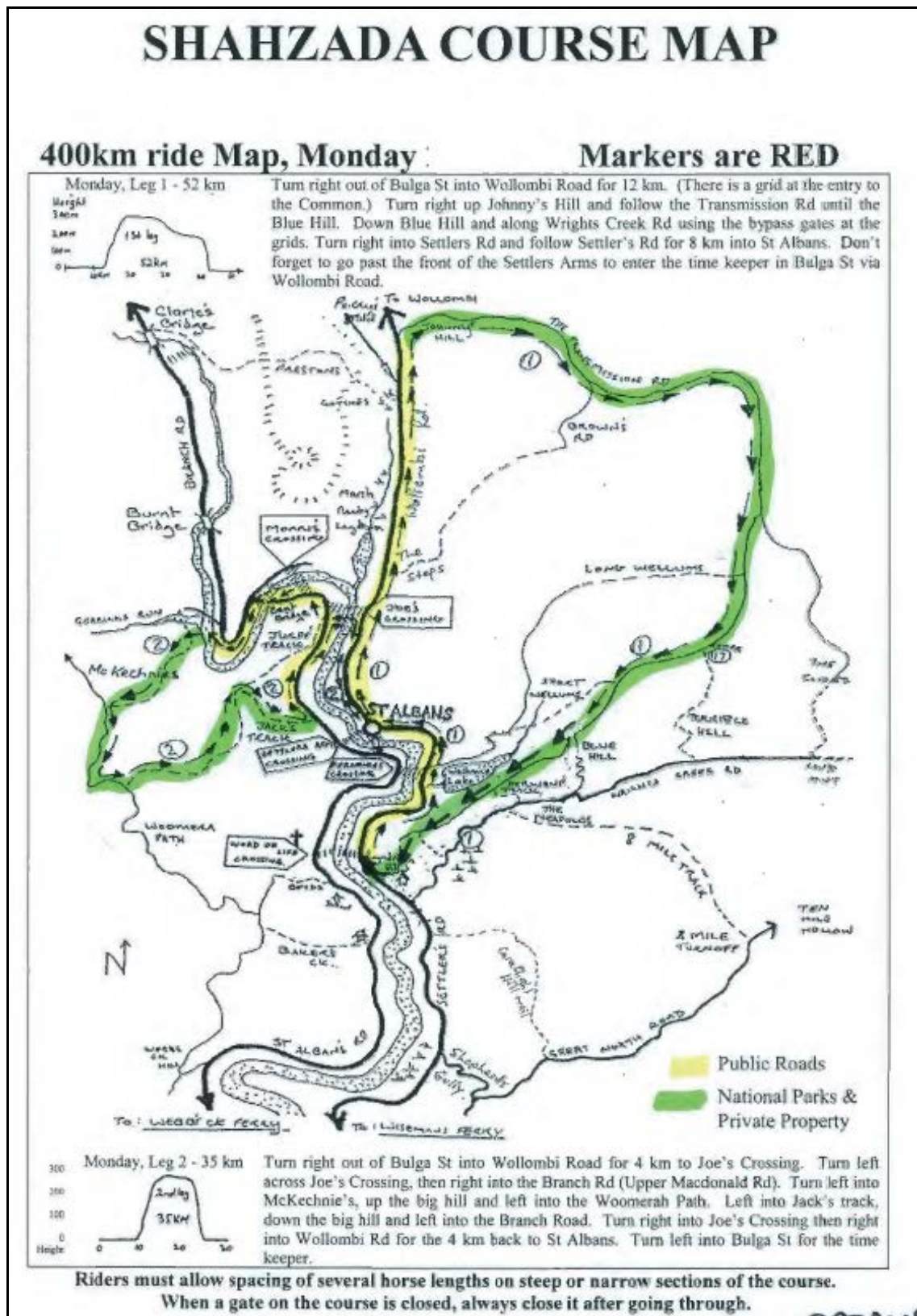
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APPENDICES:

- AT – 1** Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres).
- AT - 2** Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres) and Leg 2 (33 kilometres).
- AT - 3** Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres) and Leg 2 (28 kilometres).
- AT - 4** Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres) and Leg 2 (30 kilometres).
- AT - 5** Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (46 kilometres) and Leg 2 (30 kilometres).
- AT - 6** Event Course Map - 120 kilometre Training Ride - Tuesday - 47 kilometres.
- AT - 7** Event Course Map - 120 kilometre Training Ride - Wednesday - 28 kilometres.
- AT - 8** Event Course Map - 120 kilometre Training Ride - Thursday - 50 kilometres.
- AT – 9** Special Event Application - (ECM Document Set ID No: 6553669) - *see attached*.

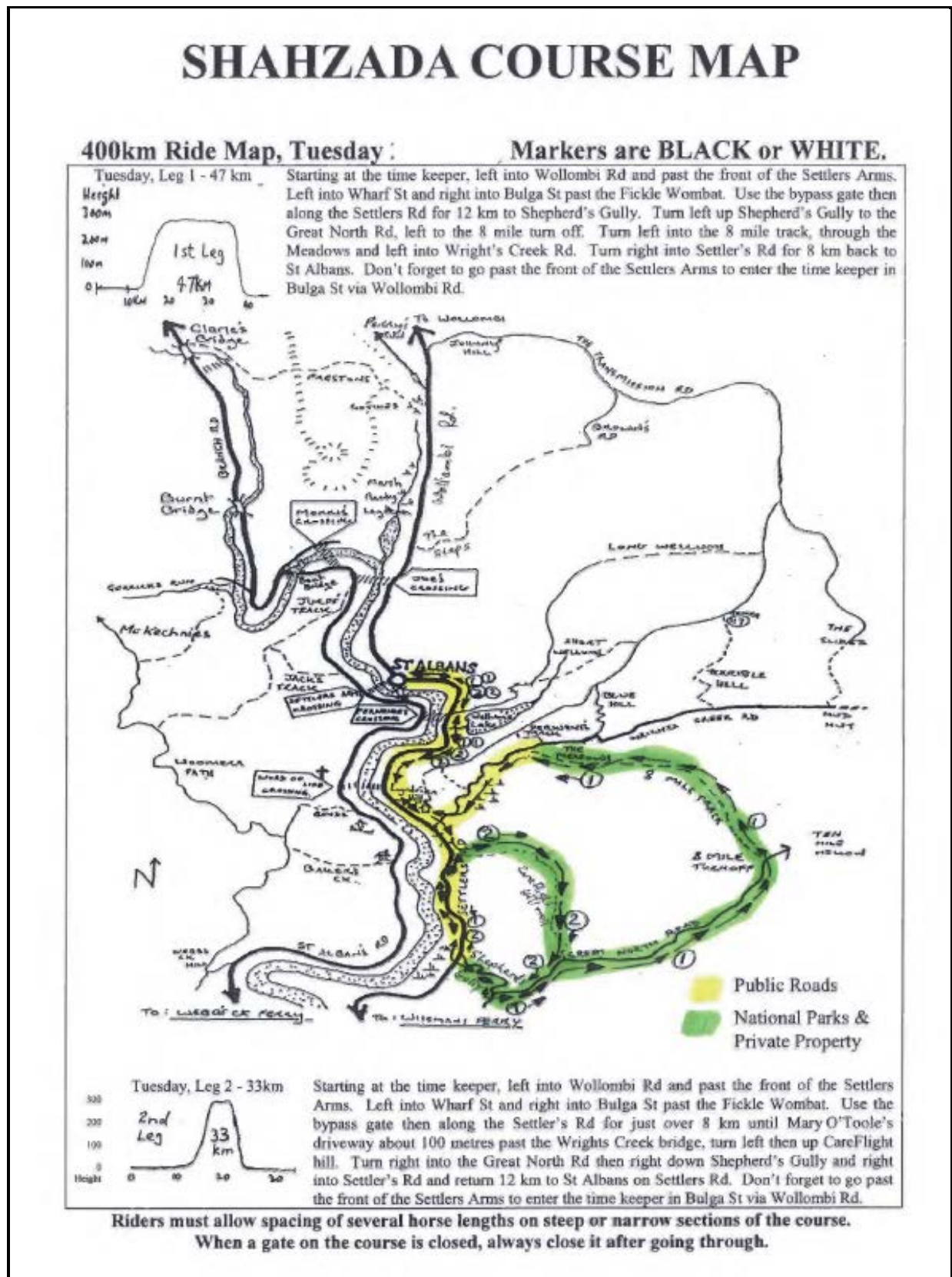
ORDINARY MEETING
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AT – 1 Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres)



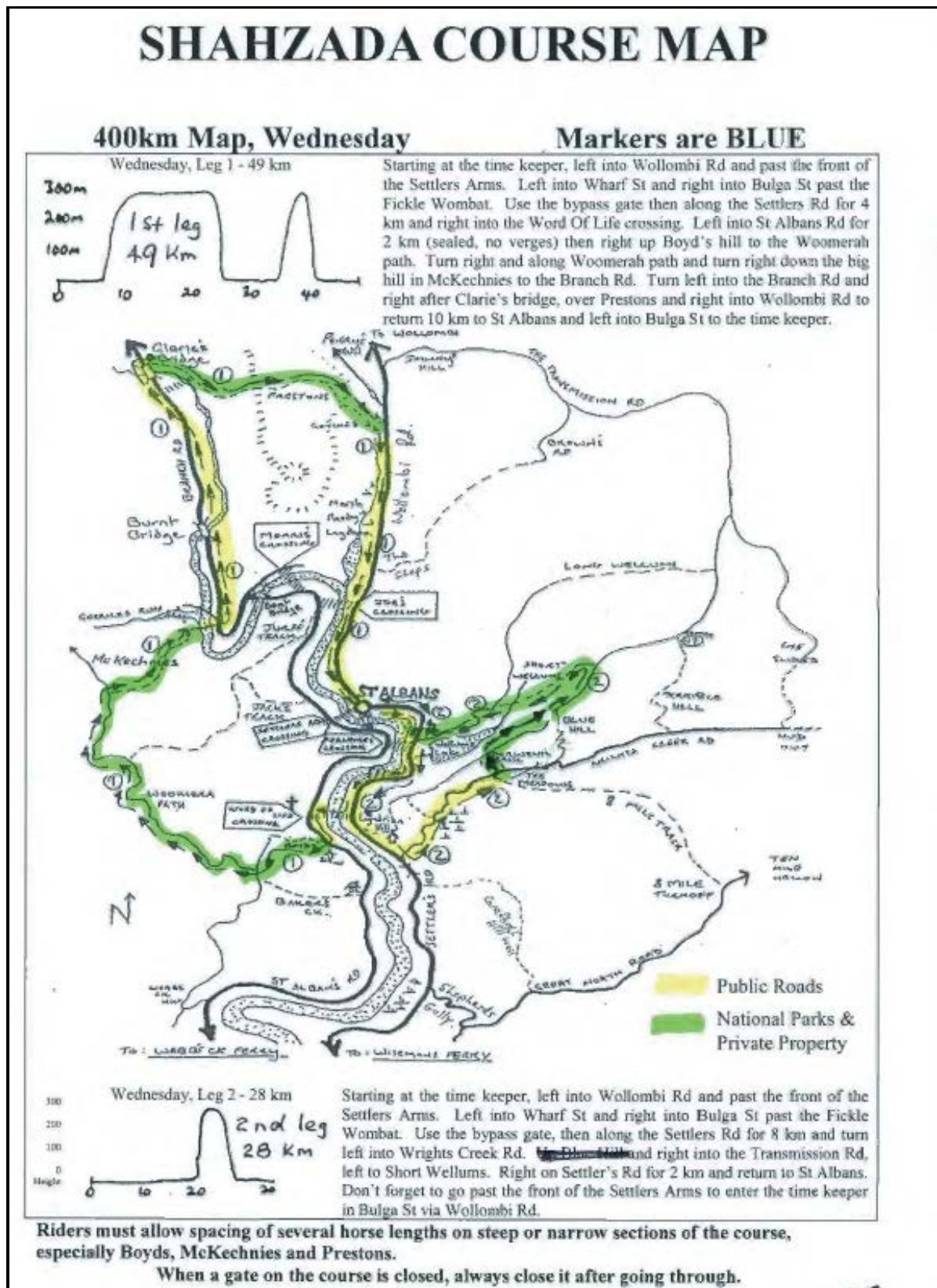
ORDINARY MEETING
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AT - 2 Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres) and Leg 2 (33 kilometres)



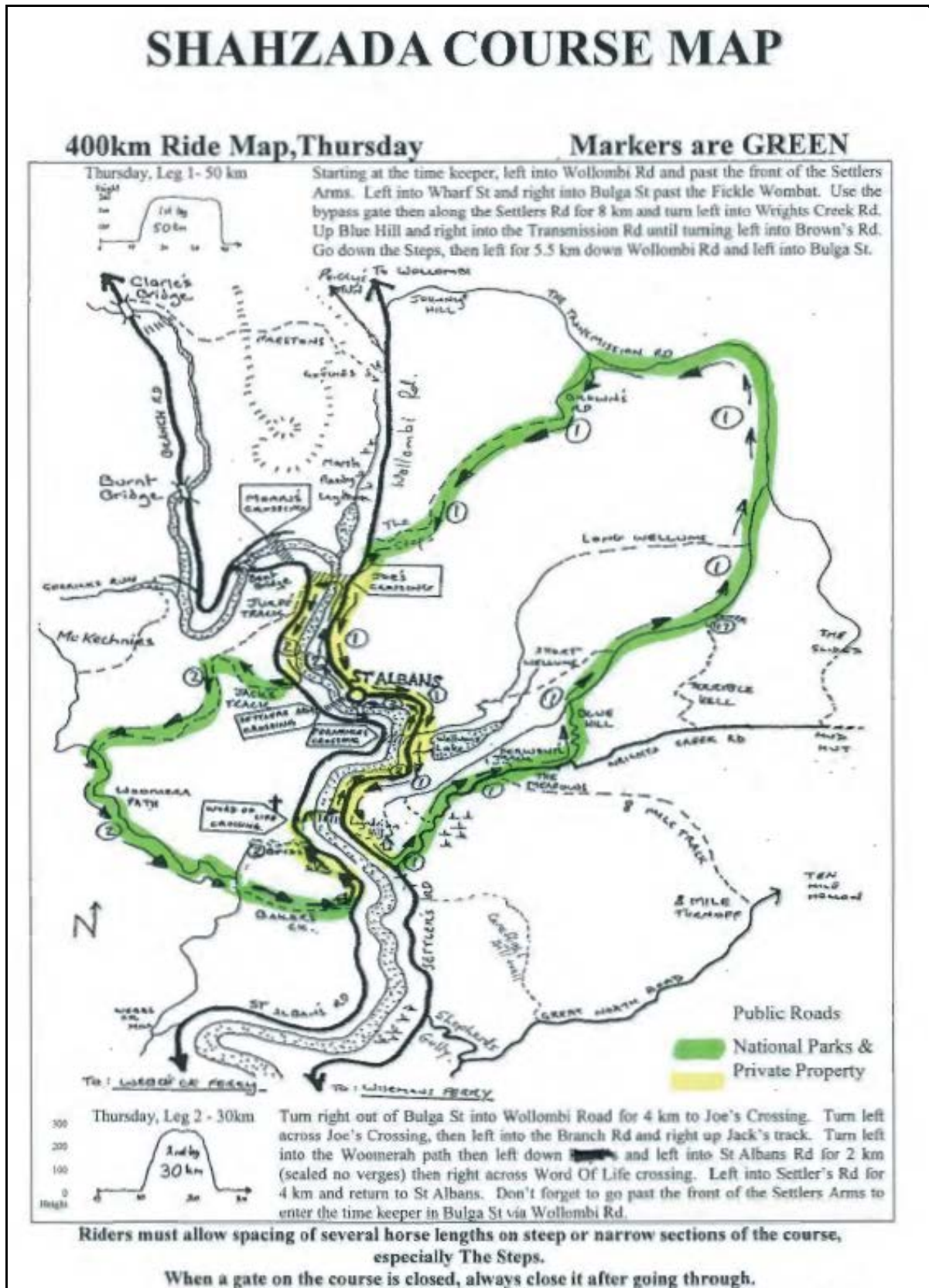
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AT - 3 Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres) and Leg 2 (28 kilometres)



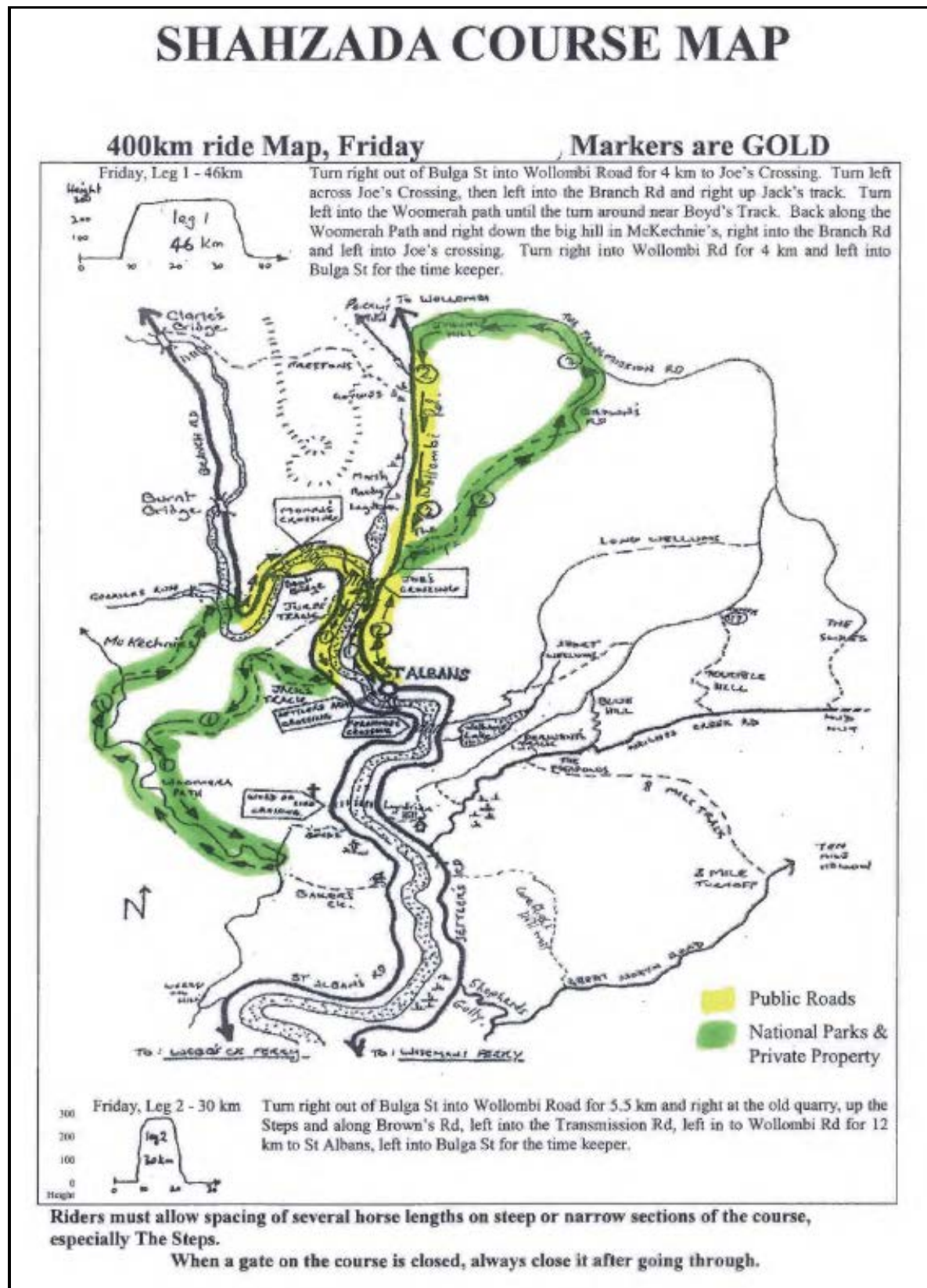
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AT - 4 Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres) and Leg 2 (30 kilometres)



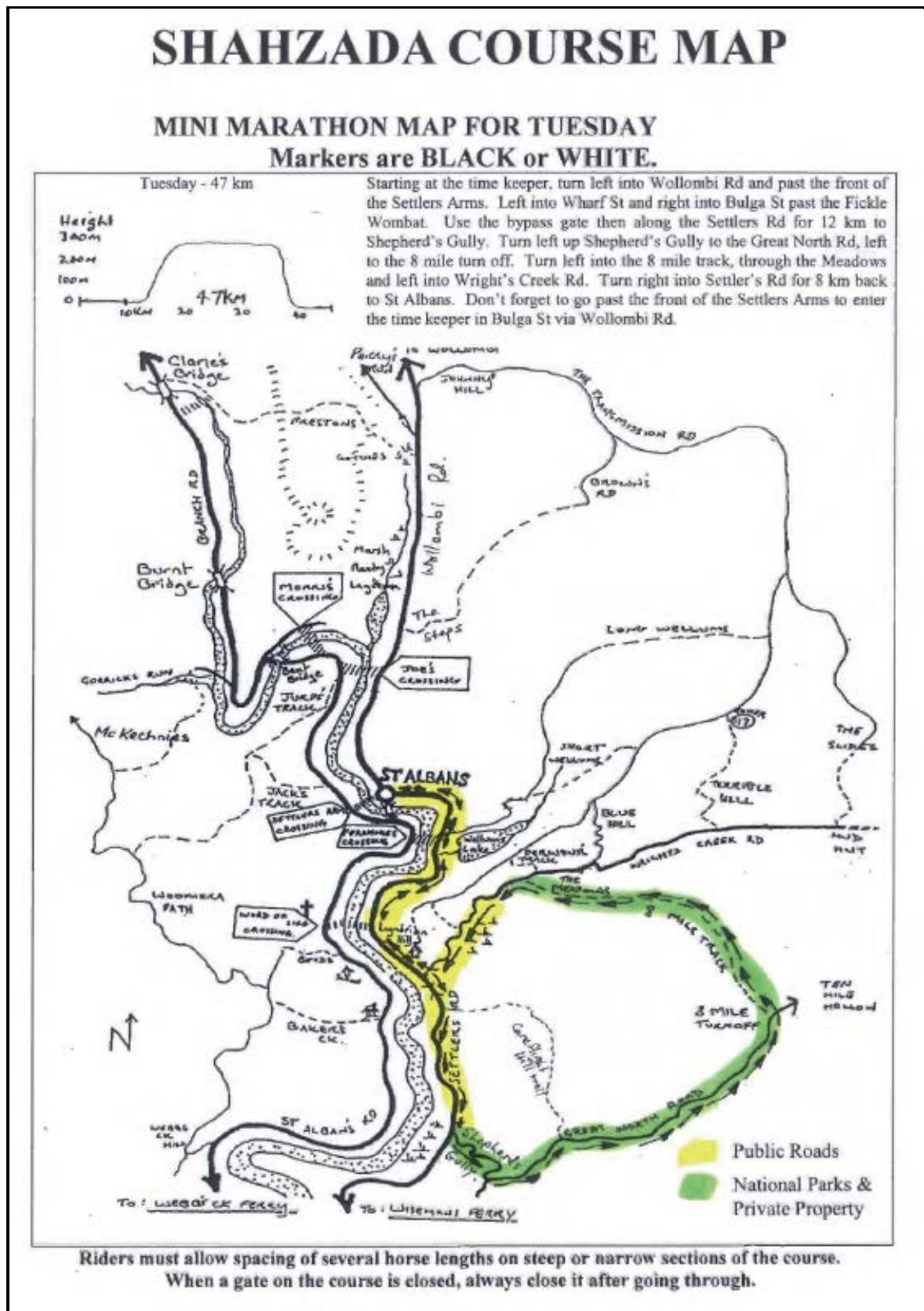
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**AT - 5 Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (46 kilometres) and
Leg 2 (30 kilometres)**



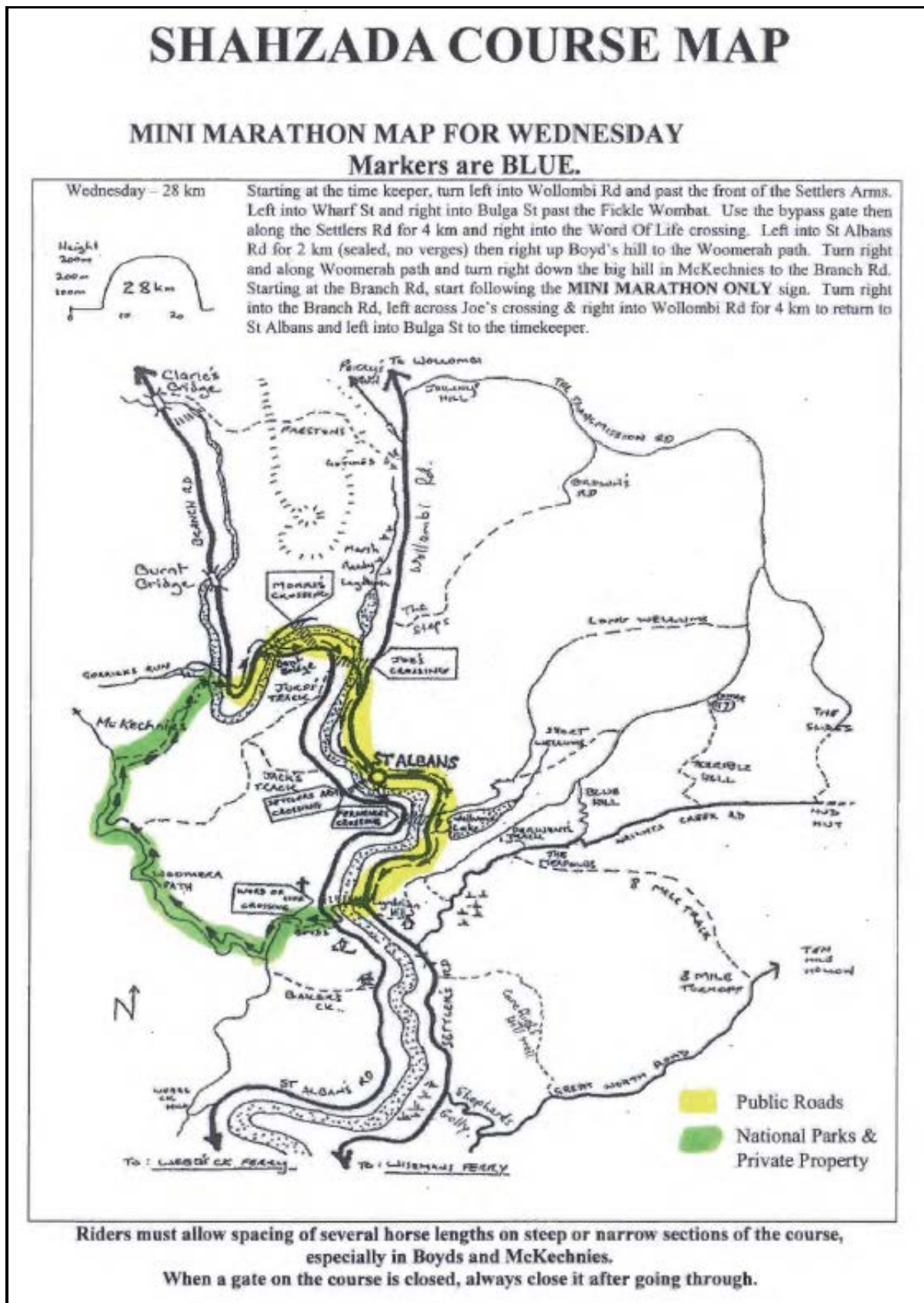
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AT - 6 Event Course Map - 120 kilometre Training Ride - Tuesday - 47 kilometres



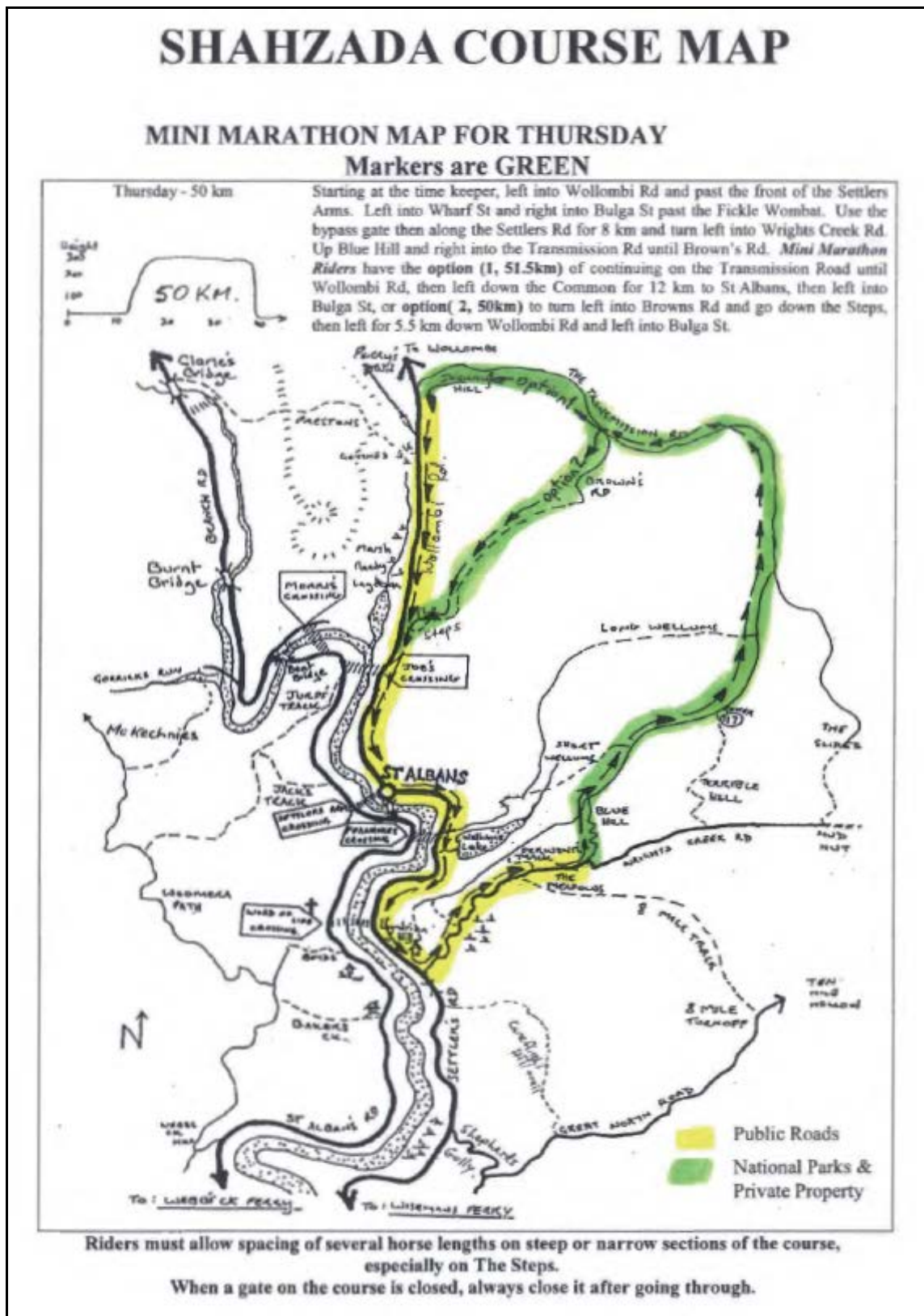
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AT - 7 Event Course Map - 120 kilometre Training Ride - Wednesday - 28 kilometres



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AT - 8 Event Course Map - 120 kilometre Training Ride - Thursday - 50 kilometres



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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 Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 26 August 2019 to Friday, 30 August 2019 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 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 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 obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as the event may traverse across the St Albans Bridge; a copy of the Roads

ORDINARY MEETING
SECTION 4 – Reports of Committees
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- and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) 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;
 - 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 ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
 - 4h. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
 - 4i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
 - 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Parr State Conservation Area, Yengo National Park and the Great Northern Road. a copy of this approval to be submitted to Council;
 - 4k. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
 - 4l. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
 - 4m. 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;
 - 4n. 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);
 - 4o. 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;
 - 4p. the event organiser is to directly notify relevant ferry operators, 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;
 - 4q. 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

ORDINARY MEETING
SECTION 4 – Reports of Committees
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the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;

- 4r. 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:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. 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);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. 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);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. 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, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

ORDINARY MEETING
SECTION 4 – Reports of Committees
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SECTION 3 - Reports for Information

Item: 3.1 LTC - RMS Review of Speed Limits of Approaches to Vehicular Ferry Crossing - (Hawkesbury) - (80245, 123265)

REPORT:

Advice has been received from the Roads and Maritime Services (RMS) indicating that a review of the speed limits at vehicular ferry approaches across NSW has been undertaken with a focus on the safety of pedestrians. The information provided by the RMS in part is listed below:

“... Roads and Maritime Services have undertaken a comprehensive review of speed limits at vehicular ferry approaches across NSW with a focus on pedestrian safety.

Speed limits in NSW, as in other parts of Australia, are determined by a number of factors including the road geometry, surrounding conditions, road usage, adjacent development, vehicle types and volumes, crash history and the number of access points along the route.

Roads and Maritime regularly reviews speed limits and monitors for changes in these factors. Key objectives of reviews are to maximise safety for all road users while ensuring the movement of goods and people.

As Lower Portland, Sackville, Webbs Creek and the Wisemans Ferry vehicular ferry crossings are four of the review locations that fall within Hawkesbury City Council's LGA, Roads and Maritime are proposing to implement a 10 km/h Shared Zone Speed Limit on both approaches to each Ferry, as well as on the ferry decks.

This speed limit change is expected to be implemented on Wednesday 15 May 2019, weather permitting and is expected to create a safe environment for all ferry users.”

RMS have advised further that there is no specific set distance to implement the reduced speed limits on the approach roads to the four ferries in the Hawkesbury LGA. The approach roads leading to all four ferries vary in alignment and each site will be treated accordingly. The changes to the speed limits are for very short lengths on approach to the ferries. The objective is to protect the ferry operators and pedestrians in the immediate area.

RECOMMENDATION TO COMMITTEE:

That the information be received.

APPENDICES:

There are no supporting documents for this report.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the information be received.

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SECTION 4 – Reports of Committees
Meeting Date: 28 May 2019

SECTION 4 - General Business

Item: 4.1 LTC - Road Safety Display at the Hawkesbury Show 2019 - (Hawkesbury) - (80245)

REPORT:

Road Safety Display at the Hawkesbury Show 2019

Ms Wong advised the Committee that an extensive RMS Towards Zero Campaign (jointly staffed by RMS and Council's Community Services) was included in the Hawkesbury Police Area Command display during the 10-12 May 2019 Hawkesbury Show. The entire display was awarded the Third Place Ribbon for the Best Public Service Exhibit.



COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the information be received.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 17 June 2019 at 3pm in the Small Committee Room.

The meeting terminated at 4:30pm.

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 28 May 2019

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 28 May 2019

SECTION 5 – Notices of Motion

No Notices of Motion.

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 28 May 2019

QUESTIONS FOR NEXT MEETING

Item: 095 **Councillor Questions from Previous Meetings and Responses - 14 May 2019 - (79351)**

REPORT:

Questions - 14 May 2019

#	Councillor	Question	Response
1	Wheeler	Requested information on the cost to Council of residents using the Snap, Send Solve application.	<p>The General Manager advised that Snap Send Solve is a proprietary product that has been developed by a private entity. Historically its use has been free in order to develop a customer base. Going forward, whilst there is no direct costs to residents to purchase the App Snap Send Solve, there would be a direct cost to Council associated with subscribing to and setting up the Snap Send Solve App. The approximate current cost would be:</p> <p>Initial set up fee - \$1,000 Management fee based on 25,000 – 75,999 residents - \$7,560 The total cost to Council a year - \$8,560.</p> <p>Note: Without any procurement process or understanding of the privacy of/or security arrangements.</p> <p>Council has developed and has been regularly promoting its Online Forms. There have been 6302 submissions made using the Council's Online Forms for the 2018/2019 Financial Year compared with 632 Snap Send Solve submissions received over the same period</p> <p>The use of the Online Forms is easier for Council to manage, provides a reporting mechanism and responses, and there is no additional cost to Council for set up and maintenance. Council staff have contacted the historic users of Snap Send Solve to advise them of Council's position.</p>

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 28 May 2019

#	Councillor	Question	Response
2	Garrow	Requested information how khaki weed has infiltrated Don't Worry Oval and also requested that this matter be dealt with quickly to stop it impacting local businesses.	<p>The Director Infrastructure Services advised that Khaki Weed is a native of South America (Brazil, Ecuador, Peru and Venezuela). The weed spreads by seed within spiny bracts that adhere to tyres, clothing, shoes and animals.</p> <p>The weed is well established in Queensland and New South Wales having first been identified in 1898. The weed is found in many areas of Western Sydney including the Hawkesbury.</p> <p>Whilst difficult to control due to its ready propagation, both Hawkesbury Sports Council and Council staff have an extensive spraying program to kill this weed along with bindii and other broad leaf weeds. Don't Worry Oval has been sprayed this season and will be sprayed again prior to the end of June.</p> <p>Hawkesbury River County Council are also planning a short workshop on weed decontamination for Council staff using plant and machinery involved in grounds/property maintenance.</p> <p>This will enhance Council's ability and knowledge to control the spread of weeds such as Khaki Weed.</p>
3	Garrow	Requested a record of attendance for Councillors to Council meetings during the current term of Council, including meetings that have not been attended in full with late arrivals and early departures.	The Director Support Services advised that the minutes of Council Meetings held since September 2016 are being checked and once completed, the record of attendance will be provided to all Councillors.

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 28 May 2019

#	Councillor	Question	Response
4	Ross	<p>Enquired as to how Council can deal with heavy vehicles offloading their trailers at the junction of Macquarie and George Streets, South Windsor, on the South Creek side of the roads, specifically:</p> <ul style="list-style-type: none"> • Is this RMS land or Council Land? • Is this a designated drop off point for the heavy vehicles? • Can Council possibly designate another area for these operations? 	<p>The Director City Planning advised that the subject land is RMS land and is not a designated drop-off area for heavy vehicles.</p> <p>It is not recommended that Council advise drivers of an alternate location to off load their trailer, as this activity should be conducted on private land.</p> <p>Council can and does however, regardless of whether the land is owned by the RMS or not, enforce Rule 200 of the Road Rules 'Parking within a Built up Area'.</p> <p>A heavy vehicle exceeding 4.5 tonnes or exceeding 7.5 metres in length can only park for one hour and receive a penalty notice of \$112.</p> <p>Should the trailer be standing alone this can also be enforced under the same rule.</p>
5	Ross	<p>Enquired as to what the delay is in getting heritage signage installed in the Hawkesbury Local Government Area.</p>	<p>The Director City Planning advised that Council currently has a budget within Cultural Services for \$28,378 for the Heritage Trial Signage. This project has been placed on hold as a result of the following:</p> <ol style="list-style-type: none"> 1. The Heritage Advisory Committee was not supportive of the trail leading under the Fitzroy Bridge towards the Courthouse as it considered the track unattractive/unsafe. 2. The announcement of the Windsor Bridge replacement in June 2016 rendered the installation of new signage in Thompson Square impractical. 3. The establishment of the Town Centres Master Plan Project Group in 2017 led to discussion that it would be beneficial to look at signage holistically and therefore the way finding heritage trial would be included in the Master Plan for Windsor. 4. The Master Plans and Place Based Public Domain Plans are due to be developed in 2019 calendar year following community and stakeholder engagement.

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 28 May 2019

#	Councillor	Question	Response
6	Ross	Enquired as to whether Council has undertaken measurement of PFAS input at the Council sewage treatment plants, and further, is Council to consult with the Commonwealth Government as to whether this is required or not.	The Director Infrastructure Services advised that due to the technical nature of this query, Council is seeking specialist advice on this matter and a detailed response will subsequently be prepared for Councillors.
7	Garrow	Enquired as to what Council's process is on dog attacks are on people, pets and livestock in the Local Government Area.	<p>The Director City Planning advised that the course of action taken regarding dog related matters is determined by following general guidance material from the Office of Local Government.</p> <p>In determining whether or not a dog is a nuisance, Council officers will attempt to gather the following information:</p> <ul style="list-style-type: none"> • Witness statement from the person advising that the dog was habitually at large, or the officer attending the reported location and witnessing the dog at large. • Obtain statements advising that the dog is barking on a constant basis. <p>For reports of menacing and dangerous dogs, Council Officers will obtain the following information to determine whether or not a dog can be declared Menancing or Dangerous:</p> <ul style="list-style-type: none"> • Any witnesses to the event. • What was seen by these witnesses. • Where the incident occurred. • Dog owner details. • Victim details. • Any photographic evidence of any injuries. • Location of the offending dog. <p>The actions taken vary in accordance with the levels of dog control categories under the Companion Animals Act 1998 as outlined in Attachment 1.</p>

AT - 1 Dog Control Categories under the Companion Animals Act 1998

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Questions for Next Meeting
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Attachment 1 - Dog Control Categories under the Companion Animals Act 1998

DOG CONTROL CATEGORIES UNDER COMPANION ANIMALS ACT 1998			
<i>Less serious level of control</i> Nuisance Dog	Menacing Dog	Dangerous Dog	<i>More serious level of control</i> Restricted Dog
CRITERIA			
Habitually at large; Runs at or chases people or animals; Endangers health of any person or animal. Note: a Nuisance Dog Order may also be issued for persistent barking, defecation on private property, causing substantial damage to private property.	<p>(a) has displayed unreasonable aggression towards a person or animal (other than vermin), or</p> <p>(b) has without provocation, attacked a person or animal (other than vermin) but without causing serious injury or death, or</p> <p>(c) is of a menacing breed (or cross) or kind of dog (<i>none currently prescribed</i>), or</p> <p>(d) declared menacing in other state/territory</p>	<p>(a) has, without provocation, attacked or killed a person or animal (other than vermin) or</p> <p>(b) has, without provocation, repeatedly threatened to attack or repeatedly chased a person or animal (other than vermin), or</p> <p>(c) is kept or used for hunting, or</p> <p>(d) declared dangerous in other state/territory</p>	A dog of a breed, kind or description listed in Section 55: Pitbull/American Pitbull Terriers, Japanese Tosas, Argentinian and Brazilian fighting dogs, Presa Canarios (ie dogs which are prohibited imports)
CONTROLS			
Nuisance Dog Order requiring owner to prevent specified behaviour for 6 months. Any person may seize dog if necessary to prevent damaging property.	<p>(When at home and not under effective control of person over 18yo) enclosed sufficiently to restrain the dog and prevent access by a child.</p> <p>Leashed and muzzled in public; Microchipped and Registered (council may seize dog to ensure this occurs); Desexed; Wear distinctive collar; Dangerous dog sign at property; Sale and advertising prohibited.</p>	<p>Kept in prescribed enclosure at all times when at home.</p> <p>Leashed and muzzled in public; Desexed; Microchipped and Registered (council may seize dog to ensure this occurs); Wear distinctive collar; Dangerous dog sign at property; Sale and advertising prohibited.</p>	Same controls as for dangerous dogs but breeding also prohibited
KEY PENALTIES			
\$880 fine for first offence; \$1650 for subsequent offence; \$275 penalty notice.	Up to \$16,500 fine for selling/acquiring; Up to \$77,000 fine and up to 5 years imprisonment if dog attacks; \$1320 penalty notice; permanent disqualification of owner; seizure.	Same key penalties as for menacing dogs	Same key penalties as for menacing and dangerous dogs and \$16,500 fine for breeding

oooO END OF REPORT Oooo

ORDINARY MEETING
Confidential Reports
Meeting Date: 28 May 2019

CONFIDENTIAL REPORTS

Item: 096 **SS - Land Acquisition - Parts 629 and 669 Upper Macdonald Road, St Albans - (95496, 27078, 27079)**

Previous Item: 107, Ordinary (31 May 2016)

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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

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

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

ORDINARY MEETING
Confidential Reports
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Item: 097 **SS - Proposed Road Closure adjoining 1273 and 1275 Upper Macdonald Road, Upper Macdonald - (95496, 112106, 34783, 27338)**

Previous Item: 48, Ordinary (11 March 2014)

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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

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

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



ordinary
meeting

end of
business
paper

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