



Ordinary Meeting

Date of meeting: 15 November 2022
Location: Council Chambers
Time: 6:30 p.m.

BUSINESS PAPER

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ORDINARY MEETING

Procedural Matters

Meeting Date: 15 November 2022

PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Sarah McMahon 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.

Statement of Ethical Obligations

On 11 January 2022 in accordance with Section 233A of the Local Government Act 1993, Councillors took an oath or made an affirmation of office to undertake the duties of the office of Councillor in the best interests of the people of the Hawkesbury City Council Local Government Area and the Hawkesbury City Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in Councillors under the Local Government Act 1993 or any other Act to the best of their ability and judgment.

Council's Code of Conduct requires Councillors to disclose and appropriately manage conflicts of interest.

Apologies and Leave of Absence or Attendance by Audio-Visual Link

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: 15 November 2022

Ordinary

Section **1**

Confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 15 November 2022

SECTION 1 - Confirmation of Minutes



Ordinary Meeting

Date of meeting: 11 October 2022
Location: Council Chambers
Time: 6:30 p.m.

MINUTES

ORDINARY MEETING

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ORDINARY MEETING

Minutes: 11 October 2022

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 11 October 2022, commencing at 6:30pm.

Welcome

The Mayor, Councillor Sarah McMahon 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 Sarah McMahon, Mayor, Councillor Barry Calvert, Deputy Mayor and Councillors Patrick Conolly, Shane Djuric, Amanda Kotlash, Mary Lyons-Buckett, Jill Reardon, Les Sheather, Paul Veigel, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: General Manager - Elizabeth Richardson, Acting Director City Planning - Meagan Ang, Director Corporate Services - Laurie Mifsud, Director Infrastructure Services - Will Barton, Manager Communications and Events - Suzanne Stuart, Manager Strategic Planning - Andrew Kearns, Chief Financial Officer – Vanessa Browning, Manager Governance - Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK

The absence of Councillor Eddie Dogramaci was noted.

DECLARATIONS OF INTEREST

Councillor Djuric declared an interest on Item 170.

Councillor McMahon declared an interest on Item 178.

Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

SECTION 1 - Confirmation of Minutes

209 RESOLUTION:

RESOLVED on the motion of Councillor Reardon and seconded by Councillor Conolly that the Minutes of the Ordinary held on the 13 September, be confirmed.

ORDINARY MEETING

Minutes: 11 October 2022

SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 170 **CP - Proposed Standard Instrument (Local Environmental Plan) Amendment (Agritourism) Order - (95498, 124414)**

Previous Item: 072, Ordinary (12 April 2022)

Directorate: City Planning

Councillor Djuric made a special disclosure of interest in this matter as property owned by him is within a zone in the Hawkesbury Local Environmental Plan 2012 affected by the proposal. Councillor Djuric relied on Clause 4.36 of the Code of Conduct to remain in the meeting during discussion and voting on the matter, and made a special disclosure in writing which was tabled at the meeting.

In the special disclosure Councillor Djuric:

- Identified 23 Glebe Road, Pitt Town (the identified land) as the affected principal place of residence in which he has a proprietary interest
- Disclosed the identified land as the land that is subject to a change in zone/planning control in the Hawkesbury Local Environmental Plan 2012
- Disclosed the proposed change of zone/planning control as draft agritourism the removal of land reservation acquisition
- Disclosed the effect of the proposed change of zone/planning control on him as appreciable financial gain.

Councillor Djuric remained in the meeting during discussion and voting on the matter.

MOTION:

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Sheather.

Refer to RESOLUTION

210 RESOLUTION:

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Sheather.

That Council:

1. Receive the update on the revised amendments to the agritourism and small-scale agricultural development provisions prepared by the Department of Planning and Environment.
2. Not nominate at this stage additional zones other than the RU1- Primary Production, RU2 – Rural Landscape, and RU4 – Primary Production Small Lots zones for the Agritourism provisions to apply.

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In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the amendment, the results of which were as follows:

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

CITY PLANNING

Item: 171 **CP - Fernadell Park Draft Masterplan and Plan of Management - Fernadell Park, Pitt Town - (95498, 124414)**

Previous Item: 90, Ordinary (11 May 2021)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

211 RESOLUTION:

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

That Council:

1. Categorise Fernadell Park as Sportsground, Park and General Community Use.
2. Adopt the Draft Fernadell Park Masterplan and Plan of Management as shown in Attachments 2 and 3 with the following amendments:
 - a) Masterplan:
 - Inclusion of a small play space between the sports amenity building and the courts
 - Investigate option to partially pipe the N-S channel to increase the amount of parking. Subject to funding, pipe entire drain with overflow path
 - Amend the key:
 - (1) Remove soccer in the field description – they are for any sport
 - (4) Replace the word 'Training Field' with 'Modified Field' as the field will be used for games as well as training.
 - 'Path' should be 'shared pathway'.
 - b) Plan of Management:
 - Change training field to modified field in Table 6, page 31
 - Indicate modified field is “minimum” 70m x 50m
 - Amend Section 4.2.6 Table 15:
 - Delete Harvest Stormwater for irrigating sports fields and associated text
 - Replace wording with the effect of “Utilise existing recycled water (purple pipe) infrastructure for all irrigation requirements”.
 - Remove reference to stormwater on page 35. (last dot point)
 - Water harvesting for toilets.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprognó.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

Item: 172 **CP - Draft Masterplan and Plan of Management - McMahon Park, Kurrajong - (95498, 124414)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

212 RESOLUTION:

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

That Council:

1. Request the Minister responsible for Crown Lands to consider adding an additional purpose to McMahon Park which would allow for ongoing use of the community centre, and upgrade to the bus garage.
2. Refer the McMahon Park Plan of Management and Masterplan draft documents (attached as Attachments 1 and 2 to the report) to the Minister responsible for Crown Land for review.
3. Upon receipt of approval from the Minister responsible for Crown Lands, publicly exhibit the Draft Masterplan and McMahon Park Plan of Management.
4. Report the matter back to Council following public exhibition.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

CORPORATE SERVICES

Item: 173 **CS - Investment Report - August 2022 - (95496)**

Previous Item: 129, Ordinary (19 July 2022)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

213 RESOLUTION:

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

That the Monthly Investment Report for August 2022 be received and noted.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

Item: 174 **CS - Financial Statements for the Year Ended 30 June 2022 - (95496)**

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

214 RESOLUTION:

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

That:

1. Council note the following Statement in respect of Section 413(2)(c) of the Local Government Act 1993 as to its Annual Financial Statements:
 - a) Council's Annual Financial Statements for 2021/2022 have been drawn up in accordance with:
 - (i) The Local Government Act 1993 (NSW) (as amended) and the Regulations made thereunder;
 - (ii) The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board; and
 - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
 - b) The Statements present fairly the Council's financial position and operating result for the year.
 - c) The Statements are in accordance with the Council's accounting and other records.
 - d) The signatories do not know of anything that would make these Statements false or misleading in any way.
2. Council sign the "Statements by Councillors and Management". The Statements are to be signed by the Mayor, Deputy Mayor, General Manager, and the Responsible Accounting Officer.
3. Council note the endorsement made by the Audit and Risk Improvement Committee to submit the Financial Statements to Council.
4. Council seek a presentation from the NSW Audit Office, or its representative, at a Council Meeting following the completion of the audit.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

Item: 175 **CS - Disclosure of Pecuniary Interests and Other Matters Returns - (95496)**

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

215 RESOLUTION:

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

That Council note that the Disclosures of Pecuniary Interests and Other Matters Returns, lodged with the General Manager, have been tabled.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

Item: 176 **CS - Payment of Expenses and Provision of Facilities to Councillors Policy - (95496)**

Previous Item: 142, Ordinary (9 August 2022)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

216 RESOLUTION:

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

That Council adopt the Payment of Expenses and Provision of Facilities to Councillors Policy, attached as Attachment 1 to the report.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

INFRASTRUCTURE SERVICES

Item: 177 **IS - Status of Hawkesbury Roads - (95495)**

Previous Item: 151, Ordinary (13 September 2022)

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

217 RESOLUTION:

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

That Council:

1. Receives and notes the report on the status of Hawkesbury Roads.
2. Endorses a plan to ensure long-term and systematic improvements to Council's road network that includes:
 - a) Prioritisation of the development of Council's asset management maturity;
 - b) A comprehensive review of Council's operational service areas;
 - c) Regular reporting to Council on the progress of the capital works program, including flood recovery works;
 - d) Development of a Local and Regional Road Risk Management Policy; and
 - e) Mapping tools for the community on Council's capital works programs.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

SECTION 4 – Reports of Committees

Item: 178 **ROC - Heritage Committee - 28 July 2022 - (95498, 80242)**

Directorate: City Planning

Councillor McMahon declared a less than significant non-pecuniary conflict of interest in this matter as signage is part of the Liveability Program and her partner has a commercial lease in a heritage building within the coverage area of the Liveability Program and no further action is required.

MOTION:

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

Refer to RESOLUTION

218 RESOLUTION:

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

That in relation to the Minutes of the Heritage Committee Meeting held on the 28 July 2022:

1. Council receive and note the Heritage Committee Minutes in respect to Items 1, 2 and 5.
2. Council endorse the Heritage Committee Recommendations in respect of Item 3 (Wayfinding and Signage – Heritage Interpretive Trail), namely:

"That the Heritage Committee provide additional areas to be investigated for inclusion in the Wayfinding and Signage Strategy:

- *Windsor Court House*
- *Remains of the Police Barracks and Fort*
- *Windsor Catholic Cemetery (located next to the Hawkesbury River)*
- *Windsor Railway Station and Former Goods Yard*
- *Thompson Square (brick wall remaining)*
- *Richmond Hill*
- *John Tebbutts Observatories"*

3. Council endorse the Heritage Committee Recommendations in respect of Item 4 (Update on Preparation of Hawkesbury Community Based Heritage Study), namely:

"That the Heritage Committee:

1. *Establish a Working Group to assist the completion of the Hawkesbury Community Based Heritage Study.*
2. *Committee Members nominated as members of the Working Group:*
 - *Ms Deborah Hallam*
 - *Mr Graham Edds*
 - *Ms Michelle Nichols*
 - *Mr Michael Edwards*
 - *Ms Jan Barkley-Jack*

ORDINARY MEETING

Minutes: 11 October 2022

- *Councillor Danielle Wheeler (Chair)"*

4. Council endorse the Heritage Committee Recommendations in respect of Item 6 (Update on Various Heritage Related Matters), namely:

"That the Heritage Committee establish the following two Working Groups:

1. *Macquarie Towns State Heritage Working Group, Committee Members nominated as members of the Working Group:*
 - *Mr Graham Edds*
 - *Ms Jan Barkley-Jack*
 - *Mr Michael Edwards*
 - *Councillor Wheeler (Chair)*
2. *Windsor Bridge Artefacts Working Group, Committee Members nominated as members of the Working Group:*
 - *Ms Erin Wilkins*
 - *Ms Cheryl Ballantyne*
 - *Ms Cindy Laws*
 - *Mr Michael Edwards*
 - *Councillor Djuric*
 - *Councillor Wheeler (Chair)"*

5. The Heritage Committee meets no less than four times per year, with staff to provide Committee members with meeting dates until the end of the 2023 calendar year. Additional meetings may be called where required.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

Item: 179 **ROC - Local Traffic Report - 12 September 2022 - (95495, 80245)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

219 RESOLUTION:

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

That the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Traffic Committee meeting held on 12 September 2022.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

CONFIDENTIAL REPORTS

220 RESOLUTION:

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

That:

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

Item: 180 CS – Acquisition of Part of 39 Sam’s Way, Mountain Lagoon – (95496, 112106, 31659, 31657, 31660)

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

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

221 RESOLUTION:

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

ORDINARY MEETING

Minutes: 11 October 2022

Item: 180 **CS - Acquisition of Part of 39 Sam's Way, Mountain Lagoon - (95496, 112106, 31659, 31657, 31660)**

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

222 RESOLUTION:

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

That:

1. Council undertake the compulsory acquisition, under Sections 186 and 187 of the Local Government Act 1993 of an area of land as shown in Attachment 1, in the order of 768.7m² within part of 39 Sam's Way, Mountain Lagoon (Lot 62 in Deposited Plan 700643) being proposed Lots 621, 622 and 624 in Deposited Plan 1270744 for the purpose of fire control.
2. Council approve the making of an application to the Minister for Local Government for the issue of a Proposed Acquisition Notice (PAN) under the Land Acquisition (Just Terms Compensation) Act 1991 with respect to the acquisition of the land.
3. Council approve the making of an application to the Governor for the publication of an Acquisition Notice in the NSW Government Gazette under the Land Acquisition (Just Terms Compensation) Act 1991 with respect to the acquisition of the land.
4. Following acquisition of the property, Council classify part of 39 Sam's Way, Mountain Lagoon (Lot 62 in DP 700643), being the area of land as shown in Attachment 1, as 'Operational' under Section 31(2A) of the Local Government Act, 1993.
5. Council grant delegation to the General Manager to execute any documents on behalf of Council, associated with the compulsory acquisition process, which do not require the Seal of Council to be affixed.
6. Authority be given for the Assignment of Lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
7. Details of the resolution be conveyed to the affected landowner together with the advice that Council is not, and will not, be bound by the terms of the resolution until such time as appropriate documentation to put such a resolution into effect has been agreed to and executed.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramaci.

ORDINARY MEETING

Minutes: 11 October 2022

The meeting terminated at 7:18pm.

Submitted to and confirmed at the Ordinary meeting held on 15 November 2022.

.....
Mayor

Ordinary

Section **2**

Mayoral minutes

ORDINARY MEETING

SECTION 2 – Mayoral Minute

Meeting Date: 15 November 2022

SECTION 2 – Mayoral Minutes

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

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

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

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

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

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 15 November 2022

Ordinary

Section

3

Reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 15 November 2022

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 15 November 2022

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 181 **GM - Ordinary Council Meetings 2023 - (79351)**

Previous Item: 066, Ordinary (29 March 2022)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to provide information to assist Council in resolving to set the frequency, time, date and place of its ordinary meetings for 2023.

EXECUTIVE SUMMARY:

The Local Government Act 1993 (the Act) requires all councils to meet at least ten times each year, each time in a different month.

Council is required to schedule its Ordinary Meetings in accordance with Council's Code of Meeting Practice, adopted at its Ordinary Meeting on 29 March 2022.

At its meeting on 26 October 2021 Council adopted a schedule of meetings for January, February and March 2022, based on meetings being held on the second and fourth Tuesdays of each month. At its meeting on 15 March 2022 Council resolved to adopt a schedule of meetings for the remainder of the year based on meeting on the second Tuesday of each month. It is recommended that the same schedule be adopted for 2023.

RECOMMENDATION:

That:

1. Council set dates for the holding of Ordinary Meetings of Council for 2023, as contained in Attachment 1 to this report.
 2. The set ordinary meetings for 2023 commence at 6:30pm and take place in the Council Chambers, or by audio-visual link in accordance with Council's Code of Meeting Practice.
-

BACKGROUND

Code of Meeting Practice

Council's Code of Meeting Practice contains the rules for the conduct of meetings of Council and Council Committees the members of which are all Councillors. It is based on the Model Code of Meeting Practice (Model Code) prescribed under the Local Government (General) Regulation 2021 to provide a uniform set of rules to help ensure accessible, orderly, effective and efficient meetings.

At its meeting on 29 March 2022, Council resolved to adopt the most recent version of the Code of Meeting Practice.

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 15 November 2022

Timing of Ordinary Council Meetings

Council's Code of Meeting Practice provides as follows in regard to the timing of ordinary council meetings:

- "3.1 The Council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.*
- 3.2 In addition to the meeting cycle adopted, the Council may resolve to hold additional meetings as considered necessary.*
- 3.3 Additional meetings of the Council convened by resolution of the Council are subject to the three (3) days' notice rule and must also be advertised in accordance with clause 3.9.*
- 3.4 Generally, the Council will recess during the school holiday periods.*
- 3.5 Council meetings will generally commence at 6:30pm, but this commencement time may vary for particular meetings if the Council so resolves.*
- 3.6 Public notice will be given as to the time of the meeting. However, the meeting schedule may be amended by the Mayor, General Manager, or resolution of Council if circumstances necessitate. Such circumstances would include public holidays, the Local Government Conference, or decisions to revise meeting times, etc. Public notification must be given prior to altering the meeting schedule, time or venue."*

Council at its meeting on 26 October 2021 set the schedule of meetings for January to March 2022. This was done in anticipation of the new Council Term commencing in late December 2021 and the need for Council to adopt the Code of Meeting Practice within 12 months of the commencement of the Term.

At its meeting on 15 March 2022, Council resolved to set the remaining ordinary meetings of Council for 2022 with meetings being held on the second Tuesday of every month. Where necessary the schedule of meetings has been amended to hold additional meetings or move meetings cancelled due to natural disasters.

Relevant Legislation

Local Government Act 1993
Local Government (General) Regulation 2021

DISCUSSION

The suggested meeting dates correspond with Council's previous resolution to hold Ordinary Meetings of Council on the second Tuesday of every month, with the following suggested amendments:

- The meeting scheduled for Tuesday, 10 January 2023 is within the school holidays and holiday period, and therefore, it is suggested that the meeting be held on Tuesday, 31 January 2023.
- The meeting scheduled for Tuesday, 11 April 2023 is within the school holidays and is immediately after the Easter weekend and therefore, it is suggested that the meeting be held on Tuesday, 18 April 2023.
- The 2023 Local Government NSW Annual Conference is scheduled to be held from 12 to 14 November 2023 and therefore, it is suggested that the meeting for November be held on either 14 November or 21 November 2023.

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Accordingly, it is recommended that Council hold its Ordinary Meetings for 2023 on the following dates:

Monthly Ordinary Meetings – 2nd Tuesday

31 January 2023
14 February 2023
14 March 2023
18 April 2023
9 May 2023
13 June 2023
11 July 2023 (falls within school holidays)
8 August 2023
12 September 2023
10 October 2023
14 November 2023 or 21 November 2023 (LGNSW Conference)
12 December 2023.

Provided as Attachment 1 to this report is the list of the above mentioned Ordinary Meetings of Council dates for 2023.

It is noted that the meeting schedule may be amended throughout the year by the Mayor, General Manager, or resolution of Council if circumstances necessitate, in accordance with Clause 3.6 of the Code of Meeting Practice.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.4 Build strong relationships and shared responsibilities.
- 4.5 Encourage a shared responsibility for effective compliance.
- 4.7 Encourage informed planning, balanced growth and community engagement.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

AT - 1 Schedule of Council Meetings, January to December 2023.

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AT - 1 Schedule of Council Meetings, January to December 2023

JANUARY				
Tuesday	31	Ordinary		
FEBRUARY				
Tuesday	14	Ordinary		
MARCH				
Tuesday	14	Ordinary		
APRIL				
Tuesday	18	Ordinary	(Draft Operational Plan – Exhibition)	
MAY				
Tuesday	9	Ordinary		
JUNE				
Tuesday	13	Ordinary	(Draft Operational Plan – Adoption)	
JULY				
Tuesday	11	Ordinary		
AUGUST				
Tuesday	8	Ordinary		
SEPTEMBER				
Tuesday	12	Ordinary		
OCTOBER				
Tuesday	10	Ordinary		
NOVEMBER				
Tuesday	14 or 21	Ordinary	(Subject to Local Government NSW Annual Conference)	
DECEMBER				
Tuesday	12	Ordinary		

oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 182 **GM - 2022/2023 Event Sponsorship Program - (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of applications received for financial and in-kind assistance under Round 1 of the Events Sponsorship Program for 2022/2023

The report assesses the applications against the adopted assessment criteria and recommends financial and in-kind assistance.

EXECUTIVE SUMMARY:

The Events Sponsorship Program is a key outcome of the Events Strategy. The Program provides the opportunity for volunteer organisations, community groups, individuals and commercial businesses to seek financial and in-kind assistance from Council. The Events Strategy was adopted by Council on 28 August 2018.

The Events Sponsorship Program comprises of two rounds of event sponsorship per annum. The Program also establishes a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria. Two assessment criteria have been created to assess the event applications, one for community events and one for commercial events. All events are now categorised as either a community event or commercial event and assessed against the relevant criteria.

Round 1 of the 2022/2023 Event Sponsorship Program was open from 5 September 2022 to 30 September 2022 for events generally proposed to be held between late 2022 and early 2023. This report lists the twenty applications received. Thirteen applications received met the assessment criteria and were successful in their assessment and seven applications did not meet the assessment criteria.

The proposed allocation for Round 1 of the Event Sponsorship Program is \$47,230.

RECOMMENDATION:

That Council:

1. Under Round 1 of the 2022/2023 Event Sponsorship Program, agree to support the following organisations for events at the following level: -

Event Name	Name of Organisation	Recommended amount (\$ and inclusions (Ex GST)
Carols in the Richmond Park	Richmond Rotary Club	\$3,500
Christmas in the Park	Bowen Mountain Park Management Committee	\$3,000
Light Up Windsor	Windsor Business Group	\$3,500
Hanna Park Carols	Hawkesbury Valley Baptist Church	\$3,000
Kurrajong Sparkle Twilight	Kurrajong Community Forum	\$3,000
Hawkesbury Show	Hawkesbury District Agricultural Association	\$3,500

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Event Name	Name of Organisation	Recommended amount (\$ and inclusions (Ex GST)
Woodwork and Craft Show	Hawkesbury Woodcraft Co-Op	\$2,730
Collectors' Plant Fair	Collectors' Plant Fair Sydney	\$4,000
Convict 100 (Mt. Bike 100)	Max Adventure Pty Ltd	\$4,500
Lynwood Christmas Spectacular	Lynwood Country Club	\$4,000
St Albans Village Market	St Albans Village Market	\$4,500
The Hawkesbury and Beyond Tourism and Agriculture Conference plus Agriculture Expo	Prismatic Group Pty Ltd	\$4,000
Richmond Good Food Markets	Richmond Good Food Markets	\$4,000
	TOTAL:	\$47,230

2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 2 to 8,10 to 11,13 to 15 and 18 as identified in Table 1 and Attachment 1 of this report.
3. Advise applicants numbered 1, 9, 12, 16, 17, 19 and 20 as identified in Table 1 and Attachment 1 of this report that their applications were not successful in accordance with the Event Sponsorship Assessment Criteria Matrix.

BACKGROUND

On 28 August 2018, Council adopted the Events Strategy which formalised and consolidated the Event Sponsorship Program. The Strategy identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury. The Events Sponsorship Program incorporates two rounds of funding opportunities per annum. The timing of the Program has been adjusted over the past two years since its initial adoption, to better align with the annual budget cycle.

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

- Eligibility Criteria – Council will only support event sponsorship applications that meet the criteria in the Eligibility Criteria.
- Assessment Criteria Matrix – Council will assess each event application against the Community and Commercial Assessment Criteria Matrix to provide objectivity and a guide to applicants about the criteria Council will be using when making a decision about whether to support the event. The event 'score' is a good guide as to whether Council will be working to support the event. It is anticipated that a community event which 'scores' 40 or above would receive sponsorship and that a commercial event which 'scores' 50 or above would receive sponsorship.
- Event Evaluation Framework – After an event Council will evaluate the event against the Event Evaluation Framework to identify opportunities for continuous improvement.

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

DISCUSSION

The Events Strategy was adopted by Council on 28 August 2018.

The objectives of the Events Strategy are to build:

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

Council has allocated \$65,000 in its 2022/2023 Operational Plan for the Event Sponsorship Program.

There are two rounds of Event Sponsorship during the year with half of the funding generally allocated across the two rounds. In Round 1, it is proposed that more than half of the funding be allocated due to the number of applications we received.

Twenty applications were originally submitted under Round 1 of the 2022/2023 Event Sponsorship Program. The details of the twenty applications are summarised as follows in Table 1:

Table 1 - 2022/2023 Round 1 Event Sponsorship Applications Community Events

No	Applicant Name/ Organiser/Business	Event Name	Event date/s at time of application	Submission of an application for event sponsorship 2022/2023	Comment/Recommendation
1	Chris Bowell - Dogs in the Park NSW	Dogs in the Park	March 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
2	Barry Adams - Richmond Rotary Club	Carols in the Park	11 Dec 2022	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
3	Stacy Kempton - Bowen Mountain Park Management Committee	Christmas in the Park	17 Dec 2022	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
4	Stacy Kempton - Windsor Business Group	Light Up Windsor	3 Dec 2022	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
5	Peter Webb - Hawkesbury Valley Baptist Church	Hanna Park Carols	17 Dec 2022	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
6	Lyn Ward- Kurrajong Community Forum	Kurrajong Sparkle Twilight Event	10 Dec 2022	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
7	Andrea Roth - Hawkesbury District Agricultural Association	Hawkesbury Show	28 to 30 April 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
8	Graham Shakespeare - Hawkesbury Woodcraft Co-op	Hawkesbury Woodwork and craft show	20 to 21 May 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.

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Table 2 - 2022/2023 Round 1 Event Sponsorship Applications Commercial Events Attachment 3

No	Applicant Name/ Organiser/Business	Event Name	Event date/s at time of application	Submission of an application for event sponsorship 2022/2023	Comment/Recommendation
9	Stacy Kempton - Prismatic Group Pty Ltd	The BIG Hawkesbury Bushdance 2023	18 Feb 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
10	Dan Wheatley- Collectors' Plant Fair Sydney	Collectors Plant Fair	15 to 16 April 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
11	Mark Roberts/ Ellen Braybon - Max Adventure Pty Ltd	Convict 100 (Mountain Bike Race)	5 to 6 May 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
12	Andrea Catterail - Fantasia Showstoppers Inc	Disney Frozen Junior Musical Theatre Production	20 to 23 April 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
13	Haylee Foley/ Sonya Stokes - Lynwood Country Club	Lynwood Christmas Spectacular	10 Dec 2022	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
14	Diana Furneyvall - St Albans Village Market	St Albans Village Market	Monthly market - currently a 2- day format	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
15	Stacy Kempton - Prismatic Group Pty Ltd	The Hawkesbury and Beyond Tourism and Agriculture Conference plus The Hawkesbury and Beyond Tourism and Agriculture Expo	7 to 9 March 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
16	Stacy Kempton - Prismatic Group Pty Ltd	The Hawkesbury Expo 2023	10 to 11 March 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
17	Lyn Lynch -Sydney Vaulting Group	Sydney Vaulting Group Official Competition	1 to 2 April 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.

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No	Applicant Name/ Organiser/Business	Event Name	Event date/s at time of application	Submission of an application for event sponsorship 2022/2023	Comment/Recommendation
18	Daniel McTackett- Richmond Good Food Market Pty Ltd	Richmond Good Food Markets	Each Saturday in 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
19	Stacy Kempton - Prismatic Group Pty Ltd	The Hawkesbury Business Awards 2023	19 May 2023	Yes	Consider application in Event Sponsorship Round 1 2022/2023.
20	Stacy Kempton - Prismatic Group Pty Ltd	Hawkesbury Business Week 2023	6 to10 November 2023	No (Assessment Criteria Matrix has not been prepared.)	Organiser to resubmit application in the 2023/2024 financial year, in accordance with the Event Strategy eligibility criteria.

Attached as Attachment 1 to this report is a detailed summary of the applications received and the proposed level of financial assistance requested. A copy of the analysis of each application against the Assessment Criteria Matrix is provided in Attachment 2 and Attachment 3 to this report.

There are sufficient funds to cover the total recommended amount of \$47,230 for Round 1 of the 2022/2023 Event Sponsorship Program.

After a review of the Assessment Criteria Matrix, the Round 1 Applications received can be described as:

- Diverse in nature, ranging from food markets, sporting, music, craft, Christmas and agricultural events.
- Community and commercial based events, supported by volunteers in relation to activities such as markets, music, sporting, food, craft and Christmas events.
- Consistent with Council's stated objectives of providing financial assistance to volunteer groups, community organisations and individuals for works and projects that will build community capacity, the ability to self-organise and develop resilience.

Event Strategy Review

Council is committed to continuing to review and refine the Events Sponsorship Program to incorporate the ongoing findings from the implementation of the Events Strategy. Since the adoption of the Events Strategy and the Event Sponsorship Program in August 2018 there have been six rounds of event sponsorship determined by Council and this current sponsorship (Round 1 - 2022/2023).

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

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

Council has been undertaking an ongoing review of the success of the Event Sponsorship Program. During the two rounds of sponsorship each year there has been an opportunity for Council to review

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the success of the Program and make refinements as required. As part of the ongoing review, and in response to feedback, two assessment criteria were created in 2021/2022, one for community events and one for commercial events. All events are now categorised as either a community or commercial event and assessed against the relevant criteria. A further change which will be made once the Reconciliation Action Plan is received will be the inclusion of a category for indigenous events.

COMMUNITY ENGAGEMENT

Whilst the issues raised in this report concern matters that do not require community consultation under Council's Community Engagement Policy, information about Round 1 of the Event Sponsorship Program was:

- Available on Council's website from 5 September 2022 until 30 September 2022 with the Event Strategy and Event Sponsorship Application forms
- Advertised on Hawkesbury Events Facebook page on 5 September and 29 September 2022.
- Promoted on the Hawkesbury City Council Facebook page on 5 September and 29 September 2022.
- Emailed to groups and individuals who had previously held events in the Hawkesbury or had had previous discussions with Council about events they would like to hold. An Email sent on 5 September and 21 September 2022.
- Hawkesbury City Council sent out a media release promoting the Round 1 sponsor in open on Tuesday 6 September 2022.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. Council has allocated \$65,000 in its 2022/2023 Operational Plan for the Event Sponsorship Program. There are sufficient funds to cover the total recommended amount of \$47,230 for Round 1 of the 2022/2023 Event Sponsorship Program with \$17,770 remaining for Round 2 of the 2022/2023 Event Sponsorship Program.

ATTACHMENTS:

- AT - 1** Detailed summary of the application received and the proposed level of financial assistance to be provided - *(Distributed under separate cover)*.
- AT - 2** Community Events Assessment Criteria Matrix for the Event Sponsorship Application under Round 1 Event Sponsorship Program 2022/2023 - *(Distributed under separate cover)*.
- AT - 3** Commercial Events Assessment Criteria Matrix for the Event Sponsorship Application under Round 1 Event Sponsorship Program 2022/2023 - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

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CITY PLANNING

Item: 183 **CP - 2022/2023 Community Sponsorship Program - Round 1 - (95498, 96328)**

Previous Item: 11, Ordinary (25 January 2021)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of applications received for financial assistance under Round 1 of the 2022/2023 Community Sponsorship Program. The applications received under Round 1 of the Program have been scored against the assessment criteria in the Community Sponsorship Strategy. The report provides Council with the outcome of the assessment of applications and makes a recommendation based on this assessment as to what applications meet the funding criteria.

EXECUTIVE SUMMARY:

The report lists nine applications received under Round 1 of the 2022/2023 Community Sponsorship Program and the proposed level of financial assistance for each of the applications.

The applications received under Round 1 of the Program have been assessed in accordance the assessment criteria in the Community Sponsorship Strategy and it is recommended that the seven of the nine applications meet the funding criteria and therefore are recommended for funding under Round 1 of the 2022/2023 Community Sponsorship Program.

RECOMMENDATION:

That Council:

1. Approve payments for Section 356 Financial Assistance to the individual and organisations listed in this report and at the level recommended in the tables in the report.
 2. Approve execution of Council's standard Sponsorship Agreement for those applications where the approved level of funding is over \$500.
 3. Advise Applicants 7 and 9 that their applications were not successful in accordance with Community Sponsorship Program assessment criteria.
-

BACKGROUND

The Community Sponsorship Program provides the opportunity for community groups and individuals to seek financial assistance from Council. The Program provides for three categories for financial assistance:

- a) Participation: funding to enable the participation of residents who have been selected to represent their community in regional, national or international sporting and cultural events (\$150 per individual or \$750 for a team of five or more).
- b) Access: funding to subsidise half (50%) of the cost of hiring a Council or community facility (to a maximum Council contribution of \$750).

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- c) Building a Connected, Healthy, Inclusive and Resilient Hawkesbury: funding to the cost of an activity or project which will assist the community to come together to plan and deliver activities that support a connected, healthy and resilient Hawkesbury (up to \$3,000).

In accordance with the schedule for funding rounds within the 2022/2023 Community Sponsorship Program, Round 1 of the Program closed on 31 October 2022. The Community Sponsorship Program was promoted:

- Online on Council's website, Facebook page, and Hawkesbury e News;
- At network and interagency meetings including Hawkesbury Connect, Hawkesbury Youth Interagency, and;
- Hawkesbury Community Hubs Update.

Assessment of Round 1 - 2022/2023 Applications

In total, nine applications are presented for Council's consideration under Round 1 of the 2022/2023 Community Sponsorship Program. Of these applications, five relate to financial assistance under the *Participation* category and four relate to the *Building a Connected, Healthy, Inclusive and Resilient Hawkesbury* categories. zero applications were received under the *Access* category.

The following two tables summarise the applications received under the *Participation* and *Building a Connected, Healthy, Inclusive and Resilient Hawkesbury* sponsorship programs and the proposed level of financial assistance under each.

- a) Participation Category: This category provides for Council to contribute \$150 per individual or \$750 per team of five or more who have been selected to represent their community in regional, national or international sporting competition or cultural event.

Applicant	Proposal	Recommended Amount
1. Deekan John Day	Apex Southern Rumble (skateboarding competition), Christie Downs, Adelaide (25 to 27 November 2022).	\$150
2. Ethan Treble	NSW All Schools Baseball Team Competition, Blacktown International Sports Park (15 to 20 August 2022).	\$150
3. Nicholas Auditore	Free G State Championships, Rooty Hill (12 to 13 November 2022).	\$150
4. Nicole-Jade Harris	School Sport Australia, 12 years and under Softball Championship, Wheelers Hill, Victoria (20 to 25 November 2022).	\$150
5. Tahlia Kaden	2022 Australian Gymnastics Championships Gold Coast (15 to 22 May 2022).	\$150

- b) Access Category: Zero applications were received under this Category. The Community Sponsorship Strategy provides for Council to subsidise half (50%) of the cost of hiring a Council or community facility, with a maximum Council contribution of \$750.
- c) Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Category: Four applications were received under this Category. The Community Sponsorship Strategy provides for Council to fund the cost of an activity or project which will assist the community to come together to plan and deliver activities that support a connected, healthy, and resilient Hawkesbury (up to \$3,000).

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Applicant	Proposal	Recommended Amount
6. Richmond High School P&C Association	Breakfast club for students with Aboriginal heritage.	\$480
7. Lynch Group Pty Ltd, Empire Services	Landscape Remediation - Tree Planting Project.	Nil
8. Animal Welfare League Hawkesbury	Free Companion Animal Desexing Program.	\$3,000
9. Hobartville Long Day are Preschool- Cheeky Monkey's Program	Finance the Cheeky Monkeys Program to be accessed by all children within service.	Nil

The analysis of each application under this Category against the Assessment Criteria Matrix is provided in Attachment 1 to this report – it is noted that the maximum score possible under the Matrix for each application is 52. As noted in the Community Sponsorship Strategy an applicant is deemed eligible for consideration by Council for sponsorship if the applicant received score of 30 or more.

Lynch Group Pty Ltd, listed as Applicant 7, was assessed as not eligible for sponsorship as the activity proposed in the application, being tree planting along Hawkesbury River, was not accompanied by the relevant consent and planning documentation and is therefore deemed ineligible on the grounds of being an unapproved activity.

Hobartville Long Day Care, listed as Applicant 9, was assessed as not eligible for sponsorship due to the requested funding total, being \$19,800; this amount is in excess of the \$3,000 available through the Community Sponsorship Strategy and partial funding of this application would not guarantee project delivery, therefore the application was deemed ineligible.

Category	Amount
Participation	\$750
Access	\$0
Building a Connected, Healthy, Inclusive and Resilient Hawkesbury	\$3,480
TOTAL RECOMMENDED UNDER ROUND 1	\$4,230

Policy considerations

The primary reference document relevant to Council's decision in relation to Round 1 of the 2022/2023 Community Sponsorship Program is the Community Sponsorship Strategy, considered by Council at its Ordinary meeting 30 April 2019 and adopted following the public exhibition period. The process to assess applications and the commendations contained in this report are consistent with the adopted Community Sponsorship Strategy.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.6 Build on a sense of community and wellbeing.

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FINANCIAL IMPACT

The matters in this report have direct financial implications. The 2022/2023 Operational Plan made provision for a budget of \$42,149. Should Council resolve to fund the Round 1 Community Sponsorship Program 2022/2023 applications as recommended in this report, a budget of \$37,919 will be available to eligible applicants in future rounds of the Program in 2022/2023.

ATTACHMENTS:

- AT - 1** Analysis of Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Applications – Round 1 – 2022/2023 Community Sponsorship Program.
- AT - 2** - Application Criteria Matrix - Building a Connected ,Healthy, Inclusive and Resilient Hawkesbury Applications.

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AT - 1 Analysis of Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Applications – Round 1 – 2022/2023 Community Sponsorship Program

#	Applicant	Purpose of funding sought	Score on the Assessment Criteria Matrix (maximum score = 52)	Requested amount	Recommended amount	Discussion
6.	Richmond High School Parents and Citizens Association	Breakfast club for students of Aboriginal heritage	34	\$400	\$400	The applicant wishes to provide breakfast for Aboriginal students in a culturally safe place. The expected outcomes align with Council's Community Strategic Plan in building a connected, healthy, inclusive and resilient Hawkesbury.
7.	Lynch Group Pty Ltd, Empire Services	Landscape Remediation - Tree Planting Project	0	\$2,000	Nil	The applicant wishes to plant and maintain trees along the Hawkesbury embankment. This application did not include relevant documentation to validate authorisation of the proposed activity.
8.	Animal welfare League Hawkesbury	Free Companion animal Desexing Program	30	\$3,000	\$3,000	The applicant wishes to provide a subsidised desexing program for low income earners and those struggling with costs of this service.
9.	Hobartville Long Day Care and Preschool	To finance the Cheeky Monkey's program	0	\$19,800	Nil	The total funds applied for exceeds the \$3,000 eligible allocation under this category.

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AT - 2 - Application Criteria Matrix - Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Applications



Assessment Criteria Matrix

Building a Connected, Healthy, Inclusive and Resilient Hawkesbury

Applications- Round One, 2022/23FY

Applicant 6: Karen Worrell, Richmond High School P&C

Sponsored Activity: Resilient Hawkesbury Sponsorship Stream - Food & Support Program for disadvantaged students (targeting Aboriginal young people)

Funding Requested: \$480

****Recommended for approval/sponsorship**

Objective	Criteria	Score Options	Score	Applicant Score
A connected community	Create or builds community partnerships	No	0	1
		Yes	1	
	Supports and expands active volunteering (volunteer involvement)	No	0	0
		Yes	1	
		More than 10	3	
	Brings residents together	< 10 People	0	2
		10 to 25 People	2	
		People	3	
		> 25 People		
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No	0	0
		Yes	2	
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No	0	0
		Yes	2	
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No	0	0
		Yes	2	
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No	0	2
		Yes	2	
	Includes provision for disability access and/or social inclusion strategies	No	0	2
		Yes	2	
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021	No	0	0
		Yes	2	
	Supports key action in Reconciliation Action Plan (currently under development)	No	0	2
		Yes	2	

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Community Strategic Plan (supports identified community outcomes)	Consistent with community strategic plan	Not consistent	0	3
		Somewhat consistent	1	
		Consistent	2	
		Highly consistent	3	
	Makes Hawkesbury a friendly place where people feel safe	No	0	1
		Yes	1	
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No	0	0
		Yes	1	
	Encourages community partnerships, active volunteering and resident involvement	No	0	1
		Yes	1	
	Improves services and facilities for disadvantaged and vulnerable groups	No	0	1
		Yes	1	
	Supports all residents to participate in community, cultural and civic life	No	0	1
		Yes	1	
	Encourages sustainable choices and reduced ecological footprint	No	0	0
		Yes	1	
Community Strategic Plan continued	Provides affordable and accessible facilities to support community's health and lifestyle	No	0	1
		Yes	1	
	Makes our towns and villages vibrant local hubs	No	0	0
		Yes	1	
Finance and Governance	Activity grounded in authentic community consultation	No	0	0
		Yes	2	
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No	2	2
		Yes	0	
	Financial capacity as measured by annual revenues	< \$50,000	3	
		\$50,000 TO \$200,000	2	
			1	
	Local community organisation (office or service outlet in Hawkesbury)	No	0	2
		Yes	2	
	Adequacy of budget proposal.	No	0	2
		Yes	2	
	Co-contribution identified (financial and in-kind)	No	0	1
		Yes	1	
	Proven track record	No	0	2
		Yes	2	

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	Governance structures in place	No	0	2
		Yes	2	
	Adequacy of proposed budget	No	0	2
		Yes	2	
Total Score				30

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Applicant 7: Lynch Group Pty Ltd, Empire Services

Sponsored Activity: Landscape Remediation - Tree Planting Project

Funding Requested: \$2000

**** Application is ineligible due to unapproved activity proposed.**

Objective	Criteria	Score Options	Score	Applicant Score
A connected community	Create or builds community partnerships	No	0	
		Yes	1	
	Supports and expands active volunteering (volunteer involvement)	No	0	
Yes		1		
More than 10		3		
Brings residents together		< 10 People	0	
		10 to 25 People	2	
		> 25 People	3	
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No	0	
		Yes	2	
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No	0	
		Yes	2	
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No	0	
		Yes	2	
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No	0	
		Yes	2	
	Includes provision for disability access and/or social inclusion strategies	No	0	
		Yes	2	
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021	No	0	
		Yes	2	
	Supports key action in Reconciliation Action Plan (currently under development)	No	0	
		Yes	2	
Community Strategic Plan (supports identified community outcomes)	Consistent with community strategic plan	Not consistent	0	
			1	
		Somewhat consistent	2	
		Consistent	3	
		Highly consistent		

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	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	
Community Strategic Plan continued	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	
	Makes our towns and villages vibrant local hubs	No Yes	0 1	
Finance and Governance	Activity grounded in authentic community consultation	No Yes	0 2	
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	
	Adequacy of budget proposal	No Yes	0 2	
	Co-contribution identified (financial and in-kind)	No Yes	0 1	
	Proven track record	No Yes	0 2	
	Governance structures in place	No Yes	0 2	
	Adequacy of proposed budget	No Yes	0 2	
	Total Score			0

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Applicant 8: Animal Welfare League Hawkesbury - Leonie Elvin

Sponsored Activity: Resilient Hawkesbury Sponsorship Stream - Free Companion Animal Desexing Program

Funding Requested: \$3000

****Recommended for Sponsorship**

Objective	Criteria	Score Options	Score	Applicant Score
A connected community	Create or builds community partnerships	No	0	1
		Yes	1	
	Supports and expands active volunteering (volunteer involvement)	No	0	1
		Yes	1	
		More than 10	3	
	Brings residents together	< 10 People	0	2
		10 to 25 People	2	
		> 25 People	3	
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No	0	0
		Yes	2	
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No	0	0
		Yes	2	
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No	0	0
		Yes	2	
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No	0	2
		Yes	2	
	Includes provision for disability access and/or social inclusion strategies	No	0	2
		Yes	2	
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021	No	0	0
		Yes	2	
	Supports key action in Reconciliation Action Plan (currently under development)	No	0	0
		Yes	2	

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Community Strategic Plan (supports identified community outcomes)	Consistent with community strategic plan	Not consistent	0	3
			1	
		Somewhat consistent	2	
			3	
		Consistent		
	Highly consistent			
	Makes Hawkesbury a friendly place where people feel safe	No	0	1
		Yes	1	
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No	0	0
		Yes	1	
	Encourages community partnerships, active volunteering and resident involvement	No	0	1
		Yes	1	
	Improves services and facilities for disadvantaged and vulnerable groups	No	0	1
		Yes	1	
	Supports all residents to participate in community, cultural and civic life	No	0	1
		Yes	1	
	Encourages sustainable choices and reduced ecological footprint	No	0	0
		Yes	1	
Community Strategic Plan continued	Provides affordable and accessible facilities to support community's health and lifestyle	No	0	0
		Yes	1	
	Makes our towns and villages vibrant local hubs	No	0	0
		Yes	1	
Finance and Governance	Activity grounded in authentic community consultation	No	0	2
		Yes	2	
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No	2	2
		Yes	0	
	Financial capacity as measured by annual revenues	< \$50,000	3	
		\$50,000 TO \$200,000	2	
			1	

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	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2
	Total Score			30

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Applicant 9: Hobartville Long Day Preschool

Sponsored Activity: Hobartville Long Day Preschool Cheeky Monkeys Program

Funding Requested: \$19,800

**** Application is ineligible – request exceeds amount available through this category**

Objective	Criteria	Score Options	Score	Applicant Score
A connected community	Create or builds community partnerships –	No	0	0
		Yes	1	
	Supports and expands active volunteering (volunteer involvement) –	No	0	0
		Yes	1	
		More than 10	3	
	Brings residents together	< 10 People	0	2
		10 to 25	2	
		People	3	
		> 25 People		
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No	0	0
		Yes	2	
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No	0	0
		Yes	2	
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No	0	0
		Yes	2	
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group –	No	0	2
		Yes	2	
	Includes provision for disability access and/or social inclusion strategies	No	0	0
		Yes	2	
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021	No	0	0
		Yes	2	
	Supports key action in Reconciliation Action Plan (currently under development)	No	0	0
		Yes	2	
Community Strategic Plan (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	1

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CORPORATE SERVICES

Item: 184 **CS - September 2022 Quarterly Budget Review Statement - (95496, 96332)**

Previous Item: 101, Ordinary (14 June 2022)

Directorate: Corporate Services

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council of its financial position as at 30 September 2022 and to seek adoption of proposed changes required to the Budget within the Adopted 2022/2023 Operational Plan.

EXECUTIVE SUMMARY:

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

The Responsible Accounting Officer has revised Council's income and expenditure for the 2022/2023 financial year and recommends revising estimates in line with Council's financial performance as at the end of September 2022, and as projected for the remainder of the financial year. This report and the relevant attachment provide information on Council's financial performance and financial position for:

- The first quarter of the 2022/2023 financial year; and
- The resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement – September 2022 (the Statement) recommends budget adjustments that result in an overall balanced adjustment for the quarter.

RECOMMENDATION:

That Council receive the information contained in this report regarding the September 2022 Quarterly Budget Review, and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, be adopted.

BACKGROUND

Clause 203 of the Local Government (General) Regulation 2021 stipulates that the Responsible Accounting Officer of a council must prepare and submit to the Council a Budget Review Statement within two months after the end of each quarter (except the June quarter).

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

The Quarterly Budget Review Statement is the mechanism stipulated by the Local Government Regulations 2021 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

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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 of Council's control are proposed to be adjusted to reflect the anticipated performance up to the 30 June 2023. Unfavourable trends relating to expenditure outside of Council's control are also proposed to be adjusted for the same period.

While some adjustments have been made in relation to the impacts of flooding events, this situation is ongoing in nature. The impacts of the flood events in March, July and October 2022 are still being assessed and adjustments will continue to be included in future Quarterly Budget Review Statements as required.

The Statement 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 2022/2023 Operational Plan attached as Attachment 1 to this report.

Relevant Legislation

Local Government Act, 1993
Local Government (General) Regulation, 2021

DISCUSSION

1. Favourable Adjustments:

- *Increase in General Rates Income (\$841K)* – Council was successful in its application to the Independent Pricing and Regulatory Tribunal for an Additional Special Variation to increase the rate increase from 0.8% to 2.5%.
- *Completion of Local Infrastructure Renewal Scheme Loan (\$494K)* – Council is due to complete the repayment of the Local Infrastructure Renewal Scheme Loan in March 2023, which was used to complete a Timber Bridge Replacement Program. After the final repayment, there will be \$494K remaining in the Reserve because of investment earnings that were generated between the draw down and expenditure of the loan funding.
- *Financial Assistance Grant (\$324K)* – Council received \$3.6M (approx. 75%) of the 2022/2023 Financial Assistance Grant allocation of \$4.8M in 2021/2022. While the allocation in total was \$324K more than forecasted when developing the Original Budget, the impact of the prepayment is that less will be received in 2022/2023. In previous years, this grant has been 50% prepaid, however as 75% was prepaid an adjustment accounting for the additional 25% (\$1.2M) has been made to offset the reduction in overall income of \$0.9M.
- *Plant Replacement Program (\$278K)* – Based on changes in purchase prices, resale values and the condition of vehicles resulting in some replacements being deferred has resulted in net saving of \$278K.
- *Emergency Services Levy (\$89K)* – The NSW Government provided \$419K in 2021/2022 to alleviate the impact of the \$330K increase in the 2022/2023 Emergency Services Levy, which funds the NSW State Emergency Service, NSW Rural Fire Services and NSW Fire and Rescue.

2. Unfavourable Adjustments:

- *Enhanced Roads Maintenance and Renewal (\$402K)* – In order to address the level of maintenance required to improve road surface conditions because of the continued rain, an additional \$402K is allocated to implement an enhanced road surface rejuvenation program.

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- *Sewer Dividend (\$222K)* – As a result of the failure of Rising Main C, additional operational costs were incurred during 2021/2022, resulting in an operating loss for Sewer. Council can receive a sewer dividend after generating an operating profit for three years in a row. The Original Budget included a sewer dividend, as the impact the failure of Rising Main C was not known at the time of development.
- *Resourcing of Flood Restoration Works (\$208K)* – In order to support the additional workload associated with delivering flood restorations, currently estimated in the order of \$230M, an Infrastructure Recovery Team was established. While most of the costs of this team will be covered under Insurance, Natural Disaster Recovery Funding Arrangements and other grant programs, certain employee costs including leave and superannuation, and certain activities including community engagement are not able to be funded.
- *Asbestos Removal at Peel Park (\$132K)* – During the works to remove asbestos from Peel Park, it was discovered that the area and depth of contamination was greater than indicated during preliminary investigations, therefore increasing the cost of decontamination.
- *Organisational Restructure (\$504K)* – As resolved by Council at its meeting of 13 September 2022, a restructure has been undertaken across the organisation to allocate positions to provide enhanced strategic alignment, improved capital project delivery, centralised asset management, manage legal expenditure, and enable scalability in dealing with disaster.
- *Road Surface Rejuvenation The Driftway (\$111K)* – Council has a Memorandum of Understanding with Penrith Council sharing the costs of the road maintenance of renewal of The Driftway on a 50% basis. Penrith Council have identified that substantial intervention is required due to the extreme weather events that have occurred recently, requiring increased funding.
- *Resourcing of Development in New Release Areas (\$180K)* – In order to support the orderly processing of Development Applications for the new release areas of Vineyard and Jacaranda, an additional 4 FTE is required. It is also anticipated that these resources will generate a greater proportion of contestable services income sufficient to cover the initial costs.
- *Allocation of Interest Income to Reserves (\$181K)* – In line with legislation, Council allocates interest to externally restricted reserves. At the time of the developing the Original Budget the assumed rate of return was 0.4% and based on certain level of works being completed. The interest rates have substantially recovered recently, now being an annualised return of 1.62%, based on Council's investment portfolio. Additionally, the timing of works has been reviewed, and the projected closing balances on some reserves have increased.
- *Recruitment Costs (\$88K)* – The combined impact of increased turnover; long standing vacancies; additional resourcing for grant programs, new release area development assessments and flood restoration works delivery; and the organisational restructure has increased the cost of recruitment required to attract optimal candidates.
- *Sewerage Management Facility Inspection Income (\$20K)* – Inspections of Sewerage Management Facilities cannot optimally be conducted during wet weather or while the ground is soddened. Therefore, the level of inspections during this quarter has declined, resulting in reduced income.

3. Grants – Additional Works and Programs - \$14.7M

Several adjustments relating to grant funding successfully secured by Council, are included in this Statement. These adjustments have a nil effect on the Budget position, as amounts included for income have a corresponding amount for expenditure. The securing of grant funding assists Council to undertake

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works otherwise not funded through Council's available funds. Please note that the amount quoted above is the total grant allocation, which in some instances are across financial years.

Also included in this Quarterly Budget Review Statement is a total of \$5.7M of grant funding that was approved in previous financial years where activities and works are continuing.

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

- *Accelerated Infrastructure Program Vineyard and Pitt Town (\$3.9M)* – Design and construction of road infrastructure projects in Vineyard and Pitt Town Precincts as part of the Accelerated Infrastructure Program provided by the NSW Department of Planning and Environment.
- *Local Government Recovery Grant Program – Flood Recovery (\$3.4M)* – Funding from the NSW Government to enable complex and immediate support for recovery and resilience and to provide for the management of companion animals with a focus on improved outcomes such as rehoming.
- *Fernadell Park Sporting Facility Development (\$3.3M)* – An allocation of \$3.3M has been provided through the Multi-Sport Community Facility Fund from the NSW Office of Sport for the development of a well-designed new sporting facility at Fernadell Park, Pitt Town that will meet the current and future needs of the community. An amount of \$1.3M has been included in the September QBRS in line with expected delivery timeframes.
- *Black Spot Program St Albans Road (\$1.1M)* – Council has been successful in its application for funding under the 2022/2023 Australian Government Black Spot Program. The funds will be used for several safety improvements on St Albans Road, Lower Macdonald, including installation of a flexible barrier and guideposts, vehicle activated signs, road edge markers and improving the sealed road shoulder.
- *Black Spot Program Roundabout – Francis and West Market Streets (\$500K)* – Council has been successful in its application for funding under the 2022/2023 Australian Government Black Spot Program. The funds will be used to construct a roundabout at the junction of Francis and West Market Streets, Richmond.
- *Places to Play Program Woodbury Reserve (\$455K)* – Under the NSW Department of Planning and Environment's Places to Play Program, Council will receive \$455K to create an inclusive adventure play space at Woodbury Reserve, Glossodia. An amount of \$228K has been added as part of the September QBRS, in line with the expected delivery timeframe.
- *Black Summer Bushfire Recovery St Albans School of Arts Hall (\$429K)* – The St Albans School of Arts Hall Incorporated was successful in obtaining a \$455K grant to upgrade the hall to create a refuge and social hub in the Macdonald Valley. Council has been requested to undertake the building works amounting to \$429K.
- *Faster Local Assessments Program (\$338K)* – Funding totalling \$350K has been received from the NSW Department of Planning and Environment under the Faster Local Assessments Grant Program to improve timeframes for the processing of development applications and planning proposals, part of which was spent in 2021/2022.
- *Black Summer Bushfire Recovery Bilpin Hall Carpark (\$330K)* – As part of the Black Summer Bush Fire Recovery Funding offered by the Australian Government Department of Industry, Science, Energy and Resources, Council will design and construct an asphalt carpark at Bilpin Hall suitable for use for emergency vehicles.
- *Black Summer Bushfire Recovery St Albans and Surrounds Signage (\$196K)* – Council will install directional and locational signage identifying roads, bridges, creeks and other key features within St Albans and the surrounding area.

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- *Cattai Creek Kayak Launch (\$176K)* – The Department of Primary Industries has granted Council funding to provide a publicly available kayak launch to enable fishers to access Cattai Creek. The facility will be multi-level to accommodate tidal heights and allow safe access at all times. Riparian vegetation will be enhanced through weed control and revegetation with native species.
- *Flood Response Planning Program (\$167K)* – The NSW Department of Planning and Environment has provided funding to six of the most severely flood impacted councils to assist in the engagement of extra resources to undertake flood response planning.
- *Black Summer Bushfire Recovery Burnt into Memory Exhibition (\$159K)* – Council will record stories of recovery from the fire impacted communities for historical archive. The recordings will be featured as a museum exhibition in 2024.
- *NSW Planning Portal API Program (\$80K)* – The NSW Department of Planning and Environment has allocated \$80K to Council to assist with the data integration of its information systems with the NSW Planning Portal.
- *Creative Capital Program Lighting Upgrade Gallery and Museum (\$67K)* – Council successfully applied for funding to be able to upgrade lighting within the Gallery and Museum to LED, which will maximise energy efficiency, reduce costs, provide industry standard lighting and increase flexibility and accessibility in exhibition spaces.
- *Greener Neighbourhoods Program – Urban Forest Strategy (\$50K)* – Council was successful in its application under the Greener Neighbourhoods Program to develop the Hawkesbury Urban Forest Strategy to increase canopy cover and provide strategic direction and alignment with Council's plans.

4. Reserve Funded Adjustments

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

Local Infrastructure Renewal Scheme Loan Reserve

- Clearing of Reserve on completion of loan and works \$501K

Vineyard Loan Reserve

- Reduce Reserve – matching funding for Accelerated Infrastructure Fund grant funded works \$3M
- Increase Reserve - borrowing costs based on schedule \$510K

S.7.11 Reserves

- Vineyard - reduce Reserve to matching Accelerated Infrastructure Fund grant funded works \$2.6M
- Vineyard - reduce Reserve to increase interest subsidy & borrowing costs \$549K
- Vineyard - reduce Reserve to fund property specific indexation subscription \$53K

S.7.12 Reserve

- Reduce Reserve – increase costs for Richmond Community Carpark \$38K

Section 64 Sewer Reserve

- Increase Reserve – based on headworks charges received \$516K

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<i>Stormwater Charge Reserve</i>	
• Decrease Reserve – increase Ian Street allocation, based on timing	\$540K
• Decrease Reserve – funding of Stormwater Asset Engineer	\$79K
<i>Multi-Year Reserve</i>	
• Increase Reserve – adjust for additional signage spent in 2021/2022	\$45K
<i>Domestic Waste Management Reserve (total adjustments increase Reserve by \$44K)</i>	
• Increased Annual Charges in line with actuals	\$62K
• Increased cost for truck replacement	\$18K
<i>Waste Management Facility Reserve (total adjustments decrease Reserve by \$164K)</i>	
• Organisational Restructure (reduction in costs)	\$67K
• Refurbishment on gate house	\$50K
• Added budget for pump hire to manage leachate	\$45K
• Repairs on hired excavator	\$31K
• Deferred plant replacement as in good condition	\$29K
<i>Sewer Reserve (total adjustments increase Reserve by \$3.2M)</i>	
• Adjusted Nutrient Offset works with 50% likely in 2023/2024	\$2.9M
• Removed dividend to general fund	\$222K
• Consultancies for Sewer Review	\$100K
• Organisational Restructure (reduction in costs)	\$88K
• Reduced employee costs due to vacancies	\$79K
• Unbudgeted cleaning of offices	\$30K
• Additional annual charges in line with actuals	\$28K
• Deferral of plant replacement due to condition	\$20K

Impact of Floods

As resolved at the Ordinary Meeting on 27 April 2021, Council noted the ongoing work being undertaken to restore public assets and infrastructure; and to receive updates regarding the financial impact outside the adopted Budget as part of Quarterly Budget Review Statements. This has now been impacted by the recent floods in March, April, July, and October 2022.

During this financial year, Council has incurred a total of \$8.0M of expenditure associated with flood recovery activities. Claims to recover costs incurred relating to floods have been lodged with a range of State Agencies, some of which have been approved and some requiring review to encompass damage incurred during the floods in July and October 2022.

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5. Staff Establishment

As reported to Council at its Ordinary Meeting 10 May 2022, Council's staffing numbers in terms of Full Time Equivalent (FTE) as at the 31 March 2022 was 335.4. There has been an increase of 14.4 to 349.8 as at the 30 September 2022.

The following positions have been added:

- 1.0 FTE Community Development Officer – grant funded, temporary
- 1.2 FTE Community Recovery Support Officer – grant funded, temporary
- 1.0 FTE Community Development Officer Wentworth Healthcare – grant funded, temporary
- 1.0 FTE Flood Community Recovery Officer
- 0.2 FTE Volunteer Rural and Remote Communities Officer
- 2.0 FTE Project Manager - Infrastructure Recovery Team
- 1.0 FTE Project Engineer – Infrastructure Recovery Team
- 1.0 FTE Civil Engineer Intern – Infrastructure Recovery Team
- 1.0 FTE Communications Officer – Infrastructure Recovery Team
- 1.0 FTE Manager Project Delivery
- 1.0 FTE Manager City Services
- 1.0 FTE Coordinator Open Space Services
- 1.0 FTE Manager Business Improvement and Customer Experience
- 1.0 FTE Manager Legal Services / General Counsel
- 1.0 FTE Manager Asset Systems and Planning
- 1.0 FTE Manager Resource Recovery
- 1.0 FTE Coordinator Project Delivery
- 1.0 FTE Administration Officer Legal Services
- 1.0 FTE Project Surveillance Officer
- 1.0 FTE Senior Team Planner (Development Assessment Team)
- 1.0 FTE Building Surveyor (Development Assessment Team)
- 1.0 FTE Technical Officer (Development Assessment Team)
- 1.0 FTE Administration Officer (Development Assessment Team).

The following positions have been removed:

- 1.0 FTE Strategic Transport Planner
- 1.0 FTE Business Improvement Specialist
- 1.0 FTE Community Recovery Officer Bushfire (grant program complete)
- 1.0 FTE Community Recovery Support Worker (grant program complete)
- 1.0 FTE Manager Building and Associated Services
- 1.0 FTE Manager Design and Mapping Services
- 1.0 FTE Manager Parks and Recreation Services
- 1.0 FTE Manager Construction and Maintenance
- 1.0 FTE Customer Service Manager.

It is to be noted that throughout the year, reviews are undertaken to ensure the optimal resource mix between staff and contractors and that sufficient resourcing is available to delivery Council's services and works programs.

COMMUNITY ENGAGEMENT

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 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. If adopted, the budget proposed will be added to the current 2022/2023 Budget.

Performance against Financial Sustainability Benchmarks

Table 1 provides an update of Council’s performance against the Financial Sustainability Benchmarks.

Table 1: Council’s performance against the Financial Sustainability Benchmarks

Financial Sustainability Ratio	Benchmark	Original Budget 22/23	Amended Budget 22/23 After Carry Overs	Amended Budget 22/23 After Sep QBRs
Operating Performance	>= 0	0.002	-0.024	-0.020
Own Source Revenue	> 60%	76.7%	76.7%	67.6%
Asset Renewal	> 100%	136.1%	205.5%	237.9%
Infrastructure Backlog	< 2%	1.5%	0.38%	2.57%
Asset Maintenance	> 100%	93.5%	99.6%	110.5%
Debt Service	0%-20%	4.3%	4.3%	4.04%

As shown above, there have been some ratios that no longer or now meet benchmarks, the reasons for this are outlined below:

- a) The Operation Performance Ratio was projected to be 0.002 when developing the Original Budget. The ratio has declined and no longer meets the benchmark, due to the continuation of works from the 2021/2022 financial year into the 2022/2023 financial year because of the impact of floods.
- b) The Infrastructure Backlog Ratio was projected to be 1.5% when developing the Original Budget. The ratio has declined and no longer meets the benchmark, because scheduled renewal works were delayed, and the damage caused by floods.
- c) The Asset Maintenance Ratio was projected to be 93.5% when developing the Original Budget. The ratio has improved and now meets the benchmark, due to the continuation of works from the 2021/2022 financial year into the 2022/2023 financial year because of the impact of floods. The September Quarterly Review adjustments also increase the level of expenditure further, further improving this ratio.

ATTACHMENTS:

AT - 1 The Quarterly Budget Review Statement – September 2022 - *(Distributed under separate cover).*

oooO END OF REPORT Oooo

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Item: 185 **CS - Investment Report - September 2022 - (95496)**

Previous Item: 129, Ordinary (19 July 2022)

Directorate: Corporate 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 \$63.5 million in investments as at 30 September 2022 and outlines that all investments were made in accordance with the Act, the Regulation and Council’s Investment Policy.

RECOMMENDATION:

That the Monthly Investment Report for September 2022 be received and noted.

BACKGROUND

Council held \$63.5 million in investments as at 30 September 2022. Details on the composition of the Investment Portfolio, and its compliance with Council’s Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

Location Plan

1. Composition of Investment portfolio

Tables 1 to 3 below provide details regarding the \$63.5 million in investments held as at 30 September 2022.

Table 1 – Summary of Council’s Investment Portfolio as at 30 September 2022

Product Type	Face Value	% of Total
At Call Deposits	\$9,100,420	14.3%
Term Deposits - Fixed Rate	\$53,500,000	84.3%
NSWTCorp Long Term Growth Fund	\$879,079	1.4%
Grand Total	\$63,479,499	100.0%

Table 2 – Total Investments by Issuer’s Long – Term Credit Rating

Long Term Credit Rating	Face Value	% of Total
AA-	\$55,600,420	87.6%
BBB+	\$7,000,000	11.0%
NSWTCorp Managed Funds	\$879,079	1.4%
Grand Total	\$63,479,499	100.0%

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Table 3 – Fixed Term Deposits

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Bank of Queensland	BBB+	A-2	28-Oct-22	1.95%	\$2,500,000
			09-Nov-22	2.50%	\$1,500,000
			04-Mar-24	1.70%	\$2,000,000
ME Bank (part of BOQ)	BBB+	A-2	09-Dec-22	0.70%	\$1,000,000
Commonwealth Bank of Australia	AA-	A-1+	12-Oct-22	2.42%	\$2,000,000
			28-Nov-22	0.46%	\$2,000,000
			08-Dec-22	0.46%	\$1,000,000
			02-Mar-23	0.85%	\$2,000,000
			21-Apr-23	2.20%	\$2,000,000
			05-May-23	3.08%	\$2,000,000
			08-Jun-23	3.68%	\$1,500,000
			20-Nov-23	0.65%	\$1,000,000
			10-Apr-24	3.01%	\$2,000,000
National Australia Bank	AA-	A-1+	29-Dec-22	0.45%	\$3,000,000
			22-Feb-23	0.50%	\$2,000,000
			08-Mar-23	0.50%	\$1,000,000
			08-Sep-23	0.60%	\$1,000,000
			19-Aug-24	0.75%	\$3,000,000
			10-Sep-24	0.80%	\$1,000,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			05-Mar-25	1.05%	\$1,500,000
			03-Nov-25	0.95%	\$500,000
			19-Nov-25	0.90%	\$500,000
			13-Jan-26	1.00%	\$500,000
			04-Mar-26	1.30%	\$1,500,000
Westpac	AA-	A-1+	11-Jan-23	0.79%	**\$3,000,000
			25-Jan-23	3.10%	\$2,000,000
			10-Feb-23	0.88%	**\$2,000,000
			11-Apr-23	1.86%	\$1,500,000
			09-Jun-23	0.90%	**\$1,000,000
			27-Jun-23	3.81%	\$3,500,000
			10-Nov-23	1.11%	**\$1,000,000
Grand Total					\$53,500,000

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

2. Environmental, Social and Governance (ESG) Investments

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

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Table 4 – ESG Investments

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Westpac	AA-	A-1+	11-Jan-23	0.79%	\$3,000,000
	AA-	A-1+	10-Feb-23	0.88%	\$2,000,000
			09-Jun-23	0.90%	\$1,000,000
			10-Nov-23	1.11%	\$1,000,000
Grand Total					\$7,000,000

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

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$7,000,000	13.08%
Other	\$46,500,000	86.92%
Grand Total	\$53,500,000	100.0%

3. Compliance to Investment Policy

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

Table 6 – Exposure Limits to credit ratings bands

Long-Term Credit Rating	Exposure of Entire Portfolio		
	Actual	Maximum	Compliant
AAA to AA- or Major Bank and below	87.6%	100%	Yes
A+ to A- and below	0.0%	50%	Yes
BBB+ to BBB and below	11.0%	40%	Yes
BBB- and below	0.0%	10%	Yes
NSWTCorp Funds	1.4%	20%	Yes

Table 7 – Term to Maturity

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

4. Portfolio Return

Council’s investment portfolio (excluding At Call Deposits and NSWTCorp Managed Funds) provided a weighted average return (running yield) as shown in Table 8 below.

Table 8 – Portfolio Return

30 September 2022	Monthly Return	Annual Return
Hawkesbury City Council – Investment Portfolio	0.132%	0.898%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.146%	0.515%
Performance Relative to Benchmark	-0.014%	0.383%

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

Relevant Legislation

According to Clause 212 of the Local Government (General) Regulation 2021, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether investments have been made in accordance with the Act, the Regulation, and the Council's Investment Policy.

Investment Certification

The Responsible Accounting Officer hereby certifies 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 2021 and Council's Investment Policy.

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Amicus Advisory Pty Ltd has reviewed Council's investments as at 30 September 2022 and has advised as follows:

- *Council's investment portfolio annual return is around 38bps above the Bank Bill index. This return excludes at Call Accounts and NSW TCorp Managed Fund. As explained in recent Amicus reports under the "News of Interest" section, the benchmark index is of shorter duration than the portfolio and therefore responds (rises) more quickly in a rising interest rate environment. It also contains a large negative mark to market which will unwind in the coming months. While absolute investment portfolio performance has risen as per the chart above, performance relative to the benchmark has fallen and we expect these trends to continue in coming months.*
- *Council's exposure to Bank of Queensland (BoQ) of around 11% of total portfolio which is above the 10% limit. However, at the time of investment, limits to BoQ were within Policy Limits and the breach this month is due to the fall of the total portfolio size. Amicus therefore recommends Council to reinvest the \$2.5 million BOQ TD maturing on 28 October 2022 with other alternative ADI(s) for diversification purposes.*
- *Overall, exposures to individual entities and to credit limits have been well managed. Amicus generally recommends its clients operate with "buffers" between policy limit maximums and minimums to provide flexibility and avoid breaches. Investing the maturing BOQ TD as above will restore the buffer for BoQ exposures in the portfolio*
- *Progress has been made in investing in ESG investments as part of the overall portfolio. However, to increase current levels, Council will need to aggressively pursue opportunities when they arise as Westpac is currently not offering "Green" Term Deposits.*
- *Amicus suggests Council pursues the following investment strategies with regards to any excess liquidity:*
 - *Invest in a Major Bank or other highly rated FRN so long as the credit margin is above 100bps. It might be worth considering putting surplus funds aside for future FRN opportunities (rolling \$1 million earmarked for FRNs) so Council could invest as they arise.*

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The rationale being:

- *FRN's are currently offering better value than Term Deposits.*
- *It is part of the overall agreed investment strategy to invest in Term Deposits when they offer better value than FRN's and vice versa, but in practice this policy cannot be implemented until Council is willing to invest in FRNs.*
- *New issue FRN's offer the best value but the timeframes for making an investment decision are around one half day (or one full day at most) and so Hawkesbury needs to have the internal processes in place to respond within these timeframes.*
- *Usually once a Council has purchased its first FRN, the subsequent purchases are much easier because everyone involved in the process within Council is far more familiar and comfortable with the process, but this level of familiarity and comfort cannot be gained until the first purchase is made.*
- *While this is a short term objective it is of longer term strategic value effectively opening up this area of the market for ongoing investments for Council to be accessed when FRN's offer better value than Term Deposits.*
- *Invest in the best Term Deposit rates available within the capacity of Policy limits.*
- *Take limited exposures to issuers outside the Major Banks in short-dated Term Deposits if rates are attractive. No more \$4 million of the total portfolio per entity is recommended based on the assumption the portfolio size will not fall below \$40 million and cause a breach of the 10% limit, i.e. \$4 million / \$75 million = 5.3% (current portfolio size), \$4 million / \$39 million = 10.3%. This is a very low risk strategy given the steps taken by the Reserve Bank of Australia to ensure no Authorised Deposit Taking Institutions will fail due to liquidity reasons in the short-term.*
- *Consider investing in longer dated fixed rate investments. While interest rates may rise, taking a limited exposure to longer dated fixed rate investments to enhance current portfolio is prudent so long as these investments are with high quality institutions (Major Banks and other ADI's rated "A" or above).*
- *We see an urgency to pursue the strategies above because as can be seen from the returns this month Council has again under-performed the benchmark index over the last month.*
- *We think a period of underperformance of the benchmark index on a rolling 12 month basis is now likely given the current index levels and the structure of the portfolio that has a significant proportion of fixed rate TD's paying less than 1% that do not mature until early 2023. We would estimate this period of under-performance to occur in early 2023. How long it persists will depend largely on the path of future interest rates.*
- *Amicus estimates, based on a portfolio size of around \$55 million, Council will earn an estimated \$900K for the Financial Year 2022 – 2023. The derivation of this estimate is as follows: Interest is likely to increase as Term Deposit investments made earlier at interest rates of less than 1% mature and are re-invested at current rates of between 2% and 3% on average. Re-investment opportunities are likely to improve as the cash rate rises and if, as we expect, the cash rate rises to close to 3% by year end, investment opportunities of between 3% and 4% will likely be available in the second half of the year. However, Council has made some legacy investments when rates were lower (such as longer dated NAB TDs totalling \$10 million that mature between 2025 and 2026 that have a weighted average rate of 0.92%) which will provide a drag on overall investment returns.*

ORDINARY MEETING
SECTION 3 – Reports for Determination
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Restriction of Funds

Council's total investment portfolio as at 30 September 2022 included funds that are restricted as to what they can be expended on.

Table 9 – Restriction of Funds

Restriction Type	Amount	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$15,424,527	24.30%
External Restrictions - Western Parkland City Liveability Program	\$3,496,891	5.51%
External Restrictions - Bushfire and Flood Grants	\$7,303,830	11.51%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$10,098,364	15.90%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$19,487,003	30.70%
Unrestricted	\$7,668,884	12.08%
Total	\$63,479,499	100.00%

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

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

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

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objective set out within the CSP.

Reliable Council

- 4.3 Build strong financial sustainability for now and future generations.

ORDINARY MEETING

SECTION 3 – Reports for Determination

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FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable was provided for in the 2022/2023 Adopted Operational Plan.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 15 November 2022

Item: 186 **CS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

Directorate: Corporate Services

PURPOSE OF THE REPORT:

The purpose of this report is to table a Disclosure of Pecuniary Interests and Other Matters Return, which has been recently lodged by a Designated Person, as required by Clause 4.21(c) 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 become aware of that has not been previously disclosed in a lodged Return.

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

RECOMMENDATION

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

BACKGROUND

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

Councillors and Designated Persons are required by Clause 4.21(c) of the Code to complete a Return form when they become aware of an interest that has not been previously disclosed in a lodged Return.

The Return form must be lodged with the General Manager within three months of the Councillor or Designated Person becoming aware of an interest that they have not previously disclosed, and must be tabled at the first Council meeting held after the Return has been lodged.

Policy considerations

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

"440AAB Register and tabling of returns

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

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

In accordance with Section 440AAB(2) of the Act and Clause 4.26 of the Code, all Returns lodged by Councillors and Designated Persons under Clause 4.21(c) of the Code, must be tabled at the first Council meeting held after the lodgement date.

DISCUSSION

With regard to Section 440AAB(2) of the Act and Clause 4.26 of the Code, the following Clause 4.21(c) Return has been lodged in accordance with the Code:

Position	Return Date	Date Lodged
Councillor Sarah McMahan	20 October 2022	4 November 2022

The above details are now tabled in accordance with Section 440AAB(2) of the Act and Clause 4.26 of the Code, and the abovementioned Return is available for inspection, if requested.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objective set out within the CSP.

Reliable Council

4.1 Provide representative, responsive and accountable governance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 15 November 2022

Item: 187 **CS - Draft Naming of Roads and Places Policy - (95496)**

Previous Item: 144, Extraordinary Meeting (13 June 2018)
 128, Ordinary Meeting (19 July 2022)

Directorate: Corporate Services

PURPOSE OF THE REPORT:

The purpose of this report is to outline Council's Draft Naming of Roads and Places Policy. The Draft Policy was developed following Council's resolutions on 13 June 2018 and 19 July 2022.

EXECUTIVE SUMMARY:

Council at its meeting on 13 June 2018 resolved to develop a Naming Policy. Further, Council at its meeting on 19 July 2022 resolved to prepare a Local Street Naming Policy. Council staff have reviewed Council's internal procedures and similar policies from other councils to developed a Draft Naming of Roads and Places Policy. The Naming of Roads and Places Policy gives guidance on the naming of suburbs, roads, parks and reserves, buildings and other features such as gardens, car parks, ovals and art installations.

RECOMMENDATION:

That:

1. The Draft Naming of Roads and Places 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 Naming of Roads and Places Policy, a further report be submitted to Council, or
 - b) Should no submissions be received, Council adopt the Naming of Roads and Places Policy, as attached as Attachment 1 to this report.
-

BACKGROUND

Council, at its meeting on 13 June 2018, resolved in part, as follows:

"That:

...

2. *Council develop a Naming Policy for its Roads, Buildings, Parks and Reserves."*

At its meeting on 19 July 2022, Council resolved, in part, as follows:

"That Council:

...

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3. *Begin preparation of a local street naming policy that is consistent with the Reconciliation Action Plan.*

Accordingly, Council's Property Management and Strategy Branch developed a Draft Naming of Roads and Places Policy in consultation with Council's City Services and Community Planning and Partnerships Branches.

Council's Draft Naming of Roads and Places Policy provides Council with guidance in respect to the naming of:

- Suburbs,
- Roads,
- Parks and Reserves,
- Buildings, and
- Other features such as:
 - Gardens
 - Car parks
 - Open space that is not deemed a park or reserve
 - Ovals, and
 - Art installations

The Draft Naming of Roads and Places Policy provides guidelines on actions to be taken on receipt of all requests to name various assets, facilities or infrastructure owned and operated by Council. Further, the draft Policy will assist staff with community participation protocols to follow with the naming proposal. The Draft Naming of Roads and Places Policy is included as Attachment 1 to this report.

The Draft Naming of Roads and Places Policy does not cover commercial arrangements that are given in conjunction with sponsorship rights.

Council's first Reconciliation Action Plan is currently being developed jointly by a working group comprised of First Nations community members and Council staff. The Draft Plan includes an action to "*Review existing signage (e.g. Local Government Area entry, sites of cultural significance) and identify opportunities for new signage throughout the region*". Once the Plan is finalised and adopted, Council will work with the working group to develop a framework by which signage is reviewed and names of cultural significance, which will include road naming can be recommended. The Naming of Roads and Places Policy will be subsequently reviewed in accordance with the final Reconciliation Action Plan.

As part of the development of the Draft Policy, similar policies of other councils have been reviewed, and the Draft Policy is consistent with those policies of other councils. An assessment of the Naming of Roads and Places Policy has been undertaken against current best practice standards in the industry by Council Officers.

COMMUNITY ENGAGEMENT

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.

ORDINARY MEETING
SECTION 3 – Reports for Determination
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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Protected Environment and Valued History

- 2.1 Value, protect and enhance our historic built environment as well as our relationship to Aboriginal and non-Aboriginal history.

Strong Economy

- 3.5 Celebrate our creativity and cultural expression.

Reliable Council

- 4.2 Encourage an informed community.
- 4.4 Build strong relationships and shared responsibilities.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

- AT - 1 Draft Naming of Roads and Places Policy - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 15 November 2022

Ordinary

Section **4**

Reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 15 November 2022

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 15 November 2022

SECTION 4 – Reports of Committees

Item: 188 **ROC - Disaster and Emergency Committee - 27 September 2022 - (95495)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Disaster and Emergency Committee, held on 27 September 2022.

EXECUTIVE SUMMARY:

In relation to Item Numbers 001 to 004, as they have no policy or financial implications for Council, they are presented for endorsement only.

RECOMMENDATION:

That in relation to the Minutes of the Disaster and Emergency Committee Meeting held on the 27 September 2022:

1. Council receive and note the Disaster and Emergency Committee in respect to items 002 and 004.
 2. Council endorse the Committee Recommendations in respect of Item number 001, namely, that Council:
 - a) Provides feedback to the Bushfire Management Committee in respect of any fire trails that it is aware of, that require upgrades, and
 - b) Suggest to the Rural Fire Service that they carry out community engagement at Bilpin in regard to the Grose Valley Wollemi Mitigation Scheme and appraise the community of their responsibilities.
 3. Council endorse the Committee Recommendation in respect of Item number 003, namely:
 - a) That Council invites Endeavour Energy to provide an updated presentation to a briefing of Council, regarding Electricity Infrastructure for the Hawkesbury.
-

DISCUSSION

The Disaster and Emergency Committee met on 27 September 2022. The agenda is available [here](#).

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following items require specific consideration by Council.

At the Committee Meeting, the Committee considered the matters raised in Items numbered 1 and 3 and specifically:

- Sought Council to provide feedback to the Bushfire Management Committee in respect of any fire trails that it is aware of, that require upgrades;

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 15 November 2022

- That Council suggest to the Rural Fire Service that they carry out community engagement at Bilpin in regard to the Grose Valley Wollemi Mitigation Scheme and appraise the community of their responsibilities; and
- Sought to invite Endeavour Energy to provide an updated presentation to Council regarding Electricity Infrastructure for the Hawkesbury. It is recommended that such an update be made to a future briefing.

ATTACHMENTS:

AT - 1 Minutes of the Disaster and Emergency Committee held on 27 September 2022.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 15 November 2022

AT - 1 Minutes of the Disaster and Emergency Committee held on 27 September 2022

Minutes of the Meeting of the Disaster and Emergency Committee held in the Council Chambers and by Audio-Visual link, on 27 September 2022, commencing at 6:30pm.

Present: Councillor Sarah McMahon, Mayor, Hawkesbury City Council - Chairperson
Councillor Barry Calvert, Deputy Mayor, Hawkesbury City Council
Councillor Patrick Conolly, Hawkesbury City Council
Councillor Shane Djuric, Hawkesbury City Council
Councillor Amanda Kotlash, Hawkesbury City Council
Councillor Mary Lyons-Buckett, Hawkesbury City Council (By Audio-Visual Link)
Councillor Jill Reardon, Hawkesbury City Council
Councillor Les Sheather, Hawkesbury City Council
Councillor Paul Veigel, Hawkesbury City Council
Councillor Danielle Wheeler, Hawkesbury City Council
Councillor Nathan Zamprogno, Hawkesbury City Council

Apologies: Councillor Eddie Dogramaci, Hawkesbury City Council

In Attendance: Mr Kevin Jones, NSW State Emergency Service
Mr Andrew Garner, Police NSW
Ms Karen Hodges, Rural Fire Service (By Audio-Visual Link)
Mr Laurence McCoy, Rural Fire Service (By Audio-Visual Link)
Mr Jamie Carter, Rural Fire Service (By Audio-Visual Link)
Ms Elizabeth Richardson, Hawkesbury City Council
Mr Laurie Mifsud, Hawkesbury City Council
Mr Will Barton, Hawkesbury City Council
Ms Meagan Ang, Hawkesbury City Council
Ms Suzanne Stuart, Hawkesbury City Council
Mr Andrew Kearns, Hawkesbury City Council
Ms Jackie Carr, Hawkesbury City Council
Mr Phillip Bow, Hawkesbury City Council
Ms Amy Birks, Hawkesbury City Council

Attendance Register of Disaster and Emergency Committee

Member	19/05/2022	27/09/2022
Councillor Sarah McMahon	✓	✓
Councillor Barry Calvert	✓	✓
Councillor Patrick Conolly	A	✓
Councillor Shane Djuric	✓	✓
Councillor Eddie Dogramaci	X	A
Councillor Amanda Kotlash	✓	✓
Councillor Lyons-Buckett	✓	✓
Councillor Jill Reardon	✓	✓
Councillor Les Sheather	✓	✓
Councillor Paul Veigel	✓	✓
Councillor Danielle Wheeler	✓	✓
Councillor Nathan Zamprogno	✓	✓

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

ORDINARY MEETING
SECTION 4 – Reports of Committees

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APOLOGIES AND LEAVE OF ABSENCE

An apology of absence was received from Councillor Eddie Dogramaci.

Mr Laurence McCoy, Rural Fire Service left the meeting at 7:45pm.

Mr Jamie Carter, Rural Fire Service left the meeting at 7:45pm.

Ms Karen Hodges, Rural Fire Service left the meeting at 8:20pm.

DECLARATION OF INTERESTS

There were no declarations of interests made.

A PROCEDURAL MOTION was moved by Councillor Conolly, seconded by Councillor Reardon that Item 4 - Rural Fire Services - Australian Fire Danger Rating System be brought forward in the agenda to be dealt with.

The Procedural Motion was carried.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Zamprogno that the Minutes of the Disaster and Emergency Committee held on the 19 May 2022, be confirmed.

Item: 001 **DE - Rural Fire Services - Grose Valley Wollemi Mitigation Scheme - (95495)**

Previous Item: 113, Ordinary (14 June 2022)

Directorate: Infrastructure Services

OFFICER'S RECOMMENDATION:

That the Disaster and Emergency Committee:

1. Receive the presentation from Rural Fire Services on the Grose Valley Wollemi Mitigation Scheme.
2. Identify matters for further action or resolution by Council.

COMMITTEE RECOMMENDATION

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

That the Disaster and Emergency Committee:

1. Receive the presentation from Rural Fire Services on the Grose Valley Wollemi Mitigation Scheme.

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2. Identified the following matters for further action or resolution by Council:
 - a) Council provide feedback to the Bushfire Management Committee in respect of any fire trails that it is aware of, that require upgrades.
 - b) Council suggest to Rural Fire Services that they carry out community engagement at Bilpin in regard to the Grose Valley Wollemi Mitigation Scheme and appraise the community of their responsibilities.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Councillor Kotlash.

Absent: Councillor Dogramci.

Item: 002 **DE - SES Australian Warning System - (95495)**

Directorate: Infrastructure Services

OFFICER'S RECOMMENDATION:

That the Disaster and Emergency Committee:

1. Receive the presentation from SES on the Australian Warning System.
2. Identify matters for further action or resolution by Council.

COMMITTEE RECOMMENDATION

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

That the Disaster and Emergency Committee receive the presentation from SES on the Australian Warning System.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramci.

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Item: 003 **DE - Various Floodplain Management Matters - (95495)**

Previous Items: 113, Ordinary (14 June 2022)

Directorate: Infrastructure Services

OFFICER'S RECOMMENDATION:

That the Disaster and Emergency Committee consider the updates on various floodplain management matters, and provide advice to Council.

COMMITTEE RECOMMENDATION

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

That the Disaster and Emergency Committee receive the updates on various floodplain management matters, and request the Council to:

- Invite Endeavour Energy to provide an updated presentation regarding resilience of Electricity Infrastructure for the Hawkesbury.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramci.

LATE SUPPLEMENTARY

Item: 004 **DE - Rural Fire Services - Australian Fire Danger Rating System - (95495)**

Directorate: Infrastructure Services

OFFICER'S RECOMMENDATION:

That the Disaster and Emergency Committee:

1. Receive the presentation from Rural Fire Services on the Australian Fire Danger Rating System.
2. Identify matters for further action or resolution by Council.

COMMITTEE RECOMMENDATION

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

That the Disaster and Emergency Committee receive the presentation from Rural Fire Services on the Australian Fire Danger Rating System.

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For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Dogramci.

The meeting was terminated at 9:13pm.

oooO END OF REPORT Oooo

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Item: 189 **ROC - Audit, Risk and Improvement Committee - 21 October 2022 - (158054, 95496)**

Directorate: Corporate Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Audit, Risk and Improvement Committee, held on 21 October 2022.

EXECUTIVE SUMMARY:

The Audit, Risk and Improvement Committee considered nine items and General Business at its meeting on 21 October 2022.

All items and General Business have no policy or financial implications for Council and therefore, they are presented for information only.

RECOMMENDATION:

That Council receive and note the Minutes of the Audit, Risk and Improvement Committee Meeting held on the 21 October 2022:

DISCUSSION

The Audit, Risk and Improvement Committee met on 21 October 2022 and discussed the following items:

- Item 1 2021/2022 and 2022/2023 Internal Audit Programs Update
- Item 2 Status of Internal Audit Management Actions
- Item 3 Transport for NSW DRIVES Compliance Internal Audit Report
- Item 4 Asset Planning and Management Internal Audit Report
- Item 5 Outstanding Internal Audit Internal Audit Management Actions
- Item 6 Annual Work Plan 2022/2023
- Item 7 Enterprise Risk Management
- Item 8 Finance Reports
- Item 9 Fraud Control
- General Business - A - Audit, Risk and Improvement Committee Meeting to consider Council's Audited Financial Statements.

The Minutes of the Audit, Risk and Improvement Committee meeting held on 21 October 2022 are attached as Attachment 1 to this report.

The above items and General Business do not have any policy or financial implications for Council, and therefore they are presented for information only.

ATTACHMENTS:

AT - 1 Minutes of the Audit, Risk and Improvement Committee held on 21 October 2022.

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AT - 1 Minutes of the Audit, Risk and Improvement Committee held on 21 October 2022

Minutes of the Meeting of the Audit Committee held in Council Committee Rooms, Windsor, on 21 October 2022, commencing at 11:00am.

ATTENDANCE

Present: Mr Michael Quirk (Chairperson)
Ms Rachel Harris (Audio-Visual Link)
Mrs Rhonda Wheatley (Audio-Visual Link)
Councillor Mary Lyons-Buckett, Hawkesbury City Council

Apologies: Mr Kenneth Leung, NSW Audit Office

In Attendance: Ms Elizabeth Richardson, Hawkesbury City Council
Mr Laurie Mifsud, Hawkesbury City Council
Ms Vanessa Browning, Hawkesbury City Council
Mr Charles McElroy, Hawkesbury City Council
Ms Rachel Ridges, Hawkesbury City Council
Mr Conrad Webb, Hawkesbury City Council
Mr Will Barton, Hawkesbury City Council
Ms Meagan Ang, Hawkesbury City Council
Mr James Winter, Grant Thornton
Ms Penelope Corkill, Centium
Ms Amy Birks - Minute Secretary, Hawkesbury City Council

Member	15/07/2022	21/10/2022
Mr Michael Quirk (Chairperson)	✓	✓
Ms Rachel Harris	✓	✓
Mrs Rhonda Wheatley	✓	✓
Councillor Mary Lyons-Buckett	✓	✓

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

APOLOGIES

The apology from Kenneth Leung was noted.

DECLARATIONS OF INTEREST

There were no Declarations of Interests made.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Rachel Harris and seconded by Mr Michael Quirk.

That the Minutes of the Audit Committee held on the 15 July 2022, be received and noted.

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SECTION 2 - Reports for Determination

Item: 1 **ARIC - 2021/2022 and 2022/2023 Internal Audit Programs Update - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the update on the 2021/2022 and the 2022/2023 Internal Audit Programs be received and noted.

DISCUSSION:

- The Chairperson, Michael Quirk advised that the following three audits from the 2021/2022 Internal Audit Program have been finalised:
 - Asset Planning and Maintenance
 - Asbestos Management
 - Transport for NSW DRIVES Compliance

The Child Protection Compliance Internal Audit is in its final stage and work has commenced on the 2022/2023 Internal Audit Program.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the update on the 2021/2022 and the 2022/2023 Internal Audit Programs be received and noted.

Item: 2 **ARIC - Status of Internal Audit Management Actions - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 14 September 2022 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 14 September 2022 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.

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DISCUSSION:

- The Chairperson, Mr Michael Quirk and Mrs Rhonda Wheatley commented on the comprehensive nature of the Internal Audit Management Actions Reports and the actions that have been taken by Council.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 14 September 2022 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 14 September 2022 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.

Item: 3 **ARIC - Transport for NSW DRIVES Compliance Internal Audit Report - (158054, 121470, 95496, 95498, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Transport for NSW DRIVES Compliance Report attached as Attachment 1 to this report.

DISCUSSION:

- Ms Penelope Corkhill from Centium provided an overview of the Transport for NSW DRIVES Compliance Internal Audit:
 - Council is complying with the requirements for TFNSW for use of the DRIVES database
 - There are good controls in place concerning access to data
 - Two low risk findings were identified concerning the absence of monthly compliance checks and there being no process to notify Transport for NSW of role changes of authorised users.
- Ms Rachel Harris asked about the privacy log referred to in the Internal Audit Report. Discussions were held concerning the frequency of use of the DRIVES database and the use of PinForce for the issuing of infringement notices.
- The comment in the Internal Audit Report "*In addition, with two new authorised users/ traffic wardens and a new strategy being considered for reducing the use of PinForce the number of searches on DRIVES24 are likely to increase. As such, monthly verification will make the quarterly certification more efficient as well as providing the ability to identify any breaches earlier*" will be reviewed by Council Staff. If the comment in the report is found to be inaccurate, Centium will be contacted to amend the report.

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Mr Michael Quirk.

That the Audit, Risk and Improvement Committee receive and note the Transport for NSW DRIVES Compliance Report attached as Attachment 1 to this report.

Item: 4 **ARIC - Asset Planning and Management Internal Audit Report - (158054, 121470, 95496, 95498, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Asset Planning and Management Internal Audit Report attached as Attachment 1 to this report.

DISCUSSION:

- The Director - Infrastructure Services provided an overview of the current state of Asset Planning and Management and findings from the Internal Audit:
 - There are a number of contributing factors to Council's current lack of sophistication in control and application of asset management practices.
 - These impact the current state of Council's road network.
 - A considerable body of work is needed to be done by Council and will require a degree of resourcing and investment over the coming two years.
 - A new Manager Asset Systems and Planning commences at Council on 31 October 2022.
- Ms Penelope Corkill from Centium provided an overview of the Asset Planning and Management Internal Audit.
 - It presents a significant amount of work for Council.
 - Findings of two high risks and four moderate risks.
 - Findings made in relation to asset management oversight and coordination – a structure has been put in place and is in its infancy.
- Mrs Rhonda Wheatley raised the need for an assessment of the criticality of assets. The Director Infrastructure Services referred to the recommended action from the Internal Audit concerning identification of specific critical assets and that this will be done prior to the development of an asset criticality framework.
- Ms Rachel Harris questioned whether the risk rating concerning findings about an asset management framework should be high rather than moderate, and raised the issue of the requirement for a stocktake. Discussions were held regarding these matters.
- The Chairperson, Mr Michael Quirk asked if Council was comfortable with the recommendations from the Internal Audit and the timing for completion of Internal Audit Management Actions. The Director Infrastructure Services indicated that Council was.

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the Asset Planning and Management Internal Audit Report attached as Attachment 1 to this report.

Item: 5 **ARIC - Outstanding Internal Audit Management Actions 2017/2018 - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

1. Receive and note the Outstanding Internal Audit Management Actions report, and reviewed risk ratings as contained in Attachment 1 to this report.
2. Endorse the proposed approach for dealing with the Outstanding Internal Audit Management Actions from the 2017/2018 Annual Internal Audit Program as set out in the report.

DISCUSSION:

- The Manager Governance provided an overview of the process followed by Council in relation fifteen Outstanding Internal Audit Management Actions from Internal Audits conducted in 2017/2018:
 - Council referred the outstanding actions to the Executive Leadership Team and a risk review was undertaken and risks amended where appropriate.
 - The actions are required to be completed and progress will regularly be monitored through Executive Leadership Team and Senior Leadership Team.
- The Chairperson, Mr Michael Quirk enquired about the large number of outstanding actions from the Commercial Leases and Property Management Internal Audit and asked if a report could come back to the Committee in May 2023. The Director Corporate Services advised that Council had recently appointed a Strategic Property Advisor who is working through the actions to be completed by 30 June 2023.

COMMITTEE RECOMMENDATION

RESOLVED on the motion of Mr Michael Quirk seconded by Mrs Rhonda Wheatley.

That the Committee:

1. Receive and note the Outstanding Internal Audit Management Actions report, and reviewed risk ratings as contained in Attachment 1 to this report.
2. Endorse the proposed approach for dealing with the Outstanding Internal Audit Management Actions from the 2017/2018 Annual Internal Audit Program as set out in the report.

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3. Receive a report regarding the progress of the fifteen Outstanding Internal Audit Management Actions from the 2017/2018 Internal Audit Program, at the Audit, Risk and Improvement Committee Meeting in May 2023.

Item: 6 **ARIC - Annual Work Plan 2022/2023 - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee approve the proposed Draft Audit, Risk and Improvement Committee Annual Work Plan 2022/2023 attached as Attachment 1 to this report.

DISCUSSION:

- The Manager Governance outlined the process undertaken for the preparation of the Draft Audit, Risk and Improvement Committee Annual Plan. This included consultation with the Chair, the governing body and relevant staff.
- Mrs Rhonda Wheatley requested that cyber security be the subject of regular reporting as part of the Work Plan
- Ms Rachel Harris requested that disaster recovery also be subject of regular reporting as part of the Work Plan.
- The Chairperson, Mr Michael Quirk indicated that these items could be considered as part of the next draft of the Work Plan.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee approve the proposed Draft Audit, Risk and Improvement Committee Annual Work Plan 2022/2023 attached as Attachment 1 to this report.

Item: 7 **ARIC - Enterprise Risk Management - (158054, 121470, 79509, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk, and Improvement Committee receive and note the Enterprise Risk Management report.

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DISCUSSION:

- The Manager Enterprise Risk Systems advised of the good process being made in relation to the Enterprise Risk Management Policy and Framework.
 - InConsult Pty Ltd are engaged in developing a Risk Appetite Statement.
 - Key strategic risks will be identified.
 - The results will be reported to the Senior Leadership Team.
- The Manager Enterprise Risk Systems outlined new risks identified in relation to:
 - The operation of drones
 - The absence of a practice to notify Transport for NSW of role changes to authorised users of the NSW DRIVES 24 database (as identified in the Transport for NSW DRIVES Compliance Internal Audit.
- Councillor Mary Lyons-Buckett referred to the need to manage privacy issues associated with the use of drones, and the Manager Enterprise Risk referred to the development of a process and procedure for the control of drone data.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley seconded by Ms Rachel Harris.

That the Audit, Risk, and Improvement Committee receive and note the Enterprise Risk Management report.

Item: 8 **ARIC - Finance Reports - (158054, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report regarding the August 2022 Investment Report.

DISCUSSION:

- The Chief Financial Officer provided an overview of the August 2022 investment report.
- Mrs Rhonda Wheatley referred to the relevance of the monthly finance reports and requested these be available.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee:

1. Receive and note the report regarding the August 2022 Investment Report.
2. Receive at future Audit, Risk and Improvement Committee Meetings monthly financial reports.

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Item: 9 **ARIC - Fraud Control - (158054, 95496, 79351)**

Directorate: Corporate Services

OFFICER’S RECOMMENDATION:

That:

1. Council’s fraud and corruption framework, and the status of the implementation of Council’s Fraud Control Action Plan be received and noted.
2. The status of the implementation of Council’s Fraud Control Action Plan and a proposal for the completion of outstanding Plan actions be reported to the Executive Leadership Team and Senior Leadership Team by 31 December 2022.
3. The Audit, Risk and Improvement Committee receive a further report on the status of the implementation of Council’s Fraud Control Action Plan.

DISCUSSION:

- The Manager Governance outlined Council’s framework in relation to fraud and corruption control, and the progress of the implementation of Council’s Fraud Control Action Plan. Council is also implementing the actions in relation to fraud and corruption control identified in the last CivicRisk Mutual Continuous Risk Improvement Audit.
- The Chairperson, Mr Michael Quirk noted Council’s policy refers to both fraud and corruption yet the Fraud Control Action Plan deals mostly with fraud control.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rachel Harris seconded by Mrs Rhonda Wheatley.

That:

1. Council’s fraud and corruption framework, and the status of the implementation of Council’s Fraud Control Action Plan be received and noted.
2. The status of the implementation of Council’s Fraud Control Action Plan and a proposal for the completion of outstanding Plan actions be reported to the Executive Leadership Team and Senior Leadership Team by 31 December 2022.
3. The Audit, Risk and Improvement Committee receive a further report on the status of the implementation of Council’s Fraud Control Action Plan.

SECTION 3 - General Business

A. Audit, Risk and Improvement Committee Meeting to consider Council’s Audited Financial Statements

At its meeting on 15 July 2022 the ARIC tentatively fixed 4 November 2022 for a meeting to consider Council’s 2021/2022 audited financial statements. Council’s auditors advised of a delay in the provision of the audited statements, which are expected on 7 November 2022, and an application for an extension of

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time was made to the Office of Local Government. It is proposed that the 2021/2022 financial statements be reported to Council on 22 November 2022.

Discussion took place concerning an appropriate date for the ARIC to meet to consider the audited 2021/2022 financial statements, with sufficient time for the Business Paper to be issued prior to the meeting.

The ARIC accepted the suggestion of the General Manager to set two tentative meeting dates being Friday, 11 November at 12:00 noon and Monday, 14 November at 11:00am, with the date of the meeting, to be held in person and by audio visual link, to be confirmed.

The meeting terminated at 12:27pm.

oooO END OF REPORT Oooo

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Ordinary

Section **5**

Notices of motion

ORDINARY MEETING
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SECTION 5 – Notices of Motion

Item: 190 **NM1 - Operating Guidelines for Council's Advisory Committees - (80093, 79351)**

Submitted by: Councillor Calvert

NOTICE OF MOTION:

That a document called "Operating Guidelines for Council's Advisory Committees" be developed by Council Staff based on the information included in the Notice of Motion and that the document be presented to Council as soon as possible.

BACKGROUND

Information to be provided in Guidelines

In 2017 Council began a review process of the structure and function of its committees. A number of workshops and Briefing Sessions were held and at these meetings the General Manager provided several spreadsheets showing various models for consideration. Eventually, in 2020 a motion was put forward to adopt a new structure for Council's committees. This motion was adopted by Council and the following five advisory committees were established:

- Community Services
- Environment
- Innovation and Partnerships
- Disaster and Emergency
- Heritage.

The change in the committee structure was designed to expand community participation, provide community-based advice to council and make committees more relevant and functional.

The Notice of Motion of 2020 provided an outline of the process for the restructuring of the committees and a constitution was produced that outlined some general principles but no document was provided to explain the specific operating procedures of the committees. The information contained in this current Notice of Motion is designed to provide guidelines for the staff to compile a document outlining operating procedures for the committees. These guidelines apply specifically to the Community Services, Innovation and Partnerships and Environment Committees. Guidelines for the Disaster and Emergency Committee are provided separately at point 6 below. The guidelines for the Heritage Committee remain unchanged from those of 2020 except that committee meetings should now be advertised to the public and members of the public should be encouraged to attend and participate.

1. Committee Membership

The Notice of Motion of 24 November 2020 included the following direction:-

"Asks the Mayor to write to each member of the dissolved committees to thank them for their service and to inform them of the opportunity to participate in the new committee"

The express intention, therefore, was for existing committee members to continue as committee members within the new structure so that their experience and expertise would be retained.

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It is also recommended that the Operating Procedures document should outline a mechanism for attracting community participation as soon as possible.

2. Working Groups

The Notice of Motion of 24th November 2020 included the following direction;-

“Recognizes that committees have the ability to establish issues-based working groups when required. The committees will set the agenda for the working groups and the working groups will report back to the committee. Each working group is to focus on one particular issue and be dissolved when the relevant work has been completed. Working groups may be composed of community members as well as relevant experts.”

The motion was indicating, perhaps not very clearly, that the existing working groups should continue until their “relevant work was completed” and that they should report to the new committee structure. It is recommended that any outstanding working groups be re-established and that council staff liaise with them so that they can complete their “relevant work” and that they be informed of how and when they should report to the appropriate committee.

The following guidelines are to apply to working groups;-

- During a committee meeting the committee may decide that the appropriate way to proceed with a matter is to establish a working group
- The composition of the working group will be decided by the committee
- The working group may or may not contain councillors but will need to have a lead person
- The committee will call for volunteers to form the working group, these volunteers may or may not be committee members
- The committee may also invite selected experts to either be part of the working group or to work with the working group on an occasional basis
- The committee will set the first meeting date for the working group. Subsequent meetings will be set by the working group
- The meetings can take whatever format that group decides
- The committee will set a date for the working group to report back to the committee
- Council staff will assist to construct any reports that the committee has asked the working group to compose
- During its lifetime the working group will liaise with the chairperson of the committee for any further direction or clarification.

3. Agendas

The Constitution for Committees has two directions about agenda items and they appear to conflict:

*“Meetings of the Committee shall be held when agenda items have been set by council or as determined by the chairperson of the committee”, and
“Agenda items are to be set by Council resolution. Agenda items are to be based on a request for advice. Agenda items for the Emergency and Disaster Committee may also be based on a request for information.”*

To clear up this apparent conflict it is recommended that the procedure for setting the committee agendas should be as follows:

“Agenda items are to be based on a request for advice. Items can be set by council resolution or through discussion at briefing sessions, workshops etc. The General Manager can also refer agenda items to the committee and members of the community can refer agenda items directly to the chairperson of the committee.”

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Disaster and emergency issues can be directed to the Disaster and Emergency Management Committee but because this committee is comprised of all 12 councillors, the items referred may also be information items".

4. Community Participation

The meeting dates and venues for the committees will be determined as soon as possible after the agendas have been created. Meeting dates, venues and agendas will be advertised through the usual channels used by Council to advertise meetings of Council and a Business Paper will then be generated and uploaded online. Council may wish to reserve a number of dates for possible meetings but meetings will only take place on those dates if agenda items have been identified.

In the advertisement, the community will be invited to either make a written submission or register to attend the meeting to make a verbal submission. They may also wish to attend as an audience participant. Those choosing to make a submission will need to notify council staff of their intention to do so before the meeting.

The Chairperson may allow any member of the community to address the committee whether they have registered or not. Registration merely ensures that the person will definitely be heard, whilst those not registered will have to rely on the chairperson's discretion regarding time constraints etc.

The venue for these committee meetings will normally be the council chambers but this can be varied by the committee if necessary or preferred.

5. Meeting Procedure

- The councillors elected to the committee will elect one of their number to be the Chair. If the chairperson is absent from a meeting, then the remaining committee members will elect one of the councillors to be the temporary chairperson. The Mayor will automatically be the chair of the Disaster and Emergency Committee
- A staff member with expertise in the field will also attend and another will attend to take minutes
- The chairperson will introduce the meeting and outline the issue/s to be discussed.
- The meeting will then hear from those people giving submissions as well as from any invited experts and the relevant staff member/s
- Input from members of the community in the gallery will be at the discretion of the chair and will depend on numbers and timing but it is a general principle of the committee structure that all members of the public wishing to contribute should be given the opportunity
- A matter may be discussed either with or without a formal resolution being put forward and a resolution can be put forward by anyone present
- The chairperson will decide whether suggested resolutions are in order
- After listening to all the submissions and subsequent discussion, the committee will decide on its position. The committee may:
 - determine that further meetings need to be held on the matter;
 - appoint a working group that may include members of the community;
 - decide to construct a written report for Council to consider. This report could be written by staff and/or community and/or councillors;
 - send an "open" response to council calling for clarification or further direction to resolve the position of the committee; or
 - take other action it determines is necessary.
- The minutes will be presented electronically to the committee for ratification before they are presented to the next available council meeting
- When a report is completed, a committee should, if possible, call another meeting to discuss the report in a public forum before it is sent to council.

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6. Disaster and Emergency Management Advisory Committee

- This committee will meet at least once every three months
- All 12 councillors will be members of this committee
- The Mayor shall be the chairperson of this committee
- Each meeting will include updates from relevant emergency groups and stakeholders. These updates may be relayed through Council staff if warranted
- A part of every meeting will be set aside to listen to the opinions and experiences of those in the community who have been impacted by disasters
- Meeting agendas shall be set by the Mayor in consultation with the General Manager and other relevant staff
- The Disaster and Emergency Management Advisory Committee meetings will be open to the whole community unless the Mayor decides otherwise
- Other areas of concern, for example, extreme urban heat and severe storm emergencies will be covered by this committee as well
- As applies to other committees, this committee will be able to generate reports that can be presented to council
- The committee may also make recommendations to council that shall be presented to a subsequent council meeting for ratification.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

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Item: 191 **NM2 - Safety - March and Chapel Streets, Richmond - (138882, 79351)**

Submitted by: Councillor Wheeler

NOTICE OF MOTION:

That Council:

1. Note that residents of Uniting Hawkesbury Retirement Village, Richmond, have expressed serious concerns to both Council and Transport for NSW about the lack of safe crossing options on March Street, Richmond and safety concerns for drivers exiting Chapel Street onto March Street in both directions.
2. Makes representation to the Member for Hawkesbury, The Hon Robyn Preston and relevant ministers and shadow ministers, requesting a solution that improves resident safety and the walkability of this precinct.
3. Ensures relevant Council planning documents require safe crossings of major roads within comfortable walking distance for aging residents for any proposed retirement or care facility approvals.
4. Refer points 2 and 3 to the Local Traffic Committee for further input.

BACKGROUND

Uniting Hawkesbury Retirement Village currently comprises 79 dwellings, following an approved expansion. Seventy of the 79 dwellings have cars. Residents report that they cannot turn right out of Chapel Street (a cul-de-sac) due to traffic. They can turn left but this can take up to five minutes during peak hour. They then must turn onto Inalls Lane and drive around via Castlereagh Road to drive into Richmond. Staff must do the same for three shift changes each day. Chapel Street also provides parking for visitors, staff, and residents of surrounding homes and has become increasingly congested. Residents report that they make doctors' appointments around those times of the day they feel they can safely drive out of Chapel Street.

Residents do not have a safe crossing close to Chapel Street. The nearest traffic lights are on Bosworth Street, which is a significant walk for elderly residents and one which is very hot in summer. This affects residents' mobility and enjoyment of Richmond's public areas like Pugh's Lagoon, and decreases their access to healthy, active transport.

Council's Local Traffic Committee has considered this matter in the past, but no solution was proposed. Residents have also made representation to the State and Federal Members and have recently been in discussion with the Member for Hawkesbury.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

NOTE BY MANAGEMENT

March Street is a State Road with Transport for NSW being the responsible road authority and as any modifications to the intersection would require substantial changes to March Street, it is Transport for NSW that would take the lead on this.

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 15 November 2022

Staff meet regularly with Transport for NSW's Western Parkland City Community and Place Team to discuss common issues, issues related to interfaces between our respective networks and to advocate for outcomes on behalf of the community. This issue will be tabled at the next meeting early in 2023.

The Local Traffic Committee has no decision-making powers and is primarily a technical review committee. Its role is to review specific proposals where, and prior to, Council intends to exercise its delegated functions with respect to the control of traffic on local and regional roads. It is not appropriate to refer this matter to the Local Traffic Committee prior to the carrying out of any investigation and development of a solution which proposes to regulate traffic (that is, one which includes the use of regulatory signs or traffic control devices).

Council is looking to reference the Western Sydney Street Design Guidelines within its amended Development Control Plan. The Guidelines include principles for designing safer streets and an emphasis on the need to construct well designed footpaths, shared paths and cycleways that promote behaviour change and set new standards of comfort and safety. Council will reference the Development Control Plan in future proposed retirement or care facility approvals however the development of pedestrian crossing infrastructure will remain subject to Transport for NSW approval.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Confidential Reports

Meeting Date: 15 November 2022

CONFIDENTIAL REPORTS

Item: 192 **GM - 2023 Australia Day Award - (79351)**

Directorate: General Manager

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)(a) of the Act as it relates to personnel matters concerning particular individuals (other than councillors).

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

ORDINARY MEETING

Confidential Reports

Meeting Date: 15 November 2022

Item: 193 **CS - Lease to Andrew Wade and Renata Friesendorff - Shop 2, Glossodia Shopping Village, 160-164 Golden Valley Drive, Glossodia - (129953, 18223, 112106, 95496)**

Previous Item: 63, Ordinary (25 March 2014)

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

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

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

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

ORDINARY MEETING

Confidential Reports

Meeting Date: 15 November 2022

Item: 194 **CS - Lease to Kolink Pty Ltd - 20 Bosworth Street, Richmond - (112106, 95496, 144771)**

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

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

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

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

ORDINARY MEETING

Confidential Reports

Meeting Date: 15 November 2022

Item: 195 **CS - Lease to Pitt Town Pizza Pty Ltd - Shop 8, Wilberforce Shopping Centre, 15 King Road, Wilberforce - (125631, 95496, 112106)**

Previous Item: 279, Ordinary (13 November 2018)

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

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

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

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

ORDINARY MEETING

Confidential Reports

Meeting Date: 15 November 2022

Item: 196 **CS - Creation of Stormwater Drainage Easement - 114 March Street, Richmond
- (112106, 95496, 25587)**

Directorate: Corporate 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 an easement over property owned 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

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