



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 12 March 2019

location: council chambers

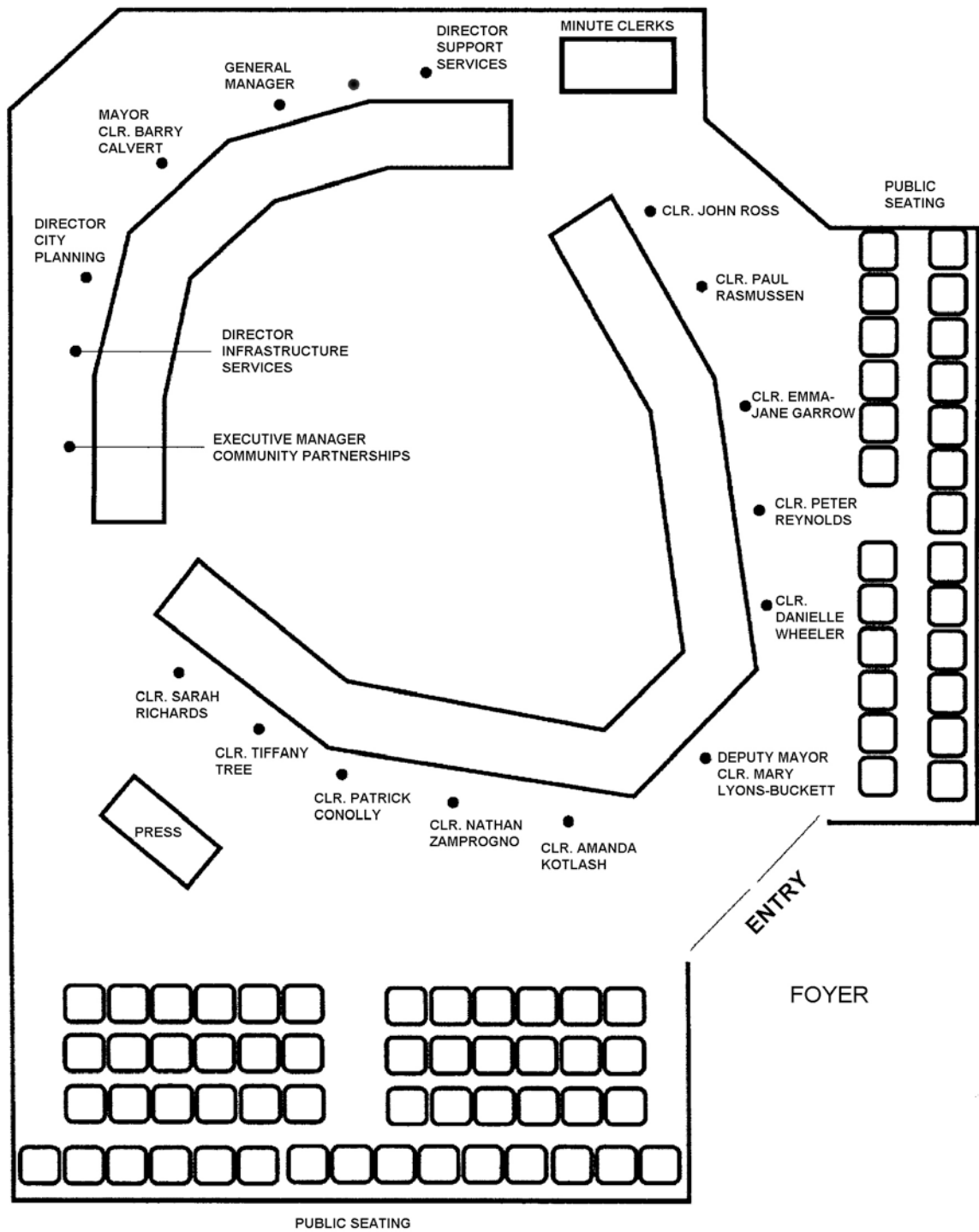
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



ORDINARY MEETING
Table of Contents
Meeting Date: 12 March 2019

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
	PROCEDURAL MATTERS	2
	SECTION 1 - Confirmation of Minutes	4
	SECTION 2 – Mayoral Minutes	7
	SECTION 3 – Reports for Determination	11
	PLANNING DECISIONS	11
Item: 035	CP - Proposed Modification of Existing Covenant - Building Envelope Restriction Lot 42, DP 1237854 - 85 London Place, Grose Wold - (95498)	11
	GENERAL MANAGER	20
Item: 036	GM - Event Sponsorship Round 2 2018/2019	20
Item: 037	GM - Council's Code of Conduct and Procedures - (79351)	30
	SUPPORT SERVICES	37
Item: 038	SS - Monthly Investments Report - January 2019 - (95496, 96332)	37
Item: 039	SS - Pecuniary Interest Return - Designated Person - (95496, 96333)	41
Item: 040	SS - Council Resolution Summary - July 2018 to December 2018 - (95496, 96333)	44
Item: 041	SS - Code of Meeting Practice - (95496)	48
	SECTION 4 – Reports of Committees	59
Item: 042	ROC - Hawkesbury Access and Inclusion Advisory Committee - 22 November 2018 - (124569, 96328)	59
	SECTION 5 – Notices of Motion	67
Item: 043	NM1 - Climate Emergency - (79351, 125612, 138882)	67
Item: 044	NM2 - Bell Quarry Rehabilitation Project - (79351, 138882, 138885)	68
Item: 045	NM3 - Asset Management and Depreciation - (79351, 138885)	70
	QUESTIONS FOR NEXT MEETING	71
Item: 046	Councillor Questions from Previous Meetings and Responses - 12 February 2019 - (79351)	71
Item: 047	Councillor Questions from Previous Meetings and Responses - 26 February 2019 - (79351)	72

ORDINARY MEETING
Procedural Matters
Meeting Date: 12 March 2019

PROCEDURAL MATTERS

Welcome

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

The General Manager will address the Council meeting, mentioning:

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

Attendance

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

Apologies and Leave of Absence

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

Declaration of Interest

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

Acknowledgement of Official Visitors to the Council

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

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 12 March 2019

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 26 February 2019

location: council chambers

time: 6:30 p.m.

ORDINARY MEETING**Minutes: 26 February 2019****TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
	ATTENDANCE	2
	APOLOGIES AND LEAVE OF ABSENCE	2
	RESOLUTION:	2
	DECLARATIONS OF INTEREST	2
	SECTION 1 - Confirmation of Minutes	3
	SECTION 3 – Reports for Determination	4
	GENERAL MANAGER	4
Item: 016	GM - Rethinking the Urban Forest - Inaugural Conference (79351, 84060)	4
Item: 017	GM - Hawkesbury Sister City Association Program - 2019 Student Exchange Program (79351, 73610)	4
	CITY PLANNING	6
Item: 018	CP - Outcome of Exhibition of Thompson Square Conservation Management Plan - (80242, 124414)	6
Item: 019	CP - Delivery Program 2017 - 2021 - Six Month Progress Report 1 July 2018 - 31 December 2018 - (124414, 95498)	7
	SUPPORT SERVICES	8
Item: 020	SS - December 2018 Quarterly Budget Review Statement - (95496, 96332)	8
Item: 021	SS - Proposed Lease Agreement with Girl Guides Australia NSW & ACT for use of portion of Holland's Paddock, 50 The Terrace, Windsor - (95496, 96328)	8
	SECTION 4 – Reports of Committees	10
Item: 022	ROC - Human Services Advisory Committee - 22 November 2018 - (124414, 123486)	10
Item: 023	ROC - Hawkesbury Civic and Citizenship Advisory Committee - 27 November 2018 - (96972, 79356, 79351)	10
Item: 024	ROC - Audit Committee - 5 December 2018 - (95496, 91369, 79351)	11
Item: 025	ROC - Floodplain Risk Management Advisory Committee - 6 December 2018 - (86589, 124414)	12
Item: 026	ROC - Environmental Sustainability Advisory Committee - 10 December 2018 - (124414, 126363)	13

ORDINARY MEETING

Minutes: 26 February 2019

Item: 027	ROC - Environmental Sustainability Advisory Committee - 4 February 2019 (124414, 126363)	13
Item: 028	ROC - Human Services Advisory Committee - 7 February 2019 - (124414, 123486)	14
Item: 029	ROC - Local Traffic Committee - 11 February 2019 - (80245)	14
SECTION 5 – Notices of Motion		15
Item: 030	NM1 - Investigate Costs of Increased Kerbside Rubbish Collections	15
Item: 031	NM2 - Richmond Bridge Duplication - (79351, 125612, 80106, 138882, 138881)	15
QUESTIONS FOR NEXT MEETING		17
Item: 032	Councillor Questions from Previous Meetings and Responses - 12 February 2019 - (79351)	17
CONFIDENTIAL REPORTS		21
Item: 033	CP - Appointment of Community Representative to the Waste Management Advisory Committee - (124414, 95249, 95498)	22
Item: 034	SS - Expressions of Interest for the Provision of Code of Conduct Review Services - (95496)	22

ORDINARY MEETING

Minutes: 26 February 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on Tuesday, 26 February 2019, commencing at 6.33pm.

Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

ATTENDANCE

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

ALSO PRESENT: General Manager - Peter Conroy, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Chief Financial Officer – Emma Galea, Executive Manager - Community Partnerships - Joseph Litwin, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Michael Wearne and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

An apology for absence was received from Councillor Tree.

17 RESOLUTION:

RESOLVED on the motion of Councillor Conolly and seconded by Councillor Kotlash that the apology be accepted and that leave of absence from the meeting be granted.

Councillor Rasmussen arrived at the meeting at 6.35pm.

DECLARATIONS OF INTEREST

Councillor Garrow declared an interest on Item 017.

Councillor Reynolds declared an interest on Item 018.

Councillor Richards declared an interest on Item 031.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING
SECTION 1 - Confirmation of Minutes
Minutes: 26 February 2019

SECTION 1 - Confirmation of Minutes

SECTION 1 - Confirmation of Minutes

18 RESOLUTION:

RESOLVED on the motion of Councillor Rasmussen and seconded by Councillor Conolly that the Minutes of the Ordinary Meeting held on Tuesday, 12 February 2019, be confirmed.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Minutes: 26 February 2019

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 016 **GM - Rethinking the Urban Forest - Inaugural Conference (79351, 84060)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

19 RESOLUTION:

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

That:

1. Attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Rethinking the Urban Forest Inaugural Conference to be held on 24 May 2019 at a cost of \$250 plus travel expenses, per delegate be approved.
2. After returning from the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

20 RESOLUTION:

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

That Councillor Wheeler attend the Urban Forest Inaugural Conference as Council's nominated delegate.

Item: 017 **GM - Hawkesbury Sister City Association Program - 2019 Student Exchange Program (79351, 73610)**

Directorate: General Manager

Councillor Garrow declared a less than significant non-pecuniary conflict of interest in this matter as she is closely associated with one of the Sister City attendees and no further action is required.

MOTION:

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

Refer to RESOLUTION

ORDINARY MEETING
SECTION 3 – Reports for Determination
Minutes: 26 February 2019

21 RESOLUTION:

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

That under the provisions of Section 356 of the Local Government Act, 1993, and in accordance with Council's Sister City Program Policy, Council donate \$500 to each of the following students participating in the 2019 student exchange program visit to Temple City being:

- Ms Katelyn Derwin
- Ms Rose Ryan
- Mr Archer Dunncliff
- Ms Clare Adamson
- Mr Campbell Egan
- Ms Taylah Barbeitos

ORDINARY MEETING
SECTION 3 – Reports for Determination
Minutes: 26 February 2019

CITY PLANNING

Item: 018 **CP - Outcome of Exhibition of Thompson Square Conservation Management Plan - (80242, 124414)**

Previous Item: 64, Ordinary (28 March 2017)
 90, Ordinary (30 May 2017)
 NM1, Ordinary (27 June 2017)
 122, Ordinary (11 July 2017)
 194, Ordinary (14 August 2018)

Directorate: City Planning

Councillor Reynolds declared a pecuniary interest in this matter as his residence is within the study area. He left the Chamber and did not take part in voting or discussion on the matter.

Mr Graham Edds speaking for the recommendation, addressed Council.

Councillor Zamprogno requested that the Motions below be considered in seriatim. There were no objections raised to this request.

MOTION:

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

Refer to RESOLUTION

22 RESOLUTION:

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

That Council adopt the final Thompson Square Conservation Management Plan attached as Attachment 7 to the report.

23 RESOLUTION:

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

That Council liaise with the Reconciliation Action Plan Working Group to ensure that Aboriginal heritage is properly represented in the Thompson Square Conservation Management Plan.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Minutes: 26 February 2019

Item: 019 **CP - Delivery Program 2017 - 2021 - Six Month Progress Report 1 July 2018 - 31 December 2018 - (124414, 95498)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

24 RESOLUTION:

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

That the information be received.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Minutes: 26 February 2019

SUPPORT SERVICES

Item: 020 **SS - December 2018 Quarterly Budget Review Statement - (95496, 96332)**

Previous Item: 143, Extraordinary (13 June 2018)

Division: Support Services

MOTION:

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

Refer to RESOLUTION

25 RESOLUTION:

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

That:

1. The information contained in the report be received.
2. The Quarterly Budget Review Statement – December 2018 be adopted.
3. The Contingency Reserve be utilised to fund the budgeted Deficit in the amount of \$236,283.
4. Council note the remedial actions outlined in the report that have been recommended by the Responsible Accounting Officer.

Item: 021 **SS - Proposed Lease Agreement with Girl Guides Australia NSW & ACT for use of portion of Holland's Paddock, 50 The Terrace, Windsor - (95496, 96328)**

Previous Item: 89, Ordinary (29 April 2008)
118, Ordinary (30 June 2009)
264, Ordinary (29 November 2016)
180, Ordinary (31 July 2018)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

26 RESOLUTION:

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Minutes: 26 February 2019

That:

1. Council approve the lease with Girl Guides Australia NSW & ACT with respect to a portion of Holland's Paddock, 50 The Terrace, Windsor in accordance with the lease conditions outlined within this report.
2. Authority be given for any documentation in association with the matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessee, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Minutes: 26 February 2019

SECTION 4 – Reports of Committees

Item: 022 **ROC - Human Services Advisory Committee - 22 November 2018 - (124414, 123486)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

27 RESOLUTION:

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

That the Minutes of the Human Services Advisory Committee Meeting held on 22 November 2018 be received and noted.

Item: 023 **ROC - Hawkesbury Civic and Citizenship Advisory Committee - 27 November 2018 - (96972, 79356, 79351)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

28 RESOLUTION:

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

That:

1. The minutes of the Hawkesbury Civic and Citizenship Advisory Committee held on 27 November 2018 be received and noted.
2. A workshop be convened to discuss options for improving community participation in the awards.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Minutes: 26 February 2019

Item: 024 **ROC - Audit Committee - 5 December 2018 - (95496, 91369, 79351)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

29 RESOLUTION:

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

That in relation to the Minutes of the Audit Committee Meeting held on 5 December 2018:

1. Council receive and note the Committee Minutes in respect of Items 1, 2, 4, 5, 6, 7, 8 and 9, and General Business.
2. Council endorse the Committee Recommendation in respect of Item 3, namely:

"That Council:

1. *Note the approaches suggested by the General Manager as to how the Council might begin the process of addressing the potential risks outlined in the preliminary findings of the Risk Register Review.*
2. *Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:*
 - a. *The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue*
 - b. *Key features of the program are likely to include:*
 - i. *Confirming all third party relationships that are currently in place across the organisation*
 - ii. *Identifying "Best Practice" examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council*
 - iii. *Engaging with each organisation/entity to:*
 1. *Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council*
 2. *Evaluate the third party against "Best Practice"*
 3. *Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.*
 4. *Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward*
 - c. *The progression of this initiative be reported back to the Audit Committee.*
3. *Note the Business Process Improvement methodology outlined in the report, and endorse Cemetery Management being added to the future works program in relation to Business Process Improvement."*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Minutes: 26 February 2019

Item: 025 **ROC - Floodplain Risk Management Advisory Committee - 6 December 2018 - (86589, 124414)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

30 RESOLUTION:

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

That:

1. The Minutes of the Floodplain Risk Management Advisory Committee Meeting held on 6 December 2018 be received and noted.
2. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Floodplain Risk Management Advisory Committee, namely that Council:
 - a) Explore opportunities for Civic Mutual to take on insurance for speciality areas.
 - b) Investigate ways in which to alert people to the availability of insurance brokers.
 - c) Investigate the provision of an education program, including insurance resilience and loss of power.
 - d) Call for assessment of the extent of power loss west of the river during flood events.
 - e) Propose to the Australian Local Government Association the matter of rising insurance premiums, and loss of power be taken up as an issue.
 - f) Advocate for the government to lower stamp duty on insurance policies.
3. In relation to Item 3 of the Minutes, Council endorse the recommendation of the Floodplain Risk Management Advisory Committee, namely that Council investigate the feasibility of developing a Disaster and Emergency Dashboard.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Minutes: 26 February 2019

Item: 026 **ROC - Environmental Sustainability Advisory Committee - 10 December 2018 - (124414, 126363)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

31 RESOLUTION:

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

That the Minutes of the Environmental Sustainability Advisory Committee Meeting held on 10 December 2018 be received and noted.

Item: 027 **ROC - Environmental Sustainability Advisory Committee - 4 February 2019 (124414, 126363)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

32 RESOLUTION:

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

That:

1. The Minutes of the Environmental Sustainability Advisory Committee Meeting held on 4 February 2019 be received and noted.
2. In relation to matter a) in General Business of the Minutes, Council endorse the recommendation of Environmental Sustainability Advisory Committee, namely that:
 - a) *Council investigate the promotion of solar and energy efficiency at the Council's Hawkesbury Show display in order to gauge community interest and to enable interested persons to sign up and register their interest.*
 - b) *Following the Hawkesbury Show, the Committee review the applicable level of interest from the community.*

ORDINARY MEETING
SECTION 4 – Reports of Committees

Minutes: 26 February 2019

Item: 028 **ROC - Human Services Advisory Committee - 7 February 2019 - (124414, 123486)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

33 RESOLUTION:

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

That the Minutes of the Human Services Advisory Committee Meeting held on 7 February 2019 be received and noted.

Item: 029 **ROC - Local Traffic Committee - 11 February 2019 - (80245)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

34 RESOLUTION:

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

That the minutes of the Local Traffic Committee held on 11 February 2019 be received and the recommendations therein be adopted and noted.

ORDINARY MEETING
SECTION 5 – Notices of Motion
Minutes: 26 February 2019

SECTION 5 – Notices of Motion

Item: 030 **NM1 - Investigate Costs of Increased Kerbside Rubbish Collections**

MOTION:

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

Refer to RESOLUTION

35 **RESOLUTION:**

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

That Council investigate the costs of increasing the number of kerbside collections available to residents each year and other options for kerbside collection, and a report be prepared for Council to consider these matters.

Item: 031 **NM2 - Richmond Bridge Duplication - (79351, 125612, 80106, 138882, 138881)**

Councillor Richards declared a less than significant non-pecuniary conflict of interest in this matter due her to Federal Candidacy. She left the Chamber and did not take part in voting or discussion on the matter.

Mr Harry Terry and Ms Kate Mackaness speaking for the recommendation, addressed Council.

Mr Michael Want speaking against the recommendation, addressed Council.

MOTION:

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

Refer to RESOLUTION

36 **RESOLUTION:**

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

That Council:

1. Support a bypass as the duplication of the Richmond Bridge in its current location is not a bypass.

ORDINARY MEETING
SECTION 5 – Notices of Motion
Minutes: 26 February 2019

2. Convey this position to the RMS currently conducting the *Early Consultation on Richmond Bridge Duplication Project*. Additionally express our wish that the bypass investigations be based on:
 - (a) Hawkesbury City Council traffic data studies,
 - (b) A detailed strategic transport plan of the Hawkesbury basin,
 - (c) Flood evacuation capacity and interaction with existing flood evacuation routes,
 - (d) Consideration of heritage value.
3. Nominate a delegation to attend a meeting with the Minister for Roads, Maritime and Freight - The Hon. Melinda Pavey MP, the Shadow Minister for Roads, Maritime and Freight - Ms Jodi McKay, MP and the appropriate RMS Officers to convey this position.

ORDINARY MEETING
Questions for Next Meeting
Minutes: 26 February 2019

QUESTIONS FOR NEXT MEETING

Item: 032 **Councillor Questions from Previous Meetings and Responses - 12 February 2019 - (79351)**

Questions on Questions - 12 February 2019

Responses and Questions in relation to previous Questions for the next Meeting – 12 February 2019 were provided. The following additional follow up question was asked with no response given at the meeting.

#	Councillor	Question	Response
1	Wheeler	Requested further information on the Hypro Petcare facility at Wilberforce in relation to noise, consent conditions, vehicle movements and hours.	The Director City Planning

ORDINARY MEETING
Questions for Next Meeting
Minutes: 26 February 2019

Questions - 26 February 2019

#	Councillor	Question	Response
1	Garrow	Enquired about the question raised on the 27 November 2018 in respect to the burnt out car located on the beach at Macquarie Park, and asked when will the car be removed and requested that this matter be followed up.	The Director City Planning
2	Zamprogno	Requested if Council could investigate the health of a row of trees in Bona Vista Park, Pitt Town as they are dying. Could Council's arborist give some advice as to what is the cause, and what can be done to save the ones that are still alive.	The Director Infrastructure Services
3	Zamprogno	Requested clarification as to whether the line marking of car spaces at the Pitt Town shops is the responsibility of the land owner or is it Council's responsibility, and if it is Council's responsibility can the car spaces be remarked.	The Director Infrastructure Services
4	Lyons-Buckett	Requested an update on the work the RMS is doing on the flood evacuation routes.	The Director Infrastructure Services
5	Lyons-Buckett	Enquired as to whether there has been responses to the correspondence sent as a result of Council's resolution of 30 October 2018 regarding Warragamba Dam.	The Director City Planning
6	Wheeler	Enquired as to whether there is any wildlife signs along the area boarded by Alexander Street, Bligh Park where it meets the bushland as there has been increased kangaroo activity in that area. Can Council provide the wildlife signage. Can the signage also include contact numbers for wildlife rescue organisations and also advise the public to check the pouches of injured animals.	The Director Infrastructure Services
7	Reynolds	Enquired as to what instructions are given to Council contractors when working near or on the sandstone gutters in Windsor.	The Director Infrastructure Services
8	Reynolds	Enquired as to why an illegal fence is still surrounding a bush lot on Bootles Lane, Pitt Town.	The Director City Planning
9	Reynolds	Enquired as to why a Heritage Award was not presented at the Australia Day Awards even though a nomination was received.	The General Manager

ORDINARY MEETING
Questions for Next Meeting
Minutes: 26 February 2019

#	Councillor	Question	Response
10	Garrow	Requested that Council ensure that the safety regulations in relation to adequate traffic control and pedestrian access alternatives on George Street, Windsor are being met.	The Director Infrastructure Services
11	Garrow	Requested that the large amount of debris left over from the removal of a burnout bus outside Deerubbin Park, Cornwallis be removed, and enquired as to who is responsible for the clean up.	The Director Infrastructure Services
12	Garrow	Enquired as to who is responsible for the care and upkeep of the trees planted on the McGraths Hill flats, as they have been neglected and have died. Who is responsible for their removal and how will they be replaced.	The Director Infrastructure Services
13	Garrow	Requested that the marking of street parking in Fitzgerald Street, Windsor be amended to allow more parking in the Windsor Town Centre as the parking conditions still accommodate the old fire station activities.	The Director City Planning/ The Director Infrastructure Services
14	Ross	Requested if Roberts Creek Road, East Kurrajong could be graded as it has become very corrugated in the unsealed sections and the sealed sections have had the shoulders washed away.	The Director Infrastructure Services
15	Ross	Enquired as to whether the Colo Soccer Club has submitted a development application in relation to lighting which they have received a recent grant.	The Director City Planning
16	Ross	Enquired as to what permission is required by the Colo Soccer Club to operate the lights at night and what the hours of operation would be and when they will need to be turned off.	The Director City Planning/ The Director Infrastructure Services
17	Ross	Requested if Council could please advise who donated the \$100,000 grant to Richmond Preschool.	The Director Support Services
18	Ross	Enquired as to whether Council is aware that the operator of the Pitt Town sewage operation is in financial difficulty, and if so can Council be provided an update on this matter.	The General Manager

ORDINARY MEETING
Questions for Next Meeting
Minutes: 26 February 2019

#	Councillor	Question	Response
19	Ross	Enquired as to whether Council is going to do any works to repair the sealed surface of Beaumont Avenue, North Richmond leading into the Hanna Park carpark as the road is damaged and there is several potholes.	The Director Infrastructure Services
20	Ross	Enquired as to whether the light rectification work has commenced at Benson Lane and if not can Council be advised when this will commence.	The Director Infrastructure Services
21	Ross	Enquired as to whether the suggestions that were made regarding the inclusive South Windsor playground are under consideration by Council Management.	The Director Infrastructure Services
22	Ross	Enquired as to who provided the funding of the grant for the inclusive playground at South Windsor.	The Director Infrastructure Services
23	Ross	Enquired as to whether Council has been notified about a burnt out station wagon located on Londonderry Road, Richmond between The Driftway and Vines Drive.	The Director City Planning

ORDINARY MEETING

Confidential Reports

Minutes: 26 February 2019

CONFIDENTIAL REPORTS

37 RESOLUTION:

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

That:

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

Item: 033 CP - Appointment of Community Representative to the Waste Management

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(a) of the Local Government Act, 1993, as it relates to personnel matters concerning particular individuals (other than Councillors).*

Item: 034 SS - Expressions of Interest for the Provision of Code of Conduct Review Services - (95496)

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

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

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

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

38 RESOLUTION:

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

ORDINARY MEETING

Confidential Reports

Minutes: 26 February 2019

Item: 033 **CP - Appointment of Community Representative to the Waste Management Advisory Committee - (124414, 95249, 95498)**

Previous Item: Council Meeting, 13 November 2018

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

39 RESOLUTION:

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

That Courtney McGregor be appointed as a community representative from a Local Environmental Network/Organisation on the Waste Management Advisory Committee.

Item: 034 **SS - Expressions of Interest for the Provision of Code of Conduct Review Services - (95496)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

40 RESOLUTION:

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

That:

1. The information contained in the report on the Expression of Interest for the Provision of Code of Conduct Review Services, be received.
2. Council establish a panel of Conduct Reviewers, as per the Council's adopted Procedures for the Administration of the Code of Conduct for Local Councils in NSW – March 2013.
3. The following applicants be placed on Hawkesbury City Council's Code of Conduct Review Panel for a period up to four years:

ORDINARY MEETING

Confidential Reports

Minutes: 26 February 2019

Applicant	Respondent's Name / Organisation
Graham Evans	O'Connell Workplace relations P/L
Adam Halstead	Goldbergs Lawyers
Peter Moroney	Nemesis Consulting Group
John Renshaw	O'Connor Marsden & Associates
Kath Roach	SINC Solutions P/L
Wendy Sculthorpe	O'Connor Marsden & Associates
Kathy Thane	Train Reaction P/L
Shane White	Pinnacle Integrity P/L T/A Pinnacle Integrity

The meeting terminated at 9.28pm.

Submitted to and confirmed at the Ordinary meeting held on Tuesday, 12 March 2019.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 12 March 2019

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 12 March 2019

SECTION 2 – Mayoral Minutes

No Mayoral Minutes.

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 12 March 2019

ordinary

section 3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 12 March 2019

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 035 **CP - Proposed Modification of Existing Covenant - Building Envelope Restriction Lot 42, DP 1237854 - 85 London Place, Grose Wold - (95498)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of the report is to seek Council's endorsement to modify an existing covenant that relates to a building envelope restriction on Lot 42 in DP 1237854 at 85 London Place, Grose Wold to increase the area by an additional 245m² to the northern elevation and 200m² to the eastern elevation.

EXECUTIVE SUMMARY:

Council has received a request from Metricon Homes to modify a restrictive covenant on the title of Lot 42 in DP 1237854 at 85 London Place, Grose Wold which requires that all residential development on the lot herein burdened including a dwelling house and ancillary structures to be wholly contained within the building envelope labelled (BE). The covenant was registered over the lot to protect the existing vegetation on site.

The modification sought by Metricon Homes would modify the restrictive covenant to increase the building envelope area by 445m² to accommodate a portion of the outdoor room located at the rear of the dwelling and to the eastern side to accommodate the rain water tank. The modification is sought to facilitate consideration of (undetermined) DA0375/18 for construction of a dwelling house on Lot 42.

The proposed modification to the restrictive covenant is supported by documentation and plans that argue the modification is necessary to accommodate all the required structures and would only result in the loss of one additional tree. The tree in question is a Grey Gum, approximately 20yrs in age, 26m in height and in good condition as shown in Attachment 5 to this report.

The applicant's justification is considered worthy of support and therefore for the reasons outlined in this report, Council officers support the modification to the covenant.

RECOMMENDATION SUMMARY:

That:

1. Council agree to vary the building envelope covenant over Lot 42 in DP 1237854 at 85 London Place, Grose Wold to increase the size of the building envelope to incorporate the entire dwelling and water tank.
2. The wording of the modified covenant to effect this resolution be determined by the General Manager in consultation with Council's Legal Advisors as is necessary, to ensure compliance with the technical, administrative, and legal requirements of NSW Land Registry Services.
3. Authority be given for the Section 88E 'Variation or Modification of Restriction on the Use of Land' to be executed by an authorised officer of Council.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

4. All costs associated with the preparation and drafting of necessary documentation and plans and any registration and lodgement fees be borne by the owner of Lot 42 in DP 1237854.
-

REPORT:

Detailed History, including previous Council decisions

Development Application DA0453/15 for a two lot subdivision resulted in the creation of property 85 and 88 London Place, Grose Wold. The subdivision was approved by Council and resulted in Lot 42 having a building envelope restriction.

The assessment found that the proposed allotments were seen to be of a sufficient size and width to support the rural residential use of each of the lots. The imposition of the building envelope on Proposed Lot 42 ensured that the removal of vegetation associated with the development would generally be restricted to the provision of asset protection zones and a new driveway. The submitted Flora and Fauna Report details that the development of the land will have a minimal impact on threatened species, populations and endangered ecological communities.

To implement the requirements of this condition, a covenant was created over Lot 42 that states:

"Terms of Positive Covenant secondly referred to in the above mentioned plan"

- 1) *Until the lot herein burdened is further developed the building envelope labelled (BE) on the above mentioned plan shall be maintained as an Outer Protection Area (OPA) as outlined within section 4.1.3 and Appendix 5 of the publication "Planning for Bushfire Protection 2006" and the NSW Rural Fire Service's document "Standards for Asset Protection Zones".*
- 2) *All residential development on the lot herein burdened including a dwelling house and ancillary structures are to be wholly located within the building envelope labelled (BE) on the above mentioned plan.*
- 3) *When a dwelling is erected within the area labelled (BE) on the above mentioned plan, the area labelled (APZ) on the above mentioned plan is to be established and maintained as an Inner Protection Area (IPA) as outlined within section 4.1.3 and Appendix 5 of the publication "Planning for Bushfire Protection 2006" and the NSW Rural Fire Service's document "Standards for Asset Protection Zones".*
- 4) *Any development application to be submitted for development on the lot herein burdened which requires onsite disposal of effluent is to be accompanied by a Waste Water Feasibility Assessment Report.*

It is noted that Hawkesbury City Council is the authority empowered to release, vary, or modify the relevant covenant.

A copy of the Deposited Plan and covenant is provided in Attachment 2 and Attachment 3. It should be noted that there are several covenants that apply, however it is the "positive" covenant secondly referred to in the S88B instrument that is relevant. The other covenants relate to bushfire protection and wastewater feasibility. The bushfire requirements will be conditioned in the consent and the waste water feasibility study was been supplied with the development application.

The restrictive covenant was imposed to protect the existing vegetation and locate any future structures in the south eastern corner of the lot and in close proximity of each other.

This issue needs resolution to progress a current (undetermined) development application (DA0375/18), which seeks consent for a new dwelling house and water tank outside of the building envelope area.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Policy considerations

There are no Council policies that are relevant to this matter.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan.

Our Future

5.3 Shaping our Growth

5.3.2 The diverse housing needs of our community will be met through research, active partnerships and planned development.

Discussion

Planning Justification

The request to modify the building envelope restriction covenant on the title of Lot 42 in DP 1237854 at 85 London Place, Grose Wold is supported by a statement of justification (Attachment 1).

The main issue for concern in relation to the amendment of the building envelope is the impact to the existing vegetation and the approved Asset Protection Zones (APZ). The increase will only result in the loss of one tree to the eastern elevation to accommodate the rain water tank at the side of the dwelling. No additional vegetation removal is required to accommodate the outdoor room at the rear of the dwelling as this has already been cleared as a part of the APZ. Enlarging the envelope for the water tank will ensure it is constructed in an area that is mostly clear and will keep the tank within the curtilage of the dwelling. Constructing the water tank under the dwelling is not a feasible option both financially and practically for the owners of the land. The bushfire attack rating to the north has increased from BAL 29 to BAL 40 to ensure the approved APZ to the north has not changed. The eastern, western and southern BAL ratings and APZ's will also not change.

Financial Implications

There are no financial implications for Council relating to this request as all costs will be borne by the owner of Lot 42.

Fit For The Future Strategy Considerations

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Conclusion

The proposed modified restriction whilst allowing an increase in the building envelope will not be environmentally detrimental to the site. Such modification is not contrary to the intent of the imposed covenant. For the reasons outlined in this report endorsement of the modified covenant is recommended.

Planning Decision

As this matter is covered by the definition of a "planning decision" under Section 375A of the *Local Government Act 1993*, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

RECOMMENDATION:

That:

1. Council agree to vary the building envelope covenant over Lot 42 in DP 1237854 at 85 London Place, Grose Wold to increase the size of the building envelope to incorporate the entire dwelling and water tank.
2. The wording of the modified covenant to effect this resolution be determined by the General Manager in consultation with Council's Legal Advisors as is necessary, to ensure compliance with the technical, administrative, and legal requirements of NSW Land Registry Services.
3. Authority be given for the Section 88E 'Variation or Modification of Restriction on the Use of Land' to be executed by an authorised officer of Council.

All costs associated with the preparation and drafting of necessary documentation and plans and any registration and lodgement fees be borne by the owner of Lot 42 in DP 1237854

ATTACHMENTS:

- AT - 1** Statement of Justification
- AT - 2** Deposited Plan - (DP1157035)
- AT - 3** Terms of Positive Covenant - (DP1102439)
- AT - 4** Aerial Imagery
- AT - 5** Site Photo of Subject Tree

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

AT - 1 Statement of Justification

The Hawkesbury City Council
PO Box 146
Windsor NSW 2756

13 December, 2018

Attention: Donna Gibson

Dear Donna,

RE: DA0375/18
85 London Place, Grose Wold

Please find the following as justification for the increase (or extension) to the Building Envelope.

As per the 88B restriction states:

'All residential development on the lot herein burdened including a dwelling house and ancillary structures are to be wholly located within the building envelope labelled (BE) on the above mentioned plan'

In this regard, the water tank is required to be located within the building envelope. Previously this was not the case hence as per the feedback and suggestion received from yourself we are submitting herewith the amended plans showing the exact location of the water tank accommodated within the amended Building Envelope. The proposed extension to the building envelope is approximately 439.61m² in area and is about 19.465m wide, the area is shown hatched on the site plan.

In order to comply with the 88B restriction we ask Council to consider the following justification for the increase/extension to building envelope: -

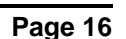
- With the increase in the envelope we can then ensure all assets to be within the required APZ and the owners will maintain an Inner Protection Area as outlined within section 4.1.3 and Appendix 5 of the publication "Planning for Bushfire protection 2006" and the NSW Rural Fire Service's document "Standards for Asset Protection Zones".
- There are two water bodies on site to assist in firefighting if required.
- There is very little understory and leaf litter to contribute to fuel loads

For the above reasons we ask that Council approve the plans as submitted

Yours Faithfully,

Bhavini Desai
Metricon Homes Pty Ltd

AT - 2 Deposited Plan - (DP1157035)



ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

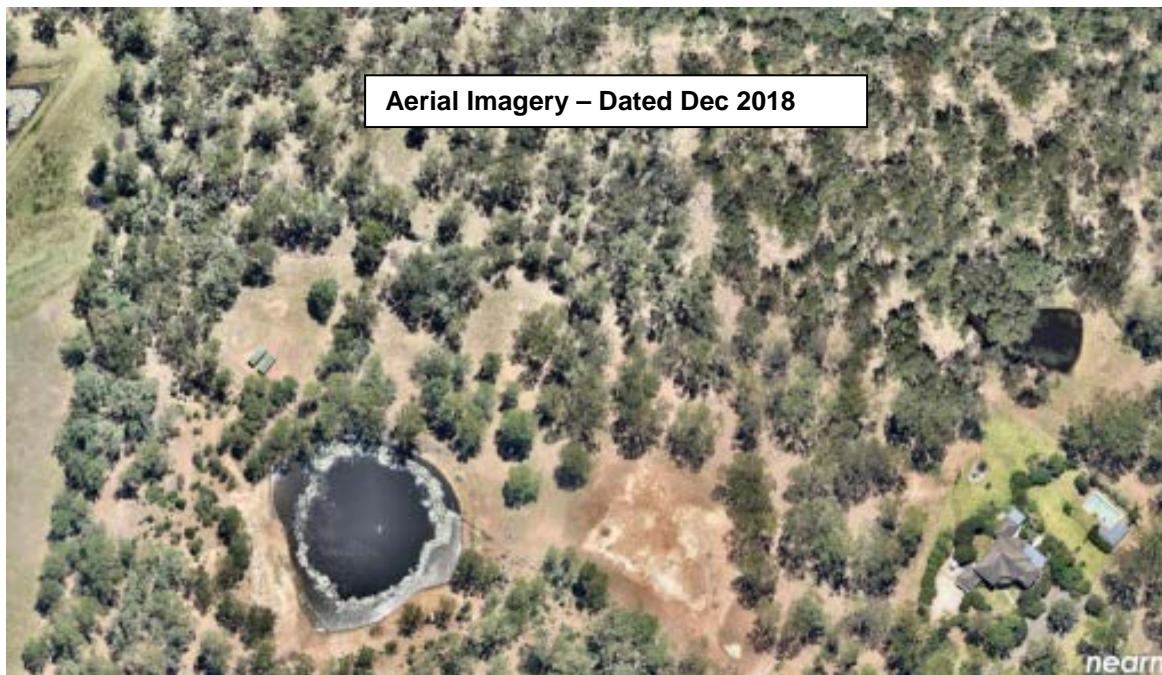
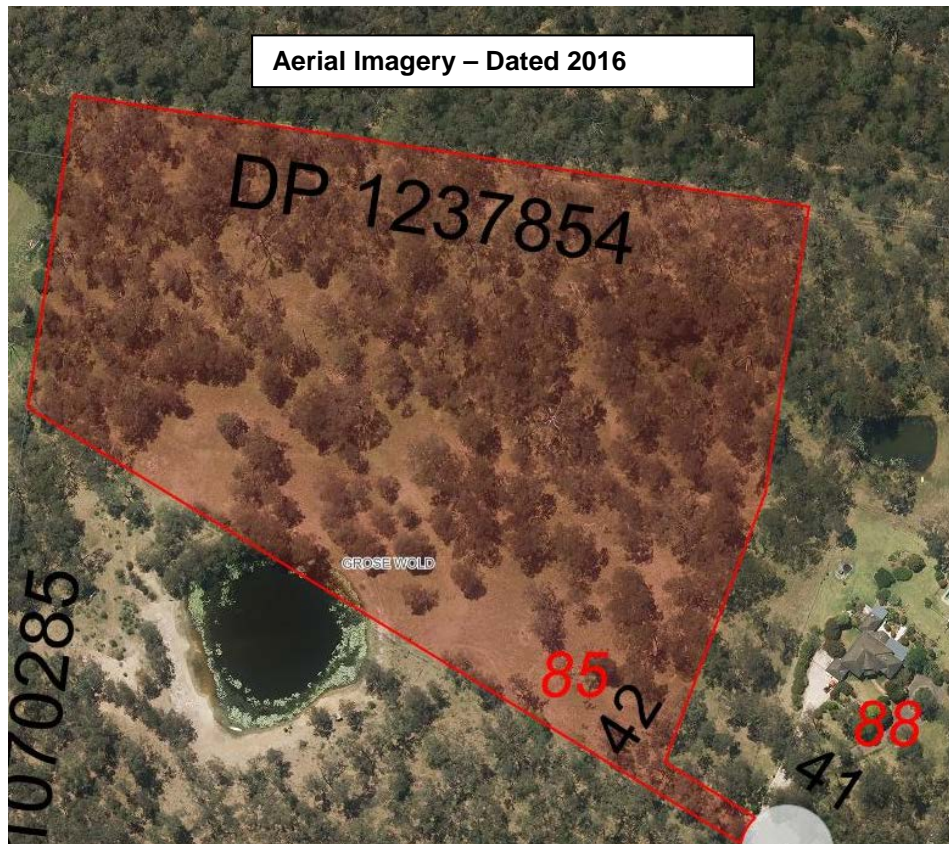
AT - 3 Terms of Positive Covenant - (DP1102439)

"Terms of Positive Covenant secondly referred to in the above mentioned plan"

- 1) *Until the lot herein burdened is further developed the building envelope labelled (BE) on the above mentioned plan shall be maintained as an Outer Protection Area (OPA) as outlined within section 4.1.3 and Appendix 5 of the publication "Planning for Bushfire Protection 2006" and the NSW Rural Fire Service's document "Standards for Asset Protection Zones".*
- 2) *All residential development on the lot herein burdened including a dwelling house and ancillary structures are to be wholly located within the building envelope labelled (BE) on the above mentioned plan'.*
- 3) *When a dwelling is erected within the area labelled (BE) on the above mentioned plan, the area labelled (APZ) on the above mentioned plan is to be established and maintained as an Inner Protection Area (IPA) as outlined within section 4.1.3 and Appendix 5 of the publication "Planning for Bushfire Protection 2006" and the NSW Rural Fire Service's document "Standards for Asset Protection Zones".*
- 4) *Any development application to be submitted for development on the lot herein burdened which requires onsite disposal of effluent is to be accompanied by a Waste Water Feasibility Assessment Report.*

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

AT - 4 Aerial Imagery



ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

AT – 5 Site Photo of subject tree



oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

GENERAL MANAGER

Item: 036 **GM - Event Sponsorship Round 2 2018/2019**

Division: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of applications for financial and in-kind assistance under Round 2 of the Events Sponsorship Program for 2018/2019 as established by the Hawkesbury Events Strategy.

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

EXECUTIVE SUMMARY:

The Events Sponsorship Program is a key outcome of the Events Strategy. The Program provides the opportunity for volunteer organisations, community groups, and individuals to seek financial and in-kind assistance from Council. The Events Strategy was adopted by Council on August 2018 refer Item 204 http://www.hawkesbury.nsw.gov.au/_data/assets/pdf_file/0016/117205/ORD_AUG2_BP.pdf.

The objectives of the Events Strategy are to build:

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

The Strategy links to the Hawkesbury Community Strategic Plan which identifies the activation of our rivers and town centres through events and celebrations that bring together the community, Council, businesses and tourists.

The Strategy also identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury.

A key outcome of the Events Strategy is the Events Sponsorship Program with two rounds of event sponsorship currently proposed to open in August and February each year. 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.

This report:-

- identifies the existing event sponsorship that has previously been allocated in this financial year.
- lists the 10 applications received under Round 2 of the 2018/2019 Event Sponsorship Program, the outcome of their assessment against the Assessment Criteria and the proposed level of financial assistance for the applications.

RECOMMENDATION SUMMARY:

The report recommends that Council approve the payment of financial and in-kind assistance to organisations and individuals who have applied under Round 2 of the 2018/2019 Event Sponsorship Program and that the Program be updated to better align with grant funding over the financial year.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

REPORT:

Context and Background

Council adopted an Events Strategy on 28 August 2018. The Strategy identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury.

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 a series of guidelines for the assessment of event applications:

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

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

Event Sponsorship Program (2018/2019)

Council's adopted 2018/2019 Operational Plan for the Event Sponsorship Program is \$65,000. This includes a \$25,000 increase to the Community Sponsorship Program under the 'Building Hawkesbury's Future' Program. The increase was funded from the special rate variation approved by the Independent Pricing and Regulatory Tribunal.

At the Council meeting on 30 October 2018 \$34,809 was approved to fund 9 applications under Round 1 of the Event Sponsorship Program. One event, the Carols in the Park and Family Fun Time was cancelled due to bad weather. This event was not funded and the St Stephens Church (Kurrajong and North Richmond Anglican Church) are therefore eligible to reapply. The funding of \$1,200 allocated to their event has been added to the funding available in Round 2.

This report lists the applications received under Round 2 of the 2018/2019 Event Sponsorship Program, the outcome of their assessment against the Assessment Matrix Criteria and the proposed level of financial assistance for the applications.

Assessment of 2018/2019 Round 2 Applications

In total, 10 applications are presented for Council's consideration under Round 2 of the Event Sponsorship. Table 1 summarises the applications received and the proposed level of financial assistance. A more comprehensive analysis of each application against the Assessment Criteria Matrix is provided in Attachment 1 to this report. Two applicants did not qualify under the Eligibility Criteria as both the events scored less than 40 on the Assessment Criteria Matrix. A copy of the Assessment Criteria Matrix for the events is included in Attachment 1 to this report.

There is \$31,391 available to allocate in Round 2 of the Event Sponsorship Program. This includes \$28,500 for the sponsorship of the 10 applications and \$2,891 available for marketing, waste bins and waiving of park hire fees for nominated applicants.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Ongoing Event Sponsorship Program Review

With regard to the timing of future Event Sponsorship Programs it is anticipated that Round 1 of 2019/2020 sponsorship will be advertised in May 2019 principally for events from 1 July 2019 to December 2019. This change to the timing of the opening of the Event Sponsorship Program will mean the sponsorship is open after Council has placed the 2019/2020 Draft Operational Plan on public exhibition. Round 2 will be advertised in September 2019 for events between January 2020 and 30 June 2020.

Detailed History, including previous Council decisions

In August 2018, Council adopted the Events Strategy which formalised and consolidated the event sponsorship information. Sponsorship for Round 1 was opened on 1 September 2018 to 30 September 2018 and reported to Council in October 2018.

A second round of event sponsorship opened on 15 January 2019 and closed on 15 February 2019.

Policy considerations

The Council Policy relevant to Council's decision in this matter is the Community Sponsorship Policy which was adopted by Council in March 2007. The recommendations within this report are consistent with the Policy and Council's previous resolutions regarding special category sponsorship agreements.

Consultation

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

In keeping with the community sponsorship procedures, information about Round 2 of the Event Sponsorship Program was:

- Available on Council's website from 15 January 2019 to 15 February 2019 from a webtile to the Event Strategy and Event Sponsorship Application forms
- Advertised on Hawkesbury Events Facebook page on 15 January and a reminder post on 4 February 2019
- Hawkesbury City Council Facebook page on 15 January 2019 and 11 February 2019
- Advertised on Hawkesbury Events Instagram page 15 January 2019 and 8 February 2019
- Emailed to 51 groups and individuals who had previously held events in the Hawkesbury or had had previous discussions with Council about events they would like to hold. Emails sent on 16 January and 11 February 2019.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.3 Community partnerships continue to evolve

2.3.1 Encourage and facilitate community partnerships.

Our Future

5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers

5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

- 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community
 - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
 - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
 - 5.5.3 Assist our town and village centres to become vibrant local hubs
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
 - 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
 - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.
 - 5.7.2 Develop Hawkesbury Tourism to enhance and strengthen opportunities within our tourism sector.

Financial Implications

The total available budget for the 2018/2019 financial year is \$65,000

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

The total Event Sponsorship Round 1 funding was \$34,809. The total event sponsorship remaining for Round 2 is \$31,391. There are sufficient funds to cover the total recommended amount of \$28,500 with \$2,891 which will be allocated to the in-kind support of nominated events for waste management, marketing, banner pole hire and access to power.

Fit For The Future Strategy Considerations

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

Conclusion

The approval of the applications received under Round 2 will enable Council to continue its commitment to providing financial assistance to volunteer groups, community organisations and individuals for works and projects which benefit residents and deliver on community priorities identified in Council's adopted Plans.

RECOMMENDATION:

That Council:

1. Under the 2018/2019 Event Sponsorship Program, agree to support the organisations and individuals listed at the level recommended in Table 1 of this report.
2. Approve the execution of Council's standard Sponsorship Agreement for the applications as identified in Table 1 of this report.
3. Continue to modify the timing of the sponsorship rounds offered as part of the Events Sponsorship Program to incorporate the ongoing findings from the implementation of the Events Strategy.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

ATTACHMENTS:

- AT - 1** Assessment Criteria Matrix for the 10 Event Sponsorship Applications under Round 2 Event Sponsorship Program 2018/2019

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

AT - 1 Assessment Criteria Matrix for the 10 Event Sponsorship Applications under Round 2
Event Sponsorship Program 2018/2019

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount (\$)	Other Council Assistance	Discussion
Pitt Town Progress Association	Pitt Town Anzac Day Memorial Service	Yes	48	3,000	3,000	Marketing and promotion on Facebook and inclusion on Event Calendar on HCC website	The Pitt Town Anzac Day Memorial Service on 24 April 2019 will commemorate men and women who served Australia in all military events. The event has been held in the Pitt Town community for the last eight years. Participation includes 450 attendees and local community groups, schools, sporting groups, Windsor RSL Subbranch and churches. <u>These expected outcomes align with the Events Strategy's goals to support and build strong local connections and build resilience and a sense of place within the community.</u>
Ski Racing NSW Inc	Hawkesbury 120 Water Ski Classic	Yes	45	20,000	5,000	Provision of waste bins	The Hawkesbury 120 Water Ski Classic is the waterski race from Windsor to Wisemans Ferry and back to Windsor. The race is 120km, the longest ski race in the world and attended by more than 1000 people over 24-25 August. The race has been running for the past 14 years and can be viewed from a number of locations along the River with activities focused at Governor Phillip Park. Community groups involved include Upper Hawkesbury river Power Boat Club, Fire Brigade, Windsor RSL and SES. <u>The event aligns with the Hawkesbury Community Strategic Plans Direction's to celebrate our Rivers and promote Tourism and Development and the Events Strategy's goals to increase community involvement and participation.</u>
Windsor Business Group	Light Up Windsor - decorations	Yes	57	6,500	6,500	Council will be holding Light Up Windsor and will be responsible for	Light Up Windsor has been held for eight years in Windsor Mall. The event is a long established initiative of the volunteer Windsor Business Group. In 2018 Council assisted with the event and more than 5,000 people came along to the event in the

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount (\$)	Other Council Assistance	Discussion
					on HCC website	all components of the event including marketing and promotion, hire fee and banner poles.	town centre of Windsor to see the lighting of the Christmas tree, purchase from local businesses and enjoy the entertainment. Council and the Windsor Business Group worked closely with locals, business and volunteers to activate the town centre prior to Christmas. In 2019 the Windsor Business Group would be responsible for organising some of the decorations for the event. This event and the support by the Windsor Business Group will assist Council to deliver on the goals of the Events Strategy to build strong local connections across the community and local businesses. It will also contribute the revitalisation of the Windsor Town Centre and dynamic place making programs for the town as identified in the Hawkesbury Community Strategic Plan.
Dogs in the Park NSW	Dogs in the Park	Yes	42	1,000	1,000	The Companion Animal Shelter to have a stall at the event to promote the Council facility and raise awareness about the services available at the Shelter.	Dogs in the Park on 11 May 2019 at the Hawkesbury Showground has been created to promote responsible dog ownership, dog rescue. This event has been held previously in six locations around NSW and it is anticipated that 2,000 would attend this event for the first time in the Hawkesbury. The Companion Animal Shelter has been invited to take part in the event and promote the activities at the Shelter. Rotary will be catering the event, local vets and rescue groups will have stalls at the event. Locals will be invited to volunteer at the event. DNSW has been involved in the promotion of this event held in other locations around NSW and a request has been made that DNSW promote this Hawkesbury event. This event will help to build positive connections across the community through involvement and

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount (\$)	Other Council Assistance	Discussion
							participation of locals and will allow Council to showcase the role and function of the Companion Animal Shelter.
Windsor Polo Club	Polo International – Australia vs England	No	37	5,000	0	NA	The Windsor Polo Club is holding the Polo International Australia vs England match on 6 April 2019. There are expected to be 3,000 spectators and 30 volunteers. The event is a ticketed event which will include three games of polo, entertainment and stallholders. Raising money for local charity. An application has been made to DNSW for funding. This event does not satisfy the Eligibility Criteria as it scored below 40 and will not receive Event Sponsorship funding under Round 2.
Prospect Caravan Club	NSW State Rally	Yes	40	2,000	2,000 The event is to be held in March 2020 but sponsorship will be provided in 2018/19 financial year to assist with planning	None requested	The Prospect Caravan Club is holding the NSW State Rally on behalf of the NSW Association of Caravan Clubs Inc in March 2020. The four day event is held in a different location each year for around 320 members from 40 different caravan clubs across NSW to attend. Forty people are expected to volunteer at the event. The event aligns with the Hawkesbury Community Strategic Plans Direction's to promote Tourism and Development with opportunities for attendees to explore and discover the Hawkesbury and possibly revisit the region in future. The event provides the opportunity for community building through the involvement of volunteers and the use of the Hawkesbury Showground.
Kurrajong Community Forum	Kurrajong-a-Buzz	Yes	51	4,000	4,000 Marketing and promotion on	Marketing and promotion on Facebook and	The Kurrajong Community Forum is holding the Kurrajong-a-Buzz in November 2019 to educate the local community and visitors about importance of

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount (\$)	Other Council Assistance	Discussion
					Facebook and Event calendar on HCC website, waste and recycling bins and venue fee waived.	Event calendar on HCC website, waste and recycling bins, banner pole hire and venue fee waived.	pollinators for food security and the health of the environment. Groups involved include Western Sydney University, Earth Care, Hawkesbury Environment Network, Hawkesbury Harvest, Hawkesbury Council Community Nursery, Kurrajong RFS, local school, OWA, Kurrajong-Comleroy Historical Society and volunteers. This event and the support by the Kurrajong Community Forum will assist Council to deliver on the goals of the Events Strategy to build strong local connections across the community and local businesses. It will also contribute the reinforcement of the township of Kurrajong as a dynamic place as identified in the Hawkesbury Community Strategic Plan.
Hawkesbury Environment Network	Koala Fest @ Kurrajong	Yes	48	7,475	4,000 Marketing and promotion on Facebook and Event calendar on HCC website and investigate access to water.	Access to water	The Hawkesbury Environment Network is holding Koala Fest @ Kurrajong in September 2019 to create and promote awareness, action and conservation across the community to understand koalas, the threat and how they can be assisted. The event will be held in Memorial Park and will include stalls, entertainment, children's activities and businesses. Partnerships with Kurrajong Community Forum, Local Land Service and involvement of local volunteers. This event and the support by the Hawkesbury Environment Network will assist Council to deliver on the goals of the Events Strategy to build strong local connections across the community and local businesses. It will also contribute the reinforcement of the township of Kurrajong as a dynamic place as identified in the Hawkesbury Community Strategic Plan.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Applicant	Name of Event	Satisfy the Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested Amount (\$)	Recommended Amount (\$)	Other Council Assistance	Discussion
Cats NSW Incorporated	Australian Cat Federation National Cat Show	No	37	5,000	0	NA	Cats NSW Incorporated is holding the Australia Cat Federation National Cat Show at the Hawkesbury Stadium between 8-9 June 2019. The event has been held for 46 years through different states of Australia. There is expected to be 1,000 people attend with 150 exhibitors. Fifty people are expected to volunteer at the event. <u>This event does not satisfy the Eligibility Criteria as it scored below 40 and will not receive Event Sponsorship funding under Round 2.</u>
St Stephens Church – Kurrajong and North Richmond Anglican Church	150 th Anniversary Celebrations	Yes	40	3,000	3,000 Marketing and promotion on Facebook and Event calendar on HCC website, waste bins.	Waste bins	St Stephens Anglican Church is holding their 150 th Anniversary Celebrations on 7 April 2019 at Kurrajong. Community groups involve include Kurrajong RFS, Hawkesbury Food Bank, Historical Society, Antique Machinery Club and 40 volunteers and 300 people expected to attend. <u>The expected outcomes of this event align with the Events Strategy's goals to support and build strong local connections and build resilience and a sense of place within the community.</u>
Recommended Amount							
TOTAL	\$28,500						
Amount Available Round 2	Remaining funds of \$2,891 allocated for marketing, waste bins and wavering of park hire fees for nominated applications.						
Amount Allocated in Round 1	\$31,391						
Amount Allocated in Round 4	\$34,809						

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Item: 037 **GM - Council's Code of Conduct and Procedures - (79351)**

Previous Item: 128, Ordinary (25 July 2017)
 213, Ordinary (28 November 2017)

Division: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to introduce the new Council Code of Conduct. It is based on the:

- New Model Code of Conduct for Local Councils in NSW (the Model Code), and
- Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (the Procedures)

EXECUTIVE SUMMARY:

The Office of Local Government has been developing a new Model Code of Conduct for Local Councils, and associated Procedures, since November 2016. The new Model Code has now been released and prescribed. In accordance with the Local Government Act, 1993, Council must adopt its own Code of Conduct and Procedures, based on the Model Code and Procedures, within six months of the new Model Code and Procedures being prescribed.

The new Model Code of Conduct contains additional requirements for Councillors and other Council officials in a number of areas including:

- Pecuniary interest returns,
- Declaration of gifts and benefits,
- Access to Council information and resources, and
- Recordkeeping requirements.

Council officers have also incorporated some new provisions previously suggested by the Office of Local Government relating to the use of social media.

RECOMMENDATION SUMMARY:

That Council adopt the Code of Conduct and Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.

REPORT:

Context and Background

Council adopted its current Code of Conduct on 25 July 2017 and its current associated Procedures on 5 February 2013.

In November 2016, the Office of Local Government advised all councils in NSW that it had initiated a review of the Model Code of Conduct for Local Councils in NSW and the associated Procedures. The new Model Code was intended to address amendments made in August 2016 to the Local Government Act 1993. The Office of Local Government also requested “suggestions for improvement” from councils, to be taken into consideration when designing the new Code. Council made two submissions to the Office of

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Local Government regarding the new Model Code, both of which were examined in the previous report to Council on 28 November 2017.

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

Council staff have reviewed the new Model Code of Conduct in comparison to Council's current Code, and a proposed new Code of Conduct has been drafted for Council. In accordance with the requirements of Section 440 of the Local Government Act 1993, Council's draft Code of Conduct incorporates all provisions of the Model Code. Some additional provisions have also been included to supplement the Model Code.

Detailed History, including previous Council decisions

Council's current Code of Conduct and associated Procedures are based on the previous Model Code and Procedures, which were published by the former NSW Department of Local Government in December 2012. The previous Code of Conduct and associated Procedures were adopted by Hawkesbury Council on 5 February 2013, with an effective date of 1 March 2013.

Since that time, Council's Code of Conduct has undergone a number of minor amendments, in accordance with the Local Government Act requirement that the Code of Conduct be reviewed within 12 months of each ordinary election. The most recent version of Council's Code was adopted on 25 July 2017.

Council was notified of the Consultation Draft of the new Model Code of Conduct on 23 October 2017. Council resolved to make a submission to that draft, at the meeting of 28 November 2017. Council's submission requested clarification of a number of provisions included in the draft Model Code, all of which have been addressed in the final version.

Discussion

Council must adopt a Code of Conduct and Procedures based on the prescribed Model Code and Procedures within six months of the Model Code being prescribed, in accordance with Section 440 of the Local Government Act.

Code of Conduct

The Model Code of Conduct for Local Councils in NSW prescribes the minimum ethical and behavioural standards all council officials in NSW are required to comply with. In doing so it seeks to:

- Prescribe uniform minimum ethical and behavioural standards for all councils in NSW
- Provide clear guidance to council officials on the minimum ethical and behavioural standards expected of them as council officials
- Provide clear guidance to local communities on the minimum ethical and behavioural standards they can expect of the council officials who serve them
- Promote transparency and accountability
- Promote community confidence in the integrity of the decisions councils make and the functions they exercise on behalf of their local communities, and
- Promote community confidence in the institution of local government.

The new Model Code of Conduct contains a number of new provisions, as well as provisions that have been revised to have stronger requirements. Key changes that have been highlighted by the Office of Local Government include:

- New standards relating to discrimination, harassment, bullying, work health and safety, behavior at meetings, access to Council information, and maintenance of Council records;
- The incorporation of pecuniary interest provisions which were previously contained in the Local Government Act and Regulation;

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

- A new requirement for Councillors and designated persons to disclose a new interest in returns of interests within three months of becoming aware of the interest;
- New rules governing the acceptance of gifts and benefits;
- Councillors are required to disclose in their returns of interests whether they are a property developer or a close associate of one.

Training in the provisions of the Code of Conduct will be provided to Councillors and staff following the adoption of the new Code.

Social media

The December 2017 consultation draft of the new Model Code contained a section in Part 8 titled '*Internet access and use of social media*'. This section included Clause 8.21(a) to (h), which comprised of rules regarding the appropriate use of social media by councillors and council officials. In Council's submission, Council requested these rules to be examined and refined, due the impact they might have on the rights of councillors and council officials to participate in social media in a private capacity.

The full text of Clause 8.21 contained within the December 2017 consultation draft of the new Model Code reads as follows:

"You must not use social media to post comments, photos, sound recordings or other information that:

- a) compromises your capacity to perform your official duties in an unbiased manner*
- b) has the potential to have a negative impact on your working relationships within the council or with external parties*
- c) is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council*
- d) has the capacity to damage the council's reputation or contains content about the council that may be misleading or deceptive*
- e) divulges confidential council information*
- f) breaches the privacy of other council officials or those that deal with council*
- g) contains allegations of suspected breaches of this code or information about the consideration of a matter under this code, or*
- h) could be perceived to be an official comment on behalf of the council where you have not been authorised to make such a comment."*

Subsequently, the Office of Local Government Circular announcing the prescription of the Model Code advised that "*Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code of Conduct issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so.*"

The full text of the amended Clause 8.21 in the previously released version of the Model Code of Conduct issued on 5 September 2018 reads as follows:

"You must not use social media to post comments, photos, videos, electronic recordings or other information that:

- a) is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council*
- b) contains content about the council that may be misleading or deceptive*
- c) divulges confidential council information*
- d) breaches the privacy of other council officials or those that deal with council*
- e) contains allegations of suspected breaches of this code or information about the consideration of a matter under this code, or*
- f) could be perceived to be an official comment on behalf of the council where you have not been authorised to make such a comment."*

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

For Council's Code of Conduct, it is proposed to adopt the provisions in 8.21 (a) to (f) as outlined in the previously released version of the Model Code of Conduct issued on 5 September 2018.

Without the preparation of further guidelines, it is considered that provisions (a) and (b) in the December 2017 consultation draft of the new Model Code are too loosely defined to be effectively proven and enforced, and an alleged breach of these provisions could conceivably be caused by factors outside of the offending person's control.

Other additions to the Model Code

A number of notes referencing other various internal Council policies and procedures have been included to supplement the Code.

A review of Council's existing policies and procedures will be conducted in order to ensure that all policies and procedures are updated to reflect the requirements of the new Code.

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

In response to feedback, changes have been made to the Procedures to address the following issues:

- The role of the general manager in the receipt and initial management of code of conduct complaints about Councillors
- The ability of complainants, who are unhappy with decisions of the council, to misuse councils' codes of conduct by repackaging routine complaints as "code of conduct complaints"
- The lack of recourse against members of the public who inappropriately disclose information about complaints they have made under a council's code of conduct.

These changes are outlined below:

How can councils outsource and centralise the management of complaints about councillors through regional arrangements under the new Procedures?

The new Procedures have sought to address concerns about the role of the general manager in the receipt and initial management of code of conduct complaints about councillors by giving general managers (and mayors in the case of complaints about the general manager) the flexibility to delegate their functions under the Procedures to another member of staff or a person external to the council.

The new Procedures have also been designed to allow councils to centralise the management of code of conduct complaints through a joint organisation, a regional organisation of councils or another shared arrangement should they choose to do so. This could be done, for example, through the establishment of a broader internal ombudsman function in a joint organisation or regional organisation of councils or through another shared arrangement to service member councils.

In particular:

- Councils are able to establish and maintain regional panels of conduct reviewers through a joint or regional organisation of councils or another shared arrangement
- A staff member of a joint or regional organisation of councils or another member council can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) be appointed by general managers of member councils as the complaints coordinator for all member councils
- General managers and mayors of member councils can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) delegate their complaints management functions under the Procedures to a joint organisation or regional organisation of councils or to a staff member of another member council
- Councils' internal ombudsman may, with the approval of OLG, be appointed to a panel of conduct reviewers allowing them to exercise the functions of a conduct reviewer, subject to their being able

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

to meet the qualification criteria for conduct reviewers and being able to demonstrate to OLG's satisfaction a requisite degree of independence from member councils.

This offers a number potential benefits:

- Centralisation of these functions through a joint organisation, a regional organisation of councils or another shared arrangement has the potential to deliver efficiencies and economies of scale and allows the development of a body of expertise within the region in the management of code of conduct complaints
- It allows general managers and mayors to divest themselves of the sometimes onerous responsibilities associated with code of conduct complaints management, allowing them to focus on their core responsibilities
- It allows all code of conduct complaints about mayors, councillors and general managers to be managed independently of the councils they relate to.

How do the new Procedures address misuse of councils' codes of conduct?

The purpose of a council's code of conduct is to prescribe the ethical and behavioural standards council officials are expected to comply with. The purpose of the Procedures is to support the enforcement of those standards. Consistent with this, councils' codes of conduct should not be used to deal with routine complaints.

The definition of a "code of conduct complaint" under the new Procedures has been tightened up to address the potential for misuse of councils' codes of conduct to re-litigate council decisions a person may disagree with or to re-prosecute complaints that have previously been addressed under councils' routine complaints management processes.

To be a code of conduct complaint, a complaint must show or tend to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct. Complaints that do not meet this definition of a "code of conduct complaint" must not be dealt with under the Procedures and are to be dealt with under councils' routine complaints management processes.

The new Procedures make it clear that the following are not code of conduct complaints:

- Complaints about the standard or level of service provided by a council or a council official
- Complaints that relate solely to the merits of a decision made by a council or a council official or the exercise of a discretion by a council or a council official
- Complaints about the policies or procedures of a council
- Complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.

What recourse do the new Procedures provide against persons who inappropriately disclose information about code of complaints they have made?

Allegations of breaches of a council's code of conduct must not be made public and information about code of conduct complaints and the consideration of code of conduct complaints is not to be publicly disclosed. This is to ensure the allegations are dealt with appropriately and fairly in accordance with the prescribed Procedures for the management of code of conduct complaints.

While Council officials disclosing this information may face disciplinary action, under the previous Procedures there was no recourse against members of the public who did so. Under the new Procedures, where members of the public publicly disclose information about a code of conduct complaint they have made, general managers can determine, with Office of Local Government's consent, that the complainant is to receive no further information about their complaint and any future code of conduct complaints they make (subject to the requirements of the Government Information (Public Access) Act 2009).

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Accordingly, the Council's Code of Conduct and Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW have been drafted based on the prescribed versions issued by the Office of Local Government in December 2018, and are attached as Attachment 1 and Attachment 2 respectively to this report.

Consultation

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

There is no requirement of the Local Government Act or Regulation to place the Code of Conduct on public exhibition prior to adoption.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
 - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.
 - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Financial Implications

There are no financial implications applicable to this report.

Fit For The Future Strategy Considerations

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

Conclusion

The proposed Council Code of Conduct and associated Procedures have been developed in accordance with the requirements of the new Model Code of Conduct and Procedures. Council has also chosen to incorporate some non-mandatory provisions in the Code to regulate the use of social media by Councillors and Council staff.

In order to comply with Section 440 of the Local Government Act, Council should adopt the new Code of Conduct and associated Procedures.

RECOMMENDATION:

That:

1. Council adopt the Code of Conduct, attached as Attachment 1 to this report.
2. Council adopt the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, attached as Attachment 2 to this report.
3. Council's relevant policies and procedures be updated to reference the new Code of Conduct.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

ATTACHMENTS:

- AT - 1** Hawkesbury City Council Code of Conduct (*Distributed under separate cover*)
- AT - 2** Hawkesbury City Council Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (*Distributed under separate cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

SUPPORT SERVICES

Item: 038 **SS - Monthly Investments Report - January 2019 - (95496, 96332)**

Previous Item: 150, Ordinary (27 June 2018)

Directorate: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

This report indicates that Council held \$56.08 million in investments at 31 January 2019 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION SUMMARY:

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

REPORT:

Context and Background

The following table indicates that Council held \$56.08 million in investments as at 31 January 2019. Details of the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
CBA	A1+	AA-			1.25%	3,000,000	5.35%	
Tcorp*					2.56%	2,081,999	3.71%	
Total On-call Investments								5,081,999
Term Investments								
Bankwest	A1+	AA-	22-Feb-18	22-Feb-19	2.60%	500,000	0.89%	
Bankwest	A1+	AA-	22-Jun-18	27-Mar-19	2.80%	1,000,000	1.78%	
Bankwest	A1+	AA-	22-Jun-18	24-Apr-19	2.80%	1,000,000	1.78%	
Bankwest	A1+	AA-	03-Aug-18	03-May-19	2.80%	2,000,000	3.57%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	500,000	0.89%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	1,500,000	2.67%	
Bankwest	A1+	AA-	16-Aug-18	15-May-19	2.80%	2,000,000	3.57%	
Bankwest	A1+	AA-	24-Aug-18	22-May-19	2.80%	3,000,000	5.35%	
Bankwest	A1+	AA-	18-Jul-18	17-Jul-19	2.80%	1,000,000	1.78%	

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
CBA	A1+	AA-	14-Mar-18	14-Mar-19	2.66%	1,000,000	1.78%	
CBA	A1+	AA-	04-Apr-18	04-Apr-19	2.74%	1,000,000	1.78%	
CBA	A1+	AA-	14-Jun-18	17-Apr-19	2.74%	1,000,000	1.78%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	5.35%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.78%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.78%	
NAB	A1+	AA-	16-May-18	15-May-19	2.65%	2,000,000	3.57%	
NAB	A1+	AA-	06-Jun-18	19-Jun-19	2.75%	1,500,000	2.67%	
NAB	A1+	AA-	22-Jun-18	26-Jun-19	2.80%	1,000,000	1.78%	
NAB	A1+	AA-	27-Jun-18	26-Jun-19	2.80%	1,000,000	1.78%	
NAB	A1+	AA-	13-Dec-18	17-Jul-19	2.72%	3,000,000	5.35%	
NAB	A1+	AA-	13-Dec-18	10-Sep-19	2.73%	3,000,000	5.35%	
NAB	A1+	AA-	21-Dec-18	18-Dec-19	2.80%	2,000,000	3.57%	
NAB	A1+	AA-	09-Oct-18	09-Oct-19	2.74%	1,500,000	2.67%	
NAB	A1+	AA-	19-Oct-18	16-Oct-19	2.75%	1,000,000	1.78%	
NAB	A1+	AA-	24-Oct-18	30-Oct-19	2.75%	1,000,000	1.78%	
NAB	A1+	AA-	08-Nov-18	06-Nov-19	2.73%	1,500,000	2.67%	
NAB	A1+	AA-	21-Nov-18	20-Nov-19	2.75%	1,500,000	2.67%	
NAB	A1+	AA-	16-Jan-19	15-Jan-20	2.75%	2,500,000	4.46%	
Westpac	A1+	AA-	07-Feb-18	07-Feb-19	2.59%	2,000,000	3.57%	
Westpac	A1+	AA-	22-Feb-18	22-Feb-19	2.62%	500,000	0.89%	
Westpac	A1+	AA-	02-Mar-18	06-Mar-19	2.60%	1,000,000	1.78%	
Westpac	A1+	AA-	04-Apr-18	04-Apr-19	2.75%	1,500,000	2.67%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.78%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.78%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.89%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.89%	
Total Term Investments								51,000,000
TOTAL INVESTMENT AS AT 31 January 2019								56,081,999

*Tcorp is wholly owned by the NSW State Government

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	5,081,999	1.79%	Reserve Bank Cash Reference Rate	1.50%	0.29%
Term Deposit	51,000,000	2.74%	UBS 90 Day Bank Bill Rate	2.07%	0.67%
Total	56,081,999	2.66%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S711 and S712	12,487,475
External Restrictions - Other	10,673,999
Internal Restrictions	18,348,584

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Restriction Type	Amount \$
Unrestricted	14,571,941
Total	56,081,999

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

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions cannot be utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 711 and Section 712 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

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

Detailed History, including previous Council decisions

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

Policy considerations

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

Investment Certification

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

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

Discussion

During the reporting period, the investment portfolio decreased by \$4 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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

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

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

Financial Implications

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

Fit For The Future Strategy Considerations

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

Conclusion

Council has investments totalling \$56.08 million as at 31 January 2019, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Item: 039 **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to table a Disclosure of Pecuniary Interests and Other Matters Return, which has been recently lodged by a Designated Person, as required by Section 449(1) of the Local Government Act 1993.

EXECUTIVE SUMMARY:

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

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

RECOMMENDATION SUMMARY:

That the information be received and noted.

REPORT:

Context and Background

Councillors and other members of Council staff who hold a position involving the exercise of functions that, in their exercise, could give rise to a conflict between the person's duty as a member of staff and the person's private interest, are identified by Council as a "Designated Person", as defined by Section 441 of the Local Government Act.

Designated Persons are required by Section 449 of the Local Government Act to complete a Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

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

Policy considerations

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

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

2. *Returns required to be lodged with the General Manager under section 449 must be tabled at a meeting of the council, being:*
- (a) In the case of a return lodged in accordance with section 449 (1)—the first meeting held after the last day for lodgement under that subsection, or*
 - (b) In the case of a return lodged in accordance with section 449 (3)—the first meeting held after the last day for lodgement under that subsection, or*
 - (c) In the case of a return otherwise lodged with the general manager—the first meeting after lodgement."*

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

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

Discussion

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

Position	Return Date	Date Lodged
Senior Town Planner	10 December 2018	21 February 2019

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

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

Financial Implications

There are no financial implications applicable to this report.

Fit For The Future Strategy Considerations

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Conclusion

The Designated Person has lodged their Section 449(1) Return with the General Manager prior to the required due date.

The Return has now been tabled at a Council meeting as required by the Local Government Act, and is available for inspection if required.

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Item: 040 **SS - Council Resolution Summary - July 2018 to December 2018 - (95496, 96333)**

Previous Item: NM2, Ordinary (24 June 2014)
 213, Ordinary (28 August 2018)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide a summary of the resolutions passed by Council for the period from 1 July 2018 to 31 December 2018, and those resolutions outstanding from previous summaries.

EXECUTIVE SUMMARY:

At the Ordinary meeting on 24 June 2014, Council resolved to receive a six-monthly report summarising the resolutions moved by Council in the preceding six months. Further, at its meeting on 28 August 2018, Council resolved to add a further column giving information relating to the actions taken to date and approximate timeframes for resolutions ongoing, and to include those resolutions outstanding from previous summaries. This report, and the attachments to the report, summarise the resolutions passed by Council for the period from 1 July 2018 to 31 December 2018 and those resolutions outstanding from previous summaries, excluding the resolutions as outlined in the report below.

RECOMMENDATION SUMMARY:

The report recommends that the Council Resolution Summary for 1 July 2018 to 31 December 2018 be received and noted.

REPORT:

Context and Background

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

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

Further to the above, the Council, when considering the report regarding the Council Resolutions for the period 1 January 2018 to 30 June 2018, resolved in part as follows:

"That Council:

...

- 2. Include in future such reports, an additional column giving information relating to the outcome or approximate timeframes where applicable for resolutions ongoing.*
- 3. Include in future such reports, those resolutions outstanding from previous summaries.*

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

4. *Conduct a workshop to further discuss accessibility and interaction specific to outstanding Council resolutions."*

Accordingly, the Council's Resolution Summary Report as attached as Attachment 2 to this report now contains the additional columns showing the action taken to date and outcomes, as well as an estimated completion date for those matters ongoing.

Further, those outstanding resolutions identified in the 1 January 2018 to 30 June 2018 Resolution Summary Report have been included in a separate document attached as Attachment 1 to this report. Any outstanding resolution identified in either of the attached summary reports will be included in the future Resolution Summary Reports to Council.

In regard to part 4 of the resolution above, Council staff are working on an interactive resolution register that will be presented at a future briefing to the Councillors. Council staff are also working through all the resolutions of Council for this current Council term (October 2016 to present) to ensure that appropriate action has been taken and to include these matters in the interactive resolution register.

Detailed History, including previous Council decisions

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

A. Inclusions for the six-monthly report are:

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

B. Exclusions for the six-monthly report are:

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Based on the Council resolutions outlined in Part A above, Council staff have prepared a Resolution Tracking Summary Report for the period 1 July 2018 to 31 December 2018, and for those outstanding resolutions identified in the 1 January 2018 to 30 June 2018 Resolution Tracking Summary Report.

In accordance with the Council resolution of 28 August 2018, the Resolution Tracking Summary Report now contains information regarding each resolution including the Council Meeting Date, Item Number (including link to Report in Business Paper), Item Description, Resolution Number (including link to resolution in the Minutes), Division, Responsible Officer, the Status, Action Taken to Date and Outcomes and an Estimated Completion Date if the matter is still "In Progress" or "Not Initiated".

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

Discussion

During the subject reporting period, Council determines a number of resolutions that either require staff action or are procedural in nature.

The information provided in the attachments to this report, provide a summary of the resolutions that require staff action and note the action that has occurred, or is expected to occur.

The summary information as provided in the attachments to this report is reviewed regularly to ensure that required actions are performed.

Financial Implications

There are no financial implications applicable to this report.

Fit For The Future Strategy Considerations

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

Conclusion

Council resolves a number of substantive and procedural matters throughout the course of its Council Meetings. The status and information updates on the substantive resolutions are provided for in the attachments to this report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

RECOMMENDATION:

That the report regarding Council resolutions for the period 1 July 2018 to 31 December 2018, and those resolutions outstanding from previous summaries, be received and noted.

ATTACHMENTS:

- AT - 1** Council Resolution Summary – Outstanding Resolutions from previous Summaries (*distributed under separate cover*).
- AT - 2** Council Resolution Summary – July to December 2018 (*distributed under separate cover*).

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Item: 041 **SS - Code of Meeting Practice - (95496)**

Previous Item: 194, Ordinary (31 October 2017)
 55, Ordinary (27 February 2018)

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to introduce the draft new Model Code of Meeting Practice for Council, based on the new Model Code of Meeting Practice released by the Office of Local Government and prescribed on 14 December 2018. The draft Code must be placed on public exhibition for a minimum of 28 days, with a submission period of 42 days.

EXECUTIVE SUMMARY:

The Office of Local Government has been developing a new Model Code of Meeting Practice for councils since November 2016. The new Model Code has now been released and prescribed. In accordance with the Local Government Act, Council must adopt its own Code of Meeting Practice, based on the Model Code, within six months of the new Model Code being prescribed.

The new Model Code of Meeting Practice is an enhancement of the previous Codes and Practice Notes, with improvements in a number of areas. It also includes a number of optional provisions that councils are able to adapt to suit their own needs.

Council's draft Code of Meeting Practice, attached as Attachment 1 to this report, has been written to address all mandatory provisions of the new Model Code, with a number of optional and additional provisions being included to allow Council to continue to hold meetings in accordance with current procedures with a minimum of disruption to Councillors, staff and members of the public.

A copy of the NSW Model Code of Meeting Practice has been attached as Attachment 2 to this report, for comparison purposes.

A Table of Comparison summarising the differences between Council's current Code, the new Model Code, and the changes proposed to be introduced in Council's new Code, is attached as Attachment 3 to this report.

RECOMMENDATION SUMMARY:

That Council approve the Draft Code of Meeting Practice attached as Attachment 1 to the report, to be placed on public exhibition, with a submission period of 42 days.

REPORT:

Context and Background

The NSW Office of Local Government advised councils in November 2016 that it had commenced developing a Model Code of Meeting Practice for Local Councils in NSW. The new Model Code would address amendments made in August 2016 to the Local Government Act 1993.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Council's current Code of Meeting Practice is based on the Meetings Practice Note No 16, which was published by the former NSW Department of Local Government in August 2009, as well as the various requirements of the Local Government Act.

Council was notified of the Consultation Draft of the new Model Code of Meeting Practice on 6 December 2017. Council made a submission to that draft, the content of which is outlined below.

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

Council staff have reviewed the new Model Code of Meeting Practice in comparison to Council's current Code, and a proposed new Code of Meeting Practice has been drafted for Council, with the following objectives in mind:

- Allow Council to comply with the mandatory requirements of the new Model Code;
- Consider the incorporation of any optional provisions of the Model Code that would lead to improvements in the quality and accountability of Council's decision making process;
- Incorporate the new mandatory and optional requirements into Council's Code in such a way as to cause the minimum of disruption to members of the public, Councillors, and staff.

All the mandatory provisions of the New Model Code are indicated in black font in the proposed new Code of Meeting Practice attached as Attachment 1 to this report. Those non-mandatory provisions that Council Officers have elected to include in the proposed new Code of Meeting Practice are indicated in red font of the same document.

Detailed History, including previous Council decisions

Council's current Code of Meeting Practice was adopted on 29 September 2009, following a major review of the previous Code of Meeting Practice which was originally adopted on 9 November 2004.

That Code of 2009 has undergone a number of revisions in response to changes to the Local Government Act and Regulations, changes to Council's organisational structure, and suggestions for improvement offered by Councillors and members of the public.

The most recent amendments to Council's Code of Meeting Practice were introduced in October 2017. These amendments were in relation to the introduction of podcasting of Council meetings, with podcasts to be made available for public download on Council's website; and the requirements for Council to table and allow discussion of late reports.

The amendment relating to podcasting anticipated the release of the new Model Code, which does include a requirement for all councils to introduce some form of online recording to their websites by 14 December 2019. Council's current audio podcasting arrangement meets the requirements of the new Model Code.

On 27 February 2018, Council resolved to make a submission to the Office of Local Government, regarding the Draft Model Code of Meeting Practice, which was then on public exhibition. Council's submission supported the overall concept of the new Model Code, as well as the high level of detail and clear definitions that had been included to make the Code easier to interpret for both Council officials and members of the public. Council also supported some of the optional provisions that were introduced into the Draft Model Code, in particular:

- The requirement for legal representatives of speakers to declare their status when applying to speak at a meeting; and
- Clauses requiring a Mayoral Minute or Notice of Motion to identify the source of any expenditure required to implement its recommendations.

As such, these clauses have been included in Council's own draft Code of Meeting Practice.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

On the other hand, Council indicated to the Office of Local Government that it did not support the proposed “Public Forum” format described in Part 4 of the Draft Model Code, and that Council would be unlikely to adopt Part 4 (should it remain optional in the final version). Council suggested that the proposed format, which would require all speakers on all items to address the Council in a session separate to the actual Council meeting, where discussion and voting on the items would take place, was illogical and would prove inconvenient for both Councillors and the public.

Despite Council’s submission, the proposed Public Forum format was not revised for the final version of the Model Code. However, as Part 4 of the Model Code is entirely optional, Part 4 has been adapted to reflect Council’s current procedure of allowing speakers to address the Council prior to each individual item.

Policy considerations

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

The new Model Code of Meeting Practice is substantially different in structure to Council’s currently adopted Code, with the provisions of the Model Code being organised in the order in which they are likely to be applied; for example, provisions about scheduling and preparation of the agenda are located at the beginning of the Code, whilst provisions about the availability of minutes are at the end. Council’s draft Code has been restructured to reflect the order of the Model Code, and most sections have been rewritten in order to reflect the simple English style adopted by the Model Code. Regardless of these changes, the requirements of most provisions of Council’s draft Code have remained unchanged, as they are based on the requirements of the Local Government Act and Regulation.

Those provisions of the Model Code which have required significant changes to Council’s current Code are outlined below, and are summarised in the Table of Comparison attached as Attachment 3 to this report:

- **Notices of Motion and Questions**

Currently, Councillors are able to submit Notices of Motion about topics of interest, to be discussed publicly at Ordinary Council meetings. Notices of Motion are required to be submitted to Council’s General Manager seven days before the date of the meeting, to allow time for inclusion in the Business Paper.

According to Council’s currently adopted Order of Business, Notices of Motion are discussed at the meeting after the other Reports for Determination prepared by Council staff. Once all Notices of Motion have been discussed and voted on, the Order of Business proceeds to Responses to Questions from Previous Meeting, in which Council’s senior staff provide answers to Questions raised by Councillors at previous Ordinary meetings; and Questions for Next Meeting, in which Councillors may ask Questions to be answered by senior staff at future meeting.

Under Council’s current Code, there is no requirement for Councillors to provide prior notice of Questions they propose to raise in the Questions for Next Meeting section.

In the new Model Code of Meeting Practice, the proper procedure for Councillor Questions is addressed in Clauses 9.14 – 9.19, with reference to Clauses 3.14 – 3.16. These clauses are mandatory, meaning that all councils must adopt the clauses within their own Codes.

The new Model Code indicates that Councillors must ask Questions through the same procedure as raising a Notice of Motion. Specifically, Clause 9.14 states that *“A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting, or notice has been given of the question in accordance with clauses 3.10 and 3.14”*.

The referenced Clause 3.10 requires any business to be considered at an Ordinary Council meeting to be submitted in writing according to a defined notice period, and included in the agenda of the

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

meeting. Clause 3.14 states that *“A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.”*

As mentioned above, Council's current notice period for Notices of Motion is seven days prior to the meeting, and there is currently no notice period for Questions. As the new Model Code forbids Questions Without Notice, Clause 3.12 of Council's draft Code (the equivalent of Clause 3.10 in the Model) proposes an alternative, wherein regular Notices of Motion must be supplied seven days prior to the meeting, but the newly designated Questions With Notice must be supplied in writing fourteen days prior to the meeting.

The new Model Code allows for the General Manager or nominee to respond to a Question With Notice, either by way of a report in the business paper, or orally at the meeting (Clause 3.18). With Questions being submitted fourteen days prior to the meeting, this will allow time for staff to prepare written responses to most Questions for inclusion in the Business Paper. The time allowed for preparation of a researched written response should also result in more comprehensive answers being provided to complex Questions.

For any Questions to which there was not adequate time to prepare a response in the Business Paper, or if further investigation is required for a full response, a date of a future Ordinary meeting for that Question to be addressed may be nominated in the Business Paper, which will allow Councillors to track the status of their Questions yet to be answered.

- **Notices of Motion and Mayoral Minutes – Expenditure**

Included in Council's draft Code of Meeting Practice are the optional Clauses 3.15, 9.10 and 10.9, which apply to Notices of Motion, Mayoral Minutes and amendments to motions respectively. Each of these clauses states that if the resolution of the item in question would require *“...the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan,”* then *“[the Notice of Motion/Mayoral Minute/amendment] must identify the source of funding for the expenditure...”*.

If the Notice of Motion, Mayoral Minute or amendment does not identify a funding source, the General Manager must either:

- prepare a report for inclusion in the Business Paper on the availability of funds to implement the recommendation, if adopted, or
- provide a written notice to all Councillors included with the Business Paper, advising that consideration of the item in question has been deferred pending the preparation of such a report.

The introduction of this requirement will assist Council in meeting its Fit for the Future operational goals in the coming years. A similar requirement has already been introduced into Council's standard reports under the “Financial Implications” and “Fit For The Future Strategy Considerations” headings, and inclusion of the same in Notices of Motion and Mayoral Minutes will ensure consistency of the quality of information included across the different types of items in the Business Paper. More importantly, providing transparent information to the community about the financial implications of Council's decisions is a significant demonstration of Council's commitment to achieving the Key Direction of Financial Sustainability included as Item 1.3 in the Community Strategic Plan.

- **Public address format**

Under Council's current Code of Meeting Practice, members of the public are permitted to address the Council about items on the Business Paper, directly before the Councillors commence discussion and voting on the item. On the night of the meeting, items for which members of the public have applied to speak are moved to the front of the Order of Business, allowing interested

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

members of the public to address the Council, witness the outcome of the vote, and leave the meeting at a reasonable hour.

The new Model Code contains no mandatory provisions to allow members of the public to address the Council. Should councils wish to allow public address, the Model Code contains the optional section Part 4 – Public Forums, which outlines the Office of Local Government's preferred format for public address.

In contrast to Council's preferred format, the new Model Code states that *"public forums should not be held as part of a council or committee meeting."* The "Public Forum" recommended by the Model Code is a session held separately to the Ordinary Council or Committee Meeting, during which all speakers for all items on the Business Paper address the Council. Following each address, the Councillors are permitted to ask questions of the public speaker. However, no other discussion or voting on the item in question is permitted during the Public Forum. Councillors are also required to complete a separate declaration of interest at the Public Forum, in addition to the one they would complete at the Ordinary meeting.

The Model Code does not specify how long "before" the Ordinary Meeting the Public Forum should occur. To hold the Public Forum on a different night prior to the Ordinary Meeting would expect members of the public to be present at Council Chambers on two different nights – first to address the Council, then again to hear the discussion and vote on their item. As Council's meetings are held on Tuesday nights, to hold the Public Forum on Tuesday prior to the meeting would either require the current meeting start time to be moved back, or else reduce the time available for the public to travel to Windsor from work or other commitments.

In Council's submission to the Office of Local Government regarding the draft Model Code, Council offered the following comments:

"...items likely to attract a high number of speakers, are placed at the beginning of the agenda for the convenience of the public, who are able to address the Council, learn the outcome of the vote, and then leave the meeting at a reasonable hour, particularly as meetings are held on weeknights and speakers may have work or school commitments."

"...Councillors need to keep the arguments of speakers in mind when having their own discussion and voting on the item. If all speakers are required to address the Council prior to the meeting, and there are a number of speakers on different items, it may be difficult for Councillors to recall the precise points of each speaker when the time comes to vote on the item."

"In addition, this order of business is inconvenient for the public, as instead of being able to leave once their item has been voted on; members of the public will be required to listen to all speakers on all items. At the conclusion of Public Forum, the public would then have to listen to the discussion and voting on all items prior to their matter on the agenda before they are able to leave, if they wish to know the outcome of their particular item on the night."

Based on the above points, Council proposes to retain its current format for members of the public to participate in Ordinary meetings.

However, Council has proposed to include two of the optional provisions suggested by the Model Code, these being Clauses 4.18 and 4.19, which allow the General Manager or nominee to address the Council in response to an address by the public. As members of the public are not permitted to direct questions to the General Manager or staff as part of their address, this will provide an opportunity for the General Manager to provide the Councillors with important background or context of any points raised in the public's address. If a public address raises matters that require further consideration by Council staff, the General Manager may use this time to recommend to the Council that the item be deferred pending the investigation of those matters and preparation of a revised report to Council.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

There are no proposed changes to the maximum number of speakers for each item, or the amount of time permitted to each speaker.

- **Online and recorded content**

As mentioned above in the history of previous decisions, Council's current podcasting format fits the requirement of the Model Code for all councils to make available on their websites a recording of meetings of the Council. However, in addition to Ordinary and Extraordinary meetings, the new Model Code also requires meetings of Committees of the Council to be recorded and made available for public download after 14 December 2019. Minutes of the Committees of Council are also required to be published on Council's website.

It should be noted that the definition of a '*Committee of the Council*' is a committee established by the Council in accordance with Clause 20.2 of the Model Code (being a committee consisting only of Councillors) or the council when it has resolved itself into committee of the whole under clause 12.1. This clause does not apply to any of Council's current Advisory or Statutory Committees.

With regard to recordings of other sources, Clause 15.22 states that no person may live stream, audio or video record a meeting without prior authorisation of the council or committee. Any person who records, or attempts to record, any part of a meeting may be expelled from the meeting, in accordance with Section 10(2) of the Local Government Act.

- **Briefing sessions**

Part 3 of the Model Code contains optional provisions regarding Councillor Briefing Sessions held prior to Council meetings. Council does hold Councillor Briefing Sessions, however these are not referenced by the current Code of Meeting Practice.

The provisions suggested in the Model Code are in line with Council's current method of operating Councillor Briefing Sessions. There is one additional requirement suggested in the Model Code, which is that Council should maintain a written record of conflict of interest declarations made at Councillor Briefing Sessions, similar to the record of declarations made at Council meetings.

All provisions for Councillor Briefing Sessions suggested in the Model Code, which are in line with Council's current practices, as well as the additional requirement to maintain a record of conflict of interest declarations, have been incorporated into Council's own draft Code.

Consultation

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

Section 361 of the Local Government Act requires Council's Draft Code of Meeting Practice to be placed on public exhibition for at least 28 days, with a submission period of at least 42 days. By resolving to place Council's proposed Code on exhibition beginning immediately following this meeting, the submission period will end in early April. This will allow sufficient time for any submissions to be reviewed and addressed before preparing the Code for adoption prior to the mandatory date of adoption, 14 June 2019.

The Draft Code of Meeting Practice will be made available to the public for the entire 42 day submission period. It will be published on the Community Consultation page of Council's website, advertised in Council Notices in the Hawkesbury Courier, and hard copies will be available at Council's Customer Service Counter in the Administration Building and at the Hawkesbury Central Library in the Deerubbin Centre, Windsor.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

Our Leadership

- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
 - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.
 - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Financial Implications

There are no financial implications applicable to this report.

Fit For The Future Strategy Considerations

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

Conclusion

The Draft Code of Meeting Practice for Council has been developed in order to allow Council to comply with the mandatory requirements of the new Model Code of Meeting Practice issued by the Office of Local Government. A number of optional provisions from the Model Code have also been incorporated into Council's Code, as these provisions will result in improvements in the quality and accountability of Council's decision making process.

Therefore, it is proposed to place the Draft Code of Meeting Practice on public exhibition for 28 days and invite submissions for a period of up to 42 days, with a further report to be prepared to Council addressing any submissions received.

RECOMMENDATION:

That:

- 1. The Draft Hawkesbury City Council Code of Meeting Practice, attached as Attachment 1 to this report, be placed on public exhibition for 28 days, with a submission period of 42 days.
- 2. The outcome of the public exhibition period be further reported to Council.

ATTACHMENTS:

- AT - 1** Council Code of Meeting Practice (*Distributed under separate cover*).
- AT - 2** NSW Office of Local Government Model Code of Meeting Practice for Local Councils in NSW 2018 (*Distributed under separate cover*).
- AT - 3** Table of Comparison – Council's Current Code and New Model Code.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 12 March 2019

AT – 3 Table of Comparison – Council's Current Code and New Model Code

Provision	Council's Current Code	New Model Code	Officer's recommendation
Giving Notice of Business to be considered at Council Meetings	No equivalent clause.	Optional Clause 3.12 If the general manager considers that a notice of motion has legal, strategic, financial, or policy implications, the general manager may prepare a report on the notice to be included in the business paper.	Included as Clause 3.14 in Council's draft Code.
Giving Notice of Business to be considered at Council Meetings	No equivalent clause.	Optional Clause 3.13 A notice of motion requiring funds for works or services not already provided for in the operational plan must identify the source of the funding.	Included as Clause 3.15 in Council's draft Code.
Questions with Notice	3.3.10 – Questions for next meeting. Councillors may ask questions at a Council meeting, to be answered in the business paper of the next meeting.	Mandatory Clauses 3.14 – 3.16 and 9.14 – 9.19 All questions must be provided with notice prior to the meeting, as a notice of motion under Clause 3.10.	Included as Clauses 3.16 – 3.18 and 9.14 – 9.19 in Council's draft Code. Questions to be provided with 14 days notice.
Pre-meeting Briefing Sessions	No equivalent clause.	Optional Clauses 3.32 – 3.36 Pre-meeting briefing sessions. In line with Council's current briefing session arrangements, except for Clause 3.36 – Councillors must declare and manage conflicts of interest in writing.	Included as Clauses 3.34 – 3.38 in Council's draft Code.
Public Speakers	3.3.7 – Mode of addressing Council by the public Members of the public address Council prior to each item.	Optional section Part 4 – Clauses 4.1 – 4.23 Public forum for speakers on all items should be held separately to the Council meeting. Other rules relating to speakers mostly in line with Council's current arrangements.	Rules for public speakers included as Clauses 4.1 – 4.23 in Council's draft Code. Model Code rules modified to suit Council's preferred format of allowing speakers to address Council prior to each item.
Public Speakers	No equivalent clause.	Optional Clauses 4.17 and 4.18 The general manager may address the Council in response to an address from the public. The general manager may recommend that a matter be deferred in order to prepare a revised report addressing matters raised by public speakers.	Included as Clauses 4.18 and 4.19 of Council's draft Code.
Council Committees	6.3.1 – Minutes, recordings and podcasting All Council meetings are recorded via podcast and uploaded to Council's website. Minutes of all Council meetings available online. Committee meetings are not podcasted and minutes are not online.	Mandatory Clauses 5.19 – 5.22, 20.29 All meetings of Council and Committees of Council must be audio and/or video webcasted. Minutes of Committees of Council must be on Council's website.	Podcasting included as Clauses 5.19 – 5.23 of Council's draft Code. Clause 20.27 – Minutes of Committees of Council to be uploaded to Council's website.
Mayoral Minutes	No equivalent clause.	Optional Clause 9.10 A mayoral minute requiring funds for works or services not already provided for in the operational plan must identify the source of the funding.	Included as Clause 9.10 of Council's draft Code.
Motions requiring the Expenditure of Funds	No equivalent clause	Optional Clause 10.9 A motion or amendment to a motion requiring funds for works or services not already provided for in the operational plan must identify the source of the funding.	Included as Clause 10.9 of Council's draft Code.

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 12 March 2019

ordinary

section 4

reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 12 March 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 March 2019

SECTION 4 – Reports of Committees

Item: 042 **ROC - Hawkesbury Access and Inclusion Advisory Committee - 22 November 2018 - (124569, 96328)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Hawkesbury Access and Inclusion Advisory Committee, held on 22 November 2018.

RECOMMENDATION SUMMARY:

The matters contained within the attached minutes of the Hawkesbury Access and Inclusion Advisory Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes are to be adopted by Council.

REPORT:

Discussion

The Hawkesbury Access and Inclusion Advisory Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). There are no matters that require specific consideration by Council.

RECOMMENDATION:

That the Minutes of the Hawkesbury Access and Inclusion Advisory Committee Meeting held on the 22 November 2018 be received and noted.

ATTACHMENTS:

AT - 1 Minutes - Hawkesbury Access and Inclusion Advisory Committee – 22 November 2018.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 March 2019

AT - 1 Minutes - Hawkesbury Access and Inclusion Advisory Committee – 22 November 2018.

Minutes of the Meeting of the Hawkesbury Access and Inclusion Advisory Committee held in the Meeting Room, Peppercorn Place, 320 George Street, Windsor, on 22 November 2018, commencing at 4pm.

ATTENDANCE

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

Apologies: Ms Jessica Brunskill, Community Representative
Mr Joseph Litwin, Hawkesbury City Council
Mr Richard Vaby, Hawkesbury City Council

In Attendance: Ms Meagan Ang, Hawkesbury City Council
Mr Craig Johnson, Hawkesbury City Council
Ms Tracey Easterbrook, Hawkesbury City Council
Ms Jan Readford - Minute Secretary, Hawkesbury City Council

RESOLVED on the motion of Mr Desmond Crane and seconded by Ms Jennifer Moses that the apologies be accepted.

Attendance Register of Hawkesbury Access and Inclusion Advisory Committee

Member	25/10/2018 [Postponed from 23/8/2018]	22/11/2018
Councillor Barry Calvert	A	✓
Councillor John Ross	✓	✓
Ms Jessica Brunskill	✓	A
Ms Kirsty Carpenter	A	Resigned
Mr Desmond Crane	✓	✓
Mr David Gearin	✓	✓
Ms Melanie Oxenham	A	Resigned
Ms Jennifer Moses	✓	✓
Mr Terri Mottram	✓	✓

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

Ms Ang advised that Mr Richard Vaby is unable to attend this meeting and has extended his apologies. Mr Vaby will attend the next meeting of the Committee.

Ms Ang advised that Expressions of Interest have been called for the four vacant positions on the Committee, which closes on 10 January 2019.

Mr Gearin arrived at the meeting at 4.48pm.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Desmond Crane and seconded by Mr Desmond Crane that the Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on the 25 October 2018, be confirmed.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 March 2019

SECTION 2 - Presentations to the Committee

Presentation: Capital Works Program and Accessible Playground South Windsor

Presenter: Mr Craig Johnson, Parks Project Officer

Ms Ang welcomed Mr Johnson to the meeting to answer questions that the Committee may have in relation to the 2018/2019 Capital Works Program and the Accessible Playground in South Windsor, and discussed various matters raised by the Committee, including the following:

- Accessible Playground – Church Street, South Windsor - located opposite the Oasis Aquatic and Leisure Centre. Preliminary concepts have been developed with the assistance of a consultative group. One of the consultants is blind herself, and is providing assistance in relation to inclusivity. Under the terms of the grant, the completion date for construction is 1 June 2019. Mr Johnson will provide a copy of the Plan to the Committee before it goes on exhibition.
- Rickaby Creek – access to the dry creek bed and an accessible chair under construction.
- Wilberforce Shopping Centre – a number of adjacent footpaths have been revamped following discussions with the Committee last year. Councillor Ross suggested that a play space also be considered.
- Mr Johnson advised that Section 94 funds are available for improvements to public amenities, and that people can lodge their comments during public exhibition period.
- Vineyard Precinct – there are no detailed plans at this stage, however, design guidelines are being developed.
- Governor Philip Park – was designed to have a map of the Hawkesbury River installed. The sign has now been developed and will be installed following lamination.
- Playground access - a number of small playgrounds located within the Glossodia area were noted as being difficult to access either due to challenging terrain or located on a steep slope. Mr Johnson agreed to review Council's list of playgrounds in this area, including those in North Richmond, and to propose a design for the next Committee meeting.

SECTION 3 - Reports for Determination

1. Item: 1 HAIAC - Dementia Friendly Community - (124569, 96328)

DISCUSSION:

The Committee noted the following:

- The success of the two Dementia information forums held in September and November 2018, with presentations provided by General Practitioners, Geriatricians, carers and service providers, including the involvement with Council's working group. Ms Moses was thanked for her involvement and for the preparation of this report.
- The need for Local Government to actively support the work of health providers by taking responsibility for seeking opportunities that could improve the quality of life for people with dementia, by working towards the development of a Dementia Friendly Community.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 March 2019

- Ms Moses advised that a pop-up café, established in St Marys, is proving to be very successful as it provides a forum for health officials to meet with carers and people with dementia, and provides access to services.
- The recommendation be expanded to request staff to prepare a report for the next Council meeting on 11 December 2018, for a working group to be established to develop a Dementia Friendly Hawkesbury Plan.

RECOMMENDATION TO COMMITTEE:

That:

1. The information be received.
2. The Committee make representations to Council to develop a Dementia Friendly Hawkesbury Plan.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Jennifer Moses, seconded by Mr David Gearin.

That:

1. The information be received.
2. The Committee prepare a report for the next Council meeting on 11 December 2018 proposing that a working group be established to develop a Dementia Friendly Hawkesbury Plan.

2. Item: 2 HAIAC - Access and Inclusion Advisory Committee Audits - (124569, 96328)

DISCUSSION:

- Ms Ang advised there have been no audits conducted since the last meeting.
- Audits of various building spaces will be conducted going forward.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Terri Mottram, seconded by Mr Desmond Crane.

That the information be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 March 2019

3. Item: 3 HAIAC - Nepean Jobs for All Project Update - (124569, 96328)

DISCUSSION:

- Ms Ang advised that the Nepean Jobs for All Project has now come to a close.
- Ms Ang advised that both Penrith City Council and Blue Mountains Council have given \$3,000 to the Project.
- Penrith City Council has requested that Council subscribe to the Australian Network on Disability (AND), so that we can work with them to ensure there are no barriers that have not yet been identified to help people secure employment. Ms Ang advised that Council will join the organisation, and that ongoing updates will be provided to the Committee.

RECOMMENDATION TO THE COMMITTEE:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr David Gearin, seconded by Mr Desmond Crane.

That the information be received and noted.

4. Item: 4 HAIAC - Meeting Dates for 2019 - (96328, 124569)

DISCUSSION:

- Committee members agreed that the meeting commencement time is to remain at 4:00pm.
- Ms Ang will advertise an Expression of Interest for new members, noting that Committee membership has decreased over the last twelve months. Members requested to encourage potential applicants to apply.

RECOMMENDATION TO COMMITTEE:

That the Access and Inclusion Advisory Committee meeting dates for 2019, as outlined in the report, be approved.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Jennifer Moses, seconded by Mr David Gearin.

That the Access and Inclusion Advisory Committee meeting dates for 2019, as outlined in the report, be approved.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 12 March 2019

SECTION 4 - General Business

1. Community Directory

Ms Moses advised that the Community Directory on Council's website is not accessible. After a review of other Council websites, a good example of an accessible website has been found in Brisbane, Queensland. This website is provided by a charity organisation; it includes health promotion, and is more user-friendly and readable, when compared to Council's website, which is so disjointed. Ms Moses asked if Council would conduct a review its website with the view to making the Community Directory more service inclusive and more accessible.

- Ms Ang noted that Council uses the Links database which was the one most widely used by Councils. Some features are good, however, there are search specific limitations relating to the location of services. Additionally, there is no custodian allocated for the update of information. The Library does provide assistance with services, when required. Community feedback is general and does include readability, but does not look at usability. Ms Ang agreed that a better tool is required.
- Councillor Calvert noted the issues and requested that Ms Moses send an email to him including the link to the favoured website in Queensland, so that he can discuss the matter with the General Manager.

2. Mr Crane thanked Councillors Calvert and Ross for their participation and support of the HAIAC.

3. Councillor Calvert thanked the Committee for their valuable input throughout 2018 and wished everyone a Happy and Merry Christmas.

The meeting terminated at 5.23pm.

Submitted to and confirmed at the meeting of the Hawkesbury Access and Inclusion Advisory Committee held on Thursday, 28 February 2019.

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 12 March 2019

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 12 March 2019

SECTION 5 – Notices of Motion

Item: 043 **NM1 - Climate Emergency - (79351, 125612, 138882)**

Submitted by: Councillors Wheeler and Lyons Buckett

NOTICE OF MOTION:

That Council:

1. Recognises that we are in a state of climate emergency that requires urgent action by all levels of government, that human induced climate change represents one of the greatest threats to humanity, civilisation, and other species and that it is still possible to prevent the most catastrophic outcomes if, and only if, societies take emergency action.
2. Participates in a Climate Emergency Workshop to examine how our Community Strategic Plan, works program and planning documents can address the climate emergency, and which results in an outline of options available to Council to operationalise this emergency declaration.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 12 March 2019

Item: 044 **NM2 - Bell Quarry Rehabilitation Project - (79351,138885)**

Submitted by: Councillor Ross

NOTICE OF MOTION: Bell Quarry Rehabilitation Project

That Council:

1. Notes that:
 - a) The Development Application including Environmental Impact Statement for Bell Quarry Rehabilitation Project at Clarence [DA294/18] is now on exhibition with Lithgow Council until 20 March 2019,
 - b) The impact of the proposed project on Hawkesbury residents will be high, with Bells Line of Road carrying 40% of truck movements, in particular that 2.2 million tonnes of fill from Sydney and Central West development projects is proposed to be transported using the Great Western Highway, Darling Causeway and Bells Line of Road, generating an average 74 truck movements a day for around 15 years.
2. Make a submission on the Development Application for Bell Quarry Rehabilitation Project identifying the likely impacts of the DA on Bells Line of Road users and residents, local roads and other relevant impacts including:
 - a) Impacts on the natural environment
 - b) Hydrology
 - c) Bushfire management
 - d) The desirability of managing waste product within the area that it is created, rather than transporting it by road to an out of region location
3. Notify properties fronting the Bells Line of Road, BLORCAG, Hawkesbury Environment Network, the NRDCAA, Kurrajong Forum, and other known stakeholder groups informing them of the DA and the submissions process.

BACKGROUND:

The Bell Quarry Rehabilitation proposal proposes to source 2.2 million tonnes of Sydney fill from infrastructure projects to the old Bell Quarry in Clarence in Lithgow LGA. The application will be considered by a regional planning panel following public exhibition.

Most of the fill will be trucked up Bell's Line of Road and the Great Western Highway through Hawkesbury and Blue Mountains Local Government Area, before going down the narrow mostly unsealed Sandham Rd through Bell. Truck movement figures given in the EIS vary from 34 to 74 movements per day, six days a week for 15 years.

Mine rehabilitation is environmentally risky and can introduce contaminated fill which could then leach into National Parks and the Wollangambe and thence Hawkesbury-Nepean River systems, and introduce weeds along road sides at the fill site. Foreign fill cannot return a site to its original condition and this

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 12 March 2019

project should more correctly be viewed as a spoil dumping ground for infrastructure projects in Sydney. Bush care would provide better rehabilitation and could allow the site to be used as a tourist asset.

Rural Fire Services are concerned that filling in this quarry is a retrograde move. The quarry currently holds 850 million litres of water used by the RFS and NPSW in bushfire fighting, which was critical in saving Bell in the 2013 fire.

Blue Mountains and Lithgow Councils have both unanimously voted to oppose the DA.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 12 March 2019

Item: 045 **NM3 - Asset Management and Depreciation - (79351, 138885)**

Submitted by: Councillor Ross

NOTICE OF MOTION:

That Council Staff prepare a brief report in respect of Council's current Asset Management Policies and Procedures and their compliance or otherwise, with the following principles:

1. All fixed and intangible assets being recorded at "Fair Value".
2. Depreciation charges being "conditioned based."
3. All assets in the above classes being the subject of independent annual valuation, by appropriately qualified valuer(s).
4. Appropriate written terms of engagement being provided in each instance, informed by approval of the Auditor General agent charged with conduct of Council's financial audit.
5. Terms to include recommended rate(s) of depreciation, to be assigned to each class or sub-class of asset, having regard to the condition, state, efficacy, utilisation, and any other relevant factor of impairment.
6. Management arrange for annual engagement of valuer(s), such that their recommendations are able to be reported to Council in time for inclusion in the audited financial reports of Council.
7. Council will be informed by this process henceforth, unless a subsequent resolution with contrary intent is adopted.

BACKGROUND:

1. The Auditor General's report commented in regard to "fair value" valuation of assets. Previous revaluations have been conducted each 5 years by Council. Compliance with current Accounting Standards, requires "fair value" measurement of assets, at each end of financial period.
2. Equity and intergenerational considerations, support more timely reviews of publicly owned and utilised assets.
3. More timely information will:
 - a) Better inform Council of its financial capacity in dealing with changing community expectations.
 - b) Assist with the annual budget formulation.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 12 March 2019

QUESTIONS FOR NEXT MEETING

Item: 046 **Councillor Questions from Previous Meetings and Responses - 12 February 2019 - (79351)**

REPORT:

12 February 2019

#	Councillor	Question	Response
1	Wheeler	Requested further information on the Hypro Petcare facility at Wilberforce in relation to noise, consent conditions, vehicle movements and hours	<p>The Director City Planning advised the following conditions apply to the facility:</p> <p><i>"the pet food manufacturing, warehouse and office operations, including all truck deliveries, the receiving and dispatching of goods, shall be limited to the following:</i></p> <p><i>Monday to Friday: 6:00am to 7:00pm</i> <i>Saturday: 7:00am to 7:00pm</i> <i>Sunday: Closed</i></p> <p>Council staff have been and continue to investigate issues raised in relation to noise, odours, hours of operation.</p>

oooO END OF REPORT Oooo

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 12 March 2019

Item: 047

Councillor Questions from Previous Meetings and Responses - 26 February 2019 - (79351)

REPORT:

#	Councillor	Question	Response
1	Garrow	Enquired about the question raised on the 27 November 2018 in respect to the burnt out car located on the beach at Macquarie Park, and asked when will the car be removed and requested that this matter be followed up.	The Director City Planning advised despite attempts at identifying the owner of the vehicle, to date the information has not been forthcoming from the Police. Access to the vehicle proved challenging and heavy machinery from Council's depot has today (28 February 2019) dragged the car to a more suitable location to enable a tow truck to transport the vehicle to Council's Waste Management Facility. The matter is currently under investigation by Police and once details of ownership have been received, Council will be in a position to dispose of the vehicle.
2	Zamprogno	Requested if Council could investigate the health of a row of trees in Bona Vista Park, Pitt Town as they are dying. Could Council's arborist give some advice as to what is the cause, and what can be done to save the ones that are still alive.	The Director Infrastructure Services advised that the cypress trees had been inspected and the likely cause is the significant drought conditions recently experienced. Similar tree deaths of this species have been noted in other areas of Western Sydney.
3	Zamprogno	Requested clarification as to whether the line marking of car spaces at the Pitt Town shops is the responsibility of the land owner or is it Council's responsibility, and if it is Council's responsibility can the car spaces be remarked.	The Director Infrastructure Services advised that there are two car parks serving the shops. One is located totally within privately owned land accessed from Bathurst Street and the second located principally on privately owned land, although the linemarking extends slightly into the road reserve adjacent to Eldon Street. It is considered that the linemarking along with other maintenance within the property boundary is the responsibility of the land owner.
4	Lyons-Buckett	Requested an update on the work the RMS is doing on the flood evacuation routes.	The Director City Planning advised that the installation of signage in relation to flood evacuation routes commenced in December 2018 and it is understood that the works have been completed.

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 12 March 2019

#	Councillor	Question	Response
5	Lyons-Buckett	Enquired as to whether there has been responses to the correspondence sent as a result of Council's resolution of 30 October 2018 regarding Warragamba Dam.	The Director City Planning advised a response has not yet been received.
6	Wheeler	Enquired as to whether there is any wildlife signs along the area boarded by Alexander Street, Bligh Park where it meets the bushland as there has been increased kangaroo activity in that area. Can Council provide the wildlife signage. Can the signage also include contact numbers for wildlife rescue organisations and also advise the public to check the pouches of injured animals.	The Director Infrastructure Services advised that contact will be made with WIRES to determine appropriate signage.
7	Reynolds	Enquired as to what instructions are given to Council contractors when working near or on the sandstone gutters in Windsor.	The Director Infrastructure Services advised that contractors are made aware of the need to protect sandstone kerbing and other heritage items, and to take adequate precautions including physical protection. Following a recent issue, staff have also been instructed to approve the protection methods proposed prior to works.
8	Reynolds	Enquired as to why an illegal fence is still surrounding a bush lot on Bootles Lane, Pitt Town.	<p>The Director City Planning advised Development Application DA0188/18 was submitted to Council on 2 May 2018 for a dwelling house, swimming pool, retention and reduction in height of existing site fencing.</p> <p>A number of issues have been highlighted with the applicant in relation to the proposal and Council is currently waiting on a response to these matters.</p> <p>Given that this application is still being assessed enforcement action against these unauthorised works has been placed on hold until such time as the current matter is determined.</p>

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 12 March 2019

#	Councillor	Question	Response
9	Reynolds	Enquired as to why a Heritage Award was not presented at the Australia Day Awards even though a nomination was received.	<p>The General Manager advised that no nominations were received for the Australia Day Awards 2019 category Cultural Heritage Award. As recorded in Item 2 of the Hawkesbury Civic and Citizenship Committee minutes from 27 November 2018 the following nominations were received for each category:</p> <ul style="list-style-type: none">• Citizen of the Year (10 nominations)• Community Organisation of the Year (1 nomination)• Young Citizen of the Year (0 nominations)• Environmental Award (1 nomination)• Local Hero Award (4 nominations)• Volunteer of the Year (9 nominations)• Community Arts Award (1 nomination)• Cultural Heritage Award (0 nominations)• Commemorative Plaque (0 nominations).
10	Garrow	Requested that Council ensure that the safety regulations in relation to adequate traffic control and pedestrian access alternatives on George Street, Windsor are being met.	The Director Infrastructure Services advised that the issue has been raised with the contractor and the need for approved traffic control is a mandatory requirement.
11	Garrow	Requested that the large amount of debris left over from the removal of a burnout bus outside Deerubbin Park, Cornwallis be removed, and enquired as to who is responsible for the clean up.	The Director Infrastructure Services advised that actions are in hand to clear the material, to determine cost recovery from the vehicles insurer.
12	Garrow	Enquired as to who is responsible for the care and upkeep of the trees planted on the McGraths Hill flats, as they have been neglected and have died. Who is responsible for their removal and how will they be replaced.	The Director Infrastructure Services advised that Council is responsible for maintenance, however the irrigation system had failed. The trees will be replaced and improved inspection arrangements have been put in place.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 12 March 2019

#	Councillor	Question	Response
13	Garrow	Requested that the marking of street parking in Fitzgerald Street, Windsor be amended to allow more parking in the Windsor Town Centre as the parking conditions still accommodate the old fire station activities.	<p>The Director City Planning advised a report on parking within Fitzgerald Street and the (now former) Fire Station was considered by the Local Traffic Committee at its meeting of May 2016. The report identified that there may be an opportunity for the provision of additional parking with the development of the site.</p> <p>Approval for alterations, additions and an extension of the existing building to allow it to operate as a boarding house has been granted and upon completion of the works the matter will be reviewed and may need to be brought back to the Local Traffic Committee to consider the provision of additional parking in Fitzgerald Street.</p>
14	Ross	Requested if Roberts Creek Road, East Kurrajong could be graded as it has become very corrugated in the unsealed sections and the sealed sections have had the shoulders washed away.	The Director Infrastructure Services advised that this road would be graded within the next four weeks, weather permitting.
15	Ross	Enquired as to whether the Colo Soccer Club has submitted a development application in relation to lighting which they have received a recent grant.	<p>The Director City Planning advised there have been no applications submitted to Council for any additional playing field lighting since Development Application DA0982/06 was issued on 26 April 2007.</p> <p>It would be anticipated that similar hours of operation would be applied in conjunction with any new application lodged for additional playing field lighting proposals.</p>

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 12 March 2019

#	Councillor	Question	Response
16	Ross	Enquired as to what permission is required by the Colo Soccer Club to operate the lights at night and what the hours of operation would be and when they will need to be turned off.	<p>The Director City Planning advised the permitted hours of illumination and hours of operation for the soccer fields at Colo are set out in Condition No. 5 of Development Application DA0982/06 as follows:</p> <p><i>Condition 5: The lights shall be turned off at 10.00pm on weekdays and 6:00pm on Saturdays and Sundays to protect the amenity of the locality. In this regard, suitable management measures are to be implemented and details of the measures are to be provided to Council.</i></p> <p><i>Condition 8: Operating hours shall be limited to 9.00am to 10.00pm Mondays to Fridays and 9.00am to 6.00pm Saturdays and Sundays.</i></p>
17	Ross	Requested if Council could please advise who donated the \$100,000 grant to Richmond Preschool.	<p>The Director Support Services advised that the amount of \$100,000 was a co-contribution from the Richmond Pre-School to the Section 7.11 funds, allocated for the extension and upgrade of the Pre-School. The co-contribution was provided to fund an increase in the scope of the planned Section 7.11 funded works.</p>

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 12 March 2019

#	Councillor	Question	Response
18	Ross	Enquired as to whether Council is aware that the operator of the Pitt Town sewage operation is in financial difficulty, and if so can Council be provided an update on this matter.	<p>The General Manager advises that Council is aware that the operator of the Pitt Town Water Factory has gone into "Voluntary Administration". A Deed of Company Arrangement proposal submitted by Brookfield FS Holdings Pty Ltd was received by the Administrators on 4 February 2019. In regard to Pitt Town Water Pty Ltd, the Administrators have recommended that the Deed be accepted. This would result in the company continuing to operate as a going concern.</p> <p>The latest Administrators latest report dated 15 February 2019 can be accessed through the following link:</p> <p>https://www.pwc.com.au/deals/business-recovery-services/insolvency-cases/assets/f-i/flow-systems-administrators%27-report-to-creditors-150219.pdf</p> <p>A meeting of creditors was held on 25 February 2019 to make a determination on the proposal. The outcome of the creditors meeting has not been published at this stage. Council will be updated as more information becomes available.</p>
19	Ross	Enquired as to whether Council is going to do any works to repair the sealed surface of Beaumont Avenue, North Richmond leading into the Hanna Park carpark as the road is damaged and there is several potholes.	The Director Infrastructure Services advised that instructions have been issued for maintenance and repair.
20	Ross	Enquired as to whether the light rectification work has commenced at Benson Lane and if not can Council be advised when this will commence.	The Director Infrastructure Services advised that designs have been completed and we are awaiting quotations for rectification.
21	Ross	Enquired as to whether the suggestions that were made regarding the inclusive South Windsor playground are under consideration by Council Management.	The Director Infrastructure Services advised that the issues raised including additional shade and fencing would be included in future stages of the project should further funding become available.

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 12 March 2019

#	Councillor	Question	Response
22	Ross	Enquired as to who provided the funding of the grant for the inclusive playground at South Windsor.	The Director Infrastructure Services advised that the funding of the grant was provided through the Department of Planning, Office of Open Space and Parklands.
23	Ross	Enquired as to whether Council has been notified about a burnt out station wagon located on Londonderry Road, Richmond between The Driftway and Vines Drive.	The Director City Planning advised Council was notified of the burnt out vehicle on Londonderry Road and the vehicle has now been removed.

oooO END OF REPORT Oooo



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.