



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 27 May 2014

location: council chambers

time: 6:30 p.m.



mission statement

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

How Council Operates

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

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

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

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

Meeting Procedure

The Mayor is Chairperson of the meeting.

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

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

Public Participation

Members of the public can register to speak on any items in the business paper other than the Confirmation of Minutes; Mayoral Minutes; Responses to Questions from Previous Meeting; Notices of Motion (including Rescission Motions); Mayoral Elections; Deputy Mayoral Elections; Committee Elections and Annual Committee Reports. To register, you must lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on Council's website, from the Customer Service Unit or by contacting the Manager - Corporate Services and Governance on (02) 4560 4444 or by email at council@hawkesbury.nsw.gov.au.

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

Speakers representing an organisation or group must provide written consent from the identified organisation or group (to speak on its behalf) when registering to speak, specifically by way of letter to the General Manager within the registration timeframe.

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

Voting

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

Planning Decision

Under Section 375A of the Local Government Act 1993, voting for all Planning decisions must be recorded individually. Hence, the Chairperson will ask Councillors to vote with their electronic controls on planning items and the result will be displayed on a board located above the Minute Clerk. 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. This electronic voting system was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

Business Papers

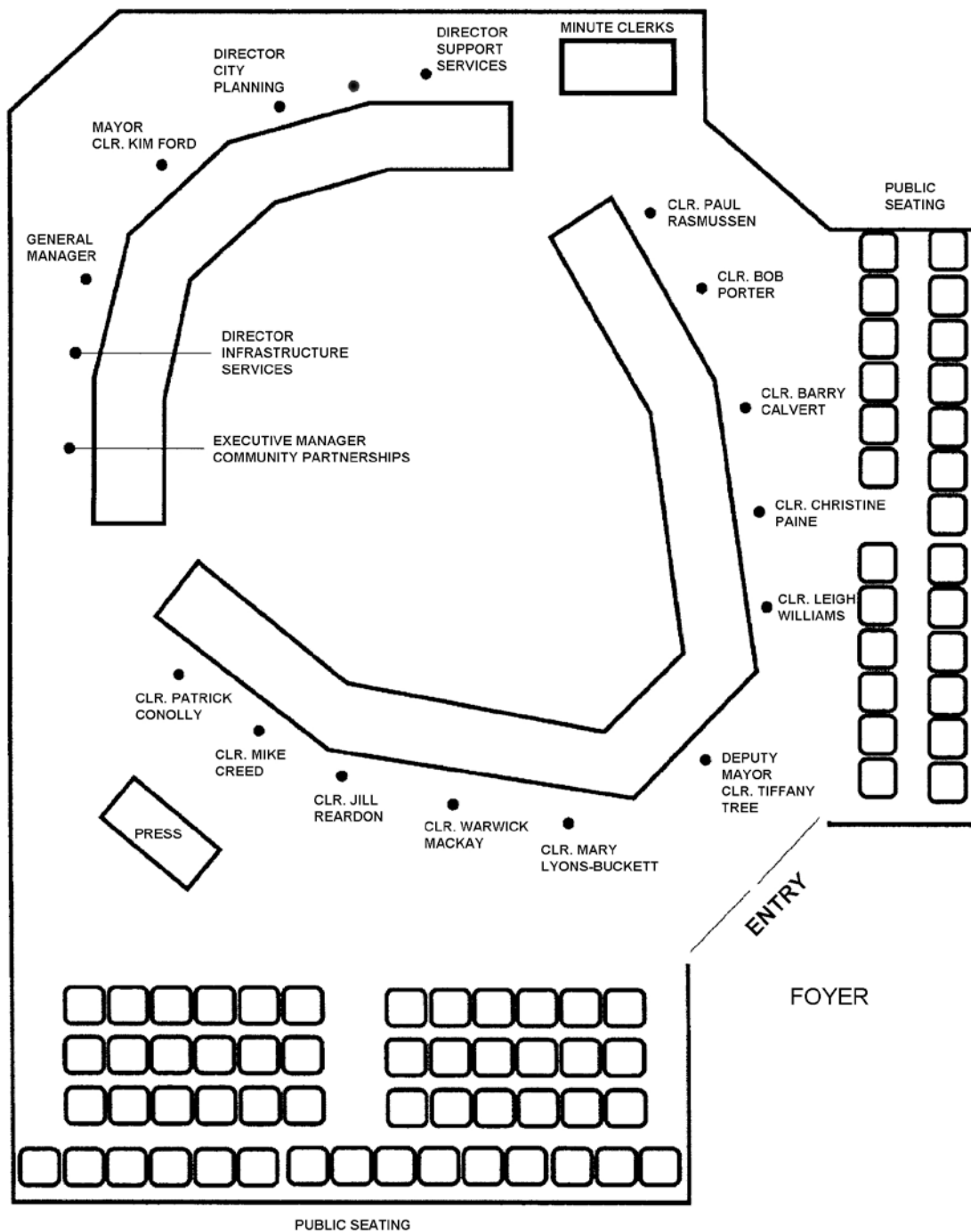
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12 noon on the Friday before the meeting, and electronic copies are available on CD to the public after 12 noon from Council's Customer Service Unit. The business paper can also be viewed on the public computers in the foyer of Council's Administration Building.

Further Information

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

Hawkesbury City Council



ORDINARY MEETING

Table of Contents

Meeting Date: 27 May 2014

AGENDA

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

ORDINARY MEETING

Table of Contents

Meeting Date: 27 May 2014

ORDINARY MEETING**Table of Contents****Meeting Date: 27 May 2014****TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
	SECTION 1 - Confirmation of Minutes	3
	SECTION 3 - Reports for Determination	7
	PLANNING DECISIONS	7
Item: 89	CP - Request to Waive Section 94A Development Contributions - DA0517/13 for a Disability Service Centre at 46 Bourke Street, Richmond (Pound Paddock) - (95498)	7
	GENERAL MANAGER	10
Item: 90	GM - Economic and Social Benefits and Costs of Events in the Hawkesbury - (79351)	10
Item: 91	GM - Question of Establishment of Wards, Number of Councillors and Popularly Elected Mayor for Hawkesbury Local Government Area - (79351)	22
	SUPPORT SERVICES	30
Item: 92	SS - Monthly Investments Report - April 2014 - (96332, 95496)	30
Item: 93	SS - March 2014 Quarterly Budget Review Statement - (95496, 124715)	33
Item: 94	SS - Review of Council's Draft Investment Policy and Appointment of Investment Advisor - (96332, 95496)	39
	SECTION 4 - Reports of Committees	45
ROC	Local Traffic Committee - 12 May 2014 - (80245)	45
	QUESTIONS FOR NEXT MEETING	69
	Councillor Questions from Previous Meetings and Responses - (79351)	69
	CONFIDENTIAL REPORTS	71
Item: 95	SS - Property Matter - Lease to Amy Mary Platt - Shop 3 McGraths Hill Shopping Centre - (112106, 95496, 125184)	71
Item: 96	SS - Property Matter - Urban City Consulting Pty Ltd - Lease of Johnson Wing Building, 1 Christie Street, Windsor (Part of Lot 50, Deposited Plan 1035291) - (95496, 112106, 85782)	72

ORDINARY MEETING

Table of Contents

Meeting Date: 27 May 2014

ordinary

section 1

confirmation of minutes

ORDINARY MEETING
Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

SECTION 1 - Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

ordinary

section

3

reports
for determination

ORDINARY MEETING

Meeting Date: 27 May 2014

SECTION 3 - Reports for Determination

PLANNING DECISIONS

Item: 89 **CP - Request to Waive Section 94A Development Contributions - DA0517/13 for a Disability Service Centre at 46 Bourke Street, Richmond (Pound Paddock) - (95498)**

REPORT:

Executive Summary

Council has received a request for a Section 94A development contribution to be waived. The Section 94A contribution was levied under Development Consent DA0517/13 for a Community Facility - Disability Service Centre at 46 Bourke Street, Richmond (Pound Paddock).

The Section 94A contribution was imposed as a condition of development consent in accordance with the provisions of Council's Section 94A Development Contributions Plan 2006.

The purpose of this report is to advise Council of the requirements of the adopted Contributions Plan and the obligations that the Plan imposes.

Background

Council received Development Application DA0517/13 for the construction and operation of a disability service centre at 46 Bourke Street, Richmond on 26 September 2013. The value of the works associated with the development was nominated as \$1,500,000.

The application was granted development consent on 24 March 2014. Condition 9 of the development consent levied the Section 94A contribution as follows:

- "9. Pursuant to section 80A(1) of the Environmental Planning and Assessment Act 1979 and Hawkesbury City Council's Section 94A Development Contributions Plan 2006 (as amended from time to time), a contribution of **\$15,000.00** shall be paid to Hawkesbury City Council.

The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the provisions of Hawkesbury City Council's Section 94A Development Contributions Plan 2006 (as amended from time to time).

The contribution is to be paid prior to the issue of the construction certificate and copies of receipt(s) confirming that the contribution has been fully paid are to be provided to the certifying authority."

On 17 April 2014 Council received a letter, dated 14 April 2014, from North West Disability Services Inc. requesting that the contribution amount of \$15,000.00 be waived.

Details of the Request

The letter of 14 April 2014 states the following reasons in support of the contribution being waived:

ORDINARY MEETING

Meeting Date: 27 May 2014

"North West Disability Services (NWDS) is a Not for Profit Charitable organization providing social activities, vocational training and respite care to families with members who live with a disability in the North Western suburbs of Sydney. Opal cottage is currently based right in the heart of the Richmond, providing day service programming for individuals living in the Hawkesbury local area.

Over the last four years NWDS has worked in partnership with the families of the Hawkesbury and it's Council to create a new community facility in Richmond. The New Opal Cottage to be constructed on what is publically known as Pound Paddock will support many in our community whose needs vary from a mild intellectual Disability to severe physical and intellectual challenges.

On 24 March NWDS was granted the right to construct its new purpose built facility after following all statutory requirements as laid down by the Hawkesbury Council's Planning department.

As part of the DA approval "DA0517/13" a Section 94 contribution of \$15,000.00 has been requested to complete the final Construction Certification requirements.

I would like the council to consider waving (sic) the section 94 contribution for this project in recognition of its significant community value and that the property will stay under the ownership of the Hawkesbury council."

The matters raised above may be relevant when preparing a Development Contribution Plan and considering types of development that may be excluded from the Plan. However, in the current Hawkesbury Section 94A Development Contribution Plan there are no exemptions from payment of the levy. As such the levy was applied in the development consent. The implications of this are discussed in the following section.

Administration and Operation of the Section 94A Contributions Plan

The Hawkesbury Section 94A Development Contributions Plan 2006 commenced on 10 May 2006. The Plan applies to all land in the Hawkesbury City Local Government Area with the exemption of Pitt Town (Section 94 Plan applies) and development and complying development applications received by Council prior to 10 May 2006.

The Contribution Plan applies a levy on most development at the rate of 1% of the development cost. The Minister for Planning restricted this rate to 0.5% on certain types of residential development. However, in relation to commercial and non-residential development, with the exemption of development for the purposes of the Building Code of Australia Class 10 structures, the levy of 1% of development costs applies if the estimated cost exceeds \$200,000.

The operation of Contributions Plans, either Section 94 or 94A Plans are guided by strict practices in the *Environmental Planning and Assessment Act 1979* and *Regulations 2000*. The requirements are different for each of these plans and it is not intended to cover all these requirements in this Report. The requirements generally relate to what Council can include in a contributions plan, what development can be exempted from the plan, the nexus of the contribution to the development, rates levied, accounting and payments. In Council's current Section 94A Plan there is no provision for the exemption of certain types of development, such as affordable housing, community or educational facilities, from the levy.

A Report for the review of Council Section 94A Contributions Plan to include exemption to the levy was presented to Council Meeting of 24 September 2013, where it was resolved that:

"That the exemptions identified in this report be further considered by Council staff in the preparation of an amended Section 94A plan."

The review of the Section 94A Plan has commenced and will consider exceptions for community and educational developments.

ORDINARY MEETING

Meeting Date: 27 May 2014

In regard to DA0517/13, the Section 94A contribution is required to be, and was, levied under the provisions of the current Section 94A Contributions Plan. Council cannot waive that requirement as the Contributions Plan is a Statutory Plan under the *Environmental Planning and Assessment Act 1979*.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e.:

"Investigating and planning the City's future in consultation with our community, and co-ordinating human and financial resources to achieve this future."

Funding

As specified previously in this report, Council does not have the authority to waive or refund contributions levied in accordance with the adopted Development Contributions Plan.

It is noted that Council had favourably considered a request to refund contributions that were levied and already paid in conjunction with Development Application No. DA0658/08 for new classrooms, associated paving, drainage and landscape works at St Monica's Catholic Primary School, 1A Bourke Street, Richmond. In this instance the Community Sponsorship Program was available to provide financial assistance (by way of refund) by Council under Section 356 of the *Local Government Act 1993*.

The opportunity to provide financial assistance by Council was required to be transacted in accordance with the Community Sponsorship Program (CSP) policy and procedures (as recommended by ICAC guidelines for the granting provision of sponsorship by public sector agencies).

The type of development associated with DA0658/08 was for new classrooms, associated paving, drainage and landscape works at St Monica's. The type of development approved in association with DA0517/13 is for a disability service centre. Both fall into the category of an education or community based development.

Based on the category of development Council could determine that it is appropriate to 'sponsor' the amount of \$15,000 in order to pay for the development contribution imposed on DA0517/13. However, this course of action is not ideal as those funds would need to be reallocated from another project or program already in Council's budget.

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 a response be forwarded to North West Disability Services Inc. advising that their request to waive Section 94 contributions associated with DA0517/13 cannot be supported.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 May 2014

GENERAL MANAGER

Item: 90 **GM - Economic and Social Benefits and Costs of Events in the Hawkesbury - (79351)**

Previous Item: NM1, Ordinary (12 November 2013)

REPORT:

Executive Summary

Following a Notice of Motion at Council's Ordinary Meeting held on 12 November 2013 Council resolved to request that a report be prepared for a Councillor Briefing Session on the social and economic costs and benefits of events in the Hawkesbury. This report was presented to a Councillor Briefing Session on 1 April 2014 and the following report is an outcome of this presentation.

The report outlines potential social costs and benefits and economic costs and benefits of events. Council's current contributions to events in the Hawkesbury are detailed and information is provided that was collected from surrounding councils regarding support mechanisms and financial contributions made. Council staff contacted five organisers of a range of different types of events which are held annually in the Hawkesbury in an attempt to estimate the economic contribution that these events make to our economy. The information collected and an estimate of their economic impact is included as Attachment 1 to this report.

Finally the report details the mechanisms for support and facilitation of events in the Hawkesbury proposed to be introduced throughout the 2014/2015 financial year.

Consultation

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

Background

A Notice of Motion was presented to Council, at its Ordinary Meeting held on 12 November 2013 and it was subsequently resolved:

"That a report be submitted to Council following a Councillor Briefing Session regarding the economic and social benefits and costs associated with the many events and festivals, for example the recent Blues and Roots Festival, held in the Hawkesbury local government area, such report to incorporate possible measures the Council could take to support and facilitate these activities."

This report was presented to a Councillor Briefing Session on 1 April 2014 and the following report is an outcome of this presentation.

Definition of events and festivals

There is a diverse range of events held in the Hawkesbury that attract residents from the Hawkesbury as well as members of the wider community and tourists. These events are designed to engage and cater for different target markets and feature varying activities.

The then Division of Local Government, Department of Premier and Cabinet's publication titled "Developing a Council Community Events Policy: A Toolkit for NSW Councils" defines an event as:

ORDINARY MEETING

Meeting Date: 27 May 2014

“An event can be considered as any organised activity that takes place wholly or partly on public land (including roads, footpaths, parks, council venues and sports grounds) that requires approval from Council and/or other government agencies. Generally, such events require Council approval under the Local Government Act 1993.

The scale of some events may require the lodgement of a development application under the Environmental Planning and Assessment Act 1979. Similarly, some events that take place on private land, such as dance parties, may also require a development application.”

An event can also be considered to be a one time or infrequently occurring activity of limited duration that provides the consumer with a leisure and social opportunity beyond everyday experience. Events should not be of frequent reoccurrence in a year and should not be an everyday commercial operation.

As guardian of public spaces where many events in the Hawkesbury take place, Council has a role in facilitating community celebrations while also managing and mitigating risks and minimising any adverse impacts on residents, businesses and visitors of events.

There is a diverse range of events which are currently held in the Hawkesbury and are classified under the above definition of an event. Council is currently building capacity to have a full understanding of the events held in the Hawkesbury and a comprehensive list of all events of significance.

Social costs and benefits to the community

Events and festivals are becoming increasingly popular to revitalise local economies. The scale of an event has a direct relationship with the scale of the impacts resulting from the event. As event size increases, so does its potential attendance, media coverage and potential social and economic costs and benefits.

The social costs and benefits of events refer to how the event affects the social fabric of the community and well-being of the individuals and families. Social impacts are typically determined through survey based data on the positive and negative sociocultural impacts of event. To facilitate event organisers collecting this information in the future, measures of support have been developed and are detailed at the end of this report.

Table 1 details potential social costs and benefits of events. This information has been taken from models of social and economic impacts by various researches into events.

Benefit	Cost
<ul style="list-style-type: none">• Entertainment and social opportunities• Increased awareness of the region as a travel/tourism destination• Increase in permanent level of local interest and participation in types of activity associated with event• Strengthening of regional values and traditions• Increased local pride and community spirit• Stimulated economy	<ul style="list-style-type: none">• Commercialisation and modification of activities• Potential increase in traffic and parking congestion• Social dislocation• Host/visitor hostility• Failure to cope• Environmental Damage

Table 1 – Social costs and benefits of events

To ensure that the social benefits outweigh the social costs for events, it is important to ensure that the community has a stake in the event and that they feel part of the process. If the community supports the type of event being held and the outcomes it is trying to achieve social costs will be minimised and the benefits will be heightened.

Economic costs and benefits to the community

Determining the economic costs and benefits of events is beneficial in determining the overall economic impact an event has on a local economy. It provides a dollar value assessment for event organisers. Economic impact information can be useful in estimating the benefit/cost of public investment and can be instrumental in gaining public support.

There are many different methods for determining the economic impact of events. Economic information can be calculated by determining the direct impact of an event and multiplying this by an appropriate multiplier. Direct impacts are purchases linked directly to an event itself and include; event organiser expenditure, patron spending and the spending of vendors that attend the event. The multiplier works by considering the amount of leakage from an area and expresses the amount of retained revenue as a ratio. In 1992 the Bureau of Tourism Research conducted a study to quantify the multiplier for estimating the indirect and induced economic benefits of tourism (events). The multiplier was calculated at 0.46. This multiplier was used when looking at the economic impact of a range of events in the Hawkesbury.

Council staff contacted five organisers of a range of events which are held annually in the Hawkesbury in an attempt to estimate the economic contribution that these events make to the local economy.

The organisers were asked the following questions to assist in determining the economic impact.

1. *Event Expenditure*
 - a) *How much did it cost to run your event in 2013?*
 - b) *How much of this was spent in the Hawkesbury?*
2. *Patron/attendee numbers and spending*
 - a) *In 2013 how many patrons attended your event?*
 - b) *How many of these patrons were Hawkesbury residents?*
 - c) *How many of these patrons were visitors to the Hawkesbury?*
 - d) *Do you know if visitors to the Hawkesbury stay overnight or just come for the day? If so, please provide figures.*
 - e) *Do you know on average how much (\$) patrons spend at your event? If so, how much?*
3. *Vendor locality*
 - a) *In 2013, how many vendors/stalls did you have at your event?*
 - b) *Of these vendors/stalls, how many of them are businesses from the Hawkesbury?*

Responses were received from four of the event organisers contacted and all were very open to Council's interest in events in the Hawkesbury. Not all information requested was provided however information provided was useful. Attachment 1 summarises the information supplied and gives an estimate of the economic impact of each event on the Hawkesbury economy. The development of these economic figures are very basic and are approximate due to the nature of the collection of information. More detailed analysis by suitable qualified professions could be undertaken to have a full understanding of the impact events have on the Hawkesbury economy.

Council's Current Contributions to Events in the Hawkesbury***Event Specific Position***

In 2013 Council resolved to employ an Events Coordinator to assist in building Council's current events program, create relationships with external event organisers and establish procedures to assist with event applications. Currently the Events Coordinator is establishing strong relationships with new and existing event organisers. An application process is being developed with internal staff members to streamline the process for both external and internal parties. The position will provide a one-stop shop service for event organisers in the Hawkesbury, instead of having various contacts throughout Council and therefore better supports event organisers. This role will assist Council in understanding the dynamics of events in the Hawkesbury and their contribution to our community and economy.

ORDINARY MEETING**Meeting Date:** 27 May 2014**Staff Hours**

A variety of departments within Council contribute to facilitating events in the Hawkesbury by providing the technical skills and expertise in the evaluation of various applications. Table 2 outlines approximate hours Council departments contribute. Depending on the type and details of an event, not all departments will contribute time.

Department	Task	Hours
Construction and Maintenance	Road occupancy licences	Four hours per application includes documentation production and possible site visit.
Corporate Communications	Event Calendar Registration	One hour to issue letter and approve addition of item on events calendar.
Corporate Service and Governance/Property	Leasing of Windsor Mall	One hour per application.
Design and Mapping	Traffic Management Plans	Eight hours (one day) for assessing and preparing reports for annual event. 16 hours (two days) for new events.
Environmental Health	Temporary food stall registration	Four hours per application includes documentation production and possible inspection.
Parks and Recreation	Hiring of parks/exclusive use	Eight hours (one day) for pre and post meetings, assessment, documentation production and reports to Council.
Town Planning	Development applications for temporary events	Varies depending on application submitted.
Cultural Services - Visitor Information Centre	Provision of support through a variety of means. Includes but not limited to: assistance with advertisement and promotion of the event; collation of information bags and where required, specifically design information maps, staffing and assistance with set up of visitor information points at events.	Varies depending on level of support required for each event. Can be anywhere from one hour to several hours/days assistance.

Table 2 – Council staff hours

ORDINARY MEETING

Meeting Date: 27 May 2014

Waiving of Fees

To date this financial year, Council has waived four exclusive use fees in an effort to support event organisers in the Hawkesbury. Table 3 outlines the total fees waived for each event.

Event	Waived Fee	Meeting Date
World Championships Power Boat Racing Event	\$1,525.50	29 October 2013
Sydney Blues and Roots Festival	\$6,210.00	30 July 2013
Hawkesbury International Sand Sculpting Championship	\$44,752.00	27 August 2013
Bridge to Bridge Boat Race	\$3,090.00	4 February 2014
Total Fees Waived	\$55,577.50	

Table 3 – Fees waived for events, 2013/2014

Please note the World Championships Power Boat Racing Event has been cancelled. It is also important to consider that the amount that is waived does not represent the full cost to Council.

The waiving of fees is a significant contribution by Council that should be recognised by Council through a structured approach consistent across all events.

Community Sponsorship Program

Council's Community Sponsorship Program supports activities or events which will benefit the residents of the Hawkesbury. The Program covers any Hawkesbury based community organisation, business or individual wanting to undertake activities that address the needs of the community as identified in Council's adopted strategic, Community, Cultural and other plans. It also covers individuals who are representing the Hawkesbury at a state, national and international sporting competition or cultural event.

In 2013/2014 the Program had a budget of \$66,147. Of this amount, \$43,265 was provided to a variety of events. The largest portion of this money, \$20,180, was given to Hawkesbury Eisteddfod. Providing this funding to the Hawkesbury Eisteddfod has been a long standing practice which assists with ensuring the event is able to run, providing residents and wider community members with the ability to participate in a renowned performing arts event.

Comparison to other councils

In an effort to gauge the level of support other local council's provide to event organisers, The following Councils were contacted:

- Penrith City Council
- The Hills Shire Council
- Blue Mountains City Council
- Liverpool City Council

Mechanisms for support and financial contributions, both monetary and in-kind vary greatly from council to council and therefore it is quite difficult to draw direct comparisons. Table 4 outlines the approaches of each of the Councils.

ORDINARY MEETING

Meeting Date: 27 May 2014

Council	Support Mechanisms	Financial Contributions (2013-2014)
Hawkesbury City Council	<ul style="list-style-type: none"> Event specific position Staff Hours Program Waiving of Fees Community Sponsorship Waste and Recycling Collections 	<ul style="list-style-type: none"> \$72,700 was budgeted to support the conduct of civic events. A total of \$55,577.50 worth of fees were waived. A total of \$43,265 provided to events through the Community Sponsorship Program.
Penrith City Council	<ul style="list-style-type: none"> Event Development Officer Position created. Work with external organisers and attract events to the LGA 	<ul style="list-style-type: none"> Specific information regarding financial contributions to events - sponsorship/waiving of fees etc. - was unavailable. \$4,600,000 is budgeted for the Community Information and Events department of Council in the 2013/2014 Operational Plan.
The Hills Shire Council	<ul style="list-style-type: none"> Provide sponsorship for community organised events Facilitates festivals such as Orange Blossom – calls for events by local organisers and promotes Seeks sponsorship for Council run events and festivals Events calendar The Hills, Hawkesbury and Riverlands Tourism promote the area as a business events and leisure destination 	<ul style="list-style-type: none"> Community Events Assistance (Provide subsidy to community run events) \$61,000 Specific information regarding waiving of fees not available \$1,239,000 is budgeted for events in the 2013/2014 Operational Plan.
Blue Mountains City Council	<ul style="list-style-type: none"> Official event application process for cultural and community events and celebrations on Council land Organisers are not charged for use of land/facilities, however they are charged for recovery costs only Produce four seasonal online events calendars Tourism body that develops the new events – Council doesn't attract events 	<ul style="list-style-type: none"> Blue Mountains City Council has no Events Sponsorship Program. The Council supports major annual events organised by community organisations/not-for-profits with in-kind donations. Figures not provided. Councillors can choose to sponsor events individually through their Councillor funds. Figures not provided.

ORDINARY MEETING**Meeting Date:** 27 May 2014

Council	Support Mechanisms	Financial Contributions (2013-2014)
Liverpool City Council	<ul style="list-style-type: none"> • Corporate Sponsorship Program (Outgoing and Incoming) • Application to waive fees • Official event application process. • Events calendar 	<ul style="list-style-type: none"> • \$50,000 Corporate Sponsorship Program - \$40,000 of this is provided to events. • The Corporate Sponsorship Program includes monetary contributions and in-kind contributions, such as the delivery of waste facilities, clean ups etc. • Liverpool Council sponsors approximate 10 events and monetary contribution ranges from \$1,500 to a maximum of \$6,500. • If allocation is exhausted an additional \$10,000 (approximate) is contribute from the Councillor Reserve.

Table 4 – Council comparison of support mechanisms and financial contributions**Measures of support and facilitation**

Through the employment of an Events Coordinator steps have already been taken towards facilitating support for events in the Hawkesbury. Additional steps are proposed to further assist event organisers and in turn contribute to the positive impact their events have on the Hawkesbury community and economy.

Streamlined Application Process

To enable event organisers to work easily with Council and understand the processes and procedures in place for events, a streamlined event application process is required and will support and facilitate many events in the Hawkesbury. The process aims to provide a central contact point (Events Coordinator) for event organisers. This process is currently underway, with Council's Events Coordinator working with internal parties to ensure the required outcomes are achieved by the process in the most convenient way for event organisers. A consolidated application form will be produced as well as internal workflows to progress applications once they are received.

Guide - Organising Events in the Hawkesbury

As part of the above application process, guides and factsheets currently in place will be reviewed and updated to ensure information is easily accessible and understandable for all parties. Information will be consolidated into a comprehensive guide for event organisers. The guide will aim to assist both community and commercial event organisers and will be available online on Council's website.

Events Sponsorship Program

It is proposed to expand and restructure the sponsorship program to create a program specifically for events. The program would have an eligibility criteria that would be require to be met and an Event Sponsorship Policy and Guide would be created. These documents would further outline the eligibility requirements, sponsorship opportunities and details of the program. The program would have requirements for events that receive sponsorship.

A dedicated events program will enable stronger relationships to be built with event organisers and enable Council to be able to strategically align events with overall outcomes of the Hawkesbury Local Government Area. It will provide an incentive for all event organisers to use the Hawkesbury as their event location.

Consolidated Events Calendar

Currently there are several areas within Council that have established events calendars. These areas are Cultural Services, Hawkesbury Tourism and the Corporate Website. These three calendars will be consolidated to one main events calendar to better promote events in the Hawkesbury. It will also allow for a comprehensive program of events to be developed for the Hawkesbury and used by Council, community and commercial organisations holding events. The current calendar and registration process would be refined to create a more user friendly platform.

Events Facebook Page

Council's Events Coordinator aims to establish a Hawkesbury Events Facebook Page to promote events being held in the Hawkesbury Local Government Area. The page would post information about upcoming events and details for the community to participate. Event organisers would be able to contact Council's Events Coordinator with specific information to be promoted on the page. The page will be promoted to encourage and increase the number of followers and the reach of the information. The page would promote Council, community and commercial organisations holding events in the Hawkesbury. This is a cost effective mechanism Council can implement to support events and promote to networks they may not otherwise have access to.

Events E-Newsletters

To support events in the Hawkesbury, an events e-newsletter will be developed. The e-newsletter will be sent via email once a month and will also promote Council held events. It would be established in conjunction with the consolidated Events Calendar and the Hawkesbury Events Facebook Page. Information would be drawn from these two sources for the e-newsletter. It would be able to be used as an in-kind contribution to event organisers by promoting events held in the community by external organisations and community groups. Customers would have the ability to subscribe to the e-newsletter via Council's website.

Event Participation Survey

It is proposed to establish an events participation survey which would collect information on community satisfaction with the event, data on the demographics and market attending, average stay and spending information. This survey would be implemented at Council's own events and would be promoted and made available to external event organiser to utilise at their events to collect information. This would aim to allow relationships to be built with event organisers so Council is able to tap in to the data they collect to gain a greater understanding of the economic and social costs and benefits of events. It is proposed the survey would be a requirement of the sponsorship program for events to use if the event is sponsored by Council.

Review of Council's Sustainable Events Management Guide and Policy

Council established a Sustainable Events Management Guide and Policy as part of Waste and Sustainable Improvement Funding. It was adopted by Council at its Ordinary Meeting on 26 July 2011. This Guide aims to assist event organisers in the Hawkesbury to be as sustainable as possible. It is the 'how-to' implementation guide, providing hands on tips and checklist to help any event organiser in the area.

The current document is extremely high level and complex and can be daunting for event organisers. To encourage event organiser to utilise the document a review will be undertaken to create a simpler more user friendly approach.

It would appear that there is no consistency in which events are supported by the councils surveyed, however the implementation of the support measures detailed in this report appear to be an appropriate response to managing the support of events within our community.

ORDINARY MEETING

Meeting Date: 27 May 2014

Conformance to Community Strategic Plan

The proposal is consistent with the Looking after People and Place Directions statement;

- Have friendly neighbourhoods, connected communities, and supported household and families

The proposal is consistent with the Supporting Business and Local Jobs Directions statement;

- Help create thriving town centres, each with its own character that attracts residents, visitors and businesses

The proposal is consistent with the Shaping Our Future Together Directions statement;

- Have constructive and productive partnerships with residents, community groups and institutions

Financial Implications

Funds have been allocated in the draft 2014/2015 Operational Plan to achieve the mechanisms of support and facilitation.

RECOMMENDATION:

That the:

1. Information be received and noted.
2. Mechanisms for support and facilitation for events in the Hawkesbury, as outlined in the report for implementation throughout the 2014/2015 financial year be endorsed by Council.

ATTACHMENTS:

AT - 1 Hawkesbury event economic figures

ORDINARY MEETING

Meeting Date: 27 May 2014

AT - 1 Hawkesbury event economic figures

Event	Event Expenditure		Patron/Attendee Numbers and Spending					Vendor Locality		Estimated Economic Impact	Notes
	A Total Expenditure	B Hawkesbury Expenditure	A Attendee Numbers	B # Hawkesbury Residents	C # Visitors to the Hawkesbury	D Type of Stay (Overnight or Day)	E Average Spend	A # of Vendors	B # of Hawkesbury Vendors		
Hawkesbury Show	\$500,000	90% (\$450,000)	60,000	50,000	Approx. 10,000	Unknown According to Tourist Bureau all Hawkesbury motels are booked out during the show	Unknown	150	20% (Total = 30)	\$2,841,417.63	<p>Assumed: that all motels/hotels in the Hawkesbury are filled (based on comments provided). There are 373 rooms in the Hawkesbury (Destination NSW) and room occupancy is two people.</p> <p>Therefore: 746 people stayed per night, a total of 2,238 over the course of the show (three days). Of the remaining out of area attendees 7,762 were day trippers. Using figures from 2012-2013 Tourism Research Australia (TRA), Regional Tourism Profile_Final; Sydney Region, the 7,762 day trippers spent on average \$111 per person and the 2,238 overnight stayers spent on average \$266 per person.</p> <p>Day Trip Total: \$861,582 Overnight Total: \$595,308 Combined Total: \$1,456,890</p> <p>Assumed: the 30 local vendors, would spend \$1000 in the Hawkesbury economy for their stall.</p>

ORDINARY MEETING

Meeting Date: 27 May 2014

Event	Event Expenditure		Patron/Attendee Numbers and Spending					Vendor Locality		Estimated Economic Impact	Notes
	A Total Expenditure	B Hawkesbury Expenditure	A Attendee Numbers	B # Hawkesbury Residents	C # Visitors to the Hawkesbury	D Type of Stay (Overnight or Day)	E Average Spend	A # of Vendors	B # of Hawkesbury Vendors		
2013-2014 Hawkesbury International Sand Sculpting Competition	-	-	32,532 visitors	-	35% travelling 25km or less	2 hours (20% of respondents)	\$89	-	-	\$2,800,000	The estimated economic impact figure was provided by Sandstorm Events <i>"Based on calculations that Frankston City Council use (as provided by Tourism Victoria) the Hawkesbury International Sand Sculpting Championships 2013/14 economic impact to the region was 32,532 visitors x \$89 per visitor (assumption based on a day tripper rate) = \$2,800,000"</i> .
Shazada 400km Endurance Horse Ride	\$45,000	\$26,000	134 competitors Approx. 120 Strappers Approx. 25 children Total: 279	20	Approx. 220. Overseas: Malaysia x 1 & USA x 1 Interstate: QLD x 3, ACT x 9, TAS x 1, VIC x 6, SA x 8	Most stay from 6 to 10 days	Estimate on average a conservative \$300.00 each plus entry fees Total: \$76,000	5 stalls plus Farrier and Masseur for both human and equine	Being a very small committee this is an area we spend little time on and the trade stalls come to us. We now have two trade stalls coming from QLD who say it is well worth their while coming down. No Trade stalls from local area but we do have one local equine masseur.	\$150,074.10	Total figures provided by Event Organiser were used. One vendor was a local vendor. It is assumed the vendor would spend equal to the patron average spend for the purpose of these approximate calculations. The Tom Quilty Gold Cup will be held in 2015 at Del Rio next year has a budget so far of \$250,000 and is expected to get up to 350 horses. It is estimated to have a \$1,000,000 impact on the economy.

ORDINARY MEETING

Meeting Date: 27 May 2014

Event	Event Expenditure		Patron/Attendee Numbers and Spending					Vendor Locality		Estimated Economic Impact	Notes
	A Total Expenditure	B Hawkesbury Expenditure	A Attendee Numbers	B # Hawkesbury Residents	C # Visitors to the Hawkesbury	D Type of Stay (Overnight or Day)	E Average Spend	A # of Vendors	B # of Hawkesbury Vendors		
Sydney Blues and Roots Festival	Approx. \$328,000	\$210,000	6,000	1,200 approx.	4,800 approx.	80% stay for the duration of the festival	We would estimate that each patron would spend on average \$550 per day on festival tickets, accommodation, food, drinks, retail shopping, tourist activities etc. Total spend \$3,300,000	15 stallholders	12 were local businesses	\$5,158,852	Total figures provided by Event Organiser were used. It is assumed the vendor would spend equal to the patron average spend for the purpose of these approximate calculations.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 May 2014

Item: 91 **GM - Question of Establishment of Wards, Number of Councillors and Popularly Elected Mayor for Hawkesbury Local Government Area - (79351)**

Previous Item: 33, Ordinary (1 November 2005)
 1, Ordinary (28 February 2006)
 166, Ordinary (26 July 2011)
 MM, Ordinary (25 February 2014)

REPORT:

Executive Summary

At the meeting of Council held on 25 February 2014 a Mayoral Minute was considered regarding the possible establishment of wards and reduction in the number of councillors for the Hawkesbury Local Government Area (HLGA). Council subsequently resolved that a report be submitted regarding the issue of wards, an increase or decrease in the number of councillors and the introduction of a popularly elected Mayor for the HLGA.

The purpose of this report is to further address these matters; detail the legislative requirements in this regard and outline required and possible consultation processes which could be utilised for Council's further consideration.

In connection with this matter under Section 224 of the Local Government Act (the Act) a council is required, not less than 12 months before the next ordinary election, to determine the number of councillors for the next term of office. This report and any subsequent actions, if any, could fulfil the requirements for this determination.

Consultation

The issues raised in this report concern matters which, depending upon the course of action to be taken, would require community consultation under Council's Community Engagement Policy and legislation. Possible courses of consultation should Council determine to proceed with any possible changes are suggested within the report.

Background

At the meeting of Council held on 25 February 2014 a Mayoral Minute was considered regarding the possible establishment of wards and reduction in the number of councillors for the HLGA. Subsequently, Council resolved:

"That a report be submitted to Council concerning the requirements for and processes involved with the possible introduction of wards, the increase or reduction of the number of Councillors and the introduction of a popularly elected Mayor for the Hawkesbury Local Government Area, including required and possible consultation processes in each case, with a view to these questions possibly being the subject of a constitutional referendum in association with the 2016 Local Government Elections."

It is proposed that this report will address the various requirements for each of the issues, namely wards; number of councillors and popularly elected mayor, and discuss possible consultation processes having regard to legislative requirements should Council wish to pursue any or all of the possible courses of action.

Initially, and related to all three matters, Section 16 of the Act details "what matters must be dealt with at a constitutional referendum" and provides:

“16 What matters must be dealt with at a constitutional referendum?”

A council may not do any of the following unless approval to do so has been given at a constitutional referendum:

- (a) divide its area into wards or abolish all wards in its area,*
- (b) change the basis on which the mayor attains office (that is, by election by the councillors or by election by the electors),*
- (c) increase or decrease the number of councillors in accordance with the limits under section 224,*
- (d) change the method of ordinary election of councillors for an area divided into wards.*
- (e) (Repealed)*

Possible Introduction of Wards

Section 210 of the Act deals with the issue of the division of a council area into wards and provides:

“210 Division of areas into wards

- (1) The council may divide its area into divisions, called “wards”.*
- (2) The council may abolish all wards.*
- (3) The council may alter ward boundaries.*
- (4) The council may name or rename a ward.*
- (5) A council must not divide an area into wards or abolish all wards unless it has obtained approval to do so at a constitutional referendum.*
- (6) A by-election held after an alteration of ward boundaries and before the next ordinary election is to be held as if the boundaries had not been altered.*
- (7) The division of a council's area into wards, or a change to the boundaries of a ward, must not result in a variation of more than 10 per cent between the number of electors in each ward in the area.”*

Prior to taking the question of dividing a council area into wards to a constitutional referendum Section 210A of the Act details the minimum consultation requirements which initially must be undertaken, namely:

“210A Consultation, public notice and exhibition of proposals regarding ward boundaries

- (1) Before dividing a council's area into wards or altering a council's ward boundaries, the council must:*
 - (a) consult the Electoral Commissioner and the Australian Statistician to ensure that, as far as practicable, the proposed boundaries of its wards correspond to the boundaries of appropriate districts (within the meaning of the Parliamentary Electorates and Elections Act 1912) and census districts, and to ensure that the proposed boundaries comply with section 210 (7), and*
 - (b) prepare and publicly exhibit a plan detailing the proposed division or alteration (the **ward boundary plan**).*

ORDINARY MEETING

Meeting Date: 27 May 2014

- (2) *The council must give public notice of the following:*
- (a) *the place at which the ward boundary plan may be inspected,*
 - (b) *the period for which the plan will be exhibited (being a period of not less than 28 days),*
 - (c) *the period during which submissions regarding the ward boundary plan may be made to the council (being a period of not less than 42 days after the date on which the ward boundary plan is placed on public exhibition).*
- (3) *The council must, in accordance with its notice, publicly exhibit the ward boundary plan together with any other matter that it considers appropriate or necessary to better enable the plan and its implications to be understood.*
- (4) *Any person may make a submission to the council regarding the ward boundary plan within the period referred to in subsection (2) (c).*
- (5) *The council must consider submissions made in accordance with this section."*

In summary, if Council wished to consider the division of the HLGA into wards it would need to submit the proposal to a constitutional referendum and if the proposal was approved it would subsequently be required to:

- Determine the boundaries of the proposed wards and consult with the Electoral Commissioner and the Australian Statistician about the proposed boundaries so as to ensure that there is not "a variation of more than 10 per cent between the number of electors in each ward".
- Prepare and exhibit a ward boundary plan for a minimum period of 28 days and allowing for submission than 42 days from the commencement of the exhibition period.
- Consider any submissions that may be received as a result of the exhibition of the ward boundary plan.

As a result of the above, should the Council decide to proceed with the proposal it would be the subject of a constitutional referendum and if passed the ward boundaries would then be determined in accordance with Section 210A of the Act and would become effective from the following ordinary election. The ward boundaries would not become effect in the event of a by-election in the intervening period.

Number of Councillors

Under the provisions of Section 224 of the Act a council is required, not less than 12 months before the next ordinary election, to determine the number of councillors for the following term of office. The Act specifies that the number of councillors must be at least five and not more than 15.

For the information of Council, Section 224 of the Act is reproduced hereunder:

- "(1) *A council must have at least 5 and not more than 15 councillors (one of whom is the mayor).*
- (2) *Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1), of its councillors for the following term of office.*
- (3) *If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum."*

ORDINARY MEETING

Meeting Date: 27 May 2014

As can be seen, any change to the number of councillors determined as a result of the above Section requires approval at a constitutional referendum prior to implementation. There has been two occasions in the past where provisions have been introduced to allow the Minister to approve a decrease in councillors numbers after a period of public consultation without the need for a constitutional referendum. On each occasion Council did not resolve to make an application to the Minister for this purpose.

As indicated above, the current provisions of the Act provide for a council having at least five and not more than 15 Councillors, one of whom is a Mayor.

As would be appreciated, the composition of councils within New South Wales ranges between these two figures. As an aid to Council in considering this issue the opportunity has been taken to ascertain the ratio of councillors to population of adjoining councils, as well as Camden and Wollondilly Councils who are in the same category as this Council for local government statistical purposes.

The following table provides this information:

Local Government Area	No. of Councillors	Population Size 2011 Census	Current Estimated Resident Population (ERP)	Ratio of Councillors to Population 2011 Census	Ratio of Councillors to Electors Current ERP
The Hills Shire Council	12	169,872	181,674	1:14,156	1:15,140
Blacktown City Council	15	301,999	326,944	1:20,073	1:21,796
Blue Mountains City Council	12	75,942	77,957	1:6,329	1:6,496
Camden Council	9	56,720	66,664	1:6,302	1:7,407
Hawkesbury City Council	12	62,353	64,592	1:5,196	1:5,383
Penrith City Council	15	178,467	191,170	1:11,898	1:12,745
Wollondilly Shire Council	9	43,259	45,588	1:4,807	1:5,065

As can be seen, Council could consider the alteration to the number of councillors, by an increase or decrease, to between five and 15, including the Mayor, but must obtain approval for the change at a constitutional referendum in the first instance. If approved at a constitutional referendum the change in numbers would become effective from the next ordinary election.

Popularly Elected Mayor

If the Council wished to pursue the introduction of a popularly elected mayor under the provisions of Section 228 of the Act it would need to be determined via a constitutional referendum and if approved would be effective from the next ordinary election.

Consultation Processes

The legislation provides the minimum consultation process for each of the above issues, namely division of an area into wards; the alteration of the number of councillors and the introduction of a popularly elected mayor, in that they can only be introduced following a constitutional referendum.

In addition, Section 210A specifies further consultation processes required to determine appropriate ward boundaries which need to be undertaken after the actual proposal for dividing an area into wards is considered and endorsed at a constitutional referendum.

In addition, should Council wish to pursue any or all of these issues and wish to obtain the views of the residents of the HLGA before actually undertaking a constitutional referendum it could invite comment from the public in the first instance. This could be undertaken via the "normal" process of placing advertisements in the local media inviting comment with relevant information to assist this process being placed on

ORDINARY MEETING

Meeting Date: 27 May 2014

Council's website together with Press Releases and items in Council's Community Notices columns and other publications.

In addition, Council's new consultation tool, Engagement HQ, which will be accessible via the Council's website could also be utilised to undertake an on-line survey and provide an alternate avenues for the public to comment on and discuss the proposals.

This stage of a process would be seen as a precursor to and inform a decision as to whether or not to proceed with any or all issues at a constitutional referendum.

In late 2005 and early 2006 Council considered each of these issues and invited public comment. As a result of a campaign involving advertisements in the local media, Press Releases and items in Council's Community Notices column a total of 17 responses were received, the majority of which addressed all three issues involved.

The following is the brief summary of the issues raised in the submissions received which was presented to Council following the consultation at the time:

"Number of Councillors

- *Due to size & diversity of area ratepayers need a range of representatives and more councillors needed, council is an amalgamation of two previous areas and for effective democracy fewer councillors are not better, a reduction in numbers would not result in significant savings.*
- *10 councillors plus a popularly elected Mayor (in association with 5 wards).*
- *Remain at 12. Opportunity for more people with a greater variety of issues to have representation.*
- *Administrator should be appointed in place of councillors as this would eliminate the ratepayers being at the whim of the party machines and prevent delays in decision making such as Pitt Town and Hollands Paddock.*
- *Not supported.*
- *Nine.*
- *Retain at 12.*
- *Should be an odd number of councillors, 5 should suffice with a maximum of 7.*
- *Favours a reduction as more is achieved by small membership.*
- *Depends if area split into wards but if this is done suggests the number should remain at 12.*
- *Quicker consensus with fewer, lower costs and perception that councillors "rubber stamp" decisions unless exceptionally contentious.*
- *Against reduction as this would disadvantage minority interest groups, should be an odd number of councillors to prevent Mayor from using casting vote and suggests increase to 13 or 15 councillors.*
- *Remain at 12 as this has been historical number and appears to work.*
- *Any decision to reduce should be by constitutional referendum rather than Section 224A, expenses of councillors relatively small in context of overall budget, reduction would not result in improved decision making, refers to ratios of other councils, 12 quality councillors improves quality of governance for all ratepayers, reduction in numbers would result in a reduction of access.*
- *Reduction in numbers would result in reduced quality of representation, defer and put to a constitutional referendum if numbers are to change.*
- *Not supported as would undermine community representation and concentrate decision making power into fewer hands, would undermine the ability of independents gaining a seat on council, questions the reasons for and appropriateness of Section 224A*

ORDINARY MEETING

Meeting Date: 27 May 2014

Ward Structure

- *Against wards as seen to perform poorly in other areas, politically stacked, social level related expenditure, inefficient expenditure on maintenance & infrastructure, increased administrative costs, voter dissatisfaction when not run equitably, savings illusory, ward voting reduces voter choice.*
- *In favour of 5 wards of 2 councillors as this may inhibit increasing politicisation of Council and allow councillors to be more accountable to the public.*
- *No wards as not all issues that people are concerned about are located in small areas, mostly LGA wide issues.*
- *Ward system could operate effectively as current situation has prevented election in the past as not well known in other areas of the electorate and would cost less to stand, voters in the three towns not fairly represented under present system.*
- *Not required in an area dominated by national parks with a majority of the population located at the southern end.*
- *Not supported as concerned with development of alliances of ward representatives.*
- *May give better representation from isolated areas.*
- *Supported.*
- *Opposed as would generate parochial spending, possibly to the benefit of the 2 large centres to detriment of total city, councillors should consider the benefit of all.*
- *Opposed as seen as divisive.*
- *Would be advantageous as due to population distribution majority of people would have a more cohesive representation.*
- *Because of size not practical for candidates to campaign throughout the area, improved local representation and contact, at present candidates not known to a majority of electors and suggests 10 councillors with a popularly elected divided into 5 wards.*
- *Opposed.*
- *Suggests 6 wards of 2 councillors as this worked well in the past and improves representation.*
- *Cost of referendum not warranted, detrimental to the nature of HCC, wards tend to galvanise issues and the city as a whole may be forgotten, ward boundaries difficult to draw and includes possible scenarios with 9 and 12 councillors.*
- *Ward system is less democratic and less accountable as councillors are making decisions over issues in wards they do not represent, would make it harder for smaller groups in the community to have a voice on council, ward system would diminish accountability not improve it.*

Popularly Elected Mayor

- *In support as with increasing party politicisation of Council it may be possible for popularly elected Mayor to be less based on party politics.*
- *Supports as it would stop politically based back room deals.*
- *Opposed to the concept if it meant that the Mayor remained the same for four years but would support if conducted annually as it would be preferable to the backdoor deals that currently prevail.*
- *Supported.*
- *Supported.*
- *Supported.*
- *Opposed as Council should have the right to elect and assess its own "chairman", a popularly elected mayor could be someone with no LG understanding or real interest.*

ORDINARY MEETING

Meeting Date: 27 May 2014

- *Favoured as a reduction in the politicising of Council.*
- *Favoured as residents and ratepayers must be able to put their trust into the Mayor, more democratic than election by councillors and no favouritism or political advantage.*
- *Mayor should be elected by councillors as the area is too large for a candidate for Mayor to be widely known by electors.*
- *Supports.*
- *Should be elected by the ratepayers not by a clique.*
- *Cost for referendum not required at this time, not favoured as usually means candidate has access to money for media and marketing campaigns, suggests 1 year too short, 4 years too long and perhaps 2 years.*

Additional Comments

- *Political parties should not be allowed in local government.*
- *Opposed to establishment of local stock exchange as no local benefit to businesses and there are significant financial risks.*
- *System for election of councillors too complex.*
- *Party politics should be discouraged, candidates should declare any political party affiliation or membership and committee membership should be shared between all councillors.*
- *Refers to questions from the floor as being a time for ratepayer to communicate with councillors.*
- *Considers that there should be a longer detailed consultation period and decisions on such fundamental decisions should not be left to 12 councillors."*

With regard to the actual conduct of a constitutional referendum, in the event of any of these issues being pursued, while it would be possible for this to be conducted at other times, with any positive results becoming effective from the next ordinary election, in view of the cost involved, and to ensure an appropriate turnout, they would normally be conducted in conjunction with regular council elections.

Accordingly, this is now submitted for Council's consideration as previously resolved.

Conformance to Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement:

- Have transparent, accountable and respected leadership and an engaged community.
- Maintain its independent identity and voice through strong local government and community institutions.

and is also consistent with the nominated strategy in the Community Strategic Plan being:

- Achieve community respect through good corporate governance and community leadership and engagement.

Financial Implications

There are no direct financial implications associated with this report as it is an information report at this stage. Should Council determine to undertake a community consultation process as part of pursuing any or all of these matters the costs involved would be met from Council's normal budgetary allocations for advertising, etc. In the event that a Constitutional Referendum ultimately took place the additional cost involved would need to be incorporated in the budget for the next ordinary election.

ORDINARY MEETING

Meeting Date: 27 May 2014

RECOMMENDATION:

That the information be received and it also be noted that for the purposes of Section 224(2) of the Local Government Act 1993 Council has now undertaken the required review of the number of Councillors that presently exist for the Hawkesbury Local Government Area prior to the 2016 Local Government Elections.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date: 27 May 2014****SUPPORT SERVICES****Item: 92****SS - Monthly Investments Report - April 2014 - (96332, 95496)****REPORT:****Executive Summary**

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

This report indicates that Council held \$42.40 million in investments at 30 April 2014.

It is recommended that this report be received and noted.

Consultation

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

Background

The following table indicates that Council held \$42.40 million in investments as at 30 April 2014. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
ANZ	A1+	AA-			3.10%	4,200,000	9.91%	
CBA	A1+	AA-			2.40%	200,000	0.47%	
Total On-call Investments								4,400,000
Term Investments								
ANZ	A1+	AA-	20-Nov-13	11-Jun-14	3.80%	1,500,000	3.54%	
ANZ	A1+	AA-	27-Nov-13	23-Jul-14	3.80%	1,500,000	3.54%	
ANZ	A1+	AA-	20-Nov-13	19-Nov-14	3.85%	2,000,000	4.72%	
ANZ	A1+	AA-	27-Nov-13	26-Nov-14	3.85%	1,000,000	2.36%	
NAB	A1+	AA-	29-Oct-13	18-Jun-14	3.80%	1,500,000	3.54%	
NAB	A1+	AA-	06-Nov-13	25-Jun-14	3.79%	1,000,000	2.36%	
NAB	A1+	AA-	06-Nov-13	04-Jul-14	3.79%	1,000,000	2.36%	
NAB	A1+	AA-	05-Feb-14	23-Jul-14	3.68%	1,500,000	3.54%	
NAB	A1+	AA-	21-Aug-13	20-Aug-14	3.94%	2,000,000	4.72%	
NAB	A1+	AA-	03-Sep-13	03-Sep-14	3.90%	2,000,000	4.72%	
NAB	A1+	AA-	19-Dec-13	15-Oct-14	3.81%	500,000	1.18%	
NAB	A1+	AA-	29-Jan-14	29-Oct-14	3.75%	2,000,000	4.72%	
NAB	A1+	AA-	19-Dec-13	17-Dec-14	3.83%	1,500,000	3.54%	

ORDINARY MEETING

Meeting Date: 27 May 2014

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
NAB	A1+	AA-	15-Jan-14	17-Dec-14	3.82%	1,000,000	2.36%	
NAB	A1+	AA-	05-Mar-14	04-Feb-15	3.73%	1,000,000	2.36%	
NAB	A1+	AA-	21-Aug-13	19-Aug-15	4.25%	1,000,000	2.36%	
NAB	A1+	AA-	03-Sep-13	02-Sep-15	4.10%	2,000,000	4.72%	
Westpac	A1+	AA-	15-May-13	15-May-14	4.15%	1,000,000	2.36%	
Westpac	A1+	AA-	22-May-13	28-May-14	4.20%	2,000,000	4.72%	
Westpac	A1+	AA-	05-Mar-14	25-Jun-14	3.80%	1,000,000	2.36%	
Westpac	A1+	AA-	05-Feb-14	04-Jul-14	3.80%	500,000	1.18%	
Westpac	A1+	AA-	07-Aug-13	06-Aug-14	4.10%	1,000,000	2.36%	
Westpac	A1+	AA-	05-Mar-14	15-Oct-14	3.70%	1,000,000	2.36%	
Westpac	A1+	AA-	08-Apr-14	19-Nov-14	3.85%	2,000,000	4.72%	
Westpac	A1+	AA-	23-Apr-14	17-Dec-14	3.75%	500,000	1.18%	
Westpac	A1+	AA-	15-Jan-14	15-Jan-15	3.80%	2,000,000	4.72%	
Westpac	A1+	AA-	29-Jan-14	29-Jan-15	3.65%	1,000,000	2.36%	
Westpac	A1+	AA-	19-Mar-14	19-Mar-15	3.70%	2,000,000	4.72%	
Total Term Investments								38,000,000
TOTAL INVESTMENT AS AT 30 APRIL 2014								42,400,000

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	4,400,000	3.07%	Reserve Bank Cash Reference Rate	2.50%	0.57%
Term Deposit	38,000,000	3.86%	UBS 90 Day Bank Bill Rate	2.68%	1.18%
Total	42,400,000	3.78%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	11,357,340
External Restrictions - Other	971,797
Internal Restrictions	17,094,518
Unrestricted	12,976,345
Total	42,400,000

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

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

ORDINARY MEETING

Meeting Date: 27 May 2014

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 Election.

Investment Commentary

The investment portfolio decreased by \$1.80 million for the month of April 2014. During April 2014, income was received totalling \$3.40 million, including rate payments amounting to \$1.30 million, while payments to suppliers and staff costs amounted to \$5.10 million.

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

Council has a loan agreement for an amount of \$5.26 million under the Local Government Infrastructure Renewal Scheme (LIRS). The full amount was drawn down upon signing the agreement in March 2013, with funds gradually being expended over a period of approximately two years. The loan funds have been placed in term deposits, with interest earned on unexpended invested loan funds being restricted to be used for works relating to the LIRS Program projects.

As at 30 April 2014, Council's investment portfolio is all invested with major Australian trading banks and in line with Council's Investment Policy.

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

Council's investment portfolio complies with Council's Investment Policy, adopted on 25 June 2013.

Investment Certification

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

Conformance to Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement;

- The Council be financially sustainable to meet the current and future needs of the community based on a diversified income base, affordable and viable services

Financial Implications

Funds have been invested with the aim of achieving budgeted income in 2013/2014.

RECOMMENDATION:

The report regarding the monthly investments for April 2014 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 May 2014

Item: 93 **SS - March 2014 Quarterly Budget Review Statement - (95496, 124715)**

Previous Item: 108, Extraordinary (18 June 2013)

REPORT:

Executive Summary

Within two months of the end of each quarter, Council is required to review its progress in achieving the financial objectives set out in its Operational Plan. This report and the relevant attachment provide information on Council's financial performance and financial position for the third quarter of the 2013/2014 financial year, and the resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement - March 2014 (QBRs) recommends a number of variations that result in a balanced budgeted position being maintained. The report and attachment provide details on the major Budget variations proposed in this QBRs and provide a list of variations requested.

The QBRs has been prepared in accordance with the then Division of Local Government Circular 10/32 dated 10 December, 2010.

Consultation

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

Background

Council adopted its Operational Plan for 2013/2014 on 18 June 2013.

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

The QBRs has been prepared in accordance with the Division of Local Government Circular 10/32 dated 10 December 2010 and is attached as Attachment 1 to this report.

Financial Position

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

The QBRs recommends Budget adjustments that result in a balanced adjustment for the quarter, and in the opinion of the Responsible Accounting Officer, maintains a satisfactory short term financial position for Council. The Responsible Accounting Officer Statement is included in the attachment to this report.

The more significant items of the March 2014 Review include:

Favourable Adjustments

- **Subdivision Fee Income – Favourable Variance \$107K**
(Adopted Operational Plan –Part 2 – CP Pg. 27)

ORDINARY MEETING

Meeting Date: 27 May 2014

In line with the observed trend, a favourable variance of \$107K has been included in this QBRS in respect of subdivision fee income. As at the end of March 2014, income in relation to development engineering related inspections was \$295K against a Full Year (FY) Budget of \$215K, with further income expected to be received by the end of the financial year.

- **Sundry Income – Net Favourable Variance \$69K**
(Adopted Operational Plan –Part 2 – SS Pg. 121)

A favourable adjustment of \$69K for sundry income has been included in this QBRS in relation to sundry income. The majority of this adjustment relates to the receipt of a dividend payment from Southern Phone Company of \$61K against a FY Budget of \$10K. The remaining \$18K favourable variance is a result of various minor adjustments across Council.

- **Section 603 and Section 149 Certificates – Net Favourable Variance \$45K**
(Adopted Operational Plan –Part 2 – CP Pg. 27; SS Pg. 123)

A favourable adjustment of \$45K has been included in this QBRS in relation to Section 603 Certificate and Section 149 Certificate income. An observed increase in property sales has resulted in the generation of additional certificate income for both Section 603 (\$33K) and Section 149 Certificates (\$12K).

- **Sewerage Management Facility Inspection Fees – Net Favourable Variance \$41K**
(Adopted Operational Plan –Part 2 – CP Pg. 14)

A favourable adjustment of \$41K has been included in this QBRS in relation to sewer management inspection fees. With Year to Date (YTD) actual income of \$253K, the projected FY result is likely to be above the FY Budget of \$265K. This variance is a result of more inspections being conducted as a result of a full staff complement within the Sewerage Management Facility team.

- **Construction Certificates and Development Application Fees – Net Favourable Variance \$58K**
(Adopted Operational Plan – CP Pg. 26, Pg. 27)

A favourable variance of \$30K for construction certificate income is included in this QBRS. The increase is in line with the projected full year result as indicated by the YTD actual income of \$224K as against a FY Budget of \$252K. With YTD actuals of \$392K, development application fees are likely to exceed the FY Budget of \$449K, therefore a favourable variance of \$28K has been incorporated in this QBRS.

- **Purchase of Plant and Leaseback Vehicles – Net Favourable Variance \$24K**
(Adopted Operational Plan –Part 2 – IS Pg. 62, Pg. 79; SS Pg. 129)

Adjustments have been made to reflect forecasted full year actuals in line with the actuals observed for purchases of plant and leaseback vehicles.

- **Fuel Tax Rebate for Heavy Vehicles – Favourable Variance \$24K**
(Adopted Operational Plan –Part 2 – IS Pg. 71, Pg. 79)

Due to a change in legislation from 1 July 2013, the calculation method applied to the fuel tax rebate for heavy vehicles was changed. These changes were able to be applied to fuel purchased from 1 July 2009. Council submitted a claim for the amended rebate and received an adjustment of \$17K in relation to general funded plant for prior years. In line with the observed trend, including the claim, a favourable variance of \$24K has been included in this QBRS.

- **Car-parking Fines – Net Favourable Variance \$52K**
(Adopted Operational Plan – CP Pg. 22)

Included in this QBRS is a net favourable variance of \$52K in relation to car-parking fines. The infringement and patrol income YTD actuals of \$419K, indicates a trend higher than the FY Budget of \$485K, resulting in a \$73K favourable variance. This variance is a result of an increase in patrolling activities with the increase in related costs (\$21K) also included in this Review.

ORDINARY MEETING

Meeting Date: 27 May 2014

Unfavourable Adjustments

- **Swimming Pool Inspections and Fire Safety Statements – Net Unfavourable Variance \$85K**
(Adopted Operational Plan –Part 2 – CP Pg. 26, Pg. 27)

A net unfavourable variance of \$85K has been included in this QBRS in relation to income not achieved as a result of vacancies during the last quarter. Budgeted income in relation to fire safety statements and swimming pool inspections has been reduced by \$40K and \$45K respectively.

- **Development Services Employment Agencies and Consultancies – Unfavourable Variance \$85K**
(Adopted Operational Plan –Part 2 – CP Pg. 26, Pg. 27)

Included in this QBRS is an unfavourable variance of \$45K to continue to engage agency staff in order to cover vacancies and secondments within the Development Services Branch to address current workloads also reflected in favourable variances detailed above. The remaining \$40K variance is for consultancies required as a result of development applications requiring independent assessment and preparation of reports for the Joint Regional Planning Panel.

- **Parks and Cemetery Maintenance – Net Unfavourable Variance \$75K**
(Adopted Operational Plan –Part 2 – IS Pg. 73, Pg. 79, Pg. 83)

Included in this QBRS is a net unfavourable variance of \$75K to fund increased parks and cemetery maintenance as a result of increases in contracts and materials exceeding the budgeted increases.

- **Legal Services – Net Unfavourable Variance \$48K**
(Adopted Operational Plan –Part 2 – SS Pg. 133)

Legal expenses as at the end of March were \$205K and are on track to exceed the FY Budget of \$325K when commitments are taken into account. An unfavourable variance of \$105K for legal expenses has been offset by a favourable variance of \$57K for unbudgeted legal fee recovery.

- **Rental Income – Net Unfavourable Variance \$37K**
(Adopted Operational Plan –Part 2 – SS Pg. 107)

Included in this QBRS is a net unfavourable variance of \$37K for rental income adjustments for various Council properties.

- **Public Liability Claims – Unfavourable Variance \$22K**
(Adopted Operational Plan –Part 2 – GM Pg. 121)

An unfavourable variance of \$22K has been included in this QBRS to cover any further public liability claims made for the remainder of the year, as actuals observed, in conjunction with outstanding invoices have exceed the FY Budget of \$78K .

- **Drainage Construction Redbank Crescent, Bowen Mountain – Unfavourable Variance \$19K**
(Adopted Operational Plan –Part 2 – IS Pg. 56)

In order to complete drainage construction works on Redbank Crescent, Bowen Mountain, an additional \$19K is required and an unfavourable variance for this amount is included in this QBRS.

- **Western Sydney Regional Organisation of Council (WSROC) Procurement Roadmap – Unfavourable Variance \$10K**
(Adopted Operational Plan –Part 2 – SS Pg. 127)

ORDINARY MEETING

Meeting Date: 27 May 2014

Council has the opportunity to participate in the development of a regional procurement roadmap, which also includes the development of a Council specific procurement roadmap for respective participating councils. Once the procurement road map is developed on a regional basis, there is potential for efficiencies to be obtained through shared services and aggregated purchase power. Included in this QBRs, is a \$10K contribution to participate in this initiative.

Other Adjustments

- ***Wages, Wages Oncosts and Plant Oncosts***
(Adopted Operational Plan –Part 2 – Various)

Council has previously budgeted its wages, wages oncosts and plant oncosts under various contracts and materials accounts. In order to better appreciate what drives the costs of Council's activities, these costs are now separately accounted for. Reallocations between employee costs, applicable on costs, materials and contracts, and other expenses have been included in this QBRs.

- ***Street Sweeping Program***
(Adopted Operational Plan –Part 2 – IS Pg. 64)

In line with the observed trend, an unfavourable variance of \$100K is included in this QBRs for the street sweeping program. The variance mainly relates to additional internal tipping costs for the waste collected by the sweeper. This variance has been fully offset by reductions in general drainage structure maintenance and urban bridge maintenance, which are trending below the FY Budget.

- ***Kable Street Amenities Refurbishment***
(Adopted Operational Plan –Part 2 – IS Pg. 46)

In accordance with the Council Resolution dated 25 March 2014, \$160K has been included in this QBRs for the refurbishment of the Kable Street Amenities, which has been fully funded by the reallocation of funds from other amenities.

- ***Grants***

A number of adjustments relating to grant funding successfully secured by Council, are included in this QBRs. These adjustments have a nil effect on the budget position. The major adjustments relating to grant funding are outlined below:

- *Better Waste and Recycling Fund* – Council has received grant funding for the implementation of programs to reduce waste and increase recycling from the New South Wales Environment Protection Authority in the amount of \$195K.
- *Better Boating Program Holmes Drive Reserve Jetty* – Council has received grant funding for the upgrade of the boat ramp at Holmes Drive Reserve from the Roads and Maritime Services for \$50K.
- *Better Boating Program Governor Phillip Reserve Jetty* – Council has received \$178K in grant funding for the construction of a new jetty at Governor Phillip Reserve from the Roads and Maritime Services.
- *Better Boating Program Hanna Park Jetty* – Council has received grant funding for the refurbishment of the Hanna Park jetty at North Richmond from the Roads and Maritime Services for the total of \$23K.
- *Biodiversity Hawkesbury River Restoration* – Council was successful in attaining funding from Department of Sustainability, Environment, Water, Population and Communities in the total of \$600K over six years for the regeneration and re-vegetation in reserves along the Hawkesbury River. A variance of \$48K has been included in this QBRs for this financial year's allocation.

ORDINARY MEETING

Meeting Date: 27 May 2014

- *Community Building Partnership Program Kurrajong Village Streetscape Improvements* – Grant funding for the construction of new paving, tree planting and street furniture at Kurrajong Village was approved from the Office of Communities. Adjustments totalling \$30K have been included in this QBRs.
- *Community Building Partnership Program Bligh Park Community Precinct Playground* – Adjustments totalling \$10K have been included in this QBRs for a grant from the Office of Communities for the development of a new playground at the Bligh Park Community Centre.
- *Public Reserves Management Fund Program* – Council has accepted an offer of a grant for \$30K from the Department of Trade and Investment for the control of high risk weeds at Yarramundi Reserve.

- **Reserve Funded Adjustments**

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

- *Section 94 Reserve* – In line with contributions received, an increase in Section 94 contributions of \$1.2M has been included in this QBRs.
- *Section 94A Reserve* – In line with contributions received, an increase in Section 94A contributions of \$229K has been included in this QBRs.
- *Local Infrastructure and Renewal Scheme (LIRS) Loan Reserve* – Council has reviewed the delivery timeframes of the bridge replacement program, funded by the LIRS Loan. A decrease of \$841K in expenditure has been included in this QBRs in line with this review. Additionally, an increase of \$62K has been included for interest earned on investments funded by the unspent LIRS Loan, in line with applicable interest to date.
- *Domestic Waste Management Program* – Favourable adjustments include the deferral of a garbage truck in line with expected delivery for a net of \$330K, receipt of a fuel tax rebate of \$87K and interest earned on outstanding rates of \$12K. Unfavourable variances include plant running costs of \$93K, increased roadside litter clean-up of \$19K and additional purchases of garbage bins for \$10K.
- *Sullage Disposal Reserve* – In line with observed trends favourable variances for sullage disposal income of \$29K and contractor charges for \$14K were included in this QBRs.
- *Hawkesbury Waste Management Facility* – In line with observed trends, a reduction of \$80K in disposal fees (gate takings), a budget adjustment for internal tipping fees of \$136K and an increase in external plant hire of \$21K were included in this QBRs. Also included is \$25K for the legal costs to be incurred this year in relation to the strategy for the Facility.
- *Sewerage Reserve (Operating)* – An additional \$431K is included for sewer treatment plant maintenance in line with EOY forecasted result, due to high levels of reactive maintenance as a result of several significant plant failures, damages as a result of an industrial chemical spill and increased costs of chemicals in order to maintain Work Health and Safety compliance.

In line with observed trends, an increase of \$71K for pump station maintenance, a decrease of \$43K for sewer catchment maintenance, an increase in spray irrigation expenses of \$26K and an increase in internal plant hire of \$18K were included in this QBRs.

- *Sewerage Reserve (Capital)* – Included in this QBRs is additional funding is required in relation to the purchase of plant (\$18K), and reactive capital works for asset failures of \$105K. The refurbishment of the clarifiers (\$50K) has been deferred to 2014/2015.
- *Section 64 Sewer Works Reserve* – An unfavourable variance of \$55K in relation to Section 64 contributions based on observed trends has been included in this Review.

ORDINARY MEETING

Meeting Date: 27 May 2014

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

Conformance to Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement;

- The Council be financially sustainable to meet the current and future needs of the community based on a diversified income base, affordable and viable services.

Funding

Funding and budget impacts have been specified within this report and attachment.

RECOMMENDATION:

That:

1. The information contained in the report be received.
2. The Quarterly Budget Review Statement – March 2014 be adopted.

ATTACHMENTS:

AT - 1 The Quarterly Budget Review Statement – March 2014 - (*Distributed under separate cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 May 2014

Item: 94 **SS - Review of Council's Draft Investment Policy and Appointment of Investment Advisor - (96332, 95496)**

Previous Item: 121, Ordinary (25 June 2013)

REPORT:

Executive Summary

Council's current Investment Policy was adopted by Council at the meeting of 25 June 2013. The Investment Policy is to be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of the Policy. Any amendment to the Investment Policy must be by way of Council resolution.

The Investment Policy, adopted on 25 June 2013, has been reviewed to ensure applicable legislative changes are taken into account and addressed if necessary. There are no amendments recommended to the current Investment Policy.

This report is being submitted to satisfy the requirements of the then Department of Local Government (DLG) Guidelines, issued in May 2010, with regard to the annual review of Council's Investment Policy. Also, in line with the DLG Guidelines, Council's approval is sought to appoint Council's Independent Investment Advisor.

This report recommends that the Investment Policy be adopted and that Spectra Financial Services Pty Ltd be appointed as Council's Independent Investment Advisor.

Consultation

The Policy which is the subject of this report is being reported to Council in accordance with legislative requirements. The report recommends no changes to the Investment Policy adopted on 25 June 2013. Under these circumstances it is considered that public consultation is not required.

Background

On 25 May 2010, the then Division of Local Government (DLG) issued Investment Policy Guidelines to assist councils with the preparation of an Investment Policy and the prudent and appropriate management of Council's surplus funds. The Guidelines, issued under Section 23A of the Local Government Act 1993 (the Act), apply to all general purpose and special purpose councils in New South Wales. On 17 February 2011, Circular No.11-01 was issued by the DLG, advising that a revised Investment Order pursuant to Section 625 of the Local Government Act 1993 had been issued.

Council's current Investment Policy, adopted 25 June 2013, is in line with the Guidelines and the subsequent legislative changes referred to above. As at the time of preparing this report, there were no relevant legislative changes since the adoption of the current Investment Policy on 25 June 2013.

The proposed Policy is in line with the legislative requirements above.

Investment Policy

The purpose of the Investment Policy is to establish the guidelines that Council adopts in investing its surplus funds. The objectives of this Policy are:

1. To comply with the legislative requirements and regulations relevant to the management of Council's investments;

ORDINARY MEETING

Meeting Date: 27 May 2014

2. To maximise returns to Council consistent with all requirements of the Policy;
3. To preserve the capital of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters;
4. To ensure the investment portfolio has sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment;
5. To establish a framework for monitoring the investments. The investment portfolio is expected to achieve a predetermined market average rate of return that takes into account Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles; and
6. To confirm delegations and other relevant governance matters in relation to Council's investments.

Under Council's Investment Policy all investments are made in accordance with:

- The Local Government Act 1993 - Section 625
- The Local Government (General) Regulation 2005 – Clause 212
- The Local Government Act 1993 - Order (of the Minister) dated 12 January 2011 and gazetted 11 February 2011
- The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) & (2)
- The Local Government Code of Accounting Practice and Financial Reporting
- Office of Local Government Circulars
- Australian Accounting Standards
- Council resolutions

A permanent guarantee cap, per account holder, per Authorised Deposit Taking Institution (ADI), of \$250,000, has been in place since 1 February 2012. The Financial Claims Scheme (FCS) protects depositors by guaranteeing deposits (up to the cap) held in ADIs incorporated in Australia, and allows quick access to deposits if an ADI becomes insolvent. Council's current Investment Policy, Clause 7, stipulates what constitutes approved investments. This Clause also specifies the limits applicable to investments with ADIs which are not major trading Australian Banks or a wholly owned subsidiary thereof. The current Policy allows investments with ADIs falling within this category up to the limit covered by the FCS. It is proposed that the Policy remains unchanged with regards to this matter.

The Draft Investment Policy is attached as Attachment 1 to this report.

The attached Investment Policy provides a framework within which investment decisions are made. Permitted investments, risk management, diversification, term, and liquidity considerations are addressed within the attached Policy. The requirements regarding measurement, benchmarking, reporting and reviewing of Council's Investments are also addressed.

Council's Independent Investment Advisor, Spectra Financial Services Pty Ltd., has reviewed and endorsed the attached Investment Policy. Written confirmation dated 8 May 2014, has been received and is, in part, as follows:

"I have reviewed the draft Investment Policy that is proposed to be adopted by Council at its June meeting and confirm that it accords with current Department of Local Government Guidelines and that it is an appropriate policy for Council's use.

In our view, the policy is consistent with the conservative approach required for the stewardship of the restricted and unrestricted reserve monies council is responsible for."

ORDINARY MEETING

Meeting Date: 27 May 2014

Appointment of Investment Advisor

Council appointed its current Investment Advisor, Spectra Financial Services Pty Ltd at its meeting on 25 June 2013.

Spectra Financial Services Pty Ltd. representatives meet with Council senior staff on a regular basis to review and discuss Council's investment portfolio, as well as provide advice on the strategy for future investments. Spectra Financial Services Pty Ltd. have been of great assistance to Council's staff in ensuring that Council's investments are compliant with relevant legislation and policy at all times, whilst achieving an appropriate balance between risk and return when placing investments.

Council has been provided with the relevant documentation with regard to the Advisor's licensing requirements and independence requirements.

Spectra Financial Services Pty Ltd was granted the Australian Financial Services Licence (AFS Licence) on 10 March 2004 by ASIC. The licence is current as of May 2014, and will be the licence Council's advisor will be operating under.

In May 2014, Spectra Financial Services Pty Ltd also provided Council with a written confirmation stating that they remain totally independent of any product provider and financial institution or any other party or arrangement that could potentially lead to a loss of its independency or a conflict of interest.

It is recommended that for the financial year ending 30 June 2015, Spectra Financial Services Pty Ltd is appointed as Council's Investment Advisor.

Conformance to Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement;

- The Council be financially sustainable to meet the current and future needs of the community based on a diversified income base, affordable and viable services

and is also consistent with the nominated strategies in the Community Strategic Plan being:

- Improve financial sustainability
- Make decisions in ways that are transparent, fair, balanced and equitable supported by appropriate resource allocations.

Financial Implications

The appointment of an Independent Investment Advisor for the financial year ending 30 June 2015 would be funded from the Financial Services Budget in the 2014/2015 Operational Plan.

RECOMMENDATION:

That Council:

1. Adopt the Investment Policy attached as Attachment 1 to the report.
2. Appoint Spectra Financial Services Pty Ltd. as its Independent Investment Advisor for the financial year ending 30 June 2015.

ORDINARY MEETING

Meeting Date: 27 May 2014

ATTACHMENTS:

AT - 1 Draft Investment Policy - (*Distributed Under Separate Cover*)

oooO END OF REPORT Oooo

ordinary

section 4

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 4 - Reports of Committees

ROC Local Traffic Committee - 12 May 2014 - (80245)

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on 12 May 2014, commencing at 3pm.

Present:	Councillor Kim Ford (Chairman) Mr Richard McHenery, Roads and Maritime Services Snr Constable Debbie Byrnes, NSW Police Force
Apologies:	Mr Kevin Conolly, MP (Riverstone) Mr Bart Bassett, MP (Londonderry) Mr Ray Williams, MP (Hawkesbury) Ms Jill Lewis, NSW Taxi Council Mr Steve Grady, Busways
In Attendance:	Mr Chris Amit, Manager, Design & Mapping Services Ms Jillian Bentham, Special Events Co-ordinator Ms Laurel Tweedie, Administrative Officer, Infrastructure Services

SECTION 1 – Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the Motion of Snr Constable Debbie Byrnes, seconded by Mr Richard McHenery, that the minutes from the previous meeting held 14 April 2014 be confirmed.

Item 1.2 Business Arising

There was no business arising from previous minutes.

SECTION 2 - Reports for Determination

Item 2.1 LTC - 12 May 2014 - Item 2.1 - Hanna Park Carols 2014 - (Londonderry) - (80245, 76799)

REPORT:

Introduction

An application has been received on behalf of Hawkesbury Valley Baptist Church seeking approval (in traffic management terms) to conduct the Hanna Park Carols 2014 within Hanna Park, North Richmond, on Sunday, 21 December 2014.

The event organiser has advised:

- This event has been held previously, however this is the first year an application has been submitted to Council relating to traffic management.

ORDINARY MEETING
Reports of Committees

- This is a Christmas Carol Community Event. The event will include activities such as Christmas Carols, live bands, Santa by Helicopter, food and Children's activities.
- The event will be conducted between 4:30pm and 9pm. The set up and pack down times are between 6am and 11:30pm.
- The event will be held within Hanna Park at the end of Beaumont Avenue, North Richmond.
- The event is expected to attract approximately 4,000 to 5,000 spectators.
- Pedestrians can access Hanna Park either from Beaumont Avenue or from the southern side of Bells Line of Road by the concrete path which is situated under the bridge.
- Parking for vehicles will be provided within Hanna Park and the Hanna Group car park via Bells Line of Road.
- Access to Hanna Park will be improved by providing a "No Stopping" zone on both sides of Beaumont Avenue extending back from the car park in Hanna Park, for an approximate distance of 80 metres
- Approval has been provided by Council to utilise Hanna Park for the event.

Discussion

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

The event organiser has requested the provision of a temporary No Stopping zone on both sides of Beaumont Avenue extending back from the car park in Hanna Park, for an approximate distance of 80 metres. This section of Beaumont Avenue provides untimed parking on both sides of the road and is generally not utilised for parking, as this section of the road provides access into Hanna Park. The provision of the temporary No Stopping zone is not considered to have an adverse effect to the surrounding community.

Beaumont Avenue is a dead end road which extends from Terrace Road for a distance of approximately 625 metres. At the end of Beaumont Avenue is the entrance to Hanna Park with the only side street along Beaumont Avenue being Norfolk Place, positioned approximately 125 metres prior to the end of the road. The road is sealed for its full length. The traffic volume recorded in 2012 in the vicinity of Norfolk Place was 524 vehicles per day. It has a speed limit of 50kph.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document No: 4761193):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Event and Parking Layout Plan,
5. Risk Assessment from the 2013 event,
6. Copy of the application to the NSW Police Force,
7. Copy of the Advertisement from the 2013 Event,
8. Copy of Consultation letter to Residents from the 2012 event.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr R McHenery, seconded by Snr Constable D Byrnes.

Support for the Recommendation: Unanimous.

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/organising-an-event>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hanna Park Carols 2014 event within Hanna Park and accessed from Beaumont Avenue, North Richmond, on Sunday, 21 December 2014 be classified as a "**Class 2**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures;
 - No road closures are permitted.
 - Temporary replacement of the untimed parking on both sides of Beaumont Avenue with "No Stopping" zones, extending back from the car park in Hanna Park for an approximate distance of 80 metres, during the event period of 21 December 2014. The event organiser will be responsible for the provision of the appropriate zones and restoring back the untimed parking areas after the event.

and the following conditions;

Prior to the event:

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

ORDINARY MEETING
Reports of Committees

the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;

- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**
- 4d. the event organiser is to **submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council;**
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4l. the event organiser is to **submit** the completed "Traffic and Transport Management for Special Events – **Final Approval Application Form (Form C)**" **to Council;**

During the event:

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

ORDINARY MEETING
Reports of Committees

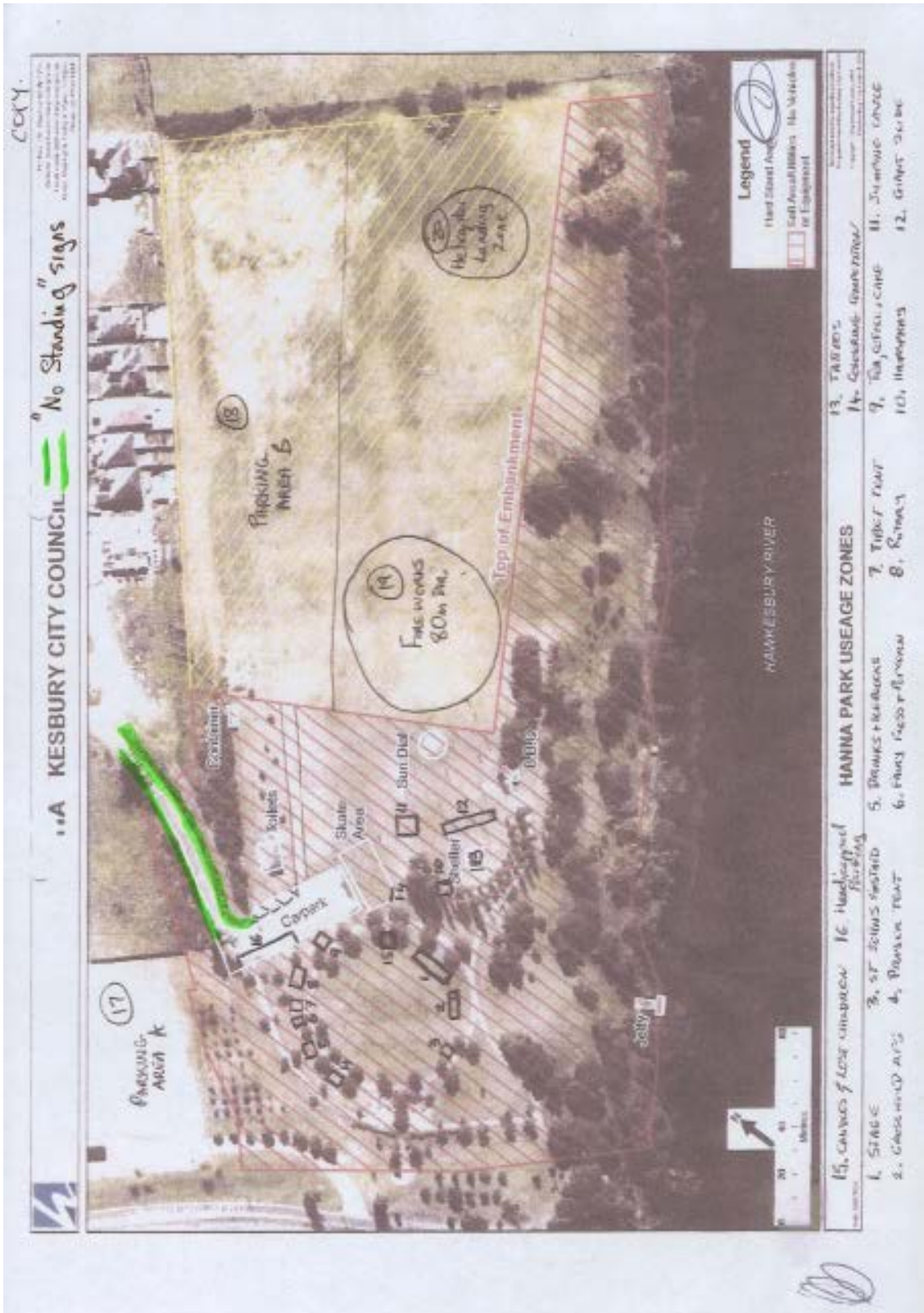
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly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

APPENDICES:

AT - 1 Hanna Park Carols 2014 – Event and Parking Layout Plan.

AT - 2 Special Event Application – (ECM Document No: 4761193) - *see attached*

AT - 1 Hanna Park Carols 2014 - Event and Parking Layout Plan



Item 2.2 LTC - 12 May 2014 - Item 2.2 - All Holden Day - Holden Display Day 2014 Hawkesbury Showground, Clarendon - (Londonderry) - (80245, 114515)

REPORT:

Introduction

An application has been received from All Holden Day Inc. seeking approval (in traffic management terms) to conduct the All Holden Day – Holden Display Day 2014 within the Hawkesbury Showground, Clarendon, on Sunday, 3 August 2014, which includes a 2 day Swap Meet to be held on Saturday, 2 August 2014 and Sunday, 3 August 2014.

The event organiser has advised:

- This is the 29th running of the event.
- The event will be conducted between 6am and 5pm for both days.
- The showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is a display day for all original and modified Holden vehicles.
- The event is expected to attract approximately 800 entrant's vehicles and 12,000 visitors.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area, and will be directed into the site via Gate 4, by accredited traffic controllers. Exit from the showground will be via Gate 1.
- There may be an increase to traffic flow on Hawkesbury Valley Way and Racecourse Road on the Sunday morning with the majority of vehicles arriving between 6am and 8am. Traffic controllers will monitor queue lengths along Racecourse Road to ensure vehicles do not queue across the Railway tracks.

Discussion

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site, and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser is anticipating that a high proportion of traffic is expected from the Hawkesbury Valley Way intersection. Both Hawkesbury Valley Way and Blacktown Road are main arterial roads.

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the intersection of Blacktown Road.

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

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document No: 4766227):

ORDINARY MEETING

Reports of Committees

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Traffic Control Plans (TCP),
5. Event and Parking Layout for the Showground,
6. Copy of the application to the NSW Police Force,
7. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Windsor and Richmond Fire Brigade (Fire & Rescue NSW) and SES,
8. VMS Location plan for Hawkesbury Valley Way.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Snr Constable D Byrnes, seconded by Mr R McHenry.

Support for the Recommendation: Unanimous.

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/organising-an-event>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The All Holden Day – Holden Display Day 2014 event within the Hawkesbury Showground, Clarendon, on Sunday, 3 August 2014, which includes a 2 day Swap Meet to be held on Saturday, 2 August 2014 and Sunday, 3 August 2014 be classified as a "**Class 2**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

ORDINARY MEETING
Reports of Committees

- licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
 - 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**
 - 4d. the event organiser is to **submit a Transport Management Plan (TMP) for the entire event to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement;
 - 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
 - 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy the road;
 - 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council;**
 - 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
 - 4i. the event organiser is to notify the details of the event to the NSW Rural Fire Service at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
 - 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
 - 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
 - 4l. the event organiser is to **submit** the completed "Traffic and Transport Management for Special Events – **Final Approval Application Form (Form C)**"

to Council;

During the event:

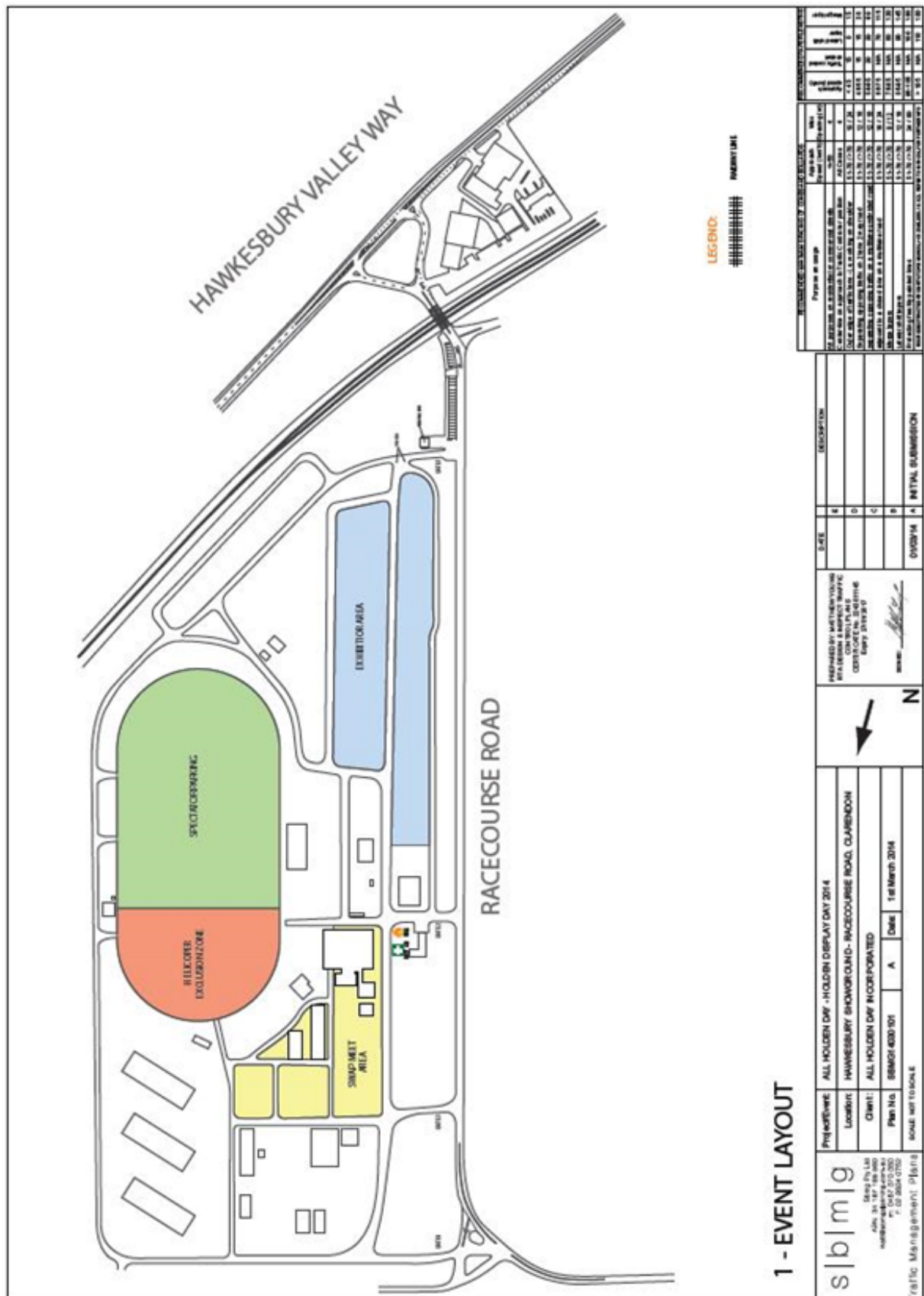
- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification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

APPENDICES:

AT - 1 All Holden Day – Holden Display Day 2014 - Event Layout Plan.

AT - 2 Special Event Application – (ECM Document No: 4766227) - *see attached*

AT - 1 All Holden Day – Holden Display Day 2014 - Event Layout Plan



Item 2.3 LTC - 12 May 2014 - Item 2.3 - Bilpin to Mt Tootie Bush Run 2014, Bilpin (Hawkesbury) - (80245, 73582)

REPORT:

Introduction

An application has been received from the Bilpin Rural Fire Brigade seeking approval (in traffic management terms) to conduct the Bilpin to Mt Tootie Bush Run on Saturday, 23 August 2014,

The event organiser has advised:

- This is an annual event which has been held for over 15 year and previously undertaken along a different course.
- The 2014 event will be undertaken along a new course.
- The event is a fun/fitness run organised by the Bilpin RFS as a fundraising event that also promotes and develops training for personnel.
- The event will be conducted between 9am and 4pm. The set up and pack down times are between 7am and 5pm.
- The start and finish of the event will be at Bilpin District Hall located at No. 2596 Bells Line of Road, Bilpin.
- The route of the Bush Run is within the Hawkesbury Local Government area and will be predominantly along fire trails, national park trails, Telstra trails, power line trails and easements, private property tracks and paddocks, along short sections of Mt Tootie Road and Bells Line of Road and cross Mt Tootie Road at several locations.
- The 34 kilometre Bush Run will be undertaken along the following route;
 - Commence at the Bilpin District Hall and proceed in a westerly direction along the road verge area on Bells Line of Road for an approximate distance of 600 metres.
 - Turn right into the fire trail (Crown Road Reserve) and proceed along the fire trail into the National Park and follow the trail until it crosses Mt Tootie Road (race distance 1.8 kilometres). The crossing point in Mt Tootie Road is in the vicinity of No. 66 Mt Tootie Road (approximately 800 metres from Bells Line of Road).
 - After crossing Mt Tootie Road, proceed along a Telstra trail that runs parallel to and west of the road 20 to 30 metres off the Mt Tootie Road.
 - After 3.5 kilometres of existing trails, the runners cross Mt Tootie Road on 2 occasions 100 metres apart below the loop in the road.
 - The runners will then enter a series of trails and power line tracks before emerging for a short distance along Mt Tootie Road (approximately 200 metres), before entering a Telstra trail that runs parallel to Mt Tootie Road.
 - At this point the runners will enter private property and follow a course over paddocks, property tracks and fire trails which will bring them back to Mt Tootie Road.
 - The return course follows the same tracks as the outbound course until approximately 3 kilometres from the finish.
 - At this point the runners will cross Mt Tootie Road and follow a power line easement until they enter the fire trail 1.8 kilometres from the start.
 - On entry to the fire trail, runners return along the same out bound course, finishing at the Bilpin District Hall.

ORDINARY MEETING
Reports of Committees

- Traffic Controllers will be positioned at all Mt Tootie Road crossing points.
- Mt Tootie Road is a very low traffic gravel road (ADT < 50).
- The runners will utilise a 600 metre section along the northern verge of Bells Line of Road, which is a State Road. Vehicular traffic and participants are separated by a verge of approximately 10 metres wide along this section of Bells Line of Road. The shoulder of Bells Line of Road (on the section between Mt Tootie Road and Bilpin District Hall) will not be used at all by any runners.
- There will be approximately 350 runners participating in the run.
- Approximately 100 spectators are expected to attend.
- Off street parking is available at Bilpin District Hall for over 200 cars. If the car parking area becomes full, additional car parking is available on adjoining properties.

Details of the Event Course for the Bilpin to Mt Tootie Bush Run 2014, is contained in Attachment 1.

Discussion

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

Mt Tootie Road is a dead end road which extends from Bells Line of Road for a distance of 8.75 kilometres. The road is sealed for an approximate distance of 230 metres from Bells Line of Road with the remaining length being unsealed. The traffic volume recorded in 1999 in the vicinity of No. 66 Mt Tootie Road was 31 vehicles per day. It has an entering speed limit of 50kph.

The event organiser has submitted the following items in relation to the event: Attachment 1 (ECM Document No: 4767739):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP) and Traffic Control Plans (TCP),
5. Risk Assessment and Operation Plan,
6. Event Course Map,
7. Copy of Consultation letter to Residents.
8. Copy of Permission to Enter letter to adjoining property owners.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr R McHenery, seconded by Snr Constable D Byrnes.

Support for the Recommendation: Unanimous.

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and->

events/organising-an-event, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.

2. The Bilpin to Mt Tootie Bush Run 2014 event planned for Saturday, 23 August 2014, be classified as a "**Class 2**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4e. As the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy the road
- 4f. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in writing and added to the TMP;

ORDINARY MEETING
Reports of Committees

- 4g. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park. If the use of a Council Park/Reserve is required, written approval is required from Councils' Parks and Recreation section; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4n. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

ORDINARY MEETING
Reports of Committees

- 4v. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

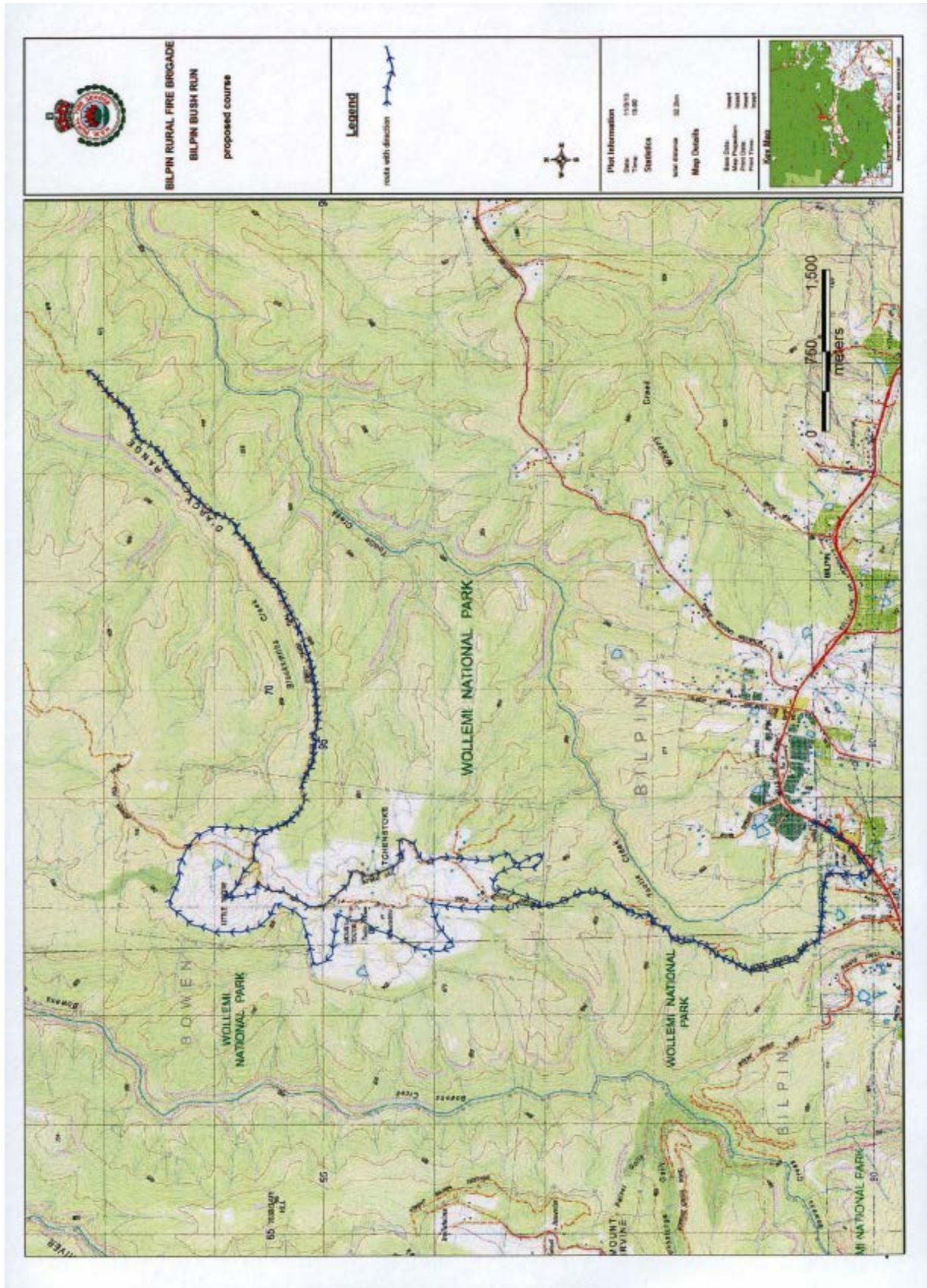
APPENDICES:

AT - 1 Event Course Map for the Bilpin to Mt Tootie Bush Run 2014.

AT - 2 Special Event Application - (ECM Document No: 4767739) - *see attached*.

ORDINARY MEETING
Reports of Committees

AT - 1 Event Course Map for the Bilpin to Mt Tootie Bush Run 2014



Item 2.4 LTC - 12 May 2014 - Item 2.4 - Proposal to Restrict Vehicle/Traffic Movements at the Intersection of Kurrajong Road and Old Kurrajong Road, Richmond (Londonderry) - (80245, 123265)

Previous Item: 177, Ordinary (9 October 2012)

REPORT:

Due to concerns over road safety and traffic congestion, representations have been received requesting a review of the turning movements at the intersection of Kurrajong Road and Old Kurrajong Road, Richmond.

The Roads and Maritime Services (RMS) undertook a congestion Study during 2011/2012 which identified a number of traffic safety issues at this intersection. The Studies undertaken by RMS are listed below:

- Richmond Bridge and Approaches Congestion Study – Stage 1, Volume 1 & 2, July 2012,
- Richmond Bridge and Approaches Congestion Study – preferred short term and long term options report – February 2013.

The traffic analysis suggests that Richmond Bridge is close to saturation traffic levels and is reaching the current capacity of the corridor. During the morning and afternoon peak periods, the operation of Richmond Bridge is adversely affected by some of the turning movements at key approach intersections on Bells Line of Road and Kurrajong Road. One of the key approach intersections identified is the intersection of Kurrajong Road and Old Kurrajong Road - currently sign controlled only.

Traffic numbers from the RMS Study indicate that approximately 33% of traffic travelling from North Richmond towards Penrith use Old Kurrajong Road (Yarramundi Lane). This is an excessive proportion of traffic turning right from Kurrajong Road (west) into Old Kurrajong Road (south) in the AM peak period. The Richmond Bridge and Approaches Congestion Study – Stage 1 - July 2012 makes reference that there is "high right turning traffic" from Kurrajong Road (west) into Old Kurrajong Road (south) in the order of 350 veh/h, during the AM peak and the corresponding left turn out of Old Kurrajong Road (south) during the PM peak of 380 veh/h and subject to increase over time. The Study also makes reference to the 'knock-on' effect this has on the surrounding road network.

Old Kurrajong Road (Yarramundi Lane) is similar to a local road which has a maximum environmental capacity in the order of 300 veh/h, and is currently at capacity. The road reserve for the majority of this section is only 10 metres wide and should not be considered as a de-facto State Road. The Road Safety Audit undertaken by RMS as part of their Study indicates that there are deficiencies at the intersection of Kurrajong Road and Old Kurrajong Road and along Old Kurrajong Road and Yarramundi Lane, and these deficiencies will need to be resolved with any future traffic growth.

Traffic undertaking the Right Turn from Old Kurrajong Road (north) into Kurrajong Road (west) during the PM peak is due to the congestion at this intersection. These vehicles are avoiding the left turn out of Kurrajong Road (south) into Kurrajong Road (west) or travelling straight along Kurrajong Road (east to west) and travelling through the Richmond Township, past the Polo fields. This has resulted in an unsafe turning manoeuvre with vehicles attempting to join the main stream of traffic travelling towards North Richmond, whilst competing to merge with vehicles also turning left out of Old Kurrajong Road (south) into Kurrajong Road (west).

In light of the representations received relating to safety at the intersection and the Traffic Study undertaken by RMS, a Traffic Management Plan (TMP) was prepared and submitted to RMS outlining the following proposed turning restrictions to improve traffic safety. The restrictions are concentrated around the movements in and out of Kurrajong Road (west).

ORDINARY MEETING

Reports of Committees

Proposed turning restrictions during AM Peak (6am to 9am):

- Turn 1. Left Turn from Kurrajong Road (west) into Old Kurrajong Road (north) - traffic heading from North Richmond to Richmond using the local roads in the Richmond Lowlands area as an alternate route.
- Turn 2. Right Turn from Kurrajong Road (west) into Old Kurrajong Road (south) – traffic heading towards the Penrith area using the local road Yarramundi Lane as an alternate route.

Proposed turning restrictions during PM Peak (3pm to 7pm):

- Turn 3. Right Turn from Old Kurrajong Road (north) into Kurrajong Road (west) - traffic heading towards North Richmond from Richmond using the local roads in the Richmond Lowlands area as an alternate route.
- Turn 4. Left Turn from Old Kurrajong Road (south) into Kurrajong Road (west) – traffic heading towards North Richmond from the Penrith area using the local road Yarramundi Lane as an alternate route.

A Site Plan – “Intersection Plan – Kurrajong Road and Old Kurrajong Road, Richmond” indicating the location of the intersection and proposed turning movement restrictions is contained in Attachment 1.

Public Consultation:

Public consultation was undertaken during July 2013, whereby the views of stakeholders who may be immediately affected by the proposal to alter the traffic flow was sought. The consultation package included commentary on the proposal, with a separate Questionnaire and Plan.

Council received 76 response documents (questionnaires). Summary of the Public Consultation in relation to the proposed four turning restrictions is listed below:

- Turn 1. Left Turn from Kurrajong Road (west) into Old Kurrajong Road (north) - traffic heading from North Richmond to Richmond using the local roads in the Richmond Lowlands area as an alternate route. *During AM Peak (6am to 9am).*

Summary of the Public Consultation:

- Support = 18
- Object = 50
- Not Marked = 8

- Turn 2. Right Turn from Kurrajong Road (west) into Old Kurrajong Road (south) – traffic heading towards the Penrith area using the local road Yarramundi Lane as an alternate route. *During AM Peak (6am to 9am)*

Summary of the Public Consultation:

- Support = 39
- Object = 30
- Not Marked = 7

- Turn 3. Right Turn from Old Kurrajong Road (north) into Kurrajong Road (west) - traffic heading towards North Richmond from Richmond using the local roads in the Richmond Lowlands area as an alternate route. *During PM Peak (3pm to 7pm).*

Summary of the Public Consultation:

- Support = 71
- Object = 4
- Not Marked = 1

ORDINARY MEETING

Reports of Committees

- Turn 4. Left Turn from Old Kurrajong Road (south) into Kurrajong Road (west) – traffic heading towards North Richmond from the Penrith area using the local road Yarramundi Lane as an alternate route. *During PM Peak (3pm to 7pm).*

Summary of the Public Consultation:

- Support = 32
- Object = 39
- Not Marked = 5

Traffic Management Plan:

Based on the comments received from the Public consultation for the intersection, it was proposed to proceed with the four turning restrictions to traffic at the intersection of Kurrajong Road and Old Kurrajong Road.

A Traffic Management Plan (TMP) was prepared in accordance with the Guidelines set by the Roads and Maritime Services - RMS (formerly RTA) "Procedures for use in the Preparation of a Traffic Management Plan (TMP)". In formulating the TMP, the findings and recommendations from the actions undertaken through the public consultation and traffic study were included. The TMP was forwarded to the RMS for their approval on 25 September 2013.

Approval from RMS:

Correspondence has been received from the Roads and Maritime Services dated 30 April 2014 (ECM Doc. No. 4786341) advising that approval is granted only for the turning restriction referred to as Turn 3: Right Turn from Old Kurrajong Road (north) into Kurrajong Road (west) - During the PM Peak (3pm to 7pm).

The RMS has advised that the proposed turning restrictions requested for Turns 1, 2 and 4 are not supported as they will have wider implications for the surrounding road network that will require further consideration by RMS; as the turning restrictions are part of the Richmond Bridge and Approaches Congestion Study and will be considered further by RMS as the outcomes of the Study project develops.

Implementation Process:

As a result of the approval received from the RMS to alter the traffic flow from Old Kurrajong Road (north) into Kurrajong Road (west) during the PM Peak (3pm to 7pm), the implementation of the traffic changes is expected to be undertaken during June/July 2014.

The stakeholders who were consulted during the public consultation process in July 2013 will be notified in writing.

Summary:

Based on the Richmond Bridge and Approaches Congestion Study undertaken by RMS and the TMP approval provided by RMS, it is proposed that the right turn restriction for vehicles from Old Kurrajong Road (north) into Kurrajong Road (west), Richmond - During the PM Peak (3pm to 7pm) be implemented.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor K. Ford, seconded by Snr Constable D Byrnes.

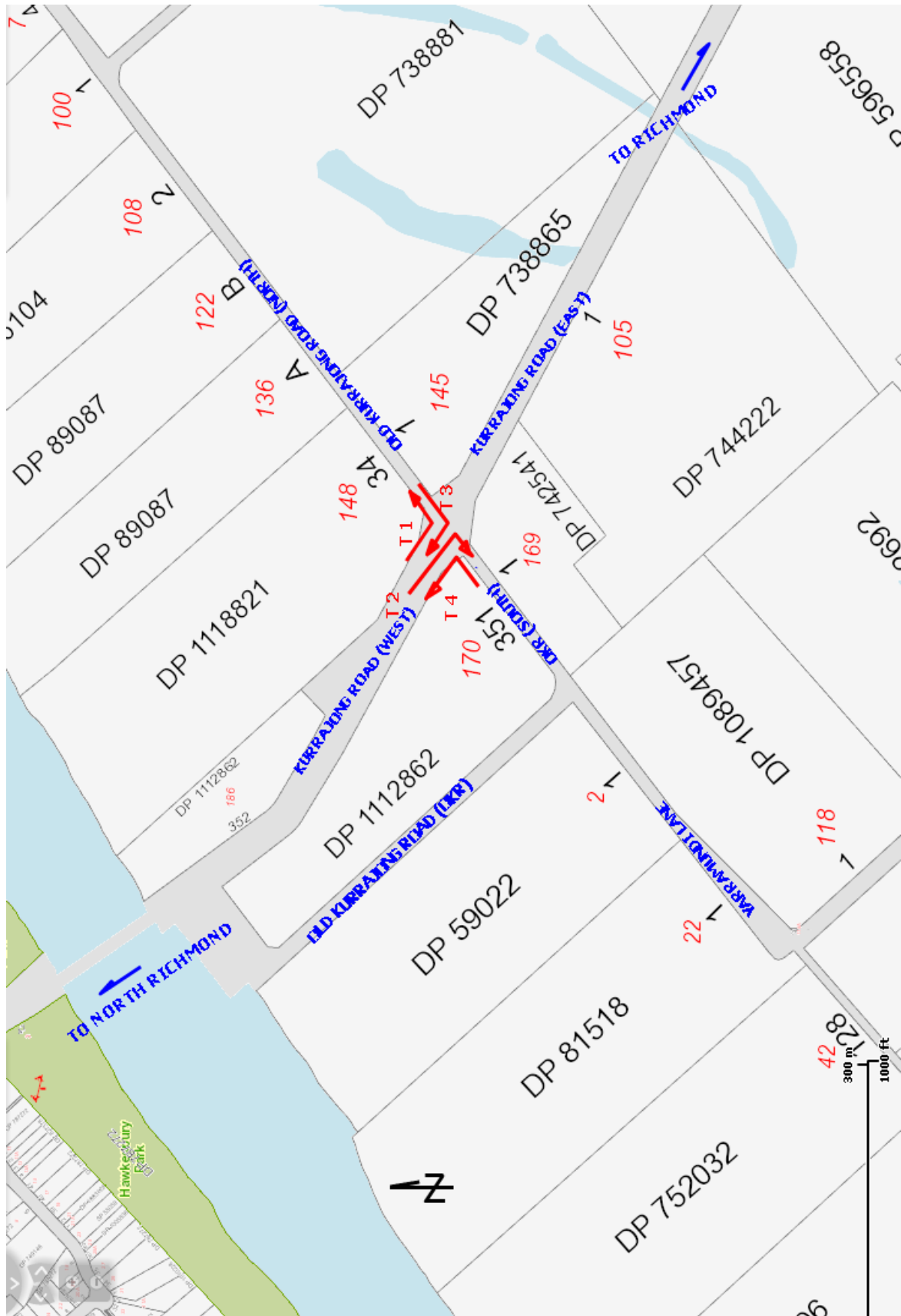
Support for the Recommendation: Unanimous.

That the right turn restriction for vehicles from Old Kurrajong Road (north) into Kurrajong Road (west), Richmond - During the PM Peak (3pm to 7pm) be implemented.

APPENDICES:

AT - 1 Intersection Plan – Kurrajong Road and Old Kurrajong Road, Richmond

AT - 1 Intersection Plan – Kurrajong Road and Old Kurrajong Road, Richmond



ORDINARY MEETING
Reports of Committees

SECTION 3 - Reports for Information

There were no reports for information.

SECTION 4 - General Business

There was no General Business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 16 June 2014 at 3pm in the Large Committee Rooms.

The meeting terminated at 4:15pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Questions for Next Meeting

QUESTIONS FOR NEXT MEETING

Councillor Questions from Previous Meetings and Responses - (79351)

REPORT:

Questions - 13 May 2014

#	Councillor	Question	Response
1	Conolly	Enquired as to Council's policy regarding road-side vendors who sell special occasion gifts.	The Director City Planning advised Council has no policy or approval process for road-side vendors within the Hawkesbury. Road-side vendors are generally moved on and/or issued with penalty infringement notices for breaches of the Local Government Act carrying a \$220 penalty.
2	Reardon	Requested an update on the historic horse trough at North Richmond.	The Director Infrastructure Services advised that repair work will be undertaken by mid-June by a specialist restorer.
3	Mackay	Submitted a letter from a community member, containing questions regarding a development application (DA0679/13).	The Director City Planning advised the matter was being investigated and an appropriate response will be forwarded to the resident.
4	Williams	Enquired if the opening of the outdoor pool at the Oasis Aquatic and Leisure Centre could be extended due to popularity and the current weather patterns.	The Director Support Services advised that Council has previously extended the opening hours of the outdoor pool at the Oasis Aquatic and Leisure Centre from 31 March to 31 May 2014. A decision to extend the opening hours beyond 31 May 2014 will be made in late May, taking into account the usage, weather conditions, costs and the need for essential maintenance work that can only be carried out whilst the pool is closed.
5	Williams	Enquired if the large pile of rubbish on Creek Ridge Road, Glossodia near Godalla Road intersection could be removed.	The Director Infrastructure Services advised that enforcement action is being taken to have the material removed, following identification of offenders.
6	Paine	Requested an update as to state of Windsor Mall, in particular the pavers and how Council intends to fix them.	The Director Infrastructure Services advised that paving repairs had been scheduled for June. Removal of some trees will be considered to overcome uplift of paving.

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
7	Paine	Enquired if the rubbish bins in St Alban's near the Bent Bridge could be replaced with larger capacity bins.	The Director City Planning advised the matter was being investigated.
8	Calvert	Enquired if Council could investigate on the veracity of complaints regarding Insurance providers not covering home owners for fire as a result of the 2013 fires.	The Director City Planning reported advice would be sought from the Insurance Council.

oooO END OF REPORT Oooo

ORDINARY MEETING
CONFIDENTIAL REPORTS

CONFIDENTIAL REPORTS

Item: 95 **SS - Property Matter - Lease to Amy Mary Platt - Shop 3 McGraths Hill Shopping Centre - (112106, 95496, 125184)**

Reason for Confidentiality

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

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

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 96 **SS - Property Matter - Urban City Consulting Pty Ltd - Lease of Johnson Wing Building, 1 Christie Street, Windsor (Part of Lot 50, Deposited Plan 1035291) - (95496, 112106, 85782)**

Reason for Confidentiality

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

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

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



ordinary
meeting

end of
business
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