



ATTACHMENTS

GENERAL MEETING

**Wednesday 12 September 2018
at 6:30PM**



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ATTACHMENT/S

REPORT NO. CS37/18

ITEM 1

**1. NOMINATION FORM - DEPUTY MAYORAL ELECTION -
SEPTEMBER 2018**



Deputy Mayoral Election – Nomination Form

Hornsby Shire Council Deputy Mayoral Election 2018

to be held on 12 September 2018

We, Councillor
(name in full)

and Councillor
(name in full)

elected members of the Hornsby Shire Council hereby nominate

Councillor
(name in full)

as a candidate at the abovementioned election.

Signed

Signed

Date day of 2018

I, Councillor
(name in full)

hereby consent to such nomination.

Signed

Date day of 2018

ATTACHMENT 1 - ITEM 1

ATTACHMENT/S

REPORT NO. CS39/18

ITEM 2

- 1. COUNCIL MEETINGS ORDER OF BUSINESS -
OCTOBER 2018 - SEPTEMBER 2019**
- 2. SCHEDULE OF ORDINARY COUNCIL MEETINGS -
OCTOBER 2018 - SEPTEMBER 2019**



Order of Business at ordinary Council Meetings
October 2018 – September 2019

General Meetings	Workshop Meetings
Present National Anthem Opening Prayer/s Acknowledgement of Religious Diversity Aboriginal Recognition Audio Recording of Council Meeting Apologies/Leave of Absence Political Donations Disclosure Declarations of Interest Confirmation of Minutes Petitions Presentations Rescission Motions Mayoral Minutes Items Passed by Exception / Call for Speakers on Agenda Items General Business Confidential Items Public Forum - Non-Agenda Items Questions of Which Notice has been Given Mayor's Notes Notices of Motion Supplementary Agenda Matters of Urgency Questions Without Notice	Present National Anthem Opening Prayer/s Acknowledgement of Religious Diversity Aboriginal Recognition Audio Recording of Council Meeting Apologies/Leave of Absence Political Donations Disclosure Declarations of Interest Petitions Presentations Rescission Motions Mayoral Minutes Items Passed by Exception / Call for Speakers on Agenda Items General Business Confidential Items Public Forum - Non-Agenda Items Questions of Which Notice has been Given Notices of Motion Supplementary Agenda Matters of Urgency Questions Without Notice

ATTACHMENT 1 - ITEM 2



Schedule of ordinary Council Meetings - October 2018 – September 2019

	<u>Week 1</u> Workshop Meeting (if required)	<u>Week 2</u> <u>General Meeting</u>	<u>Week 3</u> Workshop Meeting (if required)	<u>Week 4</u> Workshop Meeting (if required)	<u>Week 5</u> Workshop Meeting (if required)
October	3	10	17	24 (NB: LGNSW Annual Conference to be held 21 - 23 October 2018)	31
November	7	14	21	28	
December	5	12	19	26 (Christmas/New Year Period)	
	<u>Week 1</u> Workshop Meeting (if required)	<u>Week 2</u> <u>General Meeting</u>	<u>Week 3</u> Workshop Meeting (if required)	<u>Week 4</u> Workshop Meeting (if required)	<u>Week 5</u> Workshop Meeting (if required)
February	6	13	20	27	
March	6	13	20	27	
April	3	10	17	24	31
May	1	8	15	22	29
June	5	12	19	26	
July	3	10	17	24 General Meeting (NB: Meeting moved outside of school holidays)	31
August	7	14	21	28	
September	4	11	18	25	

ATTACHMENT 2 - ITEM 2

ATTACHMENT/S

REPORT NO. CS38/18

ITEM 3

- 1. COUNCILLOR REPRESENTATION ON COMMITTEES
2018-2019**



Councillor Representation on Council Committees, Working Parties and Other Relevant Groups for the Period October 2018 – September 2019

Council Committee / Working Party	Div	Administered by Council or Externally	Councillor Representation 2017/18	Councillor Representation 2018/19	Org Contact	Internal (Council) Contact	Councillor representation required (Yes/No)	Comment
Brooklyn Masterplan Project Control Group	P	Council	Cr Hutchence, Cr Marr, Cr Tilbury, Cr Waddell		James Farrington Group Manager Planning	James Farrington Group Manager Planning	Yes	Not a committee of Council under the Local Government Act 1993. The Project Control Group forms part of the governance structure adopted by Council at its General Meeting on 12 August 2015.
Bushland Management Advisory Committee	EHS	Council	Cr Browne (Chair), Cr Hutchence, Cr Marr, Cr Nicita		Peter Coad Manager, Natural Resources	Peter Coad	Yes	Up to 3 Councillors can be appointed, however, all Councillors invited to participate at meetings. Chairperson should be appointed by Council.
Catchments Remediation Rate (CRR) Expenditure Review Committee	EHS	Council	Cr Browne (Chair)		David Beharrell Natural Resources Operations Manager	David Beharrell	Yes	
Floodplain Risk Management Committee (FRMC)	IR	Council	Cr Nicita, Cr Hutchence (Alternate)		Pri Rathnayake Investigations Engineer	Pri Rathnayake	Yes	

ATTACHMENT 1 - ITEM 3

Council Committee / Working Party	Div	Administered by Council or Externally	Councillor Representation 2017/18	Councillor Representation 2018/19	Org Contact	Internal (Council) Contact	Councillor representation required (Yes/No)	Comment
Friends of Lisgar Gardens	IR	External	Cr Browne, Cr Heyde (Alternate)		Andrew Flick Assets Officer	Andrew Flick	No	This is not a Council Committee, however a representative has been invited in the past.
Homelessness Task Force	EHS	External	Cr Nicita, Cr Waddell (Alternate)		David Johnston Manager Community Services	David Johnston	No	Councillor representation is optional as this is a community-based Task Force.
Hornsby Aboriginal & Torres Strait Islander Consultative Committee	EHS	Council	Cr Ruddock, Cr Browne, Cr Heyde, Cr McIntosh, Cr Nicita		David Johnston Manager Community Services	David Johnston	Yes	
Hornsby Art Prize Committee		Council	Cr Browne (Chair)		David Johnston Manager Community Services	David Johnston	Yes	
Hornsby Ku-ring-gai Bush Fire Management Committee	EHS	External	Cr Ruddock, Cr Hutchence (Alternate), Cr Marr (Alternate), Cr McIntosh (Alternate), Cr Tilbury (Alternate)		Mark Sugden Rural Fire Service	Peter Coad	No	Not a committee of Council under the Local Government Act 1993. Unless the Bush Fire Co-ordinating Committee determines otherwise, the Mayor or a Councillor is invited to be nominated as a member of the Committee.

ATTACHMENT 1 - ITEM 3

Council Committee / Working Party	Div	Administered by Council or Externally	Councillor Representation 2017/18	Councillor Representation 2018/19	Org Contact	Internal (Council) Contact	Councillor representation required (Yes/No)	Comment
Hornsby Ku-ring-gai Police & Community Youth Club	EHS	External	Cr Browne, Cr Nicita (Alternate)		Peter Kirkwood, President, Les Neal, Vice President	David Johnston	No	This is not a Council Committee, however, a representative has been invited in the past.
Hornsby Rural Fire Service Liaison Committee	EHS	External	Cr Ruddock, Cr Hutchence (Alternate), Cr Nicita (Alternate), Cr McIntosh (Alternate), Cr Tilbury (Alternate)		Mark Sugden Rural Fire Service	Bob Stephens	Yes	One Councillor to be appointed by resolution of the Council; the General Manager or his or her delegate are also invited.
Hornsby Shire Heritage Advisory Committee	P	Council	Cr Browne (Chair), Cr McIntosh (Deputy Chair), Cr Heyde, Cr Hutchence, Cr Nicita (Alternate), Cr Tilbury (Alternate)		James Farrington Group Manager Planning	James Farrington	Yes	The Committee Constitution states that the Committee must consist of a minimum of nine members including four nominated Councillors. All other Councillors may be ex officio members but are not entitled to vote at the meetings.

ATTACHMENT 1 - ITEM 3

Council Committee / Working Party	Div	Administered by Council or Externally	Councillor Representation 2017/18	Councillor Representation 2018/19	Org Contact	Internal (Council) Contact	Councillor representation required (Yes/No)	Comment
Hornsby Shire Local Traffic Committee	IR	External	Cr Hutchence, Cr Browne (Alternate), Cr del Gallego (Alternate)		Lawrence Nagy Manager, Traffic & Road Safety (Chairperson)	Lawrence Nagy	Yes	LTC is run as per RMS guidelines. Council has adopted a structure requiring a Councillor as voting LTC rep while staff chair the LTC and do not vote.
Local Government Reference Group – North West Rail Link Urban Renewal Program.	P	External	Cr Ruddock, Cr Browne, Cr del Gallego, Cr Heyde, Cr Hutchence, Cr McIntosh		James Farrington Group Manager Planning	James Farrington Group Manager Planning	Yes	Not a committee of Council under the Local Government Act 1993. The reference group forms part of the governance structure outlined within the Memorandum of Understanding adopted by Council at its General Meeting on 10 December 2014.
Lower Hawkesbury Estuary Management Committee	EHS	External	Cr Tilbury (Chair), Cr Waddell (Deputy Chair), Cr Marr		Julie Ryland, Natural Resources Strategy Manager	Julie Ryland	Yes	Committee's constitution states that a Councillor must chair the meeting
Northern Sydney Regional Organisation of Councils (NSROC)		External	Cr Ruddock, Cr Tilbury, Cr Browne (Alternate), Cr del Gallego (Alternate), Cr Heyde (Alternate), Cr McIntosh (Alternate)		Steven Head General Manager	Steven Head	Yes	

ATTACHMENT 1 - ITEM 3

Council Committee / Working Party	Div	Administered by Council or Externally	Councillor Representation 2017/18	Councillor Representation 2018/19	Org Contact	Internal (Council) Contact	Councillor representation required (Yes/No)	Comment
NSW Public Libraries Association	EHS	External	Cr Heyde, Cr McIntosh (Alternate), Cr Nicita (Alternate)		Executive Officer, NSW Public Libraries Association Lynne Makin	Cheryl Etheridge	Yes	NSW Public Libraries Association requires a Councillor representative
Waste Strategy Working Group	EHS	Council	Cr Ruddock, Cr Browne, Cr del Gallego, Cr Heyde, Cr Hutchence, Cr Marr, Cr McIntosh, Cr Nicita, Cr Tilbury, Cr Waddell.		Chris Horsey Manager, Waste Management	Chris Horsey	Yes	Not a committee of Council under the Local Government Act 1993. Committee will be dissolved when Council formally adopts the Waste and Resource Recovery Strategy
'Wellum Bulla' Hornsby Shire Council Materials Handling Facility Monitoring Committee	IR	Council	Cr Browne, Cr Hutchence		Peter Powell Manager, Asset Management and Maintenance	Peter Powell	Yes	Minimum two Councillors representation on Committee is required as a Condition of Development Consent.

ATTACHMENT 1 - ITEM 3

ATTACHMENT/S

REPORT NO. CS41/18

ITEM 6

1. 4TH QUARTER REVIEW - JUNE 2018

**2. QUARTERLY BUDGET REVIEW STATEMENT - JUNE
2018**

2017-2018

HORNSBY SHIRE COUNCIL

4TH QUARTER REVIEW
June 2018



hornsby.nsw.gov.au



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ATTACHMENT 1 - ITEM 6

Budget Summary

CONSOLIDATED	For the Period of Jun YTD			Full Year Budget			
	Year-to-Date	Year-to-Date	Year-to-Date	Total Year	Total Year	Total Year	Total Year
	2017/18	2017/18	2017/18	2017/18	2017/18	2017/18	2017/18
	Actual	Revised Budget	Variance	Original Budget	Current Revised Budget	Recommended Changes	Projected Final
	\$	\$	\$	\$	\$	\$	\$
OPERATING EXPENSES							
Employee Benefits	43,181,459	46,347,614	3,166,155	47,262,166	46,347,614	0	46,347,614
Borrowing Costs	213,454	213,689	235	213,689	213,689	0	213,689
Materials & Contracts	43,944,912	46,177,041	2,232,130	43,185,466	46,177,041	0	46,177,041
Other Expenses	12,903,074	12,887,322	(15,753)	12,880,712	12,887,322	0	12,887,322
Controllable Expenses	100,242,899	105,625,666	5,382,767	103,542,033	105,625,666	0	105,625,666
Current Receivables	71,319	78,576	7,258	78,576	78,576	0	78,576
Depreciation & Amortization	17,944,301	17,602,631	(341,670)	17,602,631	17,602,631	0	17,602,631
Other Expenses	(455,625)	(525,364)	(69,739)	(1,097,339)	(525,364)	0	(525,364)
Internal Transfers & Depreciation	17,559,995	17,155,843	(404,152)	16,583,869	17,155,843	0	17,155,843
Total Operating Expenses	117,802,894	122,781,509	4,978,615	120,125,902	122,781,509	0	122,781,509
OPERATING INCOME							
Rates, Levies & Annual Charges	(88,357,336)	(87,433,292)	924,044	(85,865,062)	(87,433,292)	0	(87,433,292)
User charges and fees	(13,957,144)	(13,880,373)	76,770	(13,542,716)	(13,880,373)	0	(13,880,373)
Interest & Investment Revenue	(4,857,783)	(3,635,510)	1,222,273	(3,635,510)	(3,635,510)	0	(3,635,510)
Other Income	(7,491,765)	(6,496,127)	995,638	(6,838,120)	(6,496,127)	0	(6,496,127)
Grants, subsidies, contributions and donations	(10,772,641)	(10,540,680)	231,961	(10,456,618)	(10,540,680)	0	(10,540,680)
Other Operating Contributions	(800,023)	(947,692)	(147,669)	(950,192)	(947,692)	0	(947,692)
Not Applicable	(190,000)	0	190,000	0	0	0	0
Total Operating Income	(126,426,693)	(122,933,675)	3,493,018	(121,288,219)	(122,933,675)	0	(122,933,675)
Net Operating Result	(8,623,799)	(152,166)	8,471,633	(1,162,317)	(152,166)	0	(152,166)
CAPITAL EXPENSES							
WIP Expenditure	23,056,510	29,152,592	6,096,082	26,051,781	29,152,592	0	29,152,592
Asset Purchases	2,551,314	2,282,582	(268,732)	2,378,615	2,282,582	0	2,282,582
Total Capital Expenses	25,607,824	31,435,174	5,827,350	28,430,396	31,435,174	0	31,435,174
CAPITAL INCOME							
Grants, subsidies, contributions and donations	(95,630,791)	(1,891,280)	93,739,511	(1,421,415)	(1,891,280)	0	(1,891,280)
Proceeds from the sale of assets	(776,954)	(800,000)	(23,046)	(800,000)	(800,000)	0	(800,000)
Other Capital Contributions	(13,214,870)	(10,012,000)	3,202,870	(10,012,000)	(10,012,000)	0	(10,012,000)
Total Capital Income	(109,622,615)	(12,703,280)	96,919,335	(12,233,415)	(12,703,280)	0	(12,703,280)
Net Capital Result	(84,014,791)	18,731,894	102,746,685	16,196,981	18,731,894	0	18,731,894
Net Operating & Capital Result	(92,638,590)	18,579,728	111,218,319	15,034,665	18,579,728	0	18,579,728
FUNDING AND NON-CASH Adjustments							
External Restricted Assets	101,078,473	(4,313,724)	(105,392,197)	(162,653)	(4,313,724)	0	(4,313,724)
Internal Restricted Assets	7,276,170	1,186,825	(6,089,345)	638,593	1,186,825	0	1,186,825
External Loan Principal Repayments/(Proceeds)	1,079,920	1,080,630	710	1,080,630	1,080,630	0	1,080,630
Depreciation Contra	(17,944,301)	(17,602,631)	341,670	(17,602,631)	(17,602,631)	0	(17,602,631)
ELE Payments	661,017	932,750	271,733	932,750	932,750	0	932,750
Total Funding Adjustments	92,151,278	(18,716,150)	(110,867,428)	(15,113,311)	(18,716,150)	0	(18,716,150)
Net Operating & Capital Result After Internal Funding Movements	(487,312)	(136,422)	350,890	(78,646)	(136,422)	0	(136,422)

Service Mapping to Outcomes

Service Delivery Indicators OVERALL STATUS	Going well	✓	78%	Needs attention	✗	0%
	Manageable	—	8%	Not available	□	14%

LIVEABLE

Outcome 1.1 – Infrastructure meets the needs of the population

SERVICES

1E	Manage and coordinate design and construction of civil works
1F	Assess applications for building development, subdivision and land use proposals
1H	Manage parks and sporting facilities, plan future improvements, and identify areas for future green space or open space acquisition and protection

SERVICE DELIVERY INDICATORS

Going well	✓	60%
Manageable	—	0%
Not available	□	40%

Outcome 1.2 – People have good opportunities to participate in community life

SERVICES

1B	Provide comprehensive community support programs
1C	Manage and administer the provision of community and cultural facilities
1D	Provide diverse and interesting events for our community to participate in and enjoy
1G	Provide library and information services to meet the educational, cultural and recreational needs of the community
1i	Manage aquatic and leisure centres (Business Activity)

SERVICE DELIVERY INDICATORS

Going well	✓	76%
Manageable	—	12%
Not available	□	12%

Outcome 1.3 – The area feels safe

SERVICES

1A	Provide a management and maintenance service for Council's assets
----	---

SERVICE DELIVERY INDICATORS

Going well	✓	100%
Manageable	—	0%
Not available	□	0%

SUSTAINABLE

Outcome 2.1 – The local surroundings are protected and enhanced

SERVICES

2A	Manage public health, safety and our natural and built environment
2C	Conserve and enhance natural resources
2F	Protect and conserve trees on public and private lands

SERVICE DELIVERY INDICATORS

Going well	✓	100%
Manageable	—	0%
Not available	□	0%

Outcome 2.2 – People in Hornsby Shire support recycling and sustainability initiatives

SERVICES

2G	Provide a domestic recycling and waste service
----	--

SERVICE DELIVERY INDICATORS

Going well	✓	60%
Manageable	—	20%
Not available	□	20%

Outcome 2.3 – The Shire is resilient and able to respond to climate change events and stresses

SERVICES

2B	Support the Hornsby/Ku-ring-gai District Rural Fire Service and its volunteers
2D	Living within a changing environment
2E	Reduce bushfire risk

SERVICE DELIVERY INDICATORS

Going well	✓	66%
Manageable	—	17%
Not available	□	17%

Service Mapping to Outcomes

PRODUCTIVE

Outcome 3.1 – The prosperity of the Shire increases

SERVICES

3A	Manage Council's property portfolio
3B	Manage cadastral survey services and maintain a geographical information system
3G	Provide a commercial waste service (Business Activity)

SERVICE DELIVERY INDICATORS

Going well	✓	100%
Manageable	–	0%
Not available	□	0%

Outcome 3.2 – The commercial centres in the Shire are revitalised

SERVICES

3C	Provide strategic land use planning and urban design to highlight Council's policies to protect and enhance the environmental heritage of Hornsby Shire
3F	Provide cleaning of public spaces

SERVICE DELIVERY INDICATORS

Going well	✓	100%
Manageable	–	0%
Not available	□	0%

Outcome 3.3 – The road / path network provides for efficient vehicle and pedestrian flows

SERVICES

3D	Manage traffic flows, parking, access to public transport and road safety
3E	Regulate appropriate user activities on road network

SERVICE DELIVERY INDICATORS

Going well	✓	100%
Manageable	–	0%
Not available	□	0%

COLLABORATIVE

Outcome 4.1 – The community is encouraged to participate in Council's decision making

SERVICES

4i	Increase Council's positive profile in the community and demonstrate value for money to ratepayers
----	--

SERVICE DELIVERY INDICATORS

Going well	✓	50%
Manageable	–	0%
Not available	□	50%

Outcome 4.2 – Information about Council and its decisions is clear and accessible

SERVICES

4D	Maintain a corporate governance framework
4E	Deliver an effective customer service function

SERVICE DELIVERY INDICATORS

Going well	✓	100%
Manageable	–	0%
Not available	□	0%

Outcome 4.3 – Council plans well to secure the community's long term future

SERVICES

4A	Formulate and deliver the strategic financial direction for the organisation
4B	Provide procurement and store services
4C	Demonstrate best practice in leadership
4F	Provide Information, Communication and Technology Infrastructure and maintain the integrity of the network
4G	Support an engaged, productive and healthy workforce
4H	Mitigate risk for the organisation, and the community when using Council's facilities and services
4J	Lead the integrated planning and reporting process

SERVICE DELIVERY INDICATORS

Going well	✓	75%
Manageable	–	8%
Not available	□	17%

Progress on the Delivery Program

Actions (1 year) OVERALL STATUS				Manageable	—	15%
	Completed / Going well	✓	83%	Needs attention	×	2%

LIVEABLE

Outcome 1.1 – Infrastructure meets the needs of the population

ACTIONS

Completed / Going well	✓	82%
Manageable	—	16%
Needs attention	×	2%

Outcome 1.2 – People have good opportunities to participate in community life

ACTIONS

Completed / Going well	✓	82%
Manageable	—	9%
Needs attention	×	9%

Outcome 1.3 – The area feels safe

ACTIONS

Completed / Going well	✓	85%
Manageable	—	10%
Needs attention	×	5%

SUSTAINABLE

Outcome 2.1 – The local surroundings are protected and enhanced

ACTIONS

Completed / Going well	✓	87%
Manageable	—	11%
Needs attention	×	2%

Outcome 2.2 – People in Hornsby Shire support recycling and sustainability initiatives

ACTIONS

Completed / Going well	✓	33%
Manageable	—	67%
Needs attention	×	0%

Outcome 2.3 – The Shire is resilient and able to respond to climate change events and stresses

ACTIONS

Completed / Going well	✓	98%
Manageable	—	2%
Needs attention	×	0%

Progress on the Delivery Program

PRODUCTIVE

Outcome 3.1 – The prosperity of the Shire increases

ACTIONS

Completed / Going well	✓	45%
Manageable	—	45%
Needs attention	✗	10%

Outcome 3.2 – The commercial centres in the Shire are revitalised

ACTIONS

Completed / Going well	✓	85%
Manageable	—	15%
Needs attention	✗	0%

Outcome 3.3 – The road / path network provides for efficient vehicle and pedestrian flows

ACTIONS

Completed / Going well	✓	63%
Manageable	—	33%
Needs attention	✗	4%

COLLABORATIVE

Outcome 4.1 – The community is encouraged to participate in Council's decision making

ACTIONS

Completed / Going well	✓	88%
Manageable	—	6%
Needs attention	✗	6%

Outcome 4.2 – Information about Council and its decisions is clear and accessible

ACTIONS

Completed / Going well	✓	100%
Manageable	—	0%
Needs attention	✗	0%

Outcome 4.3 – Council plans well to secure the community's long term future

ACTIONS

Completed / Going well	✓	94%
Manageable	—	6%
Needs attention	✗	0%

LIVEABLE

ACHIEVEMENTS

- Disability Inclusion Action Plan 2017-2020 adopted by Council. The plan outlines Council's commitment to improving opportunities for people of all ages who live with disabilities to access the full range of services and activities available in the community.
- PCYC Hornsby/Kuring-gai officially opened at Waitara Park on 8 November 2017. Council contributed almost \$3 million towards the new centre, and will be spending a further \$6 million on Waitara Park this year.
- Sportsground Discussion Paper exhibited to inform development of a detailed Sportsground Strategy.
- Hornsby Shire Council, Hills Shire Council and the NSW Government partnered to provide a new three-lane boat ramp with adequate car and trailer parking at Wisemans Ferry.
- An Independent Hearing and Assessment Panel (IHAPs) known as a Local Planning Panel was formed to assess development applications with a capital investment between \$5-\$30 million. The Panel comprises qualified professionals independent of Council and community representatives chosen by Council for each Ward.
- Nearly 1 million items loaned from Hornsby Shire Council libraries including new collections of Vox books and Storybox online for children.
- Launched Hornsby Shire Recollect, the Shire's new digital historical platform which holds photographs, documents, maps, plans and oral histories.
- As part of the Alannah & Madeline Foundation's eSmart program, Hornsby Shire Libraries have achieved full accreditation. The program supports and improves cyber safety and wellbeing in our community.



Park / Playground upgrades

- **Playground improvements** - Treetops Park, Cherrybrook; Hickory Park, Dural; Fagan Park.
- **Park amenities buildings renewals** - Galston Recreation Reserve; Asquith Park; Berowra Oval.
- **New picnic shelters** - Parklands Oval, Mount Colah; Fagan Park; Campbell Park, West Pennant Hills.
- **New park furniture** - Fagan Park; Rofo Park, Hornsby Heights; Hunt Reserve, Mount Colah.
- **Crosslands Reserve, Hornsby Heights** - car park resurfaced.
- **Netherby Cottage, Fagan Park** - renewal works.



Dog off leash improvements

- **Rofo Park, Hornsby Heights** - new dog drinking area, and drainage improvements.
- **Turf improvements** - Asquith Park; Crossroads Reserve, Berowra; Greenway Park, Cherrybrook; Ruddock Park, Westleigh.



Sporting facility upgrades

- **Mark Taylor Oval, Waitara** - grandstand renewed, picket fence and new state of the art sightscreens installed.
- **Pennant Hills Park** - sewer investigation and renewal.
- **Parklands Oval, Mount Colah** - major drainage works and new fencing.
- **Dural Park** - tennis amenities building renewal.
- **Galston Recreation Reserve** - netball court renewal.
- **Ron Payne Reserve, North Epping** - cricket practice nets upgraded and centre wicket replaced.
- **Berowra Oval** - wicket renewed and sportsfield surface renewal.
- **Edward Bennett Oval, Cherrybrook** - drainage and sportsfield renewal.
- **Floodlighting** - Little Warrina Street Oval, Berowra; James Park, Hornsby.
- **Fencing works** - Mildred Avenue Park, Hornsby; Montview Oval, Hornsby Heights.
- **Synthetic cricket wicket replacements** - Berry Park, Mount Colah; Campbell Park, West Pennant Hills; Headen Park, Thornleigh; Montview Ovals 1 and 2, Hornsby Heights.



Drainage Improvements

- Park Avenue, Hornsby; Cowan Road to Neridah Avenue, Mount Colah (Stage1)



Footpath Improvements

- Fairburn Avenue, West Pennant Hills; Ascot Avenue, Wahroonga; Nyara Road, Mount Kuring-gai; Eden Drive, Asquith; Hull Road, Beecroft; Evans Road, Hornsby Heights; Cambewarra Crescent, Berowra; Bishop Avenue, Pennant Hills.



Local Road Improvements

- Alexandria Parade, Waitara; Hart Place, Maroota; Neridah Avenue, Mount Colah.



Foreshore Facilities

- New Dangar Island Pontoon.
- McKell Park Tidal Pool Repairs.



Aquatic and Leisure Centres

- **Galston Aquatic and Leisure Centre** - full internal pool renovation, upgrade to change rooms and resurfacing of the concourse.
- **Hornsby Aquatic and Leisure Centre** - repair of the leisure pool.

Progress on the Delivery Program

1A.

Provide a management and maintenance service for Council's assets

RESPONSIBILITY:
Manager, Asset Management
and Maintenance

SERVICE COMMENTARY

A management and maintenance service is provided for Council's assets in accordance with Council's Asset Management Framework which forms part of the Resourcing Strategy aligned to the Community Strategic Plan. The services are delivered through a combination of Council staff and outsourcing to contractors via a procurement process.

Average maintenance costs per kilometre:

- sealed roads = \$8,810
- unsealed roads = \$7,160
- footpaths = \$610
- stormwater drainage system = \$1,710.

2
improvements
to
Foreshore
facilities

13
Vandalism
incidents costing
\$19,000 to
repair

343
Graffiti
incidents costing
\$44,800 to
repair

		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
BUDGET 2017/18	Operating income	(1,470,738)	(1,500,261)				
	Controllable expenses	10,893,279	11,708,620				
	Internal transfers & depreciation	145,727	(18,463)	Operating Result	9,568,268	10,189,896	
		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
Infrastructure and Recreation Division leadership costs		\$	\$			\$	\$
BUDGET 2017/18	Operating income	-	(89,347)				
	Controllable expenses	650,803	646,323				
	Internal transfers & depreciation	10,399	10,399	Operating Result	661,202	567,375	

Progress on the Delivery Program

1B.

Provide comprehensive community support programs

RESPONSIBILITY:
Manager, Community Services

SERVICE COMMENTARY

Council provides a comprehensive community referral process both over the phone and via the Community Information Directory.

Community support programs are provided through the Community Connections Hot Desk, administered through the libraries.

Key community events are celebrated such as Youth Week and Seniors Week. Youth Week in 2018 included a skate event held at Cherrybrook Skate Park as a means to engage with young people around waste management in and around the precinct. Post event reports showed a marked decrease in litter.

The Seniors Week Event in 2018 targeted social isolation and was designed around encouraging the older members of the community to engage with local groups in a pro social manner.



		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(1,937,328)	(1,770,362)			
	Controllable expenses	2,056,872	1,462,325			
	Internal transfers & depreciation	543,592	522,901	Operating Result	663,136	214,864

Progress on the Delivery Program

1C.

Manage and administer the provision of community and cultural facilities

RESPONSIBILITY:

Manager, Community Services

SERVICE COMMENTARY

Community facilities are provided for use by the community 365 days a year on an as needs basis in line with existing policies. During the year, efforts were directed towards reviewing procedures and sourcing a keyless entry system, which is still ongoing.

The tender for construction of the new community facility at Storey Park has been completed. The new facility will be built on the existing Asquith Community Centre site. Plans include a state of the art facility including multi-purpose rooms that will be ideal for a wide range of events and activities; park facilities with a bike path and picnic areas; an inclusive play environment including an adventure area; onsite parking and fully landscaped surrounds. Construction of the facility is due to commence late in 2018.

Construction of a new car park area at Beecroft Community Centre commenced in February 2018 and is scheduled for completion in September 2018. The car park will improve accessibility to the community centre by creating four car spaces.



Progress on the Delivery Program

1C.

IDENTIFYING, PROTECTING, CREATING AND PROVIDING
ACCESS TO PLACES AND SPACES FOR PEOPLE

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(1,369,149)	(1,276,954)			
	Controllable expenses	1,087,825	1,109,368			
	Internal transfers & depreciation	521,992	522,878	Operating Result	240,668	355,292



First Dural Lane mural by Hugues Sineux

Progress on the Delivery Program

1D.

Provide diverse and interesting events for our community to participate in and enjoy

RESPONSIBILITY:

Manager, Community Services

SERVICE COMMENTARY

The community participated in a variety of events throughout the year.

The highlight of the calendar was the bigger and better Westside Vibe which saw approximately 11,000 people engage with the iconic laneway event in Hornsby's West side. The event showcased the twin murals in Dural Lane produced by renowned artist, Hugues Sineux.

Major events delivered include:

- Screen on the Green, an outdoor movie night held over two evenings (September 2017)
- Festival of the Arts, a collection of local visual, performing and literary arts events and exhibitions held over six weeks (October/November 2017)
- Sunset Sessions, an outdoor event featuring performers in different music genres, food trucks and a licensed bar, held over four Friday nights (February 2018)
- Westside Vibe, a vibrant street festival featuring live music, food trucks, pop-up bars and kids' entertainment (May 2018).

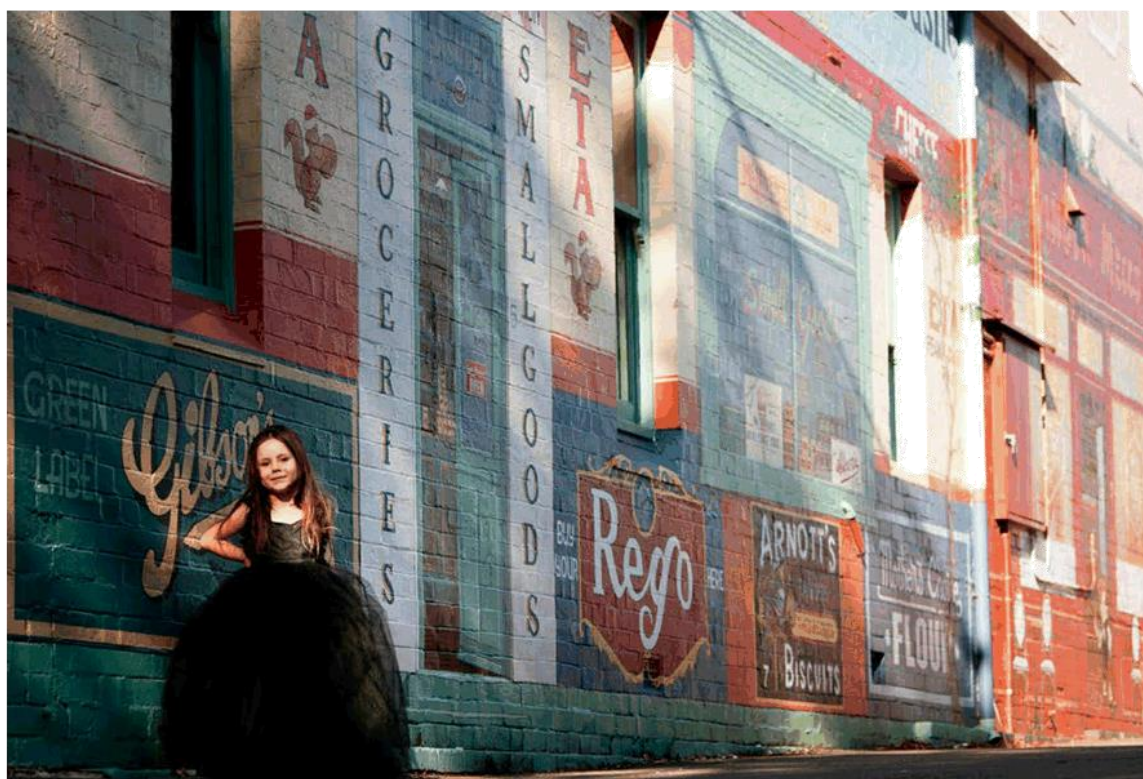


Progress on the Delivery Program

1D.

CELEBRATING DIVERSITY AND WORKING TOGETHER COMMUNITY WELLBEING AND NEIGHBOURHOOD AMENITY

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(1,000)	(16,334)			
	Controllable expenses	373,359	369,835			
	Internal transfers & depreciation	42,487	42,618	Operating Result	414,846	396,119



Second Dural Lane mural by Hugues Sineux

Progress on the Delivery Program

1E.

Manage and coordinate design and construction of civil works

RESPONSIBILITY:

Manager, Design and Construction

SERVICE COMMENTARY

Fill to Hornsby Quarry from NorthConnex tunnelling has continued throughout the year, with trucks depositing approximately 760,000 m³ of spoil to the site as at the end of June 2018. It is expected a total of 900,000 m³ will be deposited on site. The truck operation is expected to finish August/September 2018.

2

Drainage
improvements

3

Local road
improvements

8

Footpath
improvements

Progress on the Delivery Program

1E.

IDENTIFYING, PROTECTING, CREATING AND PROVIDING
ACCESS TO PLACES AND SPACES FOR PEOPLE
COMMUNITY WELLBEING AND NEIGHBOURHOOD
AMENITY

BUDGET 2017/18		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
	Operating income	(100,000)	(345,511)			
	Controllable expenses	1,458,590	1,240,972			
	Internal transfers & depreciation	(441,286)	207,571	Operating Result	917,304	1,103,033



Progress on the Delivery Program

1F.

Assess applications for building development, subdivision and land use proposals

RESPONSIBILITY:

Manager, Development Assessments

SERVICE COMMENTARY

The Development Assessments Team achieved an average development assessment processing time of 50 days which is in advance of agreed performance target of 60 days.

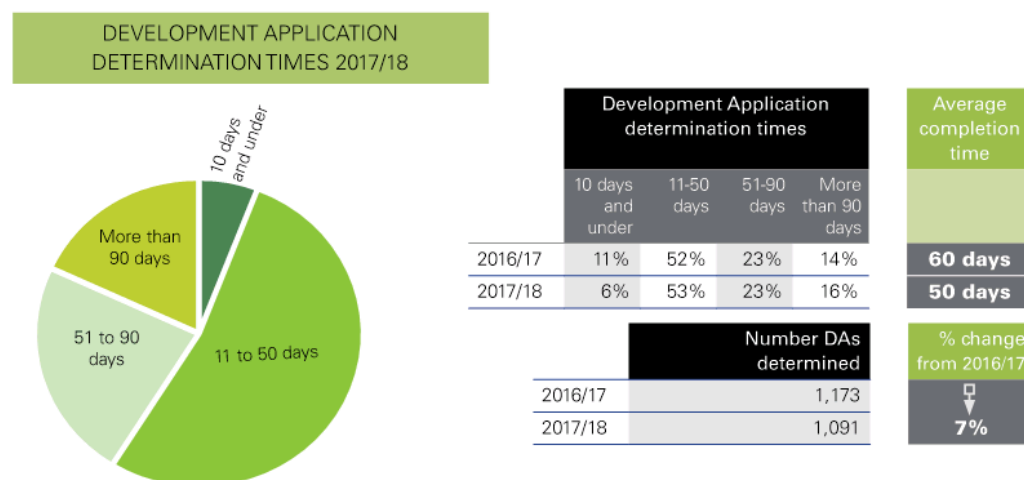
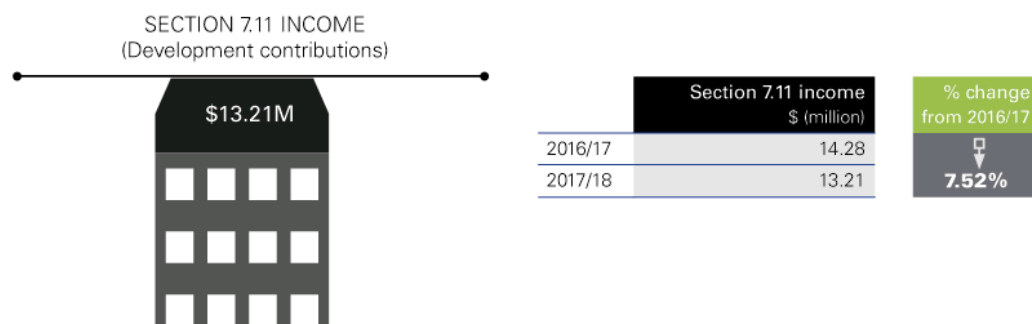
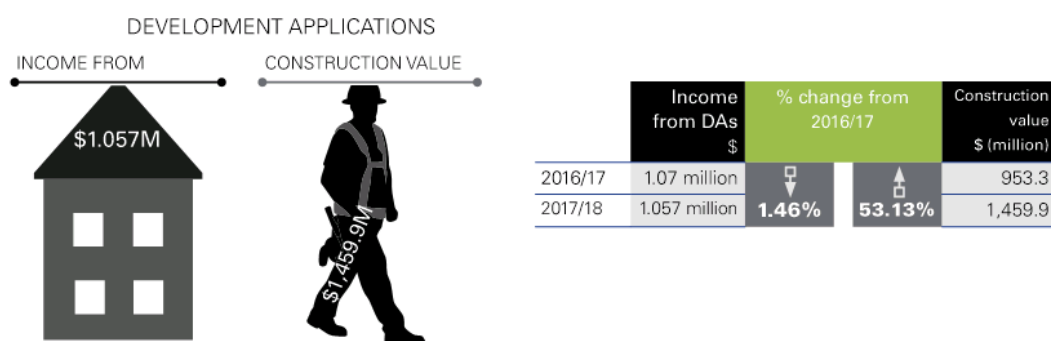
Council formed the Hornsby Local Planning Panel (known as an Independent Hearing and Assessment Panel - IHAP) to take the role of consent authority for contentious development applications with a capital investment less than \$30 million. These panels became mandatory for all Sydney councils from 1 March 2018. Elected councillors no longer decide the outcome of individual development applications which are instead referred to the Panel for consideration and determination. The Panel comprises qualified professionals independent of Council and community representatives chosen by Council for each Ward.

		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
BUDGET 2017/18	Operating income	(1,710,000)	(1,647,662)				
	Controllable expenses	2,238,503	2,606,033				
	Internal transfers & depreciation	421,269	421,269	Operating Result	949,772	1,379,640	
		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
Planning Division leadership costs		\$	\$			\$	\$
BUDGET 2017/18	Operating income	(102,996)	(92,636)				
	Controllable expenses	1,412,605	1,162,094				
	Internal transfers & depreciation	198,807	198,807	Operating Result	1,508,416	1,268,265	

Progress on the Delivery Program

1F.

GIVING PEOPLE HOUSING CHOICES



Progress on the Delivery Program

1G.

Provide collections, services and programs to meet the educational, cultural and recreational needs of the community

RESPONSIBILITY:
Manager, Library and Information Services

SERVICE COMMENTARY

The Library Service continues to provide collections, programs and space for people of all ages to meet, study, learn, relax and foster a sense of being part of the local community. Around 700 000 visits were made to one of the four libraries in the Shire and nearly one million items were loaned. The Service also provided 2,495 deliveries to Home Library members.

Highlights of the year include the launch of Hornsby Shire Recollects, gaining eSmart accreditation from the Alannah and Madeline Foundation and the first STEM expo which allowed the community to connect with new technology in a safe and welcoming environment.

Library programming included:

- a comprehensive children's literacy program with monthly multicultural storytime sessions
- coding workshops for children
- digital literacy programs for adults
- author talks, including taking part in the Sydney Writers Festival
- educational and informational sessions with some topics linked to the Community Connections Hot Desk
- family history speakers
- book clubs
- weekly knitting groups.

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(481,501)	(574,670)			
	Controllable expenses	4,370,528	4,207,408			
	Internal transfers & depreciation	1,253,553	1,256,034	Operating Result	5,142,580	4,888,772

Progress on the Delivery Program

1G.

CELEBRATING DIVERSITY AND WORKING TOGETHER
IDENTIFYING, PROTECTING, CREATING AND PROVIDING
ACCESS TO PLACES AND SPACES FOR PEOPLE



DURING 2017/18, HORNSBY SHIRE LIBRARIES



WELCOMED
694,325
VISITORS



HELD
437
PROGRAM AND SEMINAR SESSIONS,
INCLUDING AUTHOR TALKS AND BOOK
CLUBS



WELCOMED
6,510
NEW MEMBERS



HELD
498
CHILDREN'S PROGRAM AND ACTIVITIES,
INCLUDING STORYTIME AND SUMMER
READING CLUB



ENJOYED
279,475
WEB PAGE VISITS

Progress on the Delivery Program

1H.

Manage parks and sporting facilities, plan future improvements and identify areas for future green space or open space acquisition and protection

RESPONSIBILITY:
Manager, Parks and Recreation

SERVICE COMMENTARY

As well as the completed improvements to parks and sporting facilities listed on pp8-9, Council is undertaking beautification works within the Beecroft Station Gardens alongside the railway station. Works include new paths, paving, sandstone walls and garden edges, timber decking and seating adjoining the Cenotaph, a timber shade pergola and installation of tables and bench seats. Estimated completion for the project is September 2018.

Council is also undertaking significant capital works within the Waitara Park precinct to provide increased and improved open space for the local community. New tennis courts and an associated amenities building have been constructed, and construction of an inclusive playground is due to commence in late 2018. The precinct also includes a new PCYC facility which Council contributed almost \$3 million towards.

Whilst completion of these projects is some years off, Council has two very exciting major projects on the horizon:

- Hornsby Quarry parklands - redevelopment of the abandoned Hornsby Quarry and adjacent Old Mans Valley. All within walking distance of Hornsby CBD, Council will begin rehabilitating the site, turning it into a spectacular new open space for recreation and entertainment. Concept plans are currently being prepared.
- Westleigh Park - 34 hectares of land located along the eastern side of Quarter Sessions Road. Detailed options will be developed in consultation with the community and will include addressing demands for recreational facilities in line with a Draft Sportsground Strategy exhibited July to September 2018.

The NSW Government announced in June 2018 that it would be providing \$90 million towards establishment of the Hornsby Quarry parklands and Westleigh Park recreation projects.

Progress on the Delivery Program

1H.

IDENTIFYING, PROTECTING, CREATING AND PROVIDING
ACCESS TO PLACES AND SPACES FOR PEOPLECOMMUNITY WELLBEING AND NEIGHBOURHOOD
AMENITYADVOCATING WITH THE NSW GOVERNMENT FOR THE
INFRASTRUCTURE NEEDS OF THE LOCAL AREA

		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
BUDGET 2017/18	Operating income	(1,662,061)	(1,741,464)				
	Controllable expenses	7,722,736	11,035,183				
	Internal transfers & depreciation	945,019	1,165,278	Operating Result	7,005,694	10,458,997	

Beecroft Station Gardens construction

Progress on the Delivery Program

1i.

Manage aquatic and leisure centres (Business Activity)

RESPONSIBILITY:

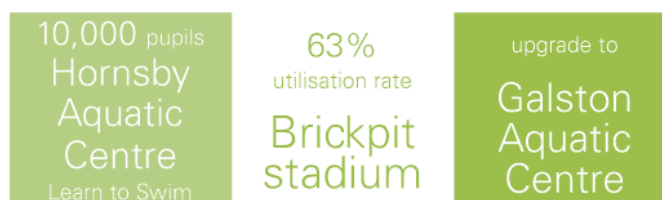
Manager, Parks and Recreation

SERVICE COMMENTARY

Hornsby Aquatic and Leisure Centre performed strongly throughout the year and returned Council an operating surplus. The learn to swim program was attended by more than 10,000 pupils throughout the year. The leisure pool was closed for approximately four weeks during the year to modify the safety railing and replace the floor tiles.

Galston Aquatic and Leisure Centre underwent major structural repairs during the first quarter of the year, which included a full internal pool renovation, upgrade to change rooms and resurfacing of the concourse. The Centre has maintained learn to swim numbers through the colder months.

The Brickpit Sports Stadium maintained a utilisation rate greater than 63% for the year and returned Council an operating surplus.



		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(5,571,366)	(5,303,988)			
	Controllable expenses	5,193,389	5,174,556			
	Internal transfers & depreciation	135,629	116,539			
	Operating Result	(242,348)	(12,893)			

Progress on the Delivery Program

LIVEABLE

CAPITAL PROJECTS STILL IN PROGRESS

The table below shows progress as at the end of June 2018 of capital works scheduled in the 2017/18 Operational Plan but not yet complete

PROJECT	WHY / WHEN ?	Performance
Special projects		
■ NorthConnex fill to Hornsby Quarry	■ Transport of fill to site expected to finish August/ September 2018	√
Buildings - capital improvements		
■ Storey Park Community Facility Redevelopment, Asquith	■ Council approved additional funding. Construction scheduled to commence late 2018	—
■ Beecroft Community Centre parking	■ Scheduled for completion September 2018	—
Local Roads		
■ Cowan Road, Mount Colah - Gray Street to Neridah Avenue - Stage 1	■ Works in progress - will be completed 2018/19	—
■ Brooklyn Road, Brooklyn - No. 37 to No. 11 - Stage 3	■ Works in progress - will be completed 2018/19	—
Footpaths		
■ Rodney Avenue, Beecroft – north side – Lancaster Avenue to Hull Road	■ Works deferred to 2018/19 due to budget shortfall	—
Aquatic and Recreational Centres		
■ Hornsby Aquatic and Leisure Centre - enhancement investigation	■ Facility expansion options explored and feasibility report completed. Project on hold	x
Sporting Facilities		
■ Fitness equipment - Rofe Park, Hornsby Heights	■ Equipment will be installed August 2018	—
■ Brooklyn tennis court renewal	■ Deferred to 2018/19	—
■ Pennant Hills No. 1 Oval - grandstand renewal	■ DA approval issued to Junior Rugby Club to undertake works. Club not proceeding at this time - project deferred	—
■ James Henty Reserve, Dural - floodlighting and sportsfield surface renewal	■ Project on hold pending completion of investigation and Sportsground Strategy results	—
■ Headen Park, Thornleigh - irrigation and drainage	■ Project deferred to allow sufficient funding to be sourced	x
Park/Playgrounds		
■ Lessing Street Park, Hornsby - Playground improvements	■ Construction to commence in July 2018	—
Foreshore Facilities		
■ Wisemans Ferry Boat Ramp and Wharf Reconstruction - Stage 1	■ Consultant proceeding with preliminary investigations to enable final design	—
■ Milsons Passage Wharf repairs	■ Deferred to 2018/19	—
■ Dinghy storage facility, Parsley Bay	■ Construction to commence 2018/19	—

SUSTAINABLE

ACHIEVEMENTS

- New Community Recycling Centre opened at Thornleigh. The Centre accepts problem wastes such as e-waste, mobile phones, printer cartridges, motor oil, paint, car and household batteries, fire extinguishers, gas bottles and fluorescent lights, and has proven popular with over 340 people using the service each week.
- 'Hawkesbury Watch', developed by Manly Hydraulics Laboratory, for Council to provide information on current estuarine conditions, swimming conditions, algal blooms, estuarine ecosystem health and sediment quality along the lower Hawkesbury River.
- Fagan Park's anti-litter message promoted with four chalk drawings of native birds created by professional artist Rudy Kistler.
- Council joined the Cat Tracker Australia program, allowing cat owners to track via GPS where their cats roam to raise awareness and reduce the impact cats have on our local native wildlife.
- Stronger Tree Protection - vastly increasing the number of tree species that cannot be removed.
- Cities Power Partnership to complement the work Council is already undertaking to help meet its corporate energy reduction targets.
- Waste Strategy Working Group to develop a new waste strategy for waste management and resource recovery for the Shire.



Track upgrades

- **Bytes Creek, Pennant Hills** - Track upgrades from Azalea Grove to Britannia Street.
- **Waitara Creek, Normanhurst** - Track upgrades and new staircase linkage creating a circuit behind the Normanhurst Park and linking tracks to Scout Hall.
- **Marjory Headen Lookout, Thornleigh** - signage and access upgraded.
- **Galston Recreation Reserve** - Tracks constructed linking oval with Scout Hall, central car park and picnic area
- **Mount Colah West** - Oxley Park Track link and landscaping.
- **Callicoma Walk** - Track upgrade and steps at southern end near Boundary Road, Cherrybrook.
- **Blue Gum Track** - (Stage 2) Link track upgrades from Ginger Meggs Park, Hornsby to Berowra Valley National Park.
- **Hornsby Heights** - link created from Cawthorne Street to Rofe Park; track upgrade between Old Berowra Road and Binnari Road.
- **Carrs Bush, Galston** - Replacement and upgrade of three existing bridges as part of bushwalking trail network.





Bushland reserves

- **Florence Cotton Reserve, Hornsby** - 245 steps and 14 metres of boardwalk/landing built.
- **Hornsby Heritage Steps** - Stage 1 reconstruction complete.
- **McKell Park Steps Brooklyn** - 134 new sandstone steps and landings constructed, increasing width of the path.
- **Upper Pyes Creek, Dural** - Creek crossing, heritage abutment stabilisation and minor track/stair works.
- **Hornsby Mountain Bike Track** - completion of realignment project.



RFS facilities

- New fire station for RFS Support Brigade at Cowan.
- New fire station for RFS Berowra Brigade.



Stormwater quality improvement devices

- **Asquith Park** - biofiltration basin and stormwater harvesting system complete. Reticulation to be installed in 2018/19 to enable harvested water to be used for sportsfield irrigation.
- **Pennant Hills Park** synthetic oval - biofiltration basin constructed to treat overflow from synthetic oval before entering Lane Cove National Park.
- **Morrison Place, Pennant Hills** - unit installed to capture gross pollutants from stormwater.

Progress on the Delivery Program

2A.

Manage public health, safety and our natural and built environment

RESPONSIBILITY:

Manager, Compliance and Certification

SERVICE COMMENTARY

Council's Health, Compliance and Certification Teams continue to deliver on identified targets.

The **Compliance Team** has investigated and determined 2,592 service requests during the year, 44% above their performance targets.

The **building certifiers** have inspected and issued compliance certificates for 533 swimming pool fences. The officers continue to deliver on identified targets.

The **animal control officers** continue to perform at a high level by providing timely service to the community. 995 companion animal incidents were investigated during the year. The officers play an important role in educating the community on animal control and public health and safety. The officers are working to increase the number of registered dogs and cats.

Council joined the Cat Tracker Australia program during the year, allowing cat owners to track via GPS where their cats roam to raise awareness and reduce the impact cats have on our local native wildlife.

The **health officers** have achieved their performance agreement and completed primary inspections of all medium and high risk food premises for the year, carrying out 598 inspections. The officers provide education on food safety to food businesses and are continuously working to increase participation in the Scores on Doors program by marketing the advantages for businesses that comply with food safety legislation. An increase of businesses participating in the program has been noted. 202 Star Rating Certificates with Scores of 3 or higher were issued during the year. The NSW Food Authority has acknowledged the significant impact Council's Environmental Health Officers have made in reducing foodborne illness in NSW.



Progress on the Delivery Program

2A.

VALUING OUR LANDSCAPE

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(1,283,000)	(1,711,629)			
	Controllable expenses	2,957,455	2,905,632			
	Internal transfers & depreciation	533,745	534,349	Operating Result	2,208,200	1,728,351



Progress on the Delivery Program

2B.

Support the Hornsby /
Ku-ring-gai District Fire
Service and its volunteers

RESPONSIBILITY:
Deputy General Manager,
Infrastructure and Recreation

SERVICE COMMENTARY

Construction of a new fire station for the Rural Fire Service (RFS) Support Brigade at Cowan was completed and handed over to the RFS on 31 March 2018.

Construction of a new fire station for the RFS Berowra Brigade was completed within budget and handed over to the RFS on 1 June 2018. An opening ceremony has been scheduled for August 2018.

2
new
RFS Fire
Stations

		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
BUDGET 2017/18	Operating income	(375,223)	(2,635,333)				
	Controllable expenses	1,125,073	1,277,643				
	Internal transfers & depreciation	17,464	30,667	Operating Result		767,314	(1,327,023)

Progress on the Delivery Program

2C.

Conserve and enhance natural resources

RESPONSIBILITY:
Manager, Natural Resources

SERVICE COMMENTARY

- During the year, 120 Tree removal applications were assessed for habitat and ecological value.
- Vegetation mapping completed for Hornsby Shire, with greater coverage and resolution of vegetation communities.
- Native Title Manager training was undertaken by staff in the Natural Resources and Property Services Branches. The revised Crown Land Management Act will come into effect in early 2018 and will see changes to the way Council manages Crown reserves. Council has three years to update Plans of Management to include Crown reserves as community land.
- This year was the first time Council had to manage an algae bloom of the genus *Pseudochattonella* in Berowra Creek. This species has previously been present in the Hawkesbury but in very low numbers. The bloom is known to be related to fish kills - no fish kills were observed during the bloom. Notification of the bloom appeared on Council's Facebook site and website.
- New biobanking agreements were developed for Galston Park, Waitara Creek and Arcadia Park.
- Participated in the Sydney Regional rabbit calicivirus program.

555 tonnes
pollutants
removed from
waterways via CRR
devices

216 hectares
bushland
actively managed to
conserve and
enhance natural
resources

		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
BUDGET 2017/18	Operating income	(3,320,969)	(3,860,900)				
	Controllable expenses	6,270,170	6,252,659				
	Internal transfers & depreciation	799,075	814,311	Operating Result		3,748,276	3,206,069
		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
Environment and Human Services Division leadership costs							
BUDGET 2017/18	Operating income	-	-				
	Controllable expenses	729,162	654,653				
	Internal transfers & depreciation	44,771	44,771	Operating Result		773,933	699,424

Progress on the Delivery Program

2D.

Living within a changing environment

RESPONSIBILITY:

Manager, Natural Resources

SERVICE COMMENTARY

- Review of Sustainable Energy Policy and Procurement Policy undertaken.
- Began "Our Energy Future" program to increase uptake of energy efficiencies in the Shire.
- Wind turbine at Cowan Rural Fire Control maintained.
- 18 solar installations maintained. The solar installations are located at: Council Administration Building, Hornsby Library, Parsley Bay, Mount Kuring-gai Oval, Thomas Thompson Oval, Epping Oval, North Epping Oval, Montview Oval, Mark Taylor Oval, Headen Park, Thornleigh Works Depot, Wallarobba, Hornsby Footbridge, Westleigh Tennis Club, Cowan Rural Fire Control, Council Nursery. One system at Cherrybrook community centre was decommissioned due to faults.
- Council's Community Nursery distributed 52,762 plants during the year. With Council's recent commitment to plant 25,000 new trees by September 2020, the Nursery will become a key source of stock.
- The Hornsby Mountain Bike Trail data counters have recorded an average of 2,600 laps per month over the last six months. The track is well known and popular with local and non-local riders.
- 68 new Bushcare volunteers were recruited during the year. A photo exhibition was held in the Hornsby Library showcasing photographs taken by Bushcare volunteers.
- 'HawkesburyWatch', which provides near real-time monitoring of rainfall, water level and water quality, was launched early in 2018. The system has been developed by Manly Hydraulics Laboratory for Council to provide information on current estuarine conditions, swimming conditions, algal blooms, estuarine ecosystem health and sediment quality along the lower Hawkesbury River - mhlfit.net/users/HornsbyShireCouncil.
- New walking tracks built at Florence Cotton Reserve (Hornsby), Carrs Bush (Galston), Byles Creek (Beecroft) and McKell Park (Brooklyn).

2,481 metres
Bushwalking
tracks
constructed or
upgraded

61
Environmental
education
events

	BUDGET 2017/18		Operating Result	
	ORIGINAL BUDGET	FINAL RESULT	ORIGINAL BUDGET	FINAL RESULT
	\$	\$	\$	\$
Operating income	-	(9,465)		
Controllable expenses	785,986	961,080		
Internal transfers & depreciation	(93,482)	(88,789)		
			Operating Result	
			692,504	862,826

Progress on the Delivery Program

2E.

Reduce bushfire risk

RESPONSIBILITY:
Manager, Natural Resources

SERVICE COMMENTARY

- Scheduled bushfire fuel reduction works completed for all 42 Asset Protection Zones.
- 46 fire trails inspected and maintained as per Hornsby Ku-ring-gai Bushfire Risk Management Plan commitments.
- 2 bushfire street meeting community education events were held - at Valley Road, Hornsby and Margaret Avenue, Hornsby Heights.
- Required actions for Hornsby Shire Council were completed as directed by the Hornsby Ku-ring-gai Bushfire Risk Management Plan.
- All fire permits received by Council have been processed and approved as required.
- All hazard reduction burns were assessed as required by the NSW Rural Fire Service.

100%
essential
Fire trails
inspected

92 works completed
to maintain
Asset
protection
zones
works access lines
and fire trails

		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
BUDGET 2017/18	Operating income	-	(39,887)				
	Controllable expenses	368,193	468,420				
	Internal transfers & depreciation	(8,745)	(8,745)	Operating Result	359,448	419,789	

Progress on the Delivery Program

2F.

Protect and conserve trees on public and private lands

RESPONSIBILITY:

Manager, Parks and Recreation

SERVICE COMMENTARY

Monitoring conducted by Council during the year identified a significant loss of canopy trees across the Hornsby Shire urban environment since Council's Tree Preservation Controls were relaxed in 2011, and since the introduction of the NSW Government's 10/50 Vegetation Clearing Entitlement Scheme in August 2014. In response to this, Council resolved in November 2018 to strengthen tree protection measures to protect all tree species except those that are considered weeds, or hazardous to people or property, and re-establish the tree canopy across the Hornsby Shire.

The benefits of an urban tree canopy are recognised by the Greater Sydney Commission in its Greater Sydney Region Plan which contains a key objective to increase urban tree canopy cover. The North District Plan likewise includes a planning priority to increase urban tree canopy cover and deliver green grid connections. Council recently adopted its new Community Strategic Plan, Your Vision | Your Future 2028, which is closely aligned with the Greater Sydney Commission's North District Plan.

Council recently committed to plant 25,000 new trees by September 2020. These new trees will be spread throughout the entire Shire, particularly the urban areas.

More operationally, during the year:

- 577 Tree Permit Applications were determined for trees on private property with an overall average of 16 days for completion
- 321 Development Applications for trees on private property were referred to the Tree Management Unit for assessment and comment
- Over 1,300 customer requests were received and handled for inspections and works to public trees

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(100,000)	(133,389)			
	Controllable expenses	895,864	724,686			
	Internal transfers & depreciation	194,978	95,782	Operating Result	990,842	687,079

Progress on the Delivery Program

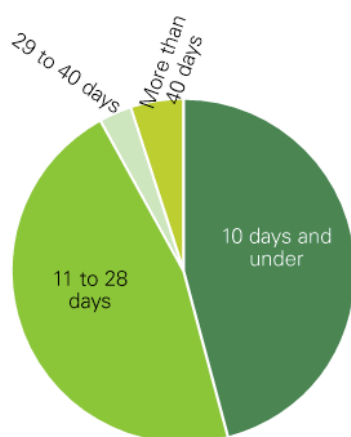
2F.

VALUING GREEN SPACES AND LANDSCAPE

1,300 requests
for inspections and
works on
**Public
trees**

98.2%
**Street tree
inspections**
completed within
service level
agreement

TREE MANAGEMENT DETERMINATION TIMES
(PRIVATE PROPERTY) 2017/18



Tree management determination times			
10 days and under	11-28 days	29-40 days	More than 40 days
32%	54%	8%	6%
46%	46%	3%	5%

Average completion time

	10 days and under	11-28 days	29-40 days	More than 40 days	Average completion time
2016/17	32%	54%	8%	6%	18 days
2017/18	46%	46%	3%	5%	16 days

Tree applications determined	
2016/17	626
2017/18	577

% change from 2016/17
↓
7.8%

Progress on the Delivery Program

2G.

Provide a domestic recycling and waste service

RESPONSIBILITY:

Manager, Waste Management

SERVICE COMMENTARY

In 2017/18 Hornsby Shire residents generated a total of 66,442 tonnes of waste and recyclables, which includes 995 tonnes of metals recovered from the bulky clean-up collection.

The resource recovery rate has declined to 44% (from 50% in 2016/17). However, there are opportunities for improvement allowing Hornsby Shire to move towards the NSW Government's Waste Avoidance and Resource Recovery Strategy target of 70% by 2021.

With the global recycling crisis hitting in January 2018, created by China's National Sword Policy, Hornsby Council has ensured that our community's kerbside recycling program remains strong. Council's yellow bin recycling material continues to be accepted by Visy Recycling at the Smithfield Materials Recycling Facility (MRF) where it is sorted and then on-sold or sent for re-manufacturing into other useful materials. Our paper, cardboard, glass, PET and HDPE plastics are sent to manufacturing plants in Sydney to be turned into recycled products.

Council's new Thornleigh Community Recycling Centre (CRC), developed with support and assistance from the NSW EPA's Waste Less Recycle More Grant Program, opened in December 2017. The CRC accepts problem wastes such as e-waste, mobile phones, printer cartridges, motor oil, paint, car and household batteries, fire extinguishers, gas bottles, fluorescent lights and many other items. The CRC has been well received by the community with over 10,321 people utilising the facility and over 7,265 kilograms of problem waste materials being accepted and sent for beneficial reuse, recycling and proper disposal without harming the environment.

Council has commenced development of a new Waste Matters Strategy, with the formation of a Waste Working Group comprising of Councillors, Community Representatives and Council Staff, who will guide the Strategy's development over the coming year.

Progress on the Delivery Program

2G.

USING RESOURCES WISELY

ADAPTING TO A CHANGING ENVIRONMENT



		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
BUDGET 2017/18	Operating income	(22,991,407)	(23,885,791)				
	Controllable expenses	21,575,202	19,811,723				
	Internal transfers & depreciation	1,350,798	1,408,548	Operating Result	(65,407)	(2,665,519)	

Progress on the Delivery Program

SUSTAINABLE**CAPITAL PROJECTS STILL IN PROGRESS**

The table below shows progress as at the end of June 2018 of capital works scheduled in the 2017/18 Operational Plan but not yet complete

PROJECT	WHY / WHEN ?	Performance
Catchment Remediation		
■ Large end of pipe biofilter - Holliday Avenue, Berowra	■ Construction to be completed late 2018	—
■ Large end of pipe biofilter and gross pollutant trap - Lessing Park, Hornsby	■ Construction in 2018/19	—
■ Large end of pipe biofilter and gross pollutant trap - Orara Road, Hornsby	■ Construction in 2018/19	—

ATTACHMENT 1 - ITEM 6



PRODUCTIVE

ACHIEVEMENTS

- 2018 Road Safety Calendar, an initiative across seven Northern Sydney councils, completed and delivered to the community.
- NorthConnex trucks have delivered approximately 700,000 cubic metres of spoil to the Hornsby Quarry site. A total of 900,000 cubic metres is expected.
- Council joined the Easy to Do Business Program in partnership with Service NSW. A free service for business owners offering online tools and support.
- Council completed its first review of the Hornsby Local Environmental Plan 2013 to address various issues identified since the Plan came into force in 2013.
- Council confirmed its intention to undertake a review of the East Side of the Hornsby Town Centre to strengthen its role as a strategic centre. The revitalisation will stimulate economic activity, provide jobs closer to home, provide additional housing and provide for the upgrading of the public domain and community and cultural facilities. Next steps include preparation of tender documents for consultant input.
- Council resolved to expand the application of Design Excellence provisions to apply to townhouses and all residential flat buildings to improve development outcomes. Next steps include preparation of a Planning Proposal to make the relevant changes to the Hornsby Local Environmental Plan 2013.
- Received Premier's Award for Public Service 2017 for implementation of the Housing Strategy.



Traffic Improvements

- **Pedestrian/vehicle shared zone** - Florence Street, Hornsby at new Hornsby Station Footbridge.
- **New traffic signals** - Waitara Avenue/Alexandria Parade, Waitara.
- **Pedestrian refuge** - Park Avenue and Alexandria Parade, Waitara - existing refuge reconstructed to improve pedestrian and traffic safety.
- **Pedestrian refuge** - The Gully Road, Berowra - pedestrian refuge island near Berowra Community Centre.

Grants

- \$500,000 - Roads and Maritime Services Cycling Infrastructure Program - Byles Creek/Pennant Hills to Epping cycle way investigation and design over 2 years.
- \$80,000 Roads and Maritime Services - Wongala Crescent, Beecroft - link to new cycleway structure.
- \$118,000 Roads and Maritime Services - Shared zone, Florence Street, Hornsby.
- \$153,000 Federal Blackspot Program - Improvements at New Line Road between Boundary and Castle Hill Roads, West Pennant Hills.



RECYCLE RIGHT AND BE A GOOD SORT

The global recycling industry is going through an uncertain period, due to China's reduction in the amount of recyclable material they will accept. Hornsby Shire is not immune from that uncertainty, but we are in a better position than many other councils and our kerbside recycling system is not under threat. Our materials continue to be accepted by Visy Recycling, who have found alternative markets for mixed plastics and other recyclables. Some of the material is even being remanufactured here in Sydney.

It is now more important than ever to Recycle Right and Be a Good Sort, as loads with large amounts of contamination are at risk of being rejected by the Materials Recycling Facility.

COLLECTED FROM LITTER BINS
ACROSS THE SHIRE PER YEAR



500
TONNES
OF GARBAGE

You can help in a number of ways:



PLEASE KEEP PLASTIC BAGS AND
SOFT PACKAGING OUT OF YOUR
YELLOW LID RECYCLING BIN.



DO NOT BAG YOUR RECYCLING.
PLEASE PLACE LOOSELY IN
YOUR BIN.



SHOES AND CLOTHING DO NOT BELONG IN THE
YELLOW LID RECYCLING BIN. FIND ANOTHER HOME
FOR THEM OR PLACE IN YOUR RED LID GARBAGE BIN.

If you have further questions visit hornsby.nsw.gov.au/waste
or phone Council's Waste Hotline on 9847 4856.

Progress on the Delivery Program

3A.

Manage Council's property portfolio

RESPONSIBILITY:

Manager, Land and Property Services

SERVICE COMMENTARY

Land and Property Services provides a diverse range of professional strategic and operational property advice and services to all divisions of Council to ensure that all properties owned and managed by Council, on behalf of the community, are capable of and deliver the desired community and operational outcomes.

Council's Land Register shows that Council currently owns 516 properties classified as "community land", 122 properties classified as "operational land" and Council manages 163 properties owned by the Crown. Together with a further 14 properties owned by specific State government departments, Council is responsible for a total of 815 properties containing a total of 1,141 individual parcels of land.

The value as at 30 June 2018 of Council owned land and buildings totals \$636 million, representing 40% of the \$1.584 billion value of all Council's assets (which also includes roads, drainage and pools).

Council's diverse portfolio of leased properties contains a total of 129 properties, generating a total annual income of approximately \$2.946 million, with minimal rent arrears. There are no vacancies in the portfolio.

100%
projects completed
by Manager in
Formal
work plan

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(402,972)	(722,477)			
	Controllable expenses	745,049	742,959			
	Internal transfers & depreciation	(104,507)	(104,015)	Operating Result	237,570	(83,533)

Progress on the Delivery Program

3B.

Manage cadastral survey services and maintain a geographical information system

RESPONSIBILITY:
Manager, Land and Property
Services

SERVICE COMMENTARY

All cadastral surveys have been completed within agreed timeframes. Some reprioritisation of projects has occurred throughout the year with any required modifications to timelines achieved by agreement.

Surveys on performance and appropriate functionality of digital and aerial mapping tools carried out internally. Nearmap survey completed for the year; IntraMaps survey will be distributed later in the year.

100% Land information system updated within five business days	100% Surveys and searches carried out within agreed timeframe
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		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	-	(140)			
	Controllable expenses	621,714	575,950			
	Internal transfers & depreciation	96,692	96,692	Operating Result	718,406	672,502

Progress on the Delivery Program

3C.

Provide strategic land use planning and urban design to highlight Council's policies to protect and enhance the environmental heritage of Hornsby Shire

RESPONSIBILITY:
Manager, Strategic Planning

SERVICE COMMENTARY

The built outcomes within five-storey housing strategy precincts were reviewed during the year. The review has led to recommended changes to planning controls such as increased deep soil planting areas, increased setbacks, provisions for canopy tree planting, the introduction of materials and colours schedules and greater opportunities for "green walls" on residential flat buildings. These changes still need to be endorsed by Council for public exhibition.

An Affordable Housing Discussion Paper has been prepared to seek feedback on housing affordability concerns and suggestions on how Council can encourage the provision of adequate, appropriate and affordable housing. It is expected the Discussion Paper will be publicly exhibited later in the coming year.

Preparation of revised Section section 7.11 and section 7.12 Contributions Plans based on the loss of lands south of the M2 motorway to the City of Parramatta is underway.

Council has approached the State Government to seek changes to State planning controls for seniors housing, medium density housing and child care which are impacting on the character of our Shire. The Government has responded indicating its willingness to work with Council concerning a strategic approach to housing for the ageing population.

Premier's Award 2017

for implementation
of the Housing Strategy

BUDGET 2017/18

	ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
	\$	\$		\$	\$
Operating income	(371,000)	(367,573)			
Controllable expenses	1,398,067	1,114,119			
Internal transfers & depreciation	133,648	133,648	Operating Result	1,160,715	880,194

Progress on the Delivery Program

3D.

Manage traffic flows,
parking, access to public
transport and road safety

RESPONSIBILITY:

Manager, Traffic and Road Safety

SERVICE COMMENTARY

This year has seen the following road safety campaigns rolled out:

- School Zone road safety campaign
- CALD Community Pedestrian road safety campaign
- 2018 Road Safety Calendar
- Two full years of Motorcycle CRASH Card being provided to motorcycle riders across NSW and other states and territories. Popularity of the card is still strong with paramedics, police, motorcycle shops and clubs ordering in bulk to distribute to the motorcycle community
- Distracted Driving campaign
- Child Car Seat Checking and voucher program
- Safer Drivers presentation
- "Don't be a loser" speed campaign development
- Social media and internal campaigns for Road Rules Awareness Week, Fatality Free Friday, Double Demerit periods
- Senior pedestrian "Walking Safely" presentations.

The review and update of the Hornsby Shire Bike Plan is underway and is now due for public exhibition by late 2018.

Car Parking Management Strategy due for report to Council before December 2018.

100%
Road
safety
education
projects completed

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(409,750)	(421,729)			
	Controllable expenses	997,916	1,061,513			
	Internal transfers & depreciation	41,264	35,514	Operating Result	629,430	675,298

Progress on the Delivery Program

3E.

Regulate appropriate user activities on road network

RESPONSIBILITY:

Manager, Traffic and Road Safety

SERVICE COMMENTARY

Council prioritises enforcement for:

- road safety (School Zone Safety)
- equitable access (public transport interchanges)
- residential amenity and damage to roads and structures (light road enforcement)
- maintaining the viability of businesses (enforcement of timed parking restrictions in town centres).

Traffic Rangers issued 11,714 infringements during the year, with 1,203 warnings being issued in lieu of penalty notices. Less than 1% of penalty notices resulted in court appearances.

Council Officers have been able to maintain the removal and disposal of all abandoned vehicles within the required timeframe.

100%
Court
matters
successfully
prosecuted

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(1,895,400)	(2,116,808)			
	Controllable expenses	1,313,852	1,216,432			
	Internal transfers & depreciation	179,973	179,973	Operating Result	(401,575)	(720,403)

Progress on the Delivery Program

3F.

Provide cleaning of public spaces

RESPONSIBILITY:
Manager, Waste Management

SERVICE COMMENTARY

Council has upgraded over 109 public place litter bins with new stainless steel bin stations that have anti-litter messages encouraging the public not to litter under the "Hey Tosser Campaign", with grant funding from the NSW EPA's Waste Less Recycle More Program.



		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(300)	(2,597)			
	Controllable expenses	2,368,729	2,185,245			
	Internal transfers & depreciation	(893,501)	(879,481)	Operating Result	1,474,928	1,303,167

Progress on the Delivery Program

3G.

Provide a commercial waste service (Business Activity)

RESPONSIBILITY:
Manager, Waste Management

SERVICE COMMENTARY

Commercial Waste collection services are continually reviewed and the pricing structure is as adopted prior to commencement of the new financial year.

Council services for the business sector are under review within the Waste Strategy development process and new tender development. Commercial green waste and bulky waste services to local businesses will be considered within the development of the Waste Strategy.

982
businesses utilising
Commercial
waste
services

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(1,952,000)	(1,889,204)			
	Controllable expenses	1,791,165	1,560,088			
	Internal transfers & depreciation	(70,646)	(123,314)	Operating Result	(231,481)	(452,430)

Progress on the Delivery Program

PRODUCTIVE

CAPITAL PROJECTS STILL IN PROGRESS

The table below shows progress as at the end of June 2018 of capital works scheduled in the 2017/18 Operational Plan but not yet complete

PROJECT	WHY / WHEN ?	Performance
Cycleway		
■ Wongala Crescent, Beecroft - link to new cycleway structure (Pennant Hills to Epping cycleways)	■ Evaluation of the tender has been completed and a consultant engaged	√
Minor Traffic Facilities		
■ Bridge Road, Hornsby - Pedestrian refuge near Energy Australia	■ Pending RMS funding offer	—
■ Sherbrook Road, between Stokes Avenue and Winston Street, Asquith - upgrade of crossing to raised threshold	■ Pending RMS funding offer	—
■ Edgeworth David Avenue between M1 and Myra Street, Wahroonga – parking lane treatment with kerb blisters and pedestrian refuge near Woonona Avenue	■ Pending RMS funding offer	—
■ New Line Road between Boundary Road and Castle Hill Road, West Pennant Hills – Edge line treatment with advanced warning islands, improvements to street lighting, rrpm's and delineation	■ Design complete and RMS funds available. Construction in 2018/19	√
■ Traffic signals - Galston Road and Clarinda Street, Hornsby (section 7.11)	■ Awaiting RMS approval of plans	√
■ Intersection upgrade - Royston Parade/Baldwin Avenue, Asquith (survey and design)	■ Road widening plan prepared. Pending commencement of development	—
■ Intersection upgrade - Peats Ferry Road/Bridge Road, Hornsby (survey and design)	■ Preliminary design prepared. Awaiting allocation of funds	x
■ Intersection upgrade - Centre median (Galston Road) - Galston Road/Carrington Road, Hornsby	■ Pending RMS approval	—
■ Intersection upgrade - Centre median (Peats Ferry Road) - Peats Ferry Road/Old Berowra Road, Hornsby	■ Pending RMS approval	—
■ Realign bus and taxi exit - High Street/Peats Ferry Road, Hornsby Westside (four-way signalised intersection) (survey and design)	■ Pending acceptance of road encroachment design by Transport for NSW	—

COLLABORATIVE



15,405 LIKES



1,535 FOLLOWERS



313 SUBSCRIBERS



4,059 FOLLOWERS



Communication

Renew and refresh the website

- New website launched in May 2018
- The site is more user friendly and incorporates several easily identified areas for community reporting and feedback, including a 'have your say' section

Have Your Say section on the new website - An information hub for all Council's community engagement programs, this includes:

- Plan Your Parkland
- Sportsground Strategy
- On Exhibition items
- Community Forums
- Community Strategic Plan
- Public consultation on a range of programs including: installation of pedestrian refuges, playground upgrades, road reconstructions, proposed road naming, proposed road traffic signals upgrades, parking restrictions etc

Community Forums

- Berowra Community Forum held at the end of May - over 100 participants
- Community forums webpage created within the 'Have Your Say' section provided forum details and post-forum notes
- Next forums scheduled in Pennant Hills (August) and Cherrybrook (October)

Social media

- Engagement on our social media platforms continues to grow with an increase of nearly 12% of Facebook likes during 17/18 and average of 83% response rate to messages (ie within 3 hours)
- A total of 56,000 views for the Hornsby Quarry videos on our YouTube channel (including progress videos of the Quarry fill and opening of the Mountain Bike Trail)

Some of the other ways Council provides general/ events information to our community include:

- Quarterly "Whats On"
- Digital signage on Hornsby Station footbridge
- Discover Hornsby web site
- Monthly enewsletter
- Posters, eg. in local shopping centres
- Mesh fencing
- Advertisements in local papers
- Postcards / DL flyers



Governance

Hornsby Shire Council elections were held in September 2017.

Councillors elected:

- **Mayor** - The Honorable Philip Ruddock
- **A Ward Councillors**
Cr Nathan Tilbury
Cr Warren Waddell
Cr Mick Marr
- **B Ward Councillors**
Cr Robert Browne
Cr Joe Nicita
Cr Janelle McIntosh
- **C Ward Councillors**
Cr Vince del Gallego
Cr Emma Heyde
Cr Michael Hutchence

The most significant decisions in Hornsby Shire are made at the public Council meetings which are held each month. All meetings are held in the Council Chambers at 296 Peats Ferry Road (formerly Pacific Highway), Hornsby. The meetings start at 6.30pm.

Council's web site has information about contacting a Councillor and attending Council meetings - see hornsby.nsw.gov.au

Community forums with Councillors commenced in November 2017. The forums provide an opportunity for local residents to raise issues and gain feedback.



Events

- Festival of the Arts, featuring the Hornsby Art Prize, held throughout the Shire during October and November 2017.
- Sunset Sessions held in Hornsby Mall 4 Friday nights in February 2018. All events were very well attended.
- Westside Vibe held 11 May 2018 - a vibrant street festival in Dural Lane.
- Re-magine recycled art exhibition, celebrating the re-use and recycling of waste in Hornsby Shire through art.



Progress on the Delivery Program

4A.

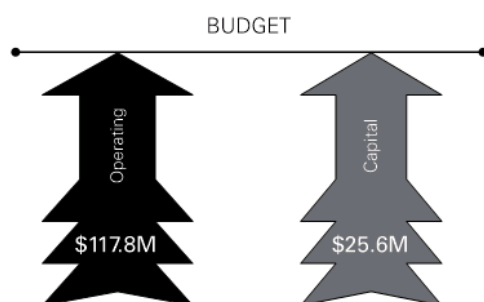
Formulate and deliver the strategic financial direction for the organisation

RESPONSIBILITY:
Chief Financial Officer

SERVICE COMMENTARY

The year in review:

- Development of the Long Term Financial Plan and update to Councillors on financial consequences of the boundary adjustment with the City of Parramatta Council. A number of independent reviews have been undertaken of the Long Term Financial Plan.
- Major assets revalued in line with agreed timetable. Fair value for buildings undertaken with independent assessment provided.
- Monthly reports have been provided to Council in accordance with agreed timeframes.
- Compliance with investment strategy upheld.
- Assessment undertaken of proposed Berowra Aquatic Centre.

2.59%
Return on
invested
funds

	Actual (operating) \$ (million)	% change from 2016/17	Actual (capital) \$ (million)
2016/17	118.54		32.7
2017/18	117.80	0.63%	25.6

BUDGET 2017/18		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
	Operating income	(73,014,539)	(73,537,559)			
	Controllable expenses	4,455,815	1,126,347			
	Internal transfers & depreciation	16,174,181	16,474,047			
	Operating Result	(52,384,543)	(55,937,165)			

Progress on the Delivery Program

4B.

Provide procurement and store services

RESPONSIBILITY:

Chief Financial Officer

SERVICE COMMENTARY

Tender assistance and guidance provided to organisation. Creditor payments made in accordance with payment terms and timelines.

Store/stock issues provided daily for work trucks.

Stocktake performed for Depot Stores with low variance level.

100%
HSC Quote
Policy
adhered to and
contracts available
for purchasing

100%
Store open
on time and suitably
stocked

		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
BUDGET 2017/18	Operating income	-	-				
	Controllable expenses	488,590	530,350				
	Internal transfers & depreciation	(224,156)	(224,154)	Operating Result	264,434	306,196	

Progress on the Delivery Program

4C.

Demonstrate best practice in leadership

RESPONSIBILITY:

General Manager

SERVICE COMMENTARY

2017/18 was a year of transition, with the election in September of a new mayor – former Federal cabinet minister Philip Ruddock – and six new councillors. This was followed up in March by the appointment of a new general manager, Steven Head. All have settled into their positions well.

The big news of the year was the NSW Government's payment of \$90 million to Hornsby Shire Council, a first instalment of the compensation Council is receiving for the financial difficulties caused by losing all territory south of the M2 during the amalgamation process. This money was very welcome and will be used to carry out the rehabilitation of Hornsby Quarry, as well as the creation of new recreation facilities at Westleigh. More importantly, it means Council is now on the home stretch after a long period of uncertainty. Negotiations with the Government are continuing and it is hoped a final compensation figure will be agreed to soon.

In terms of policy, one of the most exciting new developments has been Council's efforts to protect and expand the tree canopy in our Bushland Shire. This has included vastly expanding the number of tree species that cannot be removed without Council approval and committing to planting 25,000 new trees by September 2020. This planting is already under way, helped by large numbers of volunteers who are dedicated to creating a greener community. Visit trees.hornsby.nsw.gov.au if you would like to join in.

Those were the headline-grabbing moments of the financial year, but just as important was the largely unsung daily work that was carried out by our staff at the ground level. To choose just one statistic, there were 13,481 customer service requests received and 11,849 of these were completed within service level agreement, an impressive result of nearly 90 percent. Council's staff are to be commended for their excellent work and their commitment to providing services for our local community.

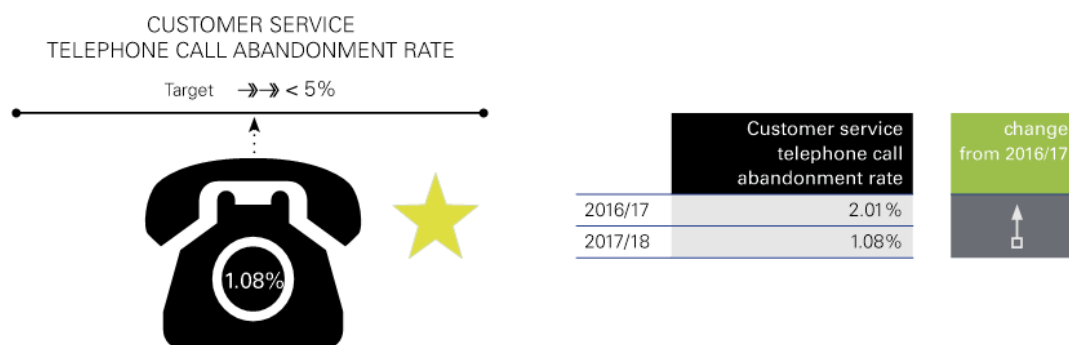
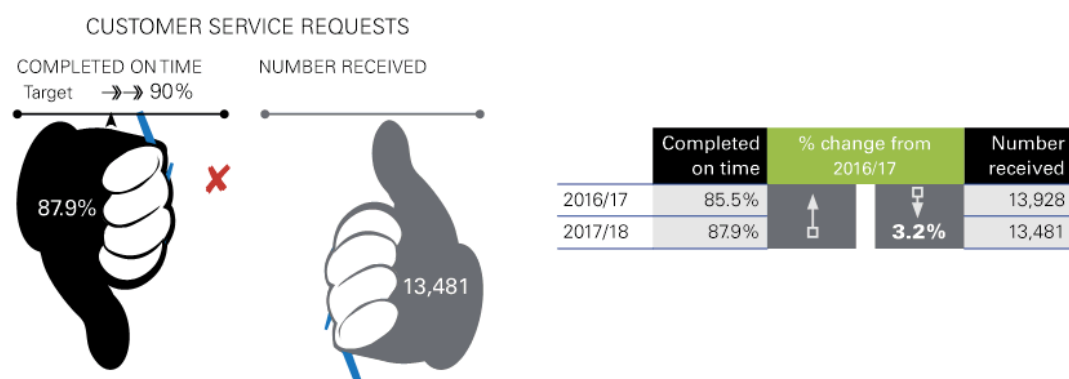
83%
Delivery
Program
Key Actions
achieving success

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(300)	-	Operating Result	1,109,030	1,272,932
	Controllable expenses	959,916	1,123,518			
	Internal transfers & depreciation	149,414	149,414			

Progress on the Delivery Program

4C.

LEADING WITH GOOD GOVERNANCE



Progress on the Delivery Program

4D.

Maintain a corporate governance framework

RESPONSIBILITY:

Manager, Governance and
Customer Service

SERVICE COMMENTARY

The commencement of a new term of Council has seen a focus on the induction and training of new Councillors and the streamlining of administrative functions in relation to Council Meetings.

Internally, a Privacy Awareness Training program was developed to ensure all personnel are aware of the importance of being vigilant when handling private and personal information.

Testing and training has been carried out to allow live streaming of Council meetings to become fully operational from August 2018.

During the year, 249,860 items were registered in Council's records management system.

0%
GIPA
applications
became the subject
of external review

0%
Council
Meeting
Minutes
requiring alteration

		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
		\$	\$			\$	\$
BUDGET 2017/18	Operating income	(494,720)	(479,251)				
	Controllable expenses	3,327,027	3,340,428				
	Internal transfers & depreciation	(1,223,538)	(1,165,047)	Operating Result	1,608,769	1,696,131	
		ORIGINAL BUDGET	FINAL RESULT			ORIGINAL BUDGET	FINAL RESULT
Corporate Support Division leadership costs		\$	\$			\$	\$
BUDGET 2017/18	Operating income	-	-				
	Controllable expenses	452,341	407,727				
	Internal transfers & depreciation	27,670	27,670	Operating Result	480,011	435,397	

Progress on the Delivery Program

4E.

Deliver an effective customer service function

RESPONSIBILITY:

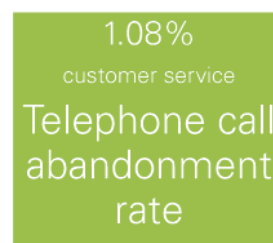
Manager, Governance and
Customer Service

SERVICE COMMENTARY

The Customer Service Team has achieved an outstanding result in all areas of service delivery for the 2017/18 financial year, for example in the call abandonment rate, average answering speed, applications lodgements and in the initial response to customer service requests.

The call abandonment result of 1.08% is particularly impressive as the national and corporate standard call abandonment rate is 5%.

In addition, an increasing number of Customer Service functions such as bookings and application lodgement, have been established on line in order to assist in an easier and more effective experience for our customers. For example, as a result of collaboration between Customer Service and the Information, Communication and Technology Branch and the Design and Construction Branch, Vehicular Crossing applications are now online.



		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	-	-			
	Controllable expenses	860,605	848,412			
	Internal transfers & depreciation	115,752	115,752	Operating Result	976,357	964,164

Progress on the Delivery Program

4F.

Provide Information, Communication and Technology infrastructure and maintain the integrity of the network

RESPONSIBILITY:
Manager, Information, Communication and Technology

SERVICE COMMENTARY

ICT Technology Upgrade Program was approved by the Executive team in July 2017.

The program approved 11 key technology projects to proceed over an 18 month period (July 2017 - Dec 2018). The key areas relating to cyber security were network servers, switches, routers and firewalls replacements, all being key components to controlling and securing Council's network from internal and external threats.

Further, corporate application upgrades, PC replacements, telephone systems and Microsoft licensing arrangements are mostly completed and replaced with latest technologies to increase overall system performance, staff efficiency, security and control.

These projects are scheduled to be all completed by the end of December 2018.



	ORIGINAL BUDGET		FINAL RESULT	
	\$		\$	
BUDGET 2017/18	Operating income	-	(2,040)	
	Controllable expenses	3,801,017	4,009,043	
	Internal transfers & depreciation	(3,648,034)	(3,648,034)	
	Operating Result	152,983	358,970	

Progress on the Delivery Program

4G.

Support an engaged, productive and healthy workforce

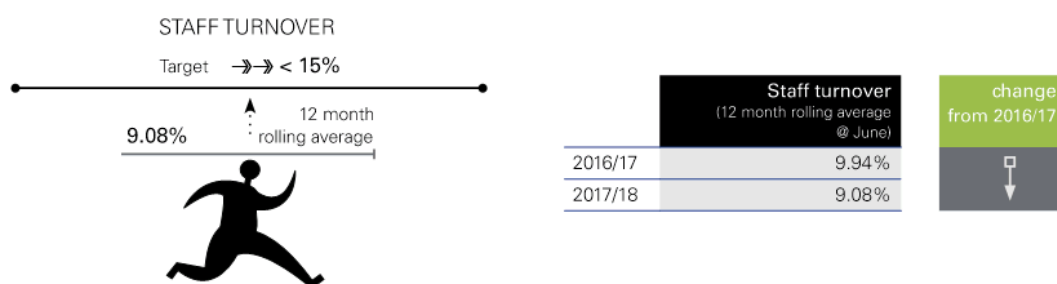
RESPONSIBILITY:

Manager, People and Culture

SERVICE COMMENTARY

People and Culture Branch continued to support the organisation through the provision of key people and organisational systems and support services. The introduction of the new TechOne HR/Payroll system in late 2016, and subsequent upgrades over 2017/18, continued to increase efficiencies in the Employment Services and Payroll Services sections, and the ongoing development of the SafeHold system has enabled the Safety and Wellness Services section to provide better WH&S risk and injury management support to the organisation.

The Learning and Development section has also been very active providing significant levels of internal and external training across 2017/18, as well as facilitating the ongoing activities of the Organisational Cultural Change Program. A key activity in that Program was the development and rollout of an Employee Engagement Pulse Survey in October 2017. The results of this survey were presented to Council's Senior Officers Group in late November 2017 and to the incoming new General Manager in April 2018, providing him with key organisational information.



		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(165,500)		Operating Result	3,029,212	
	Controllable expenses	3,982,756				
	Internal transfers & depreciation	(788,044)				

Progress on the Delivery Program

4H.

Mitigate risk for the organisation, and the community when using Council's facilities and services

RESPONSIBILITY:
Manager, Risk and Audit**SERVICE COMMENTARY**

Hirers of community facilities are required to have \$20 million Public Liability Insurance. Council also maintains a Casual Hirers policy which provides \$20 million insurance cover to hirers who do not otherwise have their own policy protection.

The Risk Management Action Plan was last reviewed in February 2018 and submitted to Statewide Mutual as part of its Continuous Improvement Pathway Program.

The Business Continuity Plan was updated in March 2018.

A review of the current Code of Conduct and Procedures will be submitted to Council in August 2018 as part of the broader review of codes and policies. On 13 December 2017 Council resolved to make a formal submission to the OLG as part of its own review of the Model Code and Procedures. The OLG has not yet released a new Model Code and Procedures - a further report will be submitted to Council when this occurs.

Development of a new Internal Audit Plan will be subject to release of the new Internal Audit Guidelines by the Office of Local Government (expected in 2018). The current internal audit program will carry forward through the existing Plan.

100%
Risk
Management
Action Plan
reviewed quarterly

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	(5,000)		Operating Result	1,654,583	
	Controllable expenses	1,701,460				
	Internal transfers & depreciation	(41,877)				

Progress on the Delivery Program

4i.

Increase Council's positive profile in the community and demonstrate value for money to ratepayers

RESPONSIBILITY:

Manager, Strategy and Communications

SERVICE COMMENTARY

The community research project undertaken by Micromex highlighted a need to improve and increase our communications to the community. We have responded by increasing our social media posts and updating the advertisements in the local papers as well as launching a new website that greatly improves the front end used by the community. All these mediums continue to broaden Council's reach in the community, thereby increasing recognition.

A new staff intranet was launched in April 2018.

During 2017/18, 753 new Australian Citizens were conferred in 20 ceremonies held in the Council Chambers.

DiscoverHornsby, Council's micro tourism website, continues to be a popular site for people looking to explore Hornsby Shire. There were 8,331 visits to the home page during the year.



	ORIGINAL BUDGET		FINAL RESULT	
	\$		\$	
BUDGET 2017/18	Operating income	-	-	
	Controllable expenses	1,965,440	1,839,914	
	Internal transfers & depreciation	26,627	26,625	
	Operating Result	1,992,067	1,866,538	

Progress on the Delivery Program

4J.

Lead the integrated planning and reporting process

RESPONSIBILITY:
Manager, Strategy and
Communications

SERVICE COMMENTARY

A new Community Strategic Plan (CSP), Your Vision | Your Future 2028, was developed and adopted during the year. The document is closely aligned to the Greater Sydney Commission's North District Plan (March 2018).

A Community Engagement Strategy was developed and approved in July 2017 to ensure the most effective engagement process. A large body of research was conducted by Micromex with our community in late 2017 to plan the way forward for the next 10 years. The CSP outlines 12 community outcomes which were derived from the research and which have supporting indicators to determine progress over the political term.

The document also outlines Focus Areas which are mapped to the Delivery Program 2018-21 and Council's service delivery areas, where Key Initiatives and resources are assigned to work towards achieving the CSP outcomes.

A two-day Councillor Strategic Workshop held in February 2018 was integral to the development of the Integrated Planning and Reporting documents for this term of Council.

100%
Integrated
Planning and
Reporting
requirements
delivered on time

		ORIGINAL BUDGET	FINAL RESULT		ORIGINAL BUDGET	FINAL RESULT
		\$	\$		\$	\$
BUDGET 2017/18	Operating income	-	-			
	Controllable expenses	45,000	82,672			
	Internal transfers & depreciation	17,160	17,160	Operating Result	62,160	99,832



MILESTONE MOMENT

THANKS TO OUR WONDERFUL
VOLUNTEERS AND NURSERY STAFF

@ 30 JUNE 2018

52,762 PLANTS
DISTRIBUTED TO NEW HOMES

HORNSBY SHIRE COUNCIL

Quarterly Budget Review Statement
for the period 01/04/18 to 30/06/18

	page
1. Responsible Accounting Officer's Statement	1
2. Income & Expenses Budget Review Statement's	2 & 2a
3. Capital Budget Review Statement	3 & 3a
4. Cash & Investments Budget Review Statement	4 & 4a
5. Key Performance Indicator (KPI) Budget Review Statement	5
6. Contracts & Other Expenses Budget Review Statement	6
7. Consultant & Legal Expenses	7

ATTACHMENT 2 - ITEM 6

HORNSBY SHIRE COUNCIL

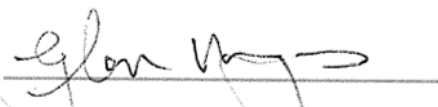
Quarterly Budget Review Statement
for the period 01/04/18 to 30/06/18

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for HORNSBY SHIRE COUNCIL for the quarter ended 30/06/18 indicates that Council's financial position for the year is satisfactory, having regard to the actual results of income and expenditure and the original budgeted income and expenditure.

Signed:


Glen Magus
Responsible Accounting Officer

date: 9/8/18

ATTACHMENT 2 - ITEM 6

HORNSBY SHIRE COUNCIL**Quarterly Budget Review Statement**
for the period 01/04/18 to 30/06/18Budget review for the quarter ended 30 June 2018
Income & Expenses - All Principal Activities

(\$000's)	Original Budget 2017/18	Approved Changes				Revised Budget 2017/18	Bud Change Request for Jun Qtr	Notes	Projected Year End Result	Actual YTD figures
		Total QBRs Contra Changes	Sep QBRs	Dec QBRs	Mar QBRs	Jun QBRs				
Income										
Rates & Annual Charges*	-85,865,062	0	-900,000	-668,230	0	0	-87,433,292	0	-87,433,292	-88,357,336
User Charges & Fees	-13,542,716	-352,724	0	15,067	0	0	-13,880,373	0	-13,880,373	-13,957,144
Interest	-3,635,510	0	0	0	0	0	-3,635,510	0	-3,635,510	-4,857,783
Other Revenues	-6,838,120	321,500	-200,000	-15,067	235,560	0	-6,496,127	0	-6,496,127	-7,681,765
Operating Grants	-10,456,618	0	132,938	-217,000	0	0	-10,540,680	0	-10,540,680	-10,772,642
Operating Contributions & Donations	-950,192	0	2,500	0	0	0	-947,692	0	-947,692	-800,023
Total Income from Continuing Operations	-121,288,218	-31,224	-964,562	-885,230	235,560	0	-122,933,674	0	-122,933,675	-126,426,693
Expenses										
Employee Expense	47,262,166	-13,541	-631,011	-20,000	-250,000	0	46,347,614	0	46,347,614	43,181,459
Borrowing Expense	213,689	0	0	0	0	0	213,689	0	213,689	213,454
Materials & Contracts	40,918,540	687,870	1,636,730	775,630	-180,700	0	43,838,070	0	43,838,070	41,210,884
Depreciation-& Amortisation	17,602,631	0	0	0	0	0	17,602,631	0	17,602,631	17,944,301
Internal Expenses	-1,018,762	59,482	512,492	0	0	0	-446,788	0	-446,788	-384,306
Legal Expenses	808,200	0	0	0	0	0	808,200	0	808,200	983,767
Consultants	1,458,726	72,045	0	0	0	0	1,530,771	0	1,530,771	1,750,261
Other Expenses	12,880,712	22,045	18,965	-34,400	0	0	12,887,322	0	12,887,322	12,903,074
Total Expenses from Continuing Operations	120,125,902	827,901	1,537,175	721,230	-430,700	0	122,781,508	0	122,781,509	117,802,894
Net Operating Result from Continuing Operations	-1,162,316	796,677	572,613	-164,000	-195,140	0	-152,166	0	-152,166	-8,623,799
Net Operating Result before Capital Items	-1,162,316	796,677	572,613	-164,000	-195,140	0	-152,166	0	-152,166	-8,623,799

*Rates are levied and recognised in Rates & Annual Charges in full on 1 July each year

ATTACHMENT 2 - ITEM 6

HORNSBY SHIRE COUNCIL**Quarterly Budget Review Statement**
for the period 01/04/18 to 30/06/18**Income & Expenses Budget Review Statement**
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	\$	Details
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Please refer to the accompanying Report to Council for details

ATTACHMENT 2 - ITEM 6

HORNSBY SHIRE COUNCIL**Quarterly Budget Review Statement**
for the period 01/04/18 to 30/06/18Budget review for the quarter ended 30 June 2018
Capital Budget - All Principal Activities

	Original Budget 2017/18	Approved Changes				Revised Budget 2017/18	Bud Change Request for Jun Qtr	Notes	Projected Year End Result	Actual YTD figures
		Total QBRs Contra Changes	Sep QBRs	Dec QBRs	Mar QBRs					
Capital Expenditure										
WIP Expenditure & Asset Purchases	28,430,396	590,653	-153,791	2,530,834	37,082	31,435,174	0		31,435,174	25,607,824
Total Capital Expenditure	28,430,396	590,653	-153,791	2,530,834	37,082	31,435,174	0		31,435,174	25,607,824
Capital Funding										
Capital Grants	-1,421,415	-469,865	0	0	0	-1,891,280	0		-1,891,280	-95,630,791
Capital Contributions & Donations	-10,012,000	0	0	0	0	-10,012,000	0		-10,012,000	-13,214,870
Asset Sales	-800,000	0	0	0	0	-800,000	0		-800,000	-776,954
Other Funding	-12,233,415	-469,865	0	0	0	-12,703,280	0		-12,703,280	-109,622,615
External Restricted Assets	-162,653	-747,045	-189,421	-3,099,605	-115,000	-4,313,724	0		-4,313,724	101,078,473
Internal Restricted Assets	638,593	-170,420	-314,119	732,771	300,000	1,186,825	0		1,186,825	7,276,170
External Loan Principal Repayments	1,080,630	0	0	0	0	1,080,630	0		1,080,630	1,079,920
Employee Leave Payments	932,750	0	0	0	0	932,750	0		932,750	661,016
Writeback Depreciation	-17,602,631	0	0	0	0	-17,602,631	0		-17,602,631	-17,944,301
Total Funding	-27,346,726	-1,387,330	-503,540	-2,366,834	185,000	-31,419,430	0		-31,419,430	-17,471,337
Net Capital Funding	1,083,670	-796,677	-657,331	164,000	222,082	15,744	0		15,744	8,136,487
Net Operating Result before Capital Items	-1,162,316	796,677	572,613	-164,000	-195,140	-152,166	0		-152,166	-8,623,799
Net Operating & Capital Result after Funding	-78,646	0	-84,718	0	26,942	-136,422	0		-136,422	-487,312

ATTACHMENT 2 - ITEM 6

HORNSBY SHIRE COUNCIL**Quarterly Budget Review Statement**
for the period 01/04/18 to 30/06/18**Capital Budget Review Statement**
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	\$	Details
Please refer to the accompanying Report to Council for details		

ATTACHMENT 2 - ITEM 6

HORNSBY SHIRE COUNCIL

Budget review for the quarter ended 30 June 2018
Cash & Investments - All Principal Activities

Quarterly Budget Review Statement for the period 01/04/18 to 30/06/18			
	Original Budget 2017/18	Revised Budget Projected Year End 2017/18	Actual YTD figures
Total Cash & Investments	134,641,829	134,641,829	273,124,000
Externally Restricted ⁽¹⁾	54,443,962	54,443,962	186,752,889
Internally Restricted ⁽²⁾	70,981,207	70,981,207	75,820,936
Total Restrictions	125,425,169	125,425,169	262,573,825
Unrestricted (ie. available after the above Restrictions)	9,216,660	9,216,660	10,550,175
Total Cash & Investments	134,641,829	134,641,829	273,124,000

(1) Funds that must be spent for a specific purpose

(2) Funds that Council has earmarked for a specific purpose

ATTACHMENT 2 - ITEM 6

HORNSBY SHIRE COUNCIL**Quarterly Budget Review Statement**
for the period 01/04/18 to 30/06/18**Cash & Investments Budget Review Statement****Investments**

Investments have been invested in accordance with Council's Investment Policy.

Cash

The value of Cash at Bank which has been included in the Cash & Investment Statement totals \$93,339,835

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 29/06/18

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

\$ 000's

GL Investments - Trial Balance	179,827
GL Cash at Bank - Trial Balance	93,291
GL Cash on Hand - Trial Balance	6
	<u>273,124</u>

Reconciled Cash at Bank & Investments

Investments	179,827
Investment Total	<u>179,827</u>

Cash at Bank (as per bank statements)	93,340
less: Unpresented Cheques	(Timing Difference) -121
add: Undeposited Funds	(Timing Difference) 72
Cash at Bank Total	<u>93,291</u>

Cash on Hand Total	<u>6</u>
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HORNSBY SHIRE COUNCIL**Quarterly Budget Review Statement**
for the period 01/04/18 to 30/06/18**Key Performance Indicators Budget Review Statement (subject to external audit)**

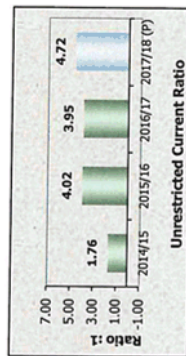
Budget review for the quarter ended 30 June 2018

(\$000's)	Projected June Amounts 17/18	Indicator 17/18	Actual June Indicator 17/18	Actuals Prior Periods Indicator 16/17 15/16
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The Council monitors the following Key Performance Indicators:

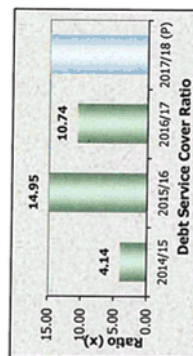
Unrestricted Current Ratio	133,326	4.72	4.72	3.95 4.02
Current Assets less External Restrictions	28,258			
Current Liabilities less Specific Purpose Liabilities				

This indicator assesses the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.



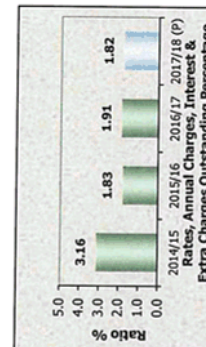
Debt Service Cover Ratio	23,761	18.38	18.38	10.74 14.95
Operating Result before capital excl. interest and depreciation/impairment/amortisation	1,293			
Principal repayments and borrowing interest costs				

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage	1,646	1.82	1.82	1.91 1.83
Rates, Annual and Extra Charges Outstanding	90,238			
Rates, Annual and Extra Charges Collectible				

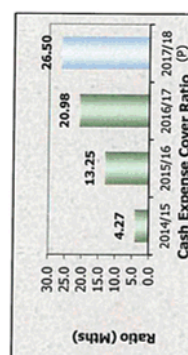
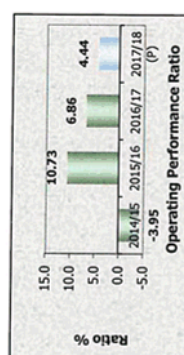
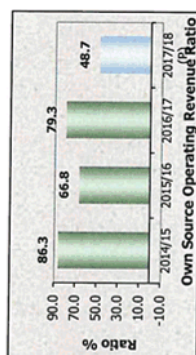
This indicator is to assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.



HORNSBY SHIRE COUNCIL**Quarterly Budget Review Statement**
for the period 01/04/18 to 30/06/18**Key Performance Indicators Budget Review Statement (subject to external audit)**

Budget review for the quarter ended 30 June 2018

(\$000's)	Projected June Amounts 17/18	Indicator 17/18	Actual June Indicator 17/18	Actuals Prior Periods Indicator 16/17 15/16
Own Source Operating Revenue Ratio				
Total continuing operating revenue (less All Grants & Contributions)	114,592	48.74	48.74	79.32 66.82
Total continuing operating revenue	235,094			
This ratio measures Council's fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.				
Operating Performance Ratio				
Total continuing operating revenue (excl. Capital Grants & Contributions) - Operating Expenses	5,604	4.44	4.44	6.86 10.73
Total continuing operating revenue (excl. Capital Grants & Contributions)	126,166			
This ratio measures Council's achievement of containing operating expenditure within operating revenue.				
Cash Expense Cover Ratio				
Current Years Cash and Cash Equivalents including All Term Deposits	273,124	26.50	26.50	20.98 13.25
Payments from Cash flow of operating and financing activities	10,305			
This liquidity ratio indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow				



HORNSBY SHIRE COUNCIL		Quarterly Budget Review Statement			
Contracts Budget Review Statement		for the period 01/04/18 to 30/06/18			
Budget review for the quarter ended 30 June 2018					
Part A - Contracts Listing - contracts entered into during the quarter					
Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)

- Notes:
- A. Restricted Asset from previous year utilised
 - 1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
 - 2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
 - 3. Contracts for employment are not required to be included.

HORNSBY SHIRE COUNCIL**Quarterly Budget Review Statement**
for the period 01/04/18 to 30/06/18**Consultancy & Legal Expenses Budget Review Statement**

Budget review for the quarter ended 30 June 2018

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	1,750,261	Y
Legal Fees	983,767	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

The consultancies expense is higher in this financial years compared to historic amounts because of the implementation of Council's new IT system.

ATTACHMENT/S

REPORT NO. CS35/18

ITEM 7

- 1. HSC INVESTMENT SUMMARY JULY 2018**
- 2. HSC BORROWINGS SCHEDULE JULY 2018**



Monthly Investment Summary

July 2018

ATTACHMENT 1 - ITEM 7

Portfolio Summary

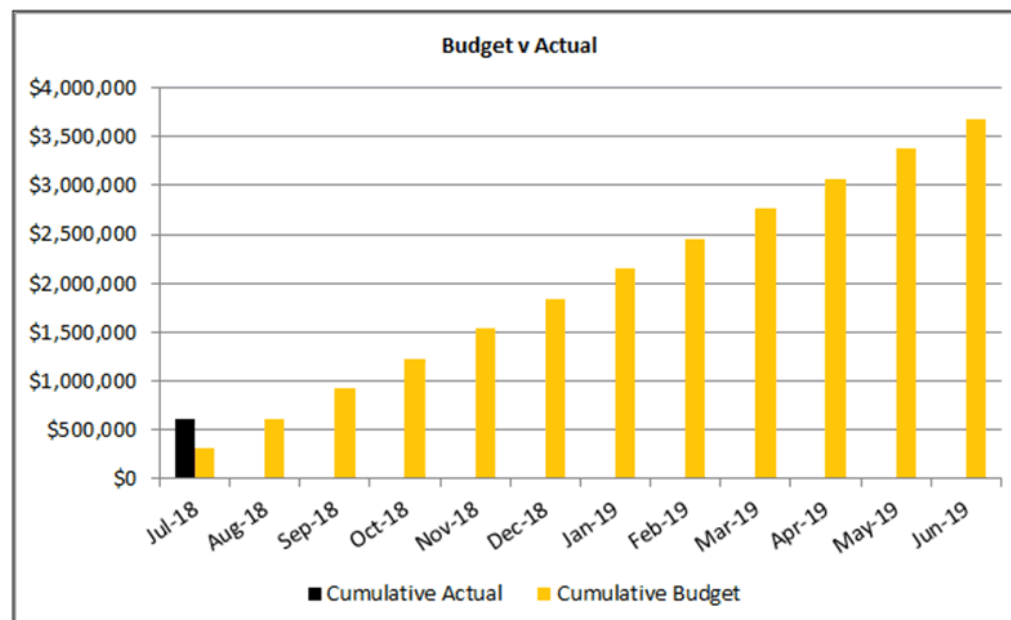
Asset Class	Face Value	% of Portfolio	Current Yield (%)	FYTD Yield (%)
Cash	\$53,325,157	19%	2.53%	2.53%
Term Deposits	\$220,618,080	81%	2.70%	2.70%
Total Portfolio	\$273,943,237	100%	2.66%	2.66%

Term to Maturity

Compliant	Horizon	Invested (\$)	Invested (%)	Max Limit (%)
✓	0 – 90 days	\$157,943,237	58%	100%
✓	91 – 365 days	\$89,500,000	33%	100%
✓	1 – 2 years	\$23,500,000	9%	70%
✓	2 – 5 years	\$3,000,000	1%	50%
✓	5 – 10 years	\$0	0%	25%

Performance

Performance (% p.a.)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	1.50%	1.50%	1.50%	1.50%	1.50%
Council's Cash Return	2.53%	2.37%	2.27%	2.53%	2.29%
Council's Term Deposit Return	2.70%	2.74%	2.73%	2.70%	2.74%
Council's Total Portfolio	2.66%	2.63%	2.58%	2.66%	2.59%
Outperformance	1.16%	1.13%	1.08%	1.16%	1.09%

Budget vs Actual (Income)

Council's Portfolio Listing

Type	ST Rating	LT Rating	Issuer	Principal	Purchase	Term (Days)	Maturity	Rate
CASH	A-1+	AAA	NSW Treasury Corp	\$22,615,427.85	31/08/2017	-	31/07/2018	2.65
	A-1+	AA-	Westpac	\$30,709,728.91	30/06/2017	-	31/07/2018	2.45
Sub-Total				\$53,325,156.76				2.53
TDs	A-2	BBB+	Bendigo and Adelaide	\$3,000,000.00	9/08/2017	364	8/08/2018	2.70
	A-1+	AA-	NAB	\$39,000,000.00	2/07/2018	60	31/08/2018	2.58
	A-1+	AA-	Bankwest	\$51,000,000.00	2/07/2018	63	3/09/2018	2.57
	A-1+	AA-	NAB	\$2,000,000.00	8/03/2018	188	12/09/2018	2.60
	A-2	BBB	Defence Bank	\$2,000,000.00	18/10/2017	335	18/09/2018	2.75
	A-1+	AA-	NAB	\$2,000,000.00	27/09/2017	365	27/09/2018	2.62
	A-2	BBB	Defence Bank	\$1,500,000.00	1/11/2017	336	3/10/2018	2.70
	A-1+	AA-	Westpac	\$68,080.00	7/06/2018	123	8/10/2018	2.78
	A-2	BBB	Defence Bank	\$2,000,000.00	18/10/2017	364	17/10/2018	2.75
	A-1+	AA-	Westpac	\$50,000.00	19/06/2018	122	19/10/2018	2.79
	A-2	BBB	Defence Bank	\$2,000,000.00	25/10/2017	371	31/10/2018	2.75
	A-1+	AA-	Commonwealth Bank	\$1,000,000.00	13/02/2018	272	12/11/2018	2.55
	A-1+	AA-	Commonwealth Bank	\$2,500,000.00	18/01/2018	300	14/11/2018	2.61
	A-2	BBB+	BOQ	\$2,000,000.00	22/11/2017	371	28/11/2018	2.65
	A-2	BBB+	BOQ	\$2,500,000.00	6/12/2017	364	5/12/2018	2.65
	A-1+	AA-	NAB	\$3,000,000.00	14/06/2018	188	19/12/2018	2.80
	A-1+	AA-	Commonwealth Bank	\$3,000,000.00	3/01/2018	364	2/01/2019	2.62
	A-2	BBB+	Rural Bank	\$2,000,000.00	1/06/2018	222	9/01/2019	2.82
	A-1+	AA-	Westpac	\$3,000,000.00	11/01/2017	730	11/01/2019	3.00
	A-1	A	AMP Bank	\$2,500,000.00	16/04/2018	275	16/01/2019	2.70
	A-1+	AA-	Commonwealth Bank	\$3,000,000.00	16/01/2018	365	16/01/2019	2.64
	A-1+	AA-	Westpac	\$3,000,000.00	18/01/2017	735	23/01/2019	3.00
	A-2	BBB+	Rural Bank	\$2,500,000.00	1/06/2018	236	23/01/2019	2.82
	A-1+	AA-	Commonwealth Bank	\$2,500,000.00	31/01/2018	363	29/01/2019	2.65
	A-2	BBB+	BOQ	\$3,000,000.00	25/07/2018	189	30/01/2019	2.80
	A-1+	AA-	Westpac	\$2,500,000.00	18/01/2017	742	30/01/2019	3.00
	A-1+	AA-	Westpac	\$2,500,000.00	25/01/2017	742	6/02/2019	3.00

Type	ST Rating	LT Rating	Issuer	Principal	Purchase	Term (Days)	Maturity	Rate
TDs								
A-1+	AA-		Westpac	\$3,000,000.00	7/02/2018	364	6/02/2019	2.62
A-2	BBB+		Rural Bank	\$3,000,000.00	1/06/2018	257	13/02/2019	2.82
A-1+	AA-		Bankwest	\$2,000,000.00	28/02/2018	357	20/02/2019	2.61
A-1+	AA-		Commonwealth Bank	\$3,000,000.00	1/03/2018	363	27/02/2019	2.63
A-2	BBB		Defence Bank	\$2,000,000.00	1/03/2017	728	27/02/2019	3.00
A-1+	AA-		Commonwealth Bank	\$3,000,000.00	1/03/2018	364	28/02/2019	2.63
A-1+	AA-		Commonwealth Bank	\$2,500,000.00	7/03/2018	364	6/03/2019	2.65
A-1+	AA-		Commonwealth Bank	\$3,000,000.00	12/03/2018	365	12/03/2019	2.66
A-1+	AA-		Commonwealth Bank	\$3,000,000.00	13/03/2018	365	13/03/2019	2.67
A-1+	AA-		Commonwealth Bank	\$3,000,000.00	14/03/2018	365	14/03/2019	2.66
A-1+	AA-		Bankwest	\$3,000,000.00	25/07/2018	273	24/04/2019	2.80
A-1	A		AMP Bank	\$2,500,000.00	17/05/2018	356	8/05/2019	2.75
A-1	A		AMP Bank	\$2,500,000.00	17/05/2018	363	15/05/2019	2.75
A-2	BBB		Members Equity Bank	\$3,000,000.00	22/05/2018	358	15/05/2019	2.80
A-2	BBB		Members Equity Bank	\$2,000,000.00	23/05/2018	364	22/05/2019	2.80
A-2	BBB		Members Equity Bank	\$3,000,000.00	30/05/2018	364	29/05/2019	2.80
A-1	A		AMP Bank	\$2,500,000.00	18/07/2018	364	17/07/2019	2.85
A-2	BBB+		Bendigo and Adelaide	\$3,000,000.00	25/07/2018	364	24/07/2019	2.83
A-1	A		ING Direct	\$2,500,000.00	11/10/2017	728	9/10/2019	2.95
A-1	A		ING Direct	\$2,000,000.00	17/10/2017	730	17/10/2019	2.98
A-1	A		ING Direct	\$2,000,000.00	16/11/2017	727	13/11/2019	2.91
A-1	A		ING Direct	\$2,000,000.00	29/11/2017	728	27/11/2019	2.91
A-1	A		ING Direct	\$2,000,000.00	22/11/2017	735	27/11/2019	2.91
A-1	A		ING Direct	\$3,000,000.00	21/11/2017	736	27/11/2019	2.91
A-1	A		ING Direct	\$2,000,000.00	18/12/2017	730	18/12/2019	2.87
A-1	A		ING Direct	\$3,000,000.00	13/12/2017	735	18/12/2019	2.85
A-1	A		ING Direct	\$3,000,000.00	7/02/2018	728	5/02/2020	2.90
A-1	A		ING Direct	\$2,000,000.00	28/02/2018	721	19/02/2020	2.89
A-2	BBB+		BOQ	\$3,000,000.00	10/05/2018	1098	12/05/2021	3.20
Sub-Total				\$220,618,080.00				2.70
Total				\$273,943,236.76				2.67

HORNSBY SHIRE COUNCIL BORROWINGS SCHEDULE AS AT 31 JULY 2018

1. LOANS			\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Lender	Date Drawn	Maturity Date	Amount Borrowed	01/07/2018 Opening Balance	New Loan	2018/19 YTD Repayments Principal	Closing Balance	Fixed Interest Rate %
National Australia(48)	30-Jun-09	30-Jun-19	2,000	279			279	8.16
National Australia(49)	22-Jun-10	23-Jun-20	2,000	532			532	7.77
National Australia(50)	27-Jun-11	28-Jun-21	1,000	383			383	7.68
Westpac(51)	26-Jun-13	25-Jun-23	2,000	1145			1145	5.89
*TOTAL			7,000	2339			2339	6.88%

* Average weighted interest rate based on principal balances outstanding is 6.88%

2. OPERATING LEASES			\$'000	\$'000	\$'000	\$'000	\$'000
Lessor	Date Executed	Expiry date	Total Lease Payments	01/07/2018 Opening Balance	New Leases	2018/19 YTD Repayments	Closing Balance
Macquarie Equipment Finance(99)	15-Nov-14	15-Nov-18	59	5			5
Macquarie Equipment Finance (101)	15-Nov-15	17-Aug-20	545	244			244
Macquarie Equipment Finance (102)	15-Feb-16	15-Aug-19	11	3			3
Macquarie Equipment Finance (103)	25-Aug-16	15-Aug-20	83	44			44
Macquarie Equipment Finance (104)	18-Aug-16	15-Aug-19	13	5			5
Macquarie Equipment Finance (105)	22-Sep-17	15-Nov-21	444	359			359
Macquarie Equipment Finance (106)	22-Sep-17	16-Nov-20	32	24			24
Macquarie Equipment Finance (107)	22-Sep-17	15-Nov-22	56	47			47
Canon Finance Australia Pty Ltd (108)	15-Nov-17	01-Nov-22	109	96		2	95
TOTAL			1,351	827	0	2	825

3. DEBT SERVICE RATIO	Ratio %
Year ending Jun 18	1.08
Year ending Jun 17	1.73

Debt Service Ratio =	Debt Service Cost
	Revenue from Continuing Operations excluding Capital Items & Specific Purpose Grants/Contributions

ATTACHMENT/S

REPORT NO. EH16/18

ITEM 8

- 1. POLICY - ABORIGINAL RECONCILIATION STATEMENT
OF COMMITMENT**
- 2. POLICY - COMMUNITY GRANTS AND SPONSORSHIP**
- 3. POLICY - LEASE LICENCE OF COUNCIL LAND AND
BUILDINGS TO COMMUNITY GROUPS**
- 4. POLICY - SPONSORSHIP AND IN-KIND SUPPORT -
COUNCIL S INVOLVEMENT**
- 5. POLICY - GREEN OFFSETS - CURRENT**
- 6. POLICY - GREEN OFFSETS**
- 7. POLICY - SUSTAINABLE ENERGY FOR NEW COUNCIL
ASSETS**
- 8. POLICY - WATER QUALITY AND CONSERVATION**
- 9. POLICY - LITTER BINS - DESIGN AND LOCATION IN
PUBLIC PLACES**
- 10. POLICY - WASTE CONTAINERS**
- 11. POLICY - WASTE SERVICE TO INFIRMED
HOUSEHOLDS - PROVISION OF**



POLICY REGISTER

POLICY TITLE: ABORIGINAL RECONCILIATION STATEMENT OF COMMITMENT

FOLDER NUMBER: F2007/00307

POLICY OWNER / DIVISION: Environment & Human Services Division

POLICY OWNER / BRANCH: Community Services

FUNCTION: Community Services

RELEVANT LEGISLATION: Flags Act

POLICY ADOPTION/AMENDMENT DATE: ~~9 September 2015~~ 12 September 2018 **REPORT NUMBER:** ~~EH8/15~~ EH16/18

REVIEW YEAR: 2017/2020

AMENDMENT HISTORY:

- 13 February 2002 (Report CC2/02)
- 9 March 2005 (Report CC5/05)
- 11 April 2007 (Report CC11/07)
- 8 April 2009 (Report CC12/09)
- 20 April 2011 (Report CC10/11)
- 15 May 2013 (Report EH5/13)
- 9 September 2015 (Report EH8/15)

RELATED POLICIES:

POLICY PURPOSE / OBJECTIVES:

1. To acknowledge the traditional owners of the Shire.
2. To recognise the Shire's Aboriginal heritage.
3. To celebrate the presence of Aboriginal and Torres Strait Islander residents in the community.

POLICY STATEMENT:

1. Council will, at the commencement of each formal Meeting and Citizenship Ceremony, acknowledge the traditional owners of land within the Hornsby Shire by the following statement by the Chairperson – "We acknowledge we are on the traditional lands of the Darug and Guringai Peoples. We pay our respects to elders past and present".
 2. Hornsby Shire Council will display the Aboriginal Flag in conjunction with the Australian Flag at relevant locations around the Shire.
 3. The determination of the relevant locations referred to in 2. above will be considered by Council from time to time.
 4. When displaying the Aboriginal Flag:
-

Page 1 of 2

Date printed: ~~20 August 2018~~ 3 May 2014

ATTACHMENT 1 - ITEM 8

- a) The Australian Flag is to be flown on the far left of a person facing the flags;
 - b) The Australian Flag and the Aboriginal Flag cannot be flown from the same flagpole; and
 - c) The Aboriginal Flag should be the same size as the Australian Flag being flown beside it.
5. When displaying the Aboriginal Flag with other flags in a line of flagpoles, the Australian Flag will be displayed on the far left of a person facing the flags, followed by the Aboriginal Flag and other flags in their order of precedence.
6. Council purchasers of Aboriginal Flags will ensure that the Flag has been manufactured by Carroll and Richardson Flags, who hold the exclusive licence for the manufacture and marketing of Aboriginal flags, banners and bunting.



POLICY REGISTER

POLICY TITLE:	COMMUNITY GRANTS AND SPONSORSHIP
FOLDER NUMBER:	F2007/00307
POLICY OWNER / DIVISION:	Environment & Human Services Division
POLICY OWNER / BRANCH:	Community Services
FUNCTION:	Finance
RELEVANT LEGISLATION:	Local Government Act 1993 - Section 356
POLICY ADOPTION/AMENDMENT DATE:	9 September 2015 <u>12 September 2018</u> REPORT NUMBER: EH8/15 <u>EH16/18</u>
REVIEW YEAR:	2017 <u>2020</u>
AMENDMENT HISTORY:	<u>9 September 2015 – EH8/15</u>

GENERAL POLICY PURPOSE

This Policy provides an overarching framework to manage cash grants and in-kind sponsorship requests. The following funding streams are available.

1. Community Event Partnership Grant
2. Venue Support Program
3. Fee Waiver Requests for Waste Services
4. Fee Waiver Requests for Council Health, Building and Planning Services
5. Mayors Youth Trust Fund
6. Emergency Relief Fund

PROGRAM ONE:**COMMUNITY EVENT PARTNERSHIP GRANT****PURPOSE**

To provide seed funding to community driven, event based initiatives with the view to events being sustainably delivered by the community over time.

- A total of \$60,000 will be available per annum.
- Cash funding, in kind support and sponsorship is available of up to a total value of \$10,000 per annum per applicant organisation.
- Two grants per Council ward will be available.
- A four year Memorandum of Understanding (MOU) will form the basis of the funding agreement.
- Successful applicants will not be eligible to apply for additional funding or in-kind support from Council for the duration of the MOU.

EXPECTED OUTCOMES

- Increased vibrancy within the Shire.
- Increased participation in community life which will build a sense of community and promote social inclusion.
- Support Council's place making initiatives by supporting the delivery of local events by local community organisations.

CONDITIONS OF FUNDING

- Applicants must meet the conditions of funding set out in the Grants and Sponsorship Policy Guide as well as any other items stipulated in the MOU that is developed with successful applicants.

PROCESS

- Up to four years funding will be made available subject to an agreed project sustainability plan being developed by the applicant organisation.
- Applications are only accepted online.
- Expressions of interest will be called for interested community organisations to develop and deliver events.
- Awarding of grants will be the subject of a Council resolution.
- Council may request further information in support of an application if required, in order to determine eligibility.
- Council is under no obligation to continue funding any given project beyond the term of the MOU.

PROGRAM TWO:**VENUE SUPPORT PROGRAM****PURPOSE**

To support community not-for-profit groups utilising community and cultural facilities and parks to participate in fundraising activities for registered charities.

EXPECTED OUTCOMES

- To improve awareness and use of cultural and community services and resources within the Shire.
- Increase the capacity of local not for profit groups to undertake fundraising activities by waiving the fees associated with the hire of a Council facility.
- Increase participation at local events within the local community, building a sense of community and promoting social inclusion.

PROCESS

- Applicants must meet the conditions of funding set out in the grants and sponsorship policy guide.
- A total of \$17,000 is available annually.
- Applicants will complete a Fee Waiver Application Form and submit it to Council with accompanying information as required.
- Applications will be assessed monthly in the order of which they are received.
- Applications must be received at least six weeks prior to the hire of the centre, park or reserve.
- Once the funding allocation has been exhausted, the application process will close.
- Applicants will be notified in writing of the outcome of their application.
- Individual applicants must be residents of the Shire and organisations must be located within the Shire of Hornsby.
- Council officers will determine if a fee waiver request to support the provision of services that Council would otherwise provide is valid.

PROGRAM THREE:**FEE WAIVER REQUESTS FOR WASTE SERVICES****PURPOSE**

To support community not-for-profit groups, charities, churches and schools to provide activities and that encourage participation in social, creative, cultural, and community driven events and activities.

EXPECTED OUTCOMES

- Increase the capacity of local not-for-profit groups, charities, churches and schools to undertake fundraising activities by waiving the fees associated with Council waste services.
- Increase participation at local events within the local community, building a sense of community and promoting social inclusion.
- Increasing capacity for local non-for-profit groups to undertake fundraising activities by waiving the fees associated with hire of rubbish bins.
- Increasing community participation in waste education and management.
- Improving awareness of waste education and management strategies needed for events.
- Improving waste disposal methods and encouraging reductions in waste to landfill.

PROCESS

- Applicants must meet the conditions of funding set out in the grants and sponsorship policy guide.
- A total of \$5,000 is available annually.
- Applicants will complete a Fee Waiver Application form and submit it to Council with accompanying hire/service fee information, a separate Bin Hire Form may also be required.
- Applications will be assessed monthly in the order of which they are received.
- Applications must be received at least six weeks prior to the fee payment date.
- Once the funding allocation has been exhausted, the application process will close
- Applicants will be notified in writing of the outcome of their application.
- Council officers will determine if a fee waiver request to support the provision of services that Council would otherwise provide is valid.

PROGRAM FOUR:**FEE WAIVER REQUESTS FOR COUNCIL HEALTH, BUILDING & PLANNING SERVICES****PURPOSE**

Circumstances can arise where it is appropriate and in the public interest for consideration to be given to waiving, reducing or refunding Council's fees and charges associated with the provision of Council's health, building and planning services.

This Program will be applied to assist:

- Not-for-profit local community based organisations that provide a community benefit and which align with Council's policies, strategies and activities;
- Council with some of its own projects and activities; and
- In resolving issues that may have a potential risk or liability for the Council.

ELIGIBILITY:

A recognised not-for-profit group or organisation that carries out one or more of the following activities;

- provides services to the community such as social and age services, child care or health services, charity services or services of a similar type;
- reinvests or applies revenue it receives predominately for public interest services or activities;
- principally provides social or sporting or recreational activities;
- Government Public School P&C fundraising activities;
- supports public events or information of an historical, cultural or community arts focus.

A community based organisation generally would not include;

- any religious or political organisation;
- a profit making organisation;
- schools and tertiary institutions;
- professional sporting organisations;
- State or Federal government agencies and departments;
- any organisation where its income is derived predominately from any State or Federal government programs or from other sources of funding.

PROCESS:

- All applications must be made on the Fee Waiver Application form.
- Prior to lodgement of a planning or building application, a request under this Policy must be forwarded to Council and a decision made under the Program;
- The waiver of annual fees such as essential fire safety registration fees, food premises inspection and administration fees and the like, may be granted as a reoccurring exemption;
- Applicants will be notified in writing of Council's decision.

PROGRAM FIVE**MAYOR'S YOUTH TRUST FUND****PURPOSE**

To support young people participating in representative activities, on a regional, state and international basis.

EXPECTED OUTCOMES

- Increase the participation of young people in their local community, schools, social groups and sports groups representing the Shire at a state, national or international level in events and activities.
- To encourage social contributions, cultural initiatives and athletic achievements among young people residing in Hornsby Shire.

PROCESS

- Applicants must meet the conditions of funding set out in the grants and sponsorship policy guide.
- A total pool of \$3,000 is available annually.
- 12 grants of \$250.00 will be made available each financial year.
- Once the total funding is expended, the application process will close and no further applications will be assessed during that financial year.
- Applications will be assessed by a Council officer on a monthly basis throughout the year.
- Applications will be processed in the date order in which they are received.
- Applications are accepted throughout the year but must be received by Council at least eight weeks prior to the proposed event.
- Applicants will be notified of the outcome in writing.
- Applicants seeking to change the purpose for which the grant was awarded must seek Council's permission to do so in writing.
- Recipients must provide an evaluation report on the highlights of the event for which they were funded.

PROGRAM SIX:**EMERGENCY RELIEF FUND****PURPOSE**

- To provide financial support to communities affected by natural disasters.

EXPECTED OUTCOMES

- To provide emergency relief to a natural disaster recovery effort via local, national and/or international humanitarian aid projects.

PROCESS

- Grants are awarded following a resolution of Council
- Funding may be allocated to local, national or international disaster recovery efforts.
- Funds will be directed to a registered charity with minimal administrative overheads.
- Staff with an appropriate delegation may nominate the recipient charity.
- \$5,000 will be made available per annum for this purpose.

**POLICY REGISTER**

POLICY TITLE: LEASE/LICENCE OF COUNCIL LAND AND BUILDINGS TO
COMMUNITY GROUPS

FOLDER NUMBER: F2007/00307

POLICY OWNER / DIVISION: Environment and Human Services Division

POLICY OWNER / BRANCH: Community Services

FUNCTION: Council Property & Land

RELEVANT LEGISLATION:

POLICY ADOPTION/AMENDMENT DATE: 9 September 2015 **REPORT NUMBER:** EH8/15
REVIEW YEAR: 2017

AMENDMENT HISTORY: 9 May 2007 (Report CC36/07)
8 April 2009 (Report CC12/09)
20 April 2011 (Report CC10/11)
15 May 2013 (Report EH5/13)

RELATED POLICIES:

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Lease/Licence of Council Land and Buildings to Community Groups

A. Introduction

Hornsby Shire Council's land and building assets are managed by a variety of Divisions. It is important to develop an open and transparent code that relates to all Council owned/managed land and buildings assets used or to be used by community groups under lease/licence arrangements.

Council leases/licences a number of its land and building assets to community related groups, clubs and incorporated organisations at subsidised rates for a variety of purposes.

This Code will provide the framework for the assessment of existing and future community user groups to lease or licence Council owned/managed land and buildings prior to the consideration of the matter by Council. It establishes the requirement for all community groups to demonstrate the community benefit arising from their use of the Council owned/managed land and buildings and sets out reporting requirements to ensure accountability to Council and recognition of Council's contribution. The code sets out terms and conditions to be used as the basis for negotiating leases/licences.

B. Definitions

For the purposes of this code the following definitions apply.

Facility:

Part or all of a Council owned/managed land and/or building asset and associated infrastructure occupied by a community group/s under a lease/licence to provide and organise recreational, cultural, sporting and community service activities. They are generally situated on Council owned operational and community Land or Crown Land for which Council has long term management responsibility.

Community Group:

A community group under this Code is an entity which provides a benefit to the community on a non profit basis, has a constitution or charter and a program of services or activities which confirm a commitment to meeting the cultural, social and/or recreational needs of the community. Community based Kindergartens/Preschools, occasional and regular hirers of Sporting facilities and/or community/cultural facilities are not covered by this Code.

Capital Contribution:

Monetary or other contribution (e.g. donated labour and materials) which improves, enhances, or adds value to the facility based on the replacement/refurbishment cost/s assessed in line with industry accepted quantity surveying principles.

Plans of Management:

Refers to the requirement under the Local Government Act (1993) that all public land be classified as either "*operational land*" or "*community land*" and a Plan of Management must be prepared for land designated *community land*.

The granting of a lease or licence over a facility on *community land*, the conditions of the lease or licence and the potential uses of a facility are set down in the Plan of Management. The Act states: "A council may grant a lease or licence of community land, but only in accordance with Section 46 and (if relevant) section 47 NSW Local Government Act 1993."

C. Purpose of the Code

The purpose of this code is to provide Council with a framework for the equitable, efficient and effective lease/licence of its land and building assets to community groups, whilst ensuring that financial allocations to community groups reflect Council's commitment to its community development role and to encourage

creative, relevant, community driven initiatives within the Shire.

Through implementation of this code Council aims to provide optimal use of facilities by community groups and maximise the community benefit arising from such use whilst ensuring accountability and sustainable economic management of these assets.

D. Objectives of the Code

Council aims to achieve a number of outcomes from the Code including:

- Ensuring the community has the opportunity to benefit from an appropriate range of support services and activities which address identified community needs;
- Assisting community groups, to provide programs and services which address the social, cultural and/or recreation needs of the community;
- Providing lease/licence guidelines which are clear and easily understood by the community and community groups;
- Encouraging optimal use by the community of Council facilities to cater for a range of community groups and to minimise duplication of services by determining the most appropriate occupancy;
- Optimising contributions from community groups towards the cost of providing use of Council facilities;
- Ensuring Council owned facilities are used to meet demonstrated community needs consistent with Council's Vision, policies and Social Plan;
- Ensuring fair and consistent lease/licence conditions between tenant community groups and equitable access to leased/licensed community assets;
- Providing accountability for Council expenditure on lease/licence subsidies, as they constitute donations;
- Ensuring that Council-owned facilities are appropriately maintained, developed and occupied responsibly having regard to the interests of local communities and the care of the assets;
- Ensuring sound financial management and effective administration of Council community leasing/licensing;
- Recognising the value and benefits of services and activities organised and provided by community based groups and to subsidise these groups as appropriate.

E. Management Philosophy

- Council facilities which are not required for delivering Council services and which the Council has determined are suitable for lease/licence by community groups will be subject to the conditions and guidelines outlined herein. The terms of occupation will be generally in accordance with the provisions contained in Council's standard lease/licence agreement for community use of Council facilities.
- Facilities will generally be managed in a manner which preserves and maintains their flexibility and availability for current and future residents of the Hornsby Shire. Wherever possible, Council will implement a strategy of multiple shared uses between groups.
- The allocation of an available facility to any community group shall have regard to the existing level of support (financial and non-financial) already provided by Council to that community group.
- Council seeks to recover a proportion of the total operating costs of all facilities.

F. Eligibility

To be eligible to lease or licence part or all of a Council facility, a community group will be assessed against the following eligibility criteria.

The criteria indicated with an asterisk (*) are mandatory and must be met to enable assessment of an application. A weighting of the remaining criteria will be applied to assist in the assessment process.

Community Group Criteria

- The community group is one which is not operating for the profit or gain of its individual members, whether these gains would be direct or indirect
- The community group is a legal entity registered under appropriate legislation (such as the Associations Incorporation Act (NSW) 1984). *
- The community group is financially sustainable, with annual financial statements provided to Council, audited where it is required as a prescribed association under the Associations Incorporation Act.
- The community group complies with relevant legislation governing its activities, and holds any licences or registration certificates required for it to operate.*
- The community group has a committee of management or other like governance structure and appropriate governance arrangements, with established accountability and reporting methods to members of the community group and / or to the community.
- The community group adheres to all relevant Council policies and has complied with the terms of any previous lease/licence and/or financial assistance from the Council.*
- The community group has a constitution or charter which confirms the group's commitment to either the cultural, social and/or recreational well being of the community.*

Community Benefit Criteria

- Use of the facility will increase social engagement and promote health and well-being of the Hornsby community.
- A plan for the facility's use is provided including current and projected hours of operation and participant and / or membership numbers.*
- The community group provides a service or a program of activities which can be demonstrated to address an identified cultural, social, recreational or other need in the community.*
- Facility use is consistent with Council's vision and the goals outlined in Council's Social Plan.
- The support already being provided by Council to a community group both financial and non financial.
- The service or activity is non-discriminatory; it will be open to all residents who meet clearly stated criteria for participation that are directly related to the nature of the service or activity, or geographic catchment area.
- The service or activity can be accessed by disadvantaged groups, with strategies in place to review and remove any barriers to participation.
- The community group's promotion and support of volunteerism.

Facility Management Criteria

- Proposed use of the facility is suitable for the nature of the site and the neighbourhood.*
- The community group will keep the facility in good repair and undertake upkeep in accordance with the maintenance schedule included in this code.
- Utilisation of, and community access to, the facility will be maximised, through shared use with other community groups, consistent with any special requirements of the head tenant.
- The community group is willing to undertake significant/identified capital works as necessary to develop the facility as an asset for the long term benefit of the community.
- The community group is able to fulfil relevant insurance requirements as determined by Council's Risk and Insurance Manager.*

The eligibility requirements indicated above will be applied in the assessment of an initial request for a Council facility lease or licence and an application to renew a lease or licence.

G. Lease/Licence Provisions

Council recognises that many groups have a strong historical affiliation with the facilities which they use, and have contributed in cash and kind to their development. Generally Council supports the continued occupation of those facilities by those groups but with a preference for a shared multi-use basis where it does not currently occur.

Where a current licence, lease or other formal agreement exists, this will be honoured until its expiry. A review of future management options for the facility will be undertaken within the last 24 months of the agreement period. Community groups wishing to renew a lease or licence will be subject to a reassessment of their eligibility. Reassessment will refer to the eligibility criteria as noted in this code (refer Section F). It will also take account of existing usage rates and the potential for the facility to be used on a multi-user basis, in line with changing community needs and in consultation with the community.

An Expressions of Interest process will be undertaken for facilities covered by this code which become vacant.

A standard lease/licence will be developed reflecting the contents of this code and relevant legislation.

1. Lease Term

The period of a lease/licence will give consideration to the community groups and Council's estimation of the capital contribution made by a community group to that facility as follows:

Less than 5 years	=	0-10% of capital contribution
5 years	=	11-30% of capital contribution
5 -10 years	=	31-50% of capital contribution
11 - 15 years	=	50% and above capital contribution

Where a community group estimates it has made a capital contribution greater than 50% consideration will be given by Council to the granting of a longer lease/licence term on a case by case basis.

2. Rental

i) Rent Subsidy

The level of rental payable by Community groups who satisfy the requirements under Section F above will be based on the extent to which the group meets the criteria indicated in Table 1 Rent Subsidy Categories set out below.

The compliance of a community group against the criteria will be reviewed annually. Should a community group's category change the revised level of rental payable will be subject to the approval of Council.

Table 1 Rent subsidy categories

Category	Annual Rent	Eligibility
Nominal (excludes users of rooms within Community Centres)	\$280 per annum (exclusive of GST) as at date of adoption of Code and annually adjusted by CPI	<ul style="list-style-type: none"> Satisfies all eligibility criteria under Section F Provides high level of community benefit (i.e. at least four target groups identified in the Hornsby Shire Council Social Plan) Provides optimal multiple use opportunities (i.e. fully utilised or nature of community groups operations precludes multiple use) Responsible for all capital and full maintenance of facility Has limited revenue-raising and grant funding ability net of cost of service (no access to grants or fund raising opportunities) May be in need of Council's assistance to become established
Community Partnership	25% of market valuation (exclusive of GST)	<ul style="list-style-type: none"> Satisfies all eligibility criteria under Section F Provides high benefits for the community (i.e. one to three targeted groups identified in the Hornsby Shire Council Social Plan) Provides reasonable multiple use opportunities (say 3 or more groups per week) Undertakes some capital development and full maintenance of facility Has limited revenue-raising and grant funding ability net of cost of service (access to funds/grants no greater than 20% of total revenue raising abilities)
Discounted market rent	50% of market valuation (exclusive of GST)	<ul style="list-style-type: none"> Satisfies all eligibility criteria under Section F Provides some benefits for the community (i.e. one or more targeted groups identified in the Hornsby Shire Council Social Plan. Limited or no multiple use opportunity (i.e. nature of community groups operations and capital investment by group supports minimal multiple usage. Responsible for day to day maintenance only Has reasonable revenue raising ability from their activities, private sector sponsorship or government grants (net of cost of service)

Market Rental Definition: The rent that would reasonably be expected to be paid for the facility, determined on an effective rent basis having regard to:

- 1) The rent that would reasonably be expected to be paid for the facility if they were unoccupied and offered for rent on the open market.
- 2) The highest and best uses for which the facility would be physically suitable and which would be permissible under the zoning of the land and by any plan of management.

ii) Adjustments of Rents.

The rent payable under the nominal category will be adjusted annually in accordance with the Consumer Price Index. The rent payable under the community partnership and discounted market rent categories will be adjusted by CPI annually with a market review to be undertaken every five years.

New rent and subsidy levels will be introduced in all new leases and licences following adoption of the code, including any new lease or licence developed with current tenants.

iii) Reporting on Rent Subsidies

The value of imputed rent payments foregone through rental subsidies will be included in annual Council budget papers.

3. Maintenance of Council Facilities

All community groups signing leases or licences following commencement of this code will be required to contribute towards the maintenance of the facility occupied. The level of maintenance responsibility will be determined by the function of the facility, the degree of community benefit, and the community group's ability to generate revenue. In broad terms maintenance responsibilities will be as outlined in Table 2 below, which should be seen as a general guide only. Specific responsibilities will be negotiated with each community group taking into account the nature, age and condition of the facility and included in a schedule to that community group's lease or licence.

Maintenance Definitions:

Maintain /repair: Keep in good condition in accordance with Australian Standards. Ensure useful life of the asset is met and does not deteriorate during the term of the lease/licence.

Replace: Replace at end of useful life. Replace if broken or damaged beyond repair.

Full Maintenance: Maintain, repair and replace

Table 2- Indicative Summary of Maintenance Responsibilities

Category	Facility Component	Community Group Responsibility	Council Responsibility
Nominal	Building Shell erected by Group	Full maintenance	
	Building Shell erected by Council	Maintain/repair	Replace
	External surfaces, including painting, pathways, fences, car parks, brickwork	Full maintenance	
	Fixtures / Fittings (toilet pans, taps, door furniture)	Full maintenance	-
	Interior Surfaces (painting, carpet, tiling)	Full maintenance	-
	Building services (water supply, gas, sewerage, electrical)	Full maintenance	-

	Essential services	-	Full maintenance
	Routine services (gutter cleans, pest control)	Maintain/repair	-
	Grounds (landscape features, external furniture)	Full maintenance	-
	Specialist ground surface and equipment (e.g. playground equipment, synthetic playing surface, trees planted by group)	Full maintenance	-
	Existing Trees	-	Full maintenance
Community Partnership	Building shell erected by Council	Maintain/repair	Replace
	External surfaces, including painting, pathways, fences, car parks, brickwork	Maintain/repair	Replace
	Fixtures / Fittings (toilet pans, taps, door furniture)	Full maintenance	-
	Interior Surfaces (painting, carpet, tiling)	Full maintenance	-
	Building services (water supply, gas, sewerage, electrical)	Maintain/repair	Replace
	Essential services	-	Full maintenance
	Routine services (gutter cleans, pest control)	Maintain/repair	-
Community Partnership Cont/.	Grounds (landscape features, lawns, external furniture)	Full maintenance	-
	Specialist ground surface and equipment (e.g. playground equipment, court synthetic playing surface, trees planted by Group)	Full maintenance	-
	Existing Trees	-	Full maintenance
Discounted market	Building shell erected by Council	-	Full maintenance
	External surfaces, including painting, pathways, fences, car parks, brickwork	-	Full maintenance
	Fixtures / Fittings (toilet pans, taps, door furniture)	-	Full maintenance
	Interior Surfaces (painting, carpet, tiling)	Maintain/repair	Replace
	Building services (water supply, gas, sewerage, electrical)	-	Full maintenance
	Essential services	-	Full maintenance
	Routine services (gutter cleans, pest control)	-	Full maintenance
	Grounds (landscape features, lawns, external furniture)	-	Full maintenance
	Specialist ground surface and equipment (e.g. playground equipment, court synthetic playing surface, Trees planted by Group)	Full maintenance	-
	Existing Trees	-	Full maintenance

Where a group voluntarily undertakes extensions or improvements to the exterior of a facility (e.g. pergola, sun shade) they are responsible for the maintenance and presentation of those improvements. NB: Such groups will need to comply with any relevant statutory approval processes (e.g. Development Consent).

Unless mentioned above, users of the facility should be responsible for all internal maintenance of the facility. Where more than one group uses a facility, contributions and responsibility for maintenance should be shared.

4: Statutory Outgoings

The community group shall be responsible to pay 50% of Council and Water Sewerage rates levied on a facility. If the community group utilises only part of a building, a contribution for statutory outgoings may be negotiated and included in the lease/licence agreement.

5: Operating Costs

Community groups will be responsible for the costs associated with services provided to a leased/licensed facility (e.g. electricity, water usage and gas) and any applicable taxes (including GST and stamp duty). If the community group utilises part of a building a contribution for associated services may be negotiated and included in the lease/licence agreement.

6: General

(i) Hours of use

The hours of use may be prescribed for all leased/licensed premises and determined by Plans of Management or Development Consent.

Sub-leasing

(ii) Sub-leasing

Community groups may only sub-lease with council permission to approved organisations for approved purposes and subject to approved terms and conditions. Generally council will use the same criteria to assess the sub-lease as the head lease. The subsidy level of the head tenant may be reviewed when a sub-lease is developed and may be adjusted if the rent is more than cost-recovery. Any financial gain from subletting may in part be payable to council rather than to the community group except where an agreed strategy is developed to assist the community group with occupancy and operational costs or to reinvest in the facility.

(iii) Insurance

A community group must maintain its own liability insurance to a value determined by the Council's risk assessment officer as detailed in lease/licence documents. Generally Council will fully insure all improvements on a leased/licensed premises, however if the community group chooses to pay their own building insurance, this contribution will be recognised when determining the level of rent. Community groups may choose to insure their own contents. Council will not insure contents.

(iv) Legal Fees

Council will pay 50% legal costs associated with the establishment of a new lease/licence agreement provided it conforms to Council's standard lease or licence document. The community group will be responsible for the cost of any independent legal advice and assistance sought by the community group.

(v) Removal of Assets

The community group may remove any assets that have been constructed or installed by them during the term of the lease or licence, subject to the premises being returned to Council in its original condition. Council may request the demolition/removal of the asset if required by the lease/licence conditions. Any improvement not able to be removed at the end of the lease/licence shall remain in Council ownership.

(vi) Capital improvements

Community groups may only undertake capital improvements with the permission of Council as the asset owner.

Council retains ownership of capital improvements that cannot be removed unless otherwise specified in the lease or licence. Any capital contribution of community groups will be taken into account in assessing rent levels and length of lease/licence.

(vii) Acknowledgement of Council contribution

The community group shall, in liaison with Council's Community Relations section, acknowledge Council's contribution in their organisation's annual report and publications, any advertising and community event.

(viii) Nuisance

Council requires that community groups undertake their permitted activities without adversely impacting on the amenity of nearby neighbours. Council reserves the right to terminate the tenancy or to restrict the use of premises by the community group and through occasional hire arrangements if this requirement is not adhered to.

(ix) Reporting requirements

Community groups and organisations using Council's facilities will be required to report annually on performance indicators in relation to the facility and the group's activities. Council will provide guidance and advice on the collection of this information.

H. Legislative Considerations

Community facilities will be managed in a manner which ensures a close nexus with various legislation and Council policies including the Local Government Act, the Crown Lands Act, Entertainment (Management) Act, Copyright Act, Noise Control Act and Council's Social Plan and Cultural Plan. Where applicable, in a manner consistent with the values and directions of the Plans of Management for Community and Crown Land.

I. Implementation of Code

The code will apply to all leases and licences developed or renewed following adoption of the code by Council. In addition all community groups with current leases/licences will be asked to provide annual reports against the eligibility criteria during the term of the current lease/licence, to assist Council in achieving its aim of accountability for expenditure on lease/licence subsidies and sustainable economic management of these assets.



POLICY REGISTER

POLICY TITLE: SPONSORSHIP AND IN-KIND SUPPORT - COUNCIL'S INVOLVEMENT

FOLDER NUMBER: F2007/00307

POLICY OWNER / DIVISION: Environment and Human Services Division

POLICY OWNER / BRANCH: Community Services

FUNCTION: Events

RELEVANT LEGISLATION:

POLICY ADOPTION/AMENDMENT DATE: ~~9 September 2015~~ 12 September 2018 **REPORT NUMBER:** ~~EH8/15~~ EH16/18

REVIEW YEAR: 2017-2020

AMENDMENT HISTORY:

- 14 November 2007 (Report ST18/07)
- 11 August 2004 (Report ST8/04)
- 9 September 1998 (Report ST47/98)
- 10 June 2009 (Report ST6/09)
- 18 May 2011 (Report GM12/11)
- 17 April 2013 (Report GM2/13)
- 9 September 2015 (Report EH8/15)

RELATED POLICIES: Community Grants and Donations

POLICY PURPOSE / OBJECTIVES:

To provide guidelines to assist Council to utilise sponsorship and the provision of in-kind support effectively and with probity. The Policy should be read in conjunction with Council's Code of Conduct.

POLICY STATEMENT:

1. Sponsorship is a commercial arrangement in which the sponsor provides a financial contribution or in-kind support to an agreed Council event or activity in return for agreed specified benefit.
 2. Sponsorships and the provision of in-kind support should be sought by using a broad range of mechanisms not limited solely to invited sponsors or those seeking in-kind support from Council.
 3. Sponsorship proposals and in-kind requests will be assessed against pre-determined criteria which have been circulated to organisations which express interest in the proposal. Unsolicited sponsorship proposals and in-kind requests received by Council will be assessed against pre-determined criteria (if any) and this policy.
 4. A sponsorship arrangement or provision of in-kind support will be described in a written agreement which clearly sets out:
-

- The benefits to Council and the sponsor;
- The financial; sponsorship or in-kind support offered;
- The term of sponsorship, or in-kind support, and any conditions regarding renewal;
- Consequences of changes which may occur over time;
- Financial accountability requirements; and
- Any special conditions which apply.

Sponsorships at or below \$10,000 in value will be confirmed by an exchange of letters. Above this value, a sponsorship contract should be used.

5. There should be no conflict between Council's objectives and those of the sponsor or the person/group receiving/benefitting from the in-kind support. Councils Code of Conduct governs employees and Councillors regarding private benefit.

Sponsorships will be assessed against the ICAC 2006 Guidelines for Sponsorship Principles and will include:

- Sponsorship benefits to the sponsor will be relative to the level of sponsorship contribution
 - Actual perceived conflicts of interest
 - Existing sponsorship arrangements and potential conflict
 - Capacity of the sponsor to deliver
 - Capacity of Council to provide the necessary resources to meet the proposed agreement
6. Any sponsorship or in-kind support arrangement is not to impose conditions which limit Council's ability to carry out its functions, nor be intended, either explicitly or implicitly, to seek positive rulings on behalf of the sponsoring or supported party, where those rulings are part of Council carrying out its governance functions.
 7. Any sponsorship or in-kind support arrangement is will not involve the explicit endorsement of the sponsor or sponsor's products or those in receipt of in-kind support from Council.

The following organisations will not be considered appropriate:

- Political organisations
- Drug, tobacco related or pornography organisations
- Organisations guilty of unlawful conduct by ICAC or similar authority
- Organisations that are involved in a current competitive tender proposal

Council reserves the right not to pursue sponsorship opportunities or in-kind support with potential sponsors or recipient/s should it form the view that a product or organisation is being or is likely to be inappropriately promoted through a proposed arrangement.

8. If a sponsorship or in-kind support arrangement involves the expenditure of resources by Council, such resources are to have been committed by Council and should be available to enable the promised sponsor or recipient/s benefits to be delivered.
9. Information will be provided to the sponsor or in-kind support recipient/s during the course of the sponsorship / period to enable the sponsor /recipient/s to evaluate the outcomes of the arrangement.
10. Sponsorships may be terminated at any time if found in breach of this Policy.

11. All sponsorship arrangements will be approved by the General Manager or a delegated representative and listed in Council's Annual Report.

ATTACHMENT 4 - ITEM 8



POLICY REGISTER

POLICY TITLE:	GREEN OFFSETS
FOLDER NUMBER:	F2007/00307
POLICY OWNER / DIVISION:	Environment & Human Services Division
POLICY OWNER / BRANCH:	Natural Resources
FUNCTION:	Environment Development
RELEVANT LEGISLATION:	Environmental Planning and Assessment Act, Threatened Species Conservation Act, Environment Protection and Biodiversity Conservation Act
POLICY ADOPTION/AMENDMENT DATE:	12 September 2018 REPORT NUMBER: EH16/18
REVIEW YEAR:	2020
AMENDMENT HISTORY:	20 June 2012 – EN26/12 16 March 2011 – EN5/11 17 March 2010 – EN 10/10 9 April 2008 – EN 13/08 15 May 2013 – EH5/13 9 September 2015 – EH8/15
RELATED POLICIES:	Biodiversity Conservation Strategy 2006

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1. INTRODUCTION

1.1 Title

This code is called the Hornsby Shire Council Green Offset Code.

1.2 Purpose

The purpose of this code is to provide guidance on the approach to conducting offsets for the loss of indigenous trees and vegetation in the Hornsby Local Government Area, integrating the regulatory requirements of state planning and environmental legislation and policies.

Apart from offsetting, other actions that achieve significant net improvements in native vegetation condition, quality and size will be considered on their own merits by Council. This will be undertaken on a case by case basis.

1.3 What is Offsetting?

Offsetting is a mechanism by which the negative impacts at one site can be offset by positive actions within a region. Offsetting, if used strategically could lead to:

- Maintenance of environmental viability.
- An overall net improvement in environmental viability across a region.
- A net gain in vegetation cover.
- An additional level of security for vegetation that is currently not protected.

1.4 Aims and Objectives

The objectives of this code are as follows:

- Ensure that significant vegetation including trees in the shire are protected.
- Facilitate some development, which may have negative impacts.
- Ameliorate negative environmental impacts of development at a regional and local level.
- Provide for environmental enhancement and restoration.

1.5 When does the Offsets Code apply?

The Offsets Code applies when:

- A development is expected to result in unavoidable loss of indigenous trees and native vegetation.
- Council assesses alternative proposals on their merits and decides that if an applicant addresses the principles of the code and demonstrates significant net gains for trees and native vegetation of the Hornsby Local Government Area, offsetting may be used.

1.6 When does the Offsets Code not apply?

An offsetting action shall not be allowed by Council if:

- The applicant has not adequately demonstrated to Council's satisfaction that all measures have been taken to avoid impact on vegetation or removal of indigenous trees through consideration of alternative locations and designs and other mitigation measures.
- The applicant has not adequately demonstrated to Council's satisfaction that all measures have been taken to minimise impact through consideration of additional or alternative amelioration or mitigation measures.
- The site is not suitable for the proposed development in accordance with EP&A Act (Sect. 79(c)1(c) and local plans and policies.
- Subdivision applications where there will be removal or significant fragmentation of over 40% of native vegetation on the development site which is considered an Endangered Ecological Community. In such cases, Council is highly unlikely to approve a subdivision application.

- Subdivision applications where there will be removal or significant fragmentation of over 30% of native vegetation on the development site which is considered a Critically Endangered Ecological Community. In such cases, Council is highly unlikely to approve a subdivision application.
- The applicant has not adequately demonstrated to Council the need for the offsetting action.
- Council considers that the principles and controls in this code have not been adequately addressed.
- Council considers that the environmental impact is not acceptable. This may occur where there is likely to be an irreplaceable loss of indigenous trees and/or vegetation that will not be adequately compensated by the proposed offsetting actions.
- Alternative compensatory arrangements have been made – e.g. Council has already accepted a Masterplan and accompanying Offsetting Management Plan.

The conservation of indigenous trees, native vegetation and habitat in situ will always be the preferred option for the management of biodiversity in the Hornsby Shire. It is Council's objective that all development proposals be designed in such a way that trees, natural habitat and features are conserved and maintained.

Note that losses or impacts to Local Core and Regional Core (land of the highest ecological value) are unlikely to be approved. Conditions will apply to how and where offset actions are applied, and these will be determined by Council as required.

All offsetting of trees and vegetation proposed to be removed or impacted upon should seek to occur on the development site first. Note: In these cases offsetting may occur through the provision of Conditions of Consent.

If the development site is unsuitable for offsetting then options for offsetting on private lands may be sought. As a last resort, after pursuance of all other options, Council may consider actions on public lands, in accordance with Section 10: Green Offsets on Public Land of this code. Note: In these cases offsetting may occur through the submission of a Voluntary Planning Agreement or other legal agreement.

Table 1 outlines the principles that underpin the offsetting code.

Table 1: Principles

The Principle of Avoid, Minimise and Mitigate - Offsetting should only be considered once all efforts to avoid, minimise and mitigate any negative impacts have been exhausted.
The Precautionary Principle - In conducting an offsetting action the precautionary principle should be applied so that a cautious and conservative approach is taken towards risk where there is uncertainty or lack of scientific confidence in an action.
The Principle of Net Gain - This code should lead to a net gain and improve the condition of the environment. The primary objective of an offset activity should be to create, enhance, or protect in perpetuity ecologically viable habitat for locally endemic species.
The Principle of Avoiding the Effects of Cumulative Impacts - Offsetting should not be used as a justification for granting approval to developments, where the cumulative environmental impacts of that development are greater than the benefit to be obtained from the offset action.

1.7 Controls to Conserve Indigenous Trees and Native Vegetation

All development proposals shall be prepared in accordance with Hornsby Shire LEP, relevant Development Control Plans and other associated guidelines.

All development proposals are to be sited and designed in such a way that native vegetation, remnant bushland, habitats and natural features are conserved and managed.

Council should not issue approval for activities or consent for development that will result in the loss of indigenous trees or native vegetation unless the following performance criteria are met:

- Demonstrate the protection of any rare or threatened species of flora or fauna and/or its habitat.
- Develop ecological objectives reflecting the biodiversity values and ecological/landscape context of the site.

- Address the performance requirements for specific categories of 'bushland of conservation significance' (below).
- Demonstrate a net improvement in the conservation of indigenous vegetation in the Hornsby Shire.
- Demonstrate the maintenance or improvement of native fauna habitat.
- Demonstrate that on-site abiotic factors (such as water, nutrients, or soil) are maintained or improved where they are essential to the maintenance and survival of the bushland and its values. Impacts to abiotic factors, both direct and indirect impacts, should be removed or minimised. All aspects of the proposal should be considered including: impact of construction, onsite effluent disposal, APZs, drainage works, retaining walls, provision of services, driveways, footpaths, private open space.
- Demonstrate the protection of on-site biodiversity values through the appropriate management of pests, invasive weed species (noxious, environmental and garden escapees) or other threats to the long term security or management of the identified values.
- Not adversely affect the ecosystems functions of existing bushland corridors, riparian corridors or other desirable areas providing bushland connectivity.
- Demonstrate that the risk to persons or property has been minimised through appropriate layout, design and management, whilst protecting and enhancing bushland.
- Landscaping has utilised native species consistent with the locally indigenous community occurring on-site.

2. LAND TO WHICH THE CODE APPLIES

This code will apply on land where there is the presence of bushland or remnant bushland or native vegetation or indigenous trees in the Hornsby LGA. This code may apply to all activities, developments and master planning processes being undertaken in accordance with the EP&A Act on such land.

This Offsets Code categorises lands containing vegetation into the following conservation significance categories:

- Regional Core.
- Local Core.
- Support for Core.
- Remnant EEC Trees.
- Other native vegetation and remnant trees.

These categories are based on the combination of type, size, and location of vegetation and represent a measure of the conservation significance of these lands.

The following discussion refers to patch sizes when discussing areas of vegetation. A 'patch' is defined as an area of adjoining vegetation, not taking into consideration vegetation type. When we assess and categorise land in a conservation significance ranking based on size, we use patch size. This is discussed in further detail in Appendix 2: Guidelines for Map Validation

Core – Regional: This category comprises areas that are necessary to create and maintain a viable conservation network across the landscape at a regional and local scale.

For Hornsby these have been split into the following 3 sub categories:

- Blue Gum High Forest – all bushland mapped with a community patch size of >0.5 ha.
- Bushland mapped as Endangered Ecological Communities (listed by the NSW Scientific Committee) with a patch size >3 ha.
- Bushland mapped as Hornsby Regionally Significant Communities with a patch size >4 ha.

Core – Local: This category comprises areas that are considered significant to achieving local conservation and management goals.

For Hornsby these have been split into the following 4 sub categories:

- Blue Gum High Forest – all patch sizes of bushland mapped <0.5 ha.
- Bushland mapped as Endangered Ecological Communities: patch size <3 ha.
- Bushland mapped as Hornsby Regionally Significant communities: patch size <4ha.
- Bushland mapped as Locally Significant Communities patch sizes >0.5ha.

Support for Core: This category comprises areas that provide a range of support values, such as increasing remnant size, buffering edge effect and providing corridors and connectivity, to the core areas. They are generally small isolated remnants (within 40m of a core area and not captured in the preceding categories) where restoration, rehabilitation or regeneration works could be undertaken to enhance the overall values of the area and the core area it supports.

Remnant EEC Trees: This category comprises of all mapped patches of remnant tree areas which contribute to the ecological values of the Shire and are considered part of the listed Endangered Ecological Communities and Critically Endangered Ecological Communities.

Other Vegetation and Mapped Patches of Remnant Trees: This category is comprised of other mapped native vegetation and patches of native remnant trees, including:

- Native vegetation communities that have been mapped and do not meet the above criteria of the other categories.
- All mapped patches of native remnant trees.

All vegetation within the CSA mapping is based on the criteria and mapping within the following Smith and Smith studies:

- Native Vegetation of Hornsby Shire 2008 update.
- Remnant Trees of the Southern Rural District of Hornsby Shire 2008.
- Remnant Trees of the Urban District of Hornsby Shire 2009.

The land category map provided in Appendix 3 details the distribution of these areas across the Shire of Hornsby. This map is available on Council's website.

Applicants will need to identify the category of their land on the land category map in order to apply the Offsets Code.

If there is uncertainty about whether this code applies to your land, or if you disagree with the mapping, then the guideline in Appendix 2 will help you determine the appropriate steps to take.

This code defines performance criteria for these types of areas. Offsets involving land in a conservation significance category and in these areas will need to meet the relevant performance criteria (including that of the classification), and will likely be target lands for receiving offset actions.

2.1 Objectives for Land Categories

2.1.1 Regional Core and Local Core

For land that is classified as Regional Core/Local Core the following performance objectives will apply. The applicant must demonstrate:

- The long term protection and enhancement of vegetation classified as Regional Core/Local Core.
- That the action does not fragment an occurrence of vegetation classified as Regional Core/Local Core.
- A provision of a buffer considered appropriate to protect this vegetation and no adverse effects on the capacity of a buffer area.
- A provision for the ongoing management of this vegetation.

2.1.2 Support for Core

For land that is classified as 'Support for Core' the following performance objectives will apply. The applicant must demonstrate:

- That the action enhances and does not restrict the consolidation of vegetation classified as 'Support for Core' with other 'Core' bushland.
- That where it promotes consolidation then bush regeneration and appropriate locally indigenous landscaping is to occur.

2.1.3 Remnant EEC Trees and Other Vegetation and Mapped Remnant Trees

For land that contains remnant EEC trees and other vegetation and mapped remnant trees the following performance objectives will apply. The applicant must demonstrate:

- That the action protects and enhances the bushland.
- Provision for an experiential sense of native bushland in the Hornsby Shire.

2.1.4 Creeks, Corridors and Connectivity

Other areas of ecological importance include land in creeks, regional corridors, local corridors, or connectivity areas. Land in regional corridors, local corridors, connectivity areas and adjoining lands that are not captured in the above conservation significance categories will still have an important role as offset receiving sites and will still need to meet performance criteria and controls allocated by this code for regional corridors, local corridors, and connectivity areas. For land that is considered part of a creek, corridors or connectivity area, the following performance objectives will apply. The applicant must:

- Minimise the environmental impact of development or activities on this land.
- Protect and enhance the ecological values of the creeks and rivers, riparian corridors and fauna habitat.
- Improve water quality entering the creeks and rivers, riparian land and green corridors.
- Minimise disturbance to creek and river banks and creekline buffers.
- Demonstrate that there is adequate buffer to protect values from the risks being generated by the proposal.
- Promote restoration of the creeks, rivers and riparian corridors.
- Promote consolidation of remnant vegetation.
- Prevent fragmentation and barriers to connectivity in aquatic and riparian habitats.
- Prevent the establishment and spread of weeds.
- Facilitate the longer term management of the creeks, rivers and connectivity.

2.1.5 All Other Land

The applicant will be required to:

- Minimise the loss of indigenous trees; and
- Offset the loss of indigenous trees by planting additional trees, preferably on the same land, or on other land as may be agreed by Council.

3. HOW DOES VEGETATION OFFSETTING WORK?

3.1 What are the steps in the vegetation offsetting process?

The process for offsetting will vary from case to case. However, a summary of the process is outlined in the steps below:

Step	Description	Reference
1	Applicant holds a pre-DA meeting with Council	<input checked="" type="checkbox"/>
2	Applicant demonstrates that all options for retaining vegetation/habitats and features of the site have been exhausted. Proposal is deemed to have unavoidable adverse impacts to native vegetation	<input checked="" type="checkbox"/>
3	The Offsets Code applies	<input checked="" type="checkbox"/>
4	Applicant determines land category of impacted land using land category maps	(Appendix 3)
5	Applicant may query maps using field validation process	(Appendix 2)
6	Area of land in each category to be affected is calculated	<input checked="" type="checkbox"/>
7	Type of vegetation offset action, and land category of receiving lands are determined	Section 4.1, 4.2
8	Land category objectives and action performance criteria are reviewed for compliance	Sections 2.1 & Appendix 1
9	Offset Multiplier is selected	Section 5
10	Area to be offset is calculated using offset formula	Section 6
11	Agreement with Land Owner to be affected by Vegetation Offsetting is negotiated if applicable with a legal agreement	<input checked="" type="checkbox"/>
For private land offsetting, follow steps 12, 13, 14. For		
12	Performance guarantee and Management fees are calculated	Section 7
13	Vegetation Offset Plan prepared (This may include a Vegetation Management Plan)	<input checked="" type="checkbox"/>
14	Vegetation Offset Plan submitted to Council with Development Application	<input checked="" type="checkbox"/>

The above applies where offsets are made on private land. For public land offsetting, see Sections 10-11 of the code.

4. VEGETATION OFFSETTING ACTIONS FOR PRIVATE LAND

4.1 Types of Vegetation Offset Actions

There are three types of vegetation offset actions in this Offsets Code, namely Protection, Enhance and Protect and Create and Protect. Note that a combination of these, along with other suitable actions, may be appropriate.

4.1.1 Option 1 – Protection

Protection actions involve a legal mechanism that binds future owners of that land to manage the land for conservation and for its habitat values. Protection can take place on the proponent's land or on someone else's land. Types of protection actions available include creating covenants (Sections 88b and 88e of the *Conveyancing Act 1919*), rezoning to environmental protection with conservation registration, voluntary conservation agreements, reservation in Council or NPWS reserve and certain secure community schemes.

4.1.2 Option 2 – Enhance and Protect

For this action, receiving sites are enhanced and managed to improve their ecological integrity and viability over time. Protection and ongoing management is an integral part of this action.

4.1.3 Option 3 – Create and Protect

This action will involve works to create new habitat in areas that are adjacent to existing habitat or in areas where there is a sound ecological reason to create habitat (such as provision of connectivity). Protection and ongoing management is an integral part of this action.

4.2 Receiving Lands: Where can Vegetation Offset Actions be applied?

A receiving site for the offsetting action must be selected. The receiving offset site must be ecologically suitable and appropriate – note that the offsetting documentation provided by the applicant must demonstrate this.

Wherever possible, the offset action must involve the same vegetation community. The land category of the receiving site must also be determined using the land category map. The table below outlines where offsetting actions can be applied based on the proposed action and the land category of the receiving site. The table ensures that an appropriate treatment is given to the particular land category receiving the offset action.

Table 2: Where can Vegetation Offset Actions be applied?

Land Categories of receiving site	Vegetation Offset Action on receiving land		
	Protect	Enhance & protect	Create & protect
Regional Core *	Yes	Yes	No
Local Core	Yes	Yes	No
Support for Core	No	Yes	Yes
Remnant EEC Trees	No	Yes	Yes
Other Native Vegetation and Remnant Trees	No	Yes	Yes

More than one action can be applicable to each land category. Other actions that achieve significant net improvements in native vegetation condition, quality and size will also be considered on their own merits by Council. The applicant will need to decide which offset action to apply using the information provided in this code, but the action must be in accordance with Table 2.

4.3 Vegetation Offset Action performance criteria

Performance criteria for each of the three offset actions proposed apply as identified in Appendix 1. Each offset action has related performance criteria that must be met.

5. THE VEGETATION OFFSETTING MULTIPLIERS

The Offset Multipliers have been developed to compensate for loss of native vegetation from developments. They are a guide to facilitate equity where the focus of the offsetting should be on the conservation outcomes rather than the exactness of the numbers.

Offset multipliers are set out in the table below.

Table 3: Offset Multiplier

Land Categories being impacted on by the activity	Offset Multiplier		
	Offset action on receiving private land		
	Protect	Enhance & protect	Create & protect
Regional Core	2	8	-
Local Core	1.5	6	-
Support for Core	-	4	8
Remnant EEC Trees	-	5	5
Other Native Vegetation and Remnant Trees	-	2	4

The 'Offsetting Multiplier' is based on the following three factors:

1. A representation of the ecological value of the area being lost. This is based on the conservation significance rating that the area has been given in the conservation significance assessment process. A relative value has been given to each conservation class.
2. A representation of the relative risk of the action not working and therefore the benefit not being achieved. Clearly, enhancement and creation works have a much higher risk of not being successful than a protection action on existing high quality areas, therefore they have a higher multiplier to compensate for this risk.
3. The relative time delay until the action provides the appropriate ecological benefit.

Note:

- Council is unlikely to approve clearing of Regional Core or significant clearing/impact on Local Core lands.
- Receiving sites for offsetting actions must be ecologically suitable and appropriate for the type of offset action being proposed.

6. CALCULATING THE VEGETATION OFFSET

6.1 Calculating the amount of vegetation to be offset

In order to calculate the amount of vegetation that will need to be offset, the following information is required:

- The bushland category of the land being impacted on by the activity from the bushland category map (see Appendix 3)
- The offset action you wish to apply to the receiving land
- The area of the land to be cleared in the proposal.

The bushland category and the offset action are used to determine the offset multiplier in Table 3: Offset Multiplier.

Taking all this information together, the following offset formula should then be applied:

Offset Required = Area to be Cleared x Offset Multiplier

6.2 Mixing options and alternative action

An offsetting management plan may outline a mix of offset actions. Appropriate multipliers are to apply to each action. Apart from offsetting, other actions that achieve significant net improvements in native vegetation condition, quality and size will be considered on their own merits by Council. This will be undertaken on a case by case basis, and may be combined with offsetting actions.

6.3 Example

0.5 hectares of bushland categorised as Support for Core on the land category map is proposed to be cleared for a development. After all other possibilities are exhausted, it is determined that offsetting will apply. The proponent locates an eligible receiving site classified as Local Core, which is suited to Enhance and Protect actions. The proponent agrees to Enhance and Protect land categorised as Local Core, as identified on the Land Category Map, as the offset action.

In this example:

- The area to be cleared = **0.5 ha**
- The bushland category of the land being impacted on by the activity = **Support for Core**
- The receiving site for the offset = **Local Core**
- The offset action to apply to the receiving land = **Enhance and Protect**
- By consulting Table 2 we know that an Enhance and Protect offset can be applied to Local Core land.

Table 2

Land Categories of receiving site	Offset action on receiving land		
	Protect	Enhance & protect	Create & protect
Regional Core	Yes	Yes	No
Local Core	Yes	Yes	No
Support for Core	No	Yes	Yes
Remnant EEC Trees	No	Yes	Yes
Other Native Vegetation & Remnant Trees	No	Yes	Yes

- Using the Offset multiplier table (Table 3), we determine that the offset multiplier is **4**

Table 3

Land Categories being impacted on by the activity	Offset Multiplier		
	Offset action on receiving private land		
	Protect	Enhance & protect	Create & protect
Regional Core	2	8	-
Local Core	1.5	6	-
Support for Core	-	4	8
Remnant EEC Trees	-	5	5
Other Native Vegetation & Remnant Trees	-	2	4

Using the offset formula.....

Offset required = Area to be Cleared x Offset Multiplier

.....we determine that the offset required is 2Ha

Offset required = 0.5 ha x 4 = 2ha of Local Core

Therefore the offset required is: 2 ha of land to be Enhanced and Protected on Local Core land, as mapped on the Land Category Map. This land should be in close proximity to the development site if possible and should aim to be of the same vegetation community type as the bushland being cleared for development.

7. COMPLEMENTARY REQUIREMENTS FOR PRIVATE LAND VEGETATION OFFSETTING

7.1 Management Fee

To enable Council and the public to be sure that required offsets are being correctly implemented, where an offset is required by a Condition of Consent, a Voluntary Planning Agreement or other legal agreement, Council Officers will be required to undertake additional inspections of the proposed works. A management fee will be charged by Council to cover the cost of undertaking additional site inspections and auditing for compliance with the implementation of the Offset Plan and its components. The management fee will be charged at an hourly rate based on the Pre-Development Application Advice in the Fees and Charges schedule for Hornsby Shire Council.

Management fees for works resulting from impacts on urban remnants and remnant trees or other native vegetation attract Council fees in accordance with existing rates.

No performance guarantee or management fee is required where the offsetting action is protection only and it can be demonstrated that there is certainty that the outcome will be achieved.

7.2 Performance Guarantee

A Performance Guarantee for both enhancement and creation work will be required. This is to ensure that offset actions are started and completed to the standard required, and receive ongoing management. To ensure that works are undertaken the guarantee must be set high enough to create an incentive for the developer to comply with the agreed plan.

The Performance Guarantee will be calculated using the following formula:

Performance Guarantee = Cost of undertaking action

The performance guarantee provides an incentive for the proponent to undertake the works as set out in their offsetting plan. The guarantee also enables Council to implement the required works in the event that the proponent is unable or unwilling to comply with the requirements.

- The cost of undertaking the action is calculated at \$209,207 per hectare.

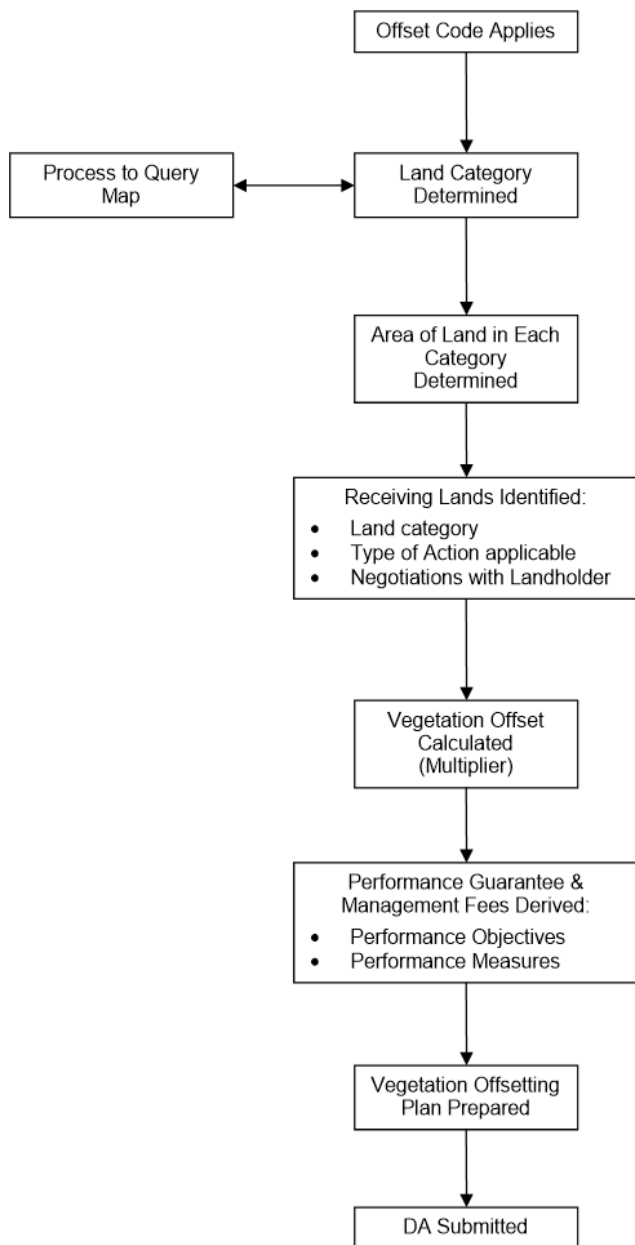
The performance guarantee will be returned when it is deemed by Council Officers that the required works have been undertaken by the proponent and are in accordance with the Conditions of Consent, the Voluntary Planning Agreement or other legal agreement. The return of Performance Guarantee can be staged where the Vegetation Management Plan has a staged implementation and performance measure for each stage of the plan.

8. APPLICATION REQUIREMENTS FOR PRIVATE LAND VEGETATION OFFSETTING

At a minimum, applications that include an offsetting should include the following:

- An Offset Management Plan, which outlines the proposed offset action to be undertaken to compensate for habitat loss and clearing, and which provides details about the offsetting action - to be submitted with DA, REF or Masterplan proposal.
- Proposed commercial agreement between Council and developer/landowner.
- Flora and Fauna assessment – refer to Council guidelines.
- Documentation showing legally binding consent of land owner of proposed receiving site, if owned by another party, company, organisation or individual.
- A Vegetation Management Plan.

9. OFFSETTING PROCESS SUMMARY FOR PRIVATE LAND VEGETATION OFFSETTING



10. GREEN OFFSETS ON PUBLIC LAND

In cases where proponents have pursued all other options to Avoid, Minimise, and Mitigate the loss of native vegetation or significant remnant or indigenous trees within a development, Council may consider offsetting this loss within Council managed lands. This option would only be considered if the offset action leads to a net gain and overall improvement of the native vegetation.

All of the aims and objectives and principles for offsetting in the Green Offsets Code apply to Green Offsets on Public Lands.

Offsetting on Public Lands will require the proponent to enter into a Voluntary Planning Agreement under Section 93F of the Environmental Assessment and Planning Act (1979) with Hornsby Shire Council. This legal agreement commits the proponent to providing an appropriate monetary contribution for the calculated green offset and commits Council to expend that contribution on the offset actions.

10.1 Vegetation Offset Actions applicable for Council managed land

10.1.1 Bushland Restoration Offset Program – Create, Restore and Enhance

For this action, receiving sites are restored and enhanced through active bushland regeneration and restoration; and actions are taken to improve their ecological integrity and viability over time. Receiving sites undergo bushland restoration and revegetation works to create new habitat in areas that are adjacent to existing habitat or in areas where there is a sound ecological reason to create habitat (such as provision of connectivity or enhancement of existing local bushland). Actions may also include protection measures such as fencing, stabilisation and reconstruction of natural habitats.

10.2 Criteria for Council managed land offset actions – Where will the actions be applied?

Contributions made under this section of the Green Offset Code – Green Offsets on Public Land will go into the Bushland Restoration Program for implementation of the offset action.

10.2.1 Bushland Restoration Offset Works

Contributions made into this program will go towards restoration and revegetation works on Council managed bushland. Wherever possible, the offset action will be undertaken in the same vegetation community as the loss. Works on the receiving public land will be undertaken through time to ensure ongoing restoration and maintenance of high conservation local bushland reserves.

10.3 Calculating the amount of vegetation to be offset

The calculation for the amount of vegetation to be offset will be based on the following criteria:

- The bushland category of the land being impacted on by the activity from the bushland category map (see Appendix 3); and
- The offset action multiplier
- Maintenance of environmental viability
- An overall net improvement in environmental viability across a region
- A net gain in vegetation cover
- An additional level of security for vegetation that is currently not protected.

Public Land Offset Program: Vegetation Offset Multipliers

	Bushland Restoration Offset Program
Regional Core	N/A
Local Core	6
Support for Core	5
Remnant EEC Trees	5
Other Native Vegetation and Remnant Trees	2

The following offset formula should then be applied:

Vegetation Offset required = Area to be Cleared x offset multiplier
--

10.4 How will the cleared area cleared be calculated?

The vegetation offset area will be calculated using the amount of native vegetation removed in square metres. This may include areas of native vegetation including indigenous trees to be impacted and modified due to the installation of Asset Protection Zones.

For areas of remnant trees where an ecologist has assessed that the development site is an EEC or CEEC, the area of that vegetation community lost will be calculated on the square metres of the canopy spread of the remnant tree or group of remnant trees in cases where understorey and shrub vegetation is not adequately represented.

10.5 What are the calculated costs of the offset?

Bushland Restoration Offset Program contribution is based on amount per unit area of calculated offset area required. The calculated costs for the Bushland Restoration Offset Program will be set at \$209,207 per hectare. This figure is subject to amendments in line with the CPI.

This is based on current bush regeneration costs through time on a site which would be considered moderately degraded. The amount of time to restore bushland varies and there is always ongoing maintenance in any degraded sites. These costs can be well over \$475,000 per hectare for highly degraded sites. This figure is considered an average of the costs of bushland restoration over a ten year period.

The calculated offset x \$209,207 plus a 10% management fee would equal the amount of contribution required for the Bushland Restoration Offset Program.

Vegetation Offset required = Area to be Cleared (in hectares) x Offset multiplier x \$209,207 plus 10% Management fee.

Example:

300 square metres (.03ha) of Blue Gum High Forest is removed or impacted by the development in an area classed within the Conservation Significance Assessment (CSA) mapping as Remnant EEC Trees:
 .03ha x 5(offset multiplier) =.15ha x 209,207 = \$31,381 plus \$3,138 = \$34,519 contribution to the Bushland Restoration Offset Program.

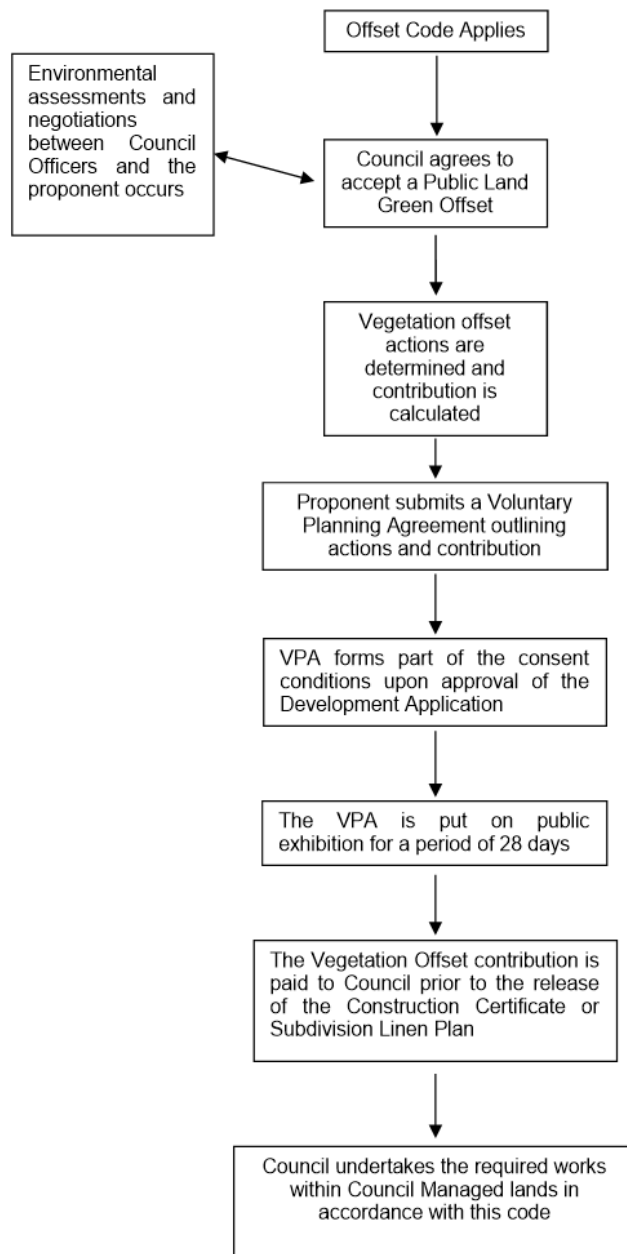
Total offset contribution: \$34,519.

10.6 High Conservation Lands Acquisition Fund

Any offset contributions collected will be placed in a restricted asset account for the Bushland Restoration Offset Program. These funds will be released through time for the restoration and enhancement works in nominated public reserves. This is to ensure sustainable practices and allow for the ongoing maintenance of the restoration works. Funds will attract interest which will be added to the program. The program will not replace Council's normal operational bushland restoration program.

In the event that Council has the opportunity to acquire high conservation lands and protect them within Council's conservation reserves, Council reserves the right to use funds from the restricted offset funds to assist in the acquisition of such lands.

Figure 1 – Process for Public Land Vegetation Offsetting



11. TREE OFFSET ACTIONS APPLICABLE FOR COUNCIL MANAGED LAND**11.1 How will eligibility be assessed?**

Offset actions on Council managed land will only be considered where:

- The proposed development will result in the loss of (or impact upon) indigenous trees; and
- All measures to reduce the loss of or effect upon the tree(s) have been exhausted; and
- A landscape plan has been submitted, showing that the required numbers of replacement trees are not able to be replanted on the subject site.

In this instance, only the excess trees that are unable to be replanted on the site will be considered for offset planting on Council managed land.

11.2 Calculating the number of replacement

The number of replacement trees will be calculated on the basis of one tree (45 litre container size) per 20 square metres of canopy area of the tree proposed to be removed.

11.3 Replacement Species

Where possible, and in consultation with Council:

- Replacement trees should be of the same species as those being removed or characteristic of the local vegetation community.
- To ensure genetic lines, viable seed should be collected prior to the removal of remnant local indigenous trees.

11.4 Calculating the cost of replacement planting

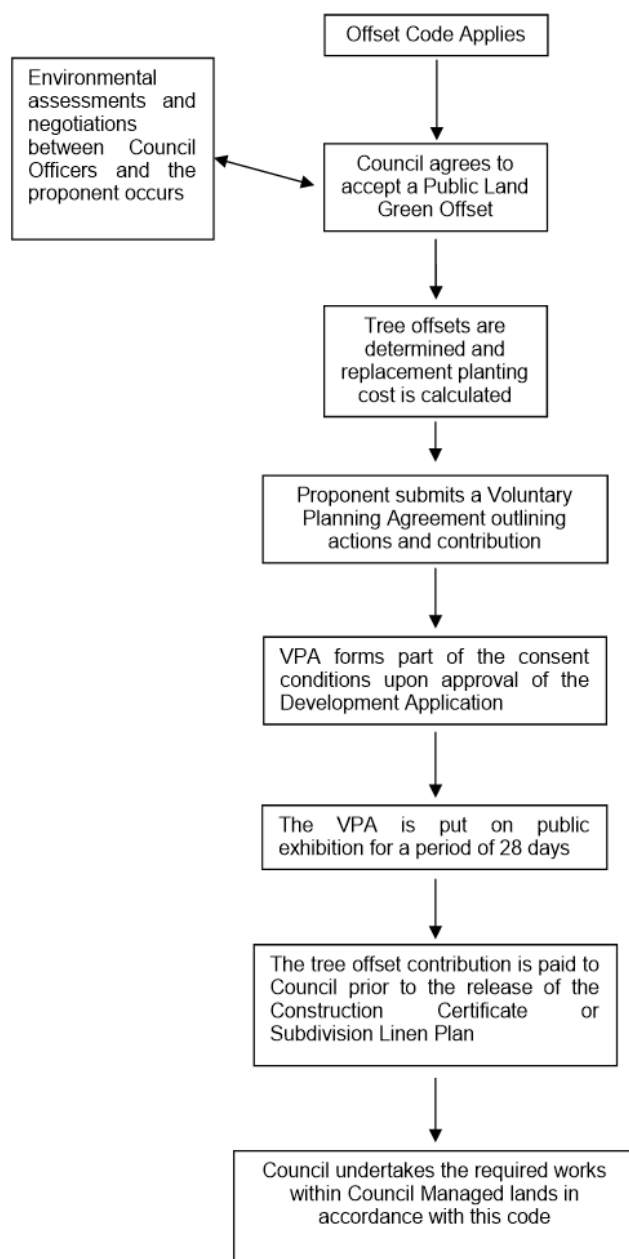
The cost of replacement planting is to be calculated as the cost to Council of purchasing, planting and establishing an advanced provenance tree for a period of two years. All replacement planting will follow NATSPEC guidelines.

This cost will be set in Council's Fees and Charges and will be subject to annual review and endorsement by Council.

11.5 Legal Mechanism of Offset Actions

A voluntary planning agreement under Section 93F of the NSW Environmental Planning and Assessment Act 1979, will be used as the offset plan where offsetting the loss of trees is to occur on Council managed land..

Figure 2 – Process for Public Land Tree Offsetting



12. GREEN ROOFS AND WALLS

On certain lands it may not be possible to effectively offset the loss of indigenous trees and vegetation within the subject site. This may be due to the type of land use, soil depth and associated setbacks and allowable encroachments of proposed development. On these lands it may be suitable to consider alternative solutions to ensure conservation of local biodiversity and to provide an effective offset.

The construction of green roofs and walls are a method of creating an environmental setting in medium and high density developments which can contribute to local biodiversity conservation. The use of green roofs and walls has been identified as an innovative landscaping option in the Hornsby Town Centre element of Hornsby Development Control Plan 2013. Green roofs and walls can readily be designed to incorporate biodiversity elements within the overall landscaping scheme.

The design of green roofs and walls for offsetting the loss of indigenous trees and vegetation must include the use of indigenous species in the planting scheme in accordance with Table 6. The minimum area required for the green roof or wall is related to the area of vegetation removed due to the development as shown in Table 6.

Table6: Application of green roofs and walls for offsetting

Land use zones	Area of green roof or wall required for offset	Indigenous species required within planting schedule
Residential: R3, R4, R5 Business: B2, B4, B5, B6, B7 Industrial: IN1	Equivalent to the area of vegetation or canopy cover removed (not including CEEC or EEC vegetation or threatened species)	Minimum of 30% of plants
	1.5 times the area of vegetation removed or canopy cover if the vegetation is a CEEC or EEC or Threatened species.	Minimum of 40% of plants
Business: B1 Industrial: IN2	Equivalent to 70% of the area of vegetation removed or canopy cover (not including CEEC or EEC vegetation or threatened species)	Minimum of 20% of plants
	Equivalent to the area of vegetation removed or canopy cover if the vegetation is a CEEC or EEC or threatened species.	Minimum of 30% of plants

Note: Critically Endangered Ecological Community (CEEC) and Endangered Ecological Community (EEC) and threatened species as listed in the Schedules of the NSW Threatened Species Conservation Act 1995 or Commonwealth Environment Protection and Biodiversity Conservation Act 1999.

The roof space available on the development site may limit the ability to achieve the required offset. In these cases the alternate options of offsetting contained in this Code may be used in partnership with green roofs and walls to achieve the required offset.

For example: if 300m² of vegetation is required to be offset and the available roof space for a green roof is only 200m², then a further 100m² may be required to offset in accordance with Chapter 6 of this Code.

13. DICTIONARY**Offsetting**

A mechanism by which the negative impacts at one site can be offset by positive actions at another site within a region. Offsetting, if used strategically could lead not only to maintenance of environmental viability, but also an overall improvement in environmental viability across a region. It can also provide some additional level of security for vegetation that is currently not protected. In this code an offset refers to both offsetting of native vegetation and trees, unless where specified as 'vegetation offset' or 'tree offset'.

Council

The Council of the Shire of Hornsby.

Council managed land

Land which Council owns or where care control and management of the land devolves to Council.

Protection

Managing impacts and threats to ensure that the natural state of an area is retained (AHC 2005).

Enhancement

Returning existing habitats to a known past state or to an approximation of the natural condition by repairing degradation, or by removing introduced species, or threatening processes (AHC 2005).

Create

To introduce one or more species or elements of habitat or biodiversity that are known to have existed there naturally at a previous time (AHC 2005).

Vegetation Management Plan

A plan that outlines a list of actions for maintaining, restoring and creating vegetation, how each action can be implemented, staging and costs. It is used when the offsetting action requires vegetation to be created or enhanced at a site, and must contain sufficient detail to be able to measure performance. A guideline for VMPs is available on Council's website: <http://www.hornsby.nsw.gov.au/planning-and-building/planning-controls-and-studies/policies,-guides-and-best-practices>

Indigenous Tree

Protected trees are those species or individuals that are protected under Council's various planning instruments, guidelines, policies and codes and their successors including the Local Environment Plan, Development Control Plan, Tree Preservation Order, and any relevant legislation including the NSW Threatened Species Conservation Act 1995 and the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.

NATSPEC Guidelines

The publication 'Specifying Trees – A guide to assessment of tree quality by Ross Clark, published by NATSPEC/Construction Information, 2003.

Offsetting Plan

A plan which outlines the proposed offset action to be undertaken to compensate for habitat loss and clearing, and which provides details about the offsetting action. This plan may include sub plans and must be submitted with any DA or proposed Masterplan.

Endangered Ecological Community

A vegetation community listed as Endangered on the schedule of the Threatened Species Conservation Act.

Core vegetation classes, including Local Core, Regional Core

These are the areas of highest conservation value. They represent areas where species or communities are at imminent risk of extinction, or large areas within the region that constitute the backbone of a viable conservation network across the landscape.

Voluntary Conservation Agreement (VCA)

These are joint agreements between a landholder and the Minister for the Environment. The agreements provide permanent protection and are entirely voluntary. The terms of each agreement are negotiated between the landholder and Department of Environment and Conservation.

Voluntary Planning Agreement (VPA)

A VPA is a legally binding voluntary agreement between the developer and Council that may be used to provide an offset for the impacts of a development. The provision to enter into a VPA is under Section 93F of the Environmental Planning and Assessment Act 1979. A VPA under this code could be used to offset the environmental impacts of a development only if the agreement promotes the conservation or enhancement of the natural environment.

Appendix 1: Performance Criteria for Vegetation Offset Actions

Common Performance Criteria
<p>An offsetting plan must be prepared detailing the critical information about the action, including details of how the performance criteria listed below have been addressed.</p> <ul style="list-style-type: none"> • Principles of avoiding impact and mitigating impact must have been demonstrated before the offset can be applied • Appropriate multipliers must be applied and the selected multiplier must be the absolute minimum that is applied.
Specific Performance Criteria for Protection
<ul style="list-style-type: none"> • If the donation and transfer of lands (to Council) is selected and the area is less than 5 ha it must be within or adjacent to an existing protected area • The area receiving the protection action cannot already be protected – specifically it cannot be in ownership of Council, Department of Infrastructure Planning and Natural Resources or Department of Environment and Climate Change (NPWS) or on land that is currently secured for conservation/protection or is zoned 7a • The area receiving protection must be identified as either Core Regional or Core Local • The protection action must be supported with resources to develop and implement a plan of management for the land • Where protection is undertaken on another parties land, legally binding consent from that other party must be obtained and this must be provided in writing as part of the offsetting plan • Protection actions must be entered into and finalised, and be legally binding, before any works are undertaken on lands that are being offset and evidence of this must be presented to Council. A consent or approval condition detailing this requirement should be mandatory for offsetting actions.

Common Performance Criteria for 'Enhance and Protect' and 'Create and Protect' Actions

- If the works are not done on your own land you will need to provide written land owners consent (LOC)
- A Vegetation Management Plan, relevant to the needs of the receiving site, needs be developed as part of the Vegetation Offset Plan submitted with the Development Application. This must state what ecological values exist on or adjacent to the site, what values will be created or enhanced and how and when this will be done. The action must restore the indigenous vegetation community
- Documentation and evidence that the offsetting actions in the Vegetation Management Plan have been progressed to an agreed level, must be provided to Council prior to issuing a Construction Certificate or Linen Plan
- Additional Consent Conditions may be imposed by Council if the Vegetation Management Plan implementation has not met pre agreed performance measures prior to the issuing of a Construction Certificate or Linen Plan
- Works and ongoing site management must be secured with a bond and linked to performance measures, held as a bank guarantee made out to Council, for the completion of the works in the Offset Plan and its component plans
- A fee may be payable to cover Council's costs to undertaking inspections of the site and evaluation of the performance measures in the Vegetation Management Plan
- The area which receives offset enhancement or restoration actions must be protected in accordance with an appropriate protection mechanism.

Specific Performance Criteria for Enhance and Protect.

- The area receiving the enhancement action must be identified as either Regional Core, Local Core or Support for Core

Specific Performance Criteria for Create and Protect.

- The area must be identified by Council as a target area for creation of habitat
- Any remnant native vegetation within the subject land is to be re-generated and enhanced in accordance with the performance criteria for Enhance and Protect actions

Appendix 2: Guidelines for Map Validation

The categories on the Bushland Vegetation Maps represent the best available information at the time the maps were produced. The maps will be revised over time.

There will be occasions when a proponent will query the information on the maps. Guidelines for field validation have been prepared to give structure to the map revision process.

Steps to Validate mapping and submit to Council

The steps to validate mapping and submit validation to Council are as follows:

- 1) Identify the precise location of the proposed development on the Bushland Vegetation Map;
- 2) Confirm that there is disagreement with the mapped category for the area of the proposed development;
- 3) Engage a qualified ecologist[†] to;
- 4) Conduct a field inspection to validate the vegetation community area, size[‡] and condition* in the area under question; and assess the categorisation - Each vegetation remnant should be assessed based on the conservation significance ranking rules outlined below and using the area of the PATCH^{‡‡} within which it is contained:

CSA value	Criteria
Core Regional	<ul style="list-style-type: none"> Blue Gum High Forest – all Smith and Smith bushland mapped with a community patch size of >0.5 ha; Endangered Ecological Community (<i>listed by the NSW Scientific Committee</i>); patch size > 3 ha; Hornsby Regionally Significant Community patch size >4 ha
Core Local	<ul style="list-style-type: none"> Blue Gum High Forest – all patch sizes of bushland mapped Endangered Ecological Community; patch size <3ha Hornsby Regionally significant community patch size <4ha Locally significant community patch sizes >0.5 ha
Support for Core	Any patch (not captured above) within 40m of Core
Remnant EEC Trees	<ul style="list-style-type: none"> All mapped patches of remnant trees of Endangered Ecological Communities and Critically Endangered Ecological Communities
Other native vegetation and Remnant Trees	<ul style="list-style-type: none"> Native vegetation communities that have been mapped and do not meet the above criteria of the other categories. All mapped patches of native remnant trees

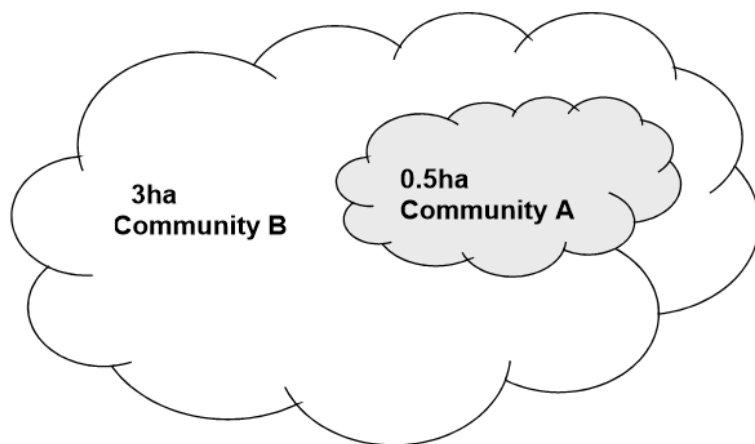
- 5) Review Council's maps and descriptions of relevant vegetation communities and categories;
- 6) Prepare a brief report, supported by photographs, describing the results of the field investigation, and comment if the mapping is valid or needs review;
- 7) Submit a copy of the report and data to Council for use in subsequent map revision;
- 8) If necessary, Council will update the map;
- 9) If applicable, the developer should continue to follow the offset process contained in this code.

[†] Council to provide a list of suitable consultants.

[‡] Area boundary should be supplied as GPS waypoints.

*Based on DEC condition classification. Although condition classification is not used by Council at this time this process presents an opportunity to gather this information for future use.

^{‡‡} Patch is defined as an area of adjoining vegetation, not taking into consideration vegetation type. When we assess and categorise land in a conservation significance ranking based on size, we use patch size. This is illustrated in the example below:

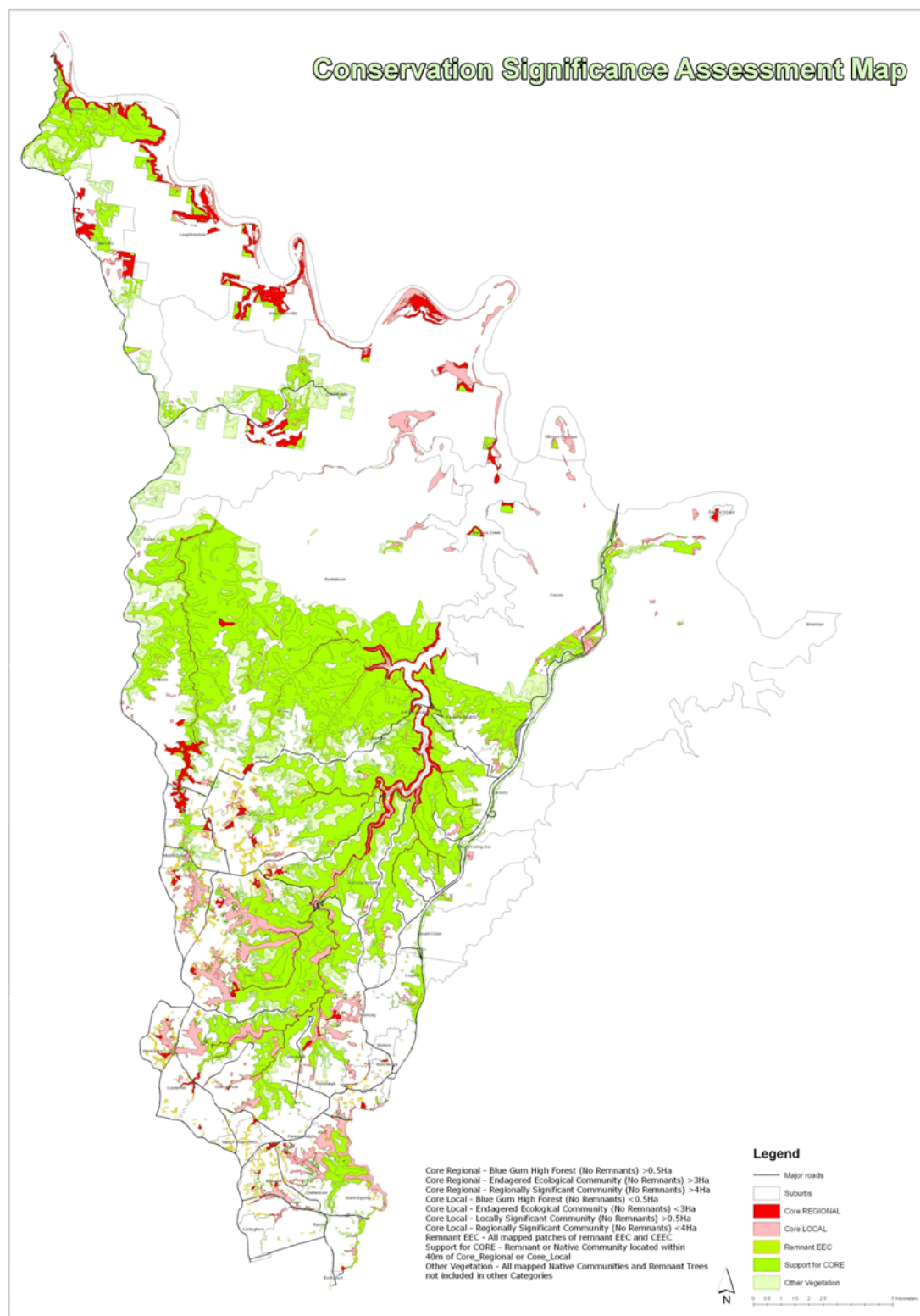


The example illustrates the difference between the area of a vegetation community and the area of a patch. In this example the area of vegetation community B is 3ha. The area of vegetation community A is 0.5 ha.

However the patch area of Community A is considered to be 3.5ha as it is considered part of the vegetation it adjoins.

This definition of patch size is based on the premise that vegetation that is contiguous should be recognised as such in a conservation significance assessment, regardless of its vegetation type. NSW State legislation based tools for Biobanking and Biocertification also recognise and define a patch in this way.

Appendix 3: Conservation Significance Category Map





POLICY REGISTER

POLICY TITLE:	GREEN OFFSETS
FOLDER NUMBER:	F2007/00307
POLICY OWNER / DIVISION:	Environment & Human Services Division
POLICY OWNER / BRANCH:	Natural Resources
FUNCTION:	Environment Development
RELEVANT LEGISLATION:	Environmental Planning and Assessment Act, Threatened Species Conservation Act, Environment Protection and Biodiversity Conservation Act
POLICY ADOPTION/AMENDMENT DATE:	12 September 2018 REPORT NUMBER: EH16/18
REVIEW YEAR:	2020
AMENDMENT HISTORY:	9 September 2015 EH8/15 15 May 2013 – EH5/13 20 June 2012 – EN26/12 16 March 2011 – EN5/11 17 March 2010 – EN 10/10 9 April 2008 – EN 13/08
RELATED POLICIES:	Biodiversity Conservation Strategy 2006

ATTACHMENT 6 - ITEM 8

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Purpose

The purpose of this code is to provide guidance on the approach to conducting offsets for the loss of indigenous trees and vegetation and impacts on biodiversity in the Hornsby Local Government Area, integrating the regulatory requirements of state planning and environmental legislation and policies.

Apart from offsetting, other actions that achieve significant net improvements in native vegetation condition, quality and size will be considered on their own merits by Council. This will be undertaken on a case by case basis.

What is Offsetting?

Offsetting is a mechanism by which the negative impacts at one site can be offset by positive actions undertaken on that site, an alternate site or contribute to long-term conservation program(s). Offsetting, if used strategically, could lead to:

- Maintenance of environmental viability.
- An overall net improvement in environmental viability across a region.
- A net gain in vegetation cover.
- An additional level of security for vegetation that is currently not protected.

Aims and Objectives

The objectives of this code are as follows:

- Ensure that significant vegetation including trees in the Shire is protected.
- Facilitate some development, which may have negative impacts.
- Ameliorate negative environmental impacts of development at a regional and local level.
- Provide for environmental enhancement and restoration.

When does the Offsets Code apply?

The Offsets Code applies when:

- A development is expected to result in unavoidable loss of indigenous trees and native vegetation or impact on local biodiversity values. Development includes works approved under development applications, tree and vegetation permits and exempt and complying development or any other works that impact on local biodiversity values.
- Offsetting will be required for impacts associated with the implementation of Asset Protection Zones (APZ).
- In preparing recommendations for remedial works associated with illegal clearing.
- Council assesses alternative proposals on their merits and decides that if an applicant addresses the principles of the code and demonstrates significant net gains for trees and native vegetation of the Hornsby Local Government Area, offsetting may be used.
- Application of the Code as a suitable offset is at the discretion of appropriate Council Officers.

Principles of the Code and offsetting

Application of this Code must consider the principles listed in Table 1.

Table 1: Principles of the Green Offsets Code

<p>The Biodiversity Conservation Principles of Avoid, Minimise and Mitigate: Offsetting may only be considered once all efforts to avoid, minimise and mitigate any negative impacts have been exhausted. The 'avoid, minimise and mitigate' principles are outlined in the Biodiversity Conservation Act 2016 and Hornsby Development Control Plan.</p>
<p>The Precautionary Principle: In accordance with the principles of ecological sustainable development the precautionary principle should be applied to development assessment and offsetting. Proposed offsets should not be used to compensate for a lack of detail in the development design and assessment of impacts.</p>
<p>The Principle of Net Gain: The implementation of this code should result in a net gain and improvement in the condition of the environment and biodiversity values. Specifically local populations and their potential habitat should be improved through the implementation of offset actions.</p>
<p>The Principle of Avoiding the Effects of Cumulative Impacts: Consideration must be given to the cumulative impacts of development on the subject site and surrounding lands (including historical development and associated impacts). Offsetting must seek to incorporate actions that will avoid or minimise any cumulative impacts.</p>

Application of the Offsets Code

Any development to which this Offset Code is to apply must all consider the aims and objectives contained in relevant sections of Hornsby Local Environment Plan, Hornsby Development Control Plan (HDCP) and other relevant planning studies and policies. Of key relevance are the following elements of HDCP: 1B.6.1 Tree Preservation, 1B.6.2 Vegetation Preservation and 1C.1.1 Biodiversity. As noted in Table 1 development must demonstrate the biodiversity conservation principles of 'avoid' and 'minimise' before they consider the need to 'mitigate' through implementation of this offsets code.

Land to which the offset requirements are applied

The subject site must be the recipient of any offsetting requirements. A variation to this rule may only be permitted by Council if site constraints do not permit an adequate offset on the subject site. In these cases Council may consider the application of offsets on a combination of the subject site and public lands. Any application of the offset requirements on public land will require separate approval of a voluntary planning agreement (VPA) permissible under the *Environmental Planning and Assessment Act 1979* (EP&A Act). All offset requirements will be contained within any conditions of approval for the development; they are legally enforceable and may require compliance reporting and inspection.

The vegetation offsetting multipliers

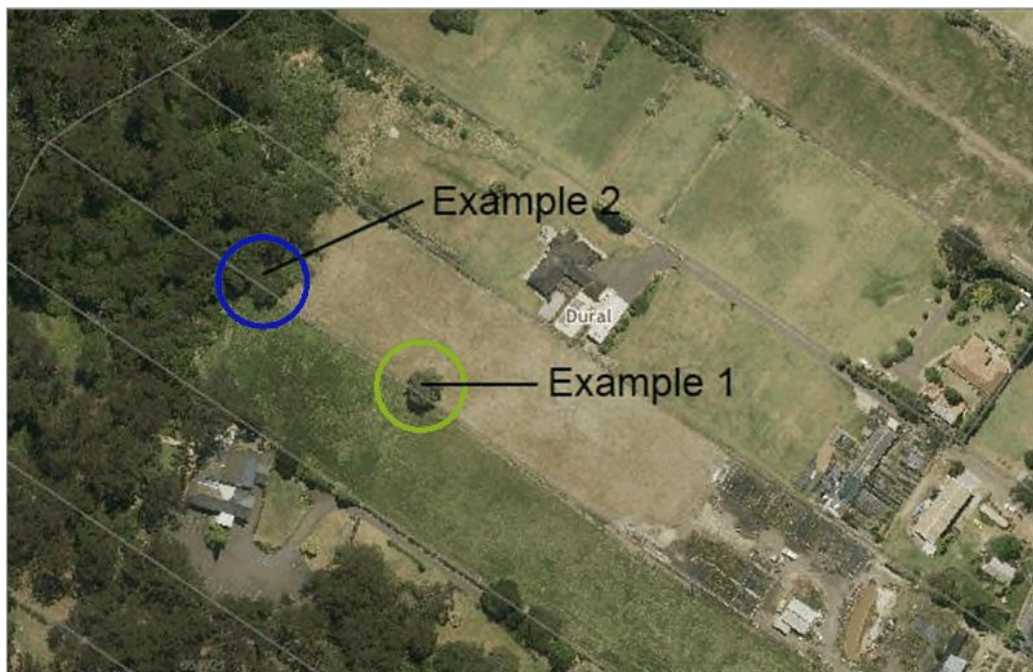
The Offset Multipliers have been developed to compensate for loss of native vegetation and impacts on local biodiversity from developments and other vegetation clearing or modification. The multiplier can be applied to the number of individuals removed or an area of vegetation removed depending on the structural complexity of the vegetation impacted (see examples 1 & 2). The multipliers are a guide to facilitate equity where the focus of the offsetting should be on the conservation outcomes rather than the exactness of the numbers. Offset planting will require the use of species characteristic of the vegetation community or the species removed or impacted. Offset multipliers are set out in table 2 below.

Table 2: Offset multiplier

Conservation significance of vegetation impacted by the activity	Offset multiplier ¹
Threatened Ecological Community or potential habitat for threatened species	8
Marine vegetation or habitat	8 (only permitted as a VPA)
Regionally significant	6
Locally significant	4
Other indigenous vegetation or isolated trees	2
Habitat corridor	2
Exotic species	1
Hollows or nests in hollow bearing trees ²	1

Notes:

1. The numbers listed as the offset multiplier should be considered as a minimum offset requirement and offset conditions may be imposed that exceed these recommended multipliers.
2. The installation of hollows/nesting boxes will require ongoing monitoring of the installed hollows/nest boxes as a condition of the offset requirements



- Example 1:* The vegetation proposed for removal comprises only remnant trees that are isolated from any patches of forest. Offsetting for the removal of an isolated tree would use the offsets multiplier to determine the **number** of replacement trees required for offsetting.
- Example 2:* The vegetation proposed for removal contains a mix of trees, shrubs and grasses and forms part of a forest community. Offsetting for the loss of vegetation within a forest would use the offsets multiplier to determine the **area** of vegetation required for offsetting.

Offsetting on the subject site

Calculating the offset requirements

In order to calculate the amount of vegetation that will need to be offset, the following information is required:

- The area of vegetation to be removed or modified associated with the proposal
- The type of vegetation to be removed or modified (as per relevant vegetation mapping and ecological assessment) – See Appendix 1 for local vegetation communities in Hornsby Local Government Area (LGA)
- The associated offset multiplier
- The proposed location of offset works (this may require a Landscape Plan or a more detailed Vegetation Management Plan)

Offset required = Area/number of vegetation/trees to be cleared x Offset multiplier

Example 3: Offsetting **on the subject site** for the loss of vegetation

A proposal requires the removal of 0.2 hectares of Blackbutt Gully Forest (the vegetation includes a diversity of plants including – trees, shrubs, grasses)



Blackbutt Gully Forest is listed as a locally significant vegetation community – see Appendix 1.



Offset multiplier for locally significant vegetation is 4 – see Table 2

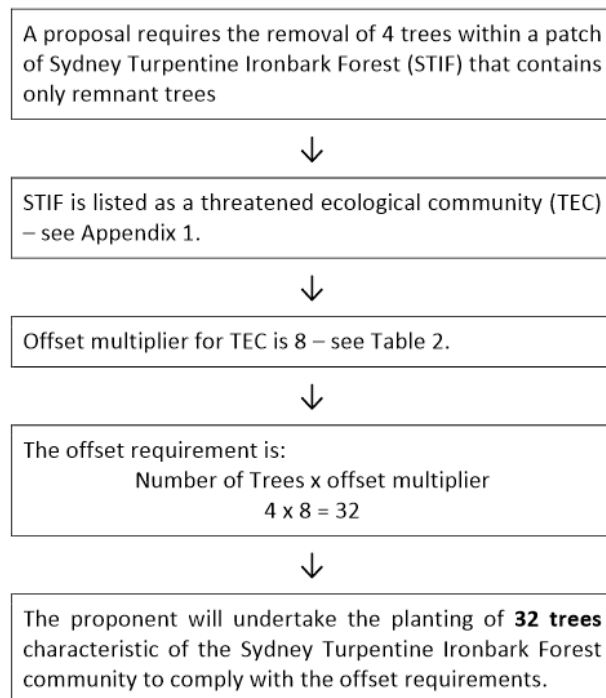


The offset requirement is:
The area x offset multiplier
 $0.2 \times 4 = 0.8$ hectares



The proponent is required to undertake offset works comprising the restoration of a degraded patch of vegetation or the creation of a complementary patch of vegetation equivalent to the offset area of **0.8 hectares**.

Example 4: Offsetting on the **subject site** for the loss of trees only



Variation rules

Council may consider a variation to the multiplier based on site constraints or the incorporation of mixed vegetation strata (trees, shrubs or grasses) within the offset planting. For each reduction in the level of strata used (i.e. the use of shrubs instead of trees) the multiplier will be doubled (see example 5). Combinations may also be applied whereby the proponent uses a mix of tree, shrub and grasses to comply with offset requirements (see example 6).

Council may also vary the offset multiplier if a significant tree or vegetation is to be removed and seed collection is undertaken. Any collected seed would be placed in the care of Council's Community Nursery for use in its bush regeneration program or potentially for replanting on the subject site.

If site constraints exist and Council applies the variation rules to offsetting on-site and the resultant offset proposed is not considered adequate with relation to the impact then Council may consider alternative offset sites on public land. Alternatively Council may consider the long-term management of a smaller area as a suitable offset. This may require implementation of a Vegetation Management Plan (VMP) including the need for reporting and compliance/auditing by Council over several years.

Minimum requirements

There are minimum requirements for the replacement of canopy species on the subject site. Table 3 indicates the minimum requirements based on the conservation significance of the associated (or most likely) vegetation community.

Table 3: Minimum offset requirements

Minimum offset requirements	
TEC, Regional or locally significant	50% of same strata removed
Other vegetation, habitat corridor, exotic	25% of same strata removed

Mixing options and alternative action

An offsetting management plan may recommend implementation of a mix of offset actions. Appropriate multipliers are to apply to each action. Apart from replanting, other actions that achieve significant net improvements in native vegetation condition, quality and area will be considered on a case by case basis by Council. These alternative actions may be used in conjunction with typical offsetting actions.

Reporting

Council will require the proponent to provide evidence of compliance with the offsetting requirements. Dependent of the type of offset implemented this may vary from photographic evidence of site works, receipts of plant purchases or reporting from contractors. In cases where a VMP has been implemented Council will be required to receive a report (details will be contained in the VMP) and will audit the works undertaken.

Example 5: In this example 1 tree is proposed to be removed from Blackbutt Gully Forest which is listed as locally significant. The development site is 500m² in area with minimal setbacks to adjacent dwellings and remaining open spaces are unlikely to support mature trees.

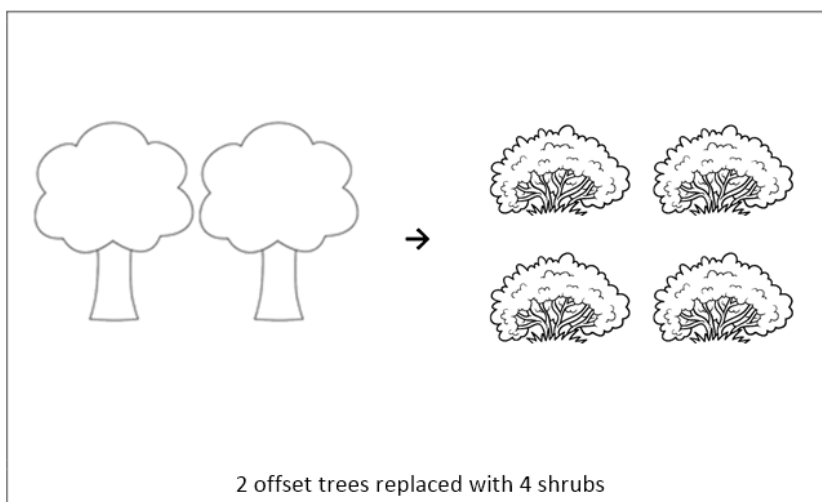
Offset multiplier for Blackbutt Gully Forest is 4.
Blackbutt Gully Forest has a minimum offset requirement of 2 trees.



Site constraints have been deemed by Council to limit tree offsets on the subject site to 2 trees.
Offset requirements for the 2 trees will be varied and comprise the planting of shrubs at an increased ratio.



Offset comprises a minimum of **2 TREES AND:**
The remaining 2 trees will be substituted with shrubs with the offset ratio doubled; now requiring 4 shrubs to be planted on the site.



The total offset comprises **2 tree and 4 shrubs** with the species being characteristic of Blackbutt Gully Forest.

Example 6: In this example 3 trees are proposed to be removed from Narrow-leaved Apple Gully Forest which is listed as a 'Regionally' significant vegetation community. Open space on the site is constrained due to existing dwellings and a shared driveway and has limited opportunity for large canopy tree replacement planting.

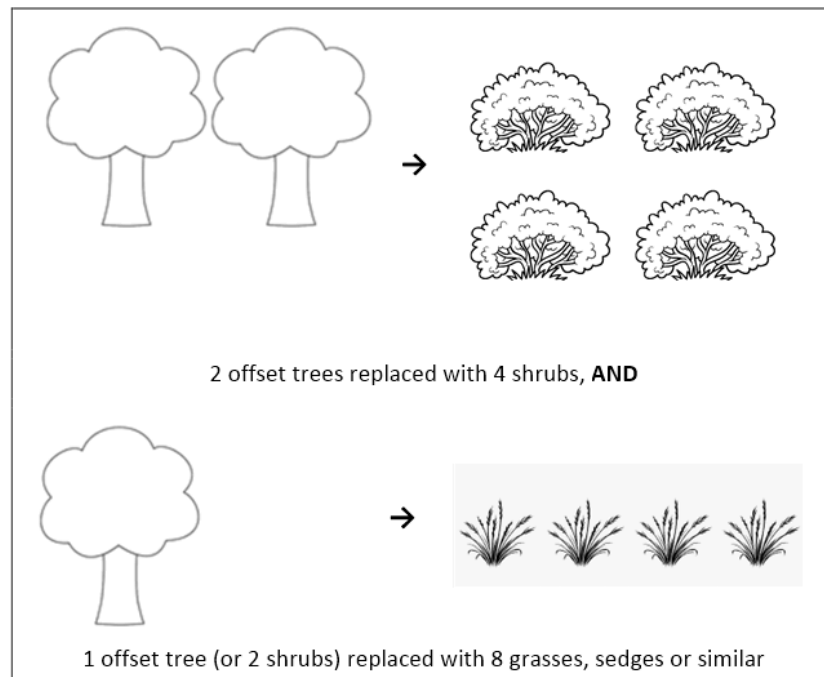
Offset multiplier for Narrow-leaved Apple Gully Forest is 6.
Narrow leaved Apple Gully Forest has a minimum offset requirement of 3 trees.



Site constraints have been deemed by Council to limit tree offsets on the subject site to 3 trees.
Offset requirements for the 3 trees will be varied and comprise the planting of shrubs and grasses at an increased ratio.



Offset comprises a minimum of **3 TREES AND:**
The remaining 3 trees will be substituted by using a mix of shrubs and grasses.
If only shrubs are used the offset ratio is doubled, requiring 6 shrubs.
The proponent would like to use only 4 shrubs and the remainder as grasses.
The 2 remaining shrubs will be substituted by grasses with the offset ratio doubled, requiring 4 grasses to be planted.



The total offset comprises **3 trees, 4 shrubs and 4 grasses** characteristic of Narrow-leaved Apple Gully Forest.

Offsetting on public land

In cases where Council considers the subject site is unable to support an adequate offset for impacts of development, Council may permit offset requirements to be met on Council managed lands. This option will only apply if Council deems the proponent has sought to provide all required offsets on the subject site but is unable to meet the requirements due to significant site constraints. These constraints may include insufficient lot size, proximity to adjacent dwellings, services and existing structures, conflicts with existing development requirements (i.e. wastewater dispersal area and asset protection zones) and limited open spaces.

Offsetting on Public Lands will require the proponent to enter into a Voluntary Planning Agreement (VPA) under Clause 7.4 of the EP&A Act 1979 with Hornsby Shire Council. This legal agreement commits the proponent to providing an appropriate monetary contribution for the calculated green offset and commits Council to expend that contribution on the offset actions.

Offset Actions applicable for Council managed land

If Council enters into a VPA with a proponent the financial contribution of the VPA will be applied to one or a combination of the following Council managed environmental conservation themes.

- **Bushland Restoration Program - General**

This action involves the restoration and enhancement of Council's bushland reserves through active bushland regeneration and restoration; and actions are taken to improve their ecological integrity and viability of the reserve over time. Receiving sites undergo bushland restoration and revegetation works to create new habitat in areas that are adjacent to existing habitat or in areas where there is a sound ecological reason to create habitat (such as provision of connectivity or enhancement of existing local bushland). Actions may also include protection measures such as fencing, stabilisation and reconstruction of natural habitats.

- **Bushland Restoration Program - Specific**

Contributions made into this program will go towards restoration and revegetation works within a specific Council managed reserve. Wherever possible, the offset action will be undertaken in the same vegetation community as the vegetation impacted by the proposal. Works on the receiving public land will be undertaken through time to ensure ongoing restoration and maintenance of high conservation local bushland reserves.

- **Vegetation Conservation Program**

Contributions made into this program will specifically target the same vegetation community that has been impacted by the proposal. Funds will be specific to this vegetation community but may be applied across all reserves containing this vegetation community rather than specifying one reserve.

- **High Conservation Lands Acquisition fund**

In the event that Council has the opportunity to acquire high conservation lands and provides in perpetuity conservation and protection within Council's reserve system, Council would use funds to assist in the acquisition of such lands.

- **Green Offsets**

Contributions may be applied to a variety of conservation programs including but not limited to bushland restoration, habitat enhancement, site monitoring or any Council environmental conservation program listed in this code. Offset funds must be applied to actions consistent with the core objectives of the community land category.

Calculating the offset value

The VPA financial contribution will be calculated using either the **canopy area** or **vegetation area** method dependent on the condition of the vegetation impacted.

For areas identified as a TEC or potential or known habitat for threatened species the offset contribution associated with the removal of only trees of that TEC will be the greater amount as calculated using both the individual tree and area methods as described below.

The use of the **canopy area** calculation method may be applied for the loss of isolated trees that are not associated with patches of vegetation or if the proposal impacts only on trees where there is no other forest strata present (i.e. groundcover, grasses, shrubs or mid-storey). The offset value for an individual tree has been calculated with consideration to the costs of purchasing, planting and establishing an advanced provenance tree for a period of two years. This value is set out in Councils Fees and Charges 2018/19 and is currently \$1,159 per 20m² of canopy lost (see example 7).

The use of the **vegetation area** calculation method may be applied for the loss of vegetation that includes a diversity of floristics or structure characteristic of the forest community. The offset value for bushland restoration of the 'vegetation area' has been calculated with consideration to the ongoing management of a moderately degraded site. This value is set out in Councils Fees and Charges 2018/19 and is currently \$235,660.50 per hectare (10,000m²) of vegetation cleared or modified (see example 8).

CPI adjustments will be applied to these values annually.

Management Fee

To enable Council and the public to be sure that required offsets are being correctly implemented, where an offset is required by a Condition of Consent, a VPA or other legal agreement, Council Officers will be required to undertake additional inspections of the proposed works. A management fee will be charged by Council to contribute to the cost of undertaking additional site inspections and auditing for compliance with the implementation of the Offset Plan and its components. The management fee will be charged at 10% of the total offset contribution.

Example 7: Several individual trees are proposed to be removed from a site. The offset requirement is proposed to occur on public land and will be implemented through a VPA.

Offsets for individual trees are calculated using the **canopy area** method.
The trees are native species but not associated with a patch of remnant vegetation.
The offset multiplier is 2.



The offset contribution is:

Divide the canopy area (in m²) by 20, then multiply by the offsets multiplier, then multiply by the 'canopy area' offsets cost

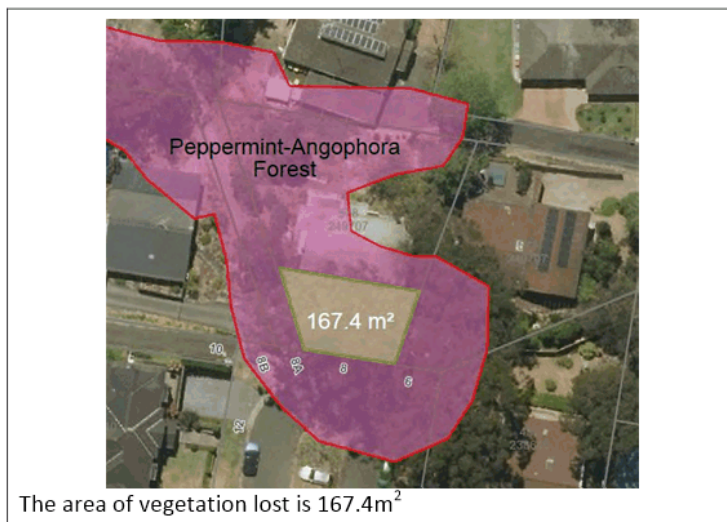
$$118.7\text{m}^2 / 20 \times 2 \times \$1159 = \$13,757$$

$$\text{Management fee } 10\% = \$1,375$$

$$\text{Total VPA contribution is } \$15,132$$

Example 8: An area of Peppermint-Angophora Forest is proposed to be cleared for the construction of a new dwelling. The offset requirement is proposed to occur on public land and will be implemented through a VPA.

Offsets for vegetation loss are calculated using the **vegetation area** method.
The vegetation is mapped as Peppermint-Angophora Forest which is listed as indigenous vegetation.
The offset multiplier is 2.



The offset contribution is:

The area proposed to be cleared (in m²), then multiply by the offsets multiplier, then multiply by the 'vegetation area' offsets cost (divide this by 10,000 when using m²)

$$167.4 \times 2 \times (\$235,660.50/10,000) = \$7,890$$

Management fee 10% = \$789
Total VPA contribution is \$8,679

Green roofs and walls

On certain lands it may not be possible to effectively offset the loss of indigenous trees and vegetation within the subject site. This may be due to the type of land use, soil depth and associated setbacks and allowable encroachments of proposed development. On these lands it may be suitable to consider alternative solutions to ensure conservation of local biodiversity and to provide an effective offset.

The construction of green roofs and walls are a method of creating an environmental setting in medium and high density developments which can contribute to local biodiversity conservation. The use of green roofs and walls has been identified as an innovative landscaping option in the Hornsby Town Centre element of

Hornsby Development Control Plan (HDCP) 2013. Green roofs and walls can readily be designed to incorporate biodiversity elements within the overall landscaping scheme.

The design of green roofs and walls for offsetting the loss of indigenous trees and vegetation must include the use of indigenous species in the planting scheme in accordance with Table 4. The minimum area required for the green roof or wall is related to the area of vegetation removed due to the development as shown in Table 4.

Table 4: Application of green roofs and walls for offsetting

Land use zones	Area of green roof or wall required for offset	Indigenous species required within planting schedule
Residential: R3, R4, R5 Business: B3, B4, B5, B6, B7 Industrial: IN1	Equivalent to the area of vegetation or canopy cover removed (not including TEC vegetation or threatened species) 1.5 times the area of vegetation removed or canopy cover if the vegetation is a TEC or threatened species.	Minimum of 30% of plants Minimum of 40% of plants
Business: B1 Industrial: IN2	Equivalent to 70% of the area of vegetation removed or canopy cover (not including TEC vegetation or threatened species) Equivalent to the area of vegetation removed or canopy cover if the vegetation is a TEC or threatened species.	Minimum of 20% of plants Minimum of 30% of plants

The roof space available on the development site may limit the ability to achieve the required offset. In these cases the alternate options of offsetting contained in this Code may be used in partnership with green roofs and walls to achieve the required offset.

Biodiversity Offset Scheme

The Biodiversity Offsets Scheme (BOS) has been developed under the NSW Biodiversity Conservation Act (BC Act) 2016 as an assessment process promoting the use of BioBanking to offset for the loss of biodiversity values. Under the BOS the proponent is generally required to offset the loss of biodiversity values through the purchasing of biodiversity credits as determined by a Biodiversity Assessment Report (BAR). The BAR is required to be prepared for development that triggers one of several thresholds including the Biodiversity Values Map (<https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BVMap>) and a clearing threshold as set out in CI 7.2 of the Biodiversity Conservation Regulation 2017. In addition development that is likely to have a significant effect on certain species and vegetation may also enact the BOS.

Council must include the requirement for the retirement of biodiversity credits (as determined in the BAR) within any conditions of approval for development where the BOS applies. Under CI 7.13(4) of the BC Act 2016 Council may decrease or increase the number of credits to be retired but in doing so the Council is required to provide reasons for the decision.

It is considered that the retirement of biodiversity credits as an offset for development located within Hornsby Local Government Area (LGA) has limited local value if the associated stewardship site is located

outside of the Hornsby LGA. Therefore Council may consider the application of local offsets in accordance with this Code as justification for any reduction in the number of biodiversity credits retired as recommended in the BAR. Local offsets considered may include:

- On-site offset works
- Public land offset works
- Purchase and retirement of credits from stewardship sites located within Hornsby LGA

The decision by Council to alter the BAR recommendations shall occur on a case by case basis and should consider the conservation significance of the vegetation or habitat impacted by the proposal and whether there is scope for the provision of suitable local offsets. It is considered that any variation of the BAR recommendations must ensure that the benefits of offsetting remain in the locality of the impact.

Appendix 1: Conservation significance of vegetation communities in Hornsby Local Government Area

Hornsby Vegetation Community	Conservation significance
Blue Gum Shale Forest (part of Blue Gum High Forest in the Sydney Basin Bioregion)	TEC
Blue Gum Diatreme Forest (part of Blue Gum High Forest in the Sydney Basin Bioregion)	TEC
Turpentine-Ironbark Forest	TEC
Shale/Sandstone Transition Forest	TEC
Shale Gravel Transition Forest	TEC
Sandstone Swamp (part of Coastal Upland Swamp in the Sydney Basin Bioregion)	TEC
Coastal Saltmarsh	TEC
Duffys Forest	TEC
Forest Red Gum River-flat Forest (part of River-Flat Eucalypt Forest on Coastal Floodplains)	TEC
Rough-barked Apple River-flat Forest (part of River-Flat Eucalypt Forest on Coastal Floodplains)	TEC
Swamp Oak Floodplain Forest	TEC
Floodplain Paperbark Scrub (part of Swamp Sclerophyll Forest on Coastal Floodplains)	TEC
Floodplain Reedland (part of Swamp Sclerophyll Forest on Coastal Floodplains)	TEC
Swamp Mahogany Forest (part of Swamp Sclerophyll Forest on Coastal Floodplains)	TEC
Freshwater Floodplain Wetlands (part of Freshwater Wetlands on Coastal Floodplains)	TEC
Coachwood Rainforest	Regional
Grey Myrtle Rainforest	Regional
Angophora-Red Mahogany Forest	Regional
Blue-leaved Stringybark Diatreme Forest	Regional
Blackbutt-Rough-barked Apple Forest	Regional
Rough-barked Apple-Forest Oak Forest	Regional
Narrow-leaved Apple Slopes Forest	Regional
Angophora Woodland	Regional
Narrow-leaved Apple Gully Forest	Regional
Rock Platform Heath	Regional
Seagrass Meadow	Regional
Blackbutt Gully Forest	Local
Silvertop Ash-Scribbly Gum Woodland	Local
Mangrove Swamp	Local
Bloodwood-Scribbly Gum Woodland	Indigenous
Narrow-leaved Scribbly Gum Woodland	Indigenous
Peppermint-Angophora Forest	Indigenous
Grey Gum-Scribbly Gum Woodland	Indigenous
Yellow Bloodwood Woodland	Indigenous
Scribbly Gum Open-woodland/Heath	Indigenous

Maps of native vegetation communities in Hornsby LGA can be found on Council's web site

<http://www.hornsby.nsw.gov.au/environment/trees-plants-and-bushland/bushland-and-biodiversity>

Please note that vegetation may still occur outside of the mapped areas. Consideration needs to be given to the presence of species characteristic of native vegetation communities as described by Smith & Smith (2008) which can be found on the web page above and also see the NSW Scientific Committee determinations for descriptions of TEC's.

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Glossary

BC Act

NSW Biodiversity Conservation Act 2016

Conservation significance

This is based on the legislative protection afforded to the vegetation community and their extent or representativeness within protected reserve systems – see Appendix 1 for details on vegetation communities of Hornsby Shire.

Council

The Council of the Shire of Hornsby

Council managed land

Land which Council owns or where care control and management of the land devolves to Council.

EP&A Act

NSW Environmental Planning and Assessment Act 1979

Habitat corridor

Vegetation that provides forage, roosting, refugia, connectivity or other functions that enable the dispersal of local flora and fauna between patches of vegetation.

HDCP

Hornsby Development Control Plan 2013

Hollow bearing trees

A tree that contains hollows or structures that provide nesting sites for local fauna. The offset multiplier applies to the number of hollows or structures within the HBT and not the number of HBT's removed. Replacement hollows must be of a similar size to those removed and placed in a similar location, tree species and aspect.

Indigenous tree

Indigenous trees are those species or individuals that are protected under Council's various planning instruments, guidelines, policies and codes and their successors including the Local Environment Plan, Development Control Plan, Tree Preservation Order, and any relevant legislation including the NSW Biodiversity Conservation Act 2016 and the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.

Isolated trees

As shown in example 1 an isolated tree is one which is not contiguous with a patch of vegetation or within a patch of remnant trees that supports a diversity of floristics and structure characteristic of a vegetation community. An isolated tree(s) may be considered as providing habitat corridor values.

Offsetting

A mechanism by which the negative impacts at one site can be offset by positive actions at another site within a region. Offsetting, if used strategically could lead not only to maintenance of environmental viability, but also an overall improvement in environmental viability across a region. It can also provide some additional level of security for vegetation that is currently not protected. In this code an offset refers to the offsetting for the loss of trees, vegetation, habitat and any biodiversity values.

NATSPEC Guidelines

The publication 'Specifying Trees - A guide to assessment of tree quality by Ross Clark, published by NATSPEC/Construction Information, 2003.

Offsetting Plan

A plan which outlines the proposed offset action(s) to be undertaken to compensate for habitat loss and clearing, and which provides details about the offsetting action. This plan may include sub plans and must be submitted with any DA or proposed Masterplan.

Potential habitat

This includes the presence of hollow bearing trees and consideration of trees, flowers and fruits as potential feed, forage, roosting and nesting sites for local fauna.

Stewardship site

This is a site that contains vegetation, habitat and other biodiversity values that is permanently protected by a BioBanking agreement. It is from this site that a developer could purchase and retire biodiversity credits as part of an offset for impacts on the development site.

Threatened Ecological Community (TEC)

Refers to vegetation communities, species and populations listed in the schedules of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 and NSW Biodiversity Conservation Act 2016 – see Appendix 1 for current list of vegetation communities in Hornsby Local Government Area protected under these Acts and a link to vegetation maps of Hornsby LGA.

Vegetation Management Plan (VMP)

A plan that outlines a list of actions for maintaining, restoring and creating vegetation, how each action can be implemented, staging and costs. It is used when the offsetting action requires vegetation to be created or enhanced at a site, and must contain sufficient detail to be able to measure performance. A guideline for VMPs is available on Council's website <http://www.hornsby.nsw.gov.au/property/development-applications/development-control-plan-policies>

Voluntary Planning Agreement (VPA)

A VPA is a legally binding voluntary agreement between the developer and Council that may be used to provide an offset for the impacts of a development. The provision to enter into a VPA is under CI 7.4 of the Environmental Planning and Assessment Act 1979. A VPA under this code could be used to offset the environmental impacts of a development only if the agreement promotes the conservation or enhancement of the natural environment.

Hornsby Council uses a standard template developed by the NSW Department of Planning and VPA guidelines can be viewed here <http://www.planning.nsw.gov.au/~media/Files/DPE/Practice-notes/vpa-draft-practice-note-2016-11.ashx>. As a VPA is a legally binding document all parties are recommended to seek independent legal advice prior to entering into the agreement.



POLICY REGISTER

POLICY TITLE:	SUSTAINABLE POLICY FOR COUNCIL ASSETS
FOLDER NUMBER:	F2007/00307
POLICY OWNER / DIVISION:	Environment & Human Services Division
POLICY OWNER / BRANCH:	Natural Resources
FUNCTION:	Sustainability
RELEVANT LEGISLATION:	NSW Local Government Act 1993
POLICY ADOPTION/AMENDMENT DATE:	9 September 2015 REPORT NUMBER: EH8/15
REVIEW YEAR:	2015
AMENDMENT HISTORY:	10 November 2004 – EN65/04 8 November 2006 – EN51/06 9 December 2009 – EN38/09 20 October 2010 - EN 47/10 15 MAY 2013 – EH5/13
RELATED POLICIES:	NSW GOVERNMENT RESOURCE EFFICIENCY POLICY GREATER SYDNEY COMMISSION'S NORTHERN DISTRICT PLAN RESILIENT SYDNEY- A STRATEGY FOR CITY RESILIENCE 2018 YOUR VISION YOUR FUTURE: HORNSBY SHIRE COMMUNITY STRATEGIC PLAN 2018-2028 HORNSBY SHIRE COUNCIL DELIVERY PROGRAM 2018-2021 HORNSBY SHIRE COUNCIL SUSTAINABLE PROCUREMENT DETERMINATION

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ATTACHMENT 7 - ITEM 8

1.0 Introduction

This code has been developed to integrate sustainable energy and water management principles into the planning, design, construction and purchase of all new and refurbished Council assets that consume energy regardless of value. This Policy aims to reduce Council's operating costs and lead by example in increasing the energy and water efficiency of Council assets.

This Policy applies to:

- New and refurbished property assets.
- New plant and equipment.

Parks, Sportsgrounds and Ovals

The inclusion of energy efficient and water saving measures may lead to an increase in capital costs. However, these will be offset by lower running costs and are likely to be further offset by improved amenity, reduced maintenance and lower capital costs of other building elements. Regardless, Council has an obligation to reduce its emission of greenhouse gases and reduce water consumption and is prepared to incur additional costs to achieve this.

2.0 Objectives

The objectives of this Policy are to:

- Meet the outcome within the Hornsby Shire Community Strategic Plan 2018-2028 of 'The Shire is resilient and able to respond to climate change events and stresses'.
- Assist Council to achieve a cap on total greenhouse gas emissions of 7,070 tCO₂ by 2019/2020 (a 30% reduction below 1995/96 emission levels).
- Guide Council staff and consultants on the incorporation of sustainable energy management principles into asset design, construction and procurement.
- Maximise the flexibility of designers to achieve sustainable energy and water management outcomes.
- Create assets that minimise energy consumption and promote renewable energy alternatives.
- Continue to implement Council's data management software, with the training of Asset Managers. Meet our Cities Power Partnership pledges.
- Ensure all Asset Management Plans comply with this policy
- Ensure the installation of water efficient appliances to comply with Council's commitment to resources efficiency as stipulated in the Hornsby Shire Council Delivery Program 2018-2021

3.0 Guidelines

The following is a list of sustainable energy and water management principles that are to be considered in the implementation of all new assets:

- All Buildings, Parks, Sports Grounds and Ovals

- Must incorporate passive solar design to maximise daylighting and passive heating and cooling opportunities.
- Must incorporate energy efficient equipment and design to minimise lighting, active heating and cooling requirements.
- Must optimise opportunities to use renewable energy sources and incorporate renewable energy technologies wherever possible.
- Must minimise embodied energy in construction materials.
- All domestic hot water shall be investigated for solar.
- All new or replacement water using appliances must comply with the minimum WELS star rating, dependent on appliance type, as stipulated in Appendix 1.
- All buildings must provide a means of monitoring energy and water consumption data that can be utilised by Council's data management software.
- Upgrades of electrical meters/ boards are to be undertaken to allow for the installation of energy efficient and renewable technologies when required.

- **Major** Buildings (*any building that consumes more than 160MWh per year¹*)

All major buildings must also:

- Provide efficient control and effective maintenance systems that incorporate monitoring of energy consumption
-
- The buildings must provide a means of monitoring energy and water consumption data that can be utilised by Council's Greensense software.
- Installation of a Building Management System.

¹ As determined by electricity retailers for Installation of Smart Meters

Minimum Standards for New Electrical Equipment

Refer to the Appendix 1 for the minimum standards for all new electrical equipment.

4.0 Requirements

The following requirements of the Policy apply to all capital works projects regardless of value, location or use:

1. Prior to the scoping and/ or concept stage of any new, refurbished and replacement facilities, Council's Sustainability Team is to be consulted regarding the Policy.
2. All new, refurbished and replacement facilities (including buildings) must achieve a minimum 4.5 star rating, for 'Design and as Built' and 'Building Performance' phases, under the Green Building Council of Australia Green Star Rating Tool.
3. Designers may use any methods to achieve this target, including energy efficiency, fuel substitution and/or renewable energy systems. All developments must take into consideration climate change and factor in resilient design and materials.
4. All new, refurbished or replacement plant and equipment must have a high star rating or provide evidence that it is more energy/water efficient than conventional plant and equipment.
5. All new major building projects must have an independent review of greenhouse emitting inclusions, including financial assessments, before construction approval is granted. These reviews must be carried out by a suitably qualified energy consultant.
6. Any modification of plant and/or equipment using more than 20% of the energy consumption in a major building must also have an independent review.

APPENDIX 1

Minimum Standards for Water-using Appliances

*Appliances and equipment in the following categories with star ratings under the Water Efficiency Labelling Scheme (WELS) must have at least the following star ratings:

- showerheads – 3 stars
- toilets and urinals – 4 stars
- washing machines – 4 stars
- dishwashers – 4 stars
- taps and flow controllers – 4.5 stars.

Star rating benchmarks will be evaluated over a two-year cycle to ensure the policy keeps pace with market improvements.

Minimum Standards for New Electrical Appliances and Equipment.

*Appliances and equipment purchased in the following categories with star ratings under the Greenhouse and Energy Minimum Standards (GEMS) will be at least the following:

- refrigerators – 2 stars
- clothes dryers – 2.5 stars
- washing machines – 3 stars
- dishwashers – 4 stars
- pool pumps – 5 stars
- fridge/freezers – 2.5 stars
- freezers – 2.5 stars
- air-to-air heat pumps and air conditioners – 3.5 stars if less than 4kW and 2.5 stars if greater than 4kW
- televisions – 4 stars (Tier 2 rating).

Equipment in the following categories will be endorsed as being high efficiency rating under ENERGY STAR® in Australia:

- computers (i.e. desktops, notebooks and tablets, workstations, small-scale servers and thin clients)
- printers
- fax machines
- photocopiers
- DVD players.

Equipment in the following categories will meet the definition of 'high efficiency' under Greenhouse and Energy Minimum Standards:

- refrigerated commercial display cabinets – AS1731.14
- distribution transformers – AS2374.1.2
- electric motors – AS1359.5
- external power supplies – AS4879.2.

Equipment in the following categories will meet the following performance benchmarks:

- air-cooled liquid chilling packages – IPLV of 4.5
- water-cooled liquid chilling packages – IPLV of 9
- closed-control air conditioners – AEER of 3.2

* NSW Government Resources Efficiency Policy.

ATTACHMENT 7 - ITEM 8



POLICY REGISTER

POLICY TITLE:	WATER QUALITY AND CONSERVATION
FOLDER NUMBER:	F2007/00307
POLICY OWNER / DIVISION:	Environment and Human Services
POLICY OWNER / BRANCH:	Natural Resources
FUNCTION:	Environment
RELEVANT LEGISLATION:	Water Management Act 2000
POLICY ADOPTION/AMENDMENT DATE:	12 September 2018 REPORT NUMBER: EH 16/18
REVIEW YEAR:	2020
AMENDMENT HISTORY:	9 September 2015 (EH8/15) 15 May 2013 (EH5/13) 9 December 2009 (EN 38/09) 8 December 2004 (EN 50/04)
RELATED POLICIES:	Stormwater Management Policy Stormwater Building Sustainability Index (BASIX) 2006 Water Efficiency Labelling Standards 2006

POLICY PURPOSE/OBJECTIVES

1. To ensure potable water is conserved within Council operations and services.
2. To reduce Council water consumption of 10% by 2022.
3. To minimise stormwater pollution impacts on waterways from Council works and operations.

POLICY STATEMENT:

- A reduction in Council potable water use of 10% (~~+124,585kL~~) to be achieved by 2022, based on the average Council water consumption covering the years 2007-12.
- Water use should be consistent with the principles of ecologically sustainable development.
- Water conservation should encompass education, regulation, research, water reuse and efficiency.
- Potable water should not be used for a purpose where water of a lower quality could be used more efficiently and economically.
- Water conservation measures should not compromise public health or have detrimental impacts on the ecological health of the Shires catchments.
- Council capital works projects should comply with water quality targets prescribed in the Hornsby Development Control Plan
- Council operations should comply with best practise water quality control procedures

ATTACHMENT 8 - ITEM 8



POLICY REGISTER

POLICY TITLE: LITTER BINS - DESIGN AND LOCATION IN PUBLIC PLACES

FOLDER NUMBER: F2007/00307

POLICY OWNER / DIVISION: Infrastructure & Recreation Division

POLICY OWNER / BRANCH: Waste Management

FUNCTION: Waste & Cleaning

RELEVANT LEGISLATION: Local Government Act 1993

POLICY ADOPTION/AMENDMENT DATE: 9 September 2015 **REPORT NUMBER:** IR27/15

REVIEW YEAR: 2017

AMENDMENT HISTORY:
 11 March 1998 (ST13/98)
 10 November 2004 (EN62/04)
 8 November 2006 (EN51/06)
 9 December 2009 (EN38/09)
 18 December 2013 (IR26/13)

RELATED POLICIES:

POLICY PURPOSE / OBJECTIVES:

1. To ensure that adequate and appropriate facilities for disposal of street litter are provided while maintaining the service in a cost effective manner.

POLICY STATEMENT:

1. The design and location of litter bins for commercial public areas and developed parks are to consider the visual impact of the units in the surrounding landscape.
 2. The bins must be of durable construction and require minimum maintenance.
 3. The bins must be accessible in order to provide a safe method of emptying.
 4. The location and style of litter bins for recreational, commercial and industrial areas plus other sites are to be to the satisfaction of the Deputy General Manager, Infrastructure and Recreation Division.
 5. Litter bins are to be emptied and cleaned in accordance with the service schedule as approved by the Manager, Waste Management Team.
-



POLICY REGISTER

POLICY TITLE:	POLICY - WASTE CONTAINERS
FOLDER NUMBER:	F2007/00307
POLICY OWNER / DIVISION:	Infrastructure & Recreation Division
POLICY OWNER / BRANCH:	Waste Management
FUNCTION:	Waste & Cleaning
RELEVANT LEGISLATION:	Waste Avoidance and Resource Recovery Act 2001
POLICY ADOPTION/AMENDMENT DATE:	9 September 2015 REPORT NUMBER: IR27/15
REVIEW YEAR:	2017
AMENDMENT HISTORY:	11 March 1998 (Report ST12/98) 10 November 2004 (Report EN62/04) 8 November 2006 (Report EN51/06) 9 December 2009 (Report EN51/06) 18 December 2013 (Report IR26/13)
RELATED POLICIES:	
<u>POLICY PURPOSE / OBJECTIVES:</u>	
1.	To ensure that all waste containers are in accordance with Council's requirements.
2.	To ensure that damage to waste containers which occurs during the process of providing waste services within the Shire boundaries is kept to a minimum.
<u>POLICY STATEMENT:</u>	
1.	Council provides domestic waste services that include the provision of containers. Commercial customers using the Council provided service will be provided with the appropriate container depending upon their requirements.
2.	Commercial properties are not restricted in the size or type of container. The containers must, however, be kept clean and be fitted with a secure lid.
3.	Waste not in containers will not be collected.
4.	It is the responsibility of the resident to ensure that the containers are kept in a clean and functional condition. All damage must be reported to council to enable repairs or replacement to be carried out.

5. No responsibility whatsoever will be accepted by Council for damage occasioned to a waste container or missed bins caused by any other event (eg. vandalism, hit by cars, theft etc).

ATTACHMENT 10 - ITEM 8



POLICY REGISTER

POLICY TITLE:	PROVISION OF WASTE SERVICE TO INFIRMED HOUSEHOLDS
FOLDER NUMBER:	F2007/00307
POLICY OWNER / DIVISION:	Environment and Human Services Division Infrastructure & Recreation Division
POLICY OWNER / BRANCH:	Waste Management
FUNCTION:	Waste & Cleaning
RELEVANT LEGISLATION:	Local Government Act 1989
POLICY ADOPTION/AMENDMENT DATE:	129 September 2015 58 REPORT NUMBER: EH16/18 IR27/15
REVIEW YEAR:	20 20 17
AMENDMENT HISTORY:	9 September 2015 (Report EH26/13) 18 December 2013 (Report IR26/13) 16 March 2011 (Report EN7/11) 16 March 2011 (Report EN7/11)
RELATED POLICIES:	Provision of Waste Service

POLICY PURPOSE / OBJECTIVES:

The purpose of this policy is to ensure that appropriate wheel out and wheel back assisted waste services are provided to infirmed households. Generally, infirmed households are those where all occupants are physically incapable of wheeling out garbage, / recycling and green waste bins to the kerbside.

POLICY STATEMENT:

A residential property which has been classified as in 'Infirmed Household' may have assisted waste services direct to the property.

In order to be classified as an 'Infirmed Household', the following criteria must be met:

1. No resident of the premises is reasonably able to place a mobile bin out for collection.
2. No alternative arrangements can be made, including, but not limited to:
 - Relatives, neighbours or household employees placing a mobile bin out for collection
 - Relocating the bin storage point and / or bin collection point to minimise or eliminate the need to move bins

Infirm households may only receive assisted waste services direct to the property if a Medical Certificate is provided to Council supporting the resident's inability to self-present bins to the kerbside. Such services can only be provided without placing the waste collection contractor or its employees in a situation of unacceptable ~~risk to~~ health and safety risk.

ATTACHMENT 11 - ITEM 8

ATTACHMENT/S

REPORT NO. PL24/18

ITEM 9

1. PLANNING DIVISION POLICIES



POLICY REGISTER

POLICY TITLE:	PROPOSED COUNCIL DEVELOPMENTS
FOLDER NUMBER:	F2007/00307
POLICY OWNER / DIVISION:	Planning Division
POLICY OWNER / BRANCH:	Development Assessments
FUNCTION:	Council Property & Land Development
RELEVANT LEGISLATION:	Environmental Planning and Assessment Act 1979 Environmental Planning and Assessment Regulation 2000 Local Government Act 1993
POLICY ADOPTION/AMENDMENT DATE:	9 December 2015 12 September 2018 REPORT NUMBER: PL 101/15 24/18
REVIEW YEAR:	20 20 17
AMENDMENT HISTORY:	18 February 1998 (Report No ST5/98) 21 June 2000 (Report PLN 180/00) 14 July 2004 (Report PLN 168/04) 3 May 2006 (Report PLN108/06) 17 July 2013 (Report PL69/13) 9 December 2015 (report PL101/15)
RELATED POLICIES:	Development Code for Land Adjoining Bushland or Reserved Public Open Space

POLICY PURPOSE / OBJECTIVES:

1. To ensure impartial and comprehensive development assessment of development applications submitted by Council, Councillors or staff.
2. To ensure that development applications in which Council or its staff has a pecuniary or other interest are independently assessed, free of any influence or bias.

POLICY STATEMENT:

1. Where a development is proposed by Council, Councillor or a staff member, independent external consultants will be used to assess the application unless the application is considered by the [Group Manager Planning Division or Manager Assessments Branch Manager](#) as 'non controversial small scale development' or 'routine operational development'.