



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 22 September 2020

location: council chambers and
by audio visual link

time: 6:30 p.m.



mission statement

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

ORDINARY MEETING

Table of Contents

Meeting Date: 22 September 2020

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
	PROCEDURAL MATTERS	3
	SECTION 1 - Confirmation of Minutes	6
	SECTION 3 – Reports for Determination	11
	GENERAL MANAGER	11
Item: 177	GM - Election of Mayor - (79351, 95496)	11
Item: 178	GM - Election of Deputy Mayor - (79351, 95496)	16
Item: 179	GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)	18
Item: 180	GM - Committees and Working Groups - Annual Reports - (79351)	28
	SECTION 4 – Reports of Committees	78
	SECTION 5 – Notices of Motion	80

ORDINARY MEETING

Table of Contents

Meeting Date: 22 September 2020

ORDINARY MEETING
Procedural Matters
Meeting Date: 22 September 2020

PROCEDURAL MATTERS

Welcome

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

The General Manager will address the Council meeting, mentioning:

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

Attendance

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

Apologies and Leave of Absence

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

Declaration of Interest

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

Acknowledgement of Official Visitors to the Council

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

ORDINARY MEETING

Procedural Matters

Meeting Date: 22 September 2020

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 22 September 2020

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 22 September 2020

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary
meeting
minutes

date of meeting: 08 September 2020
location: by audio-visual link
time: 6:30 p.m.

ORDINARY MEETING

Minutes: 08 September 2020

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
	ATTENDANCE	3
	APOLOGIES AND LEAVE OF ABSENCE	3
	DECLARATIONS OF INTEREST	3
	SECTION 1 - Confirmation of Minutes	4
	MATTER OF URGENCY	4
	Council Meeting - 22 September 2020	4
	SECTION 3 – Reports for Determination	6
	GENERAL MANAGER	6
Item: 168	GM - Council's Code of Conduct and Procedures - (79351, 96333)	6
Item: 169	GM - 2020 Local Government NSW Annual Conference - (79351, 79633)	7
	INFRASTRUCTURE SERVICES	8
Item: 170	IS - Colbee Park Draft Masterplan - (95495, 79354)	8
	SUPPORT SERVICES	9
Item: 171	SS - Proposed Road Closure - Part Laws Farm Road adjoining 600 Laws Farm Road, Cumberland Reach - (95496, 112106, 131690, 149830)	9
	SECTION 4 – Reports of Committees	10
Item: 172	ROC - Hawkesbury Tourism Advisory Committee - 3 August 2020 - (79351,140396)	10
	SECTION 5 – Notices of Motion	11
Item: 173	NM1 - Naming of Ovals - Freemans Reach - (138879, 79351)	11
Item: 174	NM2 - LGNSW Annual Conference Motions - (125612, 79351)	12
Item: 175	NM3 - Peppercorn Services Inc Action Plan - (138885)	13
	CONFIDENTIAL REPORTS	14
Item: 176	SS - Acquisition of Crown Land under Council's Management by Transport for New South Wales - Part of Lot 7008 in DP 1029964 (now Lot 71 in DP 1238663) and Lot 345 in DP 752061, Bridge Street, Windsor - (14893, 100920, 95496) CONFIDENTIAL	15

ORDINARY MEETING

Minutes: 08 September 2020

ORDINARY MEETING

Minutes: 08 September 2020

Minutes of the Ordinary Meeting held by audio-visual link, Windsor, on 8 September 2020, commencing at 6:31pm.

Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

ATTENDANCE

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

ALSO PRESENT: General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Chief Financial Officer – Emma Galea, Manager Communications, Events and Visitor Services - Suzanne Stuart, Manager Corporate Services and Governance – Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

No apologies for absence were received from Councillors.

Councillor Garrow arrived at the meeting at 6:32pm.

Councillor Ross arrived at the meeting at 6:33pm.

Councillor Tree left the meeting at 7:22pm.

DECLARATIONS OF INTEREST

Councillor Richards declared an interest on Item 173.

Councillor Garrow declared an interest on Item 175.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING

Minutes: 08 September 2020

SECTION 1 - Confirmation of Minutes

211 RESOLUTION:

RESOLVED on the motion of Councillor Zamprogno and seconded by Councillor Rasmussen that the Minutes of the Ordinary Meeting held on the 25 August 2020, be confirmed.

MATTER OF URGENCY

Council Meeting - 22 September 2020

Councillor Conolly requested that Council consider, as a matter of urgency under Clause 9.3 of Council's Code of Meeting Practice, notice of business that had not been given, in relation to Council's next Ordinary Meeting on 22 September 2020.

MOTION:

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

Refer to RESOLUTION

212 RESOLUTION:

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

That Council consider, as a matter of urgency under Clause 9.3 of Council's Code of Meeting Practice, notice of business that had not been given.

The Mayor, Councillor Calvert ruled in accordance with Clause 9.3 (b) of Council's Code of Meeting Practice, that the matter of arrangements for Council's next Ordinary Meeting was of great urgency.

MOTION:

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

Refer to RESOLUTION

213 RESOLUTION:

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

That the meeting of 22 September 2020, be held in person at the Council Chambers, with Councillors to also have the option of attending via audio-visual link.

For the Motion: Councillors Calvert, Conolly, Kotlash, Richards, Ross, Tree and Zamprogno.

Against the Motion: Councillors Lyons-Buckett, Garrow, Rasmussen, Reynolds and Wheeler.

Absent: Nil.

ORDINARY MEETING

Minutes: 08 September 2020

A MOTION was moved by Councillor Zamprogno, seconded by Councillor Ross.

That Item 170 regarding the Draft Masterplan for Colbee Park not be dealt with on "block", and be the subject of Councillor discussion.

For the Motion: Councillors Ross and Zamprogno.

Against the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Tree and Wheeler.

Absent: Nil.

The Motion was lost.

ORDINARY MEETING

Minutes: 08 September 2020

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 168 **GM - Council's Code of Conduct and Procedures - (79351, 96333)**

Previous Item: 037, Ordinary (12 March 2019)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

214 RESOLUTION:

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

That:

1. Council adopt the Code of Conduct attached as Attachment 1 to the report with the following amendment:
 - The \$50 gift limit is retained.
2. Council adopt the Procedures for the Administration of the Code of Conduct for Local Councils in NSW attached as Attachment 2 to the report.
3. The table on page 14 of the Business Paper be amended to read as "Panels of conduct reviewers can be appointed or terminated without a resolution of Council."

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 08 September 2020

Item: 169 **GM - 2020 Local Government NSW Annual Conference - (79351, 79633)**

Previous Item: 145, Ordinary (11 August 2020)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

215 RESOLUTION:

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

That:

1. Councillor Reynolds attend the 2020 Local Government NSW Annual Conference and be a Council voting delegate, in addition to Councillors Lyons-Buckett, Ross, Wheeler and Zamprogno.
2. After participating in the Conference, Councillor Reynolds provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 08 September 2020

INFRASTRUCTURE SERVICES

Item: 170 **IS - Colbee Park Draft Masterplan - (95495, 79354)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

216 RESOLUTION:

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

That Council publicly exhibit the Colbee Park Masterplan for 21 days to give the community the opportunity to provide feedback on the plan.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 08 September 2020

SUPPORT SERVICES

Item: 171 **SS - Proposed Road Closure - Part Laws Farm Road adjoining 600 Laws Farm Road, Cumberland Reach - (95496, 112106, 131690, 149830)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

217 RESOLUTION:

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

That:

1. Council publicly exhibit and notify adjoining owners of the proposed road closure of an area of approximately 1.96 hectares adjoining 600 Laws Farm Road, Cumberland Reach, as shown in Attachment 1 to this report.
2. At the expiration of the public exhibition period outlined in Part 1, the following action be taken:
 - a) Should any submissions be received regarding the proposed road closure a further report be submitted to Council, or
 - b) Should no submissions be received:
 - i. Council approve the road closure as shown in Attachment 1 to this report, being part of the closed portion of the road reserve adjoining 600 Laws Farm Road, Cumberland Reach.
 - ii. Authority be given for the Road Closure Plan, and any documentation in association with the matter to be executed under the Seal of Council.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 08 September 2020

SECTION 4 – Reports of Committees

Item: 172 **ROC - Hawkesbury Tourism Advisory Committee - 3 August 2020 - (79351,140396)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

218 RESOLUTION:

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

That in relation to the Minutes of the Hawkesbury Tourism Advisory Committee Meeting held on the 3 August 2020:

1. Council receive and note the minutes of the Hawkesbury Tourism Advisory Committee in respect to Items Numbers 1,3 and 5.
2. Council endorse the Committee Recommendation in respect of Item 2, namely:
"The Hawkesbury Tourism Advisory Committee request that further information be provided to the Committee in relation to the signage that has been previously discussed as part of the Heritage Advisory Committee projects".
3. Council endorse the Committee Recommendation in respect of Item 4, namely:
"That the Hawkesbury Tourism Advisory Committee recommends that Council take action to gain additional resources to support tourism initiatives and activities."

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 08 September 2020

SECTION 5 – Notices of Motion

Item: 173 NM1 - Naming of Ovals - Freemans Reach - (138879, 79351)

Councillor Richards declared a less than significant non-pecuniary conflict of interest in this matter as her children have played Milo Cricket at Freemans Reach and no further action is required.

Mr David Wassall, Mr Adrian Woodbury and Mr Mitchell Elvery addressed Council, speaking for the recommendation.

MOTION:

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

Refer to RESOLUTION

219 RESOLUTION:

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

That:

1. Council prepare a report regarding the process to officially name the two Ovals at what is known as 'The Breakaway', Freemans Reach, after Charlie and George Greentree, either, collectively, as 'THE GREENTREE OVALS' or individually name each oval as 'THE CHARLIE GREENTREE OVAL' and 'THE GEORGE GREENTREE OVAL'.
2. The report regarding the process to officially name the two Ovals at what is known as The Breakaway, Freemans Reach, after Charlie and George Greentree, either, collectively, as 'THE GREENTREE OVALS' or individually name each oval as 'THE CHARLIE GREENTREE OVAL' and 'THE GEORGE GREENTREE OVAL' be provided to a future Council Meeting.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 08 September 2020

Item: 174 **NM2 - LGNSW Annual Conference Motions - (125612, 79351)**

MOTION:

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

Refer to RESOLUTION

220 RESOLUTION:

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

That Council submit the following motion to the Local Government NSW Annual Conference:

“That the NSW Government include climate change considerations in approved terms of reference for investigations and reviews by the Independent Pricing and Regulatory Tribunal pursuant to the Independent Pricing and Regulatory Tribunal Act 1992.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Kotlash, Rasmussen, Reynolds, Ross and Wheeler.

Against the Motion: Councillors Conolly, Richards and Zamprogno.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 08 September 2020

Item: 175 NM3 - Peppercorn Services Inc Action Plan - (138885)

Councillor Garrow declared a less than significant non-pecuniary conflict of interest in this matter as she is a board member of Peppercorn Services Inc and no further action is required.

MOTION:

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

Refer to RESOLUTION

221 RESOLUTION:

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

That following passage of Council Resolution 203 at the Council Meeting on 25 August 2020 it is further requested that:

1. The Memorandum of Terms of Delegation initiated in 2013, be forthwith re-enlivened for a six month period only, pending its update by staff, as per Council's recent Resolution.
2. In order for Council to enhance future interactions with Peppercorn Services Inc, a report from the Peppercorn Services Inc executive officer each quarter would be required to regularly inform both Councillors and the community of Peppercorn's suite of outreach services.
3. Suggested report elements:
 - details of each current service delivered;
 - whether demand levels are met;
 - levels of client satisfaction;
 - perceived limitations with current services;
 - demand or need for new programmes to cater to Hawkesbury community needs;
 - commentary upon effectiveness and whether refinements to the current delivery model are under active consideration
4. All of Council's Third Party Organisations provide quarterly reports and minutes of their meetings to Council.

For the Motion: Councillors Calvert, Lyons-Buckett, Garrow, Rasmussen, Reynolds, Richards, Ross and Wheeler.

Against the Motion: Councillors Conolly, Kotlash and Zamprogno.

Absent: Councillor Tree.

ORDINARY MEETING

Minutes: 08 September 2020

CONFIDENTIAL REPORTS

222 RESOLUTION:

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

That:

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

Item: 176 SS – Acquisition of Crown Land under Council’s Management by Transport for New South Wales – Part of Lot 7008 in DP 1029964 (now Lot 71 in DP 1238663) and Lot 345 in DP 752061, Bridge Street, Windsor – (14893, 100920, 95496)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(g) of the Local Government Act, 1993 as it relates to legal advice concerning ongoing Class 3 legal proceedings in the Land and Environment Court and the information is regarded as advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

223 RESOLUTION:

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

ORDINARY MEETING

Minutes: 08 September 2020

Item: 176 **SS - Acquisition of Crown Land under Council's Management by Transport for New South Wales - Part of Lot 7008 in DP 1029964 (now Lot 71 in DP 1238663) and Lot 345 in DP 752061, Bridge Street, Windsor - (14893, 100920, 95496)**
CONFIDENTIAL

Previous Item: 32, Ordinary (23 February 2016)
 302, Ordinary (11 December 2018)
 210, Ordinary (12 November 2019)
 49, Ordinary (10 March 2020)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

224 RESOLUTION:

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

That:

1. Council agree to accept Transport for New South Wales' offer for payment of Council's legal costs as set out in this report.
2. Authority be given for any other relevant documentation in association with this matter to be executed under the Seal of Council.
3. Authority be given for a copy of Council's resolution to be provided by Council's Solicitor to Transport for New South Wales.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Councillor Tree.

The meeting terminated at 8:32pm.

Submitted to and confirmed at the Ordinary meeting held on 22 September 2020.

.....
Mayor

ORDINARY MEETING

SECTION 2 – Mayoral Minute

Meeting Date: 22 September 2020

ordinary

section 2

mayoral minutes

ORDINARY MEETING

SECTION 2 – Mayoral Minute

Meeting Date: 22 September 2020

SECTION 2 – Mayoral Minutes

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

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

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

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

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

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

ordinary

section

3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 177 **GM - Election of Mayor - (79351, 95496)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to outline the procedures for the Election of the Mayor of Hawkesbury City Council.

EXECUTIVE SUMMARY:

Council, at its Extraordinary Meeting held on 18 September 2018, elected Councillor Barry Calvert as its Mayor for the 2018 to 2020 Mayoral Term.

On 25 March 2020, councils were notified that the Minister for Local Government had postponed the September 2020 Local Government Elections in response to the COVID-19 Pandemic. It was later announced that Local Government Elections will take place on 4 September 2021.

On 29 June 2020, the Office of Local Government advised that councils that elected mayors in September 2018 must have mayoral elections in September 2020 when the two year term of the current mayor expires. The mayor that is elected in September 2020 will hold office until Local Government Elections on 4 September 2021.

Therefore, the election of Mayor of the Council for the 2020 to 2021 Mayoral Term is now required.

This report sets out the procedures for the election of the Mayor in accordance with the Act and the Local Government (General) Regulation 2005 (the Regulation).

RECOMMENDATION:

That an election for the position of Mayor of Hawkesbury City Council for the 2020 to 2021 Mayoral Term be carried out.

BACKGROUND

Schedule 7 of the Regulation as specified by Clause 394 of the Regulation and Section 230(1) of the Local Government Act 1993 (the Act) apply to the process of election of a mayor by councillors and the term of office for a mayor elected by councillors, respectively.

A Mayoral Election by Councillors must be conducted in accordance with Schedule 7 of the Regulation.

The following provisions of the Regulation (Schedule 7 as specified by Clause 394) apply to the election of a Mayor:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

"Part 1 - Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) *A councillor may be nominated without notice for election as mayor or deputy mayor.*
- (2) *The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) *The nomination is to be delivered or sent to the returning officer.*
- (4) *The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

3 Election

- (1) *If only one councillor is nominated, that councillor is elected.*
- (2) *If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*
- (3) *The election is to be held at the council meeting at which the council resolves on the method of voting.*
- (4) *In this clause:*

"ballot" has its normal meaning of secret ballot.

"open voting" means voting by a show of hands or similar means.

Part 2 - Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*
- (2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

6 Count—2 candidates

- (1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

- (2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

7 Count—3 or more candidates

- (1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*
- (2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*
- (3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*
- (4) *A further vote is to be taken of the 2 remaining candidates.*
- (5) *Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*
- (6) *If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

Part 3 - Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) *The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.*
- (2) *The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

10 Count

- (1) *If a candidate has an absolute majority of first preference votes, that candidate is elected.*
- (2) *If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.*
- (3) *A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.*

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

- (4) *In this clause, "absolute majority", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.*

11 Tied candidates

- (1) *If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.*
- (2) *If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.*

Part 4 - General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) *to be declared to the councillors at the council meeting at which the election is held by the returning officer, and*
- (b) *to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales."*

DISCUSSION

Council at its Extraordinary Meeting held on 18 September 2018, elected Councillor Barry Calvert as its Mayor for the 2018 to 2020 Mayoral Term.

Local Government Elections were scheduled to take place on 12 September 2020, however on 25 March 2020, councils were notified that the Minister for Local Government had postponed the September 2020 Local Government Elections in response to the COVID-19 Pandemic.

Local Government Elections will now take place on 4 September 2021.

On 29 June 2020, the Office of Local Government advised that councils that elected mayors in September 2018 must have mayoral elections in September 2020 when the two year term of the current mayor expires. The mayor that is elected in September 2020 will hold office until the Local Government Elections on 4 September 2021.

Therefore, the election of the Mayor of the Council for the 2020 to 2021 Mayoral Term is now required to be undertaken in accordance with the procedures outlined in this report.

Appropriate nomination forms for this purpose were previously distributed to Councillors under separate cover.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

The Election of the Mayor is now required to be undertaken in accordance with the procedures outlined in this report.

Relevant Legislation

Local Government Act 1993
Local Government (General) Regulation 2005

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
 - 1.1.1 Council's elected leaders will actively connect and collaborate with the community.
- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
 - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

Item: 178 **GM - Election of Deputy Mayor - (79351, 95496)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to outline the procedures for the Election of the Deputy Mayor of Hawkesbury City Council.

EXECUTIVE SUMMARY:

Schedule 7 as specified by Clause 394, of the Local Government (General) Regulation 2005 (the Regulation) relates to the process of election of a mayor by councillors. These provisions also apply to the election of a deputy mayor by councillors.

Council, at its Extraordinary Meeting held on 18 September 2018, elected Councillor Mary Lyons-Buckett as its Deputy Mayor for the 2018 to 2020 Mayoral Term.

On 25 March 2020, councils were notified that the Minister for Local Government had postponed the September 2020 Local Government Elections in response to the COVID-19 Pandemic. It was later announced that Local Government Elections will take place on 4 September 2021.

On 29 June 2020, the Office of Local Government advised that councils that elected mayors in September 2018 must have mayoral elections in September 2020 when the two year term of the current mayor expires. The mayor that is elected in September 2020 will hold office until the Local Government Elections on 4 September 2021. The Office of Local Government has also advised that councils must hold an election for deputy mayor if the deputy mayor's term has expired.

Therefore, the election of Deputy Mayor of the Council for the 2020 to 2021 Mayoral Term is now required.

RECOMMENDATION:

That an election for the position of Deputy Mayor of Hawkesbury City Council for the 2020 to 2021 Mayoral Term be carried out.

BACKGROUND

The legislation that applies to the election of a mayor by councillors that is outlined in the earlier report in this business paper also applies to the election of a deputy mayor by councillors.

DISCUSSION

Council, at its Extraordinary Meeting held on 18 September 2018, elected Councillor Mary Lyons-Buckett as its Deputy Mayor for the 2018 to 2020 Mayoral Term.

Local Government Elections were scheduled to take place on 12 September 2020, however on 25 March 2020, councils were notified that the minister for Local Government had postponed the September 2020 Local Government Elections in response to the COVID-19 Pandemic.

Local Government Elections will now take place on 4 September 2021.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

On 29 June 2020, the Office of Local Government advised that councils that elected mayors in September 2018 must have mayoral elections in September 2020 when the two year term of the current mayor expires. The mayor that is elected in September 2020 will hold office until the Local Government Elections on 4 September 2021.

On 4 August 2020 the Office of Local Government confirmed that councils must also hold an election for deputy mayor if the deputy mayor's term has expired.

Therefore, the election of the Deputy Mayor of the Council for the 2020 to 2021 Mayoral Term is now required to be undertaken in accordance with the procedures outlined in the earlier report in this Business Paper.

Appropriate nomination forms for this purpose were previously distributed to Councillors under separate cover.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

1. Our Leadership

1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

1.1.1 Council's elected leaders will actively connect and collaborate with the community.

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

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

FINANCIAL IMPACT

There are no financial implications applicable to this report.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

Item: 179 **GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to outline the procedures for Council to appoint its delegates and representatives to various Committees for the period from September 2020 to September 2021.

EXECUTIVE SUMMARY:

Council, in 2004, reviewed its Committee structure. The revised Committee structure identified four broad Committee types, being: Committees of Council, Statutory Committees, Committees in which Council has a Financial Interest, and Other Committees.

Each of the current Committees that fall into one of the four types, the name of each Committee, together with a brief indication of their purpose and current Councillor representation, are outlined in this report.

In 2016, Council also resolved to include in this report submitted to the relevant Council meeting in September each year a statement regarding the creation of Working Groups, and that statement is contained within the report.

Consideration is required to the appointment of these Committees, delegates and representatives.

The postponing of the Local Government Elections which were scheduled for 12 September 2020 means that the current Council Term is effectively extended until the next Local Government Elections on 4 September 2021.

Having regard to this unusual situation, it is recommended that the current Councillor and Community representation on Committees continue for the period from September 2020 to September 2021. In doing so, it should be acknowledged that Council has commenced a review of its Committees. As a result of discussions with Committee members and Councillors a process of evolving the current Committee Structure to more closely align with the structure of the Community Strategic Plan has commenced. Details of changes currently under consideration include:

- Review of all Report and Minute templates
- Review of constitutions to ensure consistency
- Making internal adjustments to the staff responsible for committees, to balance workloads across the organisation
- Publishing all Committee Agenda's, Reports and Minutes on the Councillor Hub
- Reviewing the Constitution for the Civic and Citizenship Committee to explore all Councillors participating
- Commencing work with the Human Services Committee and Access and Inclusion Committee to explore their transition to operate under the Human Services Framework
- Continuing to explore the feasibility of merging the Environmental Sustainability Committee with the Waste Committee
- Continuing to explore the feasibility of merging the Floodplain Committee with the Infrastructure Committee.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

RECOMMENDATION:

That:

1. The current Councillor representation on Committees continue for the period from September 2020 to September 2021.
2. The current community representation on Committees continue for the period from September 2020 to September 2021.

BACKGROUND

At its Special Meeting held on 27 September 2004, Council considered a report concerning the review of Council's Committee structure. The report detailed how the review identified four broad committee types. These Committee types were generally described as follows:

- a) *Committees of Council* – Committees established under the provisions of Section 377 of the Local Government Act 1993. These Committees perform certain functions as identified in their constitutions (which are modelled on the draft pro-forma constitution adopted by Council) and include provision for Councillor Representation. These Committees operate in accordance with Council's adopted pro-forma constitution.
- b) *Statutory Committees* - Committees, which are required to be established by legislation, or to meet obligations set down by Government departments and/or funding agencies. These Committees have set functions and terms of reference. They differ from Section 377 Council Committees, in that they are issue-specific and may meet irregularly on a 'as needs' basis and in practical terms cannot operate under Council's pro-forma constitution.
- c) *Committees in which Council has a Financial Interest* - these Committees may manage Council owned facilities or funded services auspiced by Council. They generally operate as autonomous entities (incorporated associations) in accordance with their own constitutions. These Committees have a financial relationship with Council in that Council either provides a direct (financial) or an in-kind contribution (land or facilities) to support their operations, or Council has delegated responsibility for the management of a Council funded or Council auspiced services to them.
- d) *Other Committees* – Committees, which operate as autonomous entities and generally perform non-Council related functions. Councillor representation on these Committees is on an invitation basis.

In addition, Council has created Working Groups. At its Special Meeting on 27 September 2016 Council considered a report on the appointment of Committees, Delegates and Representatives. Council resolved that the report entitled "Appointment of Committees, Delegates and Representatives" submitted to the relevant Council meeting in September each year, be amended in future to include the following statement:

"Working Parties – As well as the committee structure outlined in this report, Council can also create working parties as needed to investigate and make recommendations on various matters as determined by council. The working parties will:

- *be chaired by a councillor selected by Council*
- *be open to all councillors to participate*
- *include nominated experts and residents*
- *have a defined brief and stated outcomes determined by Council*
- *have a set time period in which to deliver the agreed outcomes*

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

- *produce an annual report to be included in the report submitted to the relevant Council meeting in September each year".*

The expression "working party" has evolved over time to "working group". Council has previously appointed Councillors to these Working Groups for the duration of the term of the Working Groups, and therefore, Council is not required to reappoint Councillors to these Working Groups. Accordingly, this report does not deal with Councillor representation on these Working Groups. It is noted that a separate report is in this business paper regarding annual reports of Committees and Working Groups outlines the current Councillor membership of these Working Groups.

Relevant Legislation

Local Government Act 1993
Local Government (General) Regulation 2005.

DISCUSSION

Each of the current Committees that fall into the Committee types, outlined in (a)(b)(c) and (d) above, together with a brief indication of their purpose, the required Councillor representation and the current Councillor representatives, are detailed in the following table.

Committee	Function	Councillor Representation	Current Councillor Representatives
a) Committees of Council			
Human Services Advisory Committee	To provide advice and recommendations for the co-ordination of community and social planning for the City of Hawkesbury and to provide a mechanism for the discussion of social issues.	Four Councillors	Clr Calvert (Mayor) Clr Garrow Clr Richards Clr Ross
Hawkesbury Civic and Citizenship Committee	To consider and determine nominations for recipients of Australia Day Awards.	Three Councillors	Clr Conolly Clr Richards Clr Zamprogno
Waste Management Advisory Committee	Established to develop options for future waste management in the City of Hawkesbury	Four Councillors	Clr Lyons-Buckett (Deputy Mayor) Clr Rasmussen Clr Ross Clr Wheeler

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Committee	Function	Councillor Representation	Current Councillor Representatives
Hawkesbury Sustainability Advisory Committee	Established to provide a forum for community representatives, Councillors and Council officers to focus on sustainability issues and to ensure a coordinated approach to the development, implementation and evaluation of Council's grant funded sustainability projects and other Council approved sustainability initiatives.	Three Councillors	Clr Kotlash Clr Ross Clr Wheeler
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Three Councillors	Clr Reynolds Clr Wheeler Clr Zamprogno
Floodplain Risk Management Advisory Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Five Councillors	Clr Lyons-Buckett (Deputy Mayor) Clr Kotlash Clr Rasmussen Clr Reynolds Clr Wheeler
General Manager's Performance Review Panel	To review the performance of the General Manager	Mayor, two Councillors and one Councillor nominated by the General Manager, if he or she so chooses	Clr Calvert (Mayor) Clr Conolly Clr Rasmussen
Audit Committee	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Two Councillors One alternate Councillor	Clr Rasmussen Clr Ross Clr Conolly (alternate)
Hawkesbury Access and Inclusion Advisory Committee	Provide advice on strategies to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating in community and civic life.	Two Councillors	Clr Calvert (Mayor) Clr Ross
Hawkesbury Tourism Advisory Committee	Established to support the implementation of the Hawkesbury Tourism Strategy.	Three Councillors	Clr Garrow Clr Rasmussen Clr Richards

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Committee	Function	Councillor Representation	Current Councillor Representatives
Infrastructure Committee	To both lobby and influence other tiers of government and their agencies, as well as consider strategic positioning relating to infrastructure provision	Mayor (Chairperson) Four Councillors	Clr Calvert (Mayor) Clr Rasmussen Clr Reynolds Clr Ross Clr Zamprogno
b) Statutory			
Local Traffic Committee	Committee responsible for considering and recommending requests for alterations to traffic facilities and other traffic related matters.	One Councillor	Clr Reynolds
clubGrants Local Committee	To consider and rank applications received under the clubGrants Scheme.	Mayor	Clr Calvert (Mayor)
Greater Sydney Local Land Services Local Government Advisory Group	Committee established by NSW Government to co-ordinate catchment management	One Councillor	Clr Kotlash
Bush Fire Management Committee	Committee established under Rural Fires Act to provide advice and knowledge on bushfire management for the fire district	Current Councillor representation is The Mayor. The regulations require the nominated of the Mayor or Councillor or Senior Staff representative. An alternate can be nominated.	Clr Calvert (Mayor) Alternates (Deputy Mayor, General Manager, Director Infrastructure Services)
c) Where Council has a Financial Interest			
CivicRisk West/CivicRisk Mutual (See Notes 1 and 2 below)	Self-insurance agency established by consortium of participating Councils.	One Councillor	Clr Rasmussen
McMahon's Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahons Park.	One Councillor One alternate Councillor	Clr Ross Vacant (alternate)

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Committee	Function	Councillor Representation	Current Councillor Representatives
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities. In accordance with Council's adopted Operational Plan and excluding Recreation and Open Space Strategy, Capital Works Program and Sporting field lighting.	One Councillor One alternate Councillor	Clr Richards Clr Garrow (alternate)
Western Sydney City Deal	A regional body comprising representatives of Commonwealth, State and Local Government established to implement the GSC Western District Plan and associated elements of the Western Sydney Deal.	The Council Mayor The Council General Manager The Council Lead Officer	Clr Calvert (Mayor) (Deputy Mayor - alternate) General Manager Director City Planning (alternate)
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).	One Councillor	Clr Garrow
Western Sydney Regional Organisation of Councils (See Note 1 below)	Regional Body established to co-ordinate lobbying for Western Sydney	Two Councillors One alternate Councillor	Clr Calvert (Mayor) Clr Zamprogno Clr Wheeler (alternate)
Hawkesbury River County Council (See Note 3 below)	Statutory Body responsible for management of noxious weeds.	Two Councillors	Clr Kotlash Clr Zamprogno
Hawkesbury Sister City Association	Incorporated Body responsible for coordinating Sister City activities.	Two Councillors	Clr Ross Clr Rasmussen (alternate) Clr Wheeler (alternate)

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Committee	Function	Councillor Representation	Current Councillor Representatives
d) Other Committees			
Forum on Western Sydney Airport (FOWSA)	To attend meetings and raise community concerns during the planning and construction of the Western Sydney Airport and inform Council of any issues relating to the airport development.	One Councillor	Clr Rasmussen
NSW Public Libraries	Established to represent and support the interests of NSW public libraries.	One Councillor	Clr Calvert (Mayor)
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney.	One Councillor (not compulsory)	Clr Ross Clr Calvert (Mayor) (alternate)
Council Budget Preparation Process (See Note 4 below)	To attend the annual Council budget preparation process meetings.	One Councillor (Council previously also appointed an additional Councillor)	Clr Conolly Clr Ross
Greater Blue Mountains Area World Heritage Advisory Committee	To advise on matters relating to the protection, conservation, presentation and management of the Greater Blue Mountains Area including strategic policies about Australia's obligations under the World Heritage Convention.	One Councillor	Clr Kotlash

Notes:

- As Council's representatives on these organisations are actually appointed as "Board Members" it would be desirable if the appointment was, effectively, made for the term of the Council.
- Council is a member of CivicRisk West (formerly Westpool) and CivicRisk Mutual (formerly United Independent Pools) which are insurance mutuals established via a joint partnership of councils. CivicRisk West was established in 1988 to provide public and professional liability insurance and it has served the member councils now for over 25 years.

CivicRisk Mutual is a joint partnership of 19 councils established in 2005 to manage first party losses like property, motor vehicle and crime cover. Both Pools are member-owned and member-driven organisations with substantial self-insured layers and prudential margins equivalent to APRA standards.

The Pools are recognised by the Office of Local Government as the best example of council joint ventures.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

The insurance pools attempt to maintain stable insurance costs in an otherwise cyclical and sometimes volatile insurance market. They also support the member councils through providing risk management training and professional development.

Further details are available on the following website: www.civicriskmutual.com.au

In 2019 CivicRisk commenced a restructure of the mutuals. In addition being a member of the insurance pools, Council has also been a member of Mutual Management Services Ltd, the limited liability company which provided the administration of the mutuals. In November 2019 the Board of Mutual Management Services Ltd agreed to amalgamate the insurances provided by the Mutuals into the company, and then to rename it CivicRisk Mutual Ltd. The Boards of the mutuals then voted in favour of the amalgamations at separate board meetings.

CivicRisk West and CivicRisk Mutual membership Deeds require two representatives to fill director positions on the Board. The Deeds require that one must be the General Manager or alternate, whilst the other is an elected member.

The Mutuals' guidelines require that each director must comply with the Fit & Proper Person Policy and attend a three-day directors training course run by the Australian Institute of Company Directors.

CivicRisk West meetings have usually been held between 9:30am and 2pm once every two months, while there are two CivicRisk Mutual meetings per year in March and September. There has been some variation to the meeting schedule due to the restructure and COVID-19. There are also numerous workshops and forums held during the year.

Councillor Rasmussen was also appointed to the board of CivicRisk Mutual Ltd to fill a casual vacancy.

3. Council, at its meeting on 11 October 2016, held an election for Council's representation on the Hawkesbury River County Council. Councillor Kotlash and Councillor Zamprogno were elected as members on the Hawkesbury River County Council for the four year term of Council being 2016 to 2020.

On 25 March 2020, councils were notified that the Minister for Local Government had postponed the September 2020 Local Government Elections in response to the COVID-19 Pandemic.

On 29 June 2020, the Office of Local Government by Circular announced that Local Government Elections would take place on 4 September 2021.

Under the Local Government (General) Regulation 2005, Schedule 9 the Regulation applies in relation to the election of the members of a county council.

Clause 1 of Part 1 of Schedule 9 states:

"1 When elections to be held

(1) The first ordinary election of members of a county council is to be held within 2 months of its establishment.

(2) Subsequent ordinary elections are to be held within 2 months after each ordinary election of councillors under Part 4 of Chapter 10 of the Act."

The ordinary election of members of the Hawkesbury River County Council is due to take place after the next Local Government Elections on 4 September 2020.

4. Council, at its meeting on 28 April 2015 resolved, in part, as follows:

"5. At the Mayoral Election meeting, Council elect a representative to attend the budget preparation process."

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

For the 2020/2021 Budget, the Draft Budget Executive Management meetings will occur over two weeks during March 2020. Meetings may be in the morning or afternoon with a maximum duration of three hours each.

On 25 March 2020, councils were notified that the Minister for Local Government had postponed the September 2020 Local Government Elections in response to the COVID-19 Pandemic. It was later announced that Local Government Elections will take place on 4 September 2021, and this extends the current Council Term until then.

Council has commenced a review of its committees. As a result of discussions with committee members and Councillors a process of evolving the current Committee Structure to more closely align with the structure of the Community Strategic Plan can commence. Details of changes that can be initiated include:

- Review of all Report and Minute templates
- Review of constitutions to insure consistency
- Making internal adjustments to the staff responsible for committees, to balance workloads across the organisation
- Publishing the Committee Agenda's, Reports and Minutes on the Councillor Hub
- Reviewing the Constitution for the Civic and Citizenship Committee to explore all Councillors participating
- Commencing work with the Human Services Committee and Access and Inclusion Committee to explore their transition to operate under the Human Services Framework
- Continue to explore the feasibility of merging the Environmental Sustainability Committee with the Waste Committee
- Continue to explore the feasibility of merging the Floodplain Committee with the Infrastructure Committee.

Community Representation

Every four years, following the commencement of a new Council Term, Council seeks expressions of interest for community representation on relevant committees.

For the same reasons referred to in relation to Councillor representation, it is recommended that the current community representation on Committees continue for the period from September 2020 to September 2021.

COMMUNITY ENGAGEMENT

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

However, Council's review of Committees has evolved engaging with both Councillor and Community Committee representatives. In September 2019 surveyed of Committee members to obtain feedback on a range of questions including:

- Committee Members' views on the clarity of the role of Committees
- Expectations of Committee members
- The adequacy of resources to support the work of Committees

Subsequent to discussions with Councillors, further zoom workshop meetings were held with Committee Members on 1 and 2 July 2020 to discuss the survey results.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

Our Leadership

1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

1.1.1 Council's elected leaders will actively connect and collaborate with the community.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Item: 180 **GM - Committees and Working Groups - Annual Reports - (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to present to Council the annual reports of Council's various Committees and Working Groups.

EXECUTIVE SUMMARY:

Council has established various Committees under Section 377 of the Local Government Act 1993. Incorporated in the constitution of each of Council's Committees is a requirement for each Committee to submit an annual report.

Each of Council's ten Committees and three Working Groups has now submitted annual reports for the period, being from September 2019 to September 2020. In addition, Council's Working Groups have also submitted annual reports for the period. Each of the Committees' and Working Groups' annual reports are attached as Attachments 1 to 14 to this report. Also, comments are provided regarding youth involvement in the Committees and Working Groups.

RECOMMENDATION:

That the contents of the report and the annual reports of the various Council Committees and Working Groups for the period September 2019 to September 2020 as attached to the report, be received.

BACKGROUND

Council has established various Committees under Section 377 of the Local Government Act 1993. These Committees perform certain functions as identified in their constitutions and include provision for Councillor Representation.

Incorporated in the constitution of each of Council's Committees is a requirement for each Committee to submit an annual report to Council to enable Council to annually review compliance with the adopted constitution.

Also, Council at its meeting on 27 September 2016, resolved that Working Groups created by Council submit annual reports to Council.

The overall format and details contained in the various annual reports was reviewed in 2019 to provide a more consistent approach in reporting, and to ensure that the functions of the various Committees and Working Groups link back to the directions outlined in Council's Community Strategic Plan. The Committees webpage on Council's website was enhanced to improve community access to information about the Committees.

Each of Council's Committees and Working Groups have now submitted annual reports for the second year of the 2018 to 2020 Mayoral Term, and are attached as Attachment 1 to Attachment 14 to this report.

Youth Participation

Council is also committed to youth participation in Council's activities and within the Committees. It has been Council's practice to include in this report specific youth engagement and participation activities in various committees and working groups.

Council's Youth Participation Strategies have been informed by the Hawkesbury Youth Summit 2017 Outcomes: *Get involved, be heard, and make a difference Report*.

The primary youth engagement and participation activities facilitated by Council's Youth Participation Officer are as below:

- assisting schools to connect young people to services through convening the Schools Partnership Group;
- resourcing training focused on e safety for schools, mental health and social workers and service providers working directly with young people;
- convening Hawkesbury Youth Interagency;
- supporting the participation of young people in Council initiatives (waste education, bushcare and employment skills workshops);
- facilitating a youth focused Mental Health Month event in consultation with young people which included live performances and activities in collaboration with local community service providers.
- initiating the process for the planning and design of youth consultation to inform development of a Youth Action Plan;

Youth participation in Council activities and Council Committees has since March 2020 been impacted by COVID-19 Pandemic, restrictions on gathering and movement, and the move to on-line and telephone meetings of Committees.

In addition, the terms of reference for some other committees - Floodplain Risk Management Advisory Committee; Waste Management Advisory Committee; Heritage Advisory Committee and Audit Committee – do not easily lend themselves to youth participation and involvement.

Youth engagement and participation has been possible across some committees.

For example the 2020 Hawkesbury Australia Day Awards overseen by the Hawkesbury Civic and Citizenship Committee recognise young people with the inclusion of the Young Citizen of the Year Award. The committee also receives nominations under the Hawkesbury Environmental Award and the Local Hero Award for young people in the Hawkesbury. The Australia Day Awards include Junior Sportsperson of the Year and All abilities Sports Person of the Year.

The Town Centres Master Plan Working Group encouraged youth participation as part of the Community Consultation undertaken By Urbis in developing the Master Plans for Richmond, South Windsor and Windsor. The consultation survey was sent to schools with requests for the survey to be included in the school newsletter. The survey was sent to WSU and TAFE for students to actively take part.

Pop up engagement was held in all three town centres in various locations (including parks) where face to face conversations were undertaken and ensuring that young people were represented.

Various suggestions were captured as part of the youth participation including suggestions that have been developed into key projects which include:

- Bereewan Park in South Windsor the space to accommodate youth activities
- Study pods in the library forecourt at Windsor

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

- Activation of the Richmond Oval

Council's Youth Participation Officer is available to facilitate communication with young people on relevant issues where the views of young people are required as part of the work of Council committees.

DISCUSSION

The annual reports of Council's various Committees and Working Groups are submitted for the consideration of Council.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

1.1.1 Council's elected leaders will actively connect and collaborate with the community.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

- AT - 1** Annual Report – Human Services Advisory Committee.
- AT - 2** Annual Report – Hawkesbury Civic and Citizenship Committee.
- AT - 3** Annual Report – Waste Management Advisory Committee.
- AT - 4** Annual Report – Hawkesbury Environmental Sustainability Advisory Committee.
- AT - 5** Annual Report – Heritage Advisory Committee.
- AT - 6** Annual Report – Floodplain Risk Management Advisory Committee.
- AT - 7** Annual Report – Audit Committee.
- AT - 8** Annual Report – Hawkesbury Access and Inclusion Advisory Committee.
- AT - 9** Annual Report – Hawkesbury Tourism Advisory Committee.
- AT - 10** Annual Report – Infrastructure Committee.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

- AT - 11** Annual Report – Town Centres Master Plan Working Group.
- AT - 12** Annual Report – Enhancing the Arts in the Hawkesbury Working Group.
- AT - 13** Annual Report – Reconciliation Action Plan (RAP) Working Group.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

AT - 1 Annual Report – Human Services Advisory Committee

Name of Committee

Human Services Advisory Committee

Term

Term of Council

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Community

- 2.1 Community safety is improved - Enable a shared responsibility for community safety and disaster management
 - 2.1.1 Meet the needs of our community through effective flood, fire and other natural disaster management plans that promote the protection of life, property and infrastructure.
 - 2.1.2 Make the Hawkesbury a friendly place where people feel safe.
- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future
 - 2.3.1 Encourage and facilitate community partnerships.
 - 2.3.2 Support and expand active volunteering.
 - 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.
 - 2.3.4 Develop opportunities for active involvement of residents in the management of parks and public spaces in the Hawkesbury.
- 2.4 Community wellbeing and local services - Build on a sense of community and wellbeing
 - 2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.
 - 2.4.2 Provide flexible services that can adapt to changing community needs and service demands.
- 2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage
 - 2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are to be held no less than four times per year.	Four meetings held during the year on: 21 November 2019 20 February 2020 11 June 2020 30 July 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Barry Calvert Chairperson (Four meetings attended)	Mr Peter Webb Deputy Chairperson (Four meetings attended)
Councillor Emma-Jane Garrow (One meeting attended)	Mr Simon Griffin (Four meetings attended)
Councillor Sarah Richards (Four meetings attended)	Ms Kerry Dolaghan Wentworth Community Housing (Three meetings attended)
Councillor John Ross (One meeting attended)	Mr Ben Jackson (Two meetings attended)
	Ms Vickie Shackley (Two meetings attended)
	Ms Birgit Walter (Three meeting attended)
	Ms Karen Kobier (One meeting attended)
	Ms Stephanie Oatley (One meeting attended)
	Mr Strephon Billinghamurst or representative Hawkesbury District Health (Two meetings attended)
	Ms Melissa Feeney (One meeting attended)

Committee Business

Objectives in Constitution	Current Status
a) To provide advice and assist Council in the development and drafting of a Human Services Planning Strategy. The proposed Strategy is to be consistent with the directions, strategies, and goals within the Hawkesbury Community Strategic Plan.	The Committee continued to receive updates and provide advice regarding: <ul style="list-style-type: none"> • Tiny Homes Project • Disaster and Emergency Dashboard • Hawkesbury Demographic Study • NSW Housing Strategy • Hawkesbury Local Housing Strategy • Street Connect Program • Resilience Projects • Western Sydney Suicide Prevention • Implementation of Affordable Housing Working Group Recommendations

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

<p>b) To provide advice to Council on consultative strategies for inviting submissions and comments in relation to the Human Services Planning Strategy.</p>	<p>The Committee provided input into the Hawkesbury human service priorities which informed the Draft Hawkesbury Local Housing Strategy, and Draft Hawkesbury Local Strategic Planning Statement which responded to the Sydney Region Plan and Western City District Plan in order to inform Council's advocacy with relevant state agencies.</p>
<p>c) To review the directions, strategies, and goals within the Hawkesbury Community Strategic Plan to undertake a gap analysis of human service needs of residents of the Hawkesbury.</p>	<p>The Committee continued to receive updates regarding the priority projects relating to the provision of affordable housing through proposed affordable rental housing partnerships, the Tiny Homes Project and specific resilience project proposals that were presented for the Committee's consideration. Updates were provided in terms of implementation of the Affordable Housing Working Group Recommendations.</p>
<p>d) To assist in the identification of community indicators to measure progress in the improvement of well-being of residents of the Hawkesbury which reflects the human service priorities identified within the Hawkesbury Community Strategic Plan.</p>	<p>The Hawkesbury Community Indicators that the Committee assisted in developing are being used to measure progress in achieving the outcomes of the Hawkesbury Community Strategic Plan. This will be included in the End of Term Report which needs to be prepared for Council as a whole.</p>
<p>e) To assist council staff to co-ordinate an integrated human service planning framework to facilitate the development of a plan of action for the provision of priority human services to residents of the Hawkesbury.</p>	<p>Elements of an integrated human services planning framework were undertaken through:</p> <ul style="list-style-type: none"> i. Investigating the Tiny Homes Project ii. Hawkesbury Local Housing Strategy iii. NSW Housing Strategy iv. Streets Connect Program v. Resilience Projects for Hawkesbury residents. <p>The Committee also received regular updates on priority areas such as: affordable housing; homelessness; and the health and well-being of Hawkesbury residents. The Committee identified two priority areas during the reporting period, including: affordable housing, and resilience projects in the Hawkesbury area.</p>
<p>f) To provide a mechanism through which Council can be informed of human service issues where Council may be in a position to seek a resolution or advice regarding these issues through representation, lobbying and/or advocating to government agencies and/or elected representatives.</p>	<p>The Committee has informed Council about human services issues and sought representation and/or lobbying with regard to:</p> <ul style="list-style-type: none"> • affordable housing • homelessness • disability inclusion • health and wellbeing • suicide prevention • implementation of Affordable Housing Working Group Recommendations

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Other Compliance to Constitution Issues (if necessary)

No other matters to report.

Other Matters for Consideration During Reporting Period (if necessary)

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings online.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

AT - 2 Annual Report – Hawkesbury Civic and Citizenship Committee

Name of Committee

Hawkesbury Civic and Citizenship Advisory Committee

Term

Term of Council

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Community

2.2 Participate in recreational and lifestyle activities is increased

2.2.1 Healthy, active aging programs are promoted in partnership with government agencies and community organisations

2.2.2 Encourage active participation in a range of sporting and recreational pursuits

Our Community

2.5 Cultural Development and Heritage

2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life

Our Future

5.4 Cultural Development and heritage

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

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than once per year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson.	One meeting held during the year on: 26 November 2019.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Patrick Conolly (One meeting attended)	Mr David Bertenshaw, Hawkesbury Sports Council Representative (Zero meetings attended)
Councillor Sarah Richards (One meeting attended)	Mr Barry Adams Deputy Chairperson (One meeting attended)
Councillor Nathan Zamprogno (One meeting attended)	Ms Elizabeth Hitches Chairperson (One meeting attended)
	Ms Melissa Barry (One meeting attended)
	Ms Jan Barkley-Jack (One meeting attended)

Committee Business

Objectives in Constitution	Current Status
a) To facilitate the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards.	A meeting was held on 26 November 2019 to select the recipients of the Australia Day Awards. The awards were selected across twelve award categories.
b) To review the criteria for each of the award systems and make recommendations on changes as to future systems.	At the meeting on 26 November 2019 the Committee adopted an assessment criteria which was used to assess the nominations for the 2020 Australia Day Awards.
c) Actively encourage nominations from the community for the awards programs to further enhance the quality and quantity of submissions Council receives.	Nominations for the Awards were encouraged through Hawkesbury Events Facebook posts, Council Facebook posts, Mayor and Councillors Facebook posts, information available on Council's website, regular advertisements in the local newspapers, inclusion in the Community Report and Newsletter, sending information to updated databases of volunteers and community groups, reminding the community in weekly radio segments, locating pull up banners with key messaging in prominent locations. As a request of the cancellation of events due to COVID-19 restrictions, video messaging was used by the current Citizen of the Year to promote the awards to the community on social media in lieu of attendance at Council events. These promotional methods which have been used to raise the profile of the Australia Day Awards, will continue to be implemented prior to the 2020 Australia Day Awards. The only event which was held in accordance with COVID-19 restrictions was the RFS Thank You event in September 2020, the awards were promoted at that event.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

d) To assist when requested, with recommendations for special civic or community celebrations.	The Australia Day Awards Ceremony and the Citizenship Ceremony was held on Australia Day, Sunday 26 January 2020. As part of the celebration of Australia Day, Australia Day on the Hawkesbury was held at Governor Phillip Park, Windsor. Preparations are underway for the Citizenship Ceremony to be held online, due to COVID-19 restrictions, on Australian Citizenship Day, 17 September 2019.
e) To provide advice and guidance on the administration of any Federal or State funding received for events and special celebrations.	Not applicable.

Other Compliance to Constitution Issues (if necessary)

Not applicable.

Other Matters for Consideration During Reporting Period (if necessary)

- Long term member of Council's Heritage Advisory Committee, Professor Ian Jack passed away in September 2019. The services of Professor Jack to the Heritage of the Hawkesbury and the Civic and Citizenship Committee were acknowledged. Ms Jan Barkley-Jack was nominated to join Council's Civic and Citizenship Committee and joined the Committee from the first meeting in 2020.
- For the third year the Australia Day on the Hawkesbury was held at Governor Phillip Park, Windsor to celebrate Australia Day with more than 6,000 people. The traditional custodians of the land were acknowledged and there was attendance and displays by emergency services, the Hawkesbury State Emergency Service, Hawkesbury Local Area Command, Rural Fire Service and the Royal Australian Air Force. As part of the event there were local bands and roving entertainers, rides, craft by The Remakery, food trucks, and an outdoor bar by Easy Lane Windsor RSL, Hillbilly Cider and fireworks on the banks of the Hawkesbury River.
- A special feature at the event was the photo tribute displayed on a large LED screen to acknowledge the work of the Hawkesbury Rural Fire Service. Many of these photos were received from the local community and local RFS Brigades. Community members wrote thank you messages to the Hawkesbury Rural Fire Service at a special tribute table near the Hawkesbury Rural Fire Service display.
- The Office of Emergency Management also offered support to community members and offered a quiet space at the event where people could talk or get some practical assistance from the Red Cross team and Service NSW.
- Australia Day on the Hawkesbury was hosted by Hawkesbury City Council and sponsored by Windsor RSL, Richmond Club and Hillbilly Cider.

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

AT - 3 Annual Report – Waste Management Advisory Committee

Name of Committee

Waste Management Advisory Committee

Term

Term of Council

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Environment

3.2 To live sustainably and reduce our ecological footprint - Identify and make best use of our local resources and awareness of contribution to the environment

3.2.1 Our community is informed and acts to reduce our ecological footprint.

3.2.2 Alternative forms of energy are embraced throughout the Hawkesbury.

3.2.3 Become a carbon neutral Local Government Area

3.3 We reduce, reuse and recycle - Identify ways for our community to reduce, reuse and recycle waste

3.3.1 Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation.

3.3.2 Undertake community education on best practice environmental sustainability and climate change issues.

3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices

3.4.1 Work with businesses and tourism operators to promote good practice and sustainability principles.

3.4.2 Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are to be held no less than two times per year.	Three meetings held during the year on: 2 October 2019 26 February 2020 15 July 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Mary Lyons-Buckett Chairperson (Three meetings attended)	Mr Bill Sneddon (Three meetings attended)
Councillor Danielle Wheeler -	Mr Eric Brocken

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Deputy Chairperson (Three meetings attended)	(Three meetings attended)
Councillor Paul Rasmussen (Two meetings attended)	Prof Basant Maheshwari, Western Sydney University (WSU) (Two meetings attended)
Councillor John Ross (Three meetings attended)	Ms Sally-Anne Eather, Western Sydney University (WSU) Student Representative (Two meetings attended)
	Ms Courtney McGregor (Three meetings attended)

Committee Business

Objectives in Constitution	Current Status
a) To advise Council about information, research and analysis required to provide future options for waste management for our city.	Discussions within the Committee focused on: <ul style="list-style-type: none"> • Committee Working Group established to consider better management and potential trials for food organics and garden organics (FOGO). • Council submission to EPA regarding the 20 Year Waste Strategy • Development of Council's Waste Management Strategy – including Focus Group held on 16 November 2019. • Updates on Community Recycling Centre. • EPA Better Waste Funding and allocation of funding to projects for 2019/2020. • Bin Inspection Program and Waste Audits. • Waste 2 Art Competition. • Clean Up Australia Day • Waste and Recycling Education Video Package • Compost Revolution. • Second Hand Saturday • Domestic Waste Kerbside Audit • War on Waste Workshop Series • Chemical CleanOut • Remote Area Recycling Collection Event – St Albans, Colo Heights and Bilpin.
b) To recommend to Council preferred options for our future waste management strategies, systems and technologies.	Council's Draft Waste Strategy is being finalised based on the Western Sydney Regional Waste Strategy and NSW Government Waste Avoidance and Resource Recovery Strategy. The aim for Council's Waste Strategy is to specify the most appropriate long-term options for the Waste Management Facility and Household Kerbside Collections. The draft Waste Strategy when completed will be submitted to the Committee for

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	discussion/feedback prior to being forwarded to Council for adoption.
<p>c) To liaise with local communities on waste management issues, to ensure that the community's views are included in the decision making process of Council.</p>	<p>Through Community Members and nominated Councillors, the community are represented on the Committee, and their views are sought as part of the discussion and advice provided by the Committee to Council.</p> <p>Additionally, as reported to the Committee, Council's waste education programs provide the opportunity for direct feedback with identified issues/solutions included in the consideration associated with the preparation of Council's Waste Strategy. There was also community engagement undertaken as part of the development of the Waste Strategy which included a survey on Your Hawkesbury Your Say and a face-to-face focus group.</p>
<p>d) To liaise with neighbouring councils and government agencies, to ensure the best outcomes of any considered strategies, systems and technologies.</p>	<p>Discussion with neighbouring Councils and government authorities has been ongoing as part of a regional approach to waste management.</p> <p>Council has also actively engaged with and lobbied the NSW State Government regarding the inequitable and inconsistent application of the Waste Levy, this included a submission on the EPA's 20 Year Waste Strategy Discussion Paper and also direct correspondence with the NSW Environment Minister.</p>
<p>e) To advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required.</p>	<p>Opportunities have been provided for direct feedback and input into the various programs undertaken by Council's Waste Education Officer who undertakes a range of awareness programs, marketing and education activities in line with State Government funding and Council's direction.</p> <p>The status of these programs is reported to the Committee on an ongoing basis for information and to seek input in terms of potential improvements.</p> <p>The Hawkesbury Community Strategic Plan has a particular emphasis on sustainability and increasing the opportunities to reduce, reuse and recycle.</p> <p>Whilst there is a degree of cross over with the focus of the Environmental Sustainability Advisory Committee, the Waste Management Advisory Committee has provided and continues to provide specific direction in terms of public awareness of waste management. The</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	outcomes of the Domestic Waste Audit undertaken in March 2020 provided the opportunity for the Committee to consider more targeted education and awareness programs.

Other Compliance to Constitution Issues (if necessary)

A working group was established to consider a Food Organics Garden Organics Trial.

Other Matters for Consideration During Reporting Period (if necessary)

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

AT - 4 Annual Report – Hawkesbury Environmental Sustainability Advisory Committee

Name of Committee

Environmental Sustainability Advisory Committee

Term

Term of Council

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Environment

- 3.1 The natural environment is protected and enhanced - Value, protect and enhance our unique natural environment
 - 3.1.1 Encourage effective management and protection of our rivers, waterways, riparian land, surface and ground waters, and natural eco-systems through local action and regional partnerships.
 - 3.1.2 Act to protect and improve the natural environment including working with key agency partners.
 - 3.1.3 Minimise our community's impacts on habitat and biodiversity and protect areas of conservation value.
 - 3.1.4 Use a range of compliance measures to protect the natural environment.

- 3.2 To live sustainably and reduce our ecological footprint - Identify and make best use of our local resources and awareness of contribution to the environment
 - 3.2.1 Our community is informed and acts to reduce our ecological footprint.
 - 3.2.2 Alternative forms of energy are embraced throughout the Hawkesbury.
 - 3.2.3 Become a carbon neutral Local Government Area

- 3.3 We reduce, reuse and recycle - Identify ways for our community to reduce, reuse and recycle waste
 - 3.3.1 Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation.
 - 3.3.2 Undertake community education on best practice environmental sustainability and climate change issues.

- 3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices
 - 3.4.1 Work with businesses and tourism operators to promote good practice and sustainability principles.
 - 3.4.2 Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
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ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Meetings are to be held no less than two times per year.	Three meetings were held during the year on: 9 December 2019 17 February 2020 11 May 2020 Note: 21 September 2020 (meeting yet to occur at time of printing)
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Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Amanda Kotlash Deputy Chairperson (Three meetings attended)	Ms Olivia Leal-Walker Chairperson (Two meetings attended)
Councillor Danielle Wheeler (Two meetings attended)	Mr David Gregory (Two meetings attended)
Councillor John Ross (Two meetings attended)	Ms Jennifer Moses (Two meetings attended)
	Dr Jane De Gabriel – Maternity Leave
	Mr Eric Brocken (Three meetings attended)
	Ms Danielle Wolf – Western Sydney University (WSU) Student Representative - Resigned (One meeting attended)

Committee Business

Objectives in Constitution	Current Status
a) To support, advise and assist Council and the Hawkesbury community in the achievement of the key environmental goals contained in the Hawkesbury Community Strategic Plan 2017-2036.	Discussion within Committee focused on: <ul style="list-style-type: none"> • LGNSW and DPIE Increasing Resilience to Climate Change: Successful Grant Application: “Hawkesbury Disaster and Emergency Dashboard” • DPIE and Adapt NSW Increasing Resilience to Climate Change – Communities: WSU’s Regional Centre of Expertise – Greater Western Sydney Successful Grant Application: “Hawkesbury Resilience Project: Learn, Prevent and Prepare” • DPIE Sustainability Advantage Bronze Accreditation Application • Upper Hawkesbury River Water Quality Monitoring Program • Hawkesbury- Nepean River Coastal Management Program • WSROC Projects: • Western Sydney Energy Program: Business Energy Advice Program, Transport Working Group • Urban Heat Clauses – Council LEP and DCP • Council Corporate Energy, Water, Emissions Data Monitoring • Council’s Power Purchasing Agreement • New Biodiversity Offsets Scheme • Penrith City Council’s “Cooling The City Masterclass”

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	<ul style="list-style-type: none"> • ADAPT NSW – Hawkesbury’s Future Projected Climate Change • Cumberland Plain Conversation Plan • Energy Efficient Communities Program • Net Zero Emissions and Water Efficiency Strategy • Integrated Waste Management Strategy • Electric Vehicle Charging Stations • Keep Australia Beautiful NSW Sustainable Cities Award Application • NSW Department of Education – Centre of Excellence in Agricultural Education WSU – Richmond Campus
<p>b) <i>The natural environment is protected and enhanced</i></p> <ul style="list-style-type: none"> • Encourage effective management and protection of our rivers, waterways, riparian land, surface and ground waters, and natural eco-systems through local action and regional partnerships. • Act to protect and improve the natural environment including working with key agency partners. • Minimise our community’s impacts on habitat and biodiversity and protect areas of conservation value. • Use a range of compliance measures to protect the natural environment. 	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Sustainability Advantage Program • Education programs • Upper Hawkesbury River Water Quality Monitoring Program • Hawkesbury- Nepean River Coastal Management Program • New Biodiversity Offsets Scheme • Cumberland Plain Conversation Plan
<p>c) <i>To live sustainably and reduce our ecological footprint</i></p> <ul style="list-style-type: none"> • Help our community to be informed and act to reduce our ecological footprint. • Ensure that alternative forms of energy are embraced throughout the Hawkesbury. • Become a carbon neutral Local Government Area. 	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Increasing Resilience to Climate Change - LGNSW and DPIE Grants • Sustainability Advantage Program • Education programs • Net Zero Emissions and Water Efficiency <ul style="list-style-type: none"> ○ Strategy • WSROC: <ul style="list-style-type: none"> ○ Western Sydney Energy Program: - Business Energy Advice Program, - Transport Working Group ○ Urban Heat Clauses – Council LEP and DCP • Council Corporate Energy, Water, Emissions Data Monitoring
<p>d) <i>We reduce, reuse and recycle</i></p> <ul style="list-style-type: none"> • Develop and maintain active partnerships that will result in the innovative management of our community’s waste, with an emphasis on resource recovery 	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Integrated Waste Management Strategy • Net Zero Emissions and Water Efficiency Strategy

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
<p>and waste minimisation in conjunction with the Waste Management Advisory Committee.</p> <ul style="list-style-type: none"> • Undertake community education on best practice environmental sustainability and climate change issues 	
<p>e) <i>Community partnerships continue to evolve</i></p> <ul style="list-style-type: none"> • Encourage and facilitate community partnerships. • Support and expand active volunteering. • Advocate and facilitate construction and productive partnerships with residents, community groups and institutions. 	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • LGNSW and DPIE Increasing Resilience to Climate Change: Successful Grant Application: “Hawkesbury Disaster and Emergency Dashboard” • DPIE and Adapt NSW Increasing Resilience to Climate Change – Communities: WSU’s Regional Centre of Expertise – Greater Western Sydney Successful Grant Application: “Hawkesbury Resilience Project: Learn, Prevent and Prepare”. • Penrith City Council’s “Cooling The City Masterclass”
<p>f) <i>The sustainability of our environment is improved</i></p> <ul style="list-style-type: none"> • Work with businesses and tourism operators to promote good practice and sustainability principles. • Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources. 	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • WSROC: <ul style="list-style-type: none"> ○ Western Sydney Energy Program ○ Business Energy Advice Program ○ Transport Working Group ○ Urban Heat Clauses – Council LEP and DCP • Net Zero Emissions and Water Efficiency Strategy

Other Compliance to Constitution Issues (if necessary)

Ms Danielle Wolf – Student Representative from Western Sydney University formally resigned from the Environmental Sustainability Advisory Committee.

Other Matters for Consideration During Reporting Period (if necessary)

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

AT - 5 Annual Report – Heritage Advisory Committee

Name of Committee

Heritage Advisory Committee

Term

Term of Council

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Community

- 2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage.
 - 2.5.3 Recognise, conserve and promote the area's history and heritage for current and future generations.

Our Future

- 5.2 Management of Aboriginal and Non Aboriginal and the Built Environment - Value, protect and enhance our built environment as well as our relationship to Aboriginal and Non Aboriginal history.
 - 5.2.1 Our planning and actions will ensure that Aboriginal and Non Aboriginal heritage are integral to our City.
 - 5.2.2 Encourage and implement progressive urban design, sensitive to environment and heritage issues.
 - 5.2.3 Sympathetic adaptive and creative uses for heritage sites and buildings across the City will be encouraged and promoted.
 - 5.2.4 As a community, we will identify ways to become better connected with our Aboriginal people, their history and culture.
- 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community.
 - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
 - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
 - 5.5.3 Assist our town and village centres to become vibrant local hubs.
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression.
 - 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.
 - 5.6.2 Masterplanning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are held at no less than two times per year.	Four meetings held during the year on: 31 October 2019 5 March 2020 21 May 2020 6 August 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Danielle Wheeler Chairperson (Four meetings attended)	Mr Graham Edds Deputy Chairperson (Four meetings attended)
Councillor Peter Reynolds (Three meetings attended)	Ms Abigail Ball (Three meetings attended)
Councillor Nathan Zamprogno (Three meetings attended)	Mr Michael Edwards (Four meetings attended)
	Ms Helen Mackay (Four meetings attended)
	Ms Judy Newland (Two meetings attended)
	Ms Michelle Nichols (Four meetings attended)
	Mr Steve Rawling AM (Four meetings attended)
	Ms Venecia Wilson (Three meetings attended)
	Ms Janice Hart (Four meetings attended)
	Ms Deborah Hallam (Three meetings attended)
	Ms Jan Barkley-Jack (Three meetings attended)

Committee Business

Objectives in Constitution	Current Status
a) To promote the recognition of the heritage of the Hawkesbury through advice to Council about heritage assistance, grant applications review and recommendations.	The Committee has provided advice to Council on: <ul style="list-style-type: none"> • Thompson Square Conservation Management Plan • Local Heritage Assistance Fund 2019/2020 • Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects: <ul style="list-style-type: none"> • Heritage Study • Works to individual properties • Cemeteries management • Windsor Bridge Replacement Project • Thompson Square Artefacts • Heritage Brick Barrel Drains in Richmond • Singletons Reserve, Kurrajong • Case for Listing Macquarie Towns • Heritage Signage Strategy (Heritage of

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	<p>Western Sydney Group)</p> <ul style="list-style-type: none"> • Heritage Awards • Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project • Missing Historical Mile Marker from Roadside Reserve, Windsor Street, East Richmond • Richmond Bridge Duplication Program • Western Parkland City Liveability Program • Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study • State Heritage Listing of the Archaeological Site of Singletons Watermill • Richmond Park War Memorial Cannon Restoration • International Council of Monuments and Sites (ICOMOS) – 2020 General Assembly – Hawkesbury Heritage Tour • Town Centres Masterplan Projects • Investigation of a Proposal to Require a Heritage Statement to be submitted with a Development Application for Buildings at Least 50 Years Old • Kurrajong Village Historic Signage • NSW Government’s Community Memorial Grant Funding.
<p>b) To advise and make recommendations to Council in relation to the nomination and deletion of Heritage Listed items from the Local Environmental Plan (LEP) and to identify items of State significance, which should be included in the NSW Heritage Office State Heritage Register or of National significance.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Thompson Square Conservation Management Plan • Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects: • Heritage Study • Works to individual properties • Cemeteries management • State Heritage Listing of the Archaeological Site of Singletons Watermill • Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study • Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project • Case for Listing Macquarie Towns • Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study.
<p>c) To promote the history and heritage of the Hawkesbury and its links to the tourism economy, and to liaise with local communities and businesses in organising heritage events and to provide advice to Council on heritage programming, exhibitions, education and heritage related tourism events.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • International Council of Monuments and Sites (ICOMOS) – 2020 General Assembly – Hawkesbury Heritage Tour • Heritage Awards • Kurrajong Village Historic Signage • Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project • Town Centres Masterplan Projects

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	<ul style="list-style-type: none"> • Western Parkland City Liveability Program • Heritage Signage Strategy (Heritage of Western Sydney Group).
<p>d) To advise Council and work with the community to increase awareness of heritage matters through education such as publications, seminars, public displays and award recommendations.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Heritage Awards • Heritage Signage Strategy (Heritage of Western Sydney Group) • Kurrajong Village Historic Signage • International Council of Monuments and Sites (ICOMOS) – 2020 General Assembly – Hawkesbury Heritage Tour • Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project.
<p>e) To provide Council with advice on the management of heritage within the area. This includes reviewing Council or government policies that affect the Local Government Area heritage, recommending conservation objectives, policies and strategies and providing advice on these matters where appropriate.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study • Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project • Case for Listing Macquarie Towns • Heritage Signage Strategy (Heritage of Western Sydney Group) • Thompson Square Conservation Management Plan • State Heritage Listing of the Archaeological Site of Singletons Watermill • Thompson Square Artefacts • Heritage Brick Barrel Drains in Richmond • Local Heritage Assistance Fund 2019/2020 • Kurrajong Village Historic Signage • Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects: <ul style="list-style-type: none"> ○ Heritage Study ○ Works to individual properties ○ Cemeteries management.
<p>f) To provide Council with advice on the consistent management and balanced treatment of heritage places forming the cultural heritage of the area by identifying places of cultural significance within the city and to encourage their conservation for today's and future generations.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Thompson Square Conservation Management Plan • Heritage Brick Barrel Drains in Richmond • State Heritage Listing of the Archaeological Site of Singletons Watermill • Thompson Square Artefacts • Heritage Signage Strategy (Heritage of Western Sydney Group) • Case for Listing Macquarie Towns • Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects: <ul style="list-style-type: none"> ○ Heritage Study ○ Works to individual properties ○ Cemeteries management

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	<ul style="list-style-type: none"> • Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study • Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project • Singletons Reserve, Kurrajong • Missing Historical Mile Marker from Roadside Reserve, Windsor Street, East Richmond.
<p>g) To act as a reference and peer review body as required for heritage surveys, conservation reports, planning studies and other heritage related bodies of work.</p>	<p>The Committee has provided advice to Council on: Thompson Square Conservation Management Plan</p> <ul style="list-style-type: none"> • Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects: <ul style="list-style-type: none"> ○ Heritage Study ○ Works to individual properties ○ Cemeteries management • Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study • Heritage Signage Strategy (Heritage of Western Sydney Group) • Case for Listing Macquarie Towns • Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project • State Heritage Listing of the Archaeological Site of Singletons Watermill • Local Heritage Assistance Fund 2019/2020 • Singletons Reserve, Kurrajong.
<p>h) To work with the community and heritage item owners in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the Hawkesbury and to provide advice thereon to Council.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Heritage Awards • Local Heritage Assistance Fund • Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects <ul style="list-style-type: none"> ○ Heritage Study ○ Works to individual properties ○ Cemeteries management • Recognition of Private Whirlpool VC • Thompson Square Artefacts • Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project • Heritage Brick Barrel Drains in Richmond • Richmond Bridge Duplication Program • Kurrajong Village Historic Signage • Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study.
<p>i) To advise and assist the Council in the implementation of strategies associated with heritage matters contained within the Hawkesbury Community Strategic Plan.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects <ul style="list-style-type: none"> ○ Heritage Study ○ Works to individual properties ○ Cemeteries management • Heritage Signage Strategy (Heritage of

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	Western Sydney Group) • Hawkesbury Local Government Area – Aboriginal Cultural Heritage Study.
j) To showcase Hawkesbury’s heritage by making heritage more accessible and attractive to everyone.	The Committee has provided advice to Council on: • Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects o Heritage Study o Works to individual properties o Cemeteries management • Heritage Signage Strategy (Heritage of Western Sydney Group) • Kurrajong Village Historic Signage • Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project • Richmond Park War Memorial Cannon Restoration

Other Compliance to Constitution Issues (if necessary)

No other matters to report.

Other Matters for Consideration During Reporting Period (if necessary)

Long term member of Council’s Heritage Advisory Committee, Professor Ian Jack passed away in September 2019. The services of Professor Jack to the Heritage of the Hawkesbury and the Civic and Citizenship Committee were acknowledged. Ms Jan Barkley-Jack was nominated to join Council’s Heritage Advisory Committee, and joined the Committee from the first meeting in 2020.

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

AT - 6 Annual Report – Floodplain Risk Management Advisory Committee

Name of Committee

Floodplain Risk Management Advisory Committee

Term

Term of Council

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Community

- 2.1 Community safety is improved - Enable a shared responsibility for community safety and disaster management.
 - 2.1.1 Meet the needs of our community through effective flood, fire and other natural disaster management plans that promote the protection of life, property and infrastructure.

Our Environment

- 3.1 The natural environment is protected and enhanced - Value, protect and enhance our unique natural environment.
 - 3.1.1 Encourage effective management and protection of our rivers, waterways, riparian land, surface and ground waters, and natural eco-systems through local action and regional partnerships.
 - 3.1.2 Act to protect and improve the natural environment including working with key agency partners.
 - 3.1.3 Minimise our community's impacts on habitat and biodiversity and protect areas of conservation value.
 - 3.1.4 Use a range of compliance measures to protect the natural environment.

Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement.
 - 5.1.1 Council's planning is integrated and long term.
 - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
 - 5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.
 - 5.1.4 Encourage increased community participation in planning and policy development.
 - 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.
- 5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers.
 - 5.4.3 Encourage agricultural production, vegetation conservation, tourism, recreation and leisure uses within our floodplains.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are held at no less than six times per year.	Five meetings held during the year on: 26 September 2019 5 December 2019 27 February 2020 16 April 2020 25 June 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Mary Lyons-Buckett Chairperson (Five meetings attended)	Ms Carol Edds (Five meetings attended)
Councillor Paul Rasmussen Deputy Chairperson (Three meetings attended)	Mr Harry Terry (Five meetings attended)
Councillor Amanda Kotlash (Three meetings attended)	Ms Margaret Mackisack (Four meetings attended)
Councillor Danielle Wheeler (Four meetings attended)	Mr Kim Ford (Five meetings attended)
Councillor Peter Reynolds (Four meetings attended)	Mr Maurice Smith (Five meetings attended)
	Mr Kevin Jones SES Headquarters (Three meetings attended)
	Mr Peter Cinque OAM SES Western Sydney Division (Three meetings attended)
	Mr Sadeq Zaman Office of Environment & Heritage (Four meetings attended)
	Ms Robyn Preston, Member for Hawkesbury or Representative (Four meetings attended)

Committee Business

Objectives in Constitution	Current Status
a) To advise Council about information, research and analysis required to understand the nature and degree of flood risk in Hawkesbury Local Government Area generally and in particular localities.	Discussions within Committee focused on: <ul style="list-style-type: none"> The NSW State Governments Hawkesbury Nepean Valley Flood Risk Management Strategy Funding opportunities available for Council and targeting of resources in terms of those funding opportunities Implementing the Hawkesbury Floodplain Risk Management Study and Plan Creation of Council's Disaster & Emergency Dashboard Foundation for Rural & Regional Renewal (FRRR) and Office of Emergency Management (OEM) Get Ready North

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	<p>Richmond Disaster Resilient Future Ready Pilot Program</p> <ul style="list-style-type: none"> • Suncorp Insurance Company – Disaster Recovery Report • Profiling Australia’s Vulnerability information which supports the National Disaster Risk Reduction Framework • Richmond Bridge Duplication Project • Evacuation Routes and Signage • Submission to Flood Prone Land Package • Development on Flood Liable land Policy 2020 • Policy for Regional Flood Mitigation in the Hawkesbury-Nepean Valley • Consideration of Morphological Conditions and Sediment Loading • Adapt NSW – Making Climate Science Accessible • February 2020 Flooding in the Hawkesbury Local Government Area • Murwillumbah Land Swap – Providing a flood free future for industry – ‘The Industry Central Land Swap Project’.
<p>b) To advise Council about town planning measures and standards considered necessary to minimise risk to life and property in Hawkesbury Local Government Area.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Floodplain Management Australia Quarterly Meeting outcomes. • Floodplain Management Australia 2020 Digital Floodplain Management Australia National Conference outcomes • Submission to Flood Prone Land Package • Development on Flood Liable land Policy 2020 • Policy for Regional Flood Mitigation in the Hawkesbury-Nepean Valley • Murwillumbah Land Swap – Providing a flood free future for industry – ‘The Industry Central Land Swap Project’ • The NSW State Governments Hawkesbury Nepean Valley Flood Risk Management Strategy.
<p>c) To advise Council about road and drainage infrastructure and other physical works required to minimise risk to life and property in Hawkesbury Local Government Area.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Richmond Bridge Duplication Project • Evacuation Routes and Signage • Murwillumbah Land Swap – Providing a flood free future for industry – ‘The Industry Central Land Swap Project’.
<p>d) To advise Council about education and public awareness strategies associated with floodplain management and to act on Council's behalf to implement these Council</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • The NSW State Governments Hawkesbury

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
<p>adopted strategies as required.</p>	<p>Nepean Valley Flood Risk Management Strategy</p> <ul style="list-style-type: none"> • Development on Flood Liable land Policy 2020 • Policy for Regional Flood Mitigation in the Hawkesbury-Nepean Valley • Implementing the Hawkesbury Floodplain Risk Management Study and Plan • Creation of Council's Disaster & Emergency Dashboard • Foundation for Rural & Regional Renewal (FRRR) and Office of Emergency Management (OEM) Get Ready North Richmond Disaster Resilient Future Ready Pilot Program • Murwillumbah Land Swap – Providing a flood free future for industry – 'The Industry Central Land Swap Project'.
<p>e) To recommend to Council measures to reduce flood risk to Council's infrastructure and buildings.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Murwillumbah Land Swap – Providing a flood free future for industry – 'The Industry Central Land Swap Project' • Suncorp Insurance Company – Disaster Recovery Report • Policy for Regional Flood Mitigation in the Hawkesbury-Nepean Valley • Creation of Council's Disaster & Emergency Dashboard.
<p>f) To assist the Council in advocating, consideration of, and implementing the strategies contained within the Hawkesbury Nepean Floodplain Review Taskforce report, 'Resilient Valley, Resilient Communities' in partnership with relevant state agencies and stakeholders.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Implementing the Hawkesbury Floodplain Risk Management Study and Plan • Creation of Council's Disaster & Emergency Dashboard • Profiling Australia's Vulnerability information which supports the National Disaster Risk Reduction Framework • Development on Flood Liable land Policy 2020.
<p>g) To advise Council in relation to representations to other levels of government in support of initiatives to reduce flood risk to life and property in Hawkesbury Local Government Area.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Policy for Regional Flood Mitigation in the Hawkesbury-Nepean Valley • The NSW State Governments Hawkesbury Nepean Valley Flood Risk Management Strategy • Creation of Council's Disaster & Emergency Dashboard • Foundation for Rural & Regional Renewal (FRRR) and Office of Emergency Management (OEM) Get Ready North

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	<p>Richmond Disaster Resilient Future Ready Pilot Program</p> <ul style="list-style-type: none"> • Submission to Flood Prone Land Package • Development on Flood Liable land Policy 2020 • Profiling Australia’s Vulnerability information which supports the National Disaster Risk Reduction Framework • Floodplain Management Australia Quarterly Meeting outcomes. • Floodplain Management Australia 2020 Digital Floodplain Management Australia National Conference outcomes.
<p>h) To assist the Council in the development and implementation of a Flood Risk Management Plan to increase the Hawkesbury community’s resilience in responding to flood events.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Floodplain Management Australia Quarterly Meeting outcomes. • Floodplain Management Australia 2020 Digital Floodplain Management Australia National Conference outcomes • Development on Flood Liable land Policy 2020 • Profiling Australia’s Vulnerability information which supports the National Disaster Risk Reduction Framework • Implementing the Hawkesbury Floodplain Risk Management Study and Plan • Foundation for Rural & Regional Renewal (FRRR) and Office of Emergency Management (OEM) Get Ready North Richmond Disaster Resilient Future Ready Pilot Program • Policy for Regional Flood Mitigation in the Hawkesbury-Nepean Valley • Creation of Council's Disaster & Emergency Dashboard.
<p>i) To advise the Council on the implementation of strategies associated with floodplain management contained within the Hawkesbury Community Strategic Plan.</p>	<p>The Committee has provided advice to Council on:</p> <ul style="list-style-type: none"> • Floodplain Management Australia 2020 Digital Floodplain Management Australia National Conference outcomes • Implementing the Hawkesbury Floodplain Risk Management Study and Plan • Policy for Regional Flood Mitigation in the Hawkesbury-Nepean Valley • Creation of Council's Disaster & Emergency Dashboard • Development on Flood Liable land Policy 2020.
<p>j) To advise the Council in respect of funding opportunities and potential partnerships in respect of Floodplain Risk Management.</p>	<p>The Committee has provided advice to Council on:</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
	<ul style="list-style-type: none">• Successful Grant Application made under the Office of Environment & Heritage Floodplain Management Program 2019-2020• Successful Grant Application made under the Joint Local Government NSW and Department of Planning Industry & Environment Grants Scheme for a Disaster and Emergency Dashboard.

Other Compliance to Constitution Issues (if necessary)

No other matters to report.

Other Matters for Consideration During Reporting Period (if necessary)

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

AT - 7 Annual Report – Audit Committee

Name of Committee

Audit Committee

Term

The Audit Committee Charter states the term will be four years to coincide with Council's term of office.

Community Strategic Plan

The Audit Committee objectives/activities are linked to the following Focus Area, Direction and Strategies within the Community Strategic Plan.

Our Leadership

- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
 - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.
 - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.
 - 1.6.2 Council's workforce, systems and processes will support high performance and optimal service delivery for our community.

Meetings Held

Charter Requirement for Frequency	Dates and Compliance to Number Required
Meetings to be held no less than four times per year	Six meetings held during the year on: 6 November 2019 4 December 2019 4 March 2020 3 June 2020 26 August 2020 16 September 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Paul Rasmussen (Five meetings attended)	Ms Nisha Maheshwari Chairperson (Five meetings attended)
Councillor John Ross (Six meetings attended)	Mrs Ellen Hegarty Deputy Chairperson (Four meeting attended)
Councillor Patrick Conolly (Alternate) (Zero meetings attended)	Mr Craig Bennett (Five meetings attended)

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

Committee Business

Objectives in Constitution	Current Status
a) Control Framework	Independent members appointed following the Local Government Elections in 2016. The 2020/2021 Internal Audit Program was approved by the Audit Committee. The approved Program includes three audits to be carried out during 2020/2021.
b) External Accountability	Annual General Purpose Financial Statements and Special Purpose Financial Statements for year ended 30 June 2020 presented and endorsed by Committee to be submitted to Council for referral to Audit.
c) Legislative Compliance	Legislative Compliance Register being developed.
d) Internal Audit	Internal Audits completed in 2019/2020 were: <ul style="list-style-type: none"> • Project and Contract Management Audit • RMS DRIVES Audit - 2019 • Procurement Audit • RMS DRIVES Audit - 2020
e) External Audit	Council's External Auditor and representatives from the NSW Audit Office attend Audit Committee Meetings.
f) Risk Management	Council's Enterprise Risk Register finalised and presented to the Audit Committee.

Other Compliance to Constitution Issues (if necessary)

- Audit Committee Annual Report
- Internal Audit Programs Update Reports

Other Matters for Consideration During Reporting Period (if necessary)

During the reporting period the Audit Committee also considered various other reports including the following:

- Internal Audit Management Actions Status Reports
- Council Financial Reports including monthly investment reports and quarterly review reports
- Provision of Internal Audit Services
- Council's Enterprise Risk Register
- A New Risk Management and Internal Audit Framework for Local Councils in NSW
- Review of Council's Investment Policy
- Third Party Review - Peppercorn Services Inc
- Third Party Review - Hawkesbury River County Council
- New Accounting Standards

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

AT - 8 Annual Report – Hawkesbury Access and Inclusion Advisory Committee

Name of Committee

Hawkesbury Access and Inclusion Advisory Committee

Term

Term of Council

Community Strategic Plan

The Committee assists Council to deliver on the following Focus Area/s, Direction/s and Strategies within the CSP.

Our Community

2.4 Community wellbeing and local services - Build on a sense of community and well being

2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.

2.4.2 Provide flexible services that can adapt to changing community needs and service demands.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings to be held no less than four times per year.	Four meetings held during the year on: 24 October 2019 27 February 2020 28 May 2020 25 June 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Barry Calvert Chairperson (Four meetings attended)	Ms Jessica Brunskill (Two meetings attended - leave of absence)
Councillor John Ross (Four meetings attended)	Mr Desmond Crane (Three meetings attended)
	Mr David Gearin Deputy Chairperson (Four meetings attended)
	Ms Jennifer Moses (Four meetings attended)
	Ms Terri Mottram (Four meetings attended)
	Ms Alison Carpenter (Two meetings attended)
	Mr Malcolm Wilbow (One meeting attended - resigned)

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Committee Business

Objectives in Constitution	Current Status
a) To advise and assist Hawkesbury City Council staff in the drafting of the Hawkesbury Access and Inclusion Plan to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating fully in community and civic life.	The Disability Inclusion Action Plan was 2017 - 2021 was completed and adopted by Council on 11 July 2017.
b) To provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the draft Hawkesbury Inclusion Action Plan and other Council Plans.	The Committee designed and implemented a consultative strategy to inform the content of the Hawkesbury Access and Inclusion Plan. The Strategy included on-line survey, focus groups and consultative forums. Members of the Committee have considered the Draft Operational Plan and Master Plans related to public domain and recreational space development.
c) To provide advice to Hawkesbury City Council staff on the application of 'good practice' access and inclusion principles as they apply to the design of buildings and public spaces and the delivery of services	Nine Access and Inclusion Principles identified and incorporated into Access and Inclusion Policy (adopted by Council in March 2012). Policy also includes guidelines and actions for implementing these principles. The Committee has informed the design of buildings and public spaces including footpath refinement works at Kable St Windsor, public domain works at Wilberforce Shopping Centre and parks Masterplan for Governor Phillip Park.
d) Provide advice to Hawkesbury City Council staff on the design of footpaths, pedestrian crossings, kerb ramps, transition zones which may be required to ensure that as far as possible new developments and plans of management for Council's parks and open spaces include provision for disability access and social inclusion.	Advice has been provided on an ad-hoc basis or where committee members have requested information on proposed capital works. Council Managers have attended meetings to brief Committee on proposed works. The Committee have made recommendations to inform renewal works related to public amenities in the 2020/2021 capital works program.
e) To provide advice and guidance to Hawkesbury City Council staff on strategies to raise community awareness about access and inclusion issues impacting on residents of the City of Hawkesbury, and where required to recommend actions for Council's consideration in relation to these matters.	The Committee oversaw establishment of a Dementia Friendly Working Group for the purpose of developing a Dementia Friendly Hawkesbury Plan. As part of the development of the Plan, the Working Group engaged with people living with a diagnosis of Dementia and their carers to ascertain their particular access and inclusion challenges, and developed a plan that aims to provide more a more Dementia inclusive community. The Dementia Friendly Hawkesbury Plan was adopted by Council 18 February 2020.
f) To prepare and submit, at least on an annual basis, a schedule of identified rectification works which would improve access for people with disabilities and/or address barriers preventing people from accessing services and facilities, which can be	The Committee received information related to the replacement of public amenities in 2020/2021 and made recommendation regarding a priority for replacement and refurbishment of public amenities.

ORDINARY MEETING**SECTION 3 – Reports for Determination**

Meeting Date: 22 September 2020

Objectives in Constitution	Current Status
considered by Council in conjunction with the preparation of Council's Management Plan.	
g) To provide a mechanism through which Council can be informed of access and inclusion issues where Council may be in a position to seek a resolution or advice regarding these issues through representations, lobbying and/or advocating to government agencies and/or elected representatives.	The Committee designed and implemented a consultative strategy to inform the content of the Hawkesbury Disability Inclusion Action Plan 2017-2021, including disability-specific focus groups and Mental Health Forums. The Committee is working with state agencies (NSW Health, Dementia Australia, mental health organisations and community service organisations) to implement strategies from the Hawkesbury Disability Inclusion Action Plan 2017-2021 and Dementia Friendly Hawkesbury Plan 2020-2022 that aim to improve service access.
h) To consider and undertake such projects, subject to the availability of resources, which would generally assist residents and visitors to access services and facilities and promote their inclusion and participation in community and civic life.	The Committee worked with the Local Business Awards to implement the Community Access and Inclusion Award. The Committee oversaw the rollout of Dementia Friendly training to businesses, community organisations and members of the community to improve inclusion for people with disabilities and living with a diagnosis of dementia in the Hawkesbury.

Other Compliance to Constitution Issues (if necessary)

No other matters to report.

Other Matters for Consideration During Reporting Period (if necessary)

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

AT - 9 Annual Report – Hawkesbury Tourism Advisory Committee

Name of Committee

Hawkesbury Tourism Advisory Committee

Term

Term of Council

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Future

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

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Ordinary meetings of the Advisory Committee shall be held no less than four times per year	Two meetings held during the year on: 4 November 2019 3 August 2020

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Emma-Jane Garrow Chairperson (Two meetings attended)	Sophie Devine Deputy Chairperson (One meeting attended)
Councillor Paul Rasmussen (One meeting attended)	Vanessa Hanna (One meeting attended - resigned)
Councillor Sarah Richards (Two meetings attended)	Tony Jeffcott (Two meetings attended)
	Ian Knowd (Two meetings attended)
	Declan O'Connor (Zero meetings attended)
	Venecia Wilson (One meeting attended)

Committee Business

Objectives in Constitution	Current Status
a) To support the implementation of the Hawkesbury Tourism Strategy.	Primary purpose of Committee noted for the term.
b) To assist in the achievement of the actions and activities of the Hawkesbury Tourism Strategy to support the local economy.	<p>Development of the Committee Business Action Plan was delayed pending advice from the Hawkesbury Visitor Economy Advisory Committee regarding Councils role in the transition arrangements in relation to the future work of the Hawkesbury Visitor Economy Advisory Committee. Advice optimally received in 2019. Confirmation of funds received in March 2020.</p> <p>Development of the Report card being prepared summarising what has been achieved from the following activities:</p> <ul style="list-style-type: none"> • Regional Strategic Alliance – Tourism actions over the past two years • Hawkesbury Tourism Strategy and Action Plan • Other Council Business Support Initiatives • Destination NSW Destination Management Plan Action Items • Operation of the Hawkesbury Visitor Information Centre
c) To advise and assist Council on how best to undertake its tourism program activities to support the local economy.	Committee provided advice at meetings. To be captured within scope of business action plan to focus implementation of tourism strategy.
d) To engage the tourism sector, other entities undertaking tourism activities and the community to help develop the tourism offerings and visitor experience in the area.	Committee were updated on the range of business support initiatives that had been rolled out to support recovery due to bushfires, flood and COVID-19 Pandemic. The committee were also updated about the activities and renovations that took place at the Hawkesbury Visitor Information Centre.
e) To progress the tourism sectors use of Council's visitor services.	Hawkesbury Visitor Information Centre staff attended Hawkesbury Visitor Economy Advisory

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

	Committee meetings, Regional Strategic Alliance Tourism Meetings, and Tourism Advisory Committee Meetings and Destination NSW Meetings.
f) To support and progress participation in promotional and marketing opportunities, which showcase the Hawkesbury to tourism target markets and as a destination.	Committee supported the Destination NSW local tourism campaigns “Love the Hawkesbury” and recognise the ongoing promotion of “The River is Just the Beginning”.
g) To advise on tourism trends, tourism markets dynamics and tourism infrastructure and development needs to understand the Hawkesbury tourism offering.	Committee considered learnings from the Bounce Back Program and interactions with the Visitor Information Centre which were aimed to support tourism operators.
h) To work collaboratively with the Regional Tourism Entity to optimise regional tourism opportunities.	Committee briefed by: <ul style="list-style-type: none">• Regional Strategic Alliance Tourism Committee• Hawkesbury Visitor Economy Advisory Committee• Destination NSW.

Other Compliance to Constitution Issues

No other matters to report.

Other Matters for Consideration During Reporting Period (if necessary)

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

AT - 10 Annual Report – Infrastructure Committee

Name of Committee

Infrastructure Committee

Term

Term of Council

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Assets

4.1 Transport infrastructure and transport connections.

4.1.3 Have a comprehensive transport system of well-maintained local and regional linkages that are financially and environmentally sustainable and respond to community safety, priorities and expectations.

4.2 Utilities

4.2.1 Our community's current and future utility infrastructure needs (water, sewer, waste, stormwater, gas, electricity and telecommunications) are identified and delivered.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are to be held no less than three times per year, with additional meetings convened at the discretion of the Chairperson.	Two meetings held during the year on: 18 September 2019 (meeting cancelled) 6 November 2019 (meeting cancelled) 22 April 2020 22 July 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Barry Calvert Chairperson (One meeting attended)	Nil.
Councillor Paul Rasmussen Deputy Chairperson (Two meetings attended)	
Councillor Nathan Zamprogno (Two meetings attended)	
Councillor Peter Reynolds (Two meetings attended)	
Councillor John Ross (One meeting attended)	

ORDINARY MEETING**SECTION 3 – Reports for Determination**

Meeting Date: 22 September 2020

Committee Business

Objectives in Constitution	Current Status
a) To provide advice and recommendation to Council on strategic infrastructure projects and policies.	The Committee has established a list of prioritised agenda topics to be discussed at future meetings.
b) To act as a vehicle to lobby and engage with stakeholders and agencies to secure infrastructure investment.	<p>The Committee has made representations to:</p> <ul style="list-style-type: none"> • NSW Rural Fire Service Hawkesbury • National Parks and Wildlife Service <p>Regarding the provision of additional water storage facilities,</p> <ul style="list-style-type: none"> • Transport for NSW <p>Requesting that investigations be carried out for the feasibility of constructing a bridge at Webbs Creek and sealing of Settlers Road to assist with access to remote communities in the Macdonald Valley during flood and fire events,</p> <ul style="list-style-type: none"> • The Federal Communications Minister <p>Regarding the need for more communications towers in the Hawkesbury Local Government Area. to improve telecommunications and internet service in the event of further natural disasters.</p>
c) To act as a reference body to assist staff in managing strategic responses to policy relating to infrastructure provision.	<p>The Committee have identified a range of infrastructure issues which have been prioritised and incorporated into a program for review:</p> <ul style="list-style-type: none"> • A third crossing of the Hawkesbury River based on a long term integrated approach to transport planning • Supporting Hawkesbury City Council residents, especially those west of the River, in relation to their long term health and well-being • Future tools to be used for traffic modelling approach • Development of an overarching Transport Policy adopted by Council at its Ordinary meeting on 25 August 2020.

Other Compliance to Constitution Issues (if necessary)

No other matters to report.

Other Matters for Consideration During Reporting Period (if necessary)

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

AT - 11 Annual Report – Town Centres Master Plan Working Group

Name of Working Group

Town Centres Master Plan Working Group

Term

The term of the Working Group will run for the period of time required to achieve the objectives contained within the Terms of Reference of the Working Group.

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

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

Our Leadership

- 1.2 Communication and engagement - Encourage an informed community and enable meaningful engagement.
 - 1.2.2 Council's communication will be enhanced to ensure community awareness and understanding of the role Council plays in everyday life in the Hawkesbury.
- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
 - 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
 - 1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.

Our Community

- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future
 - 2.3.1 Encourage and facilitate community partnerships.

Our Environment

- 3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices
 - 3.4.2 Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.

Our Assets

- 4.3 Places and Spaces - Provide the right places and spaces to serve our community
 - 4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.
 - 4.3.3 Provide a variety of quality shared spaces including meeting spaces accommodating public art, cultural and environmental amenity to enhance our community's health and lifestyle.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement
 - 5.1.1 Council's planning is integrated and long term.
 - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
 - 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.
- 5.3 Shaping our Growth - Respond proactively to planning and the development of the right local infrastructure
 - 5.3.1 Growth and change in the Hawkesbury will be identified, planned for and valued by the community.
- 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community
 - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
 - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
 - 5.5.3 Assist our town and village centres to become vibrant local hubs
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
 - 5.6.2 Masterplanning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
 - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than four times per year.	Six meetings held during the year on: 25 September 2019 30 October 2019 27 November 2019 27 May 2020 24 June 2020 29 July 2020

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Danielle Wheeler Chairperson (Five meetings attended)	Ms Joanne Wilbow (Two meetings attended)
Councillor Emma-Jane Garrow Deputy Chairperson (Six meetings attended)	Mrs Alicia Goldstien (Zero meetings attended)
	Ms Venecia Wilson (Three meetings attended)
	Ms Abigail Ball (Six 6 meeting attended)
	Ms Sue Wingate (Four meetings attended)
	Mr Darren Pead (Zero meetings attended)

Committee Business

Objectives in Constitution	Current Status
<p>a) To provide advice to Hawkesbury City Council staff on the preparation of a brief to engage a suitable consultant to prepare Master Plans for the Windsor and Richmond Town Centres based on the following objectives:</p> <ul style="list-style-type: none"> • provide the communities of Windsor and Richmond and the Hawkesbury with a plan to maintain vibrant and commercially viable town centres • produce a workable accessibility, traffic and car-parking strategy including safe and accessible pedestrian and cycle routes linking key destination and public transport nodes supported by a way-finding and signage plan • guide future land use and development of public and private lands within the Windsor and Richmond Town Centres to maximise public benefit, realise optimal land use and support the economic vitality of these town centres • guide the design, maintenance and renewal of key public domain asset and physical infrastructure to support community events and visitation • guide the activation and showcasing of the foreshore, park and heritage assets within the town centres as foci for public activity. 	<p>The members of the working group met with the consultants Urbis to provide input into the planning for Richmond, Windsor and South Windsor Town Centres. This work included understanding what was working well and what could be improved in relation to the public domain.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

b) To act as a reference group to assist Council staff to manage the works program, methodology and stakeholder engagement processes to be delivered by the consultant engaged to prepare draft Master Plans for the Windsor and Richmond Town Centres.	The members of the working group met with the consultants Urbis to inform the community engagement process.
c) To provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the preparation and public exhibition of draft Master Plans for Windsor and Richmond.	The members of the working group were sent the information to participate in the public exhibition process.
d) To develop a framework for the testing of town centre revitalisation concepts in a methodical and sensible manner encouraging active participation and involvement by the community.	The members of the working group were consulted throughout the development of the Master and Public Domain Plans.

Other Compliance to Constitution Issues (if necessary)

Not applicable.

Other Matters for Consideration During Reporting Period (if necessary)

The work of the Working Group will cease following the adoption by Council of Master Plans for Windsor and Richmond.

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

AT - 12 Annual Report – Enhancing the Arts in the Hawkesbury Working Group

Name of Working Group

Enhancing the Arts Working Group

Term

The Working Group term shall be the time period required to fulfil the objectives.

Community Strategic Plan

The purpose of the Enhancing the Arts in the Hawkesbury Working Group is to provide constructive advice and practical support and assistance to Council in enhancing the arts in the Hawkesbury. It will work on a project basis: seeking external funding, facilitating local arts activities/events and encouraging audience participation.

The Working Group's objectives/activities are linked to the following Community Strategic Plan - focus areas, directions and strategies:

Our Community

Direction

- 2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage

Strategy

- 2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Ordinary meetings of the Working Group shall be held no less than four times per year. Special meetings may be convened at the discretion of the Chairperson.	One meeting held during the year on: 28 November 2019.

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Peter Reynolds Chairperson (One meeting attended)	Phillip Routley Deputy Chairperson, Macquarie Towns Orchestra (Zero meeting attended)
Councillor Emma-Jane Garrow (One meeting attended)	James Glendenning, Music Director of Sydney Blues and Roots Festival (Zero meeting attended)
	Jenny Lloyd, Visual Artist (One meeting attended)
	Alison Egan, Musician and Music Teacher (Zero meeting attended)
	Oonagh Sherrard, Musician (One meeting attended)
	Josephine Blue Harper, Hawkesbury Community Arts Workshop (One meeting attended)
	Nicola Coady, Ferry Artists Gallery (One meeting attended)

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

Committee Business

Objectives in Constitution	Current Status
a) Identify a series of arts projects, develop a set of attainable goals for each, which include identifying adequate resources, such as funds, expertise and human resources, to achieve them.	No progress was able to be made towards this goal during the reporting period.
b) Apply for external grant funding or seek sponsorships and partnerships that are required to develop and present arts projects.	Working Group has not been engaged to complete this task over the reporting period.
c) Implement arts projects as approved by Council or where Council has received external grants or sponsorship.	The Working Group has not implemented grant or sponsorship based approved projects during the reporting period.
d) Contribute to the review and evaluation of the arts projects.	Working Group has not been engaged to complete this review process over the reporting period.

Other Compliance to Constitution Issues (if necessary)

During the reporting period the working group has not met the required 4 times. A review of the terms of reference is recommended.

Other Matters for Consideration During Reporting Period (if necessary)

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 22 September 2020

AT - 13 Annual Report – Reconciliation Action Plan (RAP) Working Group

Name of Working Group

Reconciliation Action Plan (RAP) Working Group

Term

The term set out in the terms of reference is that the Working Group shall set the schedule of dates and times for meetings at the inaugural meeting. Meeting dates were set as fortnightly for an initial 3 month period with future meetings to be held according to working group member availability.

Community Strategic Plan

The Reconciliation Action Plan Working Group objectives and activities are linked to the following Community Strategic Plan Focus Area, Direction and Strategy:

Our Future

5.2 Management of Aboriginal and Non Aboriginal Heritage and the Built Environment

5.2.4 As a community, we will identify ways to become better connected with our Aboriginal people, their history and culture

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Terms of Reference states the Working Group to set frequency of dates following fortnightly meetings for a 3 month period.	Four meetings held during the year on: 23 October 2019 27 November 2019 4 March 2020 18 June 2020

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Emma-Jane Garrow (Three meetings attended)	Ms Vicki Thom (Four meetings attended)
	Ms Erin Wilkins (Four meetings attended)
	Ms Christine Miller (Three meetings attended)
	Ms Melissa Stubbings (Two meetings attended)
	Mr Shaun Middlebrook (Zero meetings attended)

Committee Business

Objectives in Constitution	Current Status
a) Development of a RAP that includes all of Reconciliation Australia's minimum elements for endorsement, within the context of the Council's core business and Community Strategic Plan.	<ul style="list-style-type: none"> A facilitator was engaged to assist the Working Group to prioritise and categorise all strategies to meet both Reconciliation Australia's minimum elements for endorsement and to relate to Council's core business and Community Strategic Plan.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 22 September 2020

	<ul style="list-style-type: none">The draft RAP has been developed in accordance with Working Group recommendations and within the Reconciliation Australia's 'Innovate RAP' framework.
b) The establishment of a collaborative/consultative process for engaging community members and staff across the organisation so that they can provide ideas for the RAP and feedback on RAP draft documents.	<ul style="list-style-type: none">A number of collaborative and consultative strategies have been implemented as recommended by the Working Group, including<ul style="list-style-type: none">RAP consultation at Aboriginal eventsInput sought from relevant Council Managers to assist with development of RAP actions, including Cultural Services and Corporate Communications.
c) Development of a timeline to guide development, launch and implementation of the RAP, including consultation with Reconciliation Australia at such milestones.	It was considered key by the Working Group that majority of members be present to inform the content of the draft RAP. Accordingly, this has affected the RAP timeline.
d) Consideration of RAP implementation issues and consultation with relevant community groups and stakeholders.	A number of prospective issues have been put forward by the Working Group during RAP development discussions. Public exhibition and consultation for the draft RAP will be tailored with consideration to these prospective issues and a broad, accessible engagement process be undertaken as advised by the Working Group to consult and engage with relevant community groups and stakeholders.
e) Design and presentation of the final RAP Document.	The third iteration of the Draft RAP is currently sitting with Reconciliation Australia awaiting endorsement.

Other Compliance to Constitution Issues (if necessary)

No other matters to report.

Other Matters for Consideration During Reporting Period (if necessary)

During the course of the past year Council dealt with successive challenges associated with the:

- 2019-2020 Bush Fires
- February 2020 Flood
- COVID-19 Pandemic

As a consequence the activities of the Committee evolved over time to operate in accordance with NSW Public Health orders including the conduct of Meetings on line.

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ordinary

section 4

reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 22 September 2020

SECTION 4 – Reports of Committees

No Reports of Committees.

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 22 September 2020

SECTION 5 – Notices of Motion

No Notices of Motion.



ordinary
meeting

end of
business
paper

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