



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 25 August 2020

location: by audio-visual link

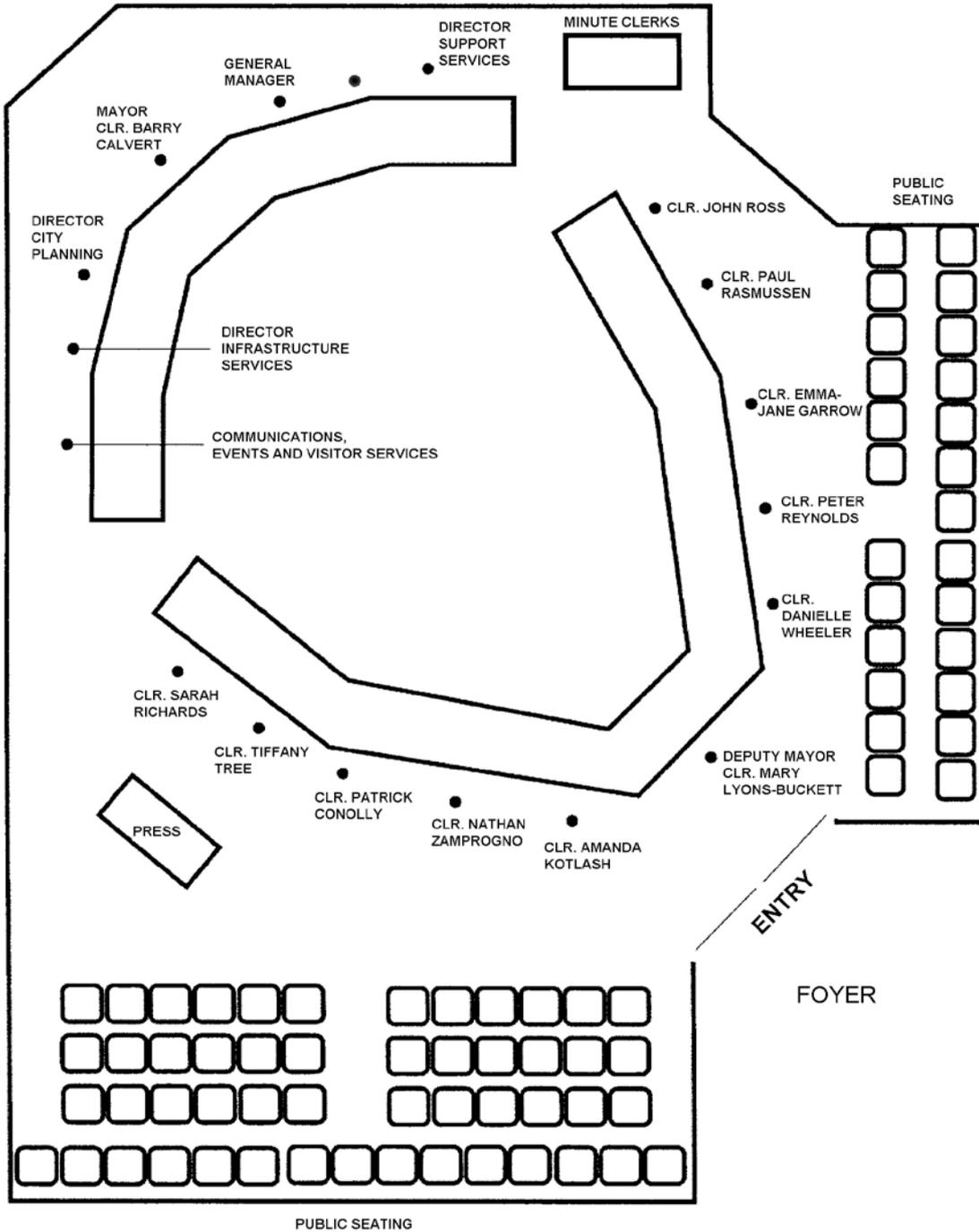
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



ORDINARY MEETING**Table of Contents**

Meeting Date: 25 August 2020

TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE |
|-------------|--|-------------|
| | PROCEDURAL MATTERS | 3 |
| | SECTION 1 - Confirmation of Minutes | 6 |
| | SECTION 2 – Mayoral Minutes | 8 |
| | SECTION 3 – Reports for Determination | 11 |
| | GENERAL MANAGER | 11 |
| Item: 154 | GM - 2019/2020 Interim End of Year Operational Plan and Budget Summary - (79351) | 11 |
| Item: 155 | GM - Council Meeting Dates - September to December 2020 - (79351) | 16 |
| Item: 156 | GM - 2020/2021 Event Sponsorship - Round 1 - (79351) | 23 |
| Item: 157 | GM - 2020 Local Government NSW Annual Conference - Submission of Motions - (79351, 79633) | 51 |
| | CITY PLANNING | 58 |
| Item: 158 | CP - Submission to Proposed Amendment to the Standard Instrument (Local Environmental Plans) - Natural Disasters - (95498) | 58 |
| Item: 159 | CP - Housing Diversity State Environmental Planning Policy - (95498) | 71 |
| | SUPPORT SERVICES | 81 |
| Item: 160 | SS - Investment Report - July 2020 - (95496, 96332) | 81 |
| Item: 161 | SS - Review of Third Party Organisations - Peppercorn Services Inc - (95496, 78340) | 86 |
| | SECTION 4 – Reports of Committees | 93 |
| Item: 162 | ROC - Infrastructure Committee - 22 July 2020 - (95495, 143704) | 93 |
| Item: 163 | ROC - Human Services Advisory Committee 30 July 2020 - (95498, 123486) | 97 |
| Item: 164 | ROC - Heritage Advisory Committee 6 August 2020 - (95498) | 104 |
| Item: 165 | ROC - Local Traffic Committee - 10 August 2020 - (80245, 95495) | 116 |
| | SECTION 5 – Notices of Motion | 155 |
| Item: 166 | NM - Sullage Pump Associated Costs and Charges - (125612) | 155 |

ORDINARY MEETING

Table of Contents

Meeting Date: 25 August 2020

CONFIDENTIAL REPORTS

156

Item: 167 SS - Acquisition for Drainage Purposes - Part of Lot 2 in Deposited Plan
76375, being 130 Hall Street, Pitt Town - (95496, 112106, 105035, 5247)
CONFIDENTIAL

156

ORDINARY MEETING
Procedural Matters
Meeting Date: 25 August 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: 25 August 2020

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 25 August 2020

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 25 August 2020

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary
meeting
minutes

date of meeting: 11 August 2020

location: by audio-visual link

time: 6:30 p.m.

ORDINARY MEETING

Table of Contents

Minutes: 11 August 2020

TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE |
|-------------|--|-------------|
| | ATTENDANCE | 3 |
| | APOLOGIES AND LEAVE OF ABSENCE | 3 |
| | DECLARATIONS OF INTEREST | 3 |
| | MATTER OF URGENCY | 4 |
| | SECTION 3 – Reports for Determination | 6 |
| | GENERAL MANAGER | 6 |
| Item: 145 | GM - 2020 Local Government NSW Annual Conference (79351, 79633) | 6 |
| | CITY PLANNING | 8 |
| Item: 146 | CP - Reference Group - Hawkesbury Local Environmental Plan and Development Control Plan Review - (95498, 124414) | 8 |
| Item: 147 | CP - Draft Works in Kind Policy - (95498, 124414) | 9 |
| Item: 148 | CP - Draft Flood Policy 2020 - (95498, 124414) | 11 |
| Item: 149 | CP - Draft Hawkesbury Employment Lands Strategy - (95498, 124414) | 12 |
| Item: 150 | CP - Draft Hawkesbury Local Housing Strategy - (95498, 124414) | 13 |
| | INFRASTRUCTURE SERVICES | 14 |
| Item: 151 | IS - 2020 Commonwealth Local Road and Community Infrastructure Stimulus Package - (95495) | 14 |
| | SECTION 4 – Reports of Committees | 15 |
| Item: 152 | ROC - Human Services Advisory Committee - 11 June 2020 - (123486, 124414, 95498) | 15 |
| Item: 153 | ROC - Waste Management Advisory Committee - 15 July 2020 - (95249, 124414) | 16 |

ORDINARY MEETING

Table of Contents

Minutes: 11 August 2020

ORDINARY MEETING

Minutes: 11 August 2020

Minutes of the Ordinary Meeting held by audio-visual link, Windsor, on 11 August 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 Emma-Jane Garrow, Amanda Kotlash, Paul Rasmussen, Peter Reynolds, Sarah Richards, John Ross, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: General Manager - Peter Conroy, Director City Planning - Linda Perrine, Acting Director Infrastructure Services - Richard Vaby, Director Support Services - Laurie Mifsud, Acting Chief Financial Officer - Vanessa Browning, Strategic Planning Manager - Andrew Kearns, Manager Communications, Events and Visitor Information - Suzanne Stuart, Manager Corporate Services and Governance - Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

Apologies for absence were received from Councillor Patrick Conolly and Councillor Tiffany Tree.

179 RESOLUTION:

RESOLVED on the motion of Councillor Zamprogno and seconded by Councillor Rasmussen that the apologies be accepted.

DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING

Minutes: 11 August 2020

SECTION 1 - Confirmation of Minutes

180 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Rasmussen that the Minutes of the Ordinary Meeting held on the 28 July 2020, be confirmed.

MATTER OF URGENCY

Heritage Interpretation Plan, Windsor Bridge Replacement Project

Councillor Wheeler 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 the Heritage Interpretation Plan for the Windsor Bridge Replacement Project as the final Heritage Interpretation Plan has been forwarded by Transport for NSW to the Department of Planning, Industry and Environment for approval.

MOTION:

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

Refer to RESOLUTION

181 RESOLUTION:

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

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 the Heritage Interpretation Plan for the Windsor Bridge Replacement Project was of great urgency.

MOTION:

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

Refer to RESOLUTION

182 RESOLUTION:

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

That Council:

1. Endorse the Resolution of Council's Heritage Advisory Committee, passed with unanimous support on 6 August 2020:

That the Heritage Advisory Committee:

1. Does not support or endorse the Final Draft Heritage Interpretation Plan for the Windsor Bridge Replacement Project.

ORDINARY MEETING

Minutes: 11 August 2020

2. Has expertise and local knowledge otherwise unknown to the consultants. The Heritage Advisory Committee has engaged willingly to ensure the Management Plan is bespoke to the site and produces an accurate and appropriate interpretation to tell the story of Thompson Square and Windsor Bridge in a way meaningful to the local context.
 3. Finds the treatment of its feedback and input disrespectful. For example, the comments about the brick barrel drains strongly recommends that the consultants refer to the extant report which contains the accurate stories of the site.
 4. Holds grave concerns about the Interpretation Plan for the Windsor Bridge Replacement Project as well as the accuracy of any forthcoming oral histories prepared, the content of digital media and the protection and display of artefacts.
 5. Requests that this recommendation including the relevant sections of the Heritage Advisory Committee Meeting Minutes are forwarded to the RMS and the Office of Environment and Heritage.
2. Does not endorse the Final Draft Interpretation Plan on the advice of the Heritage Advisory Committee, and immediately forwards the Heritage Advisory Committee's feedback to Transport for NSW and the Office of Environment and Heritage seeking rectification of the inaccuracies and shortcomings of the Interpretation Plan as identified by the Committee, with a statement expressing concerns for the potential for inaccuracies when completing the next stages of the project, including oral histories and digital media releases; and
 3. Formally thank the Committee for their contributions to the Interpretation Plan, research information provided to the consultant and the RMS, editorial input, additional meetings and time given.

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

Against the Motion: Councillors Richards and Zamprogno.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 145 **GM - 2020 Local Government NSW Annual Conference (79351, 79633)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

183 RESOLUTION:

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

That:

1. The report be received and noted.
2. Attendance of nominated Councillors and staff as considered by the General Manager, at the 2020 Local Government NSW Annual Conference at an approximate cost of \$2,350 plus travel expenses per delegate be considered.
3. The nomination of five Councillor voting delegates, for voting on Conference motions be considered.
4. Council consider whether to submit any motions to the 2020 Local Government NSW Annual Conference.
5. After participating in the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

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

Against the Motion: Nil.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

MOTION:

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

Refer to RESOLUTION

184 RESOLUTION:

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

That Councillors Lyons-Buckett, Ross, Wheeler and Zamprogno attend the 2020 Local Government NSW Annual Conference and be Council's voting delegates.

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

Against the Motion: Nil.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

CITY PLANNING

Item: 146 **CP - Reference Group - Hawkesbury Local Environmental Plan and Development Control Plan Review - (95498, 124414)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

185 RESOLUTION:

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

That Council:

1. Endorse the establishment of a Hawkesbury Local Environmental Plan and Development Control Plan Review Reference Group and the Terms of Reference contained within Attachment 1 with the following amendments;
 - a) Procedures and General - Clause 7(f) - The Quorum be amended to be 50 percent of membership plus one.
 - b) Procedures and General - Clause 7(d) - Be changed from three days to seven days.
 - c) Roles and Responsibilities - Clauses 3(a) i and 3(a) iv - Be removed.
 - d) Inclusion of a Clause that all members should lodge a disclosure of interests declaration form prior to the first meeting of the Reference Group.
2. Invite Expressions of Interest for membership of the Reference Group to be considered by Council prior to appointment.

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

Against the Motion: Councillor Ross.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

Item: 147 **CP - Draft Works in Kind Policy - (95498, 124414)**

Directorate: City Planning

MOTION:

A MOTION was moved by Councillor Ross.

That Council refer the Draft Works in Kind Policy attached as Attachment 1 to the report, to the Audit Committee.

The Motion was ruled out of order by the Mayor, Councillor Calvert.

A MOTION of Dissent against the ruling of the Mayor, Councillor Calvert was moved by Councillor Ross.

That the ruling of the Mayor be dissented from.

For the Motion: Councillor Ross.

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

Absent: Councillors Conolly and Tree

The Motion of Dissent was lost.

A MOTION Was moved by Councillor Zamprogno, seconded by Councillor Rasmussen.

That Council place the Draft Works in Kind Policy attached as Attachment 1 to the report on public exhibition.

An AMENDMENT was moved by Councillor Ross.

That Council agree to place the Draft Works in Kind Policy on public exhibition, and before doing so the Draft Policy be reflective of the requirement that there be an oversight committee appointed to review the Draft Policy before it goes on exhibition.

There was no seconder for the amendment and the amendment lapsed.

ORDINARY MEETING

Minutes: 11 August 2020

MOTION:

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

Refer to RESOLUTION

186 RESOLUTION:

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

That Council place the Draft Works in Kind Policy attached as Attachment 1 to the report on public exhibition.

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

Against the Motion: Councillor Ross.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

Item: 148 **CP - Draft Flood Policy 2020 - (95498, 124414)**

Previous Item: MM1, Ordinary (13 December 2016)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

187 RESOLUTION:

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

That Council place the Draft Flood Policy 2020, attached as Attachment 3 to the report, on public exhibition.

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

Against the Motion: Councillor Ross.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

Item: 149 **CP - Draft Hawkesbury Employment Lands Strategy - (95498, 124414)**

Directorate: City Planning

Mr Andrew Thomas addressed Council speaking for the recommendation.

MOTION:

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

Refer to RESOLUTION

188 RESOLUTION:

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

That Council:

1. Endorse the Draft Hawkesbury Employment Lands Strategy attached as Attachment 1 to this report to be placed on public exhibition in accordance with Council's Community Engagement Framework and Community Participation Plan.
2. Receive a post exhibition report with a summary of issues raised through submissions.

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

Against the Motion: Nil.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

Item: 150 **CP - Draft Hawkesbury Local Housing Strategy - (95498, 124414)**

Previous Item: 94, Ordinary (26 May 2020)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

189 RESOLUTION:

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

That Council:

1. Receive and note the Draft Hawkesbury Local Housing Strategy.
2. Review its current housing targets based on the current uncertainty associated with the Metropolitan Rural Area, incorporating the Probable Maximum Flood into planning strategies, the Outer Sydney Orbital Corridor, the ongoing threat of bushfire, the RAAF ANEF Noise Contours, the significant areas of high biodiversity, the significant cultural heritage of the City.
3. Endorse the Draft Hawkesbury Local Housing Strategy attached as Attachment 1 to this report to be placed on public exhibition in accordance with Council's Community Participation Plan.
4. Receive a post exhibition report with a:
 - a) Summary of issues raised through submissions
 - b) Any other matters Council believe are relevant.

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

Against the Motion: Nil.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

INFRASTRUCTURE SERVICES

Item: 151 **IS - 2020 Commonwealth Local Road and Community Infrastructure Stimulus Package - (95495)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

190 RESOLUTION:

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

That:

1. The report be received and noted.
2. Council endorse the \$1,087,629 Stage 1 Program of Projects.
3. Council Officers progress the finalisation of the Stage 2 longer term strategic projects as a matter of priority, so as to allow for their commencement in July 2021, or sooner.

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

Against the Motion: Nil.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

SECTION 4 – Reports of Committees

Item: 152 **ROC - Human Services Advisory Committee - 11 June 2020 - (123486, 124414, 95498)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

191 RESOLUTION:

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

That in relation to the Minutes of the Human Services Advisory Committee Meeting held on the 11 June 2020:

1. Council receive and note the Minutes of the Human Services Advisory Committee in respect to Item 1 and General Business.
2. Council endorse the Committee Recommendations in respect of Item 2, namely:

"Council staff investigate the following, and report findings to the next committee meeting;

 - a) *Which areas within the Hawkesbury Local Government Area permit a second dwelling without the need of submitting a Development Application*
 - i. *Provide Mapping*
 - ii. *List of suburbs*
 - b) *Create a fact sheet outlining Tiny Homes criteria."*

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

Against the Motion: Nil.

Absent: Councillors Conolly and Tree.

ORDINARY MEETING

Minutes: 11 August 2020

Item: 153 **ROC - Waste Management Advisory Committee - 15 July 2020 - (95249, 124414)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

192 RESOLUTION:

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

That in relation to the Minutes of the Waste Management Advisory Committee Meeting held on 15 July 2020:

1. Council receive and note the Minutes on the Waste Management Advisory Committee in respect to General Business Items A to G.
2. Council endorse the Committee Recommendation in respect of Item 1, namely:

"That Council publicise the reasons why the Domestic Waste Kerbside Audit is undertaken and the results, particularly to emphasise the positive results achieved which can serve as an educational opportunity."

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

Against the Motion: Nil.

Absent: Councillors Conolly and Tree.

The meeting terminated at 8:51pm.

Submitted to and confirmed at the Ordinary meeting held on 25 August 2020.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 25 August 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: 25 August 2020

ordinary

section 3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 154 **GM - 2019/2020 Interim End of Year Operational Plan and Budget Summary - (79351)**

Previous Item: 097, Ordinary (26 May 2020)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council of the Interim 2019/2020 Operational Plan and Budget result and propose options should there be a Budget surplus.

EXECUTIVE SUMMARY:

The 2019/2020 Operational Plan was adopted by Council on 12 June 2019. Subsequent to the adoption, Council and the wider community have had to deal with drought, bushfires, floods, extreme storms and the COVID-19 Pandemic. To protect our community and staff, Council adapted its operations to accommodate the changing circumstances and priorities for our community.

At this stage, a modest Budget surplus is expected; however, as all of the financial adjustments are yet to occur, this may change. Should there be a surplus, the options regarding the recommended uses of the remaining funds, in the priority order that most reflects their relevance to Council's operations, are:

- Building the organisation's Remote Working / Mobility Capability
- Increasing the Contingency Reserve
- Repayment of Pitt Town Borrowings

RECOMMENDATION:

That:

1. The report regarding the Interim 2019/2020 End of Year Operational Plan and Budget Summary be received and noted.
2. Council endorse the use of any surplus funds, in the order below:
 - a) Build Remote Working / Mobility Capability
 - b) Increase the Contingency Reserve
 - c) Repayment of Pitt Town Borrowings.

BACKGROUND

At its Extraordinary Council Meeting held on 12 June 2019, Council adopted its 2019/2020 Operational Plan.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Pursuant to the Local Government Act 1993 Council is required to submit to Council a budget review statement quarterly, not later than 2 months after the end of each quarter (except for the June quarter). Council is also required to produce an annual report within five months of the end of the financial year. The 2019/2020 Annual Report, including the 2019/2020 Annual Financial Statements, will be presented to Council in November 2020.

The information provided in this report provides an interim result in relation to the 2019/2020 Operational Plan and Budget, in the lead up to the preparation of final results and Annual Report.

Relevant Legislation

Local Government Act 1993
Local Government (General) Regulations 2005

DISCUSSION

1. 2019/2020 END OF YEAR OPERATIONAL PLAN SUMMARY

The 2020/2021 Operational Plan was developed and adopted against a background of:

- Generally slowing economic conditions
- Decreasing interest rates
- A reduction in development related income
- Increases in the Cost of infrastructure related activities
- An increasingly competitive employment market in relation to some services, in particular those services more closely aligned to infrastructure delivery.

Subsequent to the adoption of the 2019/2020 Operational Plan, Council and the wider community have had to deal with drought, bushfires, floods, extreme storms and the COVID-19 Pandemic. These unprecedented times have had a significant impact on our community and Council operations. Throughout this period the health, safety and wellbeing of our community and staff have been paramount. To protect our community and staff, we have made many changes to Council's operations. Our plans have had to adapt to the changing circumstances and priorities for our community.

Council's 2019/2020 Operational Plan outlined 158 key actions, programs and projects that Council planned to undertake in the financial year. Attachment 1 to this report provides detailed commentary on each of these actions.

At a high level, the 2019/2020 Operational Plan status can be summarised as follows:

- 74 Ongoing programs
- 45 Projects completed
- 37 Projects in progress
- 2 Projects on hold

In addition to the above, Council has provided a range of disaster and emergency support and responses.

Bushfire Support Activities:

- The release of employees for firefighting purposes
- The provision of employees to assist at Wilberforce Fire Control
- Setting up a temporary safe place for people to go at Wilberforce School of Arts
- Working with the Rural Fire Service and Hawkesbury Showground operators to manage a safe site for residents to stay with their large animals
- Re-sharing information from the Rural Fire Service through our social media channels and website

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

- Working with Blue Mountains City Council to collect key information from bushfire affected residents to understand what Council needed to do to help them get back on their feet
- Involving our Customer Service team in key conversations so they were kept up to date about how Hawkesbury City Council could help affected residents
- Holding community meetings in Colo Heights, Bilpin and St Albans - attended by representatives from Council as well as agencies such as the State Office of Emergency Management, Insurance Council of Australia, Public Works Council, and The Australian Red Cross
- Worked closely with the relevant State Government Agencies and associated contractors to continue the bushfire clean-up program to help communities take the first step towards rebuilding and recovery
- Developing and delivering regular updates in response to the fires, floods and pandemic including:
 - Weekly Bushfire and Pandemic Recovery update
 - Monthly business newsletter
 - Weekly staff update
- Secured grant funding for the Hawkesbury Community Resilience and Economic Recovery Fund which has delivered a number of programs to support local businesses including:
 - Small business mentoring program
 - Business Women Mentoring Program
 - Pilot Place Based Mainstreet Recovery Program
 - "Getting Women Back to Business" support program
 - Pilot business bounce back program
 - Smart farms program
 - Small Business Month grant
 - Hawkesbury Local Business Awards
- Actively engaged with residents of the bushfire affected communities of Bilpin, Colo Heights and the Macdonald Valley on potential recovery activities and projects
- Delivered an additional service to remove dead and dangerous trees from public land and private property to the value of \$236,914
- Supporting the State Government with the clean-up of orchards in Bilpin.

COVID-19 support activities:

- Enhancing Council's online presence through increased website online services and communication through social media
- Adapting the Bushfire Clean-up program to be in line with COVID-19 public health orders
- Bolstering support for businesses in the Hawkesbury through online services via the Business Hub on Council's website and free business mentoring programs
- Live-streaming Council meetings and holding committee meetings via video conferencing services to ensure we continue to provide for community access and participation
- Reviewing Council's Hardship Policy, to reflect the difficult economic times being faced by our community
- Bringing forward planned asset and infrastructure works to take advantage of building closures (e.g. Oasis Leisure Centre) and the lower number of cars on the roads
- Delivering health and wellbeing initiatives in response to the people impacts of the fires, flood and COVID-19 including:
 - The development and implementation of a Health and Wellbeing Action Plan for our community
 - Listening posts in fire effected areas to understand how individuals and communities are recovering from the fire, flood and to an extent, COVID
 - Supporting the services of:
 - Step by Step
 - Red Cross Bushfire Recovery
 - Nepean Blue Mountains Local Health District – Bushfire and COVID Trauma Recovery specialist mental health clinician

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

- Create a series of online events during Local Government week and online Community Programs in the Library, Gallery and Museum.

During this time staff also had to prepared the upcoming Operational Plan, however on this occasion it involved:

- The preparation of three budgets:
 - The traditional budget prepared in January,
 - An additional budget prepared in February to include the impacts of the fire and flood,
 - An additional budget prepared in March to include the impacts of the fire, flood and COVID-19.
- Still satisfying Council's Fit for Future Benchmarks.

2. 2019/2020 INTERIM END OF YEAR FINANCIAL RESULTS

In line with previous years, subsequent to the end of the 2019/2020 financial year, there are a number of financial processes that are required to be undertaken prior to finalising the Annual Financial Statements. These activities include accrual of expenditure relating to 2019/2020, finalising amounts required to be carried over to finalise works in progress, asset valuations and obtaining the financial results of relevant third parties. All of these activities impact on the final result, and at the time of preparing this report a number of these activities were still in progress.

At this stage there is an indicative budget surplus in the order of \$250,000. This anticipated budget surplus can be attributed to:

- The Council's conservative approach to estimating the impact COVID-19
- Income from development related activities exceeding estimates
- The Council's overall conservative approach to financial management.

OPTIONS FOR SURPLUS FUNDS

Options available to Council in the event there is a final surplus, after all processes have been completed, include:

1. The further development of the organisation's Remote Working / Mobility Capabilities
2. The allocation of funds towards the Contingency Reserve
3. The Repayment of Pitt Town Borrowings used to fund the acquisition of land for Open Space

Building Remote Working / Mobility Capability

Approximately \$90,000 of the current budget surplus has occurred due to savings in Information Services expenses. While it has become critical in light of the COVID-19 Pandemic to build Council's capability to work remotely, these enhancements will continue to be of benefit to the organisation's workforce post COVID-19. Having the technology to work remotely will give employees the ability to be more agile and quicker to respond to community needs, as well as aid in the attraction and retention of employees. It would be appropriate to consider an allocation of \$90,000 to facilitate further enhancements to both hardware and software.

Contingency Reserve

The average Reserve Balance over the previous six years was \$594,114. Council needs to consider the appropriate level that this Reserve should hold to enable Council to react to unforeseen events. The current balance of the Contingency Reserve is \$426,151. The 2020/2021 Budget has a net increase of \$114,603 to the Reserve, which reflects the repayment of borrowings made to the Reserve to fund positions essential for business improvement across Council. This leaves a projected closing Reserve Balance of \$540,754. It would be appropriate to consider raising the Reserve up to \$600,000, which would require an allocation of \$59,246 from any final surplus.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Repayment of Pitt Town Borrowings

The Pitt Town Developer Contributions Plan was developed by the NSW State Government. The cost to acquire land for the purposes of Open Space proved to be more expensive than the funds allocated in the Pitt Town Developer Contributions Plan. Accordingly, Council borrowed \$4,893,614 from within its Sections 7.11 and 7.12 Developer Contribution Plan Reserves in 2014/2015.

At the time of the internal borrowings, the following priority order for repayment was identified:

- The first priority was repayments to the Section 7.11 Car-parking Reserve. \$156,229 was fully repaid in 2015/2016
- The second priority was repayments to Pitt Town Roadworks. Repayments totalling \$693,873 have been made to date.

After making the above repayments, \$4,043,512 remains outstanding.

In order to support the delivery of works identified under the Section 7.11 Plan, it is important that these funds are repaid in a timely fashion. While there are repayments scheduled to commence in 2021/2022 as part of the Long Term Financial Plan, there is currently pressure within the community to expedite roadworks. The works identified within the Section 7.11 Plan require further funding to commence and an early repayment would facilitate a meaningful delivery program to the community.

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 Strategies within the CSP.

Our Leadership

- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
 - 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
 - 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. If adopted, the resulting actions will be applied to the 2019/2020 financial year results.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The subject of this report does not directly align with a specific Fit for the Future Strategy, but does impact on the overall Fit for the Future objectives, being to attain financial sustainability and meet all Fit for the Future benchmarks by 2020/2021. The proposed surplus allocation, if any, will not impact on Council's ability to meet the Fit for The Future targets.

ATTACHMENTS:

AT - 1 2019/2020 Operational Plan Action Updates (*Distributed under separate cover*).

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Item: 155 **GM - Council Meeting Dates - September to December 2020 - (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to have Council resolve to set the frequency, time, date and place of Council Meetings in September, October and November 2020.

EXECUTIVE SUMMARY:

In December 2019, Council set a schedule of Council Meetings for 2020, in accordance with the Code of Meeting Practice as it then applied. The following meetings were set for September to December 2020:

- 29 September 2020 Extraordinary (Election of Mayor and Deputy Mayor)
- 7 October 2020 Extraordinary (if required, Election of Mayor and Deputy Mayor)
- 27 October 2020 Ordinary
- 10 November 2020 Ordinary
- 24 November 2020 Ordinary
- 8 December 2020 Ordinary

The 2020 Local Government Elections and the 2020 Local Government NSW Annual Conference were factored into the setting of the meeting schedule. The timing of those events has changed because of the COVID-19 Pandemic and this affects the Council Meetings in September, October and November 2020.

As a result Council needs to review its meeting schedule for September to November 2020.

In addition, in February 2020, Council's Code of Meeting Practice was amended so that Council Meetings are set by resolution of Council.

It is therefore appropriate for Council to consider changes to the schedule of Council Meetings for the remainder of 2020. The following schedule of meetings is proposed in addition to the already scheduled Ordinary Meetings on 27 October, 10 November and 8 December 2020:

- 8 September 2020 Ordinary
- 22 September 2020 Ordinary
- 29 September 2020 Ordinary
- 13 October 2020 Ordinary

In addition, Council could consider rescheduling the existing meeting on 24 November 2020 to another date in November 2020.

RECOMMENDATION:

That Council:

1. Hold the following Ordinary Council Meetings, commencing at 6:30pm, in addition to the already scheduled Ordinary Council Meetings on 27 October, 10 November and 8 December 2020.
 - 8 September 2020 Ordinary
 - 22 September 2020 Ordinary
 - 29 September 2020 Ordinary
 - 13 October 2020 Ordinary

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

2. Consider rescheduling the Ordinary Meeting on 24 November 2020 to another date in November 2020.

BACKGROUND

On 28 May 2019, Council adopted a Code of Meeting Practice which included Clauses 3.1 and 3.2:

“Timing of Ordinary Council Meetings

- 3.1 *Ordinary meetings of the council will be held on the second Tuesday of every month (except January), and on the last Tuesday of every month (except January and December), at the Council Chambers, George Street, Windsor. Meetings shall not be held on the Tuesday directly following a public holiday, based on this scheduling. Ordinary meetings shall commence at 6:30pm and finishing at 11pm, unless otherwise resolved by Council. The chairperson may adjourn the meeting for a short break where a meeting has been in session for some time.”*
- 3.2 *Public Notice will be given as to the time of the meeting. However, the meeting schedule may be amended by the mayor, general manager, or resolution of Council if circumstances necessitate. Such circumstances would include public holidays, the Local Government Conference, or decisions to revise meeting times, etc. Public Notice must be given prior to altering the meeting schedule, time or venue.”*

In December 2019, the schedule of Council Meeting dates for 2020 was set, attached as Attachment 1 to this report. For September to December 2020 the following meetings were scheduled:

- 29 September Extraordinary (Election of Mayor and Deputy Mayor following Council Elections)
- 7 October Extraordinary (If required for Election of Mayor and Deputy Mayor if Council Election results delayed)
- 27 October Ordinary
- 10 November Ordinary
- 24 November Ordinary
- 8 December Ordinary

At that time the meeting schedule was set, the 2020 Local Government Elections were scheduled for 12 September 2020, and the 2020 Local Government NSW Annual Conference was to take place from 11 to 13 October 2020.

Amendments to Code of Meeting Practice

On 18 February 2020, Council adopted an amended Code of Meeting Practice, which remains current.

Clauses 3.1 and 3.2, of the previous Code of Meeting Practice, were replaced with the following:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Timing of ordinary council meetings

3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, Councils are required to meet at least 10 times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

3.2 In addition to the meeting cycle adopted, the council may resolve to hold additional meetings as considered necessary.

3.3 Additional meetings of the council convened by resolution of the council are subject to the three days' notice rule and must also be advertised in accordance with clause 3.4 of this Code of Meeting Practice.

3.4 Generally, the council will recess during school holiday periods.

3.5 Council meetings will generally commence at 6.30pm, but this commencement time may vary for particular meetings if the council so resolves.

Impact of COVID-19

2020 Local Government Elections

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.

On 4 August 2020, the Office of Local Government by Circular announced 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 are held on 4 September 2021.

2020 Local Government NSW Annual Conference

The Local Government NSW Annual Conference was scheduled to be held from 11 to 13 October 2020. On 15 July 2020, Council was notified by Local Government NSW that the Conference will be held from 22 to 24 November 2020.

NSW Holidays

A public holiday occurs on 5 October 2020

School holidays for New South Wales schools commence on 28 September 2020 and finish on 9 October 2020.

DISCUSSION

Council's Code of Meeting Practice requires Council to resolve the dates of Ordinary Council Meetings.

The schedule of meetings was set to accommodate key events during the year, but these events have been impacted by the COVID-19 Pandemic.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

As the Local Government Elections have been postponed from 12 September 2020, meaning there will be no pre-election caretaker period, Council can schedule a meeting which ordinarily would have taken place in the first half of September 2020.

Council's past practice has been to hold an Extraordinary Meeting in September for the election of the Mayor and Deputy Mayor, and to deal with two items related to Committees - annual reports of committees and the appointment of committees, delegates and representatives.

An Extraordinary Meeting was scheduled for this purpose on 29 September 2020 (with the alternate date of 7 October 2020). As the Local Government Elections have been postponed, and as it is anticipated that there will be other business required to be dealt with in September, it is now possible for Council to have an Ordinary Meeting on 22 September 2020 for the election of the Mayor and Deputy Mayor, and to deal with the two items related to Committees. Further Ordinary Meetings could now take place on 8 September and 29 September 2020.

In October 2020 there is currently one meeting scheduled on 27 October 2020.

The 2020 Local Government NSW Annual Conference was originally scheduled for 11 to 13 October 2020 and therefore the meeting which would otherwise have been held on 13 October 2020 was not scheduled. However the Conference is now to be held from 22 to 24 November 2020. At its meeting on 11 August 2020 Council resolved to nominate four Councillors to attend the Conference.

The draft Conference Program available on the Local Government NSW website refers to the Conference closing at 3.15pm on Tuesday, 24 November 2020. The Ordinary Meeting scheduled for 24 November 2020 could proceed or an alternative date in November 2020 could be selected by Council.

Taking into account the matters raised in this report, if Council proposed to adopt the additional Ordinary Meetings referred to, the schedule of meetings for the remainder of the year would be:

- 8 September 2020 – Ordinary
- 22 September 2020 – Ordinary
- 29 September 2020 – Ordinary
- 13 October 2020 – Ordinary
- 27 October 2020 – Ordinary
- 10 November 2020 – Ordinary (with a potential additional Meeting for November 2020)
- 8 December 2020 – Ordinary

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 and Direction and Strategy within the Community Strategic Plan.

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 of this proposal.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

AT - 1 Schedule of Council Meetings 2020, dated December 2019.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

AT - 1 Schedule of Council Meetings 2020, dated December 2019



COUNCIL MEETING DATES 2020

School Holidays Monday, 23 December 2019 to Monday, 27 January 2020
Christmas Public Holidays Wednesday, 25 December 2019, Thursday, 26 December 2019
New Year's Day Public Holiday Wednesday, 1 January 2020

JANUARY

Australia Day Public Holiday Monday, 27 January 2020

FEBRUARY

| | | |
|---------|----|----------|
| Tuesday | 11 | Ordinary |
| Tuesday | 25 | Ordinary |

MARCH

| | | |
|---------|----|----------|
| Tuesday | 10 | Ordinary |
| Tuesday | 31 | Ordinary |

APRIL

| | | | |
|---------|----|---------------|--|
| Tuesday | 7 | Extraordinary | Draft Operational Plan, including Budget |
| Tuesday | 28 | Ordinary | |

Good Friday and Easter Friday, 10 April 2020 to Monday, 13 April 2020
School Holidays Monday, 13 April 2020 to Friday, 24 April 2020
Anzac Day Saturday, 25 April 2020

MAY

| | | |
|---------|----|----------|
| Tuesday | 12 | Ordinary |
| Tuesday | 26 | Ordinary |

JUNE

Queen's Birthday Public Holiday Monday, 8 June 2020

| | | | |
|-----------|----|---------------|------------------------------------|
| Wednesday | 10 | Extraordinary | Operational Plan, including Budget |
|-----------|----|---------------|------------------------------------|

National General Assembly of Local Council – Canberra Sunday, 14 June 2020 to Wednesday, 17 June 2020

| | | |
|---------|----|----------|
| Tuesday | 30 | Ordinary |
|---------|----|----------|

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020



JULY

School Holidays *Monday, 6 July 2020 to Friday, 17 July 2020*

| | | |
|---------|----|----------|
| Tuesday | 14 | Ordinary |
| Tuesday | 28 | Ordinary |

AUGUST

| | | |
|---------|----|----------|
| Tuesday | 11 | Ordinary |
| Tuesday | 25 | Ordinary |

SEPTEMBER

Local Government Elections - Saturday, 12 September 2020

| | | | |
|---------|----|---------------|---|
| Tuesday | 29 | Extraordinary | <i>Election of Mayor, Deputy Mayor, etc. (Alternate date Wednesday, 7 October 2020 dependent on declaration of poll following Local Government Elections.</i> |
|---------|----|---------------|---|

School Holidays *Monday, 28 September 2020 to Friday, 9 October 2020*

OCTOBER

Labour Day Public Holiday *Monday, 5 October 2020*

| | | | |
|-----------|---|---------------|--|
| Wednesday | 7 | Extraordinary | <i>Election of Mayor, Deputy Mayor, etc. (Alternate date Tuesday, 29 September 2020 dependent on declaration of poll following Local Government Elections.</i> |
|-----------|---|---------------|--|

Local Government NSW Annual Conference – Lovedale *Saturday, 11 October 2020 to Tuesday, 13 October 2020*

| | | |
|---------|----|----------|
| Tuesday | 27 | Ordinary |
|---------|----|----------|

NOVEMBER

| | | |
|---------|----|----------|
| Tuesday | 10 | Ordinary |
| Tuesday | 24 | Ordinary |

DECEMBER

| | | |
|---------|---|----------|
| Tuesday | 8 | Ordinary |
|---------|---|----------|

School Holidays *Monday, 21 December 2020 to Monday, 1 February 2021*

Christmas Public Holiday *Friday, 25 December 2020 and Monday, 28 December 2020*

New Year's Day Public Holiday *Friday, 1 January 2021*

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Item: 156 **GM - 2020/2021 Event Sponsorship - Round 1 - (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of applications for financial and in-kind assistance under Round 1 of the Events Sponsorship Program for 2020/2021.

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

EXECUTIVE SUMMARY:

The Events Sponsorship Program is a key outcome of the Events Strategy. The Program provides the opportunity for volunteer organisations, community groups and individuals to seek financial and in-kind assistance from Council. The Events Strategy was adopted by Council on 28 August 2018 refer [Item 204](#).

The objectives of the Events Strategy are to build:

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

The Strategy links to the Hawkesbury Community Strategic Plan which identifies the activation of our rivers and town centres through events and celebrations that bring together the community, Council, businesses and tourists. The Strategy also identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury.

The 2020/2021 Events Sponsorship Program has a budget of \$65,000. The program comprises two rounds of event sponsorship per annum. The Program also establishes a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria.

Sponsorship for Round 1 of the 2020/2021 Program was open from 3 February 2020 to 1 March 2020 for events generally proposed to be held between mid-2020 and early 2021.

The COVID-19 Pandemic was declared on 12 March 2020. The NSW Government made public health orders consistent with Federal Government announcements, including an order banning non-essential gatherings of more than 500 people outdoors and 100 people indoors. On 30 March 2020 the Public Health (COVID-19 Restrictions on Gathering and Movement) Order was made which limited gatherings in public places to two persons, with limited exceptions. Events of more than 500 people were required to be cancelled until 29 June 2020. On 30 June 2020 new restrictions were announced that a person must not participate in an outdoor public gathering with more than 20 attendees. For a corporate event the maximum number of people must be the lesser of either; the number of persons that is equivalent to one person per 4 square metres of the space in the premises, or 150 people. All events must have a COVID safe plan. Council recognised that the public health orders would have an impact on both the 2020/2021 and 2019/2020 Event Sponsorship Program and Council contacted all event sponsorship applicants and discussed whether their event would need to be cancelled, postponed or could proceed.

This report lists the 16 applications received under Round 1 of the 2020/2021 Event Sponsorship Program, the outcome of their assessment against the Assessment Criteria and the proposed level of financial assistance to be provided in respect of each of the successful applications.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Of the 16 Round 1 2020/2021 applications there were eight events which met the assessment criteria, two events which did not meet the criteria, five applications which were cancelled due to the COVID-19 Pandemic and one event was withdrawn. The allocation proposed for Round 1 of the 2020/2021 Event Sponsorship Program is \$26,500.

In addition, Six events had been sponsored as part of the 2019/2020 events program. These events were unable to be held due to COVID restrictions. Councillors were previously consulted at a Councillor Briefing Session on 6 June 2020 where it was agreed that event organisers retain the funding they have been allocated to use for the 2020/2021 event. This total funding allocation is \$24,400. Since the Briefing Session the St Albans RFS Pioneer Trail Run which was to held in September 2020 has been rescheduled to 2021 due to COVID restrictions.

RECOMMENDATION:

That Council:

1. Under the 2020/2021 Event Sponsorship Program, as agree to support the following organisations and individuals at the following levels, recommended in Table 1 and Attachment 1 of this report.

| | | |
|----|---|---------|
| 1. | Richmond Good Food Market | \$4,500 |
| 2. | Hawkesbury Good Food & Wine Fest | \$2,000 |
| 3. | Hawkesbury 120 Ski Race Classic | \$4,500 |
| 4. | Carols in the Park | \$1,500 |
| 5. | Light Up Windsor | \$5,000 |
| 6. | Australiana Pioneer Village Traffic Management Plan | \$5,000 |
| 7. | Hawkesbury Business Events | \$2,000 |
| 8. | Windsor Spectacular | \$2,000 |

2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1 to 8 as identified in Table 1 and Attachment 1 of this report.
3. Acknowledge the event applicants numbered 9 and 10 in Table 1 and Attachment 1 of this report did not meet the assessment criteria.
4. Acknowledge the event applicant numbered 11 in Table 1 and Attachment 1 of this report withdrew their application as the applicant is only able to apply for sponsorship for one event only.
5. Acknowledge the event applications numbered 12, 13, 14, 15 and 16 in Table 1 and Attachment 1 of this report were cancelled due to the COVID-19 Pandemic.
6. Require all event organisers to prepare a COVID Safe Plan for sponsored events.

BACKGROUND

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

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

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

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

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

DISCUSSION

The Events Strategy was adopted by Council on August 2018 refer [Item 204](#).

The objectives of the Events Strategy are to build:

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

Council has allocated \$65,000 in its 2020/2021 Operational Plan for the Event Sponsorship Program.

Sponsorship for Round 1 was open from 3 February to 1 March 2020 for events generally proposed to be held between mid-2020 and early 2021.

This report lists the sixteen applications received under Round 1 of the 2020/2021 Event Sponsorship Program, the status of the event, the status of the event against the Assessment Criteria and the proposed level of financial assistance to be provided in respect of each of the applications.

COVID-19 Pandemic

The COVID-19 Pandemic was declared on 12 March 2020. In 13 March 2020 the NSW Government made public health orders reflecting Federal Government announcements, including a ban on non-essential gatherings of more than 500 people, with a further order on 30 March 2020 which declared that public gatherings were limited to two people. On the 30 June new restrictions were announced that a person must not participate in an outdoor public gathering of more than 20 people and for a corporate function the maximum number of people is the lesser of the number of persons that is equivalent to one person per 4 square metres of space in the premises or 150 people. All events must have a COVID safe plan.

Council proceeded to immediately identify with the event organisers which events were to be cancelled and which events could still proceed with their application. The outcome is identified within the 2020/2021 Round 1 Applications Summary.

2020/2021 Round 1 Applications Summary

- Eight applications are presented for Council's consideration under Round 1 of the Event Sponsorship Program.
- Two applications do not meet the Assessment Criteria.
- Five were events cancelled due to the COVID-19 Pandemic.
- One event application was withdrawn as the event organiser had submitted two applications for two separate events and in accordance with the Event Strategy organisations can only apply for sponsorship of one event a year.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

The details of the 16 applications can be summarised as follows:

Table 1 Event Sponsorship Applications 2020/2021

| No | Event Name | Event date/s at time of application | Status due to COVID-19 | Submission of an application for event sponsorship 2020/2021 | Comment/Recommendation |
|----|---|--|---|--|--|
| 1 | Richmond Good Food Market Pty Ltd | Every Saturday 1 February - 19 December 2020 | Proceeding as per usual as market sells predominately food | Yes | Consider application in Event Sponsorship Round 1 in light of the recommendations Council is providing on health guidelines and social distancing. |
| 2 | Hawkesbury Food & Wine Fest | 13 June 2020 | Postponed – New date 13 March 2021 | Yes | Consider application in Event Sponsorship Round 1 2020/2021. |
| 3 | Hawkesbury 120 Ski Race Classic | 16, 17 and 18 October 2020 | Proceeding | Yes | Consider application in Event Sponsorship Round 1 2020/2021. |
| 4 | Carols in the Park | 20 December 2020 | Proceeding | Yes | Consider application in Event Sponsorship Round 1 2020/2021. |
| 5 | Light Up Windsor Festival | 5 December 2020 | Proceeding – Revised event structure and new dates 11 December to 24/25 December 2020 | Yes | Consider application in Event Sponsorship Round 1 2020/2021. |
| 6 | Australiana Pioneer Village Traffic Management Plan (TMP) | TMP applicable for all events but particularly Australia Day (January 2021) and Twilight Markets (December 2020) | Proceeding | Yes | Consider application in Event Sponsorship Round 1 2020/2021. |
| 7 | Hawkesbury Business Events | | Proceeding with revised event plan – Annual Program of Business Events | Yes | Consider application in Event Sponsorship Round 1 2020/2021. |
| 8 | Windsor Spectacular Boat Race | 19 - 21 September 2020 | 7-8 November 2020 | Yes | Consider application in Event Sponsorship Round 1 2020/2021. |
| 9 | 11th National Golden Retriever Championship Show & Trial | 24 - 27 August 2020 | New date August 2021 | Yes | Consider application in Event Sponsorship Round 1 2020/2021. |

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

| No | Event Name | Event date/s at time of application | Status due to COVID-19 | Submission of an application for event sponsorship 2020/2021 | Comment/Recommendation |
|----|--|-------------------------------------|------------------------|--|---|
| 10 | Pound Paws Dog Day at Hawkesbury | 2020 | TBC | Yes, however awaiting proposed date | Consider application in Event Sponsorship Round 1. Council awaiting proposed date. |
| 11 | Hawkesbury Busking Competition | 9 May 2020 | NA | No. Application has been withdrawn | Event Sponsorship Policy identifies that an organisation can only apply for one event a year. Windsor Business Group is applying for sponsorship for Light Up Windsor. Application withdrawn. |
| 12 | Hawkesbury Aboriginal Reconciliation Golf Day 2020 | 19 June 2020 | Cancelled | Yes | Application withdrawn due to COVID-19. |
| 13 | Taste of Hawkesbury | 1 May - 3 May 2020 | Cancelled | Yes | Application withdrawn due to COVID-19. |
| 14 | Healthy Hawkesbury and Hospital Open Day | 17 October 2020 | Cancelled | Yes | Application withdrawn due to COVID-19. |
| 15 | Lost Trades Fair | 24 - 25 October 2020 | Cancelled | Yes | Application withdrawn due to COVID-19. |
| 16 | Kurrajong-A-Buzz | 8 November 2020 | Cancelled | Yes | Application withdrawn due to COVID-19. |

Attachment 1 to this report provides a detailed summary of the applications received and the proposed level of financial assistance requested an assessment for cancelled has not been included. Copies of the analysis of application numbers 1 to 9 against the Assessment Criteria Matrix are provided in Attachment 2 to this report.

Of the 16 applications identified in Table 1 the outcomes and recommendations can be summarised as follows:

- It is recommended that eight of the events (Numbered 1-8 in Table 1) which applied for sponsorship are eligible to receive financial and in-kind sponsorship and should be supported.
- It is recommended that two of the events (Numbered 9-10 in Table 1) which applied for sponsorship are ineligible to receive financial and in-kind sponsorship as they do not satisfy the Assessment Criteria.
- The Busking Competition (Number 11 in Table 1) application was withdrawn as an organisation can only submit one application per sponsorship round. Windsor Business Group has already submitted an application for Light Up Windsor 2020.
- The Hawkesbury Aboriginal Reconciliation Golf Day 2020 (Number 12 in Table 1) has been cancelled by organisers due to COVID-19 Public Order restrictions.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

- The Taste of Hawkesbury (Number 13 in Table 1) has been cancelled due to COVID-19.
- The Healthy Hawkesbury and Hospital Open Day (Number 14 in Table 1) has been cancelled by organisers due to COVID-19 Public Order restrictions.
- The Lost Trades Fair (Number 15 in Table 1) has been cancelled due to COVID-19 Public Order restrictions.
- Kurrajong-a-Buzz (Number 16 in Table 1) has been cancelled by organisers due to COVID-19 Public Health Order restrictions.
- Event organisers will be notified in writing of the resolution of this Council meeting. Event organisers will be required to respond to Council's letter in writing and advise Council when the event is expected to be held. Event organisers will be required to notify Council one month prior to the event going ahead.
- Sponsorship funding will be paid to the event organiser once the event date has been confirmed with council in writing.
- They will then need to submit the acquittal form after the event has been held.

There are sufficient funds to cover the total recommended amount of \$26,500 for Round 1 of the 2020/2021 Event Sponsorship Program.

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

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

Policy considerations

The primary reference document relevant to Council's decision in relation to this matter is the Events Strategy, adopted by Council on August 2018. The processes followed and the recommendations contained within this report are consistent with the Events Strategy and previous Council decisions in relation to the application of the Events Strategy.

COMMUNITY ENGAGEMENT

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

- Available on Council's website from 3 February 2020 until 1 March 2020 with the Event Strategy and Event Sponsorship Application forms
- Advertised on Hawkesbury Events Facebook page on 3 February 2020, 17 February 2020 and 26 February 2020.
- Promoted on the Hawkesbury City Council Facebook page on 4 February and 26 February 2020.
- Emailed to groups and individuals who had previously held events in the Hawkesbury or had had previous discussions with Council about events they would like to hold. Emails sent on 4 February 2020.

Event Strategy Review

Council is committed to continuing to review and refine the Events Sponsorship Program to incorporate the ongoing findings from the implementation of the Events Strategy. Since the adoption of the Events Strategy and the Event Sponsorship Program in August 2018 there have been four rounds of event sponsorship determined by Council and this current sponsorship (Round 1 2020/2021).

Overall the development and implementation of the Event Sponsorship Program has been successful. The message is being shared across the community with around 25 applications for sponsorship each year, and almost the entire annual allocated budget of \$65,000 expended during 2018/2019 and 2019/2020.

The Program has given Council the opportunity to sponsor a diverse range of events as shown in Table 1, which is consistent with Council's stated objectives of providing financial assistance to volunteer groups, community organisations and individuals for works and projects that will:

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

Council has been undertaking an ongoing review of the success of the Event Sponsorship Program. As part of the sponsorship rounds there has been an opportunity for Council to review the success of the program and make refinements as required. As part of this ongoing review the Event Criteria Matrix has been updated in response to feedback in Round 2 2019/2020. These changes have been included in this current round of event sponsorship assessment.

The Event Criteria Matrix used to assess applications received under this 2020/2021 Event Sponsorship Program has incorporated these changes.

During this round of sponsorship, the Event Application Forms 1 and 2 have been reviewed and amendments will be made to the forms to better align the forms and questions with the Event Criteria Matrix. These amendments will be made prior to Round 2 being promoted in October 2020.

The Event Sponsorship Program was adopted in August 2018. The Program has evolved over the last two years. It has been a successful program and has enabled Council to assist communities to build capacity and self organise, which has been important during the recent bushfires, floods and COVID-19. All of these challenges have provided the ongoing impetus to continue to update and review the Events Strategy in light of the recent events which have impacted the communities of the Hawkesbury. The review will include elements that assist in promoting Hawkesbury as an ideal and iconic destination for events.

To assist in this review, Council has created two surveys to gain important feedback regarding Council's major events and Council's Event Sponsorship Program.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Community

2.3 Community partnerships continue to evolve

2.3.1 Encourage and facilitate community partnerships.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Our Future

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

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. Council has allocated \$65,000 in its 2020/2021 Operational Plan for the Event Sponsorship Program.

The total Event Sponsorship funding for Round 1 is \$26,500. This includes a financial contribution of \$1,300 for the provision of waste services for three of the events who applied for in-kind assistance with waste management. In-kind support of nominated events for marketing and promotion is also provided.

After the allocation of \$26,500 in Round 1, \$38,500 will be remaining for Round 2.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

- AT - 1** Detailed summary of the applications received and the proposed level of financial assistance to be provided (*Distributed under separate cover*).
- AT - 2** Assessment Criteria Matrix for the four Event Sponsorship Applications under Round 1 Event Sponsorship Program 2020/2021.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

**AT – 2 Assessment Criteria Matrix for the four Event Sponsorship Applications under Round 1
Event Sponsorship Program 2020/2021**

Assessment Criteria Matrix

| | |
|-----------------|---|
| Event Name: | Richmond Good Food Market |
| Event Location: | Richmond Oval Carpark and Richmond Park |
| Event Date: | Every Saturday - Will Cover 1st July 2020 to 30th June 2021 |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|---|--------------------------|-------|-------------|
| Community connections and resilience | Create community partnerships | No | 0 | 0 |
| | | Yes | 1 | |
| | | More than 3 Partnerships | 2 | |
| | Opportunities for local community group involvement | No | 0 | 3 |
| | | More than 2 Groups | 1 | |
| | | More than 3 Groups | 2 | |
| | More than 4 Groups | 3 | | |
| | Training and skills to be provided to local volunteers | No | 0 | 0 |
| | | Yes | 2 | |
| | | | | |
| Economic Benefit | Not for profit organisation | No | 1 | 1 |
| | | Yes | 2 | |
| | | | | |
| | Opportunities for local business involvement | No | 0 | 2 |
| | | Yes | 1 | |
| | | More than 3 | 2 | |
| | Origin of attendees anticipated | Hawkesbury | 1 | 1 |
| | | Outside LGA | 2 | |
| | | | | |
| | Anticipated number of people staying overnight | < 100 People | 1 | 1 |
| | | 100 to 200 People | 2 | |
| | | > 200 People | 3 | |
| | Estimated \$ impact (anticipated revenue generated) | < \$100,000 | 1 | 1 |
| | | \$100,000 to \$500,000 | 2 | |
| | | | | |
| Community Strategic Plan | Support revitalisation of town centres | No | 0 | 2 |
| | | Yes | 2 | |
| | | | | |
| | Develop vibrant town centres with business growth and community connection | No | 0 | 2 |
| | | Yes | 2 | |
| | | | | |
| | Assist town centres and villages to become vibrant local hubs | No | 0 | 2 |
| | | Yes | 2 | |
| | | | | |
| | Events which create Hawkesbury community connections and resilience | No | 0 | 2 |
| | | Yes | 2 | |
| | | | | |
| | Events that celebrate our Rivers or riverside locations | No | 0 | 0 |
| | | Yes | 2 | |
| | | | | |
| | Venue has disability access | No | 0 | 2 |
| | | Yes | 2 | |
| | | | | |
| Image and Profile | Ability to link or coordinate with other events held at the same time of the year | No | 0 | 2 |
| | | Yes | 2 | |
| | | | | |
| Culture and Heritage | Use of Hawkesbury heritage site | No | 0 | 0 |
| | | Yes | 2 | |
| | | | | |
| | Involvement of local artists | No | 0 | 2 |
| | | Yes | 2 | |
| | | | | |
| | Involvement of local musicians | No | 0 | 2 |
| | | Yes | 2 | |
| | | | | |

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|--|-----------------------|-------|-------------|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 1 |
| | | Local | 1 | |
| | | Regional | 2 | |
| | Attract State/National promotion | No | 0 | 0 |
| | | State | 1 | |
| National | | 2 | | |
| International exposure | No | 0 | 0 | |
| | Some | 1 | | |
| | Good | 2 | | |
| | High | 3 | | |
| Consistent with the Hawkesbury brand | Not consistent | 0 | 3 | |
| | Somewhat consistent | 1 | | |
| | Consistent | 2 | | |
| | Highly consistent | 3 | | |
| Provision of marketing strategy | No | 0 | 0 | |
| | Yes | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 2 |
| | | Age or interest group | 1 | |
| | | Universal appeal | 2 | |
| Number of attendees | < 500 Attendees | 1 | 3 | |
| | 500 - 1000 Attendees | 2 | | |
| | > 1000 Attendees | 3 | | |
| Open to the general public | No | 0 | 1 | |
| | Yes | 1 | | |
| Legacy | Opportunity to grow the event | No | 0 | 2 |
| | | Yes | 2 | |
| Proven track record | No | 0 | 2 | |
| | Yes | 2 | | |
| Viability | Adequacy of budget proposal | No | 0 | 2 |
| | | Yes | 2 | |
| | Multiple funding sources | No | 1 | 1 |
| | | Yes | 2 | |
| | State/other Government funding secured | No | 1 | 1 |
| Yes | | 2 | | |
| Strong business model | No | 1 | 2 | |
| | Yes | 2 | | |
| Governance model in place | No | 0 | 2 | |
| | Yes | 2 | | |

Total Score

47

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Assessment Criteria Matrix

| | |
|-----------------|-------------------------------|
| Event Name: | Hawkesbury Food and Wine Fair |
| Event Location: | Hawkesbury Race Club |
| Event Date: | 19th September 2020 |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--|--|---|------------------|-------------|
| Community connections and resilience | Create community partnerships | No Yes More than 3 Partnerships | 0 1 2 | 0 |
| | Opportunities for local community group involvement | No More than 2 Groups More than 3 Groups More than 4 Groups | 0 1 2 3 | 1 |
| | Training and skills to be provided to local volunteers | No Yes | 0 2 | 2 |
| Economic Benefit | Not for profit organisation | No Yes | 1 2 | 1 |
| | Opportunities for local business involvement | No Yes More than 3 | 0 1 2 | 2 |
| | Origin of attendees anticipated | Hawkesbury Outside LGA | 1 2 | 2 |
| | Anticipated number of people staying overnight | < 100 People 100 to 200 People > 200 People | 1 2 3 | 1 |
| | Estimated \$ impact (anticipated revenue generated) | < \$100,000 \$100,000 to \$500,000 | 1 2 | 1 |
| | Community Strategic Plan | Support revitalisation of town centres | No Yes | 0 2 |
| Develop vibrant town centres with business growth and community connection | | No Yes | 0 2 | 0 |
| Assist town centres and villages to become vibrant local hubs | | No Yes | 0 2 | 0 |
| Events which create Hawkesbury community connections and resilience | | No Yes | 0 2 | 2 |
| Events that celebrate our Rivers or riverside locations | | No Yes | 0 2 | 0 |
| Venue has disability access | | No Yes | 0 2 | 2 |
| Image and Profile | | Ability to link or coordinate with other events held at the same time of the year | No Yes | 0 2 |
| | Culture and Heritage | Use of Hawkesbury heritage site | No Yes | 0 2 |
| Involvement of local artists | | No Yes | 0 2 | 0 |
| Involvement of local musicians | | No Yes | 0 2 | 2 |

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|--|-----------------------|-------|-------------|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 2 |
| | | Local | 1 | |
| | | Regional | 2 | |
| | Attract State/National promotion | No | 0 | 0 |
| | | State | 1 | |
| National | | 2 | | |
| International exposure | No | 0 | 0 | |
| | Some | 1 | | |
| | Good | 2 | | |
| | High | 3 | | |
| Consistent with the Hawkesbury brand | Not consistent | 0 | 3 | |
| | Somewhat consistent | 1 | | |
| | Consistent | 2 | | |
| | Highly consistent | 3 | | |
| Provision of marketing strategy | No | 0 | 0 | |
| | Yes | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 3 |
| | | Age or interest group | 1 | |
| | | Universal appeal | 2 | |
| Number of attendees | < 500 Attendees | 1 | 3 | |
| | 500 - 1000 Attendees | 2 | | |
| | > 1000 Attendees | 3 | | |
| Open to the general public | No | 0 | 1 | |
| | Yes | 1 | | |
| Legacy | Opportunity to grow the event | No | 0 | 2 |
| | | Yes | 2 | |
| Proven track record | No | 0 | 2 | |
| | Yes | 2 | | |
| Viability | Adequacy of budget proposal | No | 0 | 2 |
| | | Yes | 2 | |
| | Multiple funding sources | No | 1 | 2 |
| | | Yes | 2 | |
| | State/other Government funding secured | No | 1 | 1 |
| | | Yes | 2 | |
| | Strong business model | No | 1 | 2 |
| | | Yes | 2 | |
| | Governance model in place | No | 0 | 2 |
| | | Yes | 2 | |

Total Score

42

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Assessment Criteria Matrix

| | |
|-----------------|---------------------------------|
| Event Name: | Hawkesbury 120 Ski Race Classic |
| Event Location: | Governor Phillip Park |
| Event Date: | 16/17/18 October 2020 |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|---|---|--------------------------|-------|-------------|
| Community connections and resilience | Create community partnerships | No | 0 | 2 |
| | | Yes | 1 | |
| | | More than 3 Partnerships | 2 | |
| Community connections and resilience | Opportunities for local community group involvement | No | 0 | 2 |
| | | More than 2 Groups | 1 | |
| | | More than 3 Groups | 2 | |
| | | More than 4 Groups | 3 | |
| Community connections and resilience | Training and skills to be provided to local volunteers | No | 0 | 2 |
| | | Yes | 2 | |
| Economic Benefit | Not for profit organisation | No | 1 | 2 |
| | | Yes | 2 | |
| | Opportunities for local business involvement | No | 0 | 2 |
| | | Yes | 1 | |
| | | More than 3 | 2 | |
| | Origin of attendees anticipated | Hawkesbury | 1 | 2 |
| | | Outside LGA | 2 | |
| Anticipated number of people staying overnight | | < 100 People | 1 | 3 |
| | | 100 to 200 People | 2 | |
| | | > 200 People | 3 | |
| Estimated \$ impact (anticipated revenue generated) | | < \$100,000 | 1 | 1 |
| | | \$100,000 to \$500,000 | 2 | |
| Community Strategic Plan | Support revitalisation of town centres | No | 0 | 0 |
| | | Yes | 2 | |
| | Develop vibrant town centres with business growth and community connection | No | 0 | 0 |
| | | Yes | 2 | |
| | Assist town centres and villages to become vibrant local hubs | No | 0 | 0 |
| | | Yes | 2 | |
| | Events which create Hawkesbury community connections and resilience | No | 0 | 2 |
| Yes | | 2 | | |
| Events that celebrate our Rivers or riverside locations | No | 0 | 2 | |
| | Yes | 2 | | |
| Venue has disability access | No | 0 | 2 | |
| | Yes | 2 | | |
| Image and Profile | Ability to link or coordinate with other events held at the same time of the year | No | 0 | 0 |
| | | Yes | 2 | |
| Culture and Heritage | Use of Hawkesbury heritage site | No | 0 | 0 |
| | | Yes | 2 | |
| | Involvement of local artists | No | 0 | 0 |
| Yes | | 2 | | |
| Involvement of local musicians | No | 0 | 0 | |
| | Yes | 2 | | |

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE | |
|--------------------------------------|--|--|-------|-------------|---|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 2 | |
| | | Local | 1 | | |
| | | Regional | 2 | | |
| | Attract State/National promotion | No | 0 | 1 | |
| | | State | 1 | | |
| National | | 2 | | | |
| International exposure | No | 0 | 0 | | |
| | Some | 1 | | | |
| | Good | 2 | | | |
| Consistent with the Hawkesbury brand | Consistent with the Hawkesbury brand | Not consistent | 0 | 3 | |
| | | Somewhat consistent | 1 | | |
| | | Consistent | 2 | | |
| | | Highly consistent | 3 | | |
| Provision of marketing strategy | Provision of marketing strategy | No | 0 | 0 | |
| | | Yes | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 1 | |
| | | Age or interest group | 1 | | |
| | | Universal appeal | 2 | | |
| Number of attendees | Number of attendees | < 500 Attendees | 1 | 3 | |
| | | 500 - 1000 Attendees | 2 | | |
| | | > 1000 Attendees | 3 | | |
| Open to the general public | Open to the general public | No | 0 | 1 | |
| | | Yes | 1 | | |
| Legacy | Opportunity to grow the event | No | 0 | 2 | |
| | | Yes | 2 | | |
| Proven track record | Proven track record | No | 0 | 2 | |
| | | Yes | 2 | | |
| Viability | Adequacy of budget proposal | No | 0 | 2 | |
| | | Yes | 2 | | |
| | Multiple funding sources | Multiple funding sources | No | 1 | 2 |
| | | | Yes | 2 | |
| | State/other Government funding secured | State/other Government funding secured | No | 1 | 1 |
| Yes | | | 2 | | |
| Strong business model | Strong business model | No | 1 | 2 | |
| | | Yes | 2 | | |
| Governance model in place | Governance model in place | No | 0 | 2 | |
| | | Yes | 2 | | |

Total Score

45

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Assessment Criteria Matrix

| | |
|-----------------|-----------------------------|
| Event Name: | Richmond Carols in the Park |
| Event Location: | Richmond Oval |
| Event Date: | 20th December 2020 |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|---|---|--------------------------|-------|-------------|
| Community connections and resilience | Create community partnerships | No | 0 | 1 |
| | | Yes | 1 | |
| | | More than 3 Partnerships | 2 | |
| | Opportunities for local community group involvement | No | 0 | 1 |
| More than 2 Groups | 1 | | | |
| More than 3 Groups | 2 | | | |
| More than 4 Groups | 3 | | | |
| Economic Benefit | Training and skills to be provided to local volunteers | No | 0 | 2 |
| | Yes | 2 | | |
| | Not for profit organisation | No | 1 | 2 |
| | Yes | 2 | | |
| | Opportunities for local business involvement | No | 0 | 1 |
| | Yes | 1 | | |
| | More than 3 | 2 | | |
| Origin of attendees anticipated | Hawkesbury | 1 | 1 | |
| Outside LGA | 2 | | | |
| Anticipated number of people staying overnight | < 100 People | 1 | 1 | |
| 100 to 200 People | 2 | | | |
| > 200 People | 3 | | | |
| Community Strategic Plan | Estimated \$ impact (anticipated revenue generated) | < \$100,000 | 1 | 1 |
| | \$100,000 to \$500,000 | 2 | | |
| | Support revitalisation of town centres | No | 0 | 2 |
| | Yes | 2 | | |
| | Develop vibrant town centres with business growth and community connection | No | 0 | 2 |
| | Yes | 2 | | |
| | Assist town centres and villages to become vibrant local hubs | No | 0 | 2 |
| | Yes | 2 | | |
| | Events which create Hawkesbury community connections and resilience | No | 0 | 2 |
| | Yes | 2 | | |
| Events that celebrate our Rivers or riverside locations | No | 0 | 0 | |
| Yes | 2 | | | |
| Image and Profile | Venue has disability access | No | 0 | 2 |
| | Yes | 2 | | |
| Culture and Heritage | Ability to link or coordinate with other events held at the same time of the year | No | 0 | 0 |
| | Yes | 2 | | |
| | Use of Hawkesbury heritage site | No | 0 | 0 |
| | Yes | 2 | | |
| | Involvement of local artists | No | 0 | 0 |
| Yes | 2 | | | |
| Involvement of local musicians | No | 0 | 2 | |
| | Yes | 2 | | |

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|--|-----------------------|-------|-------------|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 1 |
| | | Local | 1 | |
| | | Regional | 2 | |
| | Attract State/National promotion | No | 0 | 0 |
| | | State | 1 | |
| National | | 2 | | |
| International exposure | No | 0 | 0 | |
| | Some | 1 | | |
| | Good | 2 | | |
| | High | 3 | | |
| Consistent with the Hawkesbury brand | No | 0 | 3 | |
| | Somewhat consistent | 1 | | |
| | Consistent | 2 | | |
| | Highly consistent | 3 | | |
| Provision of marketing strategy | No | 0 | 0 | |
| | Yes | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 2 |
| | | Age or interest group | 1 | |
| | | Universal appeal | 2 | |
| Number of attendees | < 500 Attendees | 1 | 3 | |
| | 500 - 1000 Attendees | 2 | | |
| | > 1000 Attendees | 3 | | |
| Open to the general public | No | 0 | 1 | |
| | Yes | 1 | | |
| Legacy | Opportunity to grow the event | No | 0 | 2 |
| | | Yes | 2 | |
| Proven track record | No | 0 | 2 | |
| | Yes | 2 | | |
| Viability | Adequacy of budget proposal | No | 0 | 2 |
| | | Yes | 2 | |
| | Multiple funding sources | No | 1 | 2 |
| | | Yes | 2 | |
| | State/other Government funding secured | No | 1 | 1 |
| Yes | | 2 | | |
| Strong business model | No | 1 | 2 | |
| | Yes | 2 | | |
| Governance model in place | No | 0 | 2 | |
| | Yes | 2 | | |

Total Score

46

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Assessment Criteria Matrix

| | |
|-----------------|---|
| Event Name: | Light Up Windsor - Windsor Business Group Application |
| Event Location: | Windsor Mall and George Street, Windsor |
| Event Date: | 5th December 2020 |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|---|--------------------------|-------|-------------|
| Community connections and resilience | Create community partnerships | No | 0 | 2 |
| | | Yes | 1 | |
| | | More than 3 Partnerships | 2 | |
| Community connections and resilience | Opportunities for local community group involvement | No | 0 | 3 |
| | | More than 2 Groups | 1 | |
| | | More than 3 Groups | 2 | |
| | | More than 4 Groups | 3 | |
| Community connections and resilience | Training and skills to be provided to local volunteers | No | 0 | 2 |
| | | Yes | 2 | |
| Community connections and resilience | Not for profit organisation | No | 1 | 2 |
| | | Yes | 2 | |
| Economic Benefit | Opportunities for local business involvement | No | 0 | 2 |
| | | Yes | 1 | |
| Economic Benefit | Origin of attendees anticipated | Hawkesbury | 1 | 1 |
| | | Outside LGA | 2 | |
| Economic Benefit | Anticipated number of people staying overnight | < 100 People | 1 | 1 |
| | | 100 to 200 People | 2 | |
| | | > 200 People | 3 | |
| Economic Benefit | Estimated \$ impact (anticipated revenue generated) | < \$100,000 | 1 | 2 |
| | | \$100,000 to \$500,000 | 2 | |
| Community Strategic Plan | Support revitalisation of town centres | No | 0 | 2 |
| | | Yes | 2 | |
| Community Strategic Plan | Develop vibrant town centres with business growth and community connection | No | 0 | 2 |
| | | Yes | 2 | |
| Community Strategic Plan | Assist town centres and villages to become vibrant local hubs | No | 0 | 2 |
| | | Yes | 2 | |
| Community Strategic Plan | Events which create Hawkesbury community connections and resilience | No | 0 | 2 |
| | | Yes | 2 | |
| Community Strategic Plan | Events that celebrate our Rivers or riverside locations | No | 0 | 0 |
| | | Yes | 2 | |
| Community Strategic Plan | Venue has disability access | No | 0 | 2 |
| | | Yes | 2 | |
| Image and Profile | Ability to link or coordinate with other events held at the same time of the year | No | 0 | 2 |
| | | Yes | 2 | |
| Culture and Heritage | Use of Hawkesbury heritage site | No | 0 | 2 |
| | | Yes | 2 | |
| Culture and Heritage | Involvement of local artists | No | 0 | 2 |
| | | Yes | 2 | |
| Culture and Heritage | Involvement of local musicians | No | 0 | 2 |
| | | Yes | 2 | |

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|---------------------------------|--|-----------------------|-------|-------------|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 2 |
| | | Local | 1 | |
| | | Regional | 2 | |
| | Attract State/National promotion | No | 0 | 1 |
| | | State | 1 | |
| National | | 2 | | |
| International exposure | Consistent with the Hawkesbury brand | No | 0 | 0 |
| | | Some | 1 | |
| | | Good | 2 | |
| | | High | 3 | |
| Provision of marketing strategy | Consistent with the Hawkesbury brand | Not consistent | 0 | 3 |
| | | Somewhat consistent | 1 | |
| | | Consistent | 2 | |
| | | Highly consistent | 3 | |
| | Provision of marketing strategy | No | 0 | 2 |
| Yes | | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 2 |
| | | Age or interest group | 1 | |
| | | Universal appeal | 2 | |
| Number of attendees | Open to the general public | < 500 Attendees | 1 | 3 |
| | | 500 - 1000 Attendees | 2 | |
| | | > 1000 Attendees | 3 | |
| Open to the general public | No | 0 | 1 | |
| | Yes | 1 | | |
| Legacy | Opportunity to grow the event | No | 0 | 2 |
| | | Yes | 2 | |
| Proven track record | No | 0 | 2 | |
| | Yes | 2 | | |
| Viability | Adequacy of budget proposal | No | 0 | 2 |
| | | Yes | 2 | |
| | Multiple funding sources | No | 1 | 2 |
| | | Yes | 2 | |
| | State/other Government funding secured | No | 1 | 1 |
| Yes | | 2 | | |
| Strong business model | No | 1 | 2 | |
| | Yes | 2 | | |
| Governance model in place | No | 0 | 2 | |
| | Yes | 2 | | |

Total Score

62

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Assessment Criteria Matrix

| | |
|-----------------|---|
| Event Name: | Australiana Pioneer Village - Traffic Management Plan |
| Event Location: | Australiana Pioneer Village |
| Event Date: | All year - Will cover all large events |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|---|---|--------------------------|-------|-------------|
| Community connections and resilience | Create community partnerships | No | 0 | 1 |
| | | Yes | 1 | |
| | | More than 3 Partnerships | 2 | |
| | Opportunities for local community group involvement | No | 0 | 2 |
| More than 2 Groups | 1 | | | |
| More than 3 Groups | 2 | | | |
| Training and skills to be provided to local volunteers | No | 0 | 2 | |
| Yes | 2 | | | |
| Economic Benefit | Not for profit organisation | No | 1 | 2 |
| | | Yes | 2 | |
| | | More than 3 | 2 | |
| | Opportunities for local business involvement | No | 0 | 1 |
| Yes | 1 | | | |
| More than 3 | 2 | | | |
| Community Strategic Plan | Origin of attendees anticipated | Hawkesbury | 1 | 2 |
| | | Outside LGA | 2 | |
| | Anticipated number of people staying overnight | < 100 People | 1 | 1 |
| | | 100 to 200 People | 2 | |
| | | > 200 People | 3 | |
| | Estimated \$ impact (anticipated revenue generated) | < \$100,000 | 1 | 1 |
| | | \$100,000 to \$500,000 | 2 | |
| Community Strategic Plan | Support revitalisation of town centres | No | 0 | 0 |
| | | Yes | 2 | |
| | Develop vibrant town centres with business growth and community connection | No | 0 | 0 |
| | | Yes | 2 | |
| | Assist town centres and villages to become vibrant local hubs | No | 0 | 0 |
| | | Yes | 2 | |
| Events which create Hawkesbury community connections and resilience | No | 0 | 2 | |
| | Yes | 2 | | |
| Events that celebrate our Rivers or riverside locations | No | 0 | 0 | |
| | Yes | 2 | | |
| Venue has disability access | No | 0 | 2 | |
| | Yes | 2 | | |
| Image and Profile | Ability to link or coordinate with other events held at the same time of the year | No | 0 | 2 |
| | | Yes | 2 | |
| Culture and Heritage | Use of Hawkesbury heritage site | No | 0 | 2 |
| | | Yes | 2 | |
| | Involvement of local artists | No | 0 | 2 |
| Yes | | 2 | | |
| Involvement of local musicians | No | 0 | 2 | |
| | Yes | 2 | | |

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|---------------------------------|--|-----------------------|-------|-------------|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 2 |
| | | Local | 1 | |
| | | Regional | 2 | |
| | Attract State/National promotion | No | 0 | 2 |
| | | State | 1 | |
| International exposure | Consistent with the Hawkesbury brand | No | 0 | 3 |
| | | Some | 1 | |
| | | Good | 2 | |
| | | High | 3 | |
| Provision of marketing strategy | No | 0 | 0 | |
| | Yes | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 2 |
| | | Age or interest group | 1 | |
| | | Universal appeal | 2 | |
| Number of attendees | Open to the general public | < 500 Attendees | 1 | 3 |
| | | 500 - 1000 Attendees | 2 | |
| | | > 1000 Attendees | 3 | |
| No | Yes | No | 0 | 1 |
| | | Yes | 1 | |
| Legacy | Opportunity to grow the event | No | 0 | 2 |
| | | Yes | 2 | |
| Proven track record | Yes | No | 0 | 2 |
| | | Yes | 2 | |
| Viability | Adequacy of budget proposal | No | 0 | 0 |
| | | Yes | 2 | |
| | Multiple funding sources | No | 1 | 2 |
| | | Yes | 2 | |
| | State/other Government funding secured | No | 1 | 1 |
| Yes | | 2 | | |
| Strong business model | No | 1 | 2 | |
| | Yes | 2 | | |
| Governance model in place | No | 0 | 2 | |
| | Yes | 2 | | |

Total Score

50

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Assessment Criteria Matrix

| | |
|-----------------|---|
| Event Name: | Hawkesbury Business Week |
| Event Location: | Various Locations in the Hawkesbury |
| Event Date: | DATE TBC - End of 2020 (event was rescheduled due to COVID 9) |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|---|---|--------------------------|-------|-------------|
| Community connections and resilience | Create community partnerships | No | 0 | 2 |
| | | Yes | 1 | |
| | | More than 3 Partnerships | 2 | |
| | Opportunities for local community group involvement | No | 0 | 1 |
| More than 2 Groups | 1 | | | |
| More than 3 Groups | 2 | | | |
| More than 4 Groups | 3 | | | |
| Economic Benefit | Training and skills to be provided to local volunteers | No | 0 | 0 |
| | Yes | 2 | | |
| | Not for profit organisation | No | 1 | 1 |
| | Yes | 2 | | |
| Opportunities for local business involvement | No | 0 | 2 | |
| | Yes | 1 | | |
| Origin of attendees anticipated | Hawkesbury | 1 | 1 | |
| | Outside LGA | 2 | | |
| Anticipated number of people staying overnight | < 100 People | 1 | 1 | |
| | 100 to 200 People | 2 | | |
| | > 200 People | 3 | | |
| Estimated \$ impact (anticipated revenue generated) | < \$100,000 | 1 | 1 | |
| | \$100,000 to \$500,000 | 2 | | |
| Community Strategic Plan | Support revitalisation of town centres | No | 0 | 2 |
| | Yes | 2 | | |
| | Develop vibrant town centres with business growth and community connection | No | 0 | 2 |
| | Yes | 2 | | |
| | Assist town centres and villages to become vibrant local hubs | No | 0 | 2 |
| | Yes | 2 | | |
| Events which create Hawkesbury community connections and resilience | No | 0 | 2 | |
| Yes | 2 | | | |
| Events that celebrate our Rivers or riverside locations | No | 0 | 0 | |
| | Yes | 2 | | |
| Venue has disability access | No | 0 | 2 | |
| | Yes | 2 | | |
| Image and Profile | Ability to link or coordinate with other events held at the same time of the year | No | 0 | 2 |
| | Yes | 2 | | |
| Culture and Heritage | Use of Hawkesbury heritage site | No | 0 | 0 |
| | Yes | 2 | | |
| | Involvement of local artists | No | 0 | 0 |
| Yes | 2 | | | |
| Involvement of local musicians | No | 0 | 0 | |
| | Yes | 2 | | |

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|--|-----------------------|-------|-------------|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 1 |
| | | Local | 1 | |
| | | Regional | 2 | |
| | Attract State/National promotion | No | 0 | 0 |
| | | State | 1 | |
| National | | 2 | | |
| International exposure | No | 0 | 0 | |
| | Some | 1 | | |
| | Good | 2 | | |
| | High | 3 | | |
| Consistent with the Hawkesbury brand | Not consistent | 0 | 3 | |
| | Somewhat consistent | 1 | | |
| | Consistent | 2 | | |
| | Highly consistent | 3 | | |
| Provision of marketing strategy | No | 0 | 0 | |
| | Yes | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 1 |
| | | Age or interest group | 1 | |
| | | Universal appeal | 2 | |
| Number of attendees | < 500 Attendees | 1 | 1 | |
| | 500 - 1000 Attendees | 2 | | |
| | > 1000 Attendees | 3 | | |
| Open to the general public | No | 0 | 1 | |
| | Yes | 1 | | |
| Legacy | Opportunity to grow the event | No | 0 | 2 |
| | | Yes | 2 | |
| Proven track record | No | 0 | 2 | |
| | Yes | 2 | | |
| Viability | Adequacy of budget proposal | No | 0 | 2 |
| | | Yes | 2 | |
| | Multiple funding sources | No | 1 | 2 |
| | | Yes | 2 | |
| | State/other Government funding secured | No | 1 | 1 |
| | | Yes | 2 | |
| | Strong business model | No | 1 | 2 |
| | | Yes | 2 | |
| | Governance model in place | No | 0 | 2 |
| | | Yes | 2 | |

Total Score

41

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Assessment Criteria Matrix

| | |
|-----------------|-----------------------|
| Event Name: | Windsor Spectacular |
| Event Location: | Governor Phillip Park |
| Event Date: | 19-20 September 2020 |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|---|---|---------------------------------|------------|-------------|
| Community connections and resilience | Create community partnerships | No | 0 | 0 |
| | | Yes | 1 | |
| | | More than 3 Partnerships | 2 | |
| Community connections and resilience | Opportunities for local community group involvement | No | 0 | 1 |
| | | More than 2 Groups | 1 | |
| | | More than 3 Groups | 2 | |
| | | More than 4 Groups | 3 | |
| Community connections and resilience | Training and skills to be provided to local volunteers | No | 0 | 2 |
| | | Yes | 2 | |
| Community connections and resilience | Not for profit organisation | No | 1 | 2 |
| | | Yes | 2 | |
| Economic Benefit | Opportunities for local business involvement | No | 0 | 2 |
| | | Yes | 1 | |
| | Opportunities for local business involvement | More than 3 | 2 | |
| | | Origin of attendees anticipated | Hawkesbury | 1 |
| Outside LGA | 2 | | | |
| Economic Benefit | Anticipated number of people staying overnight | < 100 People | 1 | 3 |
| | | 100 to 200 People | 2 | |
| | | > 200 People | 3 | |
| Economic Benefit | Estimated \$ impact (anticipated revenue generated) | < \$100,000 | 1 | 1 |
| | | \$100,000 to \$500,000 | 2 | |
| Community Strategic Plan | Support revitalisation of town centres | No | 0 | 0 |
| | | Yes | 2 | |
| | Develop vibrant town centres with business growth and community connection | No | 0 | 0 |
| | | Yes | 2 | |
| | Assist town centres and villages to become vibrant local hubs | No | 0 | 0 |
| | | Yes | 2 | |
| | Events which create Hawkesbury community connections and resilience | No | 0 | 2 |
| | | Yes | 2 | |
| Events that celebrate our Rivers or riverside locations | No | 0 | 2 | |
| | Yes | 2 | | |
| Venue has disability access | No | 0 | 2 | |
| | Yes | 2 | | |
| Image and Profile | Ability to link or coordinate with other events held at the same time of the year | No | 0 | 0 |
| | | Yes | 2 | |
| Culture and Heritage | Use of Hawkesbury heritage site | No | 0 | 0 |
| | | Yes | 2 | |
| | Involvement of local artists | No | 0 | 0 |
| | | Yes | 2 | |
| Involvement of local musicians | No | 0 | 0 | |
| | Yes | 2 | | |

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|--|-----------------------|-------|-------------|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 2 |
| | | Local | 1 | |
| | | Regional | 2 | |
| | Attract State/National promotion | No | 0 | 2 |
| | | State | 1 | |
| National | | 2 | | |
| International exposure | No | 0 | 0 | |
| | Some | 1 | | |
| | Good | 2 | | |
| | High | 3 | | |
| Consistent with the Hawkesbury brand | Not consistent | 0 | 2 | |
| | Somewhat consistent | 1 | | |
| | Consistent | 2 | | |
| | Highly consistent | 3 | | |
| Provision of marketing strategy | No | 0 | 0 | |
| | Yes | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 1 |
| | | Age or interest group | 1 | |
| | | Universal appeal | 2 | |
| Number of attendees | < 500 Attendees | 1 | 3 | |
| | 500 - 1000 Attendees | 2 | | |
| | > 1000 Attendees | 3 | | |
| Open to the general public | No | 0 | 1 | |
| | Yes | 1 | | |
| Legacy | Opportunity to grow the event | No | 0 | 2 |
| | | Yes | 2 | |
| Proven track record | No | 0 | 2 | |
| | Yes | 2 | | |
| Viability | Adequacy of budget proposal | No | 0 | 0 |
| | | Yes | 2 | |
| | Multiple funding sources | No | 1 | 2 |
| | | Yes | 2 | |
| | State/other Government funding secured | No | 1 | 1 |
| Yes | | 2 | | |
| Strong business model | No | 1 | 2 | |
| | Yes | 2 | | |
| Governance model in place | No | 0 | 2 | |
| | Yes | 2 | | |

Total Score

41

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Assessment Criteria Matrix

| | |
|-----------------|---|
| Event Name: | 11th National Golden Retriever Championship & Trial |
| Event Location: | Hawkesbury Showground and Hawkesbury Raceclub |
| Event Date: | 24 - 27 August 2020 |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|---|---|--------------------------|-------|-------------|
| Community connections and resilience | Create community partnerships | No | 0 | 0 |
| | | Yes | 1 | |
| | | More than 3 Partnerships | 2 | |
| | Opportunities for local community group involvement | No | 0 | 0 |
| More than 2 Groups | 1 | | | |
| More than 3 Groups | 2 | | | |
| More than 4 Groups | 3 | | | |
| Economic Benefit | Training and skills to be provided to local volunteers | No | 0 | 2 |
| | | Yes | 2 | |
| | Not for profit organisation | No | 1 | 1 |
| | | Yes | 2 | |
| Opportunities for local business involvement | No | 0 | 1 | |
| | Yes | 1 | | |
| More than 3 | 2 | | | |
| Origin of attendees anticipated | Hawkesbury | 1 | 2 | |
| | Outside LGA | 2 | | |
| Anticipated number of people staying overnight | < 100 People | 1 | 1 | |
| | 100 to 200 People | 2 | | |
| | > 200 People | 3 | | |
| Estimated \$ impact (anticipated revenue generated) | < \$100,000 | 1 | 1 | |
| | \$100,000 to \$500,000 | 2 | | |
| Community Strategic Plan | Support revitalisation of town centres | No | 0 | 0 |
| | | Yes | 2 | |
| | Develop vibrant town centres with business growth and community connection | No | 0 | 0 |
| | | Yes | 2 | |
| | Assist town centres and villages to become vibrant local hubs | No | 0 | 0 |
| | | Yes | 2 | |
| | Events which create Hawkesbury community connections and resilience | No | 0 | 2 |
| | | Yes | 2 | |
| | Events that celebrate our Rivers or riverside locations | No | 0 | 0 |
| | | Yes | 2 | |
| Venue has disability access | No | 0 | 2 | |
| | Yes | 2 | | |
| Image and Profile | Ability to link or coordinate with other events held at the same time of the year | No | 0 | 0 |
| | | Yes | 2 | |
| Culture and Heritage | Use of Hawkesbury heritage site | No | 0 | 0 |
| | | Yes | 2 | |
| | Involvement of local artists | No | 0 | 0 |
| | | Yes | 2 | |
| Involvement of local musicians | No | 0 | 0 | |
| | Yes | 2 | | |

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|--|-----------------------|-------|-------------|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 2 |
| | | Local | 1 | |
| | | Regional | 2 | |
| | Attract State/National promotion | No | 0 | 2 |
| | | State | 1 | |
| National | | 2 | | |
| International exposure | No | 0 | 0 | |
| | Some | 1 | | |
| | Good | 2 | | |
| | High | 3 | | |
| Consistent with the Hawkesbury brand | Not consistent | 0 | 0 | |
| | Somewhat consistent | 1 | | |
| | Consistent | 2 | | |
| | Highly consistent | 3 | | |
| Provision of marketing strategy | No | 0 | 0 | |
| | Yes | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 1 |
| | | Age or interest group | 1 | |
| | | Universal appeal | 2 | |
| Number of attendees | < 500 Attendees | 1 | 2 | |
| | 500 - 1000 Attendees | 2 | | |
| | > 1000 Attendees | 3 | | |
| Open to the general public | No | 0 | 1 | |
| | Yes | 1 | | |
| Legacy | Opportunity to grow the event | No | 0 | 2 |
| | | Yes | 2 | |
| Proven track record | No | 0 | 2 | |
| | Yes | 2 | | |
| Viability | Adequacy of budget proposal | No | 0 | 2 |
| | | Yes | 2 | |
| | Multiple funding sources | No | 1 | 2 |
| | | Yes | 2 | |
| | State/other Government funding secured | No | 1 | 1 |
| Yes | | 2 | | |
| Strong business model | No | 1 | 2 | |
| | Yes | 2 | | |
| Governance model in place | No | 0 | 2 | |
| | Yes | 2 | | |

Total Score

33

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Assessment Criteria Matrix

| | |
|-----------------|----------------------------------|
| Event Name: | Pound Paws Dog at the Hawkesbury |
| Event Location: | TBC |
| Event Date: | TBC |

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|--|--|---|-------------|
| Community connections and resilience | Create community partnerships | No | 0 | 0 |
| | | Yes | 1 | |
| | | More than 3 Partnerships | 2 | |
| Community Strategic Plan | Opportunities for local community group involvement | No | 0 | 1 |
| | | More than 2 Groups | 1 | |
| | | More than 3 Groups | 2 | |
| Community Strategic Plan | Training and skills to be provided to local volunteers | No | 0 | 2 |
| | | Yes | 2 | |
| | | Not for profit organisation | 1 | |
| Yes | 2 | | | |
| Economic Benefit | Opportunities for local business involvement | No | 0 | 1 |
| | | Yes | 1 | |
| | | More than 3 | 2 | |
| Economic Benefit | Origin of attendees anticipated | Hawkesbury | 1 | 1 |
| | | Outside LGA | 2 | |
| | | Anticipated number of people staying overnight | < 100 People | |
| 100 to 200 People | 2 | | | |
| > 200 People | 3 | | | |
| Economic Benefit | Estimated \$ impact (anticipated revenue generated) | < \$100,000 | 1 | 1 |
| | | \$100,000 to \$500,000 | 2 | |
| | | Community Strategic Plan | Support revitalisation of town centres | |
| Yes | 2 | | | |
| Community Strategic Plan | Develop vibrant town centres with business growth and community connection | No | 0 | 0 |
| Yes | 2 | | | |
| Community Strategic Plan | Assist town centres and villages to become vibrant local hubs | No | 0 | |
| Yes | 2 | | | |
| Community Strategic Plan | Events which create Hawkesbury community connections and resilience | No | 0 | 2 |
| | | Yes | 2 | |
| | | Community Strategic Plan | Events that celebrate our Rivers or riverside locations | |
| Yes | 2 | | | |
| Image and Profile | Venue has disability access | No | 0 | 0 |
| | | Yes | 2 | |
| | | Image and Profile | Ability to link or coordinate with other events held at the same time of the year | |
| Yes | 2 | | | |
| Culture and Heritage | Use of Hawkesbury heritage site | No | 0 | 0 |
| | | Yes | 2 | |
| | | Image and Profile | Involvement of local artists | |
| Yes | 2 | | | |
| Image and Profile | Involvement of local musicians | | | No |
| | | Yes | 2 | |

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

| OBJECTIVE | CRITERIA | SCORE OPTION | SCORE | EVENT SCORE |
|--------------------------------------|--|-----------------------|-------|-------------|
| Promotional Brand Exposure | Local/District promotion | No | 0 | 1 |
| | | Local | 1 | |
| | | Regional | 2 | |
| | Attract State/National promotion | No | 0 | 0 |
| | | State | 1 | |
| National | | 2 | | |
| International exposure | No | 0 | 0 | |
| | Some | 1 | | |
| | Good | 2 | | |
| | High | 3 | | |
| Consistent with the Hawkesbury brand | Not consistent | 0 | 0 | |
| | Somewhat consistent | 1 | | |
| | Consistent | 2 | | |
| | Highly consistent | 3 | | |
| Provision of marketing strategy | No | 0 | 0 | |
| | Yes | 2 | | |
| Attendee Appeal | Appeal to wide demographic | Specialised interest | 0 | 0 |
| | | Age or interest group | 1 | |
| | | Universal appeal | 2 | |
| Number of attendees | < 500 Attendees | 1 | 1 | |
| | 500 - 1000 Attendees | 2 | | |
| | > 1000 Attendees | 3 | | |
| Open to the general public | No | 0 | 1 | |
| | Yes | 1 | | |
| Legacy | Opportunity to grow the event | No | 0 | 2 |
| | | Yes | 2 | |
| Proven track record | No | 0 | 2 | |
| | Yes | 2 | | |
| Viability | Adequacy of budget proposal | No | 0 | 2 |
| | | Yes | 2 | |
| | Multiple funding sources | No | 1 | 2 |
| | | Yes | 2 | |
| | State/other Government funding secured | No | 1 | 1 |
| Yes | | 2 | | |
| Strong business model | No | 1 | 2 | |
| | Yes | 2 | | |
| Governance model in place | No | 0 | 2 | |
| | Yes | 2 | | |

Total Score

28

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Item: 157 **GM - 2020 Local Government NSW Annual Conference - Submission of Motions - (79351, 79633)**

Previous Item: 145, Ordinary (11 August 2020)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider motions proposed to be submitted by Council to the 2020 Local Government NSW Annual Conference.

EXECUTIVE SUMMARY:

The 2020 Local Government NSW Annual Conference is to be held from 22 to 24 November 2020. At its meeting on 11 August 2020 Council resolved to nominate four Councillors to attend the conference as Council's delegates for voting on motions.

At that stage Council had not resolved to submit any motions to the Conference, and no motions had been proposed. Local Government NSW requires any conference motions to be submitted by 12.00 midnight on Monday 28 September 2020. The report to Council's Meeting on 11 August 2020 noted that proposed motions should be provided to Council by 18 August 2020 so they could be reported to this Council Meeting.

Three proposed motions have been provided and are contained within this report.

RECOMMENDATION:

That:

1. The report be received and noted.
2. Council consider submitting to the 2020 Local Government NSW Annual Conference Motions 1, 2 and 3 set out in the report, dealing with the following:
 - a) Sex Work
 - b) Puppy Farms
 - c) Coercive Control.

BACKGROUND

The Local Government NSW Annual Conference is the annual policy-making event for NSW councils and an opportunity for councillors to come together to share ideas and debate issues that shape the way councils govern.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Voting Delegates

At its meeting on 11 August 2020 Council resolved:

“That:

1. *The report be received and noted.*
2. *Attendance of nominated Councillors and staff as considered by the General Manager, at the 2020 Local Government NSW Annual Conference at an approximate cost of \$2,350 plus travel expenses per delegate be considered.*
3. *The nomination of five Councillor voting delegates, for voting on Conference motions be considered.*
4. *Council consider whether to submit any motions to the 2020 Local Government NSW Annual Conference.*
5. *After participating in the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.”*

The Council is entitled to have five Voting Delegates at the Conference and Voting Delegates must be registered to attend the Conference.

At its meeting on 11 August 2020 Council also resolved:

“That Councillors Lyons-Buckett, Ross, Wheeler and Zamprogno attend the 2020 Local Government NSW Annual Conference and be Council’s voting delegates.”

Motions

Local Government NSW has called for motions to be considered at the Conference. Local Government NSW have requested councils to submit any motions by 12:00 midnight on Monday, 28 September 2020.

The Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. Are consistent with the objects of Local Government NSW (see Rule 4 of the Local Government NSW rules);
2. Relate to Local Government in NSW and/or across Australia;
3. Concern or are likely to concern Local Government as a sector;
4. Seek to advance the Local Government policy agenda of Local Government NSW and/or improve governance of the Association;
5. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. Are clearly worded and unambiguous in nature;
7. Do not express preference for one or several members over one or several other members.

Council has not resolved for any motions to be submitted to the 2020 Local Government NSW Conference as yet. However in the past Council has raised the following matters:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

2019

In relation to:

- The timing of announcements of Grant Funding by NSW Local Government and the Grants Commission
- Opposition to the proposed increase in Local Government Election charges as recommended by IPART.
- The need for improved communication and teamwork between Local Government and the State Government and its agencies
- The need for the Independent Pricing and Regulatory Tribunal (IPART) to have consistent and transparent sources of data in their assessment of various Developer Contribution Plans.
- The development of a long term Waste Strategy for Metropolitan Sydney.
- Recognition of Local Government in the Australian Constitution

2018

In relation to:

- The need for improved Community Engagement by the NSW State Government in relation to Infrastructure Projects
- The future of the IPART Report on 'Review of Local Government Rating System'

2017

In relation to:

- The proposed Fire and Emergency Services Levy
- The Future of the Independent Pricing and Regulatory Tribunal Report on 'Review of Local Government Rating System'
- The Cost of Local Government External Audit Arrangements
- The NSW Audit Office's Management of the Value of Land Under Roads and Community Land
- Independent Hearing and Assessment Panels
- The Commencement Date for Mandatory Independent Hearing and Assessment Panels
- Pensioner Concession Rebates on Rates and Domestic Waste Charges

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Three motions have been provided to Council for consideration:

Motion 1: Sex Work

That Local Government NSW:

1. *Notes that New South Wales decriminalised sex work 25 years ago. Decriminalisation in 1995 resulted in improved work safety, extremely low rates of HIV/STIs, increased transparency and better access to justice, health and services for sex workers.*
2. *Notes that sex workers still face discrimination and harassment on the basis of their occupation.*
3. *Acknowledges that the 2015 NSW Select Committee on the Regulation of Brothels recommended that NSW Health consult with Local Government NSW about any additional assistance, such as educational briefings, that it could give councils to assist them to make sound development assessment decisions around sex services premises from a public health perspective, and that the NSW Government supported that recommendation. LG NSW therefore requests that NSW Health provides these education briefings to Councillors in both the current and each subsequent council term.*

Motion 2: Ban puppy farms

That Local Government NSW:

1. *Notes that:*
 - a) *animal welfare and the care and control of companion animals are state responsibilities in NSW but that these responsibilities are largely met by Local Councils,*
 - b) *unscrupulous breeding in puppy farms financially impacts on Councils due to increased compliance costs and shelter, rehabilitation and rehoming costs, and*
 - c) *puppy farms are cruel and inhumane.*
2. *Notes that:*
 - a) *the Domestic Animals Amendment (Puppy Farms and Pet Shops) Act 2017 (Vic) prohibited the sale of breeders' puppies in pet shops and restricts the number of fertile female dogs kept by breeders in Victoria,*
 - b) *Victoria's tougher regulations resulted in large-scale breeders indicating they are seeking sites in NSW to continue their activities, and*
 - c) *there is significant community concern that puppy farms have moved their operations to NSW to avoid regulation and scrutiny.*
3. *Urges the NSW Government to strengthen NSW Legislation to:*
 - a) *transition pet shops to registered not-for-profit adoption centres to rehome dogs and puppies from approved rescue organisations and shelters,*
 - b) *limit animals kept by breeders and owners, including by limiting numbers of fertile female dogs on premises,*
 - c) *ensure breeder identification numbers are required for all litters, including the removal of loopholes for "one-off litters", and*

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

- d) *instigate a common database and better co-ordination between enforcement agencies across jurisdictions.*
- 4. *Notes that euthanasia is a significant concern to Councils and residents across NSW and is an animal welfare issue, and urges the NSW Government to act to reduce the rates of unwanted and abandoned animals by:*
 - a) *funding free desexing programs and education programs for pet owners, especially in areas with high dumping rates, and*
 - b) *supporting more “pet-friendly” rental accommodation.*

Motion 3: Coercive Control

That Local Government NSW:

- 1. *Notes with alarm the increasing prevalence of domestic abuse in NSW, including as a result of the COVID-19 Pandemic, and the devastating impact this has on individuals and communities.*
- 2. *Recognises that coercive control is a form of domestic abuse but that it is not currently a criminal offence under NSW law.*
- 3. *Contacts the NSW Premier and NSW Attorney General calling for the criminalisation of coercive control in NSW, in line with The Domestic Abuse (Scotland) Act, currently considered the best-practice example of criminalising psychological, emotional and financial abuse as forms of domestic abuse.*

Background

Domestic abuse is a significant cause of death, injury and distress in our communities. The prevalence of domestic abuse continues to rise in 2020, in part due to the COVID-19 Pandemic, social distancing, and financial and emotional stressors. Local Government sees the impacts of domestic abuse on the wellbeing of our communities and the use of services, often directly or indirectly providing support to service providers and victim-survivors.

Domestic abuse includes situational couple conflict (in which violence or abuse is perpetrated in the context of an escalating specific conflict) as well as coercive control (in which the victim is subject to an ongoing pattern of control under the threat of violence or other abuse).

Coercive control slowly strips victims of their sense of safety and independence, undermines their self-esteem, isolates them from friends and family, and leaves them feeling confused, fearful and powerless. Physical violence may or may not be present, but coercive control is the strongest indicator of potential homicide by an intimate partner. A recent domestic homicide review in NSW showed 77 of 78 perpetrators had used coercive control before killing their partners.

NSW law currently doesn't recognise coercive control as a crime. Current legislation limits police to arresting people for discrete acts of violence, not for ongoing patterns of abusive and controlling behaviours, apart from intimidation and stalking. Women often don't report coercive control because they fear that no one will believe them when they display no physical signs of assault. Scotland made coercive control a criminal offence last year, along with a comprehensive education campaign for communities, service providers and police. NSW must do the same.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

DISCUSSION

One of the criteria for the inclusion of motions on the Business Paper for the Conference is that they are consistent with the objects of the Local Government NSW:

Rule 4 of the Local Government NSW Rules says:

The objects of the Association shall be in New South Wales and elsewhere:

- a) *to encourage, promote, protect and foster an efficient and effective autonomous, democratic system of Local Government elected by and responsible to local communities with its position constitutionally guaranteed and with adequate resources including revenue from State and Commonwealth Governments;*
- b) *to promote, maintain and protect the interests, rights and privileges of Local Government in New South Wales and of the constituent members of the Association;*
- c) *to encourage and assist Local Government to seek out, determine, assess and respond to the needs and aspirations of its constituents;*
- d) *to encourage, assist, promote and foster the achievement and maintenance of the highest level of integrity, justice, competence, effectiveness and efficiency of Local Government;*
- e) *to develop, encourage, promote, foster and maintain consultation and co-operation between councils and Local, State and Commonwealth Governments and their instrumentalities;*
- f) *to develop, encourage, promote, foster and maintain the financial and economic well-being and advancement of Local Government and for such purposes to undertake, establish, acquire, conduct or dispose of any business, enterprise, undertaking or venture which in the opinion of the Association is necessary, desirable or convenient;*
- g) *to represent the members of the Association and Local Government generally in their dealings with State and Commonwealth Governments, with statutory and other corporations, with the media and with the public;*
- h) *to promote, support and encourage Local Government at a State and national level;*
- i) *to provide an industrial relations service to members including:*
 - I. *representing the interests of members in industrial matters before courts and tribunals;*
 - II. *assisting in negotiations relating to the settlement of disputes between members and their employees;*
 - III. *representing the interests of members in negotiating the establishment of and/or variation of industrial awards and agreements;*
 - IV. *promoting training programs aimed at enhancing the performance of Local Government.*
- j) *to undertake or promote any activity which the Board determines to be for the benefit and/or interest of members and local government in New South Wales.*

The proposed Motions 1, 2 and 3 are submitted for Council's consideration.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

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.
- 1.3 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.
 - 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.
- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.

FINANCIAL IMPACT

The matters raised in this report do not have financial implications. The cost for nominated Councillors to attend the Conference was reported to Council on 11 August 2020 and the expenditure applicable is provided for in the 2020/2021 Adopted Operational Plan.

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: 25 August 2020

CITY PLANNING

Item: 158 **CP - Submission to Proposed Amendment to the Standard Instrument (Local Environmental Plans) - Natural Disasters - (95498)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to provide:

- A summary of the proposed amendment to the Standard Instrument (Local Environmental Plans) Order 2006 to introduce a Local Environmental Plan provision relating to the rebuilding of dwelling houses or secondary dwellings damaged or destroyed by a natural disaster;
- A discussion of the implications of the proposed legislation; and
- A recommendation for the submission of feedback to the Department of Planning, Industry and Environment.

EXECUTIVE SUMMARY:

The Department of Planning, Industry and Environment are proposing amendments to legislation to introduce an optional Local Environmental Plan provision relating to the rebuilding of dwelling houses or secondary dwellings damaged or destroyed by a natural disaster. They are seeking feedback on the proposed changes.

The most likely natural disasters to impact on the Hawkesbury include Bushfires, Floods and Earthquakes.

The proposed provision is intended to:

- Clarify that a dwelling that has been destroyed or damaged in a natural disaster can be rebuilt or repaired with development consent;
- Save the applicant time and money by removing the need to request a variation to development standards under the applicable LEP;
- Allow the consent authority to assess and determine the application on its merits.

The provision does not amend requirements in terms of the need for development applications to be submitted along with requisite studies. The provision does not make dwellings as of right, but permits Council's to consider whether development consent may be granted based on consideration of the development application.

Hawkesbury Local Environmental Plan 2012 does not contain any clauses that have prevented the approval of the rebuilding or repair of dwellings damaged by the recent bushfires within the Hawkesbury Local Government Area. It is noted that the rebuilding or repair of a dwelling house or secondary dwelling will still be subject to the requirements of *Planning for Bushfire Protection*, for development of bushfire prone land.

Councils will be able to elect whether the optional provision (proposed new clause) should be inserted into their Local Environmental Plan and participating councils will be able to nominate which zones the clause will apply to.

The proposed amendment to the Standard Instrument (Local Environmental Plans) Order 2006 is on exhibition, and open for comment, until 31 August, 2020.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

This report discusses the implications of the proposed amendment, and makes a recommendation that Council raises the following matters with the Department of Planning, Industry and Environment:

- The need for a definition of 'natural disaster' in order to avoid ambiguity
- Provision of clear processes and responsibilities for confirming that a 'natural disaster' had occurred.
- Conflicting advice provided in the exhibition documentation in respect to what provisions of local environmental plans are or are not to be taken into consideration in the assessment of a development application for the rebuilding of a dwelling impacted by a natural disaster.
- Highlight that the wording of proposed Clause 5.9 means that any rebuild or repair of a dwelling house or secondary dwelling cannot be refused based on not meeting any other provision of Hawkesbury Local Environmental Plan 2012. In this regard problems will arise in respect to rebuilding dwellings in the absence of the flood requirements of Clause 6.3 Flood planning of Hawkesbury Local Environmental Plan 2012, where the intensification or expansion of the dwelling would not be restricted;
- Outline that the existing provisions of Hawkesbury Local Environmental Plan 2012 and the 'existing use' provisions of the Environmental Planning and Assessment Act 1979 support the rebuilding and repair of dwelling houses and secondary dwellings following damage by natural disaster without compromising the safety or resilience of new development.

The report also recommends that Council submit an Expression of Interest in terms of the proposed clause, noting that Council can consider whether or not to Opt In to the new clause when the final version is provided to Council.

RECOMMENDATION:

That Council:

1. Receive and note the NSW Government's Proposed Amendment to the Standard Instrument (Local Environmental Plans) - Natural Disasters.
2. Note the key points in the Draft Submission in relation to:
 - a) The need for a definition of 'natural disaster'
 - b) Need for clear processes and responsibilities for confirming that a 'natural disaster' had occurred.
 - c) Clarify what provisions of local environmental plans are or are not to be taken into consideration in the assessment of a development application for the rebuilding of a dwelling impacted by a natural disaster.
 - d) Wording of the proposed clause 5.9 should avoid intensification or expansion of the dwelling
 - e) Outline that the existing provisions of Hawkesbury Local Environmental Plan 2012 and the 'existing use' provisions of the Environmental Planning and Assessment Act 1979 support the rebuilding and repair of dwelling houses and secondary dwellings following damage by natural disaster without compromising the safety or resilience of new development.
3. Endorse the Draft Submission contained in Attachment 2 of the report.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

4. Submit an Expression of Interest to incorporate the new clause into Hawkesbury Local Environmental Plan 2012, noting that when the Final Clause is received Council is able to consider whether to Opt In at that stage.

BACKGROUND

Over the 2019/2020 summer, NSW was devastated by bush fires which destroyed over 2,400 homes, and damaged over 1,000 more. Subsequent floods also affected large parts of NSW causing further damage to homes and infrastructure. Many people affected by these natural disasters are now seeking planning approvals to enable them to rebuild or repair their dwellings.

For the Hawkesbury, this included:

- 12 dwellings destroyed
- 9 dwellings damaged
- 80 sheds / outbuildings destroyed / damaged

It should be noted that the figures above have been updated from previous figures provided to Council. It should also be noted that given the current provisions of the Hawkesbury Local Environmental Plan 2012 none of the dwellings destroyed or damaged during the 2019/2020 bushfire season would have had to rely on such a clause ie. dwellings are permissible with consent in the zones in which the destroyed/damaged dwellings are located.

The Department of Planning, Industry and Environment has received feedback from councils that in some cases, where dwellings were originally approved and constructed under historical planning instruments, development consent cannot be granted to reconstruct a new dwelling under the current planning controls. This may be the case even if the proposed dwelling is of a similar size, scale and location to the original dwelling, due to changes to local planning controls over time.

As a consequence, the Department of Planning, Industry and Environment is proposing the inclusion of an optional provision in the Standard Instrument (Local Environmental Plans) Order to support the rebuilding and repair of dwellings following a natural disaster.

The proposed amendment to the Standard Instrument (Local Environmental Plans) Order 2006 is on exhibition, and open for comment, until 31 August, 2020 and is included as Attachment 1 to this report.

The proposed draft provision is provided below:

5.9 Dwelling house or secondary dwelling affected by natural disaster [optional]

- (1) *The objective of this clause is to enable the repair or replacement of lawfully erected dwelling houses and secondary dwellings that have been damaged or destroyed by a natural disaster.*
- (2) *This clause applies to land in the following zones— (a) [set out the zones to which the clause is to apply]*
- (3) *Despite any other provision of this Plan, development consent may be granted to development on land to which this clause applies to enable a dwelling house or secondary dwelling that has been damaged or destroyed by a natural disaster to be repaired or replaced if—*
 - (a) *the dwelling house or secondary dwelling was lawfully erected, and*
 - (b) *the development application seeking the development consent is made to the consent authority no later than 5 years after the day on which the natural disaster caused the damage or destruction.*

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

DISCUSSION

Proposed Clause

The Department of Planning, Industry and Environment is proposing to amend the Standard Instrument (Local Environmental Plans) Order 2006 to insert an optional provision that may be inserted into local environmental plans. The purpose of the provision is to allow consent authorities to grant development consent to the repair or rebuild of a lawfully erected dwelling house or secondary dwelling that has been damaged or destroyed by a natural disaster, despite any applicable development standards in the local environmental plan.

The proposed clause will:

- Clarify that a dwelling that has been destroyed or damaged in a natural disaster can be rebuilt or repaired with development consent;
- Save the applicant time and money by removing the need to request a variation to development standards under the applicable LEP;
- Allow the consent authority to assess and determine the application on its merits.

Councils will be able to elect whether the clause should be inserted into their Local Environmental Plan, and participating councils will be able to nominate which zones the clause will apply to.

It should be noted that as per the proposed clause, the replacement building can be the same or substantially different, which is a matter discussed further in this briefing note.

To expedite the inclusion of this clause in local environmental plans and support communities recovering from bush fires and floods, the Department of Planning, Industry and Environment will amend participating local environmental plans through an amending State Environmental Planning Policy. This will save councils the time and resources required to progress individual planning proposals.

The proposed amendment to the Standard Instrument (Local Environmental Plans) Order 2006 is on exhibition, and open for comment, until 31 August, 2020 and is included as Attachment 1.

In summary, the following process is being undertaken:

- Stage 1 - Exhibition (Feedback and Expression of Interest)
- Stage 2 - Consideration of Feedback and Drafting
- Stage 3 - Opt in - Final clause distributed to interested councils to advise whether they will confirm the insertion of the clause into their Local Environmental Plan
- Stage 4 - Implementation - clause will be automatically added to council's Local Environmental Plans if they have opted in.

To be a lawfully erected dwelling house or secondary dwelling, it must have been constructed under a valid development consent, building approval or another lawful planning pathway under the Environmental Planning and Assessment Act 1979 or equivalent historical planning legislation.

The replacement or repair of a dwelling does not have to be identical to the original dwelling which was destroyed or damaged. Changes to the design and location of a proposed dwelling may be required to meet the relevant provisions of development control plans or other relevant planning instruments and associated legislation.

The supporting exhibition documentation advises that *“for development applications where the clause applies, the consent authority cannot refuse a development application on the basis it does not comply with a development standard in the applicable local environmental plan. The proposed development will still be assessed on its merits against the relevant considerations under Section 4.15 of the Environmental Planning and Assessment Act 1979 and any other applicable legislation.*

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Development standards, concurrence requirements and other applicable provisions outlined in state environmental planning policies will continue to apply to development where the new clause applies.

Section 4.14 of the Environmental Planning and Assessment Act 1979 applies for development of bushfire prone land and all relevant requirements of *Planning for Bushfire Protection 2019* must be satisfied.

Where the clause and the Biodiversity Conservation Act 2016 apply, any relevant assessment and offsetting requirements under that Act must also be met.

A development application seeking development consent to rebuild or replace a dwelling under the clause must be made to the consent authority no later than five years after the day on which the natural disaster caused the damage or destruction.

Draft Submission

A Draft Submission is included as Attachment 2 to this report, but the key matters raised in the Draft Submission include:

- The lack of a definition of 'natural disaster' and the resulting ambiguity of what is or is not considered to be a natural disaster
- Need for clear processes and responsibilities for confirming that a 'natural disaster' had occurred.
- Need for clarification of what local environmental plan provisions are able to be taken into consideration in the assessment of a development application for the rebuilding of a dwelling impacted by a natural disaster.

Definition and Responsibility

The proposed clause does not include a definition of 'natural disaster', however the Department of Planning, Industry and Environment advise that it should be taken to be an extreme weather event that is consistent with the commonly understood meaning of the term. It is envisaged that the lack of a definition in the legislation for 'natural disaster' is unlikely to be problematic in the identification of a natural disaster resulting from extreme weather event. However, whilst rarer, other natural disasters not specifically relating to weather events may arise including earthquakes and tsunamis, and it is considered reasonable that the proposed clause could be utilised to assist in these circumstances.

It is therefore recommended that the Department of Planning, Industry and Environment be made aware of these additional circumstances and that the lack of a definition of 'natural disaster' may result in ambiguity of what is or is not considered to be a natural disaster.

Additionally, it is considered essential to highlight a process and responsibilities associated with confirming that a 'natural disaster' has occurred.

Clarification of Matters Relating to Development Assessment

The intent of the proposed clause is to clarify that a dwelling house or a secondary dwelling can be rebuilt or repaired if the original lawful dwelling was destroyed or damaged in a natural disaster. The supporting documentation accompanying the exhibition of the proposed Amendment to the Standard Instrument (Local Environmental Plans) Order 2006 advises that a "*merit assessment is still required, however the rebuild or repair cannot be refused on the basis of any development standards within the local environmental plan.*"

Hawkesbury Local Environmental Plan 2012 contains clauses that contain development standards and clauses that require certain considerations. The wording of the proposed Clause 5.9(3) states

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

- (3) *Despite any other provision of this Plan, development consent may be granted to development on land to which this clause applies to enable a dwelling house or secondary dwelling that has been damaged or destroyed by a natural disaster to be repaired or replaced if -*

The wording “despite any other provision” refers to any clause within the local environmental plan, not just those relating to development standards.

Hawkesbury Local Environmental Plan 2012 does not contain any clauses that have prevented the approval of the rebuilding or repair of dwellings damaged by the recent bushfires within the Hawkesbury Local Government Area. It is noted that the rebuilding or repair of a dwelling house or secondary dwelling will still be subject to the requirements of *Planning for Bushfire Protection*, for development of bushfire prone land.

However, the proposed clause will have a significant impact in respect to development subject to the provisions of Clause 6.3 *Flood planning* of Hawkesbury Local Environmental Plan 2012. Clause 6.3 is not a development standard, however it provides the requirements to be met for development subject to flood event up to and including the 1 in 100 year event. Given the wording of the proposed Clause 5.9, consideration of flood related requirements would not be able to be undertaken, such as compatibility with flood hazards, and any new dwelling would not be located or constructed to ensure or improve resilience to flooding impacts in the future. Concern is also raised that the clause may also prevent consideration of the development application in light of the latest available flood studies, and whether the evacuation of properties impacted by the Probable Maximum Flood is able to be considered.

It is therefore recommended that the Department of Planning, Industry and Environment be requested to clarify whether only provisions that are development standards within a local environmental plan do not apply to the assessment of the rebuilding of a dwelling damaged by a natural disaster and, if needed, reconsider the wording of proposed Clause 5.9 to make it clear as to which provisions within a local environmental plan are applicable or not.

Expression of Interest and Opt In

In addition to any feedback, the Department of Planning, Industry and Environment is asking interested councils to provide an expression of interest in incorporating the final clause into their local environmental plans. Only those councils who have submitted an expression of interest and associated planning contact during exhibition will be contacted to opt-in to the final clause.

The Department will distribute the final clause to interested councils and request that councils provide formal confirmation that the council elects to have the clause inserted into their local environmental plan as part of the amending State Environmental Planning Policy and nominate relevant local Environmental plans(s) and the zones where the proposed clause will apply. Councils will have a period of six weeks to formally opt-in from the date of distribution of the final clause. Only councils who formally opt-in will be included in the amending State Environmental Planning Policy.

In the absence of the proposed new Natural Disaster clause, development applications for the rebuilding or repair of dwelling houses or secondary dwellings damaged as a result of natural disasters would be reliant on the provisions of the Hawkesbury Local Environmental Plan 2012. For cases involving bushfire or severe storm events, the Hawkesbury Local Environmental Plan 2012 will not inadvertently prohibited the rebuilding or repair of dwelling houses or secondary dwellings.

However, in the case of flood affected properties, the requirements of Clause 6.3 *Flood planning* could prohibit the rebuilding of development, in particular if located within a flood hazard category that is incompatible with that development. It is considered reasonable that if a dwelling house was lawfully situated on the land, then that right is maintained and that the reinstatement of the structure be supported.

In these circumstances it is not desirable to permit the intensification of development on the floodplain due to increases in adverse impacts relating to risk to life, economic loss, social impacts and the limited capacity for evacuation. The provisions of the Environmental Planning and Assessment Act 1979 in

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

respect to 'existing use' can be used for permissibility of the new development. The requirements relating to 'existing use' further place limitations in relation to the intensification or expansion of the existing use. In this regard, this mechanism supports the rebuilding of a lawful dwelling house whilst providing opportunity to lessen or mitigate any adverse impacts resulting from flooding.

Following consideration of submissions, the Department of Planning, Industry and Environment will distribute the final clause for consideration of whether to Opt In. It is recommended that Council register an expression of interest in incorporating the clause into the Hawkesbury Local Environmental Plan 2012, but raise the following issues:

- the wording of proposed Clause 5.9 means that any rebuild or repair of a dwelling house or secondary dwelling cannot be refused based on not meeting any other provision of *Hawkesbury Local Environmental Plan 2012*. In this regard problems will arise in respect to rebuilding dwellings in the absence of the flood requirements of Clause 6.3 *Flood planning of Hawkesbury Local Environmental Plan 2012*, where the intensification or expansion of the dwelling would not be restricted;
- the existing provisions of Hawkesbury Local Environmental Plan 2012 and the 'existing use' provisions of the Environmental Planning and Assessment Act 1979 support the rebuilding and repair of dwelling houses and secondary dwellings following damage by natural disaster without compromising the safety or resilience of new development.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy given they are matters about which the NSW State Government is undertaking community consultation.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

FINANCIAL 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 2019/2020 Operational Plan, which will adversely impact on Council's financial sustainability.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

ATTACHMENTS:

AT - 1 Proposed Amendment to the Standard Instrument (Local Environmental Plans) Natural Disasters.

AT - 2 Draft Submission to Department of Planning, Industry and Environment.

AT - 1 Proposed Amendment to the Standard Instrument (Local Environmental Plans) Natural Disasters

Proposed Clause for Natural Disasters

Policy Consultation Paper



August 2020

Greater clarity for landowners rebuilding their homes following a natural disaster

Over the 2019-2020 summer, NSW was devastated by bush fires which destroyed over 2,400 homes, and damaged over 1,000 more. Subsequent floods also affected large parts of NSW causing further damage to homes and infrastructure. Many people affected by these natural disasters are now seeking planning approvals to enable them to rebuild or repair their dwellings.

The Department has received feedback from councils that in some cases, where dwellings were originally approved and constructed under historical planning instruments, development consent cannot be granted to reconstruct a new dwelling under the current planning controls. This may be the case even if the proposed dwelling is of a similar size, scale and location to the original dwelling, due to changes to local planning controls over time.

The Department is working with local councils to cut red tape to enable the rebuilding of homes following natural disasters.

A new clause to enable rebuilding and recovery

The Department is proposing to amend the *Standard Instrument (Local Environmental Plans) Order 2006* to insert an optional provision that may be inserted into local environmental plans (LEP). The purpose of the provision is to allow consent authorities to grant development consent to the repair or rebuild of a lawfully erected dwelling house or secondary dwelling that has been damaged or destroyed by a natural disaster, despite any applicable development standards in the LEP. The proposed provision will:

- clarify that a dwelling that has been destroyed or damaged in a natural disaster can be rebuilt or repaired with development consent;
- save the applicant time and money by removing the need to request a variation to development standards under the applicable LEP;
- allow the consent authority to assess and determine the application on its merits.

Councils will be able to elect whether the optional provision should be inserted into their LEP and participating councils will be able to nominate which zones the clause will apply to. This will allow councils to identify areas in their local government area where the clause would be appropriate and prevent it from being included in areas that are unsuitable for residential development.

The proposed provision would apply to dwelling houses and secondary dwellings that were lawfully constructed in accordance with the *Environmental Planning and Assessment Act 1979* or historical planning and building legislation.

Saving applicants time and money

Applicants will be able to rely on the provision to seek development consent to rebuild or repair their home if it was destroyed or damaged in a natural disaster. Applicants will not have to lodge a request to vary a development standard under clause 4.6 of the LEP, or pay fees associated with the preparation, lodgement and processing of the request, saving them time and money.

The provision will also alleviate any cost burdens and extended approval timeframes for applicants and consent authorities dealing with applications to rebuild homes that have been destroyed or damaged in a natural disaster.

Proposed Clause for Natural Disasters

Policy Consultation Paper



Opting-in to the clause

The Department will work with interested councils to consider feedback provided during exhibition, and to insert the final clause into the LEPs of councils who would like to opt-in.

To expedite the inclusion of this provision in LEPs and support communities recovering from bush fires and floods, the Department will amend participating LEPs through an amending State Environmental Planning Policy (SEPP). This will save councils the time and resources required to progress individual planning proposals.

Councils can also choose to include the optional provision in their LEPs at a later date as part of a council led planning proposal.

Stage 1 – Exhibition

The draft Standard Instrument (Local Environmental Plans) Amendment (Natural Disasters) Order 2020, which includes the proposed clause, is being publicly exhibited for a period of 28 days. Councils and other interested persons are invited to provide feedback on the clause. In addition to any feedback, the Department is asking interested councils to:

- Provide an expression of interest in incorporating the final clause into their LEP; and
- Nominate a suitable contact(s) who can liaise with the Department about the following stages of implementation.

Only those councils who have submitted an expression of interest and associated planning contact during exhibition will be contacted to opt-in to the final clause.

Stage 2 – Consideration of Feedback and Drafting

Following exhibition, the Department will consider feedback received which will inform the final clause.

Stage 3 – Opt-in

The Department will distribute the final clause to interested councils and request that councils provide the following by way of email correspondence:

- Formal confirmation that the council elects to have the clause inserted into their LEP as part of the amending SEPP; and
- Nominate relevant LEP(s) and the zones where the proposed clause will apply.

Councils will have a period of six weeks to formally opt-in from the date of distribution of the final clause. Only councils who formally opt-in will be included in the amending SEPP.

Stage 4 – Implementation

The draft Standard Instrument (Local Environmental Plans) Amendment (Natural Disasters) Order 2020 will be finalised and made with the effect that the proposed clause can be selected as an optional provision that can be inserted into Standard LEPs.

An amending SEPP will also be prepared and finalised to insert the optional clause into the LEPs nominated by participating councils.

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ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

AT - 2 Draft Submission to Department of Planning, Industry and Environment



Your Ref:
Our Ref:

31 August 2020

NSW Department of Planning, Industry and Environment
GPO Box 39
SYDNEY NSW 2001

Dear Sir/Madam

Submission to Proposed Amendment to the Standard Instrument (Local Environmental Plans) Order 2006 to introduce a new Clause for Rebuilding after a Natural Disaster

I refer to the proposed amendment to the Standard Instrument (Local Environmental Plans) Order 2006 to introduce a new optional clause into local environmental plans to assist rebuilding after a natural disaster. The proposed amendment is on exhibition and open for comment until 31 August 2020.

Following consideration of this matter at Council's Ordinary Meeting of 25 August, 2020 Council resolved to provide the following comments for your consideration in finalising the Amendment.

This response provides Council's understanding of the purpose of the proposed Amendment, identifies potential issues arising from the new legislation and provides suggestions to resolve these identified issues.

Council understands that the purpose of the Amendment is to provide an optional provision in the Standard Instrument (Local Environmental Plans) Order to support the rebuilding and repair of dwellings following a natural disaster.

The proposed provision will:

- clarify that a dwelling that has been destroyed or damaged in a natural disaster can be rebuilt or repaired with development consent;
- save the applicant time and money by removing the need to request a variation to development standards under the applicable LEP;
- allow the consent authority to assess and determine the application on its merits.

It is also understood that Councils will be able to elect whether the optional provision (proposed new clause) should be inserted into their Local Environmental Plan and participating councils will be able to nominate which zones the clause will apply to.

Council understands that the proposed amendment applies to all local government areas, however in general the following comments that are provided are specific to the Hawkesbury Local Government Area.

Defining Natural Disaster

A 'natural disaster' is not defined in the legislation, however the Department of Planning, Industry and Environment advise that it should be taken to be an extreme weather event that is consistent with the commonly understood meaning of the term. It is envisaged that the lack of a definition in the legislation for 'natural disaster' is unlikely to be problematic in the identification of a natural disaster resulting from extreme weather event. However, whilst rarer, other natural disasters not

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ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020



specifically relating to weather events may arise including earthquakes and tsunamis, and it is considered reasonable that the proposed clause could be utilised to assist in these circumstances.

It is therefore requested that the Department of Planning, Industry and Environment consider these additional circumstances and provide a definition for 'natural disaster' to remove any ambiguity relating to what is or is not considered to be a natural disaster.

Proposed Clause 5.9

The intent of the proposed Clause 5.9 is to clarify that a dwelling house or a secondary dwelling can be rebuilt or repaired if the original lawful dwelling was destroyed or damaged in a natural disaster. The supporting documentation accompanying the exhibition of the proposed Amendment to the Standard Instrument (Local Environmental Plans) Order 2006 advises that a "*merit assessment is still required, however the rebuild or repair cannot be refused on the basis of any development standards within the local environmental plan.*"

Hawkesbury Local Environmental Plan 2012 contains clauses that contain development standards and clauses that require certain considerations. The wording of the proposed Clause 5.9(3) states

- (3) *Despite any other provision of this Plan, development consent may be granted to development on land to which this clause applies to enable a dwelling house or secondary dwelling that has been damaged or destroyed by a natural disaster to be repaired or replaced if -*

The wording "despite any other provision" refers to any clause within the local environmental plan, not just those relating to development standards.

Hawkesbury Local Environmental Plan 2012 does not contain any clauses that have prevented the approval of the rebuilding or repair of dwellings damaged by the recent bushfires within the Hawkesbury Local Government Area. It is noted that the rebuilding or repair of a dwelling house or secondary dwelling will still be subject to the requirements of *Planning for Bushfire Protection*, for development bushfire prone land.

However, the proposed clause will have a significant impact in respect to development subject to the provisions of Clause 6.3 *Flood planning of Hawkesbury Local Environmental Plan 2012*. Clause 6.3 is not a development standard, however it provides the requirements to be met for development subject to flood event up to and including the 1 in 100 year event.

The requirements of Clause 6.3 *Flood planning* could prohibit the rebuilding of development, in particular if located within a flood hazard category that is incompatible with that development. It is considered reasonable that if a dwelling house was lawfully situated on the land, then that right is maintained and that the reinstatement of the structure be supported. In these circumstances it is not desirable to permit the intensification of development on the floodplain due to increases in adverse impacts relating to risk to life, economic loss, social impacts and the limited capacity for evacuation.

The provisions of *Environmental Planning and Assessment Act, 1979* in respect to 'existing use' can be used for permissibility of the new development in these cases. The requirements relating to 'existing use' further place limitations in relation to the intensification or expansion of the existing use. In this regard, this mechanism supports the rebuilding of a lawful dwelling house whilst providing opportunity to lessen or mitigate any adverse impacts resulting from flooding.

Given the wording of the proposed Clause 5.9, consideration of flood related requirements would not be able to be undertaken, such as compatibility with flood hazards, and any new dwelling would not be located or constructed to ensure or improve resilience to flooding impacts in the future.

It is therefore requested that the Department of Planning, Industry and Environment clarify whether only provisions that are development standards within a local environmental plan do not apply to

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020



the assessment of the rebuilding of a dwelling damaged by a natural disaster and, if needed reconsider the wording of proposed Clause 5.9 to make it clear as to which provisions within a local environmental plan are applicable or not.

Hawkesbury City Council wishes to express its interest in incorporating the final clause into the *Hawkesbury Local Environmental Plan 2012*. At the time of receipt of the final clause from the Department of Planning, Industry and Environment, Council will further consider whether or not the new provision will better assist in rebuilding after a natural disaster without compromising the safety or resilience of new development before formally opting-in.

Thank you for the opportunity to provide comments.

Should you have any enquiries in relation to this matter please contact Colleen Haron, Senior Strategic Land Use Planner on (02) 4560 4564.

Yours faithfully

Andrew Kearns
Manager Strategic Planning

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Item: 159 **CP - Housing Diversity State Environmental Planning Policy - (95498)**

Division: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to:

- Inform Council that the Department of Planning, Industry and Environment is currently exhibiting “Proposed new Housing Diversity State Environmental Planning Policy Explanation of Intended Effect” which is a NSW statewide planning policy
- Seek Council’s consideration and endorsement of a Hawkesbury City Council submission to be lodged with the Department of Planning, Industry and Environment.

EXECUTIVE SUMMARY:

The Department of Planning, Industry and Environment is exhibiting an Explanation of Intended Effect for a proposed new Housing Diversity State Environment Planning Policy that:

1. Introduces new definitions for build-to-rent housing, student housing and co-living;
2. Amends state-level planning provisions, particularly for boarding house and seniors housing development;
3. Amends state-level planning provisions to support social housing developments undertaken by the NSW Land and Housing Corporation on government-owned land; and
4. Consolidates three housing-related State Environmental Planning Policies, including:
 - State Environmental Planning Policy (Affordable Rental Housing) 2009
 - State Environmental Planning Policy (Housing for Seniors and People with a Disability) 2004
 - State Environmental Planning Policy No 70 – Affordable Housing (Revised Schemes).

The proposed Housing Diversity State Environmental Planning Policy is an example of government-led action to address housing diversity and affordability, in line with the proposed NSW Housing Strategy which was exhibited earlier and reported to Council on 28 July 2020.

It is considered that Council should provide a submission to highlight issues associated with housing in the Hawkesbury in relation to:

- The proposed new land use terms of *Build-to-rent, Co-Living and Student Housing*
- Proposed amendments to existing provisions of *Affordable Rental Housing State Environmental Planning Policy* and the *Seniors Housing State Environmental Planning Policy*
- Secondary dwellings in rural areas
- The need to consider whether key worker housing should be included in the Draft Housing Diversity State Environmental Planning Policy.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

RECOMMENDATION:

That Council:

1. Receive and note the NSW Government's "Proposed new Housing Diversity State Environmental Planning Policy - Explanation of Intended Effect".
2. Note the key points in the Draft Submission in relation to:
 - Build-to-rent
 - Co-Living
 - Student Housing
 - Proposed amendments to existing provisions of Affordable Rental Housing State Environmental Planning Policy
 - Secondary dwellings in rural areas
 - Proposed amendments to Seniors Housing State Environmental Planning Policy
 - Need to consider whether key worker housing should be included in the Draft Housing Diversity State Environmental Planning Policy.
3. Endorse the Draft Submission on the Housing Diversity State Environmental Planning Policy included as Attachment 2 to this report.

BACKGROUND

The NSW State Government currently has three State Environmental Planning Policies in place to facilitate the delivery of diverse housing types that meet the needs of the people of NSW, including:

- Seniors State Environmental Planning Policy
- Affordable Rental Housing State Environmental Planning Policy and
- State Environmental Planning Policy 70.

These State Environmental Planning Policies have been in place for some time and some provisions need to be amended or updated to reflect current conditions and community expectations. The housing needs and preferences of the community have changed over time and will continue to change. It is important to ensure that planning policies facilitate housing types in response to these changes.

The Department of Planning, Industry and Environment is proposing to prepare a new State Environmental Planning Policy (Attachment 1) to consolidate and update the Government's housing-related policies.

At its Meeting on 11 August 2020, Council considered the Draft Hawkesbury Local Housing Strategy. The following elements of the Draft Strategy have informed Council's draft response to this proposed Policy:

- Limited diversity in housing types (need for greater diversity in housing stock)
- Ageing of the population (need for flexible/adaptive housing)
- Reliance on low density development and urban form (low rates of public transport use and high car dependency)
- Housing affordability (particularly rentals)
- Social housing and homelessness
- Need to expand affordable housing options and further enhance Council's existing Affordable Housing Policy, including Council's involvement with the preparation of the Western City Affordable Housing Strategy. Also including provision to advocate for an increase in the supply of public housing noting the value of this as an economic stimulus

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

- Meeting housing targets/population projections specified in NSW State Government Plans and balancing this with significant considerations/constraints (flooding, bushfire risk, biodiversity, agricultural/rural lands, urban heat, heritage/character of towns and villages)
- Impacts of increased housing on agricultural lands
- Consideration of the provision of Detached Dual Occupancies and Secondary Dwellings through a place based approach that considers the recommendations of the Hawkesbury Rural Lands Strategy
- Ability to plan for a longer term supply of residential land given uncertainty around a number of matters eg. Strategic Transport Routes and Metropolitan Rural Area context.

Location Plan

These proposed amendments will be applicable to the whole Hawkesbury Local Government Area.

Relevant Legislation

- Seniors State Environmental Planning Policy
- Affordable Rental Housing State Environmental Planning Policy and
- State Environmental Planning Policy 70.

DISCUSSION

The proposed new Housing Diversity State Environmental Planning Policy aims to deliver a planning framework that:

- Will assist the State's economic recovery following Coronavirus (COVID-19) pandemic;
- Consolidates existing State level housing-related planning provisions into a single instrument;
- Is in a format capable of being expanded and amended as future needs may require; and
- Facilitates the delivery of housing that meets the needs of the State's growing population.

It is proposed to introduce three new land use terms to help facilitate housing projects that will stimulate economic recovery.

1. Build-to-rent
2. Co-Living
3. Student Housing.

Build-to-rent housing in particular has been identified as an opportunity for economic stimulus recognising the growing need for secure, long term rental options and support for new investment, especially in the recovery phase of COVID-19. The Policy establishes a planning pathway that incentivises and supports development of this type.

In addition, it is proposed to amend some planning provisions, particularly relating to boarding house and seniors housing development.

Amendment to the Boarding House Provisions:

The current boarding house provisions will be amended to:

- Remove the requirement for boarding houses to be mandated within the R2 – Low Density Residential zone;
- Amend the floor space ratio bonus for boarding house development to a standard 20%; and
- Include a requirement for affordability of boarding house developments.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Amendment to the Affordable Rental Housing State Environmental Planning Policy Provisions to:

- Ensure that councils can continue to mitigate the loss of existing affordable housing by requiring monetary contributions;
- Provide a quicker and easier process to allow an existing dwelling to be used as a group home; and
- Allow councils to set the maximum size for a secondary dwelling in a rural zone.

Amendment to the Seniors and People with Disability State Environmental Planning Policy Provisions to:

- Clarify how the State Environmental Planning Policy applies to land being used for the purposes of a registered club;
- Update the provisions of Schedule 1 – Environmentally sensitive land to align with current legislative and planning conditions;
- Amend the 'location and access to facilities' provisions so that point-to-point transport such as taxis, hire cars and ride share services cannot be used for the purpose of meeting the accessibility requirements;
- Extend the validity of a Site Compatibility Certificate to 5 years, provided that a development application is lodged within 12 months of the date on which the Site Compatibility Certificate is issued; and
- Clarify that development standards in a local environmental plan prevail to the extent of any inconsistency with the State Environmental Planning Policy.

The Seniors State Environmental Planning Policy, the Affordable Rental Housing State Environmental Planning Policy and the State Environmental Planning Policy (State and Regional Development) 2011 are amended to support the delivery of social housing by the NSW Land and Housing Corporation on government-owned land.

Amendments made to support the Land and Housing Corporation:

It is also proposed to make a number of changes to the Affordable Rental Housing State Environmental Planning Policy and Seniors State Environmental Planning Policy to facilitate the delivery of new housing by or on behalf of Land and Housing Corporation on government-owned land. The proposed changes include:

- Facilitating the redevelopment of government-owned land for two storey residential development, that may comprise elements of social, affordable and private housing, by increasing the number of dwellings in a development that Land and Housing Corporation can self-assess from 20 to 60;
- Extending density bonuses and car parking concessions, that currently apply under the Affordable Rental Housing State Environmental Planning Policy and Seniors State Environmental Planning Policy, to all components, including the private housing components, of a residential development undertaken by or on behalf of Land and Housing Corporation;
- Clarifying that Land and Housing Corporation can carry out any type of residential accommodation, including manor houses and terraces, that is permissible under an environmental planning instrument;
- Extending the density bonus for in-fill affordable housing under Division 1 of the Affordable Rental Housing State Environmental Planning Policy to include more land outside the Sydney region; and
- Allowing Land and Housing Corporation to self-assess applications for subdivision of government-owned land.

It is also proposed to further streamline the assessment of Land and Housing Corporation projects by simplifying the pathway for major projects, such as those within the Communities Plus Program, to become State Significant Development under the State Environmental Planning Policy (State and Regional Development) 2011. The existing provisions of State Environmental Planning Policy 70 are proposed to be

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

transferred to the new State Environmental Planning Policy in their current form. It is proposed to review the provisions of the new State Environmental Planning Policy within 24 months of its introduction to ensure they are functioning as intended.

Preparation of Council's Draft Submission has been informed by work that has been undertaken with respect to various background studies, including:

- Hawkesbury Demographics Study
- Draft Hawkesbury Local Housing Strategy
- Draft Hawkesbury Rural Lands Strategy.

The Draft Submission is included as Attachment 2, but key points raised in the Draft Submission include matters associated with:

- Build-to-rent – welcome addition, but questions raised about safeguards
- Co-Living – welcome addition, but question permissibility in certain zones, and suggest inclusion of a rental capping mechanism
- Student Housing – welcome addition, but recommend the definition is consistent across all NSW Planning Policies and standard instruments
- Secondary dwellings in rural areas – particularly in Rural Zoned areas, need for consideration of the provision of Secondary Dwellings through a place based approach that considers environmental, social and economic impacts
- Proposed amendments to Seniors Housing State Environmental Planning Policy – welcome amendment, but the exemption of lift access requirements for development applications made by or jointly with a social housing provider may need reconsideration
- Need to consider whether provisions relating to key worker housing should be incorporated into the Draft Housing Diversity State Environmental Planning Policy.

COMMUNITY ENGAGEMENT

No community engagement is required for this matter as the Department of Planning, Industry and Environment is exhibiting an Explanation of Intended Effect for a proposed new Housing Diversity State Environmental Planning Policy until 9 September 2020 through its portal. As this is a matter that affects the State, community engagement is being undertaken by the Department.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.
 - 1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships.
- 1.5 Regulation and 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 practise sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Our Assets

- 4.2 Utilities - Facilitate the delivery of infrastructure through relevant agencies and Council's own works
- 4.2.1 Our community's current and future utility infrastructure needs (water, sewer, waste, stormwater, gas, electricity and telecommunications) are identified and delivered.
- 4.2.2 New development and infrastructure provision is aligned and meets community needs.

Our Future

- 5.1 Strategic Planning Governance
- 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.
- 5.3 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.
- 5.3.2 The diverse housing needs of our community will be met through research, active partnerships and planned development.
- 5.3.3 Plan for a balance of agriculture, natural environment and housing that delivers viable rural production and maintains rural character.

FINANCIAL IMPACT

There are no financial impacts with respect 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 will enable Council to continue to provide and maintain service levels to meet established community expectations as budgeted for in the Long-Term Financial Plan.

ATTACHMENTS:

- AT - 1** Proposed Housing Diversity State Environmental Planning Policy (*Distributed under separate cover*).
- AT - 2** Draft Hawkesbury City Council Submission to the Department of Planning, Industry and Environment.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

AT - 2 Draft Hawkesbury City Council Submission to the Department of Planning, Industry and Environment



Our Ref: Housing Diversity State Environmental Planning Policy

31 August 2020

Department of Planning, Industry and Environment
Locked Bag 5022
Parramatta NSW 2124

Dear Sir/Madam

Submission – Explanation of Intended Effect for Housing Diversity State Environmental Planning Policy

Hawkesbury City Council (Council) would like to thank you for the opportunity to make a submission on the above mentioned 'Explanation of Intended Effect for a new Housing Diversity State Environmental Planning Policy' currently on exhibition until 9 September 2020.

Council welcomes the amalgamation of the three State Environmental Planning Policies (the Seniors State Environmental Planning Policy, the Affordable Rental Housing State Environmental Planning Policy and State Environmental Planning Policy 70), together with the proposed amendments to the State Environmental Planning Policies and acknowledges the proposed Housing Diversity State Environmental Planning Policy is an example of government-led action to address housing diversity and affordability, in line with the proposed NSW Housing Strategy.

The introduction of the new housing type definitions were long awaited to meet the changing needs of the Hawkesbury's population and to enable Council deliver housing diversity in the LGA which has been identified as one of the gaps through the Draft Hawkesbury Local Housing Strategy being undertaken to support the Draft Hawkesbury Local Strategic Planning Statement.

Having reviewed the explanation of intended effects of a new Housing Diversity State Environmental Planning Policy, Council's detailed comments on each of the amendment are as follows:

Build-to-rent:

The build-to-rent concept is welcomed in order to expedite affordable housing supply in the State. However, the explanation of intended effect does not indicate any incentives provided to landowners to entice them into this type of development. The proposed definition of Build-to-rent states

'a building or place that contains at least 50 self-contained dwellings...'

Clarification is sought as to whether this means that 50 dwellings is the minimum number of dwellings allowed for such development.

On 29 July 2020, the NSW State Government announced tax cuts to encourage build-to-rent developments by ensuring they were subject to similar overall amounts of State tax as comparable build-to-sell developments. The discount will be equivalent to at least a 50 per cent reduction in land tax, dependent on the unimproved land value. To be eligible for the discount, a build-to-rent development in metropolitan areas must be at least 50 units, with a different threshold for regional areas to be considered.

A shared equity kind of investment with partnership with banks, or government agencies or community housing providers could be an incentive for landowners to pursue build-to-rent

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ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020



developments. Historically, it has been known that developers prefer to take up a project, develop the site, sell and move on. In many cases they have even sold off the plan to collect sufficient capital to cater for the development costs to some extent.

It could become a costly venture for a single landowner to take up this kind of development, where they will be locked in for 15 years before they can strata and sell the dwellings. Analysis of development costs, especially the costs of application for the DA and Developer Contributions for 50 dwellings could result in the development becoming unviable, deterring developers from such a development.

It has to be noted that the NSW Residential Tenancy Act 2010, does not have safeguards provided for landlords in terms of their losses in cases such as the current COVID 19 pandemic. Insurance companies also did not have any pandemic related coverage. Having been through this unprecedented COVID 19 situation, many landlords, especially where as many as 50 dwellings will be managed under single ownership, will need sufficient security and some level of safeguards, either through insurance or government incentives to give assurance to landlords to be confident in taking up this venture.

Also selling these dwellings after 15 years may not serve the purpose of this type of housing. If this housing type is only introduced to respond to the need for more rental housing during the recovery from COVID-19 and would generate more construction jobs, then what happens to NSW's housing affordability crisis after the COVID 19 recovery period?

It is suggested that certain bonus, mortgage or tax break incentives should be provided in order to retain a certain percentage of the development as social housing after 15 years has lapsed. It should also be noted that higher cost of development will result in higher rental for the property as the owner will need to recoup costs to make the repayment of his loan and expenses.

Finally, in order to ensure that the build-to-rent developments are within the objectives of the Affordable Rental Housing State Environmental Planning Policy, and is genuinely serving the purpose, there has to be some rent capping mechanism to enable people who have been affected by COVID 19 and low income households are able to afford to rent these dwellings.

Co-Living:

The introduction of a new definition, Co-Living (more so "new generation" boarding houses) housing type is also welcomed. However, its permissibility in the R4 High Density Residential and B4 Mixed Use zones could potentially undermine the potential of these zones, especially when this development will be held in single ownership.

Again, many developers and landowners may opt to undertake a residential flat development or mixed use development on these sites as opposed to Co-Living development.

It is suggested that some sort of rent capping mechanism should be in place to ensure that these developments provide rental affordability.

Student Housing:

The introduction of student housing within the new Housing Diversity State Environmental Planning Policy is welcome. It is suggested that the definition of 'student housing' is consistent within all NSW Planning policies and standard instruments.

Acknowledging that it is not proposed to make student housing a compulsory permitted use in any of the land use zones; it is suggested that the new Housing State Environmental Planning Policy provide a criteria for a catchment to allow the student housing development. The criteria could perhaps be within certain radii of a tertiary education establishment. This method of establishing the criteria will eliminate Council's from going through the rezoning process, instead all zones falling within that established radii would be able to permit student housing permissibility. This criterion could be reflected in the Local Environmental Plans as well.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020



Another option is to limit the student housing development to zones, R1, R2, R3, R4, R5, B1 and B2.

In terms of the Hawkesbury LGA, the student housing definition has been awaited given the Western Sydney University Hawkesbury Campus, and Richmond TAFE. The land surrounding this educational establishment is zoned R3 Medium Density Residential and land owners could take advantage of this housing type to increase student housing stock in the LGA.

Secondary dwellings in rural areas:

Currently, the Affordable Rental Housing State Environmental Planning Policy allows secondary dwelling development in residential zones (R1, R2, R3, R4 and R5). Since the Affordable Rental Housing State Environmental Planning Policy applies to the State, it should be noted that thorough consideration of the impact of including secondary dwelling provisions in rural zoned lands should be given to ensure that no environmental, social and economic impacts are sustained as a result. Not all councils state-wide permit secondary dwellings in their rural zoned lands.

It should be also noted that including secondary dwelling provisions in rural zoned lands through the Affordable Rental Housing State Environmental Planning Policy could seriously undermine agricultural activities and potentially cause land use conflicts. It is paramount that the provision of secondary dwellings in rural areas does not:

- Create further land use conflicts
- Provide unrealistic amenity expectations of these new residents
- Significantly impacts on primary production, biodiversity or cultural values.

Also it should be noted that a significant increase in secondary dwellings in rural zones may generate demand for costly community services and infrastructure.

Historically, the Affordable Rental Housing State Environmental Planning Policy had introduced the development of secondary dwellings on residential zones only, mostly to cater for growing population and housing needs in the urban areas.

It is important that consideration of permissibility of secondary dwelling and provisions in rural zones should be in the context of the State, Regional and local strategic planning policies and objectives for each area. Most rural areas on the fringe of Metropolitan Sydney are classed as being within the Metropolitan Rural Area, and the objectives within the NSW Planning Framework do not encourage urban development in these areas. It is considered that there is a need for a place-based analysis to determine whether the rural lands, its environment and landscapes have the capacity to absorb secondary dwellings development without significant or irreversible harm to the local values and character of the area.

Proposed amendments to Seniors Housing State Environmental Planning Policy:

The new Housing Diversity State Environmental Planning Policy together with proposed amendments to existing provisions of Affordable Rental Housing State Environmental Planning Policy; the Seniors Housing and People with Disability State Environmental Planning Policy and State and Regional Development State Environmental Planning Policy are welcome. The exemption of lift access requirement for development applications made by or jointly with a social housing provider perhaps needs reconsideration.

The exemption of the lift access requirement from developments carried out under the provisions of Seniors Housing and People with Disability State Environmental Planning Policy will defeat the purpose of the State Environmental Planning Policy when older people and people with disability will not be able to access the upper levels of development. It should be noted that the value of social equity and equitable non-discrimination of seniors and people with disability outweighs significant savings in terms of up-front construction and ongoing maintenance costs savings for Land and Housing Corporation.

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020



Additionally, there should be consideration to the following:

- Inclusion of key worker housing in the Policy
- Inclusion of provisions to advocate for an increase in the supply of public housing noting the value of this as an economic stimulus.

Hawkesbury City Council is committed and always willing to work closely with the State Government (Department of Planning, Industry and Environment) in ensuring that Council meets its housing targets set by NSW Planning Framework, and also that Council provides a diversity of housing to meet the changing needs of the residents.

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

SUPPORT SERVICES

Item: 160 **SS - Investment Report - July 2020 - (95496, 96332)**

Previous Item: 150, Ordinary (10 March 2020)

Directorate: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

This report indicates that Council held \$59.75 million in investments at 31 July 2020 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investments Report for July 2020 be received and noted.

BACKGROUND

Council held \$59.75 million in investments as at 31 July 2020. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

1. Composition of Investment portfolio

Tables 1 to 3 below provide details regarding the \$59.75 million in investments held as at 31 July 2020.

Table 1 - Summary of Council's Investment Portfolio as at 31 July 2020

| Product Type | Face Value | % of Total |
|----------------------------|---------------------|-------------------|
| At Call Deposits | \$9,000,000 | 15.1% |
| TCorp Cash Fund | \$2,128,162 | 3.6% |
| Term Deposits - Fixed Rate | \$48,620,000 | 81.3% |
| Grand Total | \$59,748,162 | 100.0% |

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Table 2 - Total Investments by Issuer's Long - Term Credit Rating

| Long Term Credit Rating | Face Value | % of Total |
|-------------------------|---------------------|---------------|
| AA- | \$56,620,000 | 94.7% |
| BBB | \$1,000,000 | 1.7% |
| NSW TCorp Cash Fund | \$2,128,162 | 3.6% |
| Grand Total | \$59,748,162 | 100.0% |

Table 3 – Fixed Term Deposits

| Institution | Long Term Rating | Short Term Rating | Maturity | Rate | Face Value |
|-------------------------|------------------|-------------------|-----------|--------------|---------------------|
| ANZ | AA- | A-1+ | 16-Sep-20 | 0.70% | \$ 1,000,000 |
| | | | 30-Sep-20 | 1.00% | \$ 1,000,000 |
| | | | 04-Nov-20 | 1.50% | \$ 2,000,000 |
| | | | 09-Dec-20 | 1.25% | \$ 1,000,000 |
| | | | 09-Dec-20 | 1.50% | \$ 2,000,000 |
| | | | 27-Jan-21 | 0.90% | \$ 1,500,000 |
| ME Bank | BBB | A-2 | 07-Aug-20 | 0.65% | \$ 1,000,000 |
| National Australia Bank | AA- | A-1+ | 12-Aug-20 | 1.66% | \$ 3,500,000 |
| | | | 12-Aug-20 | 1.70% | \$ 1,000,000 |
| | | | 23-Sep-20 | 1.47% | \$ 1,000,000 |
| | | | 14-Oct-20 | 1.52% | \$ 2,000,000 |
| | | | 14-Oct-20 | 1.51% | \$ 1,000,000 |
| | | | 22-Oct-20 | 1.53% | \$ 620,000 |
| | | | 20-Nov-20 | 1.45% | \$ 1,500,000 |
| | | | 12-Jan-21 | 1.55% | \$ 1,500,000 |
| | | | 13-Jan-21 | 1.30% | \$ 1,000,000 |
| | | | 13-Jan-21 | 1.04% | \$ 1,000,000 |
| | | | 10-Feb-21 | 1.50% | \$ 1,000,000 |
| | | | 19-Feb-21 | 1.50% | \$ 1,000,000 |
| | | | 05-Mar-21 | 1.30% | \$ 2,000,000 |
| | | | 29-Apr-21 | 1.10% | \$ 1,000,000 |
| Westpac | | | 26-May-21 | 1.02% | \$ 1,500,000 |
| | | | 03-Jun-21 | 0.99% | \$ 3,000,000 |
| | AA- | A-1+ | 23-Sep-20 | 1.53% | \$ 4,000,000 |
| | | | 22-Feb-21 | 1.50% | \$ 1,000,000 |
| | | | 17-Mar-21 | 1.31% | \$ 3,000,000 |
| | | | 07-Apr-21 | 1.00% | \$ 1,000,000 |
| | | | 21-Apr-21 | 1.00% | \$ 1,000,000 |
| | | | 29-Apr-21 | 1.00% | \$ 1,000,000 |
| | | | 06-May-21 | 0.95% | \$ 1,500,000 |
| | | | 26-May-21 | 0.95% | \$ 500,000 |
| | | 03-Jun-21 | 0.91% | \$ 1,000,000 | |
| | | 18-Jun-21 | 0.92% | \$ 1,500,000 | |
| Grand Total | | | | | \$48,620,000 |

2. Compliance to Investment Policy

Tables 4 to 5 below summarise Council's exposure limits to the credit ratings bands, term to maturity parameters and compliance with Council's Investment Policy.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Table 4 – Exposure Limits to credit ratings bands

| Long-Term Credit Rating | Exposure of Entire Portfolio | | |
|------------------------------------|------------------------------|---------|-----------|
| | Actual | Maximum | Compliant |
| AAA to AA- or Major Bank and below | 96.4% | 100% | Yes |
| A+ to A- and below | 1.7% | 50% | Yes |
| BBB+ to BBB and below | 1.7% | 30% | Yes |
| BBB- and below | 0% | 5% | Yes |
| TCorp Cash Fund | 3.6% | 20% | Yes |

Table 5 – Term to Maturity

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

3. Portfolio Return

Council's investment portfolio (excluding At Call Deposits and TCorp Cash Fund) provided a weighted average return (running yield) as shown in Table 6 below.

Table 6 – Portfolio Return

| 31 July 2020 | Weighted Average Return (Running Yield) |
|--|---|
| Hawkesbury City Council – Investment Portfolio | 0.11% |
| Benchmark – Bloomberg Ausbond Bank Bill Index | 0.01% |
| Performance Relative to Benchmark | 0.10% |

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

Relevant Legislation

According to Clause 212 of the Local Government (General) Regulation 2005, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether investments have been made in accordance with the Act, the Regulation and the Council's Investment Policy.

Investment Certification

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

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor has reviewed Council's investments as at 31 July 2020 and has advised as follows:

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

- Council's portfolio monthly return of 0.11% is around 0.10% above the Bloomberg AusBond Bank Bill benchmark which is positive in absolute terms. This return excludes at Call Accounts and the NSW TCorp Cash Fund.
- While Council's investment performance has fallen in recent times it has maintained an excellent return over the benchmark index and relative to comparable councils.
- The Reserve Bank of Australia has taken significant actions in recent months to keep interest rates low and support Authorised Deposit Taking Institutions in response to the economic disruptions caused by COVID-19 related shutdowns. The risk of default of any Authorised Deposit Taking Institutions is likely a longer term issue in a scenario of loan losses due to mortgage defaults caused by high unemployment and falling house prices. In this scenario, transparency is a key feature and so it is advised that Council should restrict its investments to entities which are rated at investment grade by the major credit ratings agencies at the best rates available and be also mindful that total exposures are within Council's policy limits.
- In the current investment environment, it is suggested that Council pursues the following investment strategies with regards to any excess liquidity
 - invest in the best Term Deposit rates available up to one to two years within the capacity of Policy limits. The yield curve is currently flat so there is very little premium for increasing the term of investments.
 - Take limited exposures (perhaps no more than 5% of the total portfolio per entity) to issuers outside the Major Banks in short dated Term Deposits if rates are attractive. This as a very low risk strategy given the steps taken by the Reserve Bank of Australia to ensure no Authorised Deposit Taking Institutions will fail due to liquidity reasons in the short term.
 - Be prepared to invest in longer dated Floating Rate Notices from the Major Banks. There is a realistic possibility of a correction in the equity markets in the next few months. If this occurs, this is likely to cause an increase in credit margins (as was the case in March). This should be a buying opportunity and it is recommended that subject to market conditions and events at the time, Council consider investing in Major Bank Floating Rate Notices if trading margins above 100 basis points can be achieved.

It is noted that Council, in accordance with the Investment Policy adopted on 10 March 2020, has on-boarded and placed investments with some non-major banks. Council is also discussing the process for preparing to take advantage of Floating Rate Notices, as recommended by the Investment Advisor.

During the reporting period, the investment portfolio decreased by \$2.5 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

It is noted that the level of investment in term deposits in the coming months will be impacted by the deferral of the due date for the payment of the first instalment of the 2020/2021 Rates Notices, from 31 August 2020 to 30 September 2020. The cash flow during the next four months is, at this stage, unpredictable, but will be closely monitored to ensure investment opportunities are captured while ensuring appropriate cash flow is maintained to sustain Council's operations.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

Restriction of Funds

Council at its meeting on 28 July 2020 considered a report requesting the June 2020 Monthly Investment Report. At that meeting, Council resolved in part, that:

"2. *Future Monthly Investments Reports identify the proportion of the total investments made up of:*

- a) *Western Parkland City Livability Program funding*
- b) *State and Federal Government grant funding for fire and flood."*

At the time of preparing the report, finalised Reserves balances were not available as year-end accounting adjustments were still in progress. This also applies to the funds restricted for the purposes of the Western Parkland City Liveability Program and State and Federal Government grants for fire and flood.

The Monthly Investment Report for August 2020 will provide an overview of restricted funds.

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 Strategies within the CSP.

Our Leadership

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

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

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

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable is provided for in the 2020/2021 Adopted Operational Plan.

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

Item: 161 **SS - Review of Third Party Organisations - Peppercorn Services Inc - (95496, 78340)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the InConsult Pty Ltd consultant report of the review of Peppercorn Services Inc.

EXECUTIVE SUMMARY:

In December 2018 the Audit Committee resolved to endorse a methodology for engaging InConsult Pty Ltd to work with Council to develop and implement a program to address potential risks across Council's operations, including governance in relation to Council's relationships with third party organisations.

This included engaging InConsult to undertake reviews of Council's third party relationships. Council subsequently endorsed the Audit Committee Minutes on 12 February 2019.

The first third party organisation reviewed was Peppercorn Services Inc which operates Council's externally funded community services.

InConsult prepared a report dated 30 March 2020. The report makes 16 recommendations, and uses a rating criteria of low, medium or high priority to guide management in implementation. The report has been:

- Reviewed by the Board of Peppercorn Services Inc
- Presented to the Audit Committee.

RECOMMENDATION:

That:

1. The InConsult Pty Ltd report of the third party review of Peppercorn Services Inc be received and noted.
2. The following recommendations contained in the InConsult Pty Ltd report be implemented:
 - a) That Council develop a documented outsourcing framework.
 - b) That Council review and revise the Memorandum of Terms of Delegation entered into with Peppercorn in 2013 and ensure that each service delivered by Peppercorn is the subject of a separate contract.
 - c) That Council work with Peppercorn to develop a strategic audit plan.

BACKGROUND

In 2018 Council engaged InConsult Pty Ltd to undertake a review of Council's Risk Register.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

In August 2018 InConsult provided Council with preliminary findings of the Risk Register Review.

At its meeting on 12 September 2018, the Audit Committee considered the preliminary findings and resolved, in part, that the General Manager prepare a report outlining how Council might begin the process of addressing potential risks identified in the preliminary findings. These risks included governance in relation to third party organisations.

A report was provided to the Audit Committee at its meeting on 5 December 2018 and the Audit Committee resolved, in part, to:

- "2. *Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:*
 - a) *The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue*
 - b) *Key features of the program are likely to include:*
 - i. *Confirming all third party relationships that are currently in place across the organisation*
 - ii. *Identifying "Best Practice" examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council*
 - iii. *Engaging with each organisation/entity to:*
 - *Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council*
 - *Evaluate the third party against "Best Practice"*
 - *Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.*
 - *Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward*
 - c) *The progression of this initiative be reported back to the Audit Committee."*

Council subsequently endorsed the Audit Committee Minutes on 12 February 2019.

At its meeting on 3 June 2020 the Audit Committee considered a report on the review of Peppercorn Services Inc and resolved:

"That:

1. *The report regarding the progress of the review of third party organisations be received and noted.*
2. *The InConsult Pty Ltd report of the third party review of Peppercorn Services Inc be received and noted.*
3. *The Inconsult Pty Ltd report of the third party review of Peppercorn Services Inc be further reported to Council."*

At its meeting on 14 July 2020, Council resolved as follows:

"That in relation to the minutes of the Audit Committee Meeting held on 3 June 2020:

1. *Council receive and note the Audit Committee minutes in respect to Items 1, 2, 3, 4, 5, 6, 7 and General Business.*

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 August 2020

2. Council:

- a) Receive and note the Audit Committee's recommendations with respect to Item 4.
- b) Table the "Inconsult" consultant report at a Councillor Briefing Session, for consideration of policy matters arising."

Council subsequently endorsed the Audit Committee Minutes on 14 July 2020.

DISCUSSION

In October 2019 Council engaged InConsult to carry out the review of Peppercorn Services Inc.

In carrying out the review, InConsult undertook activities including:

- Identifying and reviewing Council's governance standards
- Reviewing governance standards applying to the relationship
- Meeting with key Council staff and then then Executive Officer of Peppercorn
- Identifying keys elements of better practice in managing third party relationships
- Conducting a compliance audit of across keys areas including governance, risk management, business continuity and application of Council policies

For the purpose of the review, InConsult prepared work papers, questionnaires and templates with the objective of using those resources in subsequent reviews.

The InConsult report of the review of Peppercorn Services Inc is attached as Attachment 1 to this report.

Key findings of the report from InConsult are:

- Council has in place a governance and risk management framework for its operational processes. However, it does not have an explicit framework which outlines the approach to be followed when considering engaging a third party to carry out an ongoing activity on its behalf, minimum criteria to be specified on a contract, and required monitoring and oversight of third parties.
- The governance and risk management framework of Peppercorn was reasonable and provided appropriate assurance to Council in relation to risks to Council's reputation and financial position.

Key Recommendations from the report from InConsult are:

- That Council develop a documented outsourcing framework.
- That Council review and revise the Memorandum of Terms of Delegation entered into with Peppercorn in 2013 and ensure that each service delivered by Peppercorn is the subject of a separate contract.
- That Peppercorn review its approach to the documentation of risks on its risk register to ensure consistency with the risk management process.
- That Peppercorn provide a quarterly report demonstrating adherence to any agreed performance and quality standards.
- That Council work with Peppercorn to develop a strategic audit plan.

Of the 16 recommendations made by InConsult, five are categorised as high priority.

Council management is considering the findings, and will develop an action plan for the implementation of the recommendations.

The InConsult report was been provided to the Peppercorn. Peppercorn's Risk and Audit Sub-Committee considered the Inconsult report at its meetings on 25 May 2020 and 17 June 2020.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

The Risk and Audit Sub-Committee presented the Report to the Board of Peppercorn on 7 July 2020. The Board endorsed the report and the recommendations made by the Risk Sub-Committee that sought Board delegation to undertake work in response to the risks identified within the report.

The Peppercorn Services Inc review was discussed at a Councillor Briefing Session on 18 August 2020.

A review of the Hawkesbury River County Council has recently been completed, and a review of the Hawkesbury Sports Council is presently underway.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

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.
 - 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.

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 InConsult Pty Ltd Report on the Review of Council's Third Party Relationship with Peppercorn Services Inc (*Distributed under separate cover*).

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 August 2020

ordinary

section 4

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of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 August 2020

SECTION 4 – Reports of Committees

Item: 162 **ROC - Infrastructure Committee - 22 July 2020 - (95495, 143704)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Infrastructure Committee, held on 22 July 2020.

EXECUTIVE SUMMARY:

One matter - Item 1, contained within the minutes of the Infrastructure Committee has policy or financial implications to Council. This therefore requires specific consideration by Council, the details of which are discussed in the report below.

As there was no other items or General Business discussed, no further consideration is required by Council.

RECOMMENDATION:

That in relation to the Minutes of the Infrastructure Committee Meeting held on the 22 July 2020:

1. Council receive and note the Minutes.
2. Council endorse the following Recommendation in respect of Item 1, namely:

"That the Draft Transport Policy be submitted to a Council Meeting for adoption."

DISCUSSION

The Committee considered a report on the Draft Transport Policy as shown in the attached minutes (Attachment 1). The Committee recommended changes to the Draft Policy attached as Attachment 2 to this report, which have been made and approved by the Committee. As this Item has policy implications to Council it requires specific consideration by Council.

The Committee resolved:

"That the Draft Transport Policy be submitted to the 11 August 2020 Ordinary Council Meeting for adoption."

Officers Comment

The Committee minutes and policy were circulated to the relevant Councillors for review and as a result the report was not ready for the 11 August 2020 Council Meeting. Therefore it would be appropriate to amend the original Committee recommendation to read as follows:

"That the Draft Transport Policy be submitted to a Council Meeting for adoption."

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 August 2020

ATTACHMENTS:

- AT - 1** Minutes of the Infrastructure Committee held on 22 July 2020.
- AT - 2** Draft Transport Policy (*Distributed under separate cover*).

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

AT - 1 Minutes of the Infrastructure Committee held on 22 July 2020

Minutes of the Meeting of the Infrastructure Committee held by audio-visual link, on 22 July 2020, commencing at 2:35pm.

ATTENDANCE

Present: Councillor Paul Rasmussen (Chair)
Councillor Peter Reynolds
Councillor Nathan Zamprogno

Apologies: Councillor Barry Calvert, Mayor
Councillor John Ross

In Attendance: Mr Peter Conroy, General Manager
Mr Jeff Organ, Director Infrastructure Services
Ms Tracey Easterbrook, Administration Support Coordinator

| Member | 07/11/2018 | 24/07/2019 | 22/04/2020 | 22/07/2020 |
|---|------------|------------|------------|------------|
| Councillor Barry Calvert, Mayor (Chairperson) | ✓ | ✓ | ✓ | A |
| Councillor Paul Rasmussen | ✓ | ✓ | ✓ | ✓ |
| Councillor Peter Reynolds | A | ✓ | ✓ | ✓ |
| Councillor Nathan Zamprogno | ✓ | ✓ | ✓ | ✓ |
| Councillor John Ross | ✓ | ✓ | ✓ | A |

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

RESOLVED on the motion of Clr Nathan Zamprogno and seconded by Clr Peter Reynolds that the apology be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Clr Nathan Zamprogno and seconded by Clr Peter Reynolds that the Minutes of the Infrastructure Committee held on the 22 April 2020, be confirmed.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

SECTION 2 - Reports

Item: 1 INFC - Draft Transport Policy - (95495, 143704)

Previous Item: Item 1, Infrastructure Committee Meeting – 22 April 2020
Item 4, Infrastructure Committee Meeting – 24 July 2019
Item 2, Infrastructure Committee Meeting – 06 November 2019

Directorate: Infrastructure Services

OFFICERS RECOMMENDATION:

That:

1. The updated Draft Transport Policy be reviewed and approved by the Infrastructure Committee.
 2. The approved Draft Transport Policy be submitted to an Ordinary Council meeting for adoption.
-

DISCUSSION:

- That the Draft Transport Policy go to the 11 August 2020 Council Meeting.
 - A number of changes were discussed in detail, the Policy will be updated to reflect these changes and circulated to the committee for review.
-

COMMITTEES RECOMMENDATION:

RESOLVED on the motion of Cllr Peter Reynolds and seconded by Cllr Nathan Zamprogno.

That the Draft Transport Policy be submitted to the 11 August 2020 Ordinary Council Meeting for adoption.

SECTION 3 - General Business

No General Business was discussed.

The meeting terminated at 3:30pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

Item: 163 **ROC - Human Services Advisory Committee 30 July 2020 - (95498, 123486)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Human Services Advisory Committee, held on 30 July 2020.

EXECUTIVE SUMMARY:

Two items – Items 1 and 3 contained within the minutes of the Human Services Advisory Committee have policy or financial implications to Council. They therefore require specific consideration by Council, the details of which are discussed in the report below.

In relation to Items 2, 4 and General Business, as they have no policy or financial implications for Council, they are presented for information only.

RECOMMENDATION:

That in relation to the Minutes of the Human Services Advisory Committee Meeting held on 30 July 2020:

1. Council receive and note the Human Services Advisory Committee Minutes in respect to Item Numbers 2, 4, and General Business Items.
2. Council endorse the Committee Recommendations in respect of Item 1, namely:

"That the Human Services Advisory Committee recommend that Council staff provide a report to the next Human Services Advisory Committee meeting, detailing the status of Council Resolution 70, adopted at Councils Ordinary meeting held on 31 March 2020 regarding the Tiny Homes project, including what resources and funding are required to carry out this resolution."

3. Council endorse the Committee Recommendations in respect of Item 3, namely:

That the Human Services Advisory Committee:

- i. Recommend that this matter be included in the next Human Services Advisory Committee meeting Agenda for further discussion.*
 - ii. Recommend that Council staff consider using this document to inform the process of developing the new Committee structure.*
-

DISCUSSION

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

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

Item 1 – Tiny Homes

Officers advised that Council has been contacted by the Australian Tiny House Association with respect to awareness, and consideration of policy associated with Tiny Homes. Committee members were asked to provide feedback on the attachments included with this report.

Following consideration of the matter, the Human Services Advisory Committee resolved:

"That the Human Services Advisory Committee recommend that Council staff provide a report to the next Human Services Advisory Committee meeting, detailing the status of Council Resolution 70, adopted at Councils Ordinary meeting held on 31 March 2020 regarding the Tiny Homes project, including what resources and funding are required to carry out this resolution."

Officer Comment

The inclusion of a report detailing the status of Council Resolution 70, adopted at Councils Ordinary Meeting held on 31 March 2020 regarding the Tiny Homes project, including what resources and funding are required to carry out this resolution can be scheduled for the next Human Services Advisory Committee Meeting on 19 November 2020.

Item 3 – Hawkesbury Demographics Study

Officers highlighted that Council has undertaken a Demographics Study of the Hawkesbury and the Committee was provided with an overview of the outcomes of this study.

A point was raised regarding the recent Committee restructure and the potential for this study to be incorporated into the new structure if needed.

Following consideration of the matter, the Human Services Advisory Committee resolved:

"That the Human Services Advisory Committee:

- 1. Recommend that this matter be included in the next Human Services Advisory Committee meeting Agenda for further discussion.*
- 2. Recommend that Council staff consider using this document to inform the process of developing the new Committee structure."*

Officer Comment

A report providing further discussion with respect to the Hawkesbury Demographics Study can be scheduled for the next Human Services Advisory Committee Meeting on 19 November 2020.

The review of the Committee Structure includes a range of considerations, but principally it will be aligned to the Hawkesbury Community Strategic Plan which in turn is informed by a range of studies including Demographics.

ATTACHMENTS:

AT - 1 Minutes of the Human Service Advisory Committee held on 30 July 2020.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

AT - 1 Minutes of the Human Service Advisory Committee held on 30 July 2020

Minutes of the Meeting of the Human Services Advisory Committee held by Audio-Visual link, on 30 July 2020, commencing at 9:33am.

ATTENDANCE

Present: Councillor Barry Calvert, Hawkesbury City Council
Councillor Sarah Richards, Hawkesbury City Council
Councillor John Ross, Hawkesbury City Council
Mr Strehon Billingham, Community Representative
Mr Simon Griffin, Community Representative
Ms Birgit Walter, Community Representative
Mr Peter Webb, Community Representative

Apologies: Councillor Emma-Jane Garrow, Hawkesbury City Council
Ms Vickie Shackley, Community Representative
Mr Ben Jackson, Community Representative
Ms Kerry Dolaghan, Wentworth Housing

In Attendance: Mr Andrew Kearns, Hawkesbury City Council
Ms Megan Ang, Hawkesbury City Council
Ms Tracey Easterbrook, Hawkesbury City Council

The Chairperson opened the meeting with an acknowledgement of Country.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Webb and seconded by Mr Griffin that the Minutes of the Human Services Advisory Committee held on the 11 June 2020, be confirmed.

SECTION 3 - Reports for Determination

Item: 1 **HSAC - Tiny Homes - (123486, 124414, 95498)**

Previous Item: 3, HSAC (21 November 2019)
 1, HSAC (20 February 2020)
 2, HSAC (11 June 2020)

Directorate: City Planning

DISCUSSION:

- Officers advised that Council has been contacted by the Australian Tiny House Association with respect to awareness, and consideration of policy associated with Tiny Homes. Committee members were asked to provide feedback on the attachments included with this report.
- Committee members suggested investigating whether there is a broad membership involved with the Australian Tiny House Association.
- Officers advised that Council is currently investigating suitable sites for the Tiny Homes project.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- Officers advised that Council has contacted the Australian Tiny House Association to seek their interest to run a Tiny Homes Expo in the Hawkesbury, noting that COVID-19 will restrict this event. Committee members supported the progression of conducting a Tiny Homes Expo.

OFFICER’S RECOMMENDATION:

That the Human Services Advisory Committee consider the correspondence from the Australian Tiny House Association.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Richards and seconded by Mr Webb.

That the Human Services Advisory Committee recommend that Council staff provide a report to the next Human Services Advisory Committee meeting, detailing the status of Council Resolution 70, adopted at Councils Ordinary meeting held on 31 March 2020 regarding the Tiny Homes project, including what resources and funding are required to carry out this resolution.

Item: 2 **HSAC - Hawkesbury Disaster and Emergency Dashboard - (123486, 124414, 5498)**

Previous Item: 1, HSAC (11 June 2020)

Directorate: City Planning

DISCUSSION:

- Officers provided an overview of the Hawkesbury Disaster and Emergency Dashboard, noting that engagement with internal staff and external agencies was undertaken. The Committee was shown the Demo version of the dashboard.
- The Committee enquired whether the dashboard is customisable to reflect current circumstances such as the COVID-19 pandemic. Officers advised that the dashboard is customisable.
- An enquiry was made as to whether there was a search function on the dashboard. Committee members felt that the dashboard in its current state was visually a lot to take in and that it would be easier for people to navigate if there was a search feature available. Officers advised that this can be added following discussion with the site developers.
- Officers advised that the dashboard is intended to go live prior to the approaching bushfire season in late 2020.
- Officers noted that Council can report road closures on the dashboard, as well as the ability to activate evacuation centres if needed.
- Committee members suggested that Council focus on developing the dashboard to contain relevant local information and the option for members of the community to report various incidents as they evolve.
- An enquiry was made regarding the possibility of adding a link to the dashboard offering the ability to live stream cameras situated on bridges throughout the Hawkesbury. Committee members felt that this would be a very useful feature in the event of a flood. Officers advised that Council is

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

investigating which cameras would be applicable and the available funding to accommodate this function.

- Officers highlighted that the dashboard contains links to various social media feeds and that the main purpose is for the dashboard to be a single point of reference for disaster and emergency information, rather than spread across different information sources.
- Committee members suggested adding a tile on the dashboard, designated to NSW Health, to provide updates on the developing COVID-19 pandemic and advise the community of COVID-19 testing locations.
- Officers advised that the link for the Demo dashboard will be sent to various stakeholders, Committee members and members of the community to seek their feedback before converting to the live version.
- The Committee thanked Council staff for their work on the Hawkesbury Disaster and Emergency Dashboard, highlighting that this is a very progressive step for the community.

OFFICER'S RECOMMENDATION:

That the Human Services Advisory Committee:

1. Receive and note the information.
2. Provide feedback on the demonstration version of the Hawkesbury Disaster and Emergency Dashboard.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Griffin and seconded by Ms Walter.

That the Human Services Advisory Committee:

1. Receive and note the information.
2. Provide feedback on the demonstration version of the Hawkesbury Disaster and Emergency Dashboard.

Item: 3 HSAC - Hawkesbury Demographics Study - (123486, 124414, 95498)

Directorate: City Planning

DISCUSSION:

- Officers highlighted that Council has undertaken a Demographics Study of the Hawkesbury and the Committee was provided with an overview of the outcomes of this study.
- Committee members noted that Chapter 2 refers to the ageing population as a threat to the Hawkesbury and expressed that this was inaccurate. Committee members expressed that they would not endorse the document in its current state and suggested that the Human Services Advisory Committee as well as other relevant Committees should review the contents of the document.
- Officers advised that the Hawkesbury Demographics Study is an internal document to inform Council's various studies. It was noted that this document contains a lot of valuable information and

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

that making this widely available to the community is a consideration. Officers advised that Committee members are able to share this document if they wish to do so.

- A point was raised regarding the recent Committee restructure and the potential for this study to be incorporated into the new structure if needed.
- The Chairperson noted appreciation for the conclusions in the document as these provide a good starting point for further discussion.

OFFICER’S RECOMMENDATION:

That the Human Services Advisory Committee note the Hawkesbury Demographics Study.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Webb and seconded by Mr Griffin.

That the Human Services Advisory Committee:

1. Recommend that this matter be included in the next Human Services Advisory Committee meeting Agenda for further discussion.
2. Recommend that Council staff consider using this document to inform the process of developing the new Committee structure.

Item: 4 **HSAC - NSW Housing Strategy Discussion Paper - (123486, 124414, 95498)**

Directorate: City Planning

DISCUSSION:

- Officers provided an overview of the NSW Housing Strategy, highlighting that Council considered this matter at its Ordinary meeting held 28 July 2020. It was highlighted that individuals are still able to put through their submissions in relation to this discussion paper.
- Committee members agreed that the Human Services Advisory Committee has already completed work on this matter and that no further action is required on the Committee’s behalf at this stage.
- Discussion took place regarding the common confusion between public, private and social housing and their definitions. Officers noted that Wentworth Housing has conducted a good analysis in terms of the Hawkesbury region and across Australia and would be happy to attend a Committee meeting to discuss the various housing structures.
- Officers provided Committee members with a link to the Inner Sydney Voice – Regional Social Development Council website, which also describes the interchangeable differences in housing.

OFFICER’S RECOMMENDATION:

That the Human Services Advisory Committee receive and note the NSW Government’s “A Housing Strategy for NSW” – Discussion Paper.

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Griffin and seconded by Councillor Richards.

That the Human Services Advisory Committee receive and note the NSW Government's "A Housing Strategy for NSW" – Discussion Paper.

SECTION 5 - General Business

Committee and Working Group Restructure

- Committee members asked for an update on the Committee and Working Group restructure. Officers advised that this will be followed up with relevant staff and an update will be provided to the Committee once available.

The meeting terminated at 10:50am.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

Item: 164 **ROC - Heritage Advisory Committee 6 August 2020 - (95498)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Heritage Advisory Committee, held on 6 August 2020.

EXECUTIVE SUMMARY:

Four Matters – Items 1, 2, 3, and 5, contained within the minutes of the Heritage Advisory Committee have policy or financial implications to Council. They therefore require specific consideration by Council, the details of which are discussed in the report below. However, Item 1 in relation to the Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project was dealt with as a matter of urgency at Council's Ordinary Meeting on 11 August 2020. As such the Item does not require the special consideration of Council.

In relation to Items 1, 4 and 6 and General Business, as they have no policy or financial implications for Council, they are presented for information only.

RECOMMENDATION:

That in relation to the Minutes of the Heritage Advisory Committee Meeting held on 6 August 2020:

1. Council receive and note the Heritage Advisory Committee Minutes in respect to Items Numbers 1, 4 and 6 and General Business Items.
2. Council endorse the Committee Recommendations in respect of Item 2, namely:

That the Heritage Advisory Committee:

- i. Recommends that Council requests Heritage NSW reassess their requirements that the impacts of the Windsor Bridge Replacement Project be taken into account.*
 - ii. Draws attention to the fact that that the Conservation Management Plan was commissioned prior to the bridge being built and that Council does not take responsibility for the placement of the bridge and the adverse impacts on the centre of Thompson Square.*
 - iii. Does not believe that the Conservation Management Plan is the correct platform for assessment of the impact of the new bridge.*
3. Council endorse the Committee Recommendations in respect of Item 3, namely:

That the Heritage Advisory Committee:

- i. Note the Draft Masterplan and Public Domain Plan Report and provide input and feedback as part of the public exhibition.*
- ii. Receives a presentation on the Draft Masterplan and Public Domain Plan following completion of the Community Consultation process.*

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

4. Council endorse the Committee Recommendations in respect of Item 5, namely:

"That the information be received and noted, subject to further discussion between Heritage Advisory Committee members and Council staff on this matter."

DISCUSSION

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

Item 1 - Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project

Officers provided an overview of the Final Draft Windsor Bridge Interpretation Plan which was recently forwarded to Council by Transport for NSW.

The Committee considered the responses from Transport for NSW in relation to the comments provided by Committee members as offensive and distressing. There was a general consensus that the Committee's expertise and knowledge offered to Transport NSW in order to achieve an accurate and appropriate Interpretation Plan was ignored.

Councillors on the Heritage Advisory Committee agreed to flag this matter at the 11 August 2020 Ordinary Council Meeting as an Urgency Motion.

Following consideration of the matter, the Heritage Advisory Committee resolved:

"That the Heritage Advisory Committee:

- 1. Does not support or endorse the Final Draft Heritage Interpretation Plan for the Windsor Bridge Replacement Project.*
- 2. Has expertise and local knowledge otherwise unknown to the consultants. The Heritage Advisory Committee has engaged willingly to ensure the Interpretation Plan is bespoke to the site and produces an accurate and appropriate interpretation to tell the story of Thompson Square and Windsor Bridge in a way meaningful to the local context.*
- 3. Finds the treatment of its feedback and input disrespectful. For example, the comments about the brick barrel drains strongly recommends that the consultants refer to the extant report which contains the accurate stories of the site.*
- 4. Holds grave concerns about the Interpretation Plan for the Windsor Bridge Replacement Project as well as the accuracy of any forthcoming oral histories prepared, the content of digital media and the protection and display of artefacts.*
- 5. Requests that this recommendation including the relevant sections of the Heritage Advisory Committee Meeting Minutes are forwarded to the RMS and the Office of Environment and Heritage."*

Officer Comment

This matter was considered as part of an Urgency Motion at Council's Ordinary Meeting on 11 August 2020, and as such no further resolution is required by Council.

Item 2 - Thompson Square Conservation Management Plan - Application to NSW Heritage Council for Endorsement

Officers highlighted various facets of developing the Thompson Square Conservation Management Plan and discussed the response received from NSW Heritage indicating that there were a number of areas that require additional information or clarification, prior to giving further consideration to the endorsement of the Thompson Square Conservation Management Plan. Officers noted that significant costs would be required to amend the document to comply with the NSW Government requirements relating to the new Windsor Bridge.

Committee members stated that the Conservation Management Plan was of very high quality and felt that it should not be Council's responsibility to amend the document to include details regarding the placement of the Windsor Bridge and the adverse impacts on the centre of Thompson Square, as the Conservation Management Plan was commissioned prior to these developments.

Following consideration of the matter, the Heritage Advisory Committee resolved:

"That the Heritage Advisory Committee:

- 1. Recommends that Council requests Heritage NSW reassess their requirements that the impacts of the Windsor Bridge Replacement Project be taken into account.*
- 2. Draws attention to the fact that that the Conservation Management Plan was commissioned prior to the bridge being built and that Council does not take responsibility for the placement of the bridge and the adverse impacts on the centre of Thompson Square.*
- 3. Does not believe that the Conservation Management Plan is the correct platform for assessment of the impact of the new bridge."*

Officer Comment

There are a number of benefits to having the Thompson Square Conservation Management Plan endorsed by NSW Heritage, including ongoing management of the Conservation Area.

Given the Windsor Bridge Replacement Project is not a Council led project, it is more appropriate that Transport for NSW should be responsible for the costs of updating the Thompson Square Conservation Management Plan should NSW Heritage maintain the position that the Plan needs to be updated to reflect the construction of the new bridge. Further discussion with NSW Heritage is required with respect to their requirements to amend the Thompson Square Conservation Management Plan.

Item 3 - Western Parkland City Liveability Program

Officers highlighted that Council has progressed the Western Sydney City Deals - Liveability Program Project, with the Draft Masterplan and Public Domain Plan currently on public exhibition.

Officers advised that Council is seeking feedback from the Heritage Advisory Committee and encourages Committee members to share the interactive document with their various networks.

Committee members requested that the Draft Masterplan and Public Domain Plan be presented to the Heritage Advisory Committee for input, following the community consultation process. It was noted that an additional Heritage Advisory Committee meeting could be scheduled to discuss this matter if required.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

Following consideration of the matter, the Heritage Advisory Committee resolved:

"That the Heritage Advisory Committee:

1. *Note the Draft Masterplan and Public Domain Plan Report and provide input and feedback as part of the public exhibition.*
2. *Receives a presentation on the Draft Masterplan and Public Domain Plan following completion of the Community Consultation process."*

Officer Comment

A presentation of the Draft Masterplan and Public Domain Plan to the Heritage Advisory Committee can be provided following the completion of the community consultation, noting that this may have to be an additional meeting date.

Item 5 - Application for State Heritage Listing of the Archaeological Site of Singletons Watermill

Officers provided an update on Council's Application for State Heritage Listing of the archaeological site of Singletons Watermill. The application was made following feedback from the Heritage Advisory Committee.

Following consideration of the matter, the Heritage Advisory Committee resolved:

"That the information be received and noted, subject to further discussion between Heritage Advisory Committee members and Council staff on this matter."

Officers Comment

Subsequent to the Meeting, Council was advised by NSW Heritage that the NSW Heritage Council at their meeting on 4 August 2020 agreed that the Singleton Watermills Archaeological Site, Kurrajong is likely to meet the threshold for state heritage significance and the nomination is to be progressed to Biannual Prioritisation in October 2020.

Having successfully completed this stage, further discussion with Heritage Advisory Committee members regarding the application for final nomination is required.

ATTACHMENTS:

AT - 1 Minutes of the Heritage Advisory Committee held on 6 August 2020.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

AT - 1 Minutes of the Heritage Advisory Committee held on 6 August 2020

Minutes of the Meeting of the Heritage Advisory Committee held in Council Committee Rooms, Windsor, on 6 August 2020, commencing at 5:05pm.

ATTENDANCE

Present: Councillor Danielle Wheeler, Chairperson
Mr Graham Edds, Deputy Chairperson
Councillor Peter Reynolds, Hawkesbury City Council
Councillor Nathan Zamprogno, Hawkesbury City Council
Ms Abigail Ball, Community Representative
Mr Michael Edwards, Community Representative
Ms Janice Hart, Community Representative
Ms Helen Mackay, Community Representative
Ms Michelle Nichols, Community Representative
Mr Steve Rawling, Community Representative
Ms Venecia Wilson, Community Representative
Ms Jan Barkley-Jack, Community Representative

Apologies: Ms Judy Newland, Community Representative

In Attendance: Mr Andrew Kearns, Hawkesbury City Council
Mr Craig Johnson, Hawkesbury City Council
Ms Megan Berrell, Hawkesbury City Council
Mr Otto Cserhalmi, Heritage Advisor, Hawkesbury City Council

The Chairperson opened the meeting with an Acknowledgement of Country.

| Member | 01/08/2019 | 31/10/2019 | 05/03/2020 | 21/05/2020 | 06/08/2020 |
|--|------------|------------|------------|------------|------------|
| Councillor Danielle Wheeler, Chairperson | ✓ | ✓ | ✓ | ✓ | ✓ |
| Mr Graham Edds, Deputy Chairperson | ✓ | ✓ | ✓ | ✓ | ✓ |
| Councillor Peter Reynolds | ✓ | A | ✓ | ✓ | ✓ |
| Councillor Nathan Zamprogno | ✓ | ✓ | A | ✓ | ✓ |
| Ms Abigail Ball | ✓ | A | ✓ | ✓ | ✓ |
| Mr Michael Edwards | ✓ | ✓ | ✓ | ✓ | ✓ |
| Ms Helen Mackay | ✓ | ✓ | ✓ | ✓ | ✓ |
| Ms Judy Newland | ✓ | ✓ | ✓ | A | A |
| Ms Michelle Nichols | ✓ | ✓ | ✓ | ✓ | ✓ |
| Mr Steve Rawling AM | ✓ | ✓ | ✓ | ✓ | ✓ |
| Ms Venecia Wilson | ✓ | A | ✓ | ✓ | ✓ |
| Ms Janice Hart | ✓ | ✓ | ✓ | ✓ | ✓ |
| Ms Deborah Hallam | ✓ | ✓ | A | ✓ | ✓ |
| Ms Jan Barkley-Jack | - | - | ✓ | ✓ | ✓ |

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Zamprogno and seconded by Mr Edds that the Minutes of the Heritage Advisory Committee held on the 21 May 2020, be confirmed.

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

SECTION 3 - Reports for Determination

ITEM: 1 **HAC - Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project - (80242, 95498, 124414)**

Previous Item: HAC 3 (21 May 2020)
 Ordinary (27 June 2017)
 Ordinary (14 September 2010)

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Committee consider the Final Draft Windsor Bridge Heritage Interpretation Plan.

DISCUSSION:

- Officers provided an overview of the Final Draft Windsor Bridge Interpretation Plan which was recently forwarded to Council by Transport for NSW.
- The Committee considered the responses from Transport for NSW in relation to the comments provided by Committee members as offensive and distressing. There was a general consensus that the Committee's expertise and knowledge offered to Transport NSW in order to achieve an accurate and appropriate Interpretation Plan were ignored.
- Officers advised that the Final Draft Interpretation Plan has been submitted to the Department of Planning for approval. It was noted that the Committee can still provide further comments on this document, but it is unknown how the comments will be received at this stage.
- Committee members expressed concerns for the potential inaccuracy by Transport for NSW when completing the next stages of the project such as oral histories and digital media releases, given that the Committee's expertise and knowledge has not been taken into consideration throughout the whole process involved with the Final Draft Interpretation Plan.
- The Committee discussed the importance of noting the Committee's dissatisfaction and non-acceptance of the Final Draft Interpretation Plan on the public record and directly to the RMS and Office of Environment and Heritage.
- Committee members were offended by the response from Transport NSW in relation to a comment made by the Heritage Advisory Committee regarding the brick barrel drains in Thompson Square. Transport for NSW's response was: *"In the context of a HIP, this refers to the general community, not local history buffs or historians."*
- Councillors on the Heritage Advisory Committee agreed to flag this matter at the 11 August 2020 Ordinary Council Meeting as a Motion of Urgency.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Edds, seconded by Mr Edwards.

That the Heritage Advisory Committee:

1. Does not support or endorse the Final Draft Heritage Interpretation Plan for the Windsor Bridge Replacement Project.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

2. Has expertise and local knowledge otherwise unknown to the consultants. The Heritage Advisory Committee has engaged willingly to ensure the Interpretation Plan is bespoke to the site and produces an accurate and appropriate interpretation to tell the story of Thompson Square and Windsor Bridge in a way meaningful to the local context.
3. Finds the treatment of its feedback and input disrespectful. For example, the comments about the brick barrel drains strongly recommends that the consultants refer to the extant report which contains the accurate stories of the site.
4. Holds grave concerns about the Interpretation Plan for the Windsor Bridge Replacement Project as well as the accuracy of any forthcoming oral histories prepared, the content of digital media and the protection and display of artefacts.
5. Requests that this recommendation including the relevant sections of the Heritage Advisory Committee Meeting Minutes are forwarded to the RMS and the Office of Environment and Heritage.

ITEM: 2 HAC - Thompson Square Conservation Management Plan - Application to NSW Heritage Council for Endorsement - (80242, 95498, 124414, 147666)

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Committee consider the response from NSW Heritage with respect to the application to endorse the Thompson Square Conservation Management Plan.

DISCUSSION:

- Officers highlighted various facets of developing the Thompson Square Conservation Management Plan and discussed the response received from NSW Heritage indicating that there were a number of areas that require additional information or clarification, prior to giving further consideration to the endorsement of the Thompson Square Conservation Management Plan. Officers noted that significant costs would be required to amend the document to comply with the NSW Government requirements relating to the new Windsor Bridge.
- Committee members stated that the Conservation Management Plan was of very high quality and felt that it should not be Council's responsibility to amend the document to include details regarding the placement of the Windsor Bridge and the adverse impacts on the centre of Thompson Square, as the Conservation Management Plan was commissioned prior to these developments.
- It was noted that a Heritage Impact Statement, within the guidelines of the Conservation Management Plan, would be a more suitable platform to assess the effects of the new Windsor Bridge.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Edwards, seconded by Ms Hart.

That the Heritage Advisory Committee:

1. Recommends that Council requests Heritage NSW reassess their requirements that the impacts of the Windsor Bridge Replacement Project be taken into account.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

2. Draws attention to the fact that that the Conservation Management Plan was commissioned prior to the bridge being built and that Council does not take responsibility for the placement of the bridge and the adverse impacts on the centre of Thompson Square.
3. Does not believe that the Conservation Management Plan is the correct platform for assessment of the impact of the new bridge.

ITEM: 3 **HAC - Western Parkland City Liveability Program - (80242, 124414, 95498, 79351)**

Directorate: City Planning

OFFICER’S RECOMMENDATION:

That the Heritage Advisory Committee note the Draft Masterplan and Public Domain Plan Report and provide input and feedback as part of the public exhibition.

DISCUSSION:

- Officers highlighted that Council was fortunate to receive funding as part of the Western Sydney City Deals - Liveability Program. The Committee were shown the Interactive Draft Masterplan and Public Domain Plan which is currently on public exhibition.
- Officers advised that Council is seeking feedback from the Heritage Advisory Committee and encourages Committee members to share the interactive document with their various networks.
- Some Committee members mentioned that they had trouble opening and accessing the interactive document to its full capacity and requested that Officers flag this with the Manager City Design and Economic Development.
- Committee members requested that the Draft Masterplan and Public Domain Plan be presented to the Heritage Advisory Committee for input, following the community consultation process. It was noted that an additional Heritage Advisory Committee meeting can be scheduled to discuss this matter if required.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Wilson, seconded by Ms Mackay.

That the Heritage Advisory Committee:

1. Note the Draft Masterplan and Public Domain Plan Report and provide input and feedback as part of the public exhibition.
2. Receives a presentation on the Draft Masterplan and Public Domain Plan following completion of the Community Consultation process.

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

SECTION 4 - Reports for Information

ITEM: 4 **HAC - Hawkesbury Local Government Area - Aboriginal Cultural Heritage Study - (80242, 124414, 95498)**

Previous Item: HAC – Item A – General Business (1 August 2019)

Directorate: City Planning

OFFICER’S RECOMMENDATION:

That the information be received and noted.

DISCUSSION:

- Officers advised that eight Aboriginal groups within the Hawkesbury Local Government Area have been consulted in relation to the Aboriginal Cultural Heritage Study. Officers shared photos of various animal carvings, rock art and footprints that were discovered as part of this study.
- The Chairperson enquired whether Council’s Reconciliation Action Plan Working Group had been involved with the Aboriginal Cultural Heritage Study. Officers advised that the Working Group and Council’s Manager Community Services have been involved in the study.
- Committee members asked if the locations of the various findings can be disclosed. Officers advised that the study will be presented to Council in two reports with one version for the public to access and another to be addressed by Council as confidential. The locations of the archaeology will not be disclosed without the permission from the Aboriginal groups and Council. One of the main concerns with releasing the locations is the potential for vandalism to occur.
- Committee members enquired whether Council’s City Planning team has access to the information regarding these sites, to ensure the significance is flagged when potential development applications are lodged. Officers confirmed that Council staff do have access to this information.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Wilson, seconded by Mr Edwards.

That the information be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

ITEM: 5 **HAC - Application for State Heritage Listing of the Archaeological Site of Singletons Watermill - (80242, 124414, 95498)**

Previous Item: 89, Ordinary (30 May 2017)
 147, Ordinary (29 August 2017)
 HAC 3 (1 August 2019)

Directorate: City Planning

OFFICER’S RECOMMENDATION:

That the information be received and noted.

DISCUSSION:

- Officers provided an update on Council’s Application for State Heritage Listing of the archaeological site of Singletons Watermill. The application was made following feedback from the Heritage Advisory Committee.
- Officers noted that the Heritage Council of NSW considered this matter on 4 August 2020 and that Council had not been informed of the outcome at this stage. Officers stated that the Heritage Advisory Committee will be notified of the outcome once available.
- Committee members expressed concerns that the application does not accentuate the rarity and significant elements discovered about Singletons Watermill and the milling stones in Kurrajong.
- Officers clarified that if the application progresses to the next stage, Council will be informed of any further information required by the Heritage Council of NSW.
- A Committee member noted that the map included with the application only shows one of the watermills, but that the true significance remains with both watermills together.
- Officers agreed to have further discussions with Committee members in relation to this application.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Rawling, seconded by Mr Edds.

That the information be received and noted, subject to further discussion between Heritage Advisory Committee members and Council staff on this matter.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

ITEM: 6 **HAC - Richmond Park War Memorial Cannon Restoration - (80242, 124414, 95498)**

Directorate: City Planning

OFFICER’S RECOMMENDATION:

That the information be received and noted.

DISCUSSION:

- Officers advised that Council is proposing to restore the Memorial Cannon located at Richmond Park War Memorial, to their original condition. It was noted that this matter was previously presented at a Councillor Briefing Session and that input from the Heritage Advisory Committee is sought before proceeding with the restorations.
- The Chairperson noted that the correct term of reference for multiple cannon is cannon without the plural.
- Officers highlighted that the restorations are intended to be completed by ANZAC Day 2021.
- Committee members suggested that the restoration plans be communicated to Council's consultant, Urbis, as there will be work undertaken as part of the Liveability program, in the vicinity of Richmond Park War Memorial.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Wilson, seconded by Mr Edds.

That the information be received and noted.

SECTION 5 - General Business

A. Windsor Presbyterian Cemetery South Windsor

- Officers shared the park plans of Windsor Presbyterian Cemetery in South Windsor and advised that as part of the Liveability Project, ground penetrating radar work has been undertaken in order to identify possible anomalies in the sub-surface strata that could indicate evidence of unmarked burials and other potential archaeology.
- Committee members noted that the archaeological findings at the Cemetery may slow down the progression of works as part of the Liveability Project.
- A suggestion was made to consider creating an ‘archaeology in the community’ program, as there has been community interest for a program similar to this to commence.
- Ms Jan Barkley-Jack was thanked by Council staff and the Heritage Advisory Committee for her assistance offered to the consultants in regard to discovering the history of this particular area.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

B. Update on Various Grant Funded Projects

Mr Edds, Mr Edwards, Ms Nichols and Ms Wilson declared interests in relation to this matter.

- Officers provided an overview of the following projects, noting that a number of projects have been delayed due to circumstances surrounding the COVID-19 pandemic:
 - Hawkesbury Heritage Study
 - Committee members expressed the importance of progressing the Hawkesbury Heritage Study as quickly and smoothly as possible, to prevent potential demolitions of Heritage properties as part of the Development Application process.
 - Works to Individual Properties
 - Strategic Conservation Management Plan for Cemeteries

C. Update of Hawkesbury Local Heritage Assistance Fund 2020-2021

- Officers advised that there has been relevant material regarding the Hawkesbury Local Heritage Assistance Fund 2020/2021 place on Council's website which includes the results of last year's program. There has also been a media release and social media advertising for this program. The applications for this program are open until 14 September 2020.
- Officers also noted that letters have been posted to all Heritage property owners within the Hawkesbury Local Government Area, encouraging them to apply for this year's program.
- Committee members enquired whether there will be information sessions held with Council's Heritage Advisor as per previous years. Officers advised that at this stage there have been no information sessions scheduled.
- Ms Abigail Ball offered to assist with the drafting of media releases and social media releases, to ensure the information presented to the community is simple and exciting.

ADDITIONAL GENERAL BUSINESS

Council's Website – Conservation Management Plans

- Feedback was received that the Conservation Management Plan for Thompson Square and Hawkesbury Cemeteries were difficult to locate on Council's website, as the search function retrieves too many results.
- Officers advised that Council's website is currently being reviewed and will be replaced by a new website in the coming months.
- A request was made to place the Conservation Management Plans in the following section on the website: <https://www.hawkesbury.nsw.gov.au/development/heritage>

The meeting terminated at 7:12pm

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

Item: 165 **ROC - Local Traffic Committee - 10 August 2020 - (80245, 95495)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 10 August 2020. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

EXECUTIVE SUMMARY:

The Local Traffic Committee considered four items, contained within the minutes of the Local Traffic Committee. As these items have no policy or financial implications to Council, they are presented for information only.

RECOMMENDATION:

That in relation to the Minutes of the Local Traffic Committee Meeting held on 10 August 2020:

1. Council receive and note the Local Traffic Committee minutes in respect to items 1, 2, 3 and General Business.
-

DISCUSSION

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1).

- General Traffic Matter - Proposed Bus Zone in Terrace Road, North Richmond
- Special Event Traffic - St Albans RFS Pioneer Trail Run - April 2021
- Special Event Traffic - Light Up Windsor - December 2020
- General Traffic Matter - Thompson Square - Temporary Roundabout Safety Matters

ATTACHMENTS:

AT - 1 Minutes of the Local Traffic Committee held on 10 August 2020

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

AT - 1 Minutes of the Local Traffic Committee held on 10 August 2020

Minutes of the Meeting of the Local Traffic Committee held remotely, on 13 July 2020.

ATTENDANCE

Present: Councillor Peter Reynolds, Hawkesbury City Council
Mr David Lance, Transport for NSW
Mr Steve Grady, Busways

Apologies: Nil

In Attendance: Mr Christopher Amit, Hawkesbury City Council, (Chair)
Ms Cathy Mills, Hawkesbury City Council

Mr Christopher Amit advised the Committee that the position of Chair is to be undertaken in accordance with RMS (formerly RTA) Guidelines "Delegation to Councils for Regulation of Traffic" Section 5.3 which states that the meeting is to be convened by a Council Representative, either voting or non-voting. On this basis Mr Amit is to take up the position of the Chair for this meeting.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the Motion of Councillor Peter Reynolds, seconded by Mr David Lance, that the Minutes from the previous meeting held on Monday, 13 July 2020 be confirmed.

Item 1.2 Business Arising

There was no Business Arising.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Proposed Bus Zone in Terrace Road, North Richmond - (Hawkesbury) - (80245, 123265, 125358, 137535)

REPORT:

Following the completion of the road works and intersection upgrade at Bells Line of Road and Terrace Road/Grose Vale Road, North Richmond, Transport for NSW has requested that Busways consider a bus stop on Terrace Road near the intersection.

The proposed Bus stop is required to provide a service to passengers on the 668 route as well as designated school services. The proposed bus stop will be utilised for services travelling north east on Terrace Road, and the existing bus stop on Bells Line of Road, south east of Terrace Road will provide for services travelling south east towards Richmond and Windsor.

In providing a suitable bus stop location, the preference is to provide a Bus zone as there are many vehicles parked in this vicinity and the zone will ensure that the buses have a designated space to utilise.

Busways has inspected this location and provided two options for consideration:

- Option 1: Provide a 20 metre long Bus zone on the north western side of Terrace Road adjacent to the frontage of the businesses at Nos. 3 & 5 Terrace Road. This will impact on street parking which

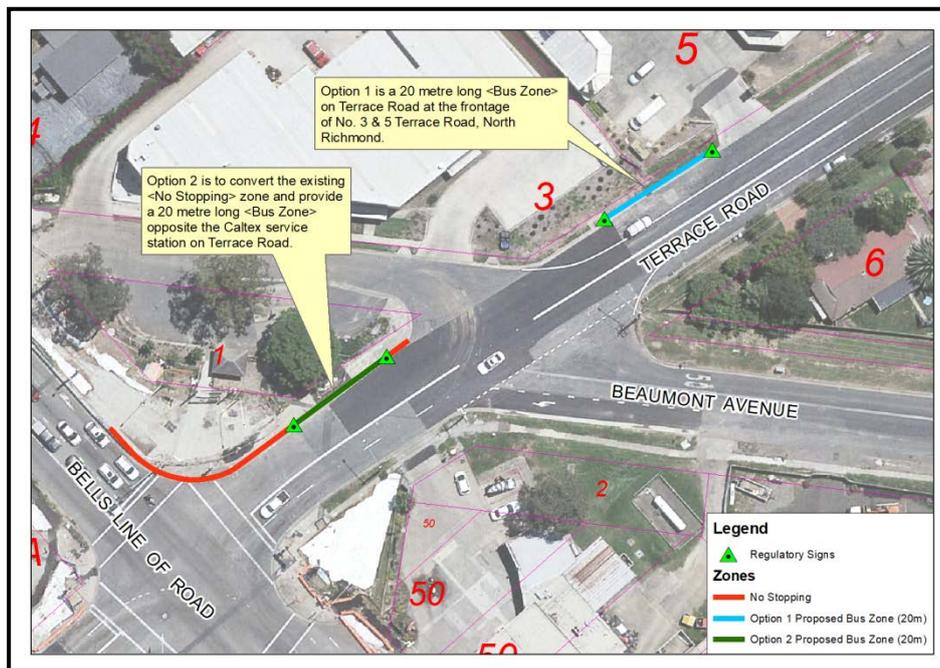
ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

is all day parking. Vehicles are generally parked in this area even though there is off street parking in the business premises. There is sufficient road width in the parking lane (3.5m) to allow for a Bus to utilise this area without impacting passing traffic.

- Option2: Convert 20 metres of the existing No Stopping zone on the north western side of Terrace Road adjacent to reserve at No. 1 Terrace Road. This section of road is between Bells Line of Road and the service road to the water filling station. This option will not impact on any on street parking due to the No Stopping being in place. The road width between the centre line and kerb ranges between 6.0 and 6.5 metres. This section of road will accommodate a stationary bus and passing traffic will not be impacted.

Both Options are marked out in the image below:



Option 2 is considered to be the preferred location as it ensures that street parking is not lost and also provides a more centralized location for patrons to access the Bus zone due to its close proximity to the signalised crossing facilities at the intersection.

In relation to Option 2, there are two existing No Stopping signs that are approximately 17 metres apart. These signs are part of a broader No Stopping zone extending in both directions. It is proposed that the Bus zone be implemented between the two existing sign posts.

RECOMMENDATION TO COMMITTEE:

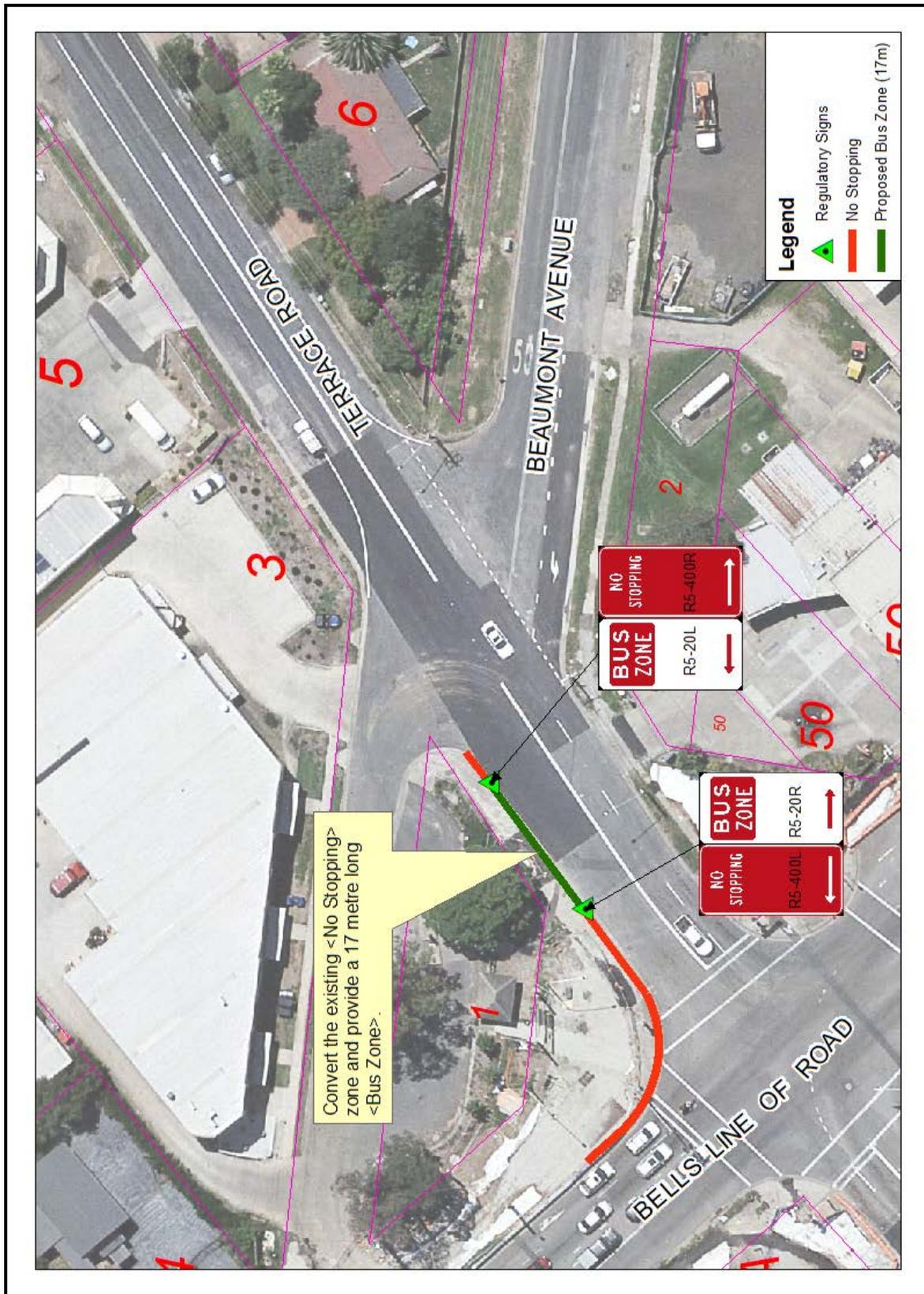
That a 17 metre Bus Zone be provided across the frontage of No 1 Terrace Road, North Richmond, on the north western side of Terrace Road, between Bells Line of Road and the service road to the water filling station. The bus zone signs (R5-20R and R5-20L) be installed utilising the existing sign posts at this location and the existing No Stopping signs (R5-400) be modified accordingly as outlined in attachment 1.

APPENDICES:

AT - 1 Site Plan - Proposed Bus Zone in Terrace Road, North Richmond

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 August 2020

AT - 1 Site Plan - Proposed Bus Zone in Terrace Road, North Richmond



ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr David Lance.

Support for the Recommendation: Unanimous support

That a 17 metre Bus Zone be provided across the frontage of No 1 Terrace Road, North Richmond, on the north western side of Terrace Road, between Bells Line of Road and the service road to the water filling station. The bus zone signs (R5-20R and R5-20L) be installed utilising the existing sign posts at this location and the existing No Stopping signs (R5-400) be modified accordingly as outlined in attachment 1.

Item: 2.2 LTC - St Albans RFS Pioneer Trail Run 2021 - (Hawkesbury) - (80245, 126721)

REPORT:

An application has been received on behalf of the St Albans Volunteer Bush Fire Brigade seeking approval (in traffic management terms) to conduct the St Albans RFS Pioneer Trail Run, in and around the St Albans and Macdonald Valley areas on Saturday, 17 April 2021.

The event organiser is proceeding with the event based on the current Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW).

The event organiser has advised:

- This is the first year the event is being held. The event was previously scheduled for 27 July 2019, however was cancelled.
- There are three separate runs consisting of:
 - Pioneer Trail Run = 25.38 kilometres
 - K9 Trail Run = 11.07 kilometres
 - Wee-Woofa Trail Run = 2.739 kilometres.
- The anticipated run times for each event based on an average speed of 9km/h are:
 - Pioneer Trail Run = 169 minutes: (on-road =106 and off-road = 63)
 - K9 Trail Run = 74 minutes (on-road = 58 and off-road = 16)
 - Wee-Woofa Trail Run = 18 minutes (on-road = 9 and off-road = 9)
- The event is a time trial.
- The event will be undertaken between 8am and 12noon. The set up and pack down times are between 6am and 4pm.
- There will be approximately 150 to 200 participating.
- There will be no spectators.
- Start and end point for the event will be at the St Albans RFS Shed located within the St Albans village as No. 5 Wollombi Road, St Albans.
- Route/Course for the three Runs:

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- Pioneer Trail Run = 25.38 kilometres
 - Commence at the St Albans Fire Shed and enter the course by turning right onto Wollombi Road to Upper Macdonald Road, crossing the Bridge over the Macdonald River.
 - Turn right onto Upper Macdonald Road and travel along Upper Macdonald Road entering and leaving properties along the route at Nos. 37, 93, 273, 313, 476, 555 and 629 Upper Macdonald Road.
 - On exiting No 629 Upper Macdonald Road, travel along Upper Macdonald Road crossing the Macdonald River and turn right onto Kandeer Road.
 - Travel along Kandeer Road entering No 170 Kandeer Road, travel through this property into No. 529 Wollombi Road and exit this property at Wollombi Road,
 - Travel along Wollombi Road entering and leaving properties along the route at Nos. 249, 135A and 118 Wollombi Road,
 - On exiting No. 118 Wollombi Road, travel back along Wollombi Road and turn left onto Bulga Street.
 - Follow Bulga Street onto Settlers Road and travel along Settlers Road entering and leaving properties along the route at Nos. 1834, 1706, 1644, 1638, 1636, 1630, 1598 and 1461 Settlers Road.
 - On entering No. 1461 Settlers Road, travel through this property crossing the Macdonald River into No. 1703 St Albans Road and exit this property at St Albans Road.
 - Travel along St Albans Road entering and leaving the property at No. 1884 St Albans Road.
 - Travel back along St Albans Road to Upper Macdonald Road and crossing the Bridge over the Macdonald River onto Wollombi Road to the RFS Fire Shed.
 - Specific details on the on-road and off-road components of the run are contained in Attachment 3.
 - On Road = 15.91 kilometres and Off-Road = 9.47 kilometres.

- K9 Trail Run = 11.07 kilometres
 - Commence at the St Albans Fire Shed and enter the course by turning right onto Wollombi Road to Upper Macdonald Road, crossing the Bridge over the Macdonald River.
 - Turn right onto Upper Macdonald Road and travel along Upper Macdonald Road entering and leaving properties along the route at Nos. 37, 93, 273, 313 and 476 Upper Macdonald Road.
 - On entering No 426 Upper Macdonald Road, travel through this property crossing the Macdonald River into No. 529 Wollombi Road and exit this property at Wollombi Road.
 - Travel along Wollombi Road entering and leaving properties along the route at Nos. 135A and 118 Wollombi Road.
 - On exiting No. 118 Wollombi Road, travel back along Wollombi Road to the RFS Fire Shed.
 - Specific details on the on-road and off-road components of the run are contained in Attachment 6.
 - On Road = 8.67 kilometres and Off-Road = 2.40 kilometres.

- Wee-Woofa Trail Run = 2.739 kilometres
 - Commence at the St Albans Fire Shed and enter the course by turning left onto Wollombi Road and then right onto Wharf Street.
 - Travel along Wharf Street to Bulga Street and turn right onto Settlers Road.
 - Travel along Settlers Road and enter the gate to property No. 1834 Settlers Road.
 - On entering 1834 Settlers Road, travel through this property crossing the Macdonald River into No. 1884 St Albans Road and exit this property at St Albans Road.

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- Travel back along St Albans Road to Upper Macdonald Road and crossing the Bridge over the Macdonald River onto Wollombi Road to the RFS Fire Shed.
 - Specific details on the on-road and off-road components of the run are contained in Attachment 9.
 - On Road = 1.338 kilometres and Off-Road = 1.401 kilometres.
- Road Inventory

The route/course of the run is within private farmlands and on the following public roads;

 - Bulga Street – Sealed Road (0.4 kilometres)
 - Kandeer Road – Unsealed Road (2.1 kilometres)
 - Settlers Road – Sealed and Unsealed Road (4.5 kilometres)
 - St Albans Road - Sealed Road (3.2 kilometres)
 - Upper Macdonald Road – Sealed and Unsealed Road (7.7 kilometres)
 - Wharf Street – Sealed Road (0.1 kilometres)
 - Wollombi Road – Sealed and Unsealed Road (4.2 kilometres)
 - Crossing of the Macdonald River at the St Albans Bridge, between Kandeer Road and Wollombi Road, and between Settlers Road and St Albans Road.
 - All roads listed above will be subject to temporary road closures whilst runners occupy the relevant section of road.
 - All roads as part of the route will be operated under a speed limit of 40km/h and will be identified in the TCPs. All three trail runs will have speed signs placed prior to the trail route areas and throughout the trail runs.
 - Parking of vehicles will be predominantly on private land.
 - Traffic controllers will be positioned at various locations along the route. They will control both the traffic and runners as they leave and enter the road at various locations.
 - Warning signage shall be in place on all approaches to inform traffic of runners ahead and will be stopped for various durations whilst runners are on the road. Barriers will be in place on the road requiring vehicles to stop before they are let through.
 - as far as runners are concerned, there will be controllers in place on route to direct runners, should it be necessary to stop runners. The controllers will also have barriers they can use to stop the runners. In addition, any runner found to disobey controllers directives will be taken off routes immediately. These controls form part of the terms and conditions for all runners participating.
 - Traffic controllers will communicate with each other along the course and monitor the progress of all runners as they follow the course. This communication is also used to convey an emergency on the course.
 - Traffic counts have been undertaken on the following roads during Saturday, 14 September 2019 between 8am and 12 noon:
 - Settlers Road = 44 vehicles
 - St Albans Road = 88 vehicles
 - Upper Macdonald Road = 39 vehicles
 - Wollombi Road = 42 vehicles
 - Course Maps, including details on the on-road and off-road components of the run including timelines have been provided.

Details of the Event Course Maps for the Run are contained in Attachments 1 to 9.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

Discussion:

The overall route will be split into on-road and off-road components which allows for traffic build-ups to be minimised. As a result of the type of roads in the Valley, the temporary road closures will be in place ranging from approximately 1 to 15 minutes. Details of the specific segments of the route, and corresponding timings is contained in Attachments 1 to 9.

The temporary road closures will be implemented to ensure that when the runners occupy each section or part thereof a road, vehicle access along those roads will be prohibited. Once the runners are off that section of road, vehicles will be escorted by a lead vehicle between the control points.

The event will require temporary 'rolling' road closures along the following lengths of public road:

- Bulga Street, St Albans – Sealed Road between Wollombi Road and Settlers Road (0.4 kilometres)
- Kandeer Road, Upper Macdonald – Unsealed Road between Upper Macdonald Road and No. 170 Kandeer Road (2.1 kilometres)
- Settlers Road, St Albans – Sealed and Unsealed Road between Bulga Street and No. 1461 Settlers Road (4.5 kilometres)
- St Albans Road, St Albans - Sealed Road between No. 1703 St Albans Road and Upper Macdonald Road (3.2 kilometres)
- Upper Macdonald Road, St Albans – Sealed and Unsealed Road between St Albans Road and Kandeer Road (7.7 kilometres)
- Wharf Street, St Albans – Sealed Road between Bulga Street and Wollombi Road (0.1 kilometres)
- Wollombi Road, St Albans – Sealed and Unsealed between No 529 Wollombi Road and Bulga Street (4.2 kilometres)

The event organiser is proposing to implement 40km/h speed limits along the full length of the route. The current speed limits on the roads proposed for the route range from 50km/h to 100km/h. The event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) for the proposed temporary speed reductions required on all the roads along the route.

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

The event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

The event organiser has submitted the following items in relation to the event: Attachment 10 (ECM Document Set ID No: 7099200):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Course Maps and details on the on-road and off-road components of the run including timelines,
5. Traffic Control Plans,
6. Copy of the application to the NSW Police Force.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The St Albans RFS Pioneer Trail Run event, in and around the St Albans and Macdonald Valley areas, planned for Saturday, 17 April 2021 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures:
 - Temporary Road Closure; Bulga Street, St Albans – Sealed Road between Wollombi Road and Settlers Road (0.4 kilometres)
 - Temporary Road Closure; Kandeer Road, Upper Macdonald – Unsealed Road between Upper Macdonald Road and No. 170 Kandeer Road (2.1 kilometres)
 - Temporary Road Closure; Settlers Road, St Albans – Sealed and Unsealed Road between Bulga Street and No. 1461 Settlers Road (4.5 kilometres).
 - Temporary Road Closure; St Albans Road, St Albans - Sealed Road between No. 1703 St Albans Road and Upper Macdonald Road (3.2 kilometres).
 - Temporary Road Closure; Upper Macdonald Road, St Albans –Sealed and Unsealed Road between St Albans Road and Kandeer Road (7.7 kilometres).
 - Temporary Road Closure; Wharf Street, St Albans – Sealed Road between Bulga Street and Wollombi Road (0.1 kilometres).
 - Temporary Road Closure; Wollombi Road, St Albans – Sealed and Unsealed between No 529 Wollombi Road and Bulga Street (4.2 kilometres).
 - Temporary Road Closures are only permitted for Saturday, 17 April 2021, between 8am and 12 noon
 - No other road closures are permitted.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.
 - 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
 - 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event will traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
 - 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as road closures are proposed; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
 - 4f. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS), as this is a "Class 2" event, for the proposed temporary speed reductions required on all the roads along the route; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council
 - 4g. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
 - 4h. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
 - 4i. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
 - 4j. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
 - 4k. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RTA/RMS and NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- 4l. the event organiser is to obtain the relevant approval from the NSW Department of Planning, Industry and Environment (formerly Office of Environment and Heritage) to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4m. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4n. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4o. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4p. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4q. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4r. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4s. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4t. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4u. access is to be maintained for businesses, residents and their visitors;
- 4v. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4w. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4x. the participants are to be made aware of and are to follow all the general road user rules whilst on public roads;
- 4y. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

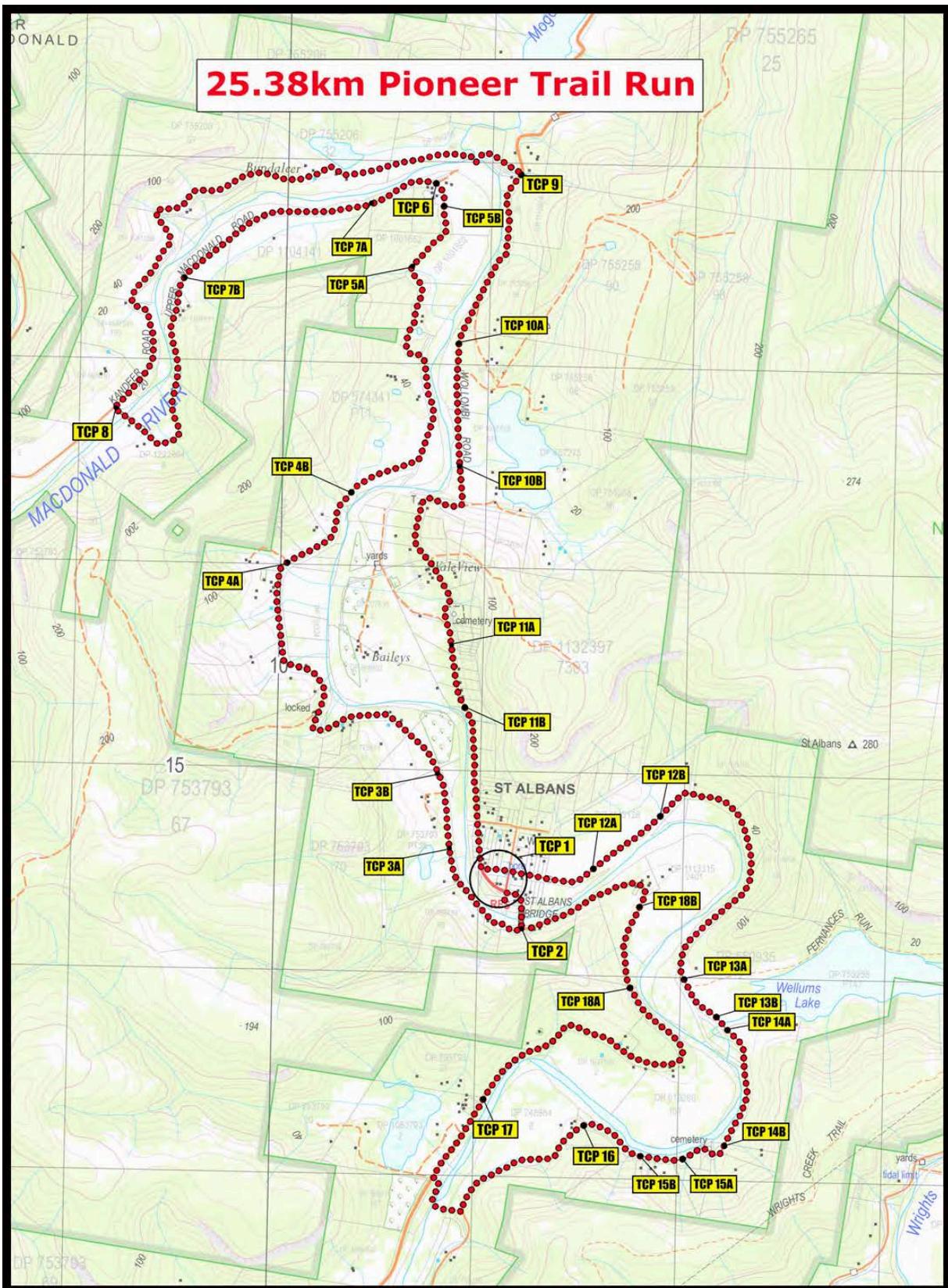
- 4z. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4aa. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4bb. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

APPENDICES:

- AT – 1** Event Course Maps – St Albans RFS Pioneer Trail Run Map
- AT – 2** Event Course Maps – St Albans - RFS - Pioneer Trail Run – Off Road Detail
- AT – 3** Event Course Details – St Albans - RFS - Pioneer Trail Run – On/Off Road Schedule
- AT – 4** Event Course Maps – St Albans RFS K9 Trail Run Map
- AT – 5** Event Course Maps – St Albans RFS - K9 Trail Run – Off Road Detail
- AT – 6** Event Course Details – St Albans - RFS – K9 Trail Run – On/Off Road Schedule
- AT – 7** Event Course Maps – St Albans RFS Wee-Woofa Trail Run Map
- AT – 8** Event Course Maps – St Albans RFS – Wee-Woofa Trail Run– Off Road Detail
- AT – 9** Event Course Details – St Albans - RFS – Wee-Woofa Trail Run – On/Off Road Schedule
- AT - 10** Special Event Application - (ECM Document Set ID No: 7099200) - *see attached*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 August 2020

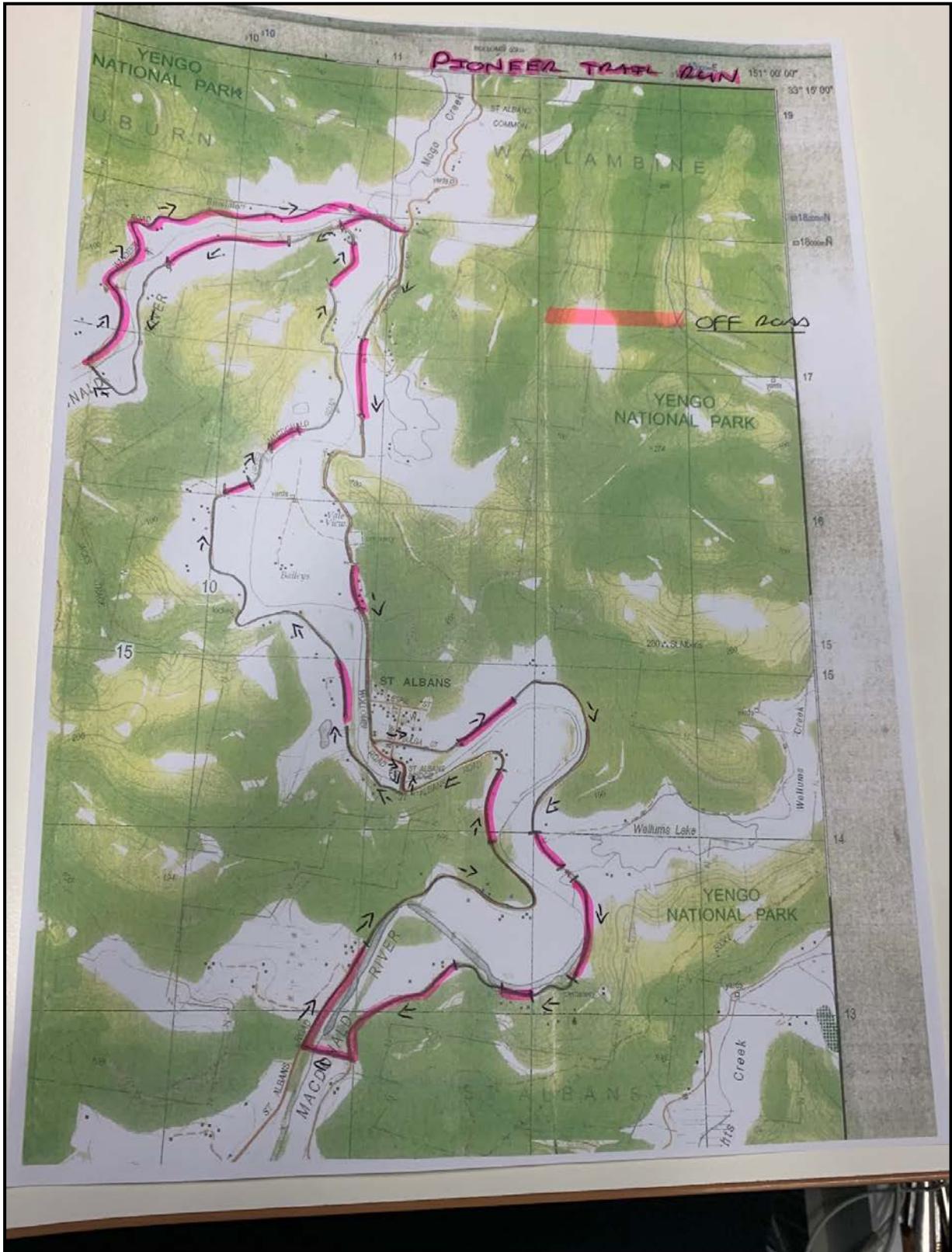
AT – 1 Event Course Maps – St Albans RFS Pioneer Trail Run Map



ORDINARY MEETING
SECTION 4 – Reports of Committees

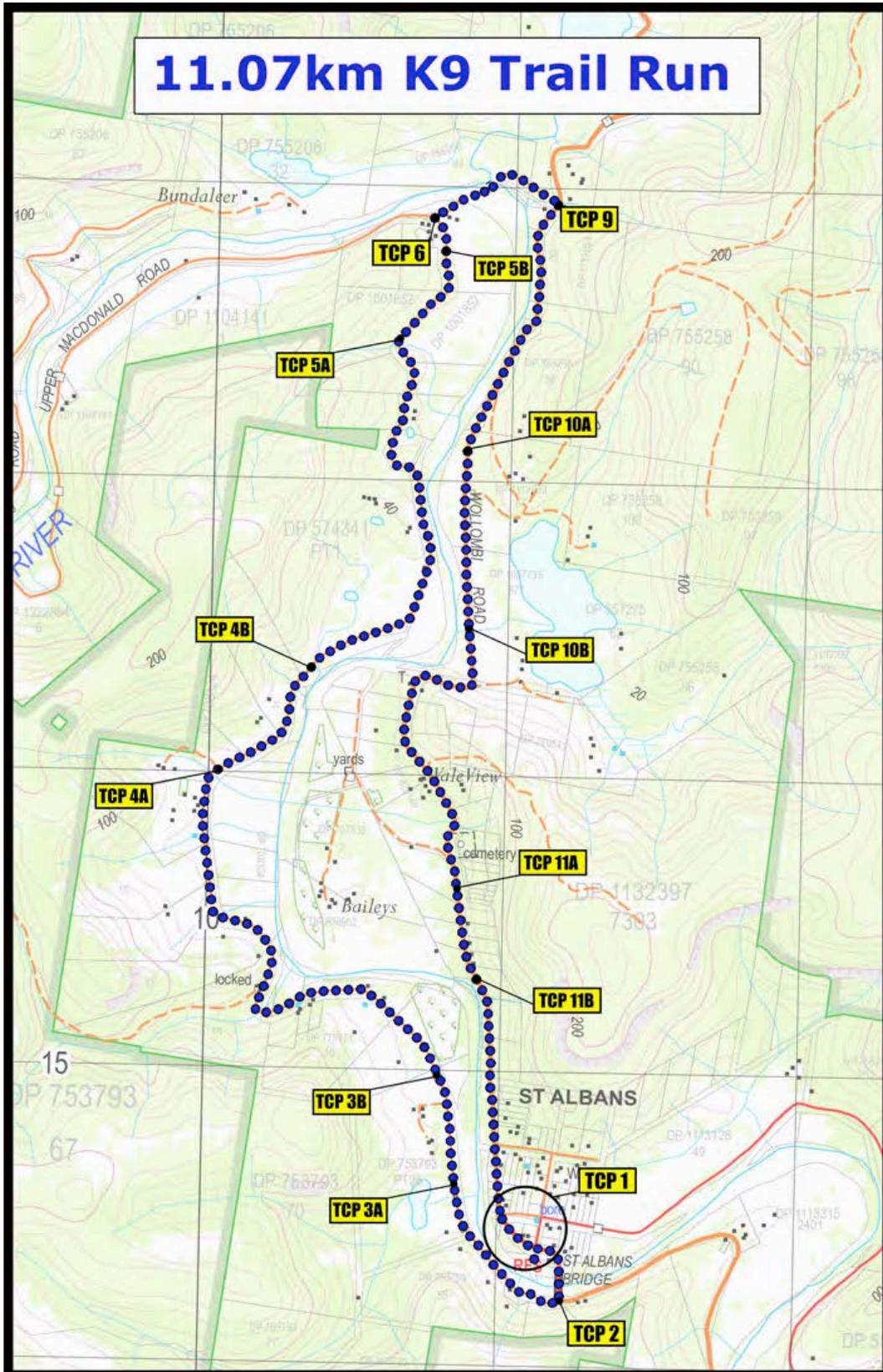
Meeting Date: 25 August 2020

AT – 2 Event Course Maps – St Albans - RFS - Pioneer Trail Run – Off Road Detail



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 August 2020

AT – 4 Event Course Maps – St Albans RFS K9 Trail Run Map



ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

AT – 5 Event Course Maps – St Albans RFS - K9 Trail Run – Off Road Detail



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 August 2020

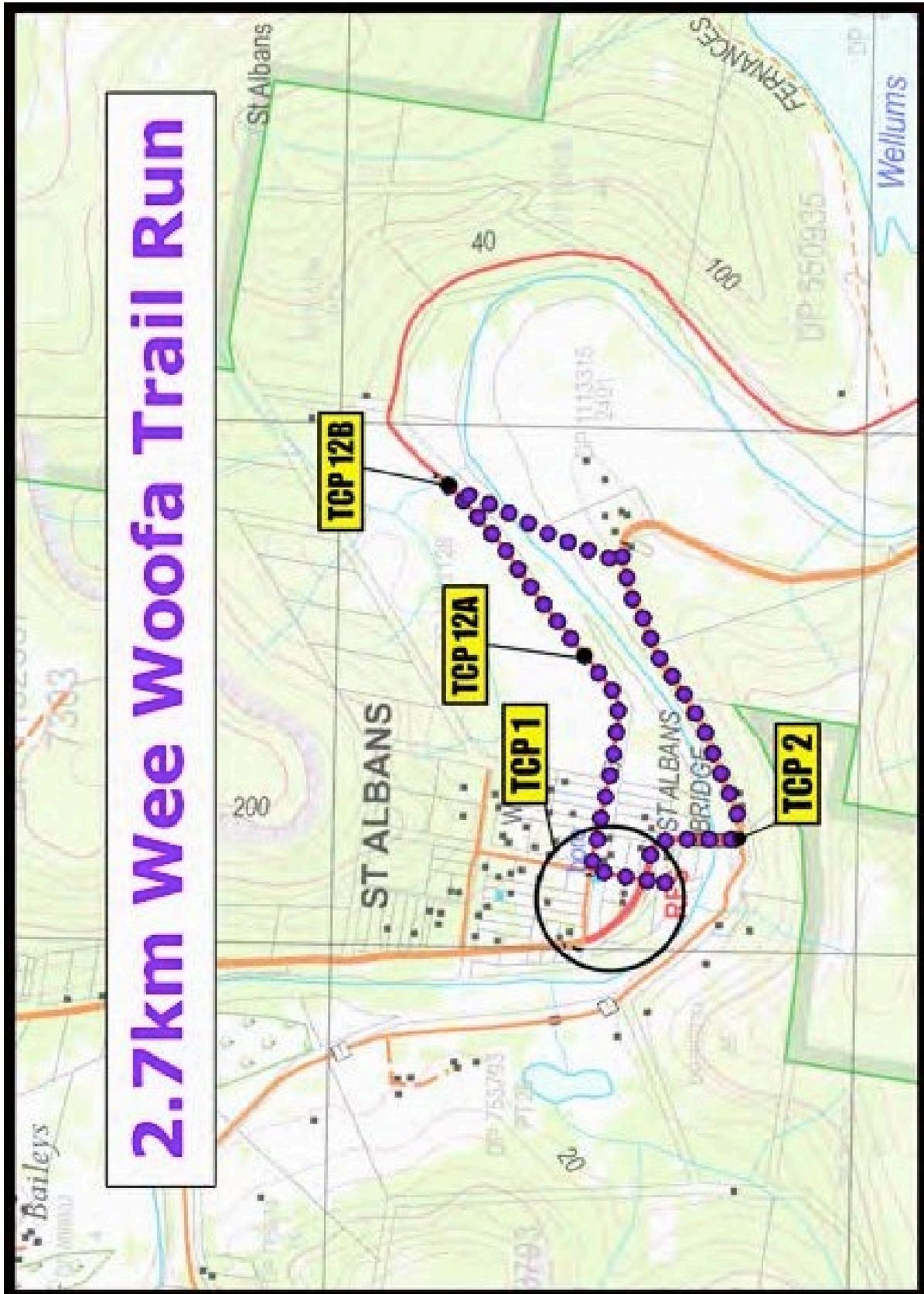
AT – 6 Event Course Maps – St Albans RFS - K9 Trail Run – On/Off Road Schedule

| On Road Start Location | On Road ON | | Drive Time | | Run Time | | Off Road | | Drive | | Run Time | |
|------------------------------|------------------|-------------------------|------------|---------------|--------------|-----------------------|---------------------|-----------|-----------------------|--------------|---------------|---------|
| | On Road Start Km | Distance Road finish Km | Seconds | Seconds | Seconds | Seconds | Distance Km | Finish Km | Off Road Time Seconds | Time Seconds | Seconds | Seconds |
| Fire Shed | 0 | 0.88 | 0.88 | 79 | 352 | 37 | Upper Macdonald Rd | 0.35 | 1.23 | 32 | 140 | |
| 93 Upper Macdonald Rd | 1.23 | 2.28 | 3.51 | 205 | 912 | 273 | Upper Macdonald Rd | 0.26 | 3.77 | 23 | 104 | |
| 313 Upper Macdonald Rd | 3.77 | 1.09 | 4.86 | 98 | 436 | 476 | Upper Macdonald Rd | 0.39 | 5.25 | 35 | 156 | |
| 476 Upper Macdonald Rd | 5.25 | 0.13 | 5.38 | 12 | 52 | Jurdis Ln River Cross | 0.51 | 5.89 | 46 | 204 | | |
| 528 Wollombi Rd | 5.89 | 0.94 | 6.83 | 85 | 376 | 249 | Wollombi Rd | 0.59 | 7.42 | 53 | 236 | |
| 249 Wollombi Rd | 7.42 | 1.07 | 8.49 | 96 | 428 | 135a | Wollombi Rd | 0.3 | 8.79 | 27 | 120 | |
| 118 Wollombi Rd | 8.79 | 2.28 | 11.07 | 205 | 912 | | | | | | | |
| Total On Rd | 8.67 | | | 780 | 3468 | 2.4 | Total Off Rd | | | 216 | 960 | |
| Total Time in Seconds | | | | 13.01 | 57.80 | | | | | 3.60 | 16.00 | |
| Total Time in Minutes | | | | | | | | | | | | |
| Percentage | | | | 75.84% | | | | | | | 24.16% | |

Notes:

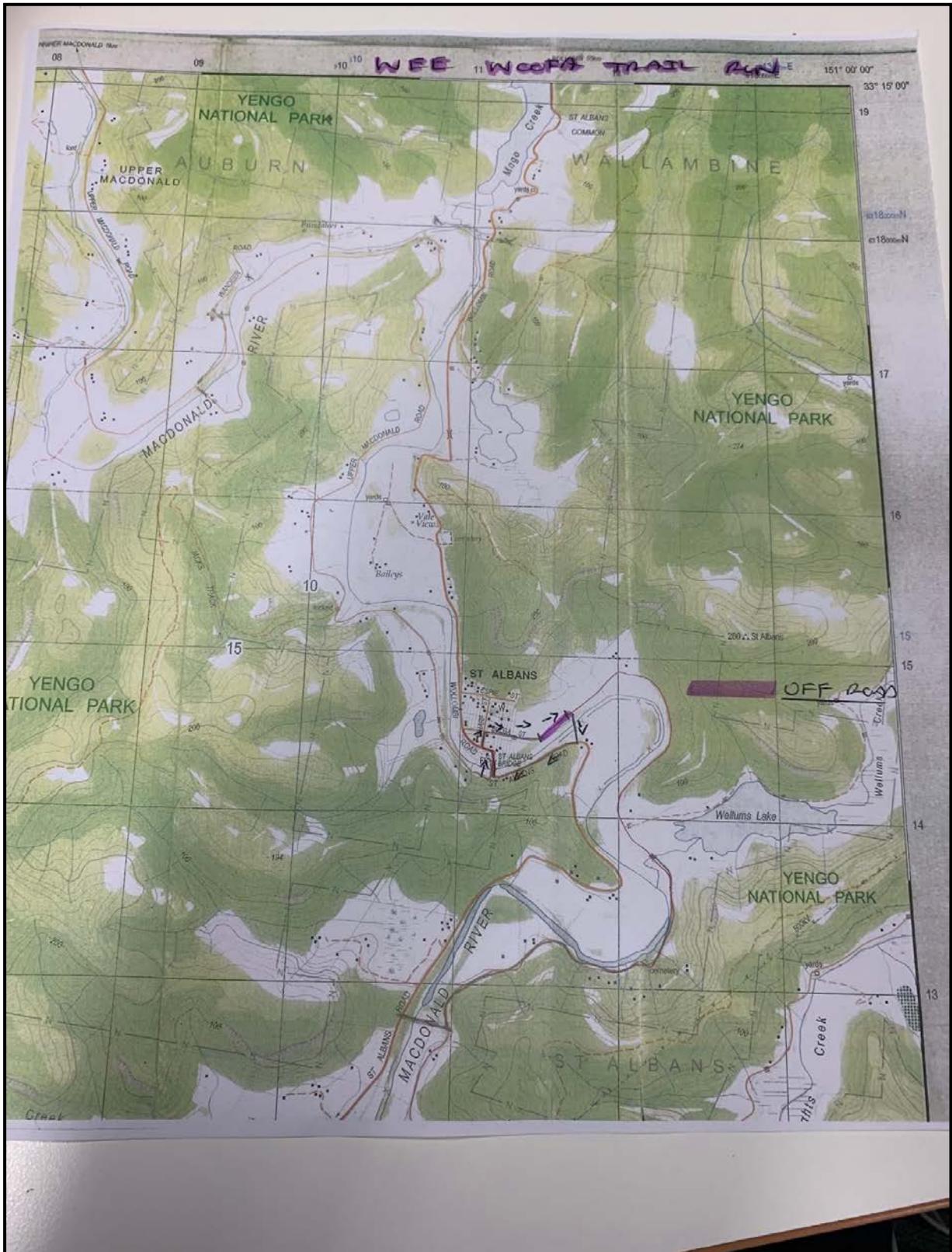
- On Road Start Location: This is the starting point in the race where the race is going on the road.
- On Road Start Km: This column indicates how far into the race we are when the race enters the road in kilometers.
- On Road Distance Km: This column indicates the distance that the race will run on the road before it goes off road in kilometers.
- On Road Finish: This column indicates how far into the race we are when the race finishes a road section and will be going off road, in kilometers.
- Off Road Start Location: This is the starting point where the race leaves the road and goes off road. This column indicates the distance that the race will run off the road before it goes back on the road, in kilometers.
- Off Road Distance Km: This column indicates how far into the race we are when the race finishes an off road section and will be going on road, in kilometers.
- Off Road Finish: These columns indicate the time, in seconds, that it would take to drive a car at 40kph for the particular section, be it on or off the road.
- Drive Time Seconds: These columns indicate the time, in seconds, that it would take a runner to run at an average speed of 9kph for the particular section, be it on or off the road.
- Run Time Seconds: Some start and ending addresses will be the same as the race may enter and leave the road whilst still on the same property. (eg. 476 Upper Macdonald Rd)
- Location Addresses

AT – 7 Event Course Maps – St Albans RFS Wee-Woofa Trail Run Map



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 August 2020

AT – 8 Event Course Maps – St Albans RFS – Wee-Woofa Trail Run– Off Road Detail



ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr David Lance.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The St Albans RFS Pioneer Trail Run event, in and around the St Albans and Macdonald Valley areas, planned for Saturday, 17 April 2021 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures:
 - Temporary Road Closure; Bulga Street, St Albans – Sealed Road between Wollombi Road and Settlers Road (0.4 kilometres)
 - Temporary Road Closure; Kandeer Road, Upper Macdonald – Unsealed Road between Upper Macdonald Road and No. 170 Kandeer Road (2.1 kilometres)
 - Temporary Road Closure; Settlers Road, St Albans – Sealed and Unsealed Road between Bulga Street and No. 1461 Settlers Road (4.5 kilometres).
 - Temporary Road Closure; St Albans Road, St Albans - Sealed Road between No. 1703 St Albans Road and Upper Macdonald Road (3.2 kilometres).
 - Temporary Road Closure; Upper Macdonald Road, St Albans –Sealed and Unsealed Road between St Albans Road and Kandeer Road (7.7 kilometres).
 - Temporary Road Closure; Wharf Street, St Albans – Sealed Road between Bulga Street and Wollombi Road (0.1 kilometres).
 - Temporary Road Closure; Wollombi Road, St Albans – Sealed and Unsealed between No 529 Wollombi Road and Bulga Street (4.2 kilometres).
 - Temporary Road Closures are only permitted for Saturday, 17 April 2021, between 8am and 12 noon
 - No other road closures are permitted.

and the following conditions:

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event will traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as road closures are proposed; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS), as this is a "Class 2" event, for the proposed temporary speed reductions required on all the roads along the route; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council
- 4g. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4h. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4i. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- 4j. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4k. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RTA/RMS and NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to obtain the relevant approval from the NSW Department of Planning, Industry and Environment (formerly Office of Environment and Heritage) to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4m. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4n. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4o. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4p. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4q. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4r. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4s. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4t. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4u. access is to be maintained for businesses, residents and their visitors;
- 4v. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4w. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- 4x. the participants are to be made aware of and are to follow all the general road user rules whilst on public roads;
- 4y. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4z. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4aa. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4bb. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

Item: 2.3 LTC - Light Up Windsor Event 2020 - (Hawkesbury) - (80245, 94012)

REPORT:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Light Up Windsor Event 2020, on Saturday, 05 December 2020.

The event organiser is proceeding with the event based on the current Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW).

The event organiser has advised;

- The event will be undertaken along George Street, Windsor in the vicinity of Thompson Square between Bridge Street and Baker Street, connecting with Windsor Mall between Baker Street and Fitzgerald Street.
- This is a Christmas Event in the Windsor Town Centre which includes lighting up heritage buildings, markets, live entertainment and lighting of the Christmas Tree.
- This is the third year the event is being undertaken by Hawkesbury City Council. In previous years the Windsor Business Group Inc. have undertaken the event in the vicinity of Windsor Mall between Baker Street and Kable Street as well as the Thompson Square park area.
- Approximately 100 participants and 6000 spectators are expected for the event.
- Event times for the 2020 event are to be confirmed and likely to be similar to the 2019 event which was conducted between 4pm and 9pm with setup commencing at 10am.
- All shops within the precinct have been notified and a majority of them will be open on the evening. This includes their support in relation to the temporary road closures proposed.
- Parking areas are available within Council car parks and on-street parking, all within walking distance to the Event.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- Additional parking will be available at Governor Phillip Park. Pedestrians will be directed up to Bridge Street along George Street. The opening of the new traffic lights at this intersection will allow pedestrians to cross at this point.
- The following road closures are proposed to accommodate the overall extent of the event:
 - George Street closed between Bridge Street and Baker Street. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Thompson Square road closed between George Street and The Terrace.
 - Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
 - The road closures are required from 12 noon to 12 midnight on Saturday, 05 December 2020.
 - The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing.
- Traffic in George Street will be detoured via Bridge Street and Macquarie Street.
- Traffic in Baker Street will be turned around in the car park at No. 8 Baker Street.
- To ensure that parked cars are not parked in the closed sections, parking patrol will close the parking lanes from 10am with traffic cones and inform motorists of the closure for the event.
- Traffic controllers will be deployed in Bridge Street and Thompson Square to ensure pedestrian safety for patrons.
- Traffic controllers will be used to manage pedestrians at the pedestrian crossing in Kable Street at Windsor Mall (George Street) and Fitzgerald Street at Windsor Mall (George Street)
- Buses may be affected along Kable Street, Fitzgerald Street and The Terrace. The Bus operators will be advised of the proposed traffic arrangements.
- The proposed road closures will improve the overall safety at the event.
- Businesses have been advised, due to the road closures, to arrange for deliveries before 12noon and to let their customers know of the access changes.
- Traffic will be monitored at all times with any build ups cleared immediately. Traffic control will be on site to implement any changes required.
- Emergency vehicles will be given priority at all times.

Refer to Attachment 1 - Proposed Road Closure Details.

Discussion

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may impact on minor traffic and transport systems due to the proposed road closures and there may be a low scale disruption to the non-event community.

The event road closures are supported. The road closures will allow for the free flow of pedestrians in and around the event site. Details of the road closures include:

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- George Street is to be closed between Bridge Street and Baker Street and extending across Thompson Square road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street. There may be an impact to traffic along Bridge Street wishing to turn into George Street which will require approval from Transport for NSW – TfNSW (formerly TMC). The State road traffic will need to be detoured accordingly.
- Thompson Square road closed between George Street and The Terrace.
- Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street. There may be an impact to traffic along Macquarie Street which will require approval from Transport for NSW – TfNSW (formerly TMC). The State road traffic will need to be detoured accordingly. The Baker Street car park will be utilised as a turnaround point to assist patrons from the Macquarie Arms Hotel and those wishing to utilise the Macquarie Arms Hotel drive through bottle shop, due to the exit onto George Street being closed.
- Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
- Road closures are required from 12 noon until 12 midnight on Saturday, 05 December 2020.
- The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing. There are other private car parks which will be controlled by traffic controllers after 12 noon until the event commences.

The regulatory speed limit in the vicinity of the event is 50kph.

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) is to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed road closures. The road closure of George Street at Bridge Street and Baker Street at Macquarie Street is subject to approval from the TfNSW.

The event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed until 2021.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document No: 7131731):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Special Event Traffic Management Plan (TMP),
5. Proposed Road Closure Plan,
6. Copy of correspondence to be forwarded to Busways, NSW Fire and Rescue, RFS-Hawkesbury, SES-Hawkesbury, NSW Ambulance, Hawkesbury Local Area Command, Hawkesbury Residents, and Windsor town centre Businesses.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package.

2. The Light Up Windsor 2020 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 05 December 2020 between 12 noon and 12 midnight be classified as a “Class 2” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed until 2021.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Road Closure; Thompson Square road, Windsor closed between George Street and The Terrace.
 - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
 - Road Closure only permitted for Saturday, 05 December 2020, between 12 noon and 12 midnight
 - No other road closures are permitted

and the following conditions:

Prior to the event:

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

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as road closures are proposed and in particular the road closure of George Street at Bridge Street and Baker Street at Macquarie Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park;
- 4i. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4j. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence has been submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

During the event:

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

APPENDICES:

AT – 1 Light Up Windsor Festival 2020 – Proposed Road Closure Plan

AT – 2 Special Event Application - (ECM Document Set ID No: 7131731) - *see attached*

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr David Lance.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Light Up Windsor 2020 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 05 December 2020 between 12 noon and 12 midnight be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed until 2021.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Road Closure; Thompson Square road, Windsor closed between George Street and The Terrace.
 - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
 - Road Closure only permitted for Saturday, 05 December 2020, between 12 noon and 12 midnight
 - No other road closures are permitted

and the following conditions:

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as road closures are proposed and in particular the road closure of George Street at Bridge Street and Baker Street at Macquarie Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park;
- 4i. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

- 4j. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence has been submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

SECTION 3 - Reports for Information

There were no Reports for Information.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

SECTION 4 - General Business

Item: 4.1 LTC - Thompson Square - Temporary Roundabout Safety Matters - (Hawkesbury) - (80245)

REPORT:

Councillor Reynolds raised the matter of safety concerns relating to the temporary roundabout at Thompson Square, located at the intersection of George Street and Bridge Street, Windsor. In recent weeks there have been two accidents and multiple near misses reported by residents.

Vehicles seem to be approaching the roundabout from the new Windsor Bridge at a higher speed than previously, and as the approach from the bridge to the roundabout is from a different angle, vision is quite restricted especially when exiting George Street East, Windsor. Another concern is that the vast majority of drivers are ignoring the road markings and driving straight over the roundabout, especially large heavy vehicles. CCTV footage of a number of accidents and a near miss involving a heavy vehicle has been provided to Council.

Advice has been sought from Transport for NSW (TfNSW) regarding urgent changes that can be implemented at this location to reduce vehicle speed and increase sight vision to avoid further incidents and injuries. Mr Lance of TfNSW escalated the matter to the Project Manager from the Windsor Bridge Project who has sought advice from the Road Traffic Safety Auditor. Based on this advice and in consultation with the Windsor Bridge Project team, the following treatments are to be implemented by TfNSW:

- Installation of additional traffic controls on both the Northern and Southern approaches to the temporary roundabout
- Installation of additional controls on the temporary roundabout itself

The proposed changes are shown in the sketch below and are scheduled to be undertaken during night shifts week commencing 10 August 2020.



ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr David Lance.

Support for the Recommendation: Unanimous support

That the information be received and noted.

APPENDICES:

There are no supporting documents for this report.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 14 September 2020 at 3pm in the Large Committee Room.

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 August 2020

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 August 2020

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 August 2020

SECTION 5 – Notices of Motion

Item: 166 **NM - Sullage Pump Associated Costs and Charges - (125612)**

Submitted by: Councillor Lyons-Buckett

NOTICE OF MOTION:

That Council facilitate a public meeting for interested ratepayers to attend (either in person or online) to hear an explanation of the costs and charges associated with sullage pump out systems, and to be updated on investigations being done by Council with regard to alternatives to the existing systems.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

NOTE BY MANAGEMENT

Council staff will arrange an online session for community representatives to attend so that Council can discuss:

- What is Council's role in relation to managing pump out systems and potential environmental impacts
- Explain the associated fees, charges together with Council actions to secure a rebate to reduce the cost of this service
- Use this session to engage with the community to discuss ideas regarding alternatives to existing systems.

This online session can be recorded a placed on Council's website so that other members of the community may be able to access at a time convenient to them.

Finally, Council at its Council Meeting on 26 May 2020 supported a Notice of Motion to include an action in the 2020/2021 Operational Plan.

"Investigate alternative commercially viable and environmentally sound options for our community in relation to the pump out and collection of domestic sullage, and work together with the community to promote and implement any such alternative options"

Work is yet to commence on this action.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Confidential Reports

Meeting Date: 25 August 2020

CONFIDENTIAL REPORTS

Item: 167 **SS - Acquisition for Drainage Purposes - Part of Lot 2 in Deposited Plan 76375, being 130 Hall Street, Pitt Town - (95496, 112106, 105035, 5247)**
CONFIDENTIAL

Previous Item: 278, Ordinary (13 November 2018)

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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

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

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



ordinary
meeting

end of
business
paper

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