



Hawkesbury City Council

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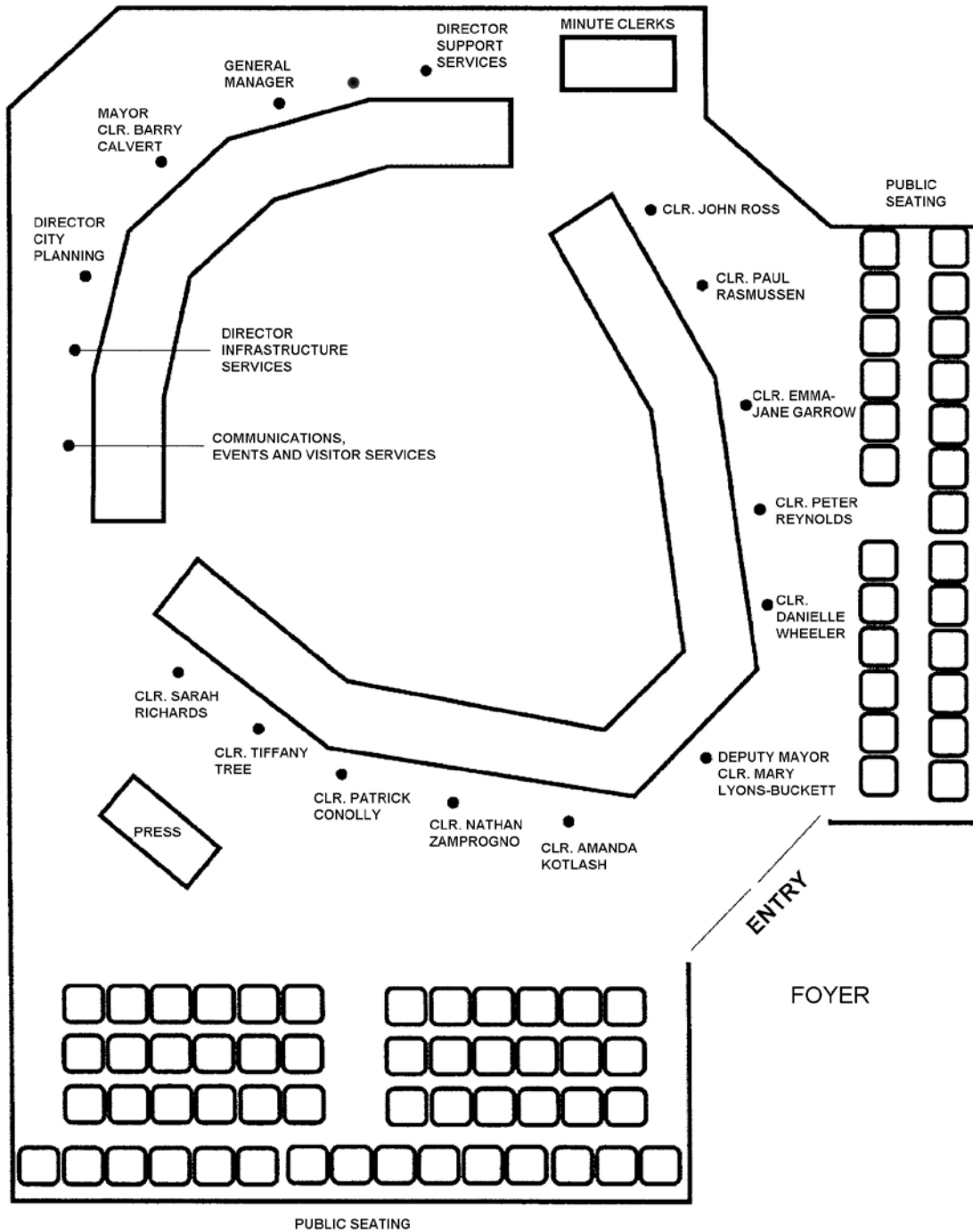
date of meeting: 08 September 2020
location: by audio-visual link
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



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Procedural Matters
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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: 08 September 2020

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 08 September 2020

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 25 August 2020

location: by audio-visual link

time: 6:30 p.m.

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ORDINARY MEETING

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Minutes of the Ordinary Meeting held by audio-visual link, Windsor, on 25 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 Patrick Conolly, Emma-Jane Garrow, Amanda Kotlash, Paul Rasmussen, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

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

APOLOGIES AND LEAVE OF ABSENCE

No apologies for absence were received from Councillors.

Councillor Ross arrived at the meeting at 6:37pm.

Due to technical difficulties with the audio-visual link, Councillor Garrow left the meeting at 6:39pm and returned to the meeting at 6:59pm.

DECLARATIONS OF INTEREST

Councillor Garrow declared an interest on Item 161.

Councillor Wheeler declared an interest on Item 156.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING

Minutes: 25 August 2020

SECTION 1 - Confirmation of Minutes

193 RESOLUTION:

RESOLVED on the motion of Councillor Rasmussen and seconded by Councillor Lyons-Buckett that the Minutes of the Ordinary Meeting held on the 11 August 2020, be confirmed.

ORDINARY MEETING

Minutes: 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

MOTION:

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

Refer to RESOLUTION

194 RESOLUTION:

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

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.

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

Against the Motion: Councillors Conolly, Richards, Ross and Zamprognio.

Absent: Councillor Garrow.

ORDINARY MEETING

Minutes: 25 August 2020

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

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

195 RESOLUTION:

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

That Council hold the following Ordinary Council Meetings, commencing at 6:30pm, in addition to the already scheduled Ordinary Council Meetings on 27 October, 10 November, 24 November and 8 December 2020.

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

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

Against the Motion: Councillors Ross and Wheeler.

Absent: Councillor Garrow.

ORDINARY MEETING

Minutes: 25 August 2020

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

Directorate: General Manager

Councillor Wheeler declared a pecuniary interest in this matter as her son works at the Australiana Pioneer Village. She left the meeting and did not take part in voting or discussion on the matter.

A MOTION was moved by Councillor Rasmussen seconded by Councillor Kotlash.

That Council:

1. Under the 2020/2021 Event Sponsorship Program, 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 |
| 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 2 and 4 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.
7. Acknowledge that the application for the Hawkesbury 120 Ski Race Classic that was numbered 3 in Table 1 and Attachment 1 has been withdrawn.

An AMENDMENT was moved by Councillor Reynolds, seconded by Councillor Garrow.

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 |
| 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 |

ORDINARY MEETING

Minutes: 25 August 2020

2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1 to 2 and 4 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.
7. Acknowledge that the application for the Hawkesbury 120 Ski Race Classic that was numbered 3 in Table 1 has been withdrawn and that the amount allocated be directed towards funding the Conservation Management Plan for the Australiana Pioneer Village.

For the Amendment: Councillors Garrow and Reynolds.

Against the Amendment: Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Richards, Ross, Tree and Zamprogno.

Absent: Councillor Wheeler.

The Amendment was lost.

MOTION:

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

Refer to RESOLUTION

196 RESOLUTION:

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

That Council:

1. Under the 2020/2021 Event Sponsorship Program, 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 |
| 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 2 and 4 to 8 as identified in Table 1 and Attachment 1 of this report.

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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.
7. Acknowledge that the application for the Hawkesbury 120 Ski Race Classic that was numbered 3 in Table 1 and Attachment 1 has been withdrawn.

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

Against the Motion: Nil.

Absent: Councillors Garrow and Wheeler.

ORDINARY MEETING

Minutes: 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

It was requested by Councillor Zamprogno that this item be dealt with in seriatim.

197 RESOLUTION:

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

That:

1. The report be received and noted.
2. Council approve submission to the 2020 Local Government NSW Annual Conference of Motion 1 as set out in the report dealing with sex work.

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

Against the Motion: Councillors Conolly, Richards and Zamprogno.

Absent: Nil.

198 RESOLUTION:

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

That Council approve submission to the 2020 Local Government NSW Annual Conference of Motion 2 as set out in the report dealing with puppy farms.

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

Against the Motion: Councillors Conolly and Richards.

Absent: Nil.

199 RESOLUTION:

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

That Council approve submission to the 2020 Local Government NSW Annual Conference of Motion 3 as set out in the report dealing with coercive control, with the following amendments:

ORDINARY MEETING

Minutes: 25 August 2020

- In Point 1, delete the words “with alarm the increasing” and replace with “the alarming increase in the”
- In Background, fourth paragraph, delete “Women” and insert “Victims”.

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

Against the Motion: Councillor Conolly.

Absent: Nil.

CITY PLANNING

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

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

200 RESOLUTION:

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

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.

ORDINARY MEETING

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3. Endorse the Draft Submission contained in Attachment 2 of the report.
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.

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

Against the Motion: Nil.

Absent: Nil.

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

Division: City Planning

MOTION:

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

Refer to RESOLUTION

201 RESOLUTION:

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

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 the report, with the following amendments:

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- a) Clarify Council's position on build-to-rent particularly regarding building standards and long term affordability and potential loss of affordable housing after 15 years when sold.
- b) Make provision for management of co-living and student housing.
- c) Stronger wording on lift access.

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

Against the Motion: Councillor Richards.

Absent: Nil.

SUPPORT SERVICES

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

Previous Item: 150, Ordinary (10 March 2020)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

202 RESOLUTION:

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

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

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

Against the Motion: Nil.

Absent: Councillor Ross.

ORDINARY MEETING

Minutes: 25 August 2020

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

Directorate: Support Services

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

MOTION:

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

Refer to RESOLUTION

203 RESOLUTION:

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

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.
 - d) Recommendations 15 and 16 of the Report regarding Quarterly Reporting.
3. Council receive advice on how the remaining recommendations in the report will be implemented and appropriate time frames.

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

Against the Motion: Councillor Ross.

Absent: Nil.

ORDINARY MEETING

Minutes: 25 August 2020

SECTION 4 – Reports of Committees

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

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

204 RESOLUTION:

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

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."

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 25 August 2020

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

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

205 RESOLUTION:

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

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, subject to the minutes being amended to remove Councillor Ross from the list of those present.

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.*

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 25 August 2020

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

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

206 RESOLUTION:

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

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.*
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."

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

Against the Motion: Councillors Conolly, Tree, Richards, Zamprogno

Absent: Councillor Kotlash.

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

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

207 RESOLUTION:

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

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.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

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SECTION 5 – Notices of Motion

Item: 166 NM - Sullage Pump Associated Costs and Charges - (125612)

A MOTION was moved by Councillor Lyons-Buckett, seconded by Councillor Garrow.

That:

1. 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.
2. A report be provided to Council outlining whether the sullage charges and sewer charges can be separated from future Rates Notices.

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

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

Absent: Nil.

The Motion was lost.

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Minutes: 25 August 2020

CONFIDENTIAL REPORTS

208 RESOLUTION:

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

That:

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

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

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 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.*

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

209 RESOLUTION:

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

ORDINARY MEETING

Minutes: 25 August 2020

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)**

Previous Item: 278, Ordinary (13 November 2018)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

210 RESOLUTION:

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

1. Council undertake the compulsory acquisition, under Sections 187 and 196 of the Local Government Act 1993 of an area of land as shown in Attachment 1 to the report, in the order of 4.18 hectares within part of 130 Hall Street, Pitt Town, being Lot 2 in DP 76375, for the purposes of creating a retention basin and associated infrastructure.
2. Council undertake the compulsory acquisition, under Sections 187 and 196 of the Local Government Act 1993 of an area of land as shown in Attachment 1 to the report, for a right of carriageway, 15 meters wide and variable within part of 130 Hall Street, Pitt Town, being Lot 2 in DP 76375, for the purposes of creating an access way to the retention basin and associated infrastructure.
3. Council approve the making of an application to the Minister for Local Government for the issue of a Proposed Acquisition Notice (PAN) under the Land Acquisition (Just Terms Compensation) Act 1991 with respect to the acquisition of the land and right of carriageway.
4. Council approve the making of an application to the Governor for the publication of an Acquisition Notice in the NSW Government Gazette under the Land Acquisition (Just Terms Compensation) Act 1991 with respect to the acquisition of the land and right of carriageway.
5. Council bear all costs associated with the process of acquiring the land and right of carriageway.
6. Authority be given for any documentation in association with this matter to be executed under the Seal of Council.
7. Council grant delegation to the General Manager to execute any documents on behalf of Council, associated with the compulsory acquisition process, which do not require the Seal of Council to be affixed.
8. Details of Council's resolution be conveyed to the affected landowners together with the advice that Council is not and will not be bound by the terms of its resolution until such time as appropriate documentation to put such resolution into effect has been executed.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 25 August 2020

The meeting terminated at 9:14pm.

Submitted to and confirmed at the Ordinary meeting held on 8 September 2020.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 08 September 2020

SECTION 2 – Mayoral Minutes

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

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

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

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

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

ordinary

section

3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 08 September 2020

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 08 September 2020

SECTION 3 – Reports for Determination

GENERAL MANAGER

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

Previous Item: 037, Ordinary (12 March 2019)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to:

- Inform Council of amendments to the Model Code of Conduct for Local Councils in NSW, and Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (Procedures)
- Recommend the adoption by Council of a Code of Conduct and Procedures for the Administration of the Code of Conduct based on the Model Code and Procedures.

EXECUTIVE SUMMARY:

Council's Code of Conduct and Procedures were adopted on 12 March 2019, based on the Model Code of Conduct and Procedures 2018.

The Office of Local Government has released a new Model Code of Conduct and Procedures for Administration of the Model Code of Conduct. Both documents came into effect on 14 August 2020.

Council is required to adopt a Code of Conduct based on the Model Code of Conduct within six months of 14 August 2020. The Office of Local Government has advised that councils adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.

The key changes to the Model Code of Conduct include:

- Amendments to the gifts and benefits provisions, including:
 - the value of gifts and benefits that can be received has increased from \$50 to \$100
 - items with a value of \$10 or less are not a gift or benefit
- Members of audit, risk and improvement committees have been included in the definitions for council committee and council committee members

The key changes to the Model Procedures include:

- Councils are responsible for censuring councillors for breaches of the code of conduct under Section 440G of the Local Government Act 1993 only. The Office of Local Government is responsible for imposing more serious penalties
- Panels of conduct reviewers can be appointed or terminated without a resolution of the council
- Investigators' reports can be referred to the Office of Local Government where Council is to consider a report but does not have a quorum to do so.

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RECOMMENDATION:

That Council:

1. Adopt the Code of Conduct attached as Attachment 1 to the report.
2. Adopt the Procedures for the Administration of the Code of Conduct for Local Councils in NSW the attached as Attachment 2 to the report.

BACKGROUND

Council adopted its current Code of Conduct based on the Model Code of Conduct on 12 March 2019. Council also adopted the Office of Local Government's Model Procedures on 12 March 2019.

The Office of Local Government undertook a review of the Code of Conduct and Procedures to improve the integrity, transparency and accountability of the local government sector. Updated versions of the Model Code of Conduct and Procedures were released on 7 August 2020.

On 7 August 2020, the Model Code of Conduct and Procedures were prescribed by the NSW Government Gazette.

The updated Code of Conduct and Procedures came into effect with the publication of the Local Government (General) Amendment (Conduct) Regulation 2020 on 14 August 2020.

Council staff reviewed the updated Model Code of Conduct and Procedures in comparison to the 2018 versions, and identified all amendments which need to be incorporated into Council's adopted Code of Conduct and Procedures.

Relevant Legislation

Local Government Act 1993
Local Government (General) Regulation 2005
Local Government (General) Amendment (Conduct) Regulation 2020

In accordance with the Local Government Act, 1993, Council must adopt its own Code of Conduct and Procedures, based on the Model Code and Procedures, within six months of the new Model Code and Procedures being prescribed.

DISCUSSION

In accordance with the Local Government Act 1993, Council must adopt a Code of Conduct and Procedures. Section 440(3) of the Act states:

"A council must adopt a code of conduct that incorporates the provisions of the model code. The adopted code may include provisions that supplement the model code."

Section 440AA(3) of the Act states:

"A council must adopt a procedure that incorporates the provisions of the model procedure. The adopted procedure may include provisions that supplement the model procedure."

The Local Government (General) Regulation 2005 states that the Model Code of Conduct and Procedures that were published in the NSW Government Gazette on 7 August 2020 are prescribed as the model code of conduct and procedures applicable to councillors, council staff and delegates of council.

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The new Model Code of Conduct and Procedures include amendments which are minor in nature. The purpose of the review by the Office of Local Government was to refine and strengthen the existing Model Code and Procedures. The Office of Local Government has advised that councils should adopt an amended code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.

Tables 1 and 2 summarise changes to the Model Code of Conduct and Procedures respectively.

Model Code of Conduct

Table 1: Summary of Model Code of Conduct Amendments

| Part, Clause | Summary of amendment |
|--|---|
| Definitions | Extends the definition of Council Committee that Council has delegated functions to, to specifically include audit, risk and improvement committees. |
| Definitions | Extends the definition of Council committee member to include community/independent members on audit, risk and improvement committees. This relates to the new statutory framework which includes the provision for all councils to appoint and operate an Audit, Risk and Improvement Committee by March 2021 (A discussion paper on the New Risk Management and Internal Audit Framework for NSW was reported to the Audit Committee on the 4 December 2019 and to Council on 10 December 2019). |
| Part 3. General Conduct Obligations Harassment and discrimination | Updates language to clarify what constitutes unlawful discrimination based on race, sexual orientation, domestic status and carers responsibilities. |
| Part 6. Personal Benefit | <p>The list of items that are not considered gifts or benefits under the Model Code, so do not need to be disclosed, has been expanded to include:</p> <ul style="list-style-type: none"> any items with a value of \$10 or less a benefit or facility that is provided by council to an employee or councillor. <p>There is no longer a token value placed on the meals and refreshments that may be accepted by council officials when performing their official duties.</p> <p>The token value of gifts and benefits a council official can receive has been increased from \$50 to \$100. The gifts and benefits, when aggregated over a 12-month period from a single person or organisation, must be worth no more than \$100.</p> <p>Councils are not required to increase the value of the cap on gifts and benefits; The existing \$50 cap can be retained, it can be increased to \$100, or an amount between \$50 and \$100.</p> |

A cap of \$100 on the token value of gifts and benefits a Council official can receive may represent a more reasonable amount and according to the Office of Local Government reflects feedback from councils.

Therefore, a cap of \$100 has been included in Council's Code of Conduct. Council's Gifts and Benefits Policy will now need to be updated.

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Model Procedures

Table 2: Model Procedures Amendments

| Part, Clause | 2020 Code |
|---|---|
| Definitions | Extends the definition of Council Committee that Council has delegated functions to, to specifically include audit, risk and improvement committees. |
| Definitions | Extends the definition of Council committee member to include community/independent members on audit, risk and improvement committees. This relates to the new statutory framework which includes the provision for all councils to appoint and operate an Audit, Risk and Improvement Committee by March 2021. |
| Part 6. Preliminary Assessment of Code of Conduct Complaints | The conduct reviewer may only determine to investigate a matter where they are satisfied that the alleged conduct is sufficiently serious to warrant formal censure or disciplinary action for misconduct. |
| Part 7. Investigations of Code of Conduct Complaints about Councillors of the General Manager | <p>Councils are limited to only taking disciplinary action against councillors for breaches of their code of conduct by either:</p> <ul style="list-style-type: none"> formally censuring them for the breach, or formally censuring them for the breach, and then referring the matter to the OLG for further disciplinary action. <p>When censuring councillors, councils are required to specify in the resolution the grounds on which the councillor is being sanctioned by disclosing the conduct reviewer's findings and determination.</p> <p>(Councillors continue to have the option can avoid public censure by voluntarily agreeing to undergo training or counselling, to apologise or give undertakings before the conduct reviewer's report is finalised).</p> <p>Expanded role of the Office of Local Government in councillor code of conduct breaches; Conduct reviewers are required to consult with the Office of Local Government before referring matters to ensure they are sufficiently serious to warrant referral.</p> <p>Conduct reviewer's reports can be referred to the OLG where Council does not have a quorum.</p> <p>Panels of conduct reviewers can be appointed with a resolution of Council.</p> |
| Other minor changes | Minor changes and clarification of processes for investigations including time frames, and changes to wording and cross references for consistency with other amendments. |

Council's Code of Conduct, and the Procedures have been updated to reflect to reflect the changes to the Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. Council's updated Code of Conduct is attached as Attachment 1 and the updated Procedures are attached as Attachment 2.

The changes to the Code of Conduct and Procedures are regarded as minor, therefore do not require Consultation or Public Exhibition.

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All proposed changes are mandatory and only in relation to the increase in the cap for token gifts does Council have discretion.

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 Community Strategic Plan.

Our Leadership

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

FINANCIAL IMPACT

There are no financial implications of this proposal.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

oooO END OF REPORT Ooo

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

Previous Item: 145, Ordinary (11 August 2020)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider the nomination and attendance of an additional Councillor at the 2020 Local Government NSW Annual Conference to be held on 23 November 2020.

EXECUTIVE SUMMARY:

On 11 August 2020 Council resolved that four Councillors attend the Local Government NSW Annual Conference and be Council's voting delegates. Council is entitled to have five Voting Delegates at the Conference and Voting Delegates must be registered to attend the Annual Conference.

The Annual Conference was scheduled for 22 to 24 November 2020 in the Hunter Valley. On 20 August 2020 Local Government NSW announced that the Conference would be moved online, and will be held on Monday 23 November 2020.

The General Manager has received a request from Councillor Reynolds to attend the Conference as a Voting Delegate.

RECOMMENDATION:

That:

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

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.

The Annual Conference was to be held in Cessnock from 22 to 24 November, 2020. Due to the COVID-19 Pandemic, it is now an online conference on 23 November 2020. Cost of registration for Annual Conference is \$66 per delegate.

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Voting Delegates

At its meeting on 11 August 2020 Council received a report concerning attendance at the Annual Conference. 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.”*

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

It should be noted that should the necessity arise, the Constitution of Local Government NSW enables the nominated voting delegates to be changed both before and during the Conference, subject to written notification by the Mayor or General Manager.

Relevant Legislation

The Policy regarding Payment of Expenses and Provision of Facilities to Councillors should be considered as part of this report.

DISCUSSION

Consideration should be given in regard to the relevance of Conference to Council's business and available budget to cover costs of attendance.

Where relevant, after returning from the Conference, delegates are requested to 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.

COMMUNITY ENGAGEMENT

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

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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 have direct financial implications. 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

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INFRASTRUCTURE SERVICES

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

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the draft Colbee Park Masterplan for review and to gain approval for the draft to go out for public comment.

EXECUTIVE SUMMARY:

Colbee Park has been identified as requiring a site-specific Plan of Management and Masterplan to address a range of complex management issues and guide long-term development of the site. A draft Masterplan has been developed that provides solutions to these challenges and addresses the Hawkesbury Regional Open Space Strategy objectives for parks. The Masterplan will form part of the specific Plan of Management for the site.

The Colbee Park draft Masterplan has been developed in consultation with the community. It provides a long-term vision for the Park, ensuring that any future improvements are appropriate, and that the recreational, cultural and environmental values of the site will be retained.

Whilst development of the Masterplan and Plan of Management does not represent a formal commitment to funding, works will be considered for inclusion in Council's Operational Plans in accordance with the plan's priorities, the financial allocations identified in the Long - Term Financial Plan and external funding opportunities as they arise from time to time.

The 2021/2022 Operational Plan provides \$136,402 to commence detailed design of initial works.

RECOMMENDATION:

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

BACKGROUND

Colbee Park is a 10ha district sporting park located on the edge of the McGraths Hill Township. It contains a baseball field, 1.5 soccer fields, cricket pitch and BMX track. Ancillary facilities include 3 amenities buildings, shelters, cricket net, floodlights and informal parking.

Some of the challenges at the site that affect safety, access and future improvements include:

- An open drainage line which runs through the middle of the reserve. This drainage line restricts pedestrian movement across the park and could pose a hazard to users retrieving balls. It is weedy and reported to smell at times.
- The Killarney Chain of Ponds creek cuts across the north eastern corner of the park, restricting access to/from the main parkland and adjoining properties/schools on the other side. Dense vegetation along the ponds restricts visual surveillance.
- Flooding. Large areas of the park are subject to inundation during localized flood events. These events are not frequent, and the current is not strong, however inundation may cause damage to

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items in storage. Infrastructure such as fields, paths, shelters, buildings and furniture can be designed to withstand these flood events.

- Asbestos contaminated fill. An area of fill adjacent to the BMC track contains asbestos fragments which has been capped. This area requires ongoing inspection to ensure the cap remains intact and could potentially restrict the use of this section of park.
- The fence around the baseball field does not stop stray balls from going over the top. This could pose a hazard to neighbouring horses or people that may be in the vicinity.
- The soccer amenities building has female toilets located at the back of the building which potentially poses a risk to safety at nighttime with no passive surveillance of the area.
- Vandalism and inappropriate behaviour at the park occurs where there is limited casual surveillance or lighting.
- The Road Reserve through the middle of the park, which if developed as a road, would restrict access across the site.

There is strong interest from the community in further developing Colbee Park to increase capacity and provide additional recreational opportunities:

- BMX – development of a pump track to cater to all ages and range of uses e.g. scooters, bikes and skateboards
- BMX – lighting to allow night time usage of the facility
- BMX – shade structures to protect riders waiting to start races
- BMX – Shade structure over the race track for shade and to protect the surface of the track
- Soccer – extension of field area to become 3 full size fields to accommodate the growing club and ensure viability
- Baseball – general facility improvements, particularly to fencing
- Passive recreation – play spaces, dog-off leash area and walking paths.

Currently, Colbee Park is managed under the guidance of Council's *Community Land Generic Plan of Management - Sportsgrounds*. Due to the complex nature of the site, the multiple activities that are undertaken there and the interest from the community in further developing the park, Colbee Park has been identified by staff as requiring an individual Plan of Management.

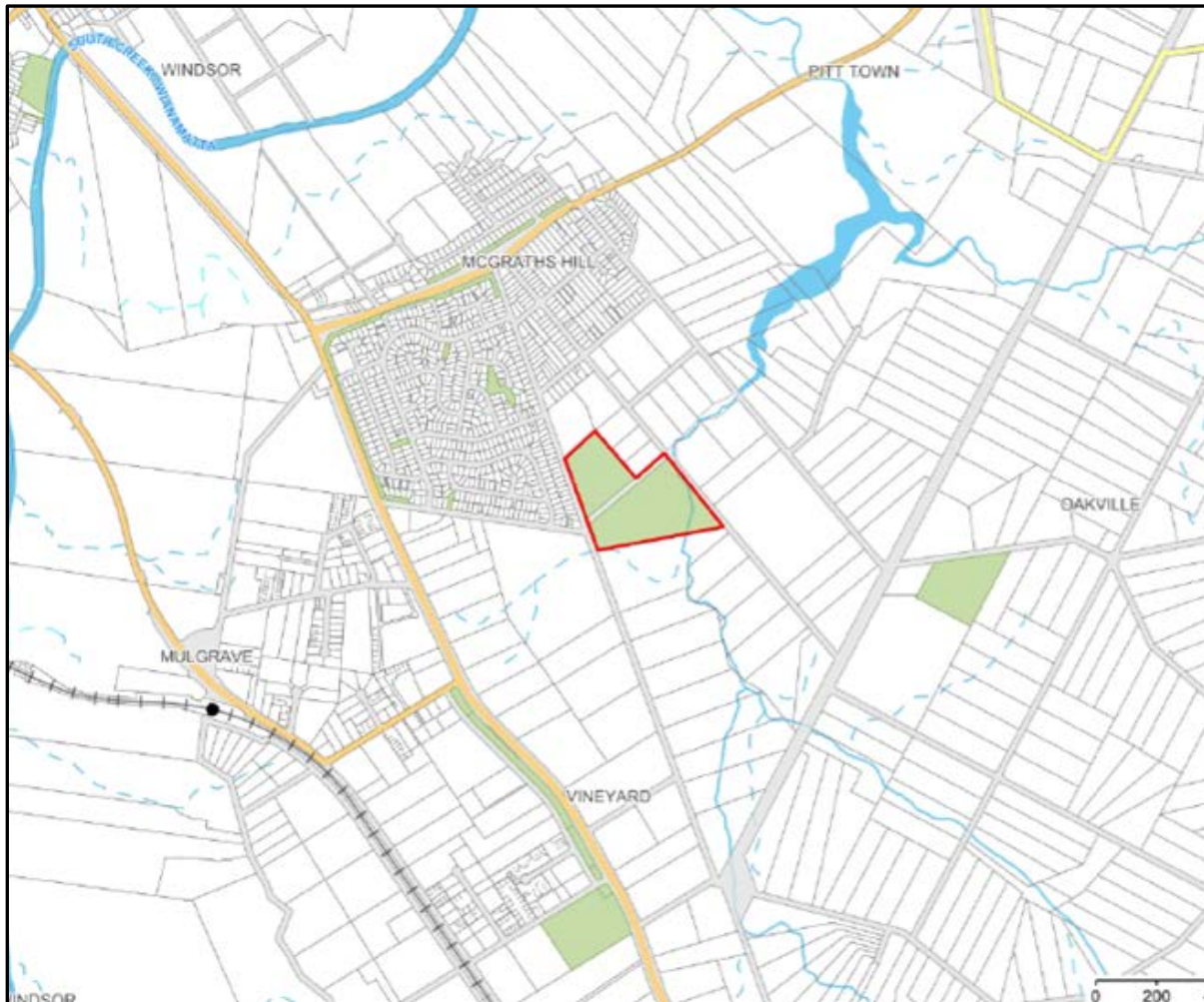
As part of the development of the Plan of Management, a draft Masterplan for the park has been developed which shows in pictorial format, the proposed future improvements to be made to the park and their proposed location. Feedback is sought from Council and the community on this proposed masterplan prior to the Plan of Management being finalised.

Development of this masterplan does not represent a formal commitment to funding. The masterplan is a planning document that will inform the development of future operational plans. Allocation of funding would be in accordance with the plan's priorities, the financial allocations identified in the Long - Term Financial Plan and external funding opportunities as they arise from time to time.

Although funding is not available to deliver the entire plan in the short or medium term, all proposed improvements have been included. This holistic, long-term approach ensures that the Park will be developed in a cohesive manner, that maximises capacity, improves functionality, protects environmental and cultural values, and will not preclude potential future recreation opportunities. When funding does become available, Council and/or the Hawkesbury Sports Council, will be required to ensure that improvement works are consistent with the Plan of Management and Masterplan.

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Location Plan



Relevant Legislation

Local Government Act 1993.

Current Situation

Currently, Colbee Park is managed under the guidance of Council's *Community Land Generic Plan of Management - Sportsgrounds*. Due to the complex nature of the site, the multiple activities that are undertaken there and the interest from the community in further developing the park, Colbee Park has been identified by staff as requiring an individual Plan of Management.

Some of the challenges at the site that affect safety, access and future improvements include:

- An open drainage line which runs through the middle of the reserve. This drainage line restricts pedestrian movement across the park and could pose a hazard to users retrieving balls. It is weedy and reported to smell at times.
- The Killarney Chain of Ponds creek cuts across the north eastern corner of the park, restricting access to/from the main parkland and adjoining properties/schools on the other side. Dense vegetation along the ponds restricts visual surveillance.
- Flooding. Large areas of the park are subject to inundation during localized flood events. These events are not frequent, and the current is not strong. However inundation may cause damage to items in storage. Infrastructure such as fields, paths, shelters, buildings and furniture can be designed to withstand these flood events.

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- An area of fill adjacent to the BMC track contains asbestos fragments which has been capped. This area requires ongoing inspection to ensure the cap remains intact and could potentially restrict the use of this section of park.
- The fence around the baseball field does not stop stray balls from going over the top. This could pose a hazard to neighbouring horses or people that may be in the vicinity.
- The soccer amenities building has female toilets located at the back of the building which potentially poses a risk to safety at nighttime with no passive surveillance of the area.
- Vandalism and inappropriate behaviour at the park occurs where there is limited passive surveillance or lighting
- The Road Reserve through the middle of the park, which if developed as a road, would restrict access across the site.

Community Consultation Program

Community Consultation is an important part of the planning process. Three stages of consultation will be undertaken as part of the update to the Plan of Management and Masterplan for the site. The proposed process for the update/development of the plan is as follows:

Community Engagement Round 1 - (Completed):

- Online Community Survey to identify the values of the site, how people currently use the reserve, how people would like to use the reserve and any issues of concern.
- Drop-in event at the park to give the community the opportunity to meet with the consultants and discuss in person any issues or concerns
- Stakeholder meeting with key user groups – BMX, Soccer, Baseball, Sports Council, to discuss any issues or concerns with current facilities and plans that they have for future upgrades.

Design Development - (Completed)

- Develop interim draft masterplan based on feedback

Community Engagement Round 2 - (Completed):

- Drop-in Session to gauge sentiment toward draft ideas / concepts
- Online feedback on draft ideas / concepts

Develop Draft Masterplan / Plan of Management – (Completed)

- Draft Masterplan design refined based on feedback
- Draft Plan of Management developed

Community Engagement Round 3 (Current Position):

- Public exhibition – draft plan of Management and Masterplan seeking formal submissions

Community Consultation Feedback to Date

In August/September 2019, a four week community consultation campaign was run to engage the community in discussion about how people use Colbee Park, any issues or concerns about the park and what improvements they would like to see at the park.

Consultation was in the form of:

- An online survey which was advertised via a notice in the Courier newspaper, letter box drop, site notice, Council's website, and Facebook
- Drop in session at the park to allow for face to face discussions
- Stakeholder meeting with Sports Council representatives
- Stakeholder meeting with key user group representatives – Baseball, BMX, Soccer

Strong interest in the park was shown by the community, with 152 online surveys completed. Many of the people that use the park reside in McGraths Hill; however there are also stakeholders that live outside the area.

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The main priorities identified from the community engagement include:

- Create a children's playground for all users
- Expand the existing BMX facilities with the creation of a pump track
- Establish a designated dog-off leash area
- Improve parking within the site
- Establish a shared path network with better connections
- Improve and create additional shelters with BBQ facilities
- Improve existing amenities buildings
- Include fitness stations, skate park and teen playground.

Draft Masterplan and Plan of Management

As part of the development of the Plan of Management, a draft Masterplan for the park has been developed which shows in pictorial format, the proposed future improvements to be made to the park and their proposed location.

A range of community spaces and activities have been included in the draft Masterplan that reflect the views of the community balanced across a range of interests. The plan considers: environmental opportunities and constraints; safety, access and wayfinding; current and historical character of the landscape; emerging issues and trends; community needs and expectations; and government policy.

The vision for Colbee Park is to create an integrated community place that has a greater connection with the local community and provides a range of amenities for the benefit of the local and greater community. Some of the key elements included in the Masterplan are:

- Cycle/footpath circuit
- Inclusive play space
- Dog-off-leash area
- Shelters and picnic facilities
- Pump track
- Outdoor fitness equipment
- Teen play equipment
- Park infrastructure (lighting, shade, bike racks, bins, seating, bubblers etc).
- Additional soccer fields
- Improved sports amenities

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Further detail can be seen in Attachment 1 and in the extracts included below:



Consultants Taylor Brammer Landscape Architects in association with Parkland Planners, have been engaged to develop a Plan of Management and Masterplan for Colbee Park.

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The major project stages consist of:

- Initial community consultation to inform the development of the Masterplan and Plan of Management (*completed*)
- Development of a draft Masterplan (*completed*)
- Community consultation on the proposed Masterplan (*current stage*)
- Finalisation of the Masterplan and development of the Plan of Management
- Community consultation on the combined plan of management and masterplan
- Finalisation of the Plan of Management incorporating the Masterplan and adoption.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council undertake the following community engagement process in compliance with Council's policy to exhibit the draft plan for a period of three weeks.

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 Assets

4.3 Places and Spaces - Provide the right places and spaces to serve our community

- 4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.
- 4.3.2 Provide a variety of quality active recreation spaces including playgrounds, sporting fields, pool, stadium and multipurpose centres to enhance our community's health and lifestyle.

FINANCIAL IMPACT

Council's Operational Plan makes provision of \$136,402 in the 2021/2022 Operational Plan to undertake detailed design for proposed works at Colbee Park.

Development of this masterplan does not represent a formal commitment to further funding. Although funding is not available to deliver the entire plan in the short or medium term, all potential improvements have been included. This holistic, long-term approach ensures that the Park will be developed in a cohesive manner, that maximises capacity, improves functionality, protects environmental and cultural values, and will not preclude potential future recreation opportunities. When funding does become available, Council and/or the Hawkesbury Sports Council, will be required to ensure that future improvement works are consistent with the Plan of Management and Masterplan.

The Long-Term Financial Plan will not be able to fund all works identified in the Masterplans and Parks Plans of Management. This situation will be clearly communicated to stakeholders during the course of developing the plans, and in particular that these plans:

- Are long term plans to clearly outline community aspirations and ensure that all works are consistent with those long-term community objectives
- Will be used to prioritise works against funding availability in the Long-Term Financial Plan and the annual Operational Plans
- Will be used as the basis for determining how any relevant developer contribution funds should be allocated
- Will be used to support applications for grants and other external funding opportunities to compliment the funds allocated in the Annual Operational Plans.

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The masterplan will also inform the development of future Operational Plans. The allocation of funding will continue to be in accordance with the plan's priorities, the financial allocations identified in the Long - Term Financial Plan and external funding opportunities as they arise from time to time.

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 Colbee Park Masterplan Report - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

ORDINARY MEETING
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SUPPORT SERVICES

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

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to obtain Council's endorsement to close a section of Council owned unconstructed and unused public road adjoining 600 Laws Farm Road, Cumberland Reach.

EXECUTIVE SUMMARY:

From 1 July 2018, changes to the Roads Act 1993 (the Act) mean that councils now have the power to close council public roads. In March 2020, the owner of 600 Laws Farm Road, Cumberland Reach requested details on the status of the road adjoining their property. It was determined the road reserve is a Council road. Subsequently Stix Holdings Pty Ltd requested Council commence the road closure process.

The unconstructed and unused public road is Council owned and Council is required to carry out the road closure process. However pursuant to Section 38E(2)(b) of the Roads Act, once the road is closed, its ownership will transfer to the State Government. Crown Lands will then complete the sale of the closed road and receive payment for the land.

This report considers the road closure request and recommends that Council publicly exhibit the proposed road closure.

RECOMMENDATION:

That:

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

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BACKGROUND

Council has received a request from Stix Holdings Pty Ltd, owners of 600 Laws Farm Road, Cumberland Reach, to close part of the road reserve adjoining 600 Laws Farm Road, Cumberland Reach. In 2019, a Private Certifier issued a Complying Development Certificate for an awning to the existing outbuilding. This approval allowed the awning to be constructed over part of an unformed section of Laws Farm Road, Cumberland Reach. Stix Holdings Pty Ltd only recently became aware of this and contacted Council to enquire as to the process of closing and purchasing part of the unformed section of Laws Farm Road, Cumberland Reach. Closing the unformed section of Laws Farm Road would address the issue of having the awning encroaching on Council's road reserve.

Stix Holdings Pty Ltd expressed their interest in commencing the road closure and acquisition process. They had McKinlay Morgan & Associates prepare a draft road closure plan, attached as Attachment 1 to this report. The attached plan indicates an area of approximately 1.96 hectares is proposed to be closed. If Council object to the closure, Council would have to address the awning that was built within the portion of Laws Farm Road. There are two options:

1. Issue a demolition order for the awning; or
2. Allow Stix Holdings Pty Ltd to realign the portion of road reserve that the awning is built on.

Closing the unused portion of the road reserve would not be considered an issue for the following reasons:

- The road does not offer access to parks or reserves.
- There are no future approved road design works that impact the proposed closure.
- There is no landlock to any of other properties that adjoin 600 Laws Farm Road, Cumberland Reach.
- The section of road proposed to be closed does not align with any road reserve on The Hills Shire Council side of the River.
- The Section of road is currently unconstructed and unused for access purposes. It is noted that the road reserve does provide a potential river access point however, both the topography of the road alignment and the available area adjoining the river is unsuitable for formal or expanded recreational use currently, recreational access to the river is provided at nearby Cumberland Reach Road and Holmes Drive. Attachment 3 to this report shows the proposed road closure location and the alternative river access locations of Cumberland Reach Road and Holmes Drive.

Road Closure Process

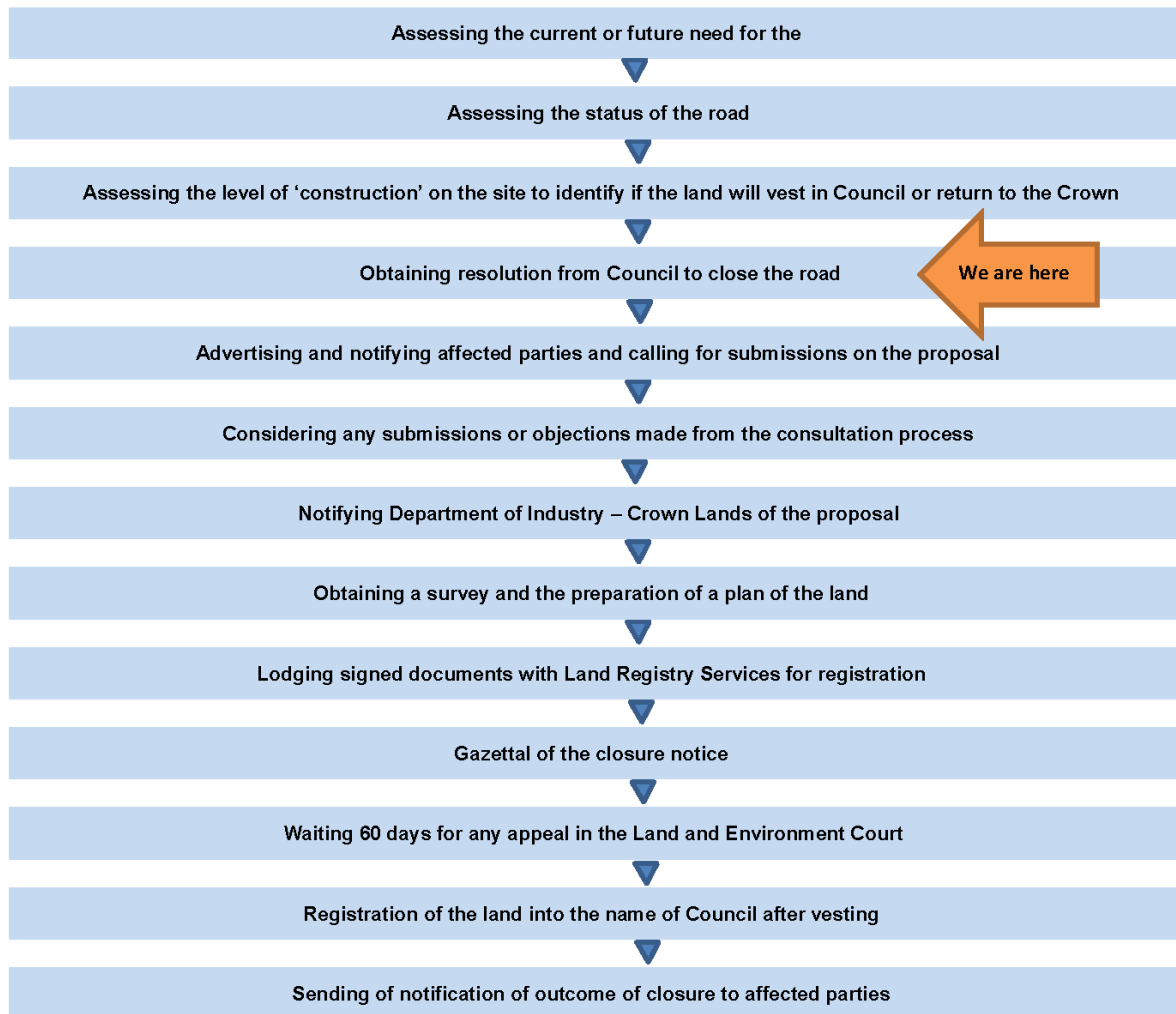
From 1 July 2018, changes to Part 4, Division 3 of the Roads Act 1993 mean that councils now have the power to close council public roads.

Section 38A of the Act provides that a council may propose the closure of a council public road for which it is the roads authority if:

1. The road is not reasonably required as a road for public use (whether for present or future needs), and
2. The road is not required to provide continuity for an existing road network, and
3. If the road provides a means of vehicular access to particular land, another public road provides lawful and reasonably practicable vehicular access to that land.

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The procedure for the closing of a road now involves:



Accordingly, both a status check and construction declaration have been completed for the proposal which identifies that:

- The land is suitable for closure; and
- The road was dedicated to Council as a public road.

Road Status and Construction Declaration

There are two areas which require examination with regard to road status, dedication and construction.

Dedication

A Road Status Check has been completed which found the road reserve was declared as a Public Road under Council's control and this has been confirmed by Crown Lands.

Accordingly, the road status outcome is that the subject road is a public road vested in Council.

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Construction

Only constructed council public roads remain owned by council after closure. Unconstructed council public roads become owned by the Crown upon closure (Section 38E(2) of the Act).

The dictionary of the Act does not define 'construction' in terms of Section 38E(2) of the Act. The Acts definition for 'road work' includes any kind of work on or in the vicinity to facilitate use of the road as a road. The term construction is also used in the Act in reference to construction of conduits on public roads for utility services.

The subject portion of public road does not contain any utility services. The road has not been used as a public road. Council has not undertaken maintenance and repairs.

Accordingly, the road will be vested in the Crown after closure pursuant to Section 38E(2)(a) of the Act. After the road closure plan is registered, Crown Lands will complete the sale and receive any compensation payable for the purchase of the closed portion of road.

To progress the matter further, a resolution of Council is required to proceed with the road closure. Once Council endorses the road closure, consultation will be carried out in accordance with the Act which includes inviting submissions from neighbouring owners, the public and prescribed authorities. If any submissions are received the matter will be reported back to Council for further consideration.

If no submissions are made the proposal will be submitted to Department of Industry – Crown Lands who will then formally be invited to respond to the proposal.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy.

Section 38B of the Act requires consultation to be carried out in order for Council to close a council public road. The consultation must notify the public of the proposal and call for submissions. In accordance with the Act, the following will be contacted:

- Newspaper advertisement
- Direct mailing to adjoining land owners
- Notification to prescribed authorities
- Notification to Department of Crown Lands

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Assets

4.1 Transport infrastructure and connections - Creating an integrated and well maintained transport system is an important local priority

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

FINANCIAL IMPACT

The matters raised in this report do not have direct financial implications. The expenditure applicable in regards to this matter will be borne by the applicant. Council will not receive compensation for the road closure.

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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 sustainably manage community assets in accordance with the scheduled program of works in the Long-Term Financial Plan.

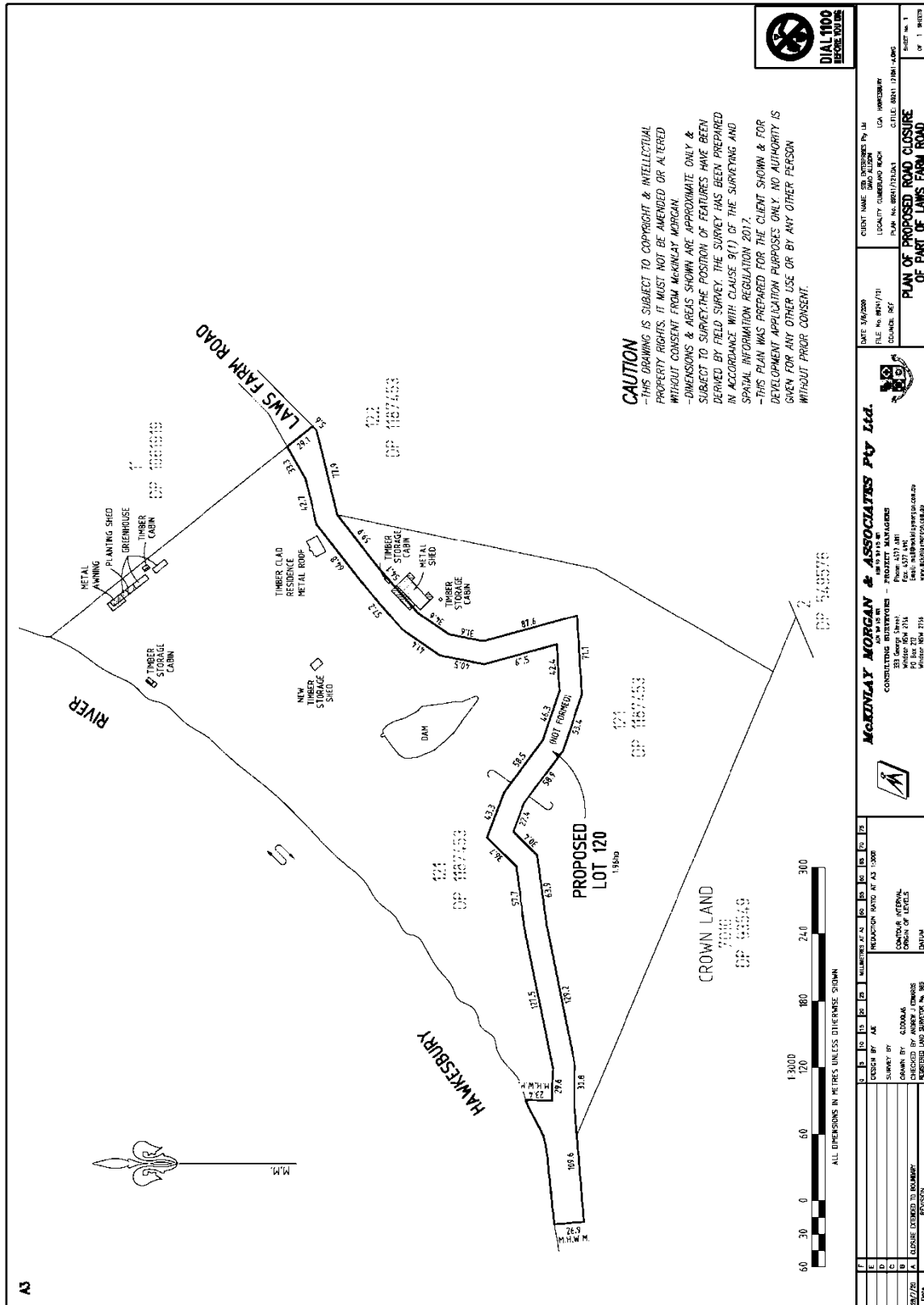
ATTACHMENTS:

AT - 1 Road Closure Plan.

AT - 2 Location and River Access Plan.

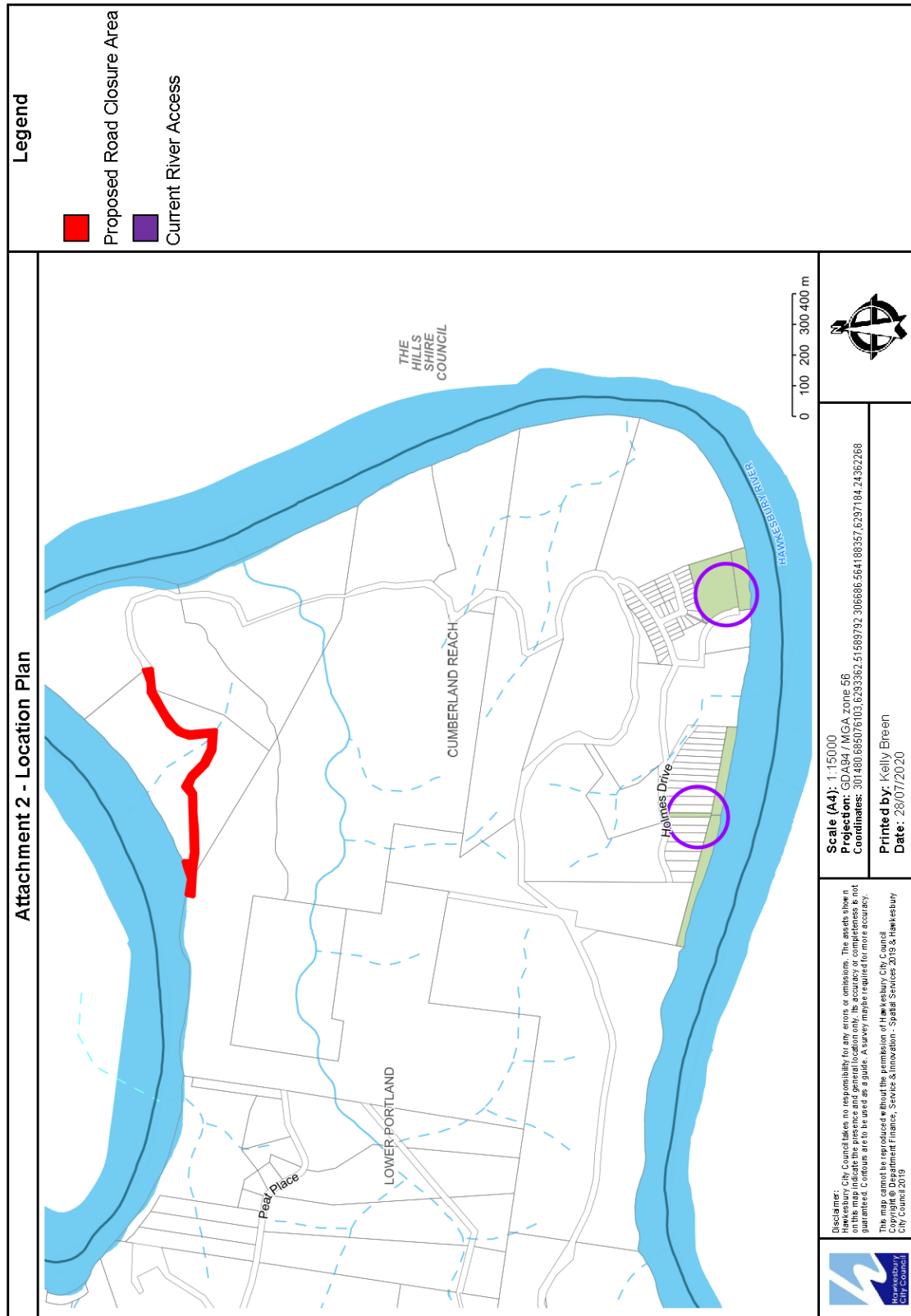
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AT - 1 Road Closure Plan



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AT - 2 Location and River Access Plan



oooO END OF REPORT Oooo

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ORDINARY MEETING

SECTION 4 – Reports of Committees

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SECTION 4 – Reports of Committees

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

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Hawkesbury Tourism Advisory Committee, held on 3 August 2020.

EXECUTIVE SUMMARY:

Items 2 and 4, contained within the minutes of the Hawkesbury Tourism Advisory Committee have policy or financial implications to Council. They therefore requires specific consideration by Council, the details of which are discussed in the report below.

In relation to Items 1, 3, and 5, 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 Hawkesbury Tourism Advisory Committee Meeting held on the 3 August 2020:

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

DISCUSSION

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

Item 2 – Hawkesbury 2020 Destination Marketing Strategy and Business Support Programs

Officers provided an update on the "Hawkesbury 2020 Destination Marketing Strategy" and the business support programs. Committee members requested a clean-up in Windsor Mall, Thompson Square and South Windsor, which Officers acknowledged was currently been organised, and they also requested information about the implementation of signage.

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Following a discussion of the matter, the Hawkesbury Tourism Advisory Committee resolved that:

The Hawkesbury Tourism Advisory Committee request that further information be provided to the Committee in relation to the signage that has been previously discussed as part of the Heritage Advisory Committee projects.

Officer Comment

A report presenting an update on the signage audit and signage information from the Heritage Advisory Committee can be scheduled for the next Tourism Advisory Committee meeting on 23 September 2020.

Item 4 – Draft Economic Development Strategy

Officers discussed the Draft Economic Development Strategy, particularly the tourism initiatives proposed in the Strategy and requested a status update on previous tourism initiatives from the Destination Management Plan and work undertaken by Destination NSW, the Regional Strategic Alliance, and the Hawkesbury Visitor Economy Advisory Committee and Council.

Following a discussion on the matter, the Hawkesbury Tourism Advisory Committee resolved that:

The Hawkesbury Tourism Advisory Committee recommends that Council take action to gain additional resources to support tourism initiatives and activities.

Officer Comment

A report presenting an update on previous tourism initiatives from the Destination Management Plan and work undertaken by Destination NSW, the Regional Strategic Alliance, and the Hawkesbury Visitor Economy Advisory Committee and Council can be scheduled for the next Tourism Advisory Committee meeting on 23 September 2020.

Council will give consideration in the 2021/2022 Budget for additional resources to support tourism initiatives and activities.

ATTACHMENTS:

AT - 1 Minutes of the Hawkesbury Tourism Advisory Committee Meeting held on the 3 August 2020.

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AT - 1 Minutes of the Hawkesbury Tourism Advisory Committee Meeting held on the 3 August 2020

Minutes of the Meeting of the Hawkesbury Tourism Advisory Committee held by Audio-Visual link, on Monday, 3 August 2020, commencing at 10:32am.

ATTENDANCE

Present: Councillor Emma-Jane Garrow, Chairperson
 Councillor Paul Rasmussen, Hawkesbury City Council
 Councillor Sarah Richards, Hawkesbury City Council
 Ms Sophie Devine, Community Representative
 Mr Tony Jeffcott, Community Representative
 Mr Ian Knowd, Community Representative
 Ms Venecia Wilson, Community Representative
 Mr Albert Stafford, Stafford Consulting

Apologies: Nil.

In Attendance: Mr Peter Conroy, Hawkesbury City Council
 Ms Linda Perrine, Hawkesbury City Council
 Ms Suzanne Stuart, Hawkesbury City Council
 Ms Mary Harris, Hawkesbury City Council
 Ms Amanda Kearney, Hawkesbury City Council
 Ms Megan Berrell, Hawkesbury City Council
 Ms Giovanna Lever, Sparrowly Group (*joined the meeting at 10:59am and left the meeting at 11:47am*).

| Member | 30/11/2018 | 04/11/2019 | 03/08/2020 |
|-----------------------------|------------|------------|-----------------|
| Mr Martin Boetz | ✓ | x | x |
| Ms Sophie Devine | ✓ | x | ✓ |
| Ms Vanessa Hanna | ✓ | ✓ | Resigned |
| Mr Tony Jeffcott | ✓ | ✓ | ✓ |
| Mr Ian Knowd | A | ✓ | ✓ |
| Mr Declan O'Connor | A | x | x |
| Ms Venecia Wilson | ✓ | x | ✓ |
| Councillor Emma-Jane Garrow | ✓ | ✓ | ✓ |
| Councillor Paul Rasmussen | ✓ | A | ✓ |
| Councillor Sarah Richards | ✓ | ✓ | ✓ |

Key: A = Formal Apology ✓ = Present x = Absent - No Apology

The Chairperson opened the meeting with an Acknowledgement of Country.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Rasmussen and seconded by Mr Knowd that the Minutes of the Hawkesbury Tourism Advisory Committee held on the 4 November 2019, be confirmed.

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SECTION 3 - Reports for Determination

Item: 1 **HTAC - Distribution of Code of Conduct to Committee Members - (95496, 140396, 79351)**

Directorate: Support Services

DISCUSSION:

The Director City Planning was in attendance at the meeting and advised the Committee of the following:

- The Model Code of Conduct and associated Procedures for the Administration of the Code of Conduct were prescribed by the Office of Local Government in December 2018.
- In accordance with the requirements of the Local Government Act 1993, Council adopted a new Code of Conduct (the Code) and Procedures for the Administration of the Code of Conduct (the Procedures) on the 12 March 2019, based on the prescribed Model Code of Conduct and Procedures.
- The amendments to the Code and the Procedures are substantial and include:-
 - i. New standards relating to discrimination, harassment, bullying, work health and safety, behaviour at meetings, access to Council information, and maintenance of Council records;
 - ii. The incorporation of pecuniary interest provisions which were previously contained in the Local Government Act and Regulation;
 - iii. A new requirement for Councillors and designated persons to disclose a new interest in returns of interests within three months of becoming aware of the interest;
 - iv. New rules governing the acceptance of gifts and benefits;
 - v. New provisions relating to appropriate use of social media.
- Council's new Code of Conduct applies to all official representatives of Council, including Councillors, staff, and representatives on advisory committees.
- As outlined in the report to the Committee, the new Code of Conduct contains additional requirements for all committee representatives acting in their official Council capacity in the following areas:
 - i. Pecuniary interest and non-pecuniary conflict of interests
 - ii. Declaration of gifts and benefits
 - iii. Recordkeeping requirements.
- Council has also chosen to incorporate some new provisions relating to the use of social media which apply to all committee representatives.

OFFICER'S RECOMMENDATION:

That all Hawkesbury Tourism Advisory Committee members receive and sign for copies of Council's new Code of Conduct and associated Procedures.

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Rasmussen and seconded by Mr Stafford.

That:

1. All Hawkesbury Tourism Advisory Committee members receive and note Council's new Code of Conduct and associated Procedures.
2. The items on the Hawkesbury Tourism Advisory Committee meeting agenda for 3 August 2020 be dealt with in the following order:
 1. HTAC - Distribution of Code of Conduct to Committee Members
 2. HTAC - VIC Update
 3. HTAC - Liveability Program Draft Masterplan and Public Domain and Big Ideas Document
 4. HTAC - Hawkesbury 2020 Destination Marketing Strategy and Business Support Programs
 5. HTAC - Draft Economic Development Strategy

Item: 2 **HTAC - Hawkesbury 2020 Destination Marketing Strategy and Business Support Programs - (95498, 79351, 140396)**

Directorate: City Planning and General Manager

DISCUSSION:

- The Manager City Design and Economic Development introduced herself and a representative from the Sparrowly Group, Ms Lever, to the Committee. Presentation: "*Hawkesbury 2020 Destination Marketing Strategy*" was shared with the Committee (copy attached).
- It was noted that the "Now's the Time to Love NSW" Hawkesbury campaign was due to commence in July 2020, but that this has been delayed due to circumstances surrounding COVID-19. Officers noted that although this big project has been delayed, there is still plenty of work being undertaken by Council and the Sparrowly Group in the background, to improve the Hawkesbury's tourism culture and support businesses through this pandemic.
- Ms Lever provided an overview of the Business Bounce Back program being carried out in the Hawkesbury. This program is focused specifically around tourism operators. Hawkesbury City Council was applauded for initiating this program.
- An enquiry was made regarding the funds being used for the Business Bounce Back program. Officers clarified that a successful grant application was received for Community and Economic Resilience and these funds are being used for the Business Bounce Back program.
- Committee members requested further detail in relation to the lack of works that are being completed 'on the ground', particularly regarding clean-ups of various areas within the Hawkesbury and the implementation of signage. Officers advised that Council is currently organising to conduct clean-ups in South Windsor and Windsor Mall and Thompson Square dining precinct. Signage will be investigated.
- Committee members requested further information to be presented at the next Hawkesbury Tourism Advisory Committee meeting, in relation to the signage that has been previously discussed as part of the Heritage Advisory Committee projects. A recommendation was made regarding this matter.

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- The Chairperson congratulated the Sparrowly Group for their engagement with widespread businesses across the Hawkesbury.

OFFICER’S RECOMMENDATION:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Wilson and seconded by Ms Devine.

That:

1. The information be received and noted.
2. The Hawkesbury Tourism Advisory Committee request that further information be provided to the Committee in relation to the signage that has been previously discussed as part of the Heritage Advisory Committee projects.



THE APPROACH

1. ***Now's the Time to Love NSW Hawkesbury* campaign integration** - elevate The Hawkesbury within the state-wide campaign and utilise community goodwill, buying power and cut through to spread advocacy and communicate an 'open for business' message.
July to August
2. ***The River's Just the Beginning* campaign continuation** - utilise the successful destination platform to further build positive awareness, intention and behaviours to grow tourism in the region.
August to October

2 

PROPOSED GO LIVE

- Capitalise on the Now's The Time To Love NSW campaign that has built momentum and encourages people to book a short break
- People are keen to travel again and explore their own backyard since intrastate travel restrictions have eased
- Whilst some interstate travel restrictions remain in place, people travel closer to home which presents an opportunity for the Hawkesbury to attract travellers from Sydney
- The majority of the businesses have reopened or are preparing to reopen for the school holidays and are ready to welcome back visitors

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NOW'S THE TIME TO LOVE NSW

4 

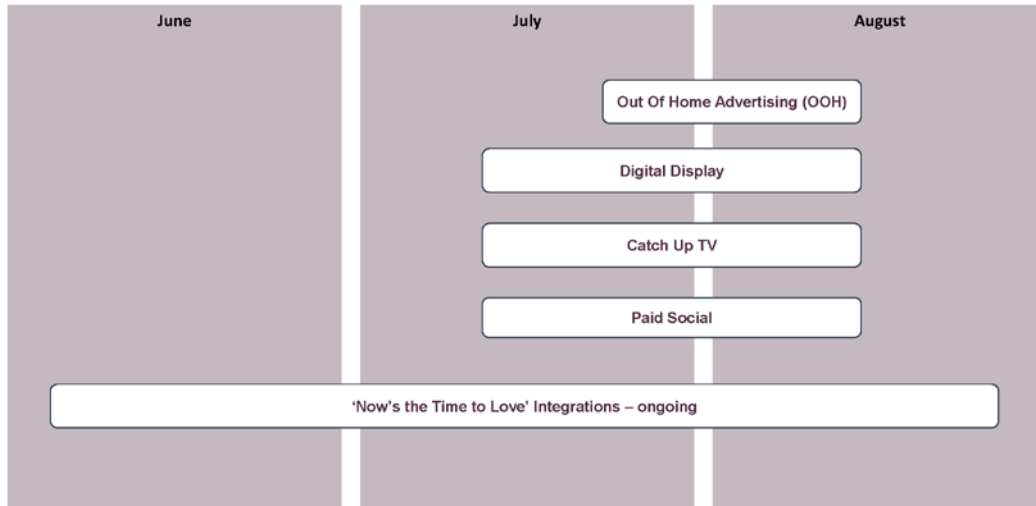
‘LOVE’ CAMPAIGN OVERVIEW

| | |
|-----------------------------------|--|
| Timing | Phase 1: July 2020 – August 2020 |
| Objectives | <ul style="list-style-type: none">• Support the social and economic recovery the Hawkesbury tourism sector severely impacted by drought, fires and Covid-19• Ensure an 'open for business' message in the market• Reset and strengthen the NSW travel brand and reputation as a premier travel destination |
| Key Performance Indicators | <ul style="list-style-type: none">• Audience reach, engagement, website visits• Leads generated to industry websites• Post campaign research |
| Key Audience | Demographic: Working Couples aged 18 – 49 years, with and without children Behavioural: Quality Time Seekers, Sociable Fun Lovers and Relaxers Geographic: Sydney, ACT and Regional NSW |
| Creative Proposition | Now's the Time to Love the Hawkesbury |
| Campaign Mix | <ul style="list-style-type: none">• Catch up digital TV• OOH• Digital display• Social• PR (DNSW integration) |

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MEDIA PLAN



CREATIVE APPROACH

- A dedicated content shoot has taken place in The Hawkesbury to capture both photo and video content.
- To integrate The Hawkesbury into the Now's The Time To Love NSW campaign, a dedicated 'Love The Hawkesbury' logo has been developed.



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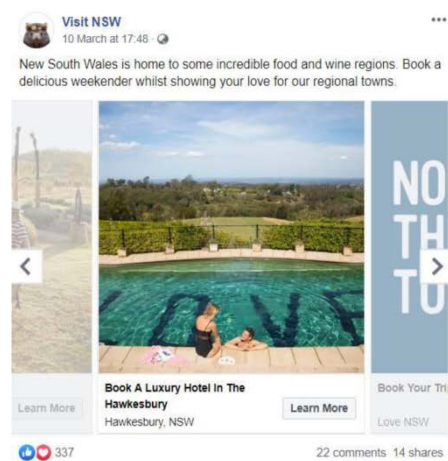
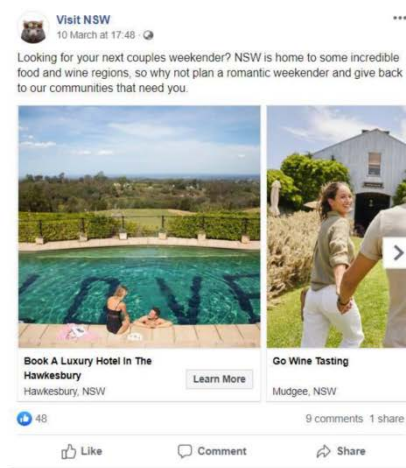
OOH – LOCATION EXAMPLE



North Parramatta, Cumberland Hwy (Hart Drive)

NOW'S THE TIME TO LOVE - INTEGRATION

Incorporated into paid social for the larger NTTTL campaign



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THE RIVER'S JUST THE BEGINNING

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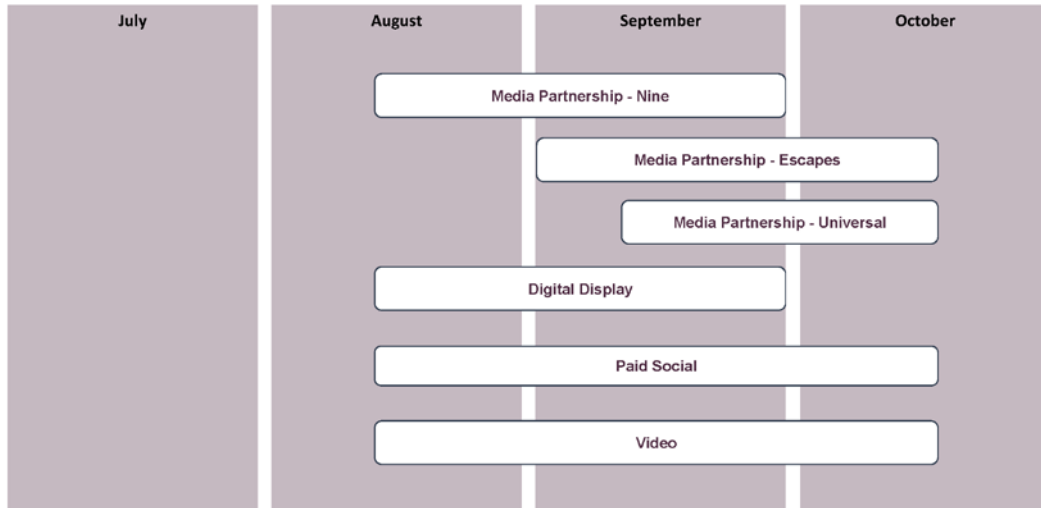
'RIVER' CAMPAIGN OVERVIEW

| | |
|-----------------------------------|--|
| Timing | Phase 3: August 2020 – October 2020 |
| Objectives | <ul style="list-style-type: none">• Increase awareness & appeal of the Hawkesbury region• Increase association of the Hawkesbury with the primary drivers of visitation• Increase intention for overnight stay |
| Key Performance Indicators | <ul style="list-style-type: none">• Audience reach, engagement, website visits• Leads generated to industry websites• Post campaign research |
| Key Audience | Demographic: Working Couples aged 25-49 years, with and without children Behavioural: Social Adventure Seeker Geographic: Sydney, Regional NSW and ACT |
| Creative Proposition | The River's Just the Beginning |
| Campaign Mix | <ul style="list-style-type: none">• Content Partnerships• Digital Display• Music Partnership• Paid Social• Video |

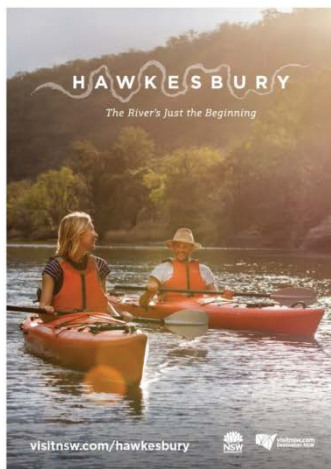
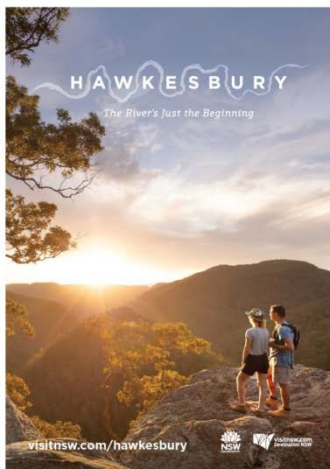
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MEDIA PLAN



CREATIVE APPROACH



MEDIA PARTNERSHIPS

Tap into trusted media outlets with large, highly engaged audiences.



Seek multi-channel opportunities across print, online and social.



Reveal all of the tourism experiences to love in The Hawkesbury region.

Proposed Media Partners:



TRAVELLER

PEDESTRIAN

honey



14 Destination NSW



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Item: 3 **HTAC - VIC update - (79351, 105004, 140396)**

Directorate: General Manager

DISCUSSION:

- The Manager Corporate Communications provided an update on the refurbishments and operations at the Visitor Information Centre, highlighting that the Visitor Information Centre reopened on Saturday, 1 August 2020 and a reopening event will be held on Thursday, 6 August 2020. It was noted that RSVP's to this event are essential, to ensure compliance with COVID-19 restrictions. Face masks will be made available at this event.
- An overview of digital statistics was provided and the Committee was advised that Council has worked towards linking their social media and website pages for a more streamlined approach.

OFFICER'S RECOMMENDATION:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Rasmussen and seconded by Ms Wilson.

That the information be received and noted.

Item: 4 **HTAC - Draft Economic Development Strategy - (95498, 79351, 140396)**

Directorate: City Planning

DISCUSSION:

- The Director City Planning advised that Council is seeking formal feedback from the Hawkesbury Tourism Advisory Committee in relation to the Draft Economic Development Strategy.
- Committee members enquired about the Economic Strategy Working Group which existed in previous years. Officers advised that this will be further investigated.
- Discussion took place regarding the possibility of procuring a Council Tourism Officer. A recommendation was made in relation to this matter.
- Committee members expressed a keenness to move forward and progress work to support tourism.
- The Committee requested that a status report card be provided to the Hawkesbury Tourism Advisory Committee, detailing progress on actions from Destination Management Plan, Destination NSW, , the Regional Strategic Alliance, the Hawkesbury Visitor Economy Advisory Committee, and other actions undertaken by Council.
- It was agreed to schedule a Hawkesbury Tourism Advisory Committee meeting to be held 23 September 2020.

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OFFICER’S RECOMMENDATION:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Rasmussen and seconded by Ms Wilson.

That:

1. The information be received and noted.
2. The Hawkesbury Tourism Advisory Committee recommends that Council take action to gain additional resources to support Tourism initiatives and activities.

Item: 5 **HTAC - Liveability Program Draft Masterplan and Public Domain and Big Ideas Document - (95498, 140396)**

Directorate: City Planning

DISCUSSION:

- The Director City Planning shared an Interactive Summary Document for the Master Plan and Public Domain Plan, providing an overview of the draft designs for South Windsor, Windsor and Richmond town centres. It was highlighted that the intention is to create more attractive and functional spaces in the community. It was noted that the heritage aspect of Thompson Square has been considered. Committee members were encouraged to provide feedback on these plans and to share these plans with their various networks, once available.
- Committee members enquired about the mechanisms available for the community to submit their feedback if they wish to do so. Officers advised that there is a survey available for people to submit online via ‘Your Hawkesbury Your Say’ on Council’s website, as well as hard copies of this made available. There will be a media release, social media posts, advertisements in local newspapers and promotional materials placed at Windsor and Richmond libraries, as well as Council’s administration building.
- An enquiry was made regarding works to be commenced for smaller towns and villages within the Hawkesbury. Officers advised that these areas will be assessed as separate work to the Liveability Program, and on a smaller scale. It was highlighted that part of the Liveability Program funds were spent on collecting data across all town centres and that the three main town centres are being used as a pilot.

OFFICER’S RECOMMENDATION:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Rasmussen and seconded by Ms Devine.

That the information be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 08 September 2020

SECTION 4 - General Business

There were no matters raised as General Business.

The meeting terminated at 1:07pm.

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 08 September 2020

ORDINARY MEETING
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SECTION 5 – Notices of Motion

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

Submitted by: Councillor Richards

NOTICE OF MOTION:

That Council:

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

BACKGROUND

Charlie and George Greentree have provided decades of volunteer service to the Freemans Reach Cricket Club and to Hawkesbury Cricket in general. This has involved running the club, coaching teams and fostering talented young Hawkesbury cricketers through representative ranks.

Anyone who has had involvement in Hawkesbury cricket would be well aware of the contribution that the Greentree's have made to the sport and to so many locals.

In that regard, this idea to acknowledge their contribution occurred when 'Charlie Greentree' (Anthony Charles Greentree: 18/5/39 – 4/5/2019) passed away in 2019. With the family, we discussed the concept of naming The Breakaway sporting ovals at Freemans Reach after Charlie Greentree, as a way of honouring his memory and contribution to the community. So began an investigation with Council staff about this possibility, including queries with the Geographical Names Board of NSW.

It was then communicated to us that to officially name an area after someone through the Geographical Names Board, they must be deceased for 12 months. So we waited for this time to pass and then began looking into how this could happen.

Council staff then informed us that we may not need to obtain official geographical naming permission after all, and that we could perhaps simply just name the ovals themselves, more in line with what we have done with the 'David Bertenshaw Field' at Richmond Lowlands (meaning no criteria of waiting 12 months after passing away was required).

As a result, this idea was taken to Hawkesbury Sports Council's August meeting, where it was unanimously resolved to approve naming the ovals 'THE GREENTREE FAMILY OVALS', because not only should Charlie's contribution to cricket be acknowledged, but so should George Greentree, his son. Charlie himself was a third generation member of the Freemans Reach Cricket Club, with his son George being fourth generation. George has proudly followed in his father's footsteps, dedicating his life to Freemans Reach and Hawkesbury cricket and is still the current President of Freemans Reach Cricket

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Club. Hawkesbury Sports Council was adamant that George's contribution also be acknowledged. It was therefore decided to agree to the proposed name of 'THE GREENTREE FAMILY OVALS'.

It was then intended to take the resolution of the Sports Council to Council for official endorsement. In the interim, discussion was undertaken with the family, where it was decided that 'THE GREENTREE OVALS' (collectively) or 'THE CHARLIE GREENTREE OVAL' and 'THE GEORGE GREENTREE OVAL' (individually) would be preferred. This slight change will be taken to the September Sports Council meeting for endorsement.

As the above was occurring, Council staff were also making additional enquiries to clarify the correct process for this to occur. I was informed that to name an oval within a reserve, the reserve must have a name that has been registered by the Geographic Names Board. Upon investigation of the exact area of 'The Breakaway', it was discovered that it was Gazetted as a *Rural Place* on 27 May 1983, with the definition of a *Rural Place* (from the Place Naming Geographical Names Board Policy) being: "*A place, site or precinct in a rural landscape generally of small extent, the name of which is in current use*"

During these investigations, it was also discovered that the exact location of this area actually has a specific co-ordinate that locates it near the river bend, not in the location of the current area identified as Breakaway Reserve (where the ovals are).

Therefore, to finally determine the process required to name the two playing fields at what is known as 'The Breakaway' Freemans Reach, either collectively as 'THE GREENTREE OVALS' or individually as 'THE CHARLIE GREENTREE OVAL' and 'THE GEORGE GREENTREE OVAL', a report by staff will be required to outline the process of formalising the idea and all permissibility, with it then being brought back to Council for an official resolution. The report could also comment on appropriate signage to be erected once any process required to be followed to name the ovals is complete.

History of Charlie and George Greentree in Freemans Reach Cricket Club:

A tribute to Charlie Greentree, as written by George Greentree:

Charlie Greentree was a resident of Freemans Reach and Farmer on the Banks of the Hawkesbury River next to the Breakaway Ovals. The Greentree Family itself have been an integral part of Freemans Reach for many generations. In fact, the first Greentree passed away here in 1805.

Charlie himself was heavily involved in the development of the area known as 'The Breakaway' after the huge and destructive floods of the early 1960's, as a representative of both the farming and cricket communities.

Charlie was a 3rd generation member of the Freemans Reach Cricket Club after his Father and Grandfather. Although his own cricket career was cut short after contracting Polio as a teenager, he remained involved and a member of the Freemans Reach Cricket Club for nearly 70 years until his passing.

He served as both Vice President and Patron for many years and was a long term major sponsor of Freemans Reach Cricket Club both financially and also supplying tractors and equipment for any projects undertaken by the Club.

His main contribution though will always be his input and influence in the development of 'The Breakaway'.

Sadly, Charlie passed away on the 4th of May 2019 and is deeply missed by his family and the Hawkesbury cricket community.

Supplementary commentary by Cllr Sarah Richards:

In addition, George Greentree (Charlie's son) has also made a significant contribution to the Freemans Reach Cricket Club and Hawkesbury Cricket.

George has been with the club since 1966, when as a 6 year old, he played with the Under 13's. George ended up playing for 29 years, winning multiple premierships and district bowling awards. George was the

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captain of his team every year from Under 13's until retirement from Second Grade. This resulted in being the captain, coach or manager in 27 premierships sides.

George started coaching the Under 13's as he had just finished playing juniors himself and has coached every year from Under 10's to First Grade since 2002. He also coached teams in the Hawkesbury District Cricket Association representative sides from Under 10's to Under 16's. He was the manager of the open age Martin Shield team for 8 years. He is also on the grading committee and served on the judiciary.

George became the Freemans Reach Cricket Club Secretary at the age of 14 and was the Secretary for 21 consecutive years. He has since been the President of the club for the past 25 consecutive years.

George was made a life member of the Freemans Reach Cricket Club in 1995 and has since been made a life member of the Hawkesbury District Cricket Association. He is currently the Senior Vice President and administrator of Hawkesbury District Cricket Association and has served on their board for over 30 years. Presently, George is also still coaching First Grade.

George also won the NSW Volunteer of the Year Award for the Western Sydney Region and has run 'Pink Stump' days for several years raising money for the Jane McGrath foundation. He is also well known for getting many players home safely from nights out after cricket, being a reliable 'taxi driver' to take players home at 3am!

In essence, George Greentree really has dedicated his life to cricket in the Hawkesbury and to the local kids and adults who play.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

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

Submitted by: Councillor Lyons-Buckett

NOTICE OF MOTION:

That Council:

Submit the following motion to the Local Government NSW Annual Conference:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

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

Submitted by: Councillor Ross

NOTICE OF MOTION:

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

1. The Memorandum of Terms of Delegation initiated in 2013, be forthwith re-enlivened for a 6 month period only, pending its update by staff, as per Council's recent Resolution.
2. In order for Council to enhance future interactions with Peppercorn Services Inc, a report from the Peppercorn Services Inc executive officer each quarter would be welcomed to regularly inform both Councillors and the community of Peppercorn's suite of outreach services.
3. Suggested report elements:
 - details of each current service delivered;
 - whether demand levels are met;
 - levels of client satisfaction;
 - perceived limitations with current services;
 - demand or need for new programmes to cater to Hawkesbury community needs;
 - commentary upon effectiveness and whether refinements to the current delivery model are under active consideration.

NOTE BY MANAGEMENT

In relation to paragraph 1 the Memorandum of Terms of Delegation continue as the framework for the planning and provision of Community Services, and will be subject of a further report to Council.

Further, at its meeting on 25 August 2020 Council considered a report of the third party review of Peppercorn Services Inc. Council resolved as follows:

"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.*
 - d) *Recommendations 15 and 16 of the Report regarding Quarterly Reporting.*
3. *Council receive advice on how the remaining recommendations in the report will be implemented and appropriate time frames."*

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Confidential Reports

Meeting Date: 08 September 2020

CONFIDENTIAL REPORTS

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

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

Directorate: Support Services

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)(g) of the Act as it relates to legal advice concerning ongoing Class 3 legal proceedings in the Land and Environment Court and the information is regarded as advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

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