



ORDINARY MEETING

Date of meeting: 18 April 2023
Location: Council Chambers
Time: 6:30 PM

BUSINESS PAPER

ORDINARY MEETING

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1. PROCEDURAL MATTERS
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1. PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Sarah McMahon 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.

Statement of Ethical Obligations

On 11 January 2022 in accordance with Section 233A of the Local Government Act 1993, Councillors took an oath or made an affirmation of office to undertake the duties of the office of Councillor in the best interests of the people of the Hawkesbury City Council Local Government Area and the Hawkesbury City Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in Councillors under the Local Government Act 1993 or any other Act to the best of their ability and judgment.

Council's Code of Conduct requires Councillors to disclose and appropriately manage conflicts of interest.

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.

Condolences

Mrs Marjorie Clarke, OAM

ORDINARY MEETING

2. CONFIRMATION OF MINUTES

Meeting Date: 18 April 2023

2. CONFIRMATION OF MINUTES



ORDINARY MEETING

Date of meeting: 14 March 2023
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MINUTES

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Minutes: 14 March 2023

1. PROCEDURAL MATTERS

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 14 March 2023, commencing at 6:30pm.

Welcome

The Mayor, Councillor Sarah McMahon 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 Sarah McMahon, Mayor, Councillor Barry Calvert, Deputy Mayor and Councillors Patrick Conolly, Shane Djuric, Eddie Dogramaci, Amanda Kotlash, Mary Lyons-Buckett, Jill Reardon, Les Sheather, Paul Veigel, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: General Manager - Elizabeth Richardson, Acting Director City Planning - Meagan Ang, Director Infrastructure Services - Will Barton, Director Corporate Services - Laurie Mifsud, Manager Corporate Communication - Suzanne Stuart, Chief Financial Officer - Vanessa Browning, Senior Town Planner - Andrew Johnston, Acting Strategic Planning Manager - Sunehla Bala, Manager Resource Recovery - Samuel Swain, Manager Governance - Charles McElroy and Council Committee Officer - Amy Birks.

APOLOGIES AND LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK

There were no apologies or leave of absences received from Councillors.

DECLARATIONS OF INTEREST

Councillor Calvert declared an interest on Item 8.3.1.

Councillor Conolly declared interests on Items 6.1.1 and 6.1.4.

Councillor Lyons-Buckett declared interests on Items 6.1.1 and 8.2.1

Councillor McMahon declared interests on Items 4.5.1, 6.1.1, 6.1.2 and 6.1.5.

Councillor Veigel declared an interest on Item 6.1.1.

Councillor Wheeler declared an interest on Item 8.2.1.

Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

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Minutes: 14 March 2023

2. CONFIRMATION OF MINUTES

35 RESOLUTION:

RESOLVED on the motion of Councillor Reardon and seconded by Councillor Conolly that the Minutes of the Ordinary Meeting held on the 14 February 2023, be confirmed.

ADJORNMENT OF MEETING

The Mayor, Councillor McMahon adjourned the meeting at 9:13pm for a short break. The meeting resumed at 9:22pm.

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4. REPORTS FOR DETERMINATION

4.1. PLANNING DECISIONS

4.1.1. CP – Vineyard Release Area and Acquisition of 40 Boundary Road Oakville - (124414, 95498, 95496)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

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

36 RESOLUTION:

That Council receive and note the update on the Vineyard Release Area.

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

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4.3. CITY PLANNING

4.3.1. CP - Draft Environmental Sustainability Strategy - (124414, 95498)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

37 RESOLUTION:

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

That Council defer this matter to the next Council Meeting after seeking amendments to the Draft Environmental Sustainability Strategy.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

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4.4. CORPORATE SERVICES

4.4.1. CS - Investment Report - January 2023 - (95496)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

38 RESOLUTION:

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

That the Monthly Investment Report for January 2023 be received and noted.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

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4.4.2. CS - 2023 National Assembly of Local Government - (95496)

Directorate: Corporate Services

A MOTION was moved by Councillor Conolly, seconded by Councillor Reardon.

That:

1. Councillors Lyons-Buckett, Wheeler and Sheather be nominated to attend the 2023 National General Assembly of Local Government from 13 to 16 June 2023.
2. Council submit motions to the 2023 National General Assembly of Local Government concerning Inland Waterway Safety and Biosecurity Management.
3. Council submit a motion to the 2023 National General Assembly of Local Government concerning the need to raise the Warragamba Dam Wall, as set out in Attachment 1 to this report.
4. After participating in the 2023 National General Assembly, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Assembly relevant to Council business and/or the local community.
5. Council submit a motion to the 2023 National General Assembly of Local Government concerning Grant Funding, as contained in this report.

A PROCEDURAL MOTION was moved by Councillor Wheeler that this item be dealt with in seriatim.

MOTION:

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

Refer to RESOLUTION

39 RESOLUTION:

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

That:

1. Councillors Lyons-Buckett, Wheeler and Sheather be nominated to attend the 2023 National General Assembly of Local Government from 13 to 16 June 2023.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Councillor Dogramaci.

Absent: Nil.

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MOTION:

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

Refer to RESOLUTION

40 RESOLUTION:

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

That:

2. Council submit motions to the 2023 National General Assembly of Local Government concerning Inland Waterway Safety and Biosecurity Management.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Councillor Dogramaci.

Absent: Nil.

MOTION:

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

Refer to RESOLUTION

41 RESOLUTION:

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

That:

3. Council submit a motion to the 2023 National General Assembly of Local Government concerning the need to raise the Warragamba Dam Wall, as set out in Attachment 1 to this report.

For the Motion: Councillors McMahon, Conolly, Reardon, Sheather, Veigel and Zamprogno.

Against the Motion: Councillors Calvert, Dogramaci, Djuric, Kotlash, Lyons-Buckett and Wheeler.

Absent: Nil.

The MOTION was carried on the casting vote of the Mayor, Councillor McMahon.

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MOTION:

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

Refer to RESOLUTION

42 RESOLUTION:

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

That:

4. After participating in the 2023 National General Assembly, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Assembly relevant to Council business and/or the local community.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Councillor Dogramaci.

Absent: Nil.

MOTION:

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

Refer to RESOLUTION

43 RESOLUTION:

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

That:

5. Council submit a motion to the 2023 National General Assembly of Local Government concerning Grant Funding, as contained in this report.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Councillor Dogramaci.

Absent: Nil.

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4.4.3. CS - Review of Council Committees - (95496)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

44 RESOLUTION:

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

That Council:

1. Adopt the Terms of Reference for the Heritage Committee, attached as Attachment 1 to this report.
2. Adopt the Terms of Reference for the Disaster and Emergency Committee, attached as Attachment 2 to this report, with an amendment to acknowledge the existence of the Floodplain Risk Management Advisory Sub-Committee.
3. Adopt the Working Group Establishment Template, attached as Attachment 3 to this report.
4. Nominate Councillor Kotlash and Councillor Sheather as Council's representatives on the Floodplain Risk Management Advisory Sub-Committee.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

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Minutes: 14 March 2023

MOTION:

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

Refer to RESOLUTION

45 RESOLUTION:

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Reardon that the time of the meeting extend past 11:00pm to 11:30pm and any unfinished business to be deferred to the 18 April 2023 Council Meeting.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

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4.5. INFRASTRUCTURE SERVICES

4.5.1. IS - WestInvest Program Assurance - (95495)

Directorate: Infrastructure Services

Councillor McMahon declared a less than significant non-pecuniary conflict of interest in this matter as her son plays for a sports club that plays at Turnbull Oval. She does not have a pecuniary interest in any of the WestInvest Projects therefore no further action is required.

MOTION:

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

Refer to RESOLUTION

46 RESOLUTION:

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

That:

1. Council note the report on WestInvest Program Assurance.
2. Council endorse the Terms of Reference for the Executive Steering Committee, as attached as attachment 2 to this report
3. Council nominate the Mayor and Deputy Mayor to sit on the Executive Steering Committee.
4. A timeframe for reporting and triggers for reporting to Council be proposed for determination at the Council Meeting on 18 April 2023.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

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5. REPORTS OF COMMITTEES

5.1.1 ROC - Local Traffic Committee - 13 February 2023 - (95495, 80245)

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

47 RESOLUTION:

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

That the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 13 February 2023.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

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6. NOTICES OF MOTION

6.1.1. RM - Planning Proposal - LEP005/22 - 6/21 Vincents Road, Kurrajong - Community Title Subdivision - (138882, 138884, 155345, 95498, 124414)

Directorate: General Manager

Councillor Conolly declared a significant non-pecuniary conflict of interest in this matter as the owner is a relative of a close friend. He left the Chamber and did not take part in voting or discussion on the matter.

Councillor Lyons-Buckett declared a significant non-pecuniary conflict of interest in this matter as the site is in the Kurmond-Kurrajong Investigation Area, and she lives in that area. She is awaiting an outcome from the Office of Local Government reviewing a matter relevant to the Kurmond-Kurrajong Investigation Area. She has no interest in the specific proposal but an interest due to where the site is located. She left the Chamber and did not take part in voting or discussion on the matter.

Councillor McMahon declared a pecuniary interest in this matter as the land owner is a relative of her partner. She left the Chamber and did not take part in voting or discussion on the matter.

Councillor Veigel declared a significant non-pecuniary conflict of interest in this matter as he has an association with a person linked to this proposal. He left the Chamber and did not take part in voting or discussion on the matter.

In the absence of the Mayor, the Deputy Mayor, Councillor Calvert, in accordance of Section 369 (1) of the Local Government Act 1993, acted as Chairperson.

Mr Steven Duncan addressed Council, speaking for the recommendation in the business paper.

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

That Resolution 25 from the Ordinary Meeting of Council on 14 February 2023, being the Resolution from Item 4.1.1 Planning Proposal LEP005/22 - 6/21 Vincents Road, Kurrajong - Community Title Subdivision, be rescinded.

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

For the Motion: Councillors Djuric, Dogramaci, Wheeler and Zamprogno.

Against the Motion: Councillors Calvert, Kotlash, Reardon and Sheather.

Absent: Councillors McMahon, Conolly, Lyons-Buckett and Veigel.

The MOTION was lost on the casting vote of the Chairperson, the Deputy Mayor, Councillor Calvert.

The Mayor, Councillor McMahon, resumed the Chair.

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6.1.2. NM1 - WestInvest Funding and Projects - (125612, 79351, 95498)

Directorate: General Manager

Councillor McMahon declared a less than significant non-pecuniary conflict of interest in this matter as her son plays for a sports club that plays at Turnbull Oval. She does not have a pecuniary interest in any of the WestInvest Projects therefore no further action is required.

MOTION:

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

Refer to RESOLUTION

48 RESOLUTION:

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

That:

1. Council prepare a report containing the following information with regard to the WestInvest funding, and projects announced for such funding, outlining the following.
2. What percentage of costing within each project is dedicated to contingencies, and what can this money be utilised for?
3. What implications will this grant funding have on Council's long term financial plan, and what measures have been put in place to address
 - a) Impacts on the asset register
 - b) Depreciation
 - c) Staffing to operate facilities
 - d) Impacts on our operating benchmark/ratios.
4. The report be considered in conjunction with Councillor workshops and briefings being held to consider Council's operational and delivery plans.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Lyons-Buckett, McMahon, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

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6.1.3. NM2 - Free Sanitary Products in Council Buildings - (138882, 79351)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

49 RESOLUTION:

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

That Council:

1. Receive a report from Council Officers on a pilot program of supplying free sanitary products (tampons, pads, incontinence pads) in Council-run libraries, pools, community centres, sporting ground change rooms, and highly utilised public toilets. The report should include an assessment of the need for the service, costs, and opportunities for funding partners;
2. Include funding for a pilot program to supply free period products in Council run and/or owned Community Centre's for consideration in the Draft 2023-2027 Four Year Delivery Program;

For the Motion: Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Veigel, Wheeler and Zamprogno.

Against the Motion: Councillors Dogramaci and Sheather.

Absent: Councillor Calvert.

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6.1.4. NM3 - Loss of Street Trees in Bligh Park - (138882, 79351)

Directorate: General Manager

Councillor Conolly declared a pecuniary interest in this matter as he owns a property on Porpoise Crescent which is one of the streets being discussed. He left the Chamber and did not take part in voting or discussion on the matter.

Ms Rebecca Thorne addressed Council, speaking for the recommendation in the business paper.

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

That Council:

1. Note the community anger and concern at the removal of trees in Bligh Park following little consultation and with no detailed plans for replacement provided.
2. Acknowledge that the loss of wildlife habitat, tree canopy and shade in an area increasingly prone to extremely hot weather is undesirable.
3. Commit to replanting with suitable, local endemic trees in the winter and spring of 2023 and identifying funding sources to achieve this.
4. Engage with Bligh Park residents to ensure the right choice and ongoing care of street and park trees.

An AMENDMENT was moved by Councillor Calvert, seconded by Councillor Kotlash.

That this matter be deferred to the Councillor Briefing Session on the Draft Urban Greening Strategy.

For the Amendment: Councillors McMahon, Calvert, Dogramaci, Kotlash, Reardon, Sheather and Veigel.

Against the Amendment: Councillors Djuric, Lyons-Buckett, Wheeler and Zamprogno.

Absent: Councillor Conolly.

The Amendment was carried.

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MOTION:

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

Refer to RESOLUTION

50 RESOLUTION:

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

That this matter be deferred to the Councillor Briefing Session on the Draft Urban Greening Strategy.

For the Motion: Councillors McMahon, Calvert, Dogramaci, Kotlash, Reardon, Sheather and Veigel.

Against the Motion: Councillors Djuric, Lyons-Buckett, Wheeler and Zamprogno.

Absent: Councillor Conolly.

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6.1.5. NM4 - Mall in George Street, Windsor - (155347, 79351)

Directorate: General Manager

Councillor McMahon declared a less than significant non-pecuniary conflict of interest in this matter as her partner has a building in the main street of Richmond and she previously played no part in the discussion or adoption of the Liveability items. As this component refers solely to Windsor no further action is required.

Mr Darren Pead, Mr AJ Papandrea and Mr Noel Bridge addressed Council, speaking for the recommendation in the business paper.

A MOTION was moved by Councillor Sheather, seconded by Councillor Reardon.

That Council:

1. Expresses its dissatisfaction with the current plans for the liveability project in Windsor.
2. Holds a briefing next week to discuss a way forward including financial implications.

A PROCEDURAL MOTION was moved by Councillor Kotlash that this item be dealt with in seriatim.

MOTION:

RESOLVED on the motion of Councillor Sheather, seconded by Councillor Reardon.

Refer to RESOLUTION

51 RESOLUTION:

RESOLVED on the motion of Councillor Sheather, seconded by Councillor Reardon.

That Council:

1. Expresses its dissatisfaction with the current plans for the liveability project in Windsor.

For the Motion: Councillors McMahon, Djuric, Dogramaci, Reardon, Sheather, Veigel and Zamprogno.

Against the Motion: Councillors Calvert, Conolly, Kotlash, Lyons-Buckett and Wheeler.

Absent: Nil.

ORDINARY MEETING

Minutes: 14 March 2023

MOTION:

RESOLVED on the motion of Councillor Sheather, seconded by Councillor Reardon.

Refer to RESOLUTION

52 RESOLUTION:

RESOLVED on the motion of Councillor Sheather, seconded by Councillor Reardon.

That Council:

2. Holds a briefing next week to discuss a way forward including financial implications.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 14 March 2023

7. QUESTIONS FOR NEXT MEETING

7.1.1. Questions with Notice - 14 March 2023 - (79351)

Responses to Councillor Questions with Notice listed in the Business Paper of 14 March 2023 were provided and discussed.

ORDINARY MEETING

Minutes: 14 March 2023

**7.1.2. Responses to Councillor Questions Taken on Notice at the Council Meeting -
14 February 2023 - (79351)**

An additional question was asked regarding the breakdown of the cost of the Australia Day on the Hawkesbury Event and whether postcodes of attending guests were collected upon entrance to the event. An answer to the question will be provided to Council.

ORDINARY MEETING

Minutes: 14 March 2023

8. CONFIDENTIAL REPORTS

53 RESOLUTION:

RESOLVED on the motion of Councillor Sheather, seconded by Councillor Veigel.

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 Council Chambers during consideration of the following items:

Item: 4.1.1 AT – 1 Confidential – Acquisition of 40 Boundary Road, Oakville

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning the purchase of property by the Council 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.*

Item: 8.2.1 CP - Community Representation on Floodplain Risk Management Advisory Sub-Committee – (95496, 112106, 32383)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(a) of the Local Government Act, 1993 as it relates to personnel matters concerning particular individuals (other than councillors).*

Item: 8.3.1 CS - Licence Agreement to Hawkesbury Community Media Network Association Inc - Part of 142 Warks Hill Road, Kurrajong Heights – (95496, 112106, 32383)

*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/details concerning the sale 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.*

Item: 8.4.1 IS - Waste Collection and Processing Tender – (159578, 95495)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning pricing for the supply of services to Council 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.*

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d) of the Local Government Act, 1993 as it relates to the tender process for Waste Collections and Processing and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

ORDINARY MEETING

Minutes: 14 March 2023

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.

54 RESOLUTION:

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Conolly that open meeting be resumed.

ORDINARY MEETING

Minutes: 14 March 2023

4.1. PLANNING DECISIONS

4.1.1. AT – 1 Confidential – Acquisition of 40 Boundary Road, Oakville

Directorate: Corporate Services

MOTION:

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Reardon, seconded by Councillor Conolly.

Refer to RESOLUTION

55 RESOLUTION:

The General Manager advised that whilst in closed session, Council RESOLVED on the Motion of Councillor Reardon, seconded by Councillor Conolly.

That:

1. Council approve the acquisition of 40 Boundary Road, Oakville, being Lot 1 in Deposited Plan 1274576, comprising an area of 2.348 hectares, for the purposes of creating a retention basin, associated infrastructure and park for the amount detailed in this attachment.
2. Authority be given for any documentation in association with this matter to be executed under the Seal of Council.
3. Council grant delegation to the General Manager to execute any documents on behalf of Council, associated with the acquisition process, which do not require the Seal of Council to be affixed.
4. 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 McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Councillor Dogramci.

Absent: Nil.

ORDINARY MEETING

Minutes: 14 March 2023

8.2. CITY PLANNING

8.2.1. CP - Community Representation on Floodplain Risk Management Advisory Sub-Committee - (86589, 124414, 95498)

Directorate: City Planning

Councillor Lyons-Buckett declared a less than significant non-pecuniary conflict of interest in this matter as she knows some people who have submitted expressions of interest. However she does not share any private interests with the people involved, therefore no further action is required.

Councillor Wheeler declared a less than significant non-pecuniary conflict of interest in this matter as she knows some of the people who have applied to be members of the Floodplain Risk Management Advisory Sub-Committee. However she does not share any private interests with the people involved, therefore no further action is required.

MOTION:

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Conolly, seconded by Councillor Veigel.

Refer to RESOLUTION

56 RESOLUTION:

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Conolly, seconded by Councillor Veigel.

That Council:

1. Endorse the Terms of Reference for the Floodplain Management Sub-Committee, included as Attachment 1 to this report.
2. Appoint the following community representatives to the Floodplain Management Sub-Committee:
 - Andrew North
 - Christopher Bell
 - Lawrence Rose
 - Murray West
 - Rosemary Scott
 - Troy Myers
 - Wayne Mitchell
3. Advise all applicants of Council's determination with thanks for their interest in floodplain management.

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Reardon, Sheather and Veigel.

Against the Motion: Councillors Dogramaci, Lyons-Buckett, Wheeler and Zamprogno.

Absent: Nil.

ORDINARY MEETING

Minutes: 14 March 2023

8.3. CORPORATE SERVICES

8.3.1. CS - Licence Agreement to Hawkesbury Community Media Network Association Inc - Part of 142 Warks Hill Road, Kurrajong Heights - (95496, 112106, 32383)

Directorate: Corporate Services

Councillor Calvert declared a less than significant non-pecuniary conflict of interest in this matter as he is an executive member of a competing radio station, however the radio station he is a member of does not have a licence and therefore no further action is required.

MOTION:

The General Manager advised that whilst in closed session, the Council **RESOLVED** on the motion of Councillor Sheather, seconded by Councillor Zamprogno.

Refer to RESOLUTION

57 RESOLUTION:

The General Manager advised that whilst in closed session, Council **RESOLVED** by Councillor Sheather seconded by Councillor Zamprogno.

That:

1. Council proceed to publicly exhibit the proposed Licence Agreement with Hawkesbury Community Media Network Association Inc, for part of 142 Warks Hill Road, Kurrajong Heights (Radio Tower) as outlined in the report, in accordance with Sections 47 and 47A of the Local Government Act 1993.
2. At the expiration of the public exhibition period outlined in Part 1 above, the following action be taken:
 - a) Should any submissions be received regarding the proposed Licence Agreement to Hawkesbury Community Media Network Association Inc, a further report be submitted to Council,
 - b) Should no submissions be received:
 - i. Council enter into a Licence Agreement to Hawkesbury Community Media Network Association Inc, for Part of Lot 1 in Deposited Plan 1007671 (Part of Warks Hill Radio Tower), as outlined in the report.
 - ii. Authority be given for the Licence Agreement and any documentation in association with the matter to be executed under the Seal of Council
 - iii. Details of Council's resolution be conveyed to the proposed Licensee, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

For the Motion: Councillors Conolly, Calvert, Djuric, Dogramaci, Kotlash, Lyons-Buckett, McMahon, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 14 March 2023

8.4. INFRASTRUCTURE SERVICES

8.4.1. IS - Waste Collection and Processing Tender - (159578, 95495)

Directorate: Infrastructure Services

MOTION:

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Sheather, seconded by Councillor Veigel.

Refer to RESOLUTION

58 RESOLUTION:

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Sheather, seconded by Councillor Veigel.

That Council:

1. Accept the tender offer of Cleanaway Pty Ltd to undertake bulky waste collections and processing, for the period of 10 years, commencing 1 July 2023, with the option of a further five-year period, and that the collection is for one free bulky goods clean-up per year.
2. Accept the tender offer submitted by JJ Richards & Sons Pty Ltd to undertake recycling and organics collection and processing services, for the period of 10 years, commencing 1 October 2023, with the option of a further five-year period.
3. Delegate to the General Manager the authority to execute documentation relating to the contract for the bulky waste collection and recycling and organics collection and processing services for Council.

For the Motion: Councillors Conolly, Calvert, Djuric, Dogramaci, Kotlash, Lyons-Buckett, McMahon, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

Against the Motion: Nil.

Absent: Nil.

The meeting terminated at 11:30pm.

Submitted to and confirmed at the Ordinary meeting held on 18 April 2023.

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Mayor

ORDINARY MEETING

3. MAYORAL MINUTES

Meeting Date: 18 April 2023

3. MAYORAL MINUTES

3.1.1 MM - Hawkesbury Flood Mitigation, Flood Recovery, Flood Resilience and the Warragamba Dam Wall - (79353, 138879, 79351)

Previous Item: 197, Ordinary (15 November 2022)

BACKGROUND

Upon becoming Mayor in August 2022, flood mitigation, flood recovery and flood resilience became one of my top priorities, as it was fundamentally important that both Hawkesbury residents and the Hawkesbury landscape, be afforded all that was necessary to mend from repeated natural disasters.

In November 2022, I presented a Mayoral Minute to this Council with the below table of outstanding State Government requests and asked for a meeting with the then Premier of NSW, The Hon Dominic Perrottet MP. This meeting was not forthcoming, however meetings did take place with both the Minister for Water and the Minister for Emergency Services.

Since then, NSW has encountered a state election and a new government has been formed. Based on this, we have a duty to our Hawkesbury residents to continue this conversation with the new Premier and new Ministers. They must hear directly from us about how dangerous the Hawkesbury-Nepean Valley floodplain is and how our community has suffered through six floods in just under three years.

The new government must be briefed on our needs, consider our requests and respond with their approach to each outstanding item accordingly.

The table below provides an update on the status of each item:

Long term flood mitigation:		
Date	Council Request	NSW Government Response
Ongoing	<i>Raising of Warragamba Dam Wall:</i> Council supports the raising of the Warragamba Dam wall to mitigate flood risks.	Former NSW Government declared the project to be 'Critical State Infrastructure', and former NSW Government agreed to fund alone if no support from Australian Government.

ORDINARY MEETING**3. MAYORAL MINUTES**

Meeting Date: 18 April 2023

Immediate term flood mitigation, flood recovery and flood resilience:		
Date	Council Request	NSW Government Response
Ongoing since 2021 July 2022	<i>Riverbank Restoration:</i> Request to change planning laws to make it simpler, faster and cheaper, for low impact riverbank restoration due to flood damage. Council has drafted a planning proposal that has been sent to the NSW Government to expediate the process.	No revised planning provisions are in place despite advice that new planning controls would be exhibited and in place in early 2023.
Ongoing since 2021	<i>Repair of Cornwallis Drain:</i> Request for funding under the Disaster Funding Recovery Arrangements. Council has concluded the design works and is waiting for a funding agreement to go to tender. Urgency also recognised as Recommendation No. 34 of the NSW Parliamentary Select Committee on the response to Major Flooding across NSW in 2022, which states: <i>"That the NSW Government provide immediate support to the Hawkesbury City Council to remediate the riverbank erosion affecting Cornwallis Road, Cornwallis without any further delay."</i>	Staff are liaising with staff at Infrastructure NSW and the NSW Reconstruction Authority on the preferred options and benefit-cost analysis for the repair of Cornwallis Road and the drain. The matter has been in the hands of the NSW Government since October 2022 and Council is seeking urgent advice on next steps from the Government.
May 2022	<i>Ability for Council to apply an emergency management charge:</i> Council wrote to the Minister for Local Government on 10 May 2022 seeking for the ability to levy a modest charge of \$15 per household to fund community resilience and emergency response, in the same manner that Blue Mountains City Council does.	Request declined by the Minister on 23 September 2022.

ORDINARY MEETING**3. MAYORAL MINUTES****Meeting Date:** 18 April 2023

Date	Council Request	NSW Government Response
July 2022	<p><i>Request for an additional \$3 million to fund repairs of parks, reserves and Council-owned riverbanks</i></p> <p>Council wrote to the Premier on 14 July 2022 seeking additional funding following the devastating impacts of the July 2022 flood on Council's parks and reserves.</p>	<p>Additional funding was provided through the CLIRP program in late 2022.</p> <p>Completed.</p>
July 2022	<p><i>Use of Warragamba Dam for immediate flood mitigation</i></p> <p>Council wrote to the Water Minister on 22 July 2022 calling for the Dam to be used immediately for flood mitigation and seeking an urgent meeting with the Minister.</p>	<p>Meeting with the Water Minister on 13 October 2022.</p> <p>Former NSW Government has not indicated support for this approach.</p>
August 2022	<p><i>'Betterment funding' to improve the resilience of Council's assets to future disasters.</i></p> <p>Joint letter on 17 August 2022 to Australian Government Minister from Hawkesbury, Blue Mountains and Penrith City Councils seeking access to funding to 'build back better'.</p>	<p>Joint Australian and NSW Government program.</p> <p>\$200 million shared amongst 91 Councils and NSW Government Departments, up to a maximum of \$10 million.</p> <p>\$10 million is insufficient for the Hawkesbury and does not acknowledge our unique circumstances and repeated natural disaster events compared other lesser-affected Council areas.</p> <p>Applications for the grant were lodged in December 2022 and the outcomes of those applications remain outstanding.</p>

ORDINARY MEETING

3. MAYORAL MINUTES

Meeting Date: 18 April 2023

Date	Council Request	NSW Government Response
August 2022	<p><i>Request to fund or deliver immediate repairs to the Pitt Town Evacuation Route</i></p> <p>Council wrote to the Ministers on 30 August 2022 seeking \$9 million for urgent safety upgrades.</p> <p>Urgency also recognised as Recommendation No. 12 of the NSW Parliamentary Select Committee on the response to Major Flooding across NSW in 2022, which states: <i>“That the NSW Government allocated funding to the improvement of the Pitt Town Evacuation Route and other key possible evacuation routes in Sydney’s northwest.”</i></p>	<p><u>UPDATE</u> December 2022:</p> <p>A letter has been received from former Minister Ward denying this funding, despite it being a recommendation from the Upper House enquiry.</p> <p><u>Initial response:</u> There has been no response to our letter, but a broader response was released as part of the NSW Government Response to the Committee:</p> <p><i>“Supported in principle – further work required on implementation</i></p> <p><i>The NSW Government has already commenced work to improve the Pitt Town evacuation route, as part of the Hawkesbury-Nepean Valley Flood Risk Management Strategy. This includes the installation of new flood evacuation signage.</i></p> <p><i>As part of the Road Resilience Program, Infrastructure NSW and Transport for NSW are working to improve flood resilience of the existing evacuation network.”</i></p>

ORDINARY MEETING

3. MAYORAL MINUTES

Meeting Date: 18 April 2023

Date	Council Request	NSW Government Response
August 2022	<p><i>Expedited delivery of improvements to evacuation routes in the Hawkesbury-Nepean Valley; and a request to review routes in light of recent floods</i></p> <p>Council wrote to the Minister on 30 August 2022 seeking to bring forward improvements to the evacuation routes (from late 2025)</p> <p>Urgency also recognised as Recommendation No. 12 of the NSW Parliamentary Select Committee on the response to Major Flooding across NSW in 2022, which states: <i>“That the NSW Government allocated funding to the improvement of the Pitt Town Evacuation Route and other key possible evacuation routes in Sydney’s northwest.”</i></p>	<p>There has been no response to our letter, but a broader response was released as part of the NSW Government Response to the Committee:</p> <p><i>“Supported in principle – further work required on implementation</i></p> <p><i>The NSW Government has already commenced work to improve the Pitt Town evacuation route, as part of the Hawkesbury-Nepean Valley Flood Risk Management Strategy. This includes the installation of new flood evacuation signage.</i></p> <p><i>As part of the Road Resilience Program, Infrastructure NSW and Transport for NSW are working to improve flood resilience of the existing evacuation network.”</i></p>
November 2022	<p><i>Inclusion in the \$50 million pothole repair program</i></p> <p>A joint letter was prepared with Wollondilly and Blue Mountains Councils and issued to the NSW Government on 3 November 2022, seeking inclusion in the program.</p>	<p><u>Update January 2023:</u> Hawkesbury has been included in a \$500 million pool of funding from the NSW Government. We have received funds and works are underway.</p> <p>Completed.</p>
November 2022	<p><i>Inclusion of Hawkesbury Nepean-Valley in flood liable land buy-backs and grants</i></p> <p>Mayor wrote to the Premier on 3 November 2022 seeking that the NSW Government consult with the Hawkesbury community regarding the option of buybacks for flood liable land.</p>	<p>No response to date.</p>

ORDINARY MEETING

3. MAYORAL MINUTES

Meeting Date: 18 April 2023

Date	Council Request	NSW Government Response
January 2023	<p><i>Funding of damage to Rising Main C</i></p> <p>This is a new inclusion to our funding requests. It has been determined that the damage to Rising Main C was a result of the March 2021 flood.</p> <p>Council has had to fund this interim cost and with evidence now demonstrating it was a result of flood damage, a letter was officially sent to the NSW Government on 28 February 2023, requesting funding assistance via urgent inclusion of Hawkesbury City Council to the same funding program as eight councils in the Northern Rivers region.</p>	<p>No formal response to Council's letter has been provided by the NSW Government.</p> <p>Council staff are preparing the evidence to support a detailed claim in support of the request for the capital works funding.</p>
January 2023	<p><i>WestInvest</i></p> <p>Announcements have now been made regarding projects funded within the Hawkesbury LGA, of which we are grateful. However, a pool of \$600 million has also been announced as part of WestInvest, for Road Projects, which is to be distributed amongst the 15 Western Sydney Councils.</p> <p>Can we please have an update as to what that will be used for, how it will be distributed and when.</p>	<p>To be provided.</p>

In addition to the above, we would request that the Disaster Recovery Funding Arrangements are expedited to all NSW Councils, including advanced pre-payments or progress payments. This is due to councils having to pay the invoices for flood recovery works being completed locally, yet encountering a large gap of time before that money is returned to us. Our damage current estimates are around \$290 million, including the 'Rising Main C' and Cornwallis Road repair projects. Hawkesbury City Council simply does not have endless pools of funds to continue to pay our contractors, so it is requested that councils are pre-paid and/or reimbursed in a timelier manner, to avoid a potential cash flow crisis.

In essence, the above table demonstrates the advocacy that Hawkesbury City Council has continued to engage in, on behalf of our community. Whilst we will continue to improve, encourage and educate our community on flood danger, flood preparedness and flood resilience, we will also continue to be strong voices for a higher level of government assistance.

ORDINARY MEETING
3. MAYORAL MINUTES
Meeting Date: 18 April 2023

That is why, in addition to our ongoing requests, we kindly ask that the new NSW Premier come to the Hawkesbury, meet with us and discuss, in good faith, these outstanding issues.

RECOMMENDATION

That Council:

1. Write to the new Premier of NSW, the Hon Chris Minns MP, requesting his attendance at a meeting to be held in the Hawkesbury as soon as possible, to discuss Hawkesbury City Council's requests for immediate flood mitigation, flood recovery and flood resilience as listed in the table above.
2. In this letter and at this meeting, ask the Premier of NSW about the new government's position on the raising of the Warragamba Dam Wall, noting that support for this project is a resolved position of Hawkesbury City Council. If there is no commitment for this infrastructure, then ascertain what flood mitigation options the new government will support to assist the Hawkesbury;
3. Invite the State Member for Hawkesbury Robyn Preston MP and the Federal Member for Macquarie Susan Templeman MP, to this meeting.

oooO END OF MAYORAL MINUTE Oooo

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 18 April 2023

4. REPORTS FOR DETERMINATION

4.1. PLANNING DECISIONS

4.1.1. CP - LEP003/22 - 3 New Street, Windsor - Post Exhibition and Finalisation of Planning Proposal - (124414)

Previous Item: 103, Ordinary (14 June 2022)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to present the outcome of public exhibition, and public agency consultation associated with Planning Proposal LEP003/22, and to consider whether Council proceeds with the making of an amendment to the Hawkesbury Local Environmental Plan 2012 that gives effect to the Planning Proposal.

EXECUTIVE SUMMARY

The Planning Proposal has been assessed against relevant requirements, including submissions from relevant state agencies, and the community. The background and discussion section of this report details the various key steps associated with the Planning Proposal.

After assessment against submissions received by Council, the report recommends that Council proceed with the proposed amendment to the Hawkesbury Local Environmental Plan 2012 to:

- List 'Dalori' at 3 New Street, Windsor as an item of local heritage under the *Hawkesbury Local Environmental Plan 2012, Schedule 5 Environmental Heritage, Part 1 Heritage Items*.

RECOMMENDATION

That Council:

1. Receive and note the outcome of consultation on Planning Proposal LEP003/22 and supporting documentation for 3 New Street, Windsor.
2. Proceed with the making of the Planning Proposal to list 'Dalori' at 3 New Street, Windsor as an item of local heritage under the *Hawkesbury Local Environmental Plan 2012, Schedule 5 Environmental Heritage, Part 1 Heritage Items*.
3. Submit the Planning Proposal and supporting planning documentation to the Department of Planning and Environment for preparation and finalisation of a draft Instrument to give effect to the Planning Proposal.
4. Adopt and make the proposed amendment to the Hawkesbury Local Environmental Plan 2012 as outlined in this report, under the authorisation for Council to exercise delegation issued by the Gateway Determination, upon receipt of the final Instrument from the Department of Planning and Environment.
5. Following the making of the Plan advise the Department of Planning and Environment that the Plan has been made and request notification of the Plan on the NSW Legislation website.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION
Meeting Date: 18 April 2023

BACKGROUND

Planning Proposal LEP003/22 for 3 New Street, Windsor (Figure 1) was initiated following community concerns regarding the imminent sale and possible demolition of the dwelling at the subject site. The concern was heightened by the demolition of the adjacent dwelling at 5 New Street, Windsor which had previously been identified as a potential heritage item, in addition to the development potential of the subject site being zoned R3 Medium Density Housing. This community concern resulted in further investigation by Council.

Following investigation, an Interim Heritage Order was placed on the subject site. The Interim Heritage Order provides temporary heritage protection while an independent heritage assessment is conducted, and on the recommendation of the assessment, an amendment to the Local Environmental Plan for the heritage listing of the site is prepared.



Figure 1: 'Dalori' 3 New Street, Windsor - View from Street

Previous Council Consideration

This matter was previously considered by Council at its meeting on 14 July 2022. The purpose of that report was to advise Council of the Interim Heritage Order placed on the site, and the recommendations of the independent heritage assessment conducted. Council resolved:

"That:

1. *Council prepare a Local Environmental Plan to include 3 New Street, Windsor as an item of Environmental Heritage under Schedule 5 of Hawkesbury Local Environmental Plan 2012.*

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 18 April 2023

2. Council commence the process associated with the Local Environmental Plan identified in point 1, including seeking advice from the Hawkesbury Local Planning Panel, and pre lodgement advice from the Department of Planning and Environment."

The Planning Proposal

The Planning Proposal seeks to amend the Hawkesbury Local Environmental Plan 2012, by listing the subject site under *Schedule 5 Environmental Heritage, Part 1 Heritage Items* (Figure 2), on the recommendations of the independent heritage assessment conducted by NBRIS and Partners. The assessment recommended the local heritage listing of 'Dalori' at 3 New Street, Windsor on the heritage significance criteria of historical importance, aesthetic values, and representativeness. Included in the Planning Proposal is the Draft Heritage Inventory sheet (Attachment 1), which is to be published to the Heritage NSW database on the finalisation of the Planning Proposal.

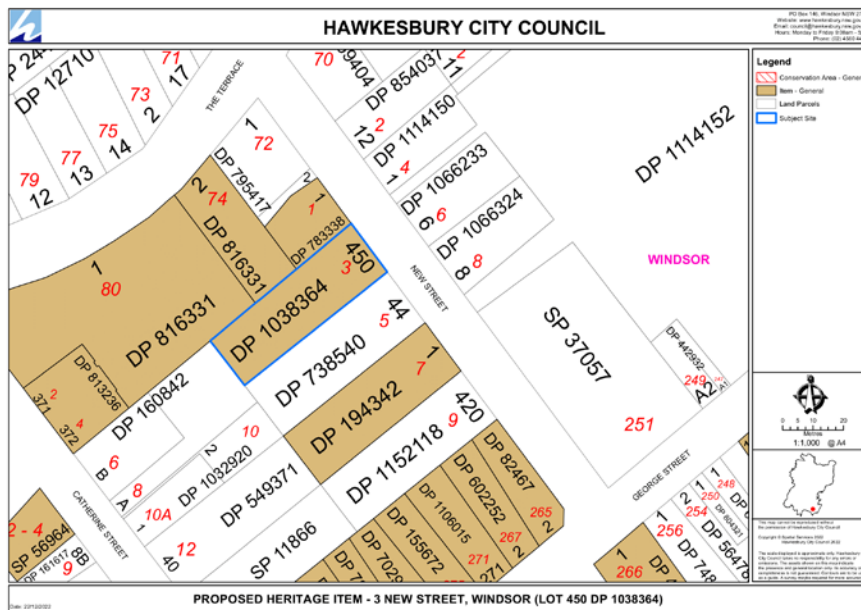


Figure 2: Proposed Heritage Map - 3 New Street Windsor

DISCUSSION

The Gateway Determination from the Department of Planning and Environment was received on 14 December 2022. The conditions of the gateway determination are included:

- “1. The planning proposal is to be updated to:
 - (a) Include a draft heritage data form (inventory) for the heritage items being listed.
 - (b) Include a draft heritage map showing the proposed heritage listing of the site.
 - (c) Include a project timeline consistent with the timeframe stated in the Gateway determination.
2. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 18 April 2023

- (a) *the planning proposal is categorised as standard as described in the Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2022) and must be made publicly available for a minimum of 20 working days; and*
 - (b) *the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2021).*
 - (c) *the landowner should be notified of the exhibition of the planning proposal prior to the commencement of the community consultation period.*
3. *Consultation is required with Heritage NSW under section 3.34(2)(d) of the EP&A Act. Heritage NSW is to be provided with a copy of the planning proposal and any relevant supporting material and given at least 20 working days to comment on the proposal.*
4. *A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing.*
5. *The Council as Planning Proposal Authority is authorised to exercise the functions of the local plan-making authority under section 3.36(2) of the EP&A Act subject to the following:*
 - (a) *the Planning Proposal Authority has satisfied all the conditions of the gateway determination;*
 - (b) *the planning proposal is consistent with applicable directions of the Minister under section 9.1 of the EP&A Act or the Secretary has agreed that any inconsistencies are justified; and*
 - (c) *there are no outstanding written objections from public authorities.*
6. *The LEP should be completed on or before 14 October 2023, with exhibition to commence by February 2023 and reporting to Council for finalisation by August 2023.”*

In accordance with the Gateway Determination, condition 1 (a) to (c) was satisfied prior to the commencement of the public agency and community consultation. Additionally, the Department of Planning and Environment has authorised Council to be the plan making authority for the LEP amendment subject to condition 5 (a) to (c) of the Gateway Determination.

COMMUNITY ENGAGEMENT

As instructed by the Gateway Determination and relevant statutory requirements, consultation on the Planning Proposal was undertaken with relevant government agencies and the community as outlined below.

Government Agency Consultation

In accordance with Section 3.34(2)(d) of the *Environmental Planning and Assessment Act 1979*, and the Gateway Determination, consultation was undertaken with Heritage NSW.

Heritage NSW provided the following comment for the Planning Proposal on 14 February 2023.

Based on the information provided, HNSW understand that there are no identified impacts on:

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- *Aboriginal objects or places protected under the National Parks and Wildlife Act 1974, or*
- *State Heritage Register items or historic archaeology protected under the Heritage Act 1977.*

As Local heritage items are protected under the Environmental Planning and Assessment Act 1979 and under Council LEPs, Council is the consent authority, and as such the listing of Local heritage rests with Council.

HNSW encourage the listing of Local heritage, however it is noted that the Heritage Council of NSW, and Heritage NSW as its Delegate, do not have a role in the approval of Local heritage listings to LEPs.

HNSW current legislative responsibilities include the administration of:

- *the functions of the Heritage Act 1977, and*
- *the Aboriginal cultural heritage functions under the National Parks and Wildlife Act 1974.*

As HNSW do not have a legislative role in the approval of Local heritage listings, no further referral or consultation on this planning proposal is required.

Community Consultation

The Planning Proposal and other supporting documentation was publicly exhibited for the period 1 March 2023 to 29 March 2023.

Throughout the public exhibition period, the Planning Proposal and other supporting documentation was made available to view via Council's online community engagement site www.yourhawkesbury-yoursay.com.au, and between 9am to 4pm Monday to Friday at Council's Administration Office, 366 George Street, Windsor. Public notices were placed in the 'Hawkesbury Gazette' local newspaper, and letters were sent to the adjoining and surrounding property owners (53 in total) advising of the public exhibition of the Planning Proposal.

Over the public exhibition period, Council received two written submissions; one from an individual respondent and the other from the Hawkesbury Historical Society. Copies of these submissions are attached as Attachment 2 to this report.

The individual respondent to the Planning Proposal had previously raised concerns regarding the property and possible threat of demolition, and called for the heritage listing of the subject site. The submission provided to Council by this respondent is in support of the Planning Proposal due to the dwelling being an intact substantive example of the Californian Bungalow Style, representative of style and success during the Interwar period making it a unique building in Windsor.

The Hawkesbury Historical Society submitted correspondence to Council on 28 March 2023 in support of the heritage listing of 3 New Street, Windsor. Key points of the submission include:

"We think No. 3 New Street is highly representative of Interwar architecture and aesthetically representative of the period's more gracious living style, the house has an appropriate connection between the streetscape of early and late nineteenth century dwellings either side of it, on the southern side of New Street.

Hawkesbury Historical Society commends Council in recognising the importance of the 'Californian Bungalow' that 3 New Street is representing as contributing to both the district's heritage continuity and pioneer family connectivity and the story of this district beyond the nineteenth century, by giving it the protection it deserves."

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Outcomes of Assessment and Exhibition of Planning Proposal

The government agency and community consultation which includes submissions from Heritage NSW and the Hawkesbury Historical Society demonstrates public support for the Planning Proposal, on the basis of the architectural significance and historic representativeness of the Interwar period. These submissions support the findings of the Independent Heritage Assessment conducted by NBRS and Partners which recommended the listing of the dwelling on similar criteria of historical importance, aesthetic and representative values. Additionally it supports the advice of the Hawkesbury Local Planning Panel, which considered this matter at the meeting on 21 July 2022. The advice from that meeting was:

- “1. To support the planning proposal to include 'Dalori' at 3 New Street, Windsor Lot 450 DP 1038364 as an item of Environmental Heritage under Schedule 5 of Hawkesbury Local Environmental Plan 2012.”

On the outcome and findings of the Independent Heritage Assessment, the Hawkesbury Local Planning Panel, and the public agency and community consultation, it is recommended that Council supports this Planning Proposal and enacts on the delegation as the Plan Making Authority from the Department of Planning and Environment's Gateway Determination to proceed with the making of the Local Environmental Plan to List 'Dalori' at 3 New Street, Windsor as an item of local heritage under the *Hawkesbury Local Environmental Plan 2012, Schedule 5 Environmental Heritage, Part 1 Heritage Items*.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Protected Environment and Valued History

- 2.1 Value, protect and enhance our historic built environment as well as our relationship to Aboriginal and non-Aboriginal history.

Reliable Council

- 4.7 Encourage informed planning, balanced growth and community engagement.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

Planning Decision

As this matter is covered by the definition of a "planning decision" under Section 375A of the Local Government Act 1993, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose, a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

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ATTACHMENTS

AT - 1 LEP003/22 - 3 New Street, Windsor - Draft Heritage Inventory.

AT - 2 LEP003/22 - 3 New Street, Windsor - Submissions to Planning Proposal.

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AT - 1 LEP003/22 - 3 New Street, Windsor - Draft Heritage Inventory

3 New Street Windsor – Draft Heritage Inventory

All Addresses

Street Address	Suburb/Town	LGA	LALC	Parish	County	Address Type
3 New Street	Windsor, NSW	Hawkesbury	Deerubin	St Matthew	Cumberland	Primary Address


Significance

Statement of Significance	<p>Dalori, at 3 New Street, Windsor, built in 1929 is culturally significant for its historical importance, aesthetic, and representative values.</p> <p>The house known as Dalori was built in 1929 for retired farmer Alfred Daley and his wife Margaret. It provides evidence of Windsor's Inter-war development and is an accomplished and highly intact example of the Californian Bungalow style. The historic town of Windsor is one of the earliest settlements in New South Wales. Despite its agricultural potential and the flourishing Hawkesbury river trade, the introduction of rail in the 1860s reduced reliance upon the Hawkesbury River trade and this, coupled with the ongoing issues with flooding, caused the town's development and growth to decline by the 1880s. Hawkesbury's population growth and development remained slow during the late nineteenth and early twentieth centuries, causing the township to retain its rural character well into the 1910s.</p> <p>In the 1920s Windsor experienced a moderate wave of development, initiated by the gradual subdivision of several farming estates. In turn this drove construction of residential buildings and subsequent improvements to infrastructure and services in the 1930s, including road surfacing; installation of streetlights and introduction of sewerage works. The Inter-war period represents a significant phase within Windsor's historical pattern of development. Within this context, Dalori at 3 New Street Windsor, is a good representative example of Inter-war residential development. The site retains its original pattern of subdivision, built form and architectural style.</p> <p>Architecturally, Dalori exhibits key characteristics of the Californian Bungalow style including its low, horizontal massing; asymmetrical façade; brick and tile external cladding; low pitched triple gable roof; timber detailing; wide overhanging eaves; return verandah; box bay windows with projecting timber frames and inclusion of the sunroom, low brick fence and substantial yard.</p>  <p>Figure 1: Dalori as viewed from New Street, Source: NBR5</p>
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	<p>It is a refined and highly intact example of the Californian Bungalow style. Its principal façade fronting New Street is notable for its low-pitched triple gabled roof and return verandah that form dominant compositional elements. The use of contrasting face and rendered brick finishes creates a focal feature point that is enlivened by solid timber detailing, including exposed timber rafters, shingles, projecting timber window frames, and timber strapping on the gable ends. The decorative box bay windows retain the original leadlight glazing with geometric designs. The verandah's solid brick balustrade, brick piers with solid cappings and squat columns, and original floor tiles are also notable. Internal decorative finishes and features are also of a high-quality design. The original floorboards, high ceilings, timber skirting boards and architraves, cornices and highly ornate plaster ceilings contribute to the aesthetic value of the place.</p>  <p align="center">Figure 2: Tessellated tiles on the front verandah, Source: NBR'S</p> <p>Dalori has a prominent presentation to New Street that is significantly enhanced by the generous street setback and retention of the original low brick fence. It contributes aesthetically to the public domain as an accomplished example of the Californian Bungalow style.</p>
<p>SHR Criteria a) Historical Importance</p>	<p>Windsor was one of the earliest settlements in NSW and its historical development is strongly reflected in its early Victorian architecture and town layout. Its early development was driven by the area's agricultural potential and the Hawkesbury River trade in the early nineteenth century. Ongoing issues with recurrent and destructive flooding impacted farming production, and the introduction and expansion of rail decreased reliance of the river trade, resulting in a significant decline in the town's growth from the 1860s. There was little population growth or development in the town during the late nineteenth and early twentieth centuries, resulting in the area retaining much of its pastoral character and early colonial buildings.</p> <p>In the Inter-war period Windsor experienced a moderate wave of development, initiated by the gradual subdivision of several farming estates in the 1920s, construction of residential buildings in the 1920s and improvements to infrastructure and services in the 1930s, including road surfacing; installation of streetlights and introduction of sewerage works. Within this context, Dalori at 3 New Street Windsor, is a good representative example of Inter-war residential development. The site</p>

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	<p>retains its original allotment boundary, built form and architectural style. Built in 1929 for retired farmer Alfred Daley and his wife Margaret, Dalori is located within a historically significant phase of development, within Windsor’s history. The subject site therefore meets criterion (a) for cultural significance based on historical importance.</p>
<p>SHR Criteria b) Historical Associations</p>	<p>Not Relevant</p>
<p>SHR Criteria c) Aesthetic values</p>	<p>Dalori at 3 New Street, Windsor is a refined and highly intact example of the Californian Bungalow style. The design for the house is thoughtfully composed and detailed in keeping with the typical characteristics of the Californian Bungalow idiom.</p> <p>Its principal façade fronting New Street is notable for its low-pitched triple gabled roof and return verandah that form dominant compositional elements. The design uses contrasting face and rendered brick finishes to create architectural interest in a manner typical of its style, and is enlivened by solid timber detailing, including timber battening, shingles, and projecting timber window frames. The decorative box bay windows retain the original leadlight glazing with geometric designs. The verandah’s solid brick balustrade, brick piers with solid cappings and squat columns, and original floor tiles are also notable.</p> <div data-bbox="710 1059 1161 1397" data-label="Image"> </div> <p align="center">Figure 3 Principal Facade, Source: NBRS</p> <p>Internal decorative finishes and features are also of a high-quality design. The original floorboards, high ceilings, cornices and highly ornate plaster ceilings contribute to the aesthetic value of the place. Like these decorative elements, timber joinery, including skirting boards, door leaves, architraves, window frames and sashes are original and make an important contribution to the overall aesthetic character of the interior.</p>

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	 <p align="center">Figure 4 Ornate Ceiling and Cornice, Source: NBRIS</p> <p>Dalori has a prominent presentation to New Street that is significantly enhanced by the generous street setback and retention of the original low brick fence. It contributes aesthetically to the public domain as an accomplished example of the Californian Bungalow style.</p> <p>The subject site therefore meets criterion (c) for cultural significance based on aesthetic values.</p>
SHR Criteria d) Cultural Associations	Not Relevant
SHR Criteria e) Cultural or Natural Research Value	Not Relevant
SHR Criteria f) Rarity	Not Relevant
SHR Criteria g) Representativeness	<p>Dalori at 3 New Street, Windsor is a refined and highly intact example of the Californian Bungalow style. This style peaked in popularity in Australia during the 1920s and is predominately found in residential suburban architecture built between c1915-1940.</p> <p>Emerging from Californian residential designs of the 1910s, the style combines decorative aspects of the Arts and Crafts style with the relaxed outdoor oriented lifestyle favoured by Californians. Key characteristics of the style that are evident in the subject building include its solid, low horizontal massing; asymmetrical façade; brick and tile external cladding; low pitched triple gable roof; exposed timber rafters and timber detailing; wide overhanging eaves; return verandah; box bay windows with projecting timber frames and detailing; squat verandah columns mounted on brick piers, inclusion of the sunroom, low brick fence and substantial yard.</p> <p>The subject site therefore meets criteria (g) for cultural significance based on representativeness.</p>

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Integrity/Intactness	<p>Dalori at 3 New Street Windsor has high levels of integrity and intactness. There have been few recent external changes to the building; it retains its original built form, materials, pattern of fenestration, timber frames and detailing, leadlight glazing, verandah tiles and rendered detailing. The building is enhanced by the retention of its original setting, including its substantial street setback, entrance path and steps, and low brick fence.</p> <p>Internally the house has high integrity. The original layout, timber floorboards, skirting boards, doors, architraves, decorative ceilings, vents and high ceiling heights have been retained. Recent modifications, including the refurbishment of the bathroom, removal of original kitchen fitout and removal of original flooring in the rear portion of the house have not substantially diminished the integrity of the place.</p> <p>Later modifications, including the timber railing at the entrance steps do not significantly diminish the legibility of the original design and may be reversed.</p>
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Description

Design/Maker	Unknown
Builder/Maker	Unknown
Construction Year Start & End	1928-1929
Physical Description	<p>Dalori is a single storey liver brick house built in the Californian Bungalow style. The house is sited on a substantial, rectangular sized allotment with a wide street frontage and generous setback from New Street. It has a prominent hipped roof, clad in terracotta tiles, that terminates with a low-pitched triple gable end on the principal façade. A corrugated iron skillion roof extends over the rear wing. The front-most gable covers a deep verandah which returns on the northern façade.</p> <p>The principal elevation fronting New Street to the north east is in tuckpointed brickwork with rendered elements, including a rendered basecourse and rendered capping details to verandah piers. Lintels are also rendered. The facade is asymmetrically arranged with the triple gable roof forming a dominant compositional feature. The gables feature a combination of timber battens and timber shingles. Shingles are also located below windows. The verandah has a brick balustrade with brick piers supporting squat paired columns. The verandah floor is in tessellated tiles. The verandah is accessed via a set of steps with tiled risers and terrazzo treads. Timber railing mounted to the stairs is a later addition.</p> <p>Windows on this façade are timber casement window assemblies comprising three sashes, each with decorative leadlight glazing. The central sash is fixed. The front door is flanked by a timber-framed sidelight. A metal security door has been recently added. On the righthand side of the entrance door is a plaque reading 'Dalori'.</p>

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Figure 5 Window Detailing on Principle Façade, Source: NBR5

The side elevations have plainer treatment than the principal facade. On the south-eastern side, there are three timber framed casement windows. Above each opening is a solid rendered lintel and an angled brick sill below. The north-western side elevation includes part of the return verandah that extends to the midpoint of this façade. A section of timber-battened panelling runs between the main roof form and verandah opening. Adjacent to the verandah is a window with painted shingle skirting matching the principal elevation windows. A flat timber awning is fixed above this window. Toward the southern end of this elevation, there is a second window opening containing a single timber framed sash window and a narrow chimney pipe located on the roof. The rear extension is slightly setback from the main building and has a single timber framed entrance door fitted with a metal security door.

The southwestern elevation shows the rear wall of the sunroom. The extension is constructed of sheet panelling held in place by an externally expressed painted timber frame. On each side of the façade there is a horizontally proportioned double-width opening fitted with timber framed sash windows. At the centre is a single door opening and single sash window.


Dalori is set in a substantial yard with open landscaping surrounding each elevation. The front yard retains the original fence, a low rendered brick wall with regularly spaced capped piers and a cylindrical metal rail fixed between each set of piers. The gate is a simple metal mesh with decorative milled metal design on the top. A narrow concrete path leads from the gate to the entrance steps. The front is slightly raised and planted with lawn. At the northern end of the front yard there is a partially extant concrete driveway that formerly extended from the street boundary to the brick garage (demolished). Works have recently been undertaken in the backyard and most of the vegetation and concrete driveway has been removed. At the north-western boundary there is a mature tree. A combination of timber paling and Colorbond fencing lines the rear and side boundaries.

The interior has a closed floor plan consisting of a central L-shaped entrance hall that leads to the two front rooms and bathroom. At the end of the hallway is a door providing access to a lounge area and the third bedroom. At the rear of the building is the kitchen, a separate dining room and laundry. The rear extension contains a sunroom and toilet. Access to the sunroom is provided by doors from both the kitchen and dining room; as well as a door off the northeast elevation.

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	 <p align="center">Figure 6 Floor Plan</p> <p>The front portion of the house, containing the bedrooms, hall, and lounge, has timber floorboards and high ceilings. Throughout this area the original timber skirting boards, moulded architraves, picture rails and ceiling cornices are all intact. The walls are wallpapered up to picture rail height, from which point the surfaces are finished in plaster. Ceilings are in plaster and have moulded decorative detailing. The lounge room features an elaborately decorated ceiling with a deep central recess. A fireplace is set into a splayed corner wall and has tapestry brick surrounds and a timber mantle. The brickwork and mantle detailing suggest that it is unlikely to be original. Where the hearth was originally located, a gas heater has been installed.</p> <p>The internal doors are painted timber and feature a top panel above three vertically proportioned bottom panels. Door hardware appears to be original or early. A multipaned glass door connects the lounge and verandah. Pendant lights hang from the ceiling in each of the main spaces and of these only the hallway fitting retains its lightshade. Decorative plaster air vents are found in most rooms.</p> <p>The bathroom has a recent fitout, including the floor and wall tiles, sink and vanity unit, shower and towel rails. The interior of the dwelling has plaster walls, except for the laundry which has a painted brick finish. A highly ornate ceiling, moulded cornices and decorative vent are extant in the kitchen area. The laundry, sunroom and toilet have tiled flooring and painted brick and sheet panel wall surfaces.</p>
Physical Condition	See Integrity/Intactness
Modifications & Dates	See physical description and history.
Current Use	Residential Accommodation
Former Use	Residential Accommodation

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Listings

Listing Name	Listing Title	Listing Number	Gazette Date	Gazette No.	Gazette Page
Local Environment Plan	Dalori				

History

<p>Historical Provenance</p>	<p>Notes or</p>	<p>The subject site originally formed part of a 20-acre property (portion 21 of the Parish of St Matthew) formally granted to the police constable, Thomas Rickerby (Riccabay or Rickaby), on 6 February 1798. The estate, named 'Catherine Farm' after Rickerby's wife, was described as situated in the district of 'Mulgrave Place' and bounded on the north-west side by Twyfield Farm. The grant stipulated Rickerby reside on and cultivate the land for a minimum term of five years.</p> <p>The property originally extended from the Terrace in the west (Presbyterian church) to Fitzgerald Street in the east, containing present day New Street, Catherine Street, Church Street and Windsor Terrace. The 20-acre estate was transferred to the prominent former convict turned merchant and landowner, Samuel Terry, in November 1813. On 13 August 1834 the property was purchased via a lease and release by Maria Cope, a widow from Windsor, for £400. The following day Cope then transferred the property back to Terry via an indenture of mortgage by demise, that is, to secure a loan of £1,700 against the property. Terry was to hold the property until the loan (plus interest) was paid in full. The estate was then conveyed to Cope via a lease and release on 6 and 7 August 1838, in consideration of all debts paid, totalling £1,839, three shillings and four pence.</p> <p>The estate was then subdivided, and the subject site formed part of allotment 45, measuring one rood and six perches. On 29 and 30 May 1840, Cope conveyed allotments 44 and 45 via a lease and release to George Freeman, a publican from Windsor, for £96. Freeman died in May 1867 and left his estate to his surviving children, with allotment 45 passing to his eldest son, also named George. In August 1871, allotment 45, along with 43 and 44, was conveyed to William Walker, a trustee of Emily Sommers, for the sum of £100.</p>
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Figure 7 'Farm and Allotment at Windsor', Source: State Library of NSW

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	<p>In 1925 ownership of the subject site was conveyed from Constance Elsie Onus, of Orange, to Alfred Daley, farmer. Daley and his wife Margaret, née Sullivan, previously resided at Freeman's Reach and purchased the subject site for their retirement. The subject site contained approximately 1 rood and 6 perches.</p> <p>Daley lodged an application with Windsor Council to erect a brick cottage at the subject site in 1928 and a subsequent application the following year for the erection of a garage. Construction of the single storey red brick cottage known as Dalori was completed by April 1929. The Daleys named the structure 'Dalori' and planted the backyard with an impressive vegetable garden with flowers in front yard. The sunroom located at the rear may have been built as a later addition, but historical aerial photography indicates it was extant by 1947.</p> <p>When Dalori was built, New Street still had a predominately rural character. Street improvements and modernisations were made to New Street in the 1930s, including the installation of electric street lighting (1930); gravel surfacing of the road (1932); and laying down of concrete paths (1934).</p> <p>Margaret Daley, née Sullivan, died in 1944 at the age of 70. Her obituary notes that she was widely respected in the Hawkesbury district as a member of the Ladies' Guild and for her support of and charitable work with the District Hospital, the Home for Infirm, and St Matthew's Church.</p> <p>Alfred Daley died in 1952 and title of certificate was transferred to his son James Daley, who conveyed it to the Rural Bank of New South Wales for a sum of £3150 the same year.</p> <p>Dalori was advertised for auction in 1961 with the following description:</p> <p><i>A double-fronted brick cottage tuckpointed front, tile and iron roof. It has a tiled return verandah at front, short hall 3 bedrooms, very large lounge/dining-room, breakfast court, fitted kitchen ... central bathroom, separate laundry ... outside toilet. Detached garage of galvanized iron (concrete floor). Land: 66ft by 192ft (Approx.)</i></p> <p>The land title was acquired by Frank Johnston in 1962 for £5,100.</p> <p>The brick garage located in the rear yard was demolished between c1978-1986. No other significant changes to the house identified during historical research.</p>
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Themes

Australian Theme	NSW Theme
4. Building settlements, towns and cities 4.1 Planning Urban Settlements 4.1.2 Making Suburbs	4. Building settlements, towns and cities - Towns, suburbs and villages
	8. Developing Australia's cultural life creative endeavour - Creative endeavour

Report/Study

Report/Study Name	Report/Study Code	Report/Study Type	Report/Study Year	Organisation	Author
Heritage Assessment – 'Dalori' 3 New Street, Windsor		Heritage Assessment	2022		NBRS Architecture

References and Internet Link

Data Source

The information for this entry comes from the following source:

Data Source: Local Government

Record Owner: Hawkesbury City Council

Heritage Item ID:

Every effort has been made to ensure that information contained in the State Heritage Inventory is correct. If you find any errors or omissions please send your comments to the council@hawkesbury.nsw.gov.au

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AT - 2 LEP003/22 - 3 New Street, Windsor - Submissions to Planning Proposal

Date	Position	Submission
28 March 2023	Support	<p>I fully support the listing of Dalori at 3 New Street, Windsor as an item of heritage on the Hawkesbury City Council LEP as detailed in the documents on public exhibition.</p> <p>Dalori is a largely intact and substantial example of the Californian Bungalow style which was popular in Australia during the 1920s featuring front facing decorative gables, ornate coloured glass casement windows with skirts of shaped shingles and a tiled front verandah. Pairs of squat columns support the prominent front verandah gable. Inside the house, ornate plaster embellishes each of the main rooms with the living room ceiling featuring a richly decorated centre recess and corner fireplace.</p> <p>This house was the epitome of style and success during the interwar period and the quality and detail of its decorative elements and finishes especially the finely crafted recess ceiling to the living room make it a unique building in the town of Windsor.</p>
27 March 2023 (Received 28 March 2023)	Support	See following page for full submission.

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(Founded in 1956)

Hawkesbury Historical Society Inc.

PO Box 293 WINDSOR NSW 2756

ABN 91 099 233 587

Dear General Manager
And all Councillors
Hawkesbury City Council

27 March 2023

**Re: Californian Bungalow at 3 New Street, Windsor
LEP003/22**

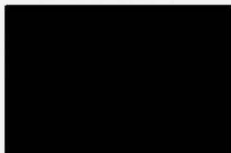
Hawkesbury Historical Society strongly supports the Heritage Listing by Hawkesbury City Council of the historic, intact Interwar Housing in the 'Californian Bungalow' style that is 'Dalori', 3 New Street, Windsor. The property is part of the district's valuable heritage stock.

The importance of the district's Aboriginal history is already recognised and it's European heritage seen to carry the kudos of being part of the third mainland settlement in Australia, giving us early historical landscapes more intact than elsewhere in the country. The Interwar Housing which connects the pioneers' stories to our modern-day life is under-represented on the district's heritage priorities, despite much of it now being 100 years old and telling the story of pioneer families several generations on. At No. 3 New Street, for example, Frank Johnston and his wife, connected to the Johnston pioneers of Ebenezer, moved into the home in 1961 after severe floods disrupted their farm on Wilberforce Road. They lived at No. 3 for over 50 years.

We think No. 3 New Street is highly representative of Interwar architecture and aesthetically representative of the period's more gracious living style, the house has an appropriate connection between the streetscape of early and late nineteenth century dwellings either side of it, on the southern side of New Street.

Hawkesbury Historical Society commends Council in recognising the importance of the 'Californian Bungalow' that 3 New Street is representing as contributing to both the district's heritage continuity and pioneer family connectivity in the story of this district beyond the nineteenth century, by giving it the protection it deserves.

Yours faithfully,



oooO END OF REPORT Oooo

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4.2. GENERAL MANAGER

4.2.1. GM - Six Monthly Progress Report - 2022/2023 Operational Plan - (79351,159586)

Previous Item: 074, Ordinary (12 April 2022)

101, Ordinary (14 June 2022)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of progress in implementing the 2022/2023 Operational Plan for the six month period 1 July 2022 to 31 December 2022, under the Integrated Planning and Reporting Framework (IP&R).

EXECUTIVE SUMMARY

Local councils in NSW are required to undertake their planning and reporting activities in accordance with the Integrated Planning & Reporting Framework (IP&R), under Section 406 of the Local Government Act 1993 and the Local Government (General) Regulation 2021. The Progress Report provides Council's six monthly update in completing actions within the 2022/2023 Operational Plan, delivered under the principal activities of the 2022-2026 Delivery Program.

RECOMMENDATION

That Council receive and note the Six Monthly Progress Report for period, 1 July 2022 to 31 December 2022, on the 2022/2023 Operational Plan.

BACKGROUND

The Operational Plan is a key plan for the Hawkesbury, leading Council's delivery of annual actions under the 2022-2026 Delivery Program principal activities. The delivery of these actions forms Council's contribution in moving the Hawkesbury towards the vision and outcomes detailed in the Community Strategic Plan - The Hawkesbury 2042 (CSP).

This report has been prepared in accordance with the Office of Local Government's (IP&R) Framework. It provides Council's six monthly update on the organisation's progress and performance during the period 1 July 2022 to 31 December 2022 in delivering actions outlined in the 2022/2023 Operational Plan.

The progress report provides an overview of achievements and action delivery under the four Community Outcomes set out in the CSP:

- Great Place to Live
- Protected Environment and Valued History
- Strong Economy
- Reliable Council

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The overview is followed by detailed action status updates and comments for all 138 actions contained within the Operational Plan 2022/2023.

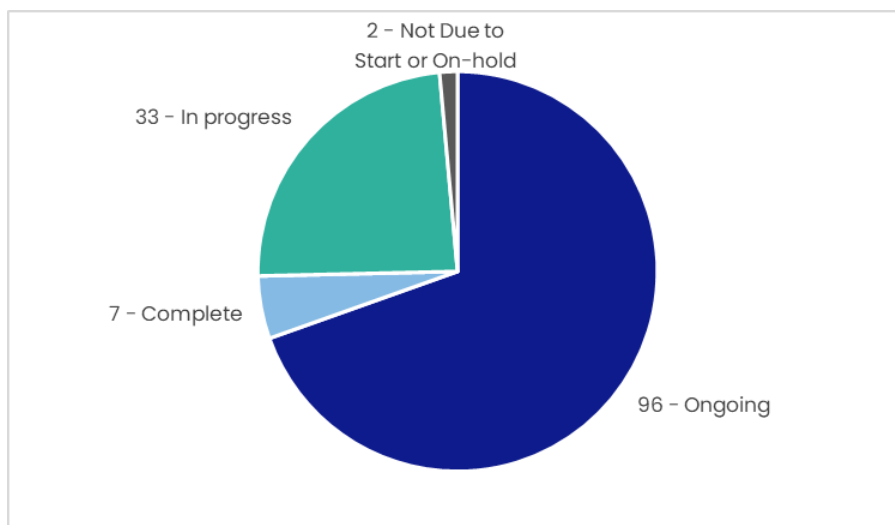
Relevant Legislation

Local Government Act 1993 (Section 406)

Local Government (General) Regulation 2021

DISCUSSION

The attached Progress Report provides details of Council's progress in achieving the 138 actions listed in the 2022/2023 Operational Plan for the period 1 July 2022 to 31 December 2022. The below chart shows a high level status report of all actions listed in the plan:



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 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 18 April 2023

ATTACHMENTS

AT - 1 Six Monthly Progress Report - 2022/2023 Operational Plan - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 18 April 2023

4.2.2. GM - Draft 2023/2024 Operational Plan and Draft 2023-2033 Long Term Financial Plan - (79351, 96332,159586)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to submit the Draft 2023/2024 Operational Plan and Draft 2023-2033 Long-Term Financial Plan to Council for approval to place on public exhibition.

EXECUTIVE SUMMARY

All councils in NSW use the Integrated Planning and Reporting (IP&R) Framework to guide their planning and reporting activities. The requirements for IP&R are set out in the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation). These documents have been prepared in accordance with the requirements of the Act and the Regulation.

The actions proposed to be undertaken in the second year of the Delivery Program 2022-2026, and the associated Estimates of Income and Expenditure, are described in the Draft 2023/2024 Operational Plan. The Plan also includes the Revenue Policy including the proposed rating structure for 2023/2024. Council's Long-Term Financial Plan has been reviewed for the period 2023-2033 to reflect current economic and other relevant factors impacting Council's financial performance.

RECOMMENDATION

That:

1. The Draft 2023/2024 Operational Plan and the Draft 2023-2033 Long-Term Financial Plan attached as Attachments 1 and 2 to the report be approved for public exhibition and that Council give public notice of the exhibition of the draft documents for a minimum of 28 days, in accordance with Sections 405 and 406 of the Local Government Act, 1993.
 2. The documents exhibited in accordance with Part 1, be reported back to Council, post the public exhibition period, to consider any public submissions received and to consider the adoption of this document and to make and fix rates and charges for the year ended 30 June 2024.
-

BACKGROUND

Integrated Planning and Reporting

At its meeting on 14 June 2022, Council adopted the revised Community Strategic Plan: The Hawkesbury 2042 It's Our Future, 2022-2026 Delivery Program, 2022/2023 Operational Plan and 2022-2032 Long Term Financial Plan. Council has subsequently been developing the 2023/2024 Operational Plan under this framework.

As per the Integrated Planning and Reporting Framework, and Sections 405 and 406 of the Local Government Act 1993, Council must prepare and adopt its annual Operational Plan prior to the commencement of each financial year. This must occur after the document has been publicly exhibited for a minimum 28 days. The Long-Term Financial Plan component of the Resourcing Strategy must also accompany the Operational Plan during the exhibition.

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4. REPORTS FOR DETERMINATION

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Operational Plan

The Operational Plan details the annual actions, projects, and activities to be engaged in by the Council during the year, alongside the annual budget. It can be considered an annual sub-plan of the Delivery Program. The Plan also details Council's Revenue Policy, incorporating the proposed Rates, Annual Charges, Fees and Charges and Borrowings.

Long-Term Financial Plan

The Long-Term Financial Plan is the document where long-term community aspirations and goals outlined within the Community Strategic Plan are tested against financial realities. The Long-Term Financial Plan therefore contains a set of financial projections and assumptions covering a 10 year period. The Long-Term Financial Plan provides a dynamic framework that is revised annually to ensure that Council maintains long-term financial sustainability. It also underpins the delivery of Council's core functions and assists in measuring Council's performance in implementing objectives and actions within the Delivery Program and Operational Plan.

Relevant Legislation

Local Government Act 1993

Local Government (General) Regulation 2021

DISCUSSION

1. Draft 2023/2024 Operational Plan – Actions

The Draft 2023/2024 Operational Plan has been prepared, containing the detailed annual budget and program of works, including all key actions. Actions directly respond to the Principal Activities of the Delivery Program 2022-2026 and deliver on the four Community Outcomes of the Community Strategic Plan: The Hawkesbury 2042.

This list of actions provides an overview of the key projects and activities that Council undertakes, however, is not an exhaustive list of all activities, services, and projects. Capital projects are mainly focused on asset renewal, flood recovery and grant funded works.

The Draft 2023/2024 Operational Plan is attached as Attachment 1 to this report.

2. Draft 2023/2024 Budget Estimates (Budget)

Projected Financial Position

Based on the Draft 2023/2024 Budget Estimates, the consolidated financial position is a projected surplus, including a \$0.5M loss attributable to the sewer activity. It is to be noted that the projected surplus also includes a one-off \$9.1M income in relation to the Western Parkland City Liveability Grant.

The projected operating revenue is \$113M comprised of:

- Rates and Annual Charges, \$77M
- User Charges and Fees, \$9M
- Other Revenue, \$2M
- Operating Grants, \$19M

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

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- Interest Income, \$3M
- Other Income, \$3M.

The projected operating expenses are \$109M comprised of:

- Employee Costs, \$37M
- Materials and Services, \$38M
- Borrowing Costs, \$3M
- Depreciation, \$25M
- Other Expenses, \$6M.

In addition to recurrent income and expenditure, the 2023/2024 Budget Estimates include capital income and expenditure relating to assets, and transfers in and out of restricted funding:

Capital Funding of \$58M comprised of:

- Sale of Assets \$ 2M
- Depreciation \$25M
- Capital Grants \$31M.

Capital Expenses of \$62M comprised of:

- New Assets \$32M
- Asset Renewal \$23M
- Other Assets \$1M
- Plant and Equipment \$6M.

Funding from Restricted Funds \$0.2M.

After considering the above budget components, the overall Bottom Line Result is nil, or a balanced budget.

Projected Financial Sustainability Measures

Council's financial performance is measured against a set of financial sustainability benchmarks.

The most significant benchmark relates to the Operating Performance Ratio. This Ratio compares operating income with operating expenditure including depreciation. The benchmark is a nil result, meaning operating income should at least equal operating expenditure.

Other benchmarks are aimed at ensuring that Council's assets are maintained at a satisfactory standard. These ratios are the Infrastructure Renewal Ratio, the Infrastructure Backlog Ratio and the Asset Maintenance Ratio.

The Debt Service Ratio is the benchmark to guide the appropriate level of debt.

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Table 1 provides the projected sustainability measures based on the 2023/2024 Budget Estimates.

Table 1 – Projected Financial Sustainability Measures

Measure	Benchmark	2023/2024 Projected
Operating Performance Ratio	At least break even over long-term	0.05
Own Source Revenue	60% minimum level of own source revenue	62.9%
Infrastructure Renewal Ratio	Ratio >100% renewals=depreciation	132.6%
Infrastructure Backlog Ratio	Ratio of less than 2% (of write down value)	2.1%
Asset Maintenance Ratio	Ratio of >100% to prevent deterioration	102.1%
Debt Service Ratio	Up to 20% of revenue	4.3%

Amounts reported in the Operational Plan documents are consolidated and include the Sewer activity financials. The above measures are calculated without the Sewer activity, in accordance with the prescribed formulae to be used.

Council is forecasted to meet all the sustainability benchmarks except for the Infrastructure Backlog Ratio. As a result of Council not being able to complete asset renewal as scheduled due to both resourcing and impact of fire, floods and COVID-19, the backlog has increased. Additionally, the damage created because of flooding has increased the number of assets at an unsatisfactory condition.

Council has projected that approximately \$240M of assets will be restored under Disaster Recovery Funding Arrangements within the next three years. It is anticipated, that these works, along with the upgrade and renewal works approved as part of the WestInvest Program will bring the Infrastructure Backlog back within the benchmark of 2%.

Budget Challenges

The main budgetary challenge relates to both the delivery and affordability of works and programs as a result of the inflationary pressures in the macro-economic environment and on-going labour shortages. While budgets have been increased by 3.5% on the current year's allocation, the consumer price index as at the end of December 2022 was 7.8%. Should this trend continue, works and programs may have to be adjusted or delivery methods altered to achieve outcomes within budget.

As a result of on-going flood damage claims with funding bodies, flood recovery works were unable to be included as part of the Draft 2023/2024 Budget. It is projected that a substantial level of works will be delivered and will be reflected in budgetary adjustments via Quarterly Budget Review Statements throughout the financial year.

Additionally, Council is currently scheduling the WestInvest projects, totalling \$113M to be delivered by June 2026. As scheduling and details of works are determined, adjustments will be made within Quarterly Budget Review Statements.

2023/2024 Budget Inclusions

To maintain a balanced Budget, the Draft 2023/2024 Operational Plan is mainly based on business as usual activities. Expenditure budgets were increased by 3.5% on the current year budget to reflect

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price escalations, with some increases reflecting contractual price escalations. Capital Works are focused on asset renewal, flood recovery and grant funded works.

The Draft 2023/2024 Budget is predominantly allocated to routine works and services associated with core Council business:

- Road and Drainage Infrastructure, \$65.6M
- Waste Management and Resource Recovery, \$37.8M
- Public Spaces, Parks, Sports and Recreation, \$27.9M
- Community and Culture, \$25.9M
- Strategic Planning, \$6.0M
- Corporate Services, \$4.9M
- Regulatory and Community Safety, \$2.6M.

The above budget allocations include the depreciation cost as well as the cash amount allocated.

The Draft 2023/2024 Budget also includes \$1.5M allocated to services provided through Peppercorn Services, Hawkesbury Sports Council and YMCA NSW (for the Hawkesbury Oasis and Fitness Centre). In relation to Hawkesbury Sports Council, a further \$333K in capital contribution is provided on top of the \$908K of operational contribution.

The Draft 2023/2024 Budget includes \$0.3M allocated for contributions to Hawkesbury River County Council, Academy of Sport, McMahon's Park Committee, and Colo Heights Hall Committee.

The Draft 2023/2024 Draft Budget includes allocations for sponsorship programs, including \$65K for the Event Sponsorship Program, and \$122K for Section 356 Financial Assistance Programs towards the Community Sponsorship Program, rental of the Women's Cottage, the Hawkesbury Eisteddfod and the University of Western Sydney Scholarship.

In 2023/2024, Council will continue to contribute to and participate in a number of regional relationships including WSROC, the Western Parklands Councils Alliance and the Resilient Sydney Partnership. A total of \$188K has been allocated for participation in regional activities.

An amount of \$3.1M is included in the Draft 2023/2024 Operational Plan for borrowing costs relating to funds borrowed under the Infrastructure Borrowing Program used to support asset renewal, and the Low Cost Initiative Loan to be used to construct upfront the necessary infrastructure for the Vineyard Development area, and the Sewer Loan in relation to Rising Main C.

The Draft Budget also includes \$7M in loan borrowings in relation to the Infrastructure Borrowing Program. At the time of borrowing, an assessment will be undertaken as the optimal source of funds depending on interest rates charged by external lenders and interest rates achieved on Council's own funds.

The Draft 2023/2024 Budget includes \$5.4M for a number of mandatory contributions to other levels of government, including Section 88 Fees (Waste Levy), the Emergency Services Levy, and the Sydney Regional Development Fund Levy.

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Capital Works

Capital projects proposed to be undertaken in 2023/2024 total \$62M and are mainly focused on asset renewal, flood recovery and grant funded works. Taking into consideration the works arising from flooding, and recently announced grant programs totalling \$108M, it is envisaged that Council's total capital program is likely to be in the vicinity of \$169M. The necessary budget adjustments will be processed through Quarterly Budget Reviews during 2023/2024.

The 2023/2024 capital works program includes \$16.4M for Roads Infrastructure, \$6.9M for Parks and \$7.5M for Buildings. A further \$6.1M is included for necessary upgrading and renewal of sewer infrastructure. A total of \$6.9M is included for non-infrastructure assets including arts and cultural resources, information technology, and plant and fleet.

Council's prioritised works program is based on set criteria and associated asset modelling. The Draft 2023/2024 Budget includes an allocation of funding to undertake condition audits to better inform future asset management plans and consequently future reviews of the Long-Term Financial Plan.

3. Major Works

Some major works, including the continuation of works commenced in the current financial year, and/or continuing in 2023/2024 are as follows:

- Windsor Town Centre Revitalisation - Liveability Program, \$9.1M
- Construction of new stormwater infrastructure - Vineyard Release Area, \$8.3M
- Construction of new Rural Fire Services District Fire Control Centre, \$4.0M
- Resealing of roads across the Local Government Area to improve pavement conditions, \$3.0M
- Upgrades to McGraths Hill Sewer Treatment Plant to meet Nutrient Offset Framework, improving environmental impact of discharge, \$2.5M
- Sealing of Greens Road, Lower Portland from 500m east of Wheelbarrow Ridge Road to South Sydney Juniors Resort, \$2.3M
- Implementation of Fernadell Park Plant of Management, \$2.2M
- Detail design of Commercial and Harkness Roads, Vineyard to support development in Vineyard Release Area, \$2.0M
- Sealing of Packer Road, Blaxland Ridge from Putty Road to West Portland Road, \$1.9M (with further grant funding to be added)
- Construction of new stormwater drainage on Tizzana Road, Sackville, \$1.5M
- Construction of enhanced childcare facility as part of the North Richmond Community Precinct Program, \$1.1M
- Renewal of furniture, playgrounds, fencing, lighting and landscaping at parks across the Local Government Area, \$1.0M.

A full list of all capital works is included in the Draft 2023/2024 Operational Plan attached as Attachment 1 to this report.

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4. 2023-2033 Long-Term Financial Plan

Council's Long-Term Financial Plan has been reviewed and is being submitted for endorsement to be publicly exhibited. The reviewed Long-Term Financial Plan is based on the Draft 2022-2026 Delivery Program. Sensitivity analysis has been undertaken regarding several matters that can significantly impact on Council's ability to maintain its current service levels and financial sustainability in future years.

A critical assumption in Council's Long-Term Financial Plan is the allowable increase in rating income from one year to the next (rate-peg). The rate-peg assumed across the Long Term Financial Plan is 2.5%, which is in line with the advice from the Independent Pricing and Regulatory Tribunal (IPART). The level of rating income will be a major driver of services, services and works delivered by Council over the next ten years, and Council's capacity to maintain financial sustainability.

The inflation rate is another variable that will have a significant impact on the Long-Term Financial Plan. For 2023/2024 an inflation factor of 3.5% has been included in budget estimates. Based on recent economic trends it is likely that the inflation factor will be higher for 2023/2024 and future years. It is further noted that over recent months significant cost escalations have been observed when procuring construction materials and labour.

In 2023/2024, Council will be undertaking several service reviews in line with Integrated Planning and Reporting requirements. The outcome of these reviews is unknown at the time of reviewing the Long-Term Financial Plan and will be built in future years' reviews.

It is to be noted that due to the uncertainties in relation to the delivery timings of the flood recovery works and the WestInvest Projects, the financial impact on asset maintenance and renewal is yet to be determined and therefore is included in this Long Term Financial Plan. It is anticipated that this impact will be assessed within six months and be able to be included in the 2024-2034 Long Term Financial Plan.

The Draft 2023-2033 Long-Term Financial Plan addresses three potential scenarios, summarised below. Full details and financial modelling applicable to each respective scenario is included in Attachment 2 to this report.

In relation to the financial overview provided on each scenario is based on the General Fund only, as financial sustainability for Local Government excludes the financial impact of Sewer Funds. The attached Long Term Financial Plan includes information on both the General Fund and on a Consolidated basis.

Scenario 1 – Pessimistic Scenario

This scenario is based on the following assumptions:

- Rate Peg of 2.5% from 2024/2025 to 2032/2033
- Inflation Rate of 3.5% from 2024/2025 to 2032/2033
- Redbank Drainage Charge increasing to \$35 in 2023/2024 + \$5 per year increase
- Lower Portland Ferry service retained but no longer funded by NSW State Government

Under this scenario, Council will experience operating deficits in relation to the General Fund from \$50K in 2024/2025 to \$0.8M in 2028/2029, before generating operating surpluses, reaching \$2.0M in 2033/2033. This is a result of the projected rating income relating to the Vineyard Precinct development, prior to the peak operational and asset maintenance expenditure occurs. It is likely that

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4. REPORTS FOR DETERMINATION

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a funding gap will occur once these costs are incurred in future years, outside the 10 years included within the Long Term Financial Plan.

Council is projected to have a \$56M funding gap in regard to the funding of infrastructure renewal, which will result in continuing deterioration of the condition of the community infrastructure and therefore reduce service levels. It is to be noted that this shortfall will be significantly reduced as a result of the Flood Recovery Program and upgrades relating to current assets as part of the WestInvest Program. It is anticipated that both the Infrastructure Renewal Ratio and the Infrastructure Backlog Ratio will be met during the Long Term Financial Plan horizon, due to the works to be undertaken under these programs.

Based on this scenario Council would not be considered as financially sustainable.

Scenario 2 – Likely Scenario

This scenario is based on the following assumptions:

- Rate-Peg of 2.5% from 2024/2025 to 2032/2033
- Inflation Rate of 3.5% until 2026/2027 and then 2.5% until 2032/2033
- Redbank Drainage Charge increasing to \$100 in 2023/2024 + 10% per year increase
- Lower Portland Ferry service retained and funded by NSW State Government

Under this scenario, Council have positive Operating Performance Results in most years, with surpluses ranging from \$0.5M in 2024/2025 to \$2.8M in 2032/2033. This is a result of the projected rating income relating to the Vineyard Precinct development, prior to the peak operational and asset maintenance expenditure occurs. It is likely that a funding gap will occur once these costs are incurred in future years, outside the 10 years included within the Long Term Financial Plan.

Council is projected to have a \$49M funding gap in regard to the funding of infrastructure renewal, which will result in continuing deterioration of the condition of the community infrastructure and therefore reduce service levels. It is to be noted that this shortfall will be significantly reduced as a result of the Flood Recovery Program and upgrades relating to current assets as part of the WestInvest Program. It is anticipated that both the Infrastructure Renewal Ratio and the Infrastructure Backlog Ratio will be met during the Long Term Financial Plan horizon.

Scenario 3 – Optimistic Scenario

This scenario is based on the following assumptions:

- Rate-Peg of 3.0% from 2024/2025 to 2032/2033
- Inflation Rate of 3% from 2024/2025 until 2025/2026 and then 2.5% until 2032/2033
- Redbank Drainage Charge increasing to \$100 in 2023/2024 + increased until 50% of additional costs associated with the key line drainage system are met annually
- Lower Portland Ferry service retained and funded by NSW State Government

Under this scenario, Council will continue to have positive Operating Performance Results, with surpluses ranging from \$1.5M in 2024/2025 to \$9.0M in 2032/2033. This is a result of the projected rating income relating to the Vineyard Precinct development, prior to the peak operational and asset maintenance expenditure occurs. At this income level, it is likely that there will be sufficient funding to

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cover these costs, when they are incurred in future years, outside the 10 years included within the Long Term Financial Plan.

This scenario also indicates the enhanced capacity Council will have with the increase in the rates-peg to endure any financial shocks, including macro-economic conditions, natural disasters and pandemics. It also provides opportunity for Council to maintain and potentially enhance services to the community.

Council is projected to have a \$48M funding gap in regard to the funding of infrastructure renewal, which will result in continuing deterioration of the condition of the community infrastructure and therefore reduce service levels. It is to be noted that this shortfall will be significantly reduced as a result of the Flood Recovery Program and upgrades relating to current assets as part of the WestInvest Program. It is anticipated that both the Infrastructure Renewal Ratio and the Infrastructure Backlog Ratio will be met during the Long Term Financial Plan horizon.

5. Revenue Policy

The Draft 2023/2024 Operational Plan sets out the rating structure for the financial year, the annual charges that will apply, and details user fees and charges proposed for the year.

General Rates 2023/2024

Council's current rating structure provides for three different types of ordinary rates: residential, farmland and business. The business category includes three sub-categories based on defined business areas. The rate type applicable to a particular property is determined on the basis of the property's rating categorisation. All properties are categorised in accordance with the provisions set out in the Local Government Act 1993.

Council levies general land rates on properties in its Local Government Area based on both ad valorem and base amounts. This means that rates applicable to each property are determined by reference to the latest land value provided by the NSW Valuer General, multiplied by the rate in the dollar set by Council for the year, plus an allocation of a base amount.

For the 2023/2024 year the rate peg of 3.7% has been applied to Council's rating income.

The rates applicable to each property are based on land valuations, as determined by the NSW Valuer General. The NSW Valuer General revalued properties in the Local Government Area in 2022, with those values first being used for the first time in 2023/2024. A separate report on the impact of the latest revaluation on general rates will be tabled at the 18 April 2023 Council Meeting.

The current rating structure is based on:

- Residential, Business, Farmland Categories
- All Residential Category rated on the same basis
- Residential Rates : Base Rate at 50% plus an ad valorem rate applied to land value
- Three Business Sub-Categories, all Sub-Categories rated on the same basis
- Business Rates: Base Amount same as Residential plus an ad valorem rate set at 200% of Residential rate applied to land value
- Farmland Rates: Base Amount same as Residential plus an ad valorem rate set at 90% of the Residential.

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Table 2 provides a rating summary based on the current rating structure being maintained in 2023/2024, with a Base Rate set at 50% of the residential categories, and the 3.7% rate-peg increase, based on the latest revaluation.

Table 2 – Rating Summary – Base Amount 50% and 3.7% Rate-Peg

Rate Category/ Sub-Category	No. of Properties	Rateable Land Value	% Land Value	Notional Yield	% of Notional Yield	Ad valorem Rate in \$	Base Amount	Base Amount % of Yield
Residential	24,821	\$19,358,975,973	86.25%	\$39,698,561	85.72%	0.105038	\$780	48.78%
Business Area 1	835	\$793,584,693	3.54%	\$2,300,491	4.97%	0.210076	\$780	27.53%
Business Area 2	390	\$480,428,786	2.14%	\$1,313,466	2.84%	0.210076	\$780	23.16%
Business Area Other	426	\$411,996,684	1.84%	\$1,180,626	2.55%	0.210076	\$780	26.69%
Farmland	663	\$1,399,408,000	6.24%	\$1,816,659	3.92%	0.094534	\$780	26.13%
Total	27,135	\$22,444,394,136	100%	\$46,309,803	100%			

Annual Charges

In addition to General Rates, Annual Charges for the Waste Services and Sewerage, or Sullage services are applicable. The increases for these charges generally reflect the cost of delivering the respective programs and the necessary funding to be maintained for future asset renewal.

Management regularly reviews these programs and the long-term strategic direction to ensure these services are delivered in the most cost-effective way.

Waste Management Services Charges

The Domestic Waste Management Service for 2023/2024 includes the applicable bin service, the recycling bin service, the kerbside collection service, and, if applicable, the green waste service.

Based on a full cost recovery basis calculation, an increase in the annual charges for the waste service of 9.95% is required. Commercial Waste Collection charges have been increased by 9.95%.

Sewerage Charges

In accordance with legislative requirements, Council maintains an externally restricted reserve for the Sewerage Management Program. All funds received through annual sewerage charges are quarantined to fund the ongoing operational costs incurred in providing the service, the ongoing network maintenance and renewal, and major capital works planned for future years.

This is reflected in a 10 Year Plan and the required charge for 2023/2024 is based on ensuring sufficient funds are available to address recurrent costs and future capital requirements, considering current reserve levels. Based on these projections, it is proposed that a sewerage charge increase of 14% be made for the 2023/2024 financial year.

Sullage Charges

Council engages a contractor to provide a sullage pump out service to properties that are not serviced by Sydney Water or Council's sewerage network and do not have on-site sewerage management facilities.

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Council maintains an internally restricted reserve to fund its Sullage Program. All funds received in relation to sullage charges are quarantined to fund the operational costs of running the Program. Sullage Charges reflect cost-recovery of the cost to provide the service through a tendered contract and cannot be used for any other purpose.

As part of the Draft Operational Plan process, the sullage current and projected reserve balances have been assessed and this has resulted in the proposed increase of 3.5% being required to ensure sufficient funds are available to fund the program and associated future costs.

Stormwater and Drainage Charges

To enable Council to provide effective management of water quality and quantity from urban runoff, funding is collected from urban areas through specific charges. These are detailed below:

Stormwater Management Service Charge

The Office of Local Government released guidelines in July 2006 that aid councils to raise additional funding through the Stormwater Management Service Charge to support them in improving the management of urban stormwater in NSW. This follows the gazettal of the Local Government Amendment (Stormwater) Act 2005. The income raised from this charge can only be used to undertake new/ additional stormwater management services.

It is proposed to continue applying this charge to relevant properties.

This charge enables Council to deliver additional new stormwater infrastructure, \$20K towards a water quality testing program, and \$63K for enhanced maintenance of stormwater infrastructure assets. Works were brought forward for the completion of Mitchell Street, Glossodia drainage construction during 2022/2023.

Drainage Management Charge

The previously discussed Stormwater Charge does not apply to North Richmond (Redbank) area.

A Drainage Management Charge applies to the Redbank Development Area, proposed to be \$100 per lot for the 2023/2024 financial year. This amount will be reviewed on an annual basis to ensure that maintenance costs associated with the contemporary stormwater management infrastructure within the area are recovered. The maintenance required within the Redbank Development Area is greater than the current maintenance required across the remaining Local Government Area, with specific costs associated with the management of the Key Line Drainage System.

The estimated yield from Drainage Management charge for 2023/2024 is \$111,300.

Rates and Charges Concessions

Concessions on rates and charges are available to eligible pensioners. Council has more than 3,200 eligible pensioners who receive concessions on their annual rates and charges. Council also offers several rating concessions to pensioners over and above the mandatory concessions. No State Government subsidy is received against these additional concessions.

Ordinary Rates and Domestic Waste Management

The Act provides for pension rebates of up to 50% of the aggregated ordinary rates and domestic waste service charges, to a maximum of \$250. Council is reimbursed 55% of this concession by the State Government and funds the remaining 45% (up to \$112.50 per property).

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Sewerage Charge

A concession based on 50% of the applicable charge is available to eligible pensioners who are subject to the residential sewerage connection charge. The mandatory concession relating to the sewerage charges is \$87.50 of which the State Government provides a reimbursement to Council of 55% (\$48.13). This amount has remained unchanged since 1989. Council funds the remaining mandatory concession amount plus an additional amount to bring the total concession amount to 50% of the applicable charge per property.

Sullage Service

Council provides eligible pensioners with a pensioner concession based in 50% of the applicable sullage charge. The rebate is fully funded by Council.

Fees and Charges

The Draft 2023/2024 Operational Plan also includes a full list of Council's Fees and Charges for the various services provided by Council. Fees and charges are reviewed each year and are updated as required to reflect the current cost of providing the service, any applicable statutory limit and any other relevant factors.

6. Adoption of Budget for Year Ended 30 June 2024

If Council approves the Draft 2023/2024 Operational Plan and the Draft 2023-2033 Long-Term Financial Plan for public exhibition at this Meeting, it is anticipated that advertising of the Draft documents will commence shortly afterwards for the minimum 28 day period. During the exhibition period, any person may make a submission to Council.

At this time, Council has a scheduled Meeting on 13 June 2023 to consider submissions received and to adopt the exhibited documents, as amended, if appropriate, and make and fix the rates and charges for the year ended 30 June 2023.

COMMUNITY ENGAGEMENT

It is proposed that the Draft 2023/2024 Operational Plan and the Draft 2023-2033 Long-Term Financial Plan be placed on public exhibition for the minimum 28 day period. The public exhibition of these documents will be advertised through:

- Newspaper notices
- Council's Website
- Social Media
- YourHawkesbury-YourSay.

Submissions can be made in writing or through YourHawkesbury-YourSay. Council will also engage the community on the draft documents at the Hawkesbury Show.

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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.3 Build strong financial sustainability for now and future generations.
- 4.7 Encourage informed planning, balanced growth and community engagement.

FINANCIAL IMPACT

The adoption of the recommendation in this report will result in the Draft 2023/2024 Operational Plan, including the Revenue Policy, and 2023-2033 Long-Term Financial Plan as outlined in this report and detailed within the attachments, being placed on exhibition, and subject to Council resolutions arising and public submissions received, being adopted for the financial year.

ATTACHMENTS

- AT - 1** Draft 2023/2024 Operational Plan - *(Distributed under separate cover).*
- AT - 2** Draft 2023-2033 Long-Term Financial Plan - *(Distributed under separate cover).*

oooO END OF REPORT Oooo

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 18 April 2023

4.2.3. GM - Event Sponsorship Round 2 2022/2023 - (79351,15988)

Previous Item: 182, Ordinary (15 November 2022)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to advise Council of applications received for financial and in-kind assistance under Round 2 of the Events Sponsorship Program for 2022/2023.

The report assesses the applications against the adopted assessment criteria and recommends financial and in-kind assistance.

EXECUTIVE SUMMARY

The Events Sponsorship Program is a key outcome of the Events Strategy. The Program provides the opportunity for volunteer organisations, community groups, individuals and commercial businesses to seek financial and in-kind assistance from Council. The Events Strategy was adopted by Council on 28 August 2018.

The Events Sponsorship Program comprises of two rounds of event sponsorship per annum. The Program also establishes a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria. Two assessment criteria have been created to assess the event applications, one for community events and one for commercial events. All events are now categorised as either a community event or commercial event and assessed against the relevant criteria.

Round 2 of the 2022/2023 Event Sponsorship Program was open from 6 February 2023 to 3 March 2023 for events generally proposed to be held between late 2022 and early 2023. This report lists the four applications received. Three applications received met the assessment criteria and were successful in their assessment and one application did not meet the assessment criteria.

RECOMMENDATION

That Council:

1. Under Round 2 of the 2022/2023 Event Sponsorship Program, agree to support the following organisations for events at the following level:

No	Event Name	Name of Organisation	Recommended amount (\$) and inclusions (Ex GST)
1	Disney Frozen Junior Musical Theatre - Community Event	Fantasia Showstoppers Inc	\$3,000
2	Hawkesbury Show - Taste of Hawkesbury - Community Event	Harvest Trails and Markets	\$2,000
3	Anzac Day Commemoration 2024 - Community Event	Pitt Town Progress Association	\$3,000

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2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1, 2 and 3 as identified in Table 1 and Attachment 1 of this report.
 3. Advise the applicant Richmond Good Food Market Pty Ltd, numbered 4 as identified in Table 1 and Attachment 1 of this report that their application was not successful in accordance with the Event Sponsorship Assessment Criteria Matrix.
-

BACKGROUND

On 28 August 2018, Council adopted the Events Strategy which formalised and consolidated the Event Sponsorship Program. The Strategy identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury. The Events Sponsorship Program incorporates two rounds of funding opportunities per annum. The timing of the Program has been adjusted over the past two years since its initial adoption, to better align with the annual budget cycle.

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

- Eligibility Criteria – Council will only support event sponsorship applications that meet the criteria in the Eligibility Criteria.
- Assessment Criteria Matrix – Council will assess each event application against the Community Assessment Criteria Matrix and the Commercial Assessment Criteria Matrix to provide objectivity and a guide to applicants about the criteria Council will be using when making a decision about whether to support the event. The event 'score' is a good guide as to whether Council will be working to support the event. It is anticipated that a community event which 'scores' 40 or above would receive sponsorship and that a commercial event which 'scores' 50 or above would receive sponsorship.
- Event Evaluation Framework – After an event Council will evaluate the event against the Event Evaluation Framework to identify opportunities for continuous improvement.

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

DISCUSSION

The Events Strategy was adopted by Council on 28 August 2018. The objectives of the Events Strategy are to build:

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

Council has allocated \$65,000 in its 2022/2023 Operational Plan for the Event Sponsorship Program.

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There are two rounds of Event Sponsorship during the year with half of the funding generally allocated across the two rounds.

Four applications were submitted under Round 2 of the 2022/2023 Event Sponsorship Program. The details of the four applications are summarised as follows in Tables 1 and 2:

Table 1 - 2022/2023 Round 2 Event Sponsorship Applications Community Events

No	Applicant Name/Organisation/Business	Event Name	Event Date/s at time of application	Submission of an application for event sponsorship 2022/2023	Comment/Recommendation
1	Fantasia Showstoppers	Disney Frozen Junior Musical Theatre	20 to 23 April 2023	Yes	Consider application in Event Sponsorship Round 2 2022/2023
2	Harvest Trails and Markets	Hawkesbury Show - Taste of Hawkesbury	28 to 30 April 2023	Yes	Consider application in Event Sponsorship Round 2 2022/2023
3	Pitt Town Progress Association	Anzac Day Commemorative 2024	25 April 2024	Yes	Consider application in Event Sponsorship Round 2 2022/2023

Table 2 - 2022/2023 Round 2 Event Sponsorship Applications Commercial Events

No	Applicant Name/Organisation/Business	Event Name	Event Date/s at time of application	Submission of an application for event sponsorship 2022/2023	Comment/Recommendation
4	Richmond Good Food Market Pty Ltd	Richmond Good Food Markets	Each Saturday in 2023	No (Assessment Criteria Matrix has not been prepared).	Organiser has received funding in the 2022/2023 Round 1 event sponsorship application.

Attached as Attachment 1 to this report is a detailed summary of the applications received and the level of financial assistance requested and the recommended amount of sponsorship. A copies of the

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analysis applications 1, 2 and 3 against the Assessment Criteria Matrix is attached as Attachment 2 to this report.

There are sufficient funds to cover the total recommended amount of \$8,000 for Round 2 of the 2022/2023 Event Sponsorship Program.

After a review of the Assessment Criteria Matrix, the Round 2 Applications received can be described as:

- Diverse in nature, ranging from food, musical theatre and Anzac events.
- Consistent with Council's stated objectives of providing financial assistance to volunteer groups, community organisations and individuals for works and projects that will build community capacity, the ability to self-organise and develop resilience.

Event Strategy Review

Council is committed to continuing to review and refine the Events Sponsorship Program to incorporate the ongoing findings from the implementation of the Events Strategy. Since the adoption of the Events Strategy and the Event Sponsorship Program in August 2018 there have been seven rounds of event sponsorship determined by Council and this current sponsorship (Round 2 - 2022/2023).

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

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

Council has been undertaking an ongoing review of the success of the Event Sponsorship Program. During the two rounds of sponsorship each year there has been an opportunity for Council to review the success of the Program and make refinements as required. As part of the ongoing review, and in response to feedback, two assessment criteria were created in 2021/2022, one for community events and one for commercial events. All events are now categorised as either a community or commercial event and assessed against the relevant criteria. A further recent change has included a recognition and involvement of First Nations people at sponsored events and this criteria will be reviewed once Council's Reconciliation Action Plan is adopted.

COMMUNITY ENGAGEMENT

Whilst the issues raised in this report concern matters that do not require community consultation under Council's Community Engagement Policy, information about Round 2 of the Event Sponsorship Program was:

- Available on Council's website from 6 February until 3 March 2023 with the Event Strategy and Event Sponsorship Application forms

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- Advertised on Hawkesbury Events Facebook page on 6 February, 15 February and 27 February 2023
- Promoted on the Hawkesbury City Council Facebook page on 6 February, 10 February (Council New Round Up Post), 15 February, 17 February (Council New Round Up Post), 24 February (Council New Round Up Post) and 27 February 2023
- Promoted on the Hawkesbury Events Instagram page on 13 February 2023
- Emailed to groups and individuals who had previously held events in the Hawkesbury or had held previous discussions with Council about events they would like to hold. Emails were sent on 6 February, 20 February and 1 March 2023
- Hawkesbury City Council sent out a media release on 8 March 2023 promoting the Round 2 sponsorship is open.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. Council has allocated \$65,000 in its 2022/2023 Operational Plan for the Event Sponsorship Program. In Round 1 \$47,230 was allocated to sponsored events. There are sufficient funds to cover the total recommended amount of \$8,000 for Round 2 of the 2022/2023 Event Sponsorship Program.

ATTACHMENTS

- AT - 1** Detailed summary of the application received and the proposed level of financial assistance to be provided - (Distributed under separate cover).
- AT - 2** Community Events Assessment Criteria Matrix for the Event Sponsorship Application under Round 2 Event Sponsorship Program 2022/2023.

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AT - 2 Community Events Assessment Criteria Matrix for the Event Sponsorship Application under Round 2 Event Sponsorship Program 2022/2023



**COMMUNITY EVENT
ASSESSMENT CRITERIA MATRIX**

Organiser's Name: Fantasia Showstoppers Inc
Event Name: Disney Frozen Junior Musical Theatre Production
Event Location: Windsor Function Centre
Event Date: 20- 23 April 2023

Objective	Criteria	Score Options	Score	Event Score
Attendee Appeal	Appeal to wide demographic	Specialised event Appeal to age group Universal Appeal	1 2 3	<input type="text" value="1"/>
	Number of attendees	<500 500-1000 >1000	0 1 2	<input type="text" value="2"/>
	Free Event	No Yes	0 1	<input type="text" value="0"/>
Community connections and resilience	Create community partnerships	No Yes	0 3	<input type="text" value="3"/>
	Opportunities for local community group involvement	No Yes More than 2 groups	0 2 3	<input type="text" value="3"/>
	Opportunity for community volunteers	No Yes	0 3	<input type="text" value="3"/>
Economic Benefit	Opportunities for local business involvement	No Yes	0 2	<input type="text" value="3"/>
	Origin of attendees	Hawkesbury Outside LGA	2 1	<input type="text" value="1"/>
	Revenue generated from event	<\$20,000 >\$20,000	1 2	<input type="text" value="2"/>
Sustainability	Provision of a Sustainability Events Management Plan	No Yes	0 3	<input type="text" value="3"/>
	A Zero Waste Event	No Yes	0 3	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	EVENT SCORE
Venues/Location	Events that support revitalisation of town centres (CSP direction)	No Yes	0 2	0
	Develop vibrant town centres with business growth and community connection (CSP direction)	No Yes	0 2	0
	Events that celebrate our rivers or riverside locations (CSP direction)	No Yes	0 2	0
	Hawkesbury Showground	No Yes	0 2	0
	Venue is accessible	No Yes	0 2	2
Arts, Culture, Heritage and Food	Showcasing Hawkesbury heritage	No Yes	0 2	0
	Involvement of local artists	No Yes	0 2	0
	Involvement of local musicians	No Yes	0 2	2
	Involvement of local food producers	No Yes	0 2	0
Promotional and Brand Exposure	Local/Regional promotions	No Local Regional	0 1 2	2
	State promotion	No Yes	0 2	0
	Provision of marketing strategy	No Yes	0 2	2
Legacy	Opportunity to grow the event	No Yes	0 1	1
	Multiple funding sources	No Yes	1 2	2
	Event previously has been held in the Hawkesbury	No Yes	1 2	1
	Strong business model	No Yes	0 1	1
First Nations Involvement	Do you conduct a Welcome to Country at your event	No Yes	0 2	2
	Do you involve a First Nations people at your event	No Yes	0 2	2

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	Do you conduct an Acknowledgement of Country at your event?	No Yes	0 2	<input type="text" value="2"/>
Council Support (answer one only)	Event has been supported by Council for more than 2 years	Yes	1	<input type="text" value="0"/>
	Event has been supported by Council for less than 2 years	Yes	2	<input type="text" value="0"/>
	Event has not been supported by Council	Yes	3	<input type="text" value="3"/>

TOTAL SCORE

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COMMUNITY EVENT ASSESSMENT CRITERIA MATRIX

Organiser's Name: Harvest Trail and Markets
Event Name: Hawkesbury Show - Taste of Hawkesbury
Event Location: Hawkesbury Showground
Event Date: 28-30 April 2023

Objective	Criteria	Score Options	Score	Event Score
Attendee Appeal	Appeal to wide demographic	Specialised event Appeal to age group Universal Appeal	1 2 3	3
	Number of attendees	<500 500-1000 >1000	0 1 2	2
	Free Event	No Yes	0 1	1
Community connections and resilience	Create community partnerships	No Yes	0 3	0
	Opportunities for local community group involvement	No Yes More than 2 groups	0 2 3	3
	Opportunity for community volunteers	No Yes	0 3	3
Economic Benefit	Opportunities for local business involvement	No Yes	0 2	2
	Origin of attendees	Hawkesbury Outside LGA	2 1	1
	Revenue generated from event	<\$20,000 >\$20,000	1 2	1
Sustainability	Provision of a Sustainability Events Management Plan	No Yes	0 3	3
	A Zero Waste Event	No Yes	0 3	0

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	EVENT SCORE
Venues/Location	Events that support revitalisation of town centres (CSP direction)	No Yes	0 2	0
	Develop vibrant town centres with business growth and community connection (CSP direction)	No Yes	0 2	0
	Events that celebrate our rivers or riverside locations (CSP direction)	No Yes	0 2	0
	Hawkesbury Showground	No Yes	0 2	2
	Venue is accessible	No Yes	0 2	2
Arts, Culture, Heritage and Food	Showcasing Hawkesbury heritage	No Yes	0 2	2
	Involvement of local artists	No Yes	0 2	2
	Involvement of local musicians	No Yes	0 2	0
	Involvement of local food producers	No Yes	0 2	2
Promotional and Brand Exposure	Local/Regional promotions	No Local Regional	0 1 2	2
	State promotion	No Yes	0 2	2
	Provision of marketing strategy	No Yes	0 2	0
Legacy	Opportunity to grow the event	No Yes	0 1	1
	Multiple funding sources	No Yes	1 2	2
	Event previously has been held in the Hawkesbury	No Yes	1 2	2
	Strong business model	No Yes	0 1	1
First Nations Involvement	Do you conduct a Welcome to Country at your event	No Yes	0 2	0
	Do you involve a First Nations people at your event	No Yes	0 2	2

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	Do you conduct an Acknowledgement of Country at your event?	No Yes	0 2	<input type="text" value="2"/>
Council Support (answer one only)	Event has been supported by Council for more than 2 years	Yes	1	<input type="text" value="0"/>
	Event has been supported by Council for less than 2 years	Yes	2	<input type="text" value="0"/>
	Event has not been supported by Council	Yes	3	<input type="text" value="3"/>

TOTAL SCORE

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COMMUNITY EVENT
ASSESSMENT CRITERIA MATRIX

Organiser's Name: Pitt Town Progress Association
Event Name: ANZAC Day Commemoration 2024
Event Location: Private Land
Event Date: 25 April 2024

Objective	Criteria	Score Options	Score	Event Score
Attendee Appeal	Appeal to wide demographic	Specialised event	1	3
		Appeal to age group	2	
		Universal Appeal	3	
	Number of attendees	<500	0	2
		500-1000	1	
		>1000	2	
	Free Event	No	0	1
		Yes	1	
Community connections and resilience	Create community partnerships	No	0	3
		Yes	3	
	Opportunities for local community group involvement	No	0	2
Yes		2		
More than 2 groups		3		
	Opportunity for community volunteers	No	0	3
		Yes	3	
Economic Benefit	Opportunities for local business involvement	No	0	2
		Yes	2	
	Origin of attendees	Hawkesbury	2	2
Outside LGA		1		
Revenue generated from event	<\$20,000	1	1	
	>\$20,000	2		
Sustainability	Provision of a Sustainability Events Management Plan	No	0	3
		Yes	3	
	A Zero Waste Event	No	0	0
		Yes	3	

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	EVENT SCORE
Venues/Location	Events that support revitalisation of town centres (CSP direction)	No Yes	0 2	<input type="text" value="0"/>
	Develop vibrant town centres with business growth and community connection (CSP direction)	No Yes	0 2	<input type="text" value="2"/>
	Events that celebrate our rivers or riverside locations (CSP direction)	No Yes	0 2	<input type="text" value="0"/>
	Hawkesbury Showground	No Yes	0 2	<input type="text" value="0"/>
	Venue is accessible	No Yes	0 2	<input type="text" value="2"/>
Arts, Culture, Heritage and Food	Showcasing Hawkesbury heritage	No Yes	0 2	<input type="text" value="2"/>
	Involvement of local artists	No Yes	0 2	<input type="text" value="0"/>
	Involvement of local musicians	No Yes	0 2	<input type="text" value="2"/>
	Involvement of local food producers	No Yes	0 2	<input type="text" value="0"/>
Promotional and Brand Exposure	Local/Regional promotions	No Local Regional	0 1 2	<input type="text" value="1"/>
	State promotion	No Yes	0 2	<input type="text" value="0"/>
	Provision of marketing strategy	No Yes	0 2	<input type="text" value="2"/>
Legacy	Opportunity to grow the event	No Yes	0 1	<input type="text" value="1"/>
	Multiple funding sources	No Yes	1 2	<input type="text" value="2"/>
	Event previously has been held in the Hawkesbury	No Yes	1 2	<input type="text" value="2"/>
	Strong business model	No Yes	0 1	<input type="text" value="1"/>
First Nations Involvement	Do you conduct a Welcome to Country at your event	No Yes	0 2	<input type="text" value="0"/>
	Do you involve a First Nations people at your event	No Yes	0 2	<input type="text" value="0"/>

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	Do you conduct an Acknowledgement of Country at your event?	No Yes	0 2	<input type="text" value="0"/>
Council Support (answer one only)	Event has been supported by Council for more than 2 years	Yes	1	<input type="text" value="1"/>
	Event has been supported by Council for less than 2 years	Yes	2	<input type="text" value="0"/>
	Event has not been supported by Council	Yes	3	<input type="text" value="0"/>

TOTAL SCORE

oooO END OF REPORT Oooo

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Meeting Date: 18 April 2023

4.2.4. GM - 2023 Floodplain Management Australia National Conference - (79351, 80286)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to consider nomination and participation of Councillors at the 2023 Floodplain Management Australia National Conference to be held from 23 to 26 May 2023 at Luna Park, Sydney.

EXECUTIVE SUMMARY

Given the relevance of the subject matter and the theme of the 2023 Floodplain Management Australia National Conference - *Preparing for the unprecedented flood* - Council may wish to consider representation at the Conference.

RECOMMENDATION

That:

1. Participation of nominated Councillors for the 2023 Floodplain Management Australia National Conference at an approximate cost of \$1,250 plus travel expenses, be considered.
 2. 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.
-

BACKGROUND

Consideration is required regarding participation at the 2023 Floodplain Management Australia National Conference to be held in Sydney from 23 to 26 May 2023.

The theme of the 2023 Conference is Preparing for the unprecedented flood. Details of the program and list of speakers for the Conference, can be viewed by accessing the following link:

<https://floodplainconference.com/>

Registration fees for the Conference are:

- \$1,250 for full conference per delegate, plus travel expenses
- \$90 - \$550 for pre-conference workshops are additional expenses per delegate

As the Conference is being held in Sydney, no accommodation expenses would be incurred.

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Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2022/2023	\$20,000
Expenditure to date	\$13,942
Outstanding Commitments ALGA Assembly (approximately)	\$8,900
Budget balance as at 3 April 2023 (approx. including outstanding commitments)	-\$2,842

Outstanding commitments relate to attendance at the 2023 National General Assembly of Local Government to be held in Canberra in June 2023. It is anticipated that the outstanding commitments will result in a deficit against the 2022/2023 budget and an adjustment will be made in the March 2023 Quarterly Review, with a transfer from the Councillor training budget.

DISCUSSION

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

Where relevant, after participating in 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.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The expenditure applicable will be provided for in the Adopted 2022/2023 Operational Plan, subsequent to the approval of a budgetary adjustment as part of the March 2023 Quarterly Review.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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4.3. CITY PLANNING

4.3.1. CP - Draft Local Approvals Policy - Caravan Parks - (95498, 124414)

Previous Item: 213, Ordinary (13 December 2022)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to advise Council of the outcome of public exhibition for the Draft Local Approvals Policy - Caravan Parks, and having considered submissions to make a recommendation to adopt the Policy with amendments.

EXECUTIVE SUMMARY

Council at its Ordinary Meeting on 13 December 2022 resolved to place the draft Local Approvals Policy - Caravan Parks on public exhibition.

The purpose of the Draft Local Approvals Policy is to:

1. Provide guidance to applicants requiring an approval under the *Local Government Act 1993* to:
 - a) Operate a caravan park or camping ground
 - b) Install a manufactured home, moveable dwelling or associated structure on land
2. Specify the criteria that Council staff will take into consideration in determining applications for approval under the *Local Government Act 1993*, and
3. Support existing and future caravan parks to become more resilient to the impacts of flooding by minimising:
 - a) Risk to life,
 - b) Economic losses,
 - c) Social impacts,
 - d) Impacts on downstream properties, and
 - e) Pollution of the natural environment, including waterways.

The Draft Local Approvals Policy is supplementary to Council's Flood Policy 2020, and supports Council's adopted framework for the re-establishment of caravan parks following recent flooding, which provides:

- A moratorium on enforcement action by Council relating only to lack of approval under Section 68 of the *Local Government Act 1993* to operate existing caravan parks, and

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- A timeframe in which:
 - To provide guidance for caravan park owners/operators and for individual site owners in respect to what can and cannot be done within the individual parks and on individual sites within these parks, and
 - To determine:
 - The development consent/permissibility history of the parks,
 - Whether the parks are being operated as outlined in any development consents,
 - Whether the parks are operating in accordance with the requirements of any existing Approvals to Operate, and
 - The appropriate planning pathway to regularise any parks operating outside of any development consents or Approvals to Operate.

The Draft Policy was exhibited between 25 January 2023 to 10 March 2023. In support of the exhibition an online information session was held for the owners/operators of caravan parks within the Local Government Area. During public exhibition, two submissions were received which are considered and discussed in this report.

Following consideration of the submissions, the Draft Local Approvals Policy - Caravan Parks has been amended and attached as Attachment 1 to this report, which includes changes to correct errors and remove ambiguities.

RECOMMENDATION

That Council:

1. Note the outcome of public exhibition of the Draft Local Approvals Policy - Caravan Parks.
2. Adopt the Draft Local Approvals Policy - Caravan Parks, attached as Attachment 1 to the report.

BACKGROUND

Approval for the establishment of a caravan park is required under the *Environmental Planning and Assessment Act 1979*. In addition, further approval under the *Local Government Act 1993* is required for the operation of a caravan park, and in certain circumstances the installation of structures on sites within a caravan park. These approvals, which are issued under Section 68 of the *Local Government Act 1993*, are time limited, usually five years, and therefore require periodic renewal.

Many of the caravan parks within the Hawkesbury Local Government Area were established from the 1960's and 1970's and operate under older development consents. Over time, the knowledge and understanding of flood risks, and the management of such risks, have improved. Consequently, existing caravan parks may have development that does not meet current best practice for the management of flood risks.

In these situations, risks to existing parks can be reduced by such actions as the gradual relocation of the most flood affected sites (if feasible), the enhancement of emergency response and community flood awareness, as well as through restricting the number and type of structures where warranted.

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The Draft Local Approvals Policy – Caravan Parks provides the mechanism to provide criteria for approving the operation of a caravan park or the placement of structures. In this way, the impacts of flooding can be minimised, and the resilience and sustainability of caravan parks improved.

The Draft Local Approvals Policy- Caravan Parks was presented to Council's Ordinary Meeting of 13 December 2022, where it was resolved that the Policy be exhibited for a period of no less than 42 days, and that the matter be reported to Council following exhibition if any submissions are received.

The Draft Local Approvals Policy is supplementary to Council's Flood Policy 2020, which provides controls to meet the objectives and requirements of Clause 5.21 – *Flood planning of Hawkesbury Local Environmental Plan 2012*, but does not apply to approvals under the *Local Government Act 1993*.

It also supports Councils adopted framework for the re-establishment of caravan parks following recent flooding in that it provides guidance for caravan park owners/operators, and for individual site owners in respect to the management of the individual parks and individual sites within these parks.

Relevant Legislation

Local Government Act 1993 and associated Regulations

Section 68 of the *Local Government Act 1993* requires approval for several activities, including to:

- Install a manufactured home, moveable dwelling or associated structure on land
- Operate a caravan park or camping ground.

The Act further stipulates the matters that are to be considered in determining an application for approval under Section 68:

- (a) *must not approve the application if the activity or the carrying out of the activity for which approval is sought would not comply with the requirements of any relevant regulation, and*
- (b) *must take into consideration any criteria in a local policy adopted under Part 3 by the council which are relevant to the subject-matter of the application, and*
- (c) *must take into consideration the principles of ecologically sustainable development.*

Chapter 7, Part 3 of the *Local Government Act 1993* provides the requirements for the preparation, format, content and notification of a Local Approvals Policy. In particular, a draft local approvals policy is to consist of three parts:

1. *Part 1 is to specify the circumstances (if any) in which (if the policy were to be adopted) a person would be exempt from the necessity to obtain a particular approval of the council.*
2. *Part 2 is to specify the criteria (if any) which (if the policy were to be adopted) the council must take into consideration in determining whether to give or refuse an approval of a particular kind.*
3. *Part 3 is to specify other matters relating to approvals.*

The Draft Local Approval Policy – Caravan Parks has been prepared in accordance with the *Local Government Act 1993* and associated regulations.

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DISCUSSION

During public exhibition of the Draft Local Approvals Policy - Caravan Parks, two submissions were received. These submissions are provided in Attachments 2 and 3 to this report.

The matters raised in the submissions and Council Officer's responses are detailed below:

Submission 1

Respondents Comment 1

... my family have owned the park since 1972. During this time we have endured many floods and have always has a flood evacuation plan to ensure our loss is minimal. We currently are licensed as a caravan park and part of that license is an evacuation plan in which we ensure our site holders suffer no loss. Vans are all moveable and removed to high ground (our land) when required. All outdoor items are also removed to either boats sheds or we open our personal machinery shed. We provide items to assist this process: trolleys, a tilting trailer and go jacks. Our site holders ensure all their items are on wheels for easy removal. (Our rules) The vans are not required to leave the property so many are not registered by are in good trailable condition. Due to our location our site holders are able to access the park in times of flood via Bells Line of Road even when Windsor Bridge and the ferries are out. We lost nothing in 3 floods. We ask consideration of not making a "Blanket Rule" for all caravan parks as we are all managed individually and feel it should be treated by these merits.

Council Officer Response

At present there are 17 caravan parks located within the Hawkesbury Local Government Area, 16 of which are located on flood liable land.

Whilst it is recognised that the operation and management of the caravan parks may differ, the fundamental constraints that may limit how the properties are used as caravan parks are the same. In this respect, all 16 flood liable caravan parks are located on the banks of the Hawkesbury River, within a high hazard (Hazard Category 6) and within a floodway.

The Draft Local Approvals Policy – Caravan Parks needs to support all caravan parks. Each criteria provided within the Policy is a means by which the purpose of the Policy can be achieved. Where it is considered that the objective of a criterion can be met in a different way, it is considered reasonable to include flexibility within the Policy.

In this regard it is proposed that:

Criteria 5 of the Draft Policy states:

In the case of a caravan park that is situated on flood liable land, the wheels, axles and/or draw bars of all moveable dwellings permanently located within the caravan must remain installed and must be in proper working order. Draw bars are to be perpendicular to and facing an internal road to facilitate the removal of moveable dwelling in a flood event.

This criteria encourages the relocation of vans to higher land during flood events. In some circumstances this may require removal from a property, or it could involve relocation within the property. This condition does not prevent the Respondent's current practice of relocating vans within their caravan park.

However, if a caravan park does not have a suitable area on site for flood storage, then all vans would have to be registered and in proper working order at all times to be able to be lawfully moved to safety via the road network.

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Criteria 9 of the Draft Policy states:

Whitegoods, furniture and all loose items (e.g. shade sales/canopies, umbrellas, fire pits, bar-b-ques and other belongings) must be stored within caravans upon departure or removed when the site is not being occupied.

The purpose of this Condition is to:

- Prevent caravan park sites being used as storage areas, accumulating excess possessions and having these items loose to be swept away during a flood, as the loss of possessions in this manner contributes to the pollution and damage of downstream properties, natural areas and waterways, and introduces navigational hazards within waterways.
- Prevent outdoor items within caravan parks adversely impacting on the visual amenity of a locality, especially when viewed from public places such as the River.

It is considered reasonable to allow caravan park operators to demonstrate alternative ways in which to minimise the accumulation of possessions on sites and prevent the loss and damage of these possessions during a flood event.

In this regard, it is proposed to amend Criteria 9 of the Draft Policy to read:

Whitegoods, furniture and all loose items (e.g. shade sales/canopies, umbrellas, fire pits, bar-b-ques and other belongings) must be stored within caravans upon departure or removed when the site is not being occupied.

Alternatively, a caravan park operator/manager must demonstrate, to the satisfaction of Council Officers, that whitegoods, furniture and all loose items can be adequately secured or stored away prior to the impacts of flood waters during a flood event and that any external storage of items cannot be viewed from a public place, including when viewed from the River.

Submission 2

General

Respondents Comment 2

"... the "Draft Local Approvals Policy – Caravan Park" (Draft Policy), largely reiterates the existing requirements and provisions of existing legislation and statutory requirements. In this respect, the Draft Policy is largely unnecessary, but we accept that Council can choose to incorporate such provisions into a Local Approval Policy if it so wishes,"

Council Officer Response

Clause 158 of the *Local Government Act 1993* requires that a local approvals policy specifies the circumstances in which a person is not required to obtain a particular approval from the Council, and the criteria which the Council must consider when determining whether or not to grant approval to a particular activity. This includes the requirements under the relevant legislation.

In addition, having all the requirements in one document assists all stakeholders in being aware, understanding and meeting all criteria.

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Respondents Comment 3

"...concerned that the Draft Policy introduces new 'one size fits all' criteria, which do not, if strictly applied, allow flexibility to recognise and accommodate the differing locational, operational and pre-existing approval characteristics of the many different caravan parks within the local government area."

Council Officer Response

This matter has been addressed in the response to the matters raised in Submission 1.

Respondents Comment 4

"It does not allow for the implementation of existing development consents (including DA0769/15 (court issued) and its conditions of consent) or any site-specific assessment framework to be considered."

Council Officer Response

This matter is addressed in detail in the response to the individual criteria discussed below.

Respondents Comment 5

"Given there are a number of caravan parks along the Hawkesbury River, which spans over a number of different local government areas, one consistent approach and set of guidelines should ideally be adopted, rather than having a series of inconsistent requirements applying to the same waterbody."

The Respondent provided the following example having reviewed the Hills Shire Council Factsheet titled "Application Requirements for Caravan Installation":

"...prior approval of Council is required for the installation of an Associated Structure on an approved dwelling site (that is a designated site in accordance with a Development Approval) in a caravan park within this Shire because the parks are located on flood liable land."

Council Officer Response

This requirement of the Hills Shire Council is consistent with Hawkesbury City Council's Draft Local Approvals Policy, in that approval from Council for Associated Structures is required. However, the Hills Shire Council does not have an approvals policy in relation to caravan parks providing the circumstances for approval or otherwise. They may well not approve certain structures based on the flood liability of land. In the case of Hawkesbury's Draft Local Approvals Policy, Council has identified that certain types of Associated Structures are not appropriate on land subject to flooding resulting from events up to and including the 1 in 100 year flood event.

Specific Criteria

Criteria 3 of the Policy requires the submission of a Flood Evacuation Plan for all caravan parks located on flood liable land.

Respondents Comment 6

The Respondent states:

"...in accordance with Deferred Commencement Condition "B" of DA0769/15, a FERP (Flood Evacuation Response Plan) has been prepared by all experts involved in the LEC (Land and

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Environment Court) *determination (including Council's expert). The plan is currently being updated to include details of the flood warning infrastructure to satisfy the deferred consent condition.*

It should be noted that the FERP prepared is much more detailed and thorough when compared to the FERP template provided as part of the Draft Policy documentation.

Council Officer Response

The Draft Policy requires the submission of an evacuation plan. Council has provided the flood evacuation plan template developed by Infrastructure NSW and NSW State Emergency Services to caravan park owners/operators when Council invited caravan park owners/operators to attend an information session on the Draft Policy. It was included for information purposes as it had recently been developed specifically for caravan parks within the Hawkesbury Nepean Valley and provided the level of detail required for an evacuation plan to be effective. The Draft Policy does not mandate its use. Any evacuation plan of the same standard or higher will be accepted.

Criteria 5 of the Policy requires that:

In the case of a caravan park that is situated on flood liable land, the wheels, axles and/or drawbars of all moveable dwellings permanently located within the caravan park must remain installed and must be in proper working order. Draw bars are to be perpendicular to and facing an internal road to facilitate the removal of moveable dwelling in a flood event.

Respondents Comment 7

"As currently drafted, this requirement applies to all "moveable dwellings" as defined by the policy, which includes both "caravans" and "manufactured dwellings". HRR (Hawkesbury Riverside Retreat) currently comprises a mix of structures, including "caravans", "manufactured homes" and more permanent buildings such as holiday cabins.

It is acknowledged that this provision is appropriate for caravans, given they are motorized structures, which have wheels and can easily be moved, if required.

We do not, however, believe that this provision is appropriate for "manufactured homes" or "holiday cabins."

Council Officer Response

It is agreed that this criteria is only relevant to caravans and similar vans or portable devices. In this regard, Criteria 5 has been amended to read:

In the case of a caravan park that is situated on flood liable land, the wheels, axles and/or drawbars of all caravans, other vans or other towable devices on wheels that are permanently located within the caravan park must remain installed and must be in proper working order. Draw bars are to be perpendicular to and facing an internal road to facilitate the removal of moveable dwelling in a flood event.

Criteria 7 of the Policy states:

Relocatable homes will only be considered on flood liable land where the land level is at or above the flood planning level (1 in 100 year flood level). Undercroft areas cannot exceed 1m above existing ground level.

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Respondents Comment 8

“As outlined in Section 3, the site is subject to strict conditions of consent from the recently approved DA0769/15.

Condition 82 states that - any permanent habitable structures (which don't already have an approval) shall maintain a minimum floor level above the 5% AEP flood level. All permanent structures below the 1% AEP flood level shall be designed to withstand the full range of flood induced forces. No temporary structures are permitted below the 1% AEP flood level without the approval of Council.

This condition is not consistent with the requirement outlined in the Policy, which requires manufactured homes to be located above the 1 in 100 year flood level.

It is not appropriate to include a provision which is capable of contradicting a condition of consent, which has been applied to the Caravan Park as a result of a 7-year rigorous assessment period.

Whilst there may be some general rationale behind the Draft Policy provision in certain circumstances, the conditions of Consent DA0769/15, as described above, are quite onerous and have been designed to ensure flood and general safety and amenity for occupiers of the caravan park based on its specific circumstances. This therefore provides justification for why the 'one size fits all' provision of the Draft Policy should not be applied in all circumstances, and particularly not to the Caravan Park.

It is therefore recommended to amend this provision to allow for flexibility based on the specific circumstances of each caravan park in the LGA. This is required to ensure there are no inconsistencies between future policy requirements and lawfully operating consents.”

Council Officer Response

Approval for the establishment of a caravan park, including the number and location of sites within the park, is required under the *Environmental Planning and Assessment Act 1979*.

Chapter 3 Part 9, Clause 131 – *Caravan Parks* of *State Environmental Planning Policy (Housing) 2021* stipulates that separate development consent is not required for the installation or placement of a moveable dwelling on land on which development for the purposes of a caravan park is being lawfully carried out.

However, further approval under the *Local Government Act 1993* is required.

Approval for the operation of a caravan park, and in certain circumstances the installation of structures on sites within a caravan park are required under Section 68 of the *Local Government Act 1993*, and are time limited, usually five years, and therefore require periodic renewal.

In general, approval under Section 68 of the *Local Government Act, 1993* is not required to place a caravan on a site within a caravan park, whether the land is flood liable or not.

However, the installation of a relocatable home, rigid annexe or associated structure on flood liable land requires the approval of Council under Section 68 of the Act.

Condition 3 – *Caravan Park – Limitation of Consent* of Development Consent DA0769/22 states:

“This consent is limited to the operation of a caravan park and the establishment of short-term sites on the land and one long term site. This consent does not authorise existing structures within the caravan sites, bank stabilisation works, boat ramps or jetties.”

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In addition, Condition 82 of the Consent states:

“Any permanent habitable structures shall maintain a minimum floor level above the 5% AEP flood level except for those permanent habitable structures existing as at the date of granting of this development consent that have floor level below the 5% AEP flood level and are the subject of and authorised by:

- *a development consent that is in force and was granted before the date of granting of this development consent; or*
- *a building approval granted under the Local Government Act 1993 or the Local Government Act 1919; or*
- *an approval granted under Part 1 of Chapter 7 of the Local Government Act 1993 to install a moveable dwelling or associated structure on the land... ..*

The submission has mistakenly interpreted Condition 82 as providing a minimum floor level for structures that do not currently have approval. However, this condition is establishing a minimum floor level for future permanent structures, whilst excluding existing structures that have had a previous approval from having to comply with this requirement. In addition, Condition 3 of DA0769/15 specifically states that the Development Consent does not approve any existing structures that are currently located on a site within the caravan park.

As previously identified in this submission, the current existing structures that are on site include caravans, manufactured homes and holiday cabins.

Manufactured homes are a type of ‘relocatable home’ and therefore need approval under Section 68 of the Local Government Act 1993 to be placed on a site within a caravan park.

Section 68 Approvals are time limited. Past Section 68 Approvals issued by Council have been limited to five years and expire after this period. In this respect, it is expected that any ‘relocatable dwellings’ located on flood liable land will need to be removed when the current approval expires or if they currently do not have an approval.

Holiday cabins, in general, are dwellings that are constructed on site and are not ‘relocatable’. These types of buildings would require development consent.

However, Council’s Flood Policy 2020 identifies that residential and tourist development is incompatible with Flood Hazard Category H6 and land within a Floodway. The sites within this caravan park are within a Floodway with a Hazard Category H6, and therefore future holiday cabins are unlikely to be supported.

Having regard to the above, only holiday cabins with previous development consent (DA) or building approval (BA) can remain on site under Condition 82 of the Consent. This is not inconsistent with the draft Policy, which is only relevant to approvals under Section 68 the *Local Government Act 1993*, and not approvals, such as development consent, under the *Environmental Planning and Assessment Act 1979*.

Given the above, it is considered that the Draft Policy is not inconsistent with Development Consent DA0769/15.

COMMUNITY ENGAGEMENT

Community engagement/consultation was undertaken in accordance with Council’s Community Participation Plan 2012 and the *Local Government Act 1993*, which requires the exhibition of the draft Policy for 28 days. In addition to the stipulated exhibition period, the *Local Government Act 1993*

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requires a period of not less than 42 days after the date on which the draft policy is placed on exhibition during which submissions may be made.

In this regard the Draft Local Approvals Policy - Caravan Parks was exhibited for the period 25 January 2023 to 10 March 2023.

Arrangements for public notification included:

- Public Notices in the Gazette on 25 January 2023, 8 February 2023, 22 February 2023 and 1 March 2023
- Exhibition documentation provided on Your Hawkesbury Your Say from 25 January 2023
- Details and links on Hawkesbury City Council website
- Social Media releases
- Online information session for caravan park owners/operators held 23 February 2023. An invitation was sent to caravan park owners and operators on 25 January 2023 to attend the online session. A total of five park operators attended the information session.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.

FINANCIAL IMPACT

The matters raised in this report have indirect financial implications. Expenditure in the form of resources will be incurred in association with these matters.

ATTACHMENTS

- AT - 1 Draft Local Approvals Policy - Caravan Parks - *(Distributed under separate cover)*.
- AT - 2 Submission 1.
- AT - 3 Submission 2.

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AT - 2 Submission 1

From: Your Hawkesbury Your Say <notifications@engagementhq.com>
Sent: Wednesday, March 1, 2023 8:49 AM
Subject: Anonymous User completed Submission - Draft Local Approvals Policy – Caravan Parks

Anonymous User just submitted the survey Submission - Draft Local Approvals Policy – Caravan Parks with the responses below.

Full Name

██████████

Email Address

████████████████████

Submission

I participated in the zoom meeting 23rd Feb regarding the Draft council Policy for Caravan Parks. I manage ██████████ at Lower Portland, my family have owned the park since 1972. During this time we have endured many floods and have always had a flood evacuation plan to ensure our loss is minimal. We currently are licensed as a caravan park and part of that license is an evacuation plan in which we ensure our site holders suffer no loss. Vans are all moveable and removed to high ground (our land) when required. All outdoor items are also removed to either boat sheds or we open our personal machinery shed. We provide items to assist this process: trolleys, a tilting trailer and go jacks. Our site holders ensure all their items are on wheels for easy removal. (Our rules) The vans are not required to leave the property so many are not registered but are in good trailable condition. Due to our location our site holders are able to access the park in times of flood via Bells Line of Road even when Windsor Bridge and the ferries are out. We lost nothing in 3 floods. We ask consideration of not making a "Blanket Rule" for all caravan parks as we are all managed individually and feel it should be treated by these merits.

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AT - 3 Submission 2



█ Consulting

24 March 2023

General Manager
Hawkesbury City Council
PO Box 146
Windsor NSW 2756
council@hawkesbury.nsw.nsw.gov.au

Attention: Andrew Kearns

RE: PUBLIC EXHIBITION – DRAFT LOCAL APPROVALS POLICY – CARAVAN PARKS

█ Consulting represents the █ an existing caravan park located at █ Lower Portland. This submission has been prepared on behalf of █, in response to Council's "Draft Local Approvals Policy – Caravan Park", which is currently on public exhibition.

1. Summary of Submission

As outlined in this submission, the "Draft Local Approvals Policy – Caravan Park" (Draft Policy), largely reiterates the existing requirements and provisions of existing legislation and statutory requirements. In this respect, the Draft Policy is largely unnecessary, but we accept that Council can chose to incorporate such provisions into a Local Approval Policy if it so wishes.

We are, however, concerned that the Draft Policy introduces new 'one size fits all' criteria, which do not, if strictly applied, allow flexibility to recognise and accommodate the differing locational, operational and pre-existing approval characteristics of the many different caravan parks within the local government area.

As outlined in this submission, █ is unique given its extensive historical approvals history, with consents for structures dating back to 1967. More recently, █ was subject to development consent DA █ which regularised the site's overall approval to be used as a caravan park. This Development Application (DA) was approved by the Land and Environment Court (LEC) on 14 July 2022.

Council and the LEC undertook a rigorous and thorough assessment process leading to this consent, which spanned over a 7-year period. This is evident by the number of stringent conditions of consent placed on the determination. These conditions were informed by a risk management approach and expert advice obtained during LEC process (from both Council's flood expert, █ and also █ which specifically relate to █ unique topography and existing structures. The end result was a 'fit for purpose' Flood Emergency Response Plan (FERP) that was agreed by all experts (including Council) and approved by the LEC. The Draft Policy does not allow for this detailed work to be implemented.

It is only fair and reasonable that any future approvals to operate and to install structures should be consistent with a (Court approved) development consent that was based on such detailed and forensic examination.

As outlined in this submission, the Policy as currently drafted, is inconsistent with several of DA0 █ conditions of consent, specifically:



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Table 1: Summary of Inconsistencies

#	Policy Criteria	Inconsistency
Approval to Operate a caravan park or camping ground		
5.2.2.2 (1)	Enclosed associated structures/rigid annexes are not to be erected on flood liable land (defined as being the PMF).	Inconsistent with Condition 83 of DA0 [REDACTED] which only restricts temporary structures below the 1 % AEP flood level. The PMF would apply to the whole [REDACTED] site.
5.2.2.2 (5)	Wheels, axles and/or draw bars of all moveable dwellings (on flood liable land) must remain installed and must be in proper working order.	This applies to moveable dwellings such as “manufactured homes” to have working wheels/axles/draw bars. [REDACTED] has many “manufactured homes” approved and installed on the site. These “manufactured homes” are more permanent structures, which do not necessarily have wheels/axles/draw bars. This criterion, therefore, has the potential to impact the site’s existing structures.
Approval to install a manufactured home, moveable dwelling or associated structure on land		
5.2.2.2 (2)	Relocatable homes on flood liable land to be located at or above 1 in 100-year flood level	Inconsistent with Condition 82 of DA0 [REDACTED] which requires existing unapproved habitable structures to have a minimum floor level above the 5% AEP floor level.

Additionally, The Hills Council is located opposite the site, on the eastern side of the Hawkesbury River. The Hills Council does not have any endorsed Policies, rather they have a factsheet outlining a number of flexible guidelines in relation to caravan parks. There is no logic that one side of the river (The Hills) has flexible guidelines, whilst the other side (Hawkesbury) has a strict set of provisions. Council should, therefore, work collaboratively with neighbouring Councils to ensure all caravan parks along the river are assessed against a standardised, consistent set of flexible guidelines.

We therefore request that the Policy is amended to allow for a risk management framework to be used rather than a ‘one size fits all’ criteria. In the case of [REDACTED], a flood risk management framework would require flood risks to be managed in accordance with DA0 [REDACTED] conditions of consent and the FERP. Additionally, the Policy should be amended to allow flexibility in its implementation, to ensure it does not impact [REDACTED] existing approvals and the operation and application of other legal instruments and determinations.

We elaborate on these points in the below submission.

2. The Site

The subject site is located at [REDACTED], Lower Portland and is legally described as Lot [REDACTED] DP [REDACTED] (refer to *Figure 1*).



Figure 1: The site, highlighted in yellow (Source: SixMaps)

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The site has been operating as a caravan park since the late 1960s and is divided into a total of 72 individual dwelling sites, mainly around the site's river frontage. Most of these dwelling sites contain a range of different structures, mainly moveable dwellings such as caravans but also other structures such as manufactured homes and holiday cabins, whilst others are vacant. A manager's residence, various storage sheds and a stone heritage cottage are located on the remainder of the site.

3. Recent Approval History

█ has been operating for holiday accommodation since approximately the 1960s. As the █ it has grown and expanded, numerous development consents and approvals have been issued for additional structures such as caravan sites and holiday cabins.

On 2 December 2015, a DA (DA █) was lodged to regularise the use of the site as a caravan park due to a hitherto unrecognised anomaly in the approval status of the site. The application was subsequently determined by the Land and Environment Court (LEC) on 14 July 2022, for the use of the site as a caravan park, with 71 of its lots as "short term sites" and 1 lot as a "long term site".

During this 7-year period, the application was subject to a rigorous assessment process. This is evident by the number of stringent conditions of consent placed on the determination, which were informed and drafted by flood specialists during the LEC process, including Council's expert, █ and also █. The conditions of consent require the following:

- Deferred Commencement Condition B – the preparation of a flood emergency response plan. As outlined in the conditions of consent, this plan requires significant infrastructure to be installed in the park, including but not limited to the flood level monitoring devices such as gauge boards and water level sensors, ancillary physical structures, power supply, backup power, visible and audible warning systems throughout the park.
- Condition 15E Flood Risk – the preparation and implementation of a flood warning system by a qualified engineer.
- Condition 81 – the flood emergency response plan is to be maintained in perpetuity. The required flood warning system shall be tested every 6-months and followed by any recent flood events.
- Condition 82 – any permanent habitable structures (which don't already have an approval) shall maintain a minimum floor level above the 5% AEP flood level. All permanent structures below the 1% AEP flood level shall be designed to withstand the full range of flood induced forces. No temporary structures are permitted below the 1 % AEP flood level without the approval of Council.
- Condition 83 – no loose material capable of being washed away by a flood is kept or stored below the 1% AEP flood level.

As outlined below, many of the requirements of Council's Draft Policy are inconsistent with DA █, which will ultimately cause confusion in the application of the Policy and the implementation of the conditions of consent.

As part that assessment, and despite the application not seeking an approval to operate under Section 68 of the Local Government Act in conjunction with the development application, Council required sufficient information to be submitted to demonstrate the capability of the caravan park to comply with the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation*. It is only fair and reasonable that any future approvals to operate and to install structures should be consistent with a (Court approved) development consent that was based on such detailed and forensic examination.

4. Criteria of Policy

The table below summarises and provides a response to relevant criteria of the policy.

The Draft Policy, as currently drafted, provides a generic and strict set of provisions to be applied to all caravan parks within the local government area. It does not allow for the implementation of existing

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development consents (including DA0 [redacted] and its conditions of consent) or any a site-specific assessment framework to be considered.

Table 2: Response to criteria of policy

5.2.2.1 Approval to Operate a caravan park or camping ground	
Policy Criteria	Comment
(1) The caravan park must comply with the Local Government (Manufacture Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.	Noted, this is a standard requirement under existing legislation. [redacted] will comply with this requirement, with any future "approval to operate" application.
(2) All moveable dwellings, annexes and associated structures must have a current approval (where applicable).	Noted, most dwelling sites have approvals for their existing structures. Individual owners will seek applicable approvals for any currently unauthorised or new structures.
(3) A Flood Evacuation Plan is to be submitted to Hawkesbury City Council for any caravan parks located on flood liable land.	Noted, in accordance with Deferred Commencement Condition "B" of DA [redacted] a FERP has been prepared by all experts involved in the LEC determination (including Council's expert). The plan is currently being updated to include details of the flood warning infrastructure to satisfy the deferred consent condition. It should be noted that the FERP prepared is much more detailed and thorough when compared to the FERP template provided as part of the Draft Policy documentation.
(4) A Bushfire Evacuation Plan is to be submitted to Hawkesbury City Council.	Noted, with any future "approval to operate application" a Bushfire Evacuation Plan will be prepared.
(5) In the case of a caravan park that is situated on flood liable land, the wheels, axles and/or draw bars of all moveable dwellings permanently located within the caravan park must remain installed and must be in proper working order. Draw bars are to be perpendicular to and facing and internal road to facilitate the removal of moveable dwelling in a flood event.	As currently drafted, this requirement applies to all "moveable dwellings" as defined by the policy, which includes both "caravans" and "manufactured dwellings". [redacted] currently comprises a mix of structures, including "caravans", "manufactured homes" and more permanent buildings such as holiday cabins. It is acknowledged that this provision is appropriate for caravans, given they are motorised structures, which have wheels and can easily be moved, if required. We do not, however, believe that this provision is appropriate for "manufactured homes" or "holiday cabins", given these are more permanent structures, which do not include any wheels, axles or draw bars (refer to Figure 2 and Figure 3). We therefore request that the wording of this provision be amended to only apply to structures which are genuinely "moveable", limited to only "caravans".

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Figure 2: Manufactured dwelling on Lot 27



Figure 3: Manufactured dwelling on Lot 37

This requirement, as currently drafted, is of significant concern as it will be near impossible for [REDACTED] to obtain an approval to operate a caravan park. [REDACTED] has already spent a considerable amount of money implementing DA [REDACTED] conditions of consent. It is therefore considered unfair that additional provisions are now being recommended after [REDACTED] has undertaken significant effort to comply with the current policy settings and consent conditions.

5.2.2.2 Approval to install a manufactured home, moveable dwelling or associated structure on land

Policy Criteria	Comment
(1) Relocatable homes will only be considered on flood liable land where the land level is at or above the flood planning level (1 in 100 year flood level). Undercroft areas cannot exceed 1m above existing ground level.	As outlined in Section 3, the site is subject to strict conditions of consent from the recently approved DA [REDACTED] Condition 82 states that – any permanent habitable structures (which don't already have an approval) shall maintain a minimum floor level above the 5% AEP flood level. All permanent structures below the 1% AEP flood level shall be designed to withstand the full range of flood induced forces. No temporary structures are permitted below the 1 % AEP flood level without the approval of

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	<p>Council.</p> <p>This condition is not consistent with the requirement outlined in the Policy, which requires manufactured homes to be located above the 1 in 100-year flood level.</p> <p>It is not appropriate to include a provision which is capable of contradicting a condition of consent, which has been applied to [REDACTED] as a result of a 7-year rigorous assessment period.</p> <p>Whilst there may be some general rationale behind the Draft Policy provision in certain circumstances, the conditions of Consent DA0 [REDACTED], as described above, are quite onerous and have been designed to ensure flood and general safety and amenity for occupiers of the caravan park based on its specific circumstances. This therefore provides justification for why the 'one size fits all' provision of the Draft Policy should not be applied in all circumstances, and particularly not to the [REDACTED]</p> <p>It is therefore recommended to amend this provision to allow for flexibility based on the specific circumstances of each caravan park in the LGA. This is required to ensure there are no inconsistencies between future policy requirements and lawfully operating consents.</p>
<p>(2) Enclosed associated structures (such as sheds and garages) and rigid annexes are not to be erected on a site in a caravan park that is situated on flood liable land.</p>	<p>The criteria applies to "flood liable land", which is defined by the policy as being "susceptible to flooding by the Probably Maximum Flood (PMF) event".</p> <p>As outlined in Section 3, the site is subject to strict conditions of consent from the recently approved DA0 [REDACTED].</p> <p>Conditions 82 and 83 contemplate structures, in the specified circumstances below the PMF level.</p> <p>The proposed criteria is therefore inconsistent with Conditions 82 and 83 of DA [REDACTED].</p> <p>For the same reasons as described in relation to paragraph (2) above, it is therefore recommended to amend this provision to allow for a degree of flexibility.</p>
<p>(3) Flexible annexes associated with holiday vans are required to be removed and stored within the caravan with the caravan is not being occupied.</p>	<p>Noted, this is an operational matter which will be enforced, when seeking approval for any new structures which do not currently have any existing approvals.</p>
<p>(4) Whitegoods, furniture and all loose items (e.g. shade sales/canopies, umbrellas, fire pits, bar-b-ques and other belongings) must be stored within caravans upon departure or removed when the site is not being occupied.</p>	<p>Noted, this is an operational matter which will be enforced, when seeking approval for any new structures which do not currently have any existing approvals.</p>

5. Consistency with Other Councils

In addition to the inconsistencies outline in Section 4, the Draft Policy is also inconsistent with The Hills

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Council's requirements for caravan parks.

The Hills Council is located opposite the site, on the eastern side of the Hawkesbury River. The Hills Council does not have any endorsed Policies in relation to caravan parks. It does, however, have a factsheet titled "Application Requirements for Caravan Installation" Factsheet, which outlines a number of requirements for the installation and approval of caravan parks and its structures.

As outlined in the table below, The Hills Council has flexible guidelines in relation to the installation of associated structures such as sheds and only requires wheels/axles for caravan, rather than manufactured homes.

Table 3: Comparison with Other Council Policies

Council	The Hills Factsheet	Hawkesbury Draft Policy
The Hills Council	Installation of associated structures	
	Factsheet Requirement - prior approval of Council is required for the installation of an Associated Structure on an approved dwelling site (that is a designated site in accordance with a Development Approval) in a caravan park within this Shire because the parks are located on flood liable land.	Draft Policy Requirement - enclosed associated structures (such as sheds and garages) and rigid annexes are not to be erected on a site in a caravan park that is situated on flood liable land.
	Requirements of wheels and axles	
	Factsheet Requirement - wheels, axles and tow bar of <u>caravans only</u> must not be removed but must be maintained in proper working order.	Draft Policy Requirement - wheels, axles and/or draw bars of all moveable dwellings (which includes <u>both caravans and manufactured homes</u>) must remain installed and must be in proper working order.

Given there are a number of caravan parks along the Hawkesbury River, which spans over a number of different local government areas, one consistent approach and set of guidelines should ideally be adopted, rather than having a series of inconsistent requirements applying to the same waterbody.

Council should, therefore, work collaboratively with neighbouring Councils to ensure all caravan parks along the river are assessed against a standardised, consistent set of guidelines. However, this does not detract from our previous recommendation that any such guidance documents/Policies should allow for flexibility in their future application to ensure consistency with existing approvals for sites.

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Thank you for the opportunity to comment on Council's "Draft Local Approvals Policy – Caravan Park". We trust that this submission assists in the finalisation of the policy to ensure a consistent and equitable outcome for all caravan parks is achieved within the local government area and along the Hawkesbury River generally.

Should you require any further information on this submission, please do not hesitate to contact the undersigned on ([REDACTED])

Yours sincerely



[REDACTED]
Executive Director

oooO END OF REPORT Oooo

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Meeting Date: 18 April 2023

4.3.2. CP - Draft Environmental Sustainability Strategy - (124414, 95498)

Previous Item: 4.3.1, Ordinary (14 March 2023)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to present the Draft Environmental Sustainability Strategy to Council for endorsement to place on public exhibition.

EXECUTIVE SUMMARY

This report provides an overview of the Draft Environmental Sustainability Strategy, and an outline of the consultation and community engagement undertaken to develop the Draft Strategy.

The Draft Strategy outlines a plan to guide Council and the Hawkesbury community's capacity for living more sustainably, and protecting the natural and built environment of the region.

It consolidates existing knowledge, actions, and directions, providing a long-term foundation for progressing the sustainability of the Hawkesbury Local Government Area whilst aligning with the United Nations Sustainable Development Goals.

The implementation of this Draft Strategy will be guided by the principles of Caring for Country, the Statement from the Next Generation, and our community's desire to see a sustainable Hawkesbury.

The Draft Strategy will assist to deliver a more sustainable Hawkesbury where:

- Our programs, projects, and works will not compromise the ability of future generations to meet their needs, and
- The environmental, economic, and social implications of our work will be considered with everything we do.

A more sustainable Hawkesbury will be achieved through collaboration and coordination across Council, and stakeholders, including residents, businesses and state government agencies.

The Draft Strategy was previously considered by Council in March 2023 and has since been amended to reflect further Councillor feedback and input.

RECOMMENDATION

That Council:

1. Endorse the Draft Environmental Sustainability Strategy, included as Attachment 1 to this report, for the purpose of public exhibition for a period of at least 28 days.
 2. Report the matter back to Council following public exhibition.
-

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BACKGROUND

The Hawkesbury's diverse environment is a key part of our identity and it is incumbent on Council, together with the community to take responsibility to protect and preserve it for the future generations.

The Draft Environmental Sustainability Strategy was prepared to consolidate existing knowledge, actions, and directions, and to provide a long-term foundation for progressing the sustainability of the Hawkesbury Local Government Area.

Additionally, developing the Draft Strategy supports Action 10.5 of Hawkesbury's Local Strategic Planning Statement 2040 to 'Prepare and implement the Hawkesbury Sustainability Strategy'.

Council engaged consultants (Mosaic Insights) to develop an Environmental Sustainability Strategy that will:

- Be an overarching umbrella document, identifying how Council will protect, maintain, and enhance the local area whilst also preparing for the projected impacts of climate change.
- Drive change and build capacity within Council and at all levels of the community to live more sustainably and 'in harmony with our history and environment' (Hawkesbury CSP 2022-2042).
- Align actions to the UN Sustainable Development Goals, which are also referenced in the adopted Net Zero Emissions Strategy and Water Efficiency Strategy.
- Be a ten-year plan with a four-year review cycle to ensure that Strategy actions are included within future Community Strategic Plan, Delivery and Operational Plans.

Council's Environmental Sustainability staff along with Council's consultants have undertaken a number of engagement sessions with relevant stakeholder groups within our community. The feedback obtained from the various engagement sessions has informed the development and content of the draft Strategy. The preparation of the Draft Strategy included a Councillor workshop session on 26 July 2022, the input from which, and comments received following the workshop have been incorporated into the draft Strategy.

The Draft Environmental Sustainability Strategy was presented to Council's Ordinary Meeting on 14 March 2023, where Council resolved:

That Council defer this matter to the next Council Meeting after seeking amendments to the Draft Environmental Sustainability Strategy.

Further input was sought, and amendments have been made to the Draft Strategy in response. Amendments made to the Draft Strategy are summarised below:

- Amendments to avoid confusion over the term 'biodiversity'
- Amendments and additions to strategic actions within the sub-themes
- Amendments to Theme 1, The Natural Environment, including revision of existing sub-themes into 'Land' and 'Water' sub-themes
- Aboriginal Natural and Cultural Heritage included as an overarching and guiding principle to the draft Strategy
- Amendments to Theme 2, The Built Environment, relating to Urban Heat

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- Amendments to Theme 3, Sustainable Living, including sub-theme title changes and inclusion of an additional sub-theme on Sustainable Food Production
- Clarification of draft Strategy linkage to the Sustainable Development Goals.

The amended Draft Strategy can be viewed as Attachment 1 to this report.

Location Plan

The draft Environmental Sustainability Strategy when adopted will relate to the whole Hawkesbury Local Government Area.

Relevant Legislation

Local Government Act 1993

The Guiding Principles for Councils within the Local Government Act 1993, Chapter 3, Section 8A, states that Councils are obliged to consider the long term and cumulative effects of actions on future generations and that they should consider the principles of ecologically sustainable development.

DISCUSSION

Draft Environmental Sustainability Strategy

The purpose of the Draft Environmental Sustainability Strategy is *to provide a framework for collaborative action and direct change toward living more sustainably and "in harmony with our history and environment"* (Community Strategic Plan vision).

The Draft Strategy is a ten-year plan with its actions to be a key consideration in future budget processes. The draft Strategy is purposefully high-level to be adaptable and flexible in the context of rapidly changing state and federal policy.

The Draft Strategy outlines the challenges, opportunities and desired future state for Council and the community, and highlights how it aligns with key Global, Federal, State, Regional and Local directions.

In developing the Draft Strategy, existing knowledge and directions have been consolidated and will guide future actions and community partnerships to protect, maintain and enhance the environmental sustainability of the Hawkesbury Local Government Area.

The Draft Strategy consists of three core themes and ten sub-themes, as shown below:

- The Natural Environment:
 - Land
 - Water.
- The Built Environment:
 - Open Space and Connectivity
 - Urban Greening
 - Urban Cooling

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- Sustainable and Active Transport.
- Sustainable Living:
 - Energy Use
 - Water Use
 - Waste Minimisation and Resource Recovery
 - Sustainable Food Production.

The Draft Strategy themes will guide our progress towards the draft Strategy's purpose and the alignment with the United Nations Sustainable Development Goals.

The three core themes and ten sub-themes are supported by a plan of strategic actions. The strategic actions have a focus on motivating change and building capacity and have been developed to progress the community's vision and to ensure a more sustainable Hawkesbury. Progress against the strategic actions will be achieved through collaboration and coordination across Council, and stakeholders, including residents, businesses and state government agencies.

Strategy Development

Figure 1 below provides an outline of the steps involved in the development of the Draft Strategy, noting that, subject to Councillors further consideration, the development of the Draft Strategy is currently at Step 4: Draft Strategy and Public Exhibition.

HOW DID WE DEVELOP THIS STRATEGY

The approach for developing the Strategy is outlined in Figure 2 below.

STEP 1: Research and document review

This stage involved a comprehensive review of existing Council strategies and plans as well as key reference documents

STEP 2: Establishment of planning context

Internal engagement across Council was undertaken to ensure the planning and implementation content is well understood and defined

STEP 3: Initial engagement

Engagement of youth (Youth Forum and follow up survey), Aboriginal community (survey), community and business representatives and internal engagement

STEP 4: Public exhibition of draft strategy

Broader public engagement to seek input and feedback on the Draft Environmental Sustainability Strategy

STEP 5: Final strategy

Based on community feedback, the strategy will be finalised and presented to Council for adoption

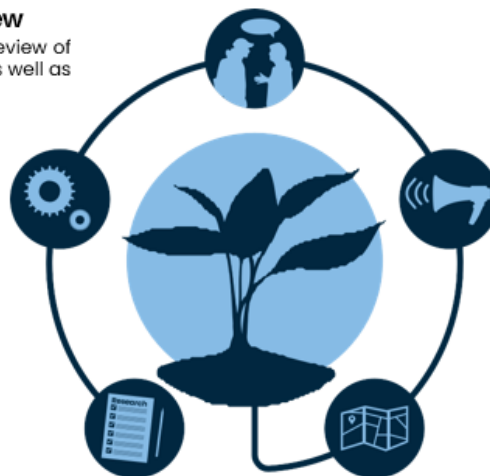


Figure 1: Steps of Development Environmental Sustainability Strategy

During the development of the Strategy, five key areas for capacity building within Council and the Community were identified. Each of the Strategy actions align with one or more of these elements. The capacity building elements are outlined in the figure 2 below:

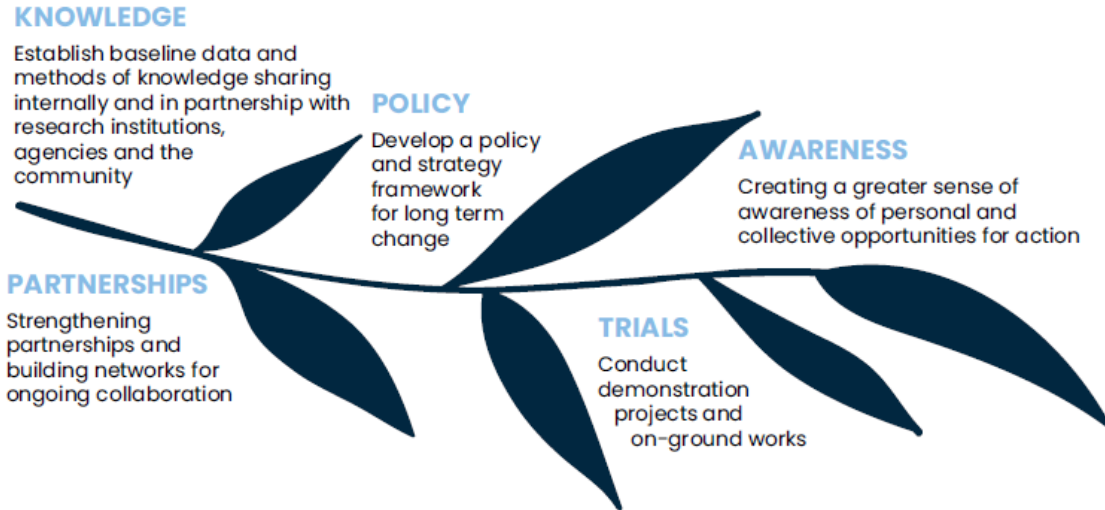


Figure 2: Capacity building for sustainability

To progress its purpose, the draft Strategy consists of three core themes and eleven sub-themes. Figure 3 below provides an overview of the themes, sub-themes and their alignment with the United Nations Sustainable Development Goals:

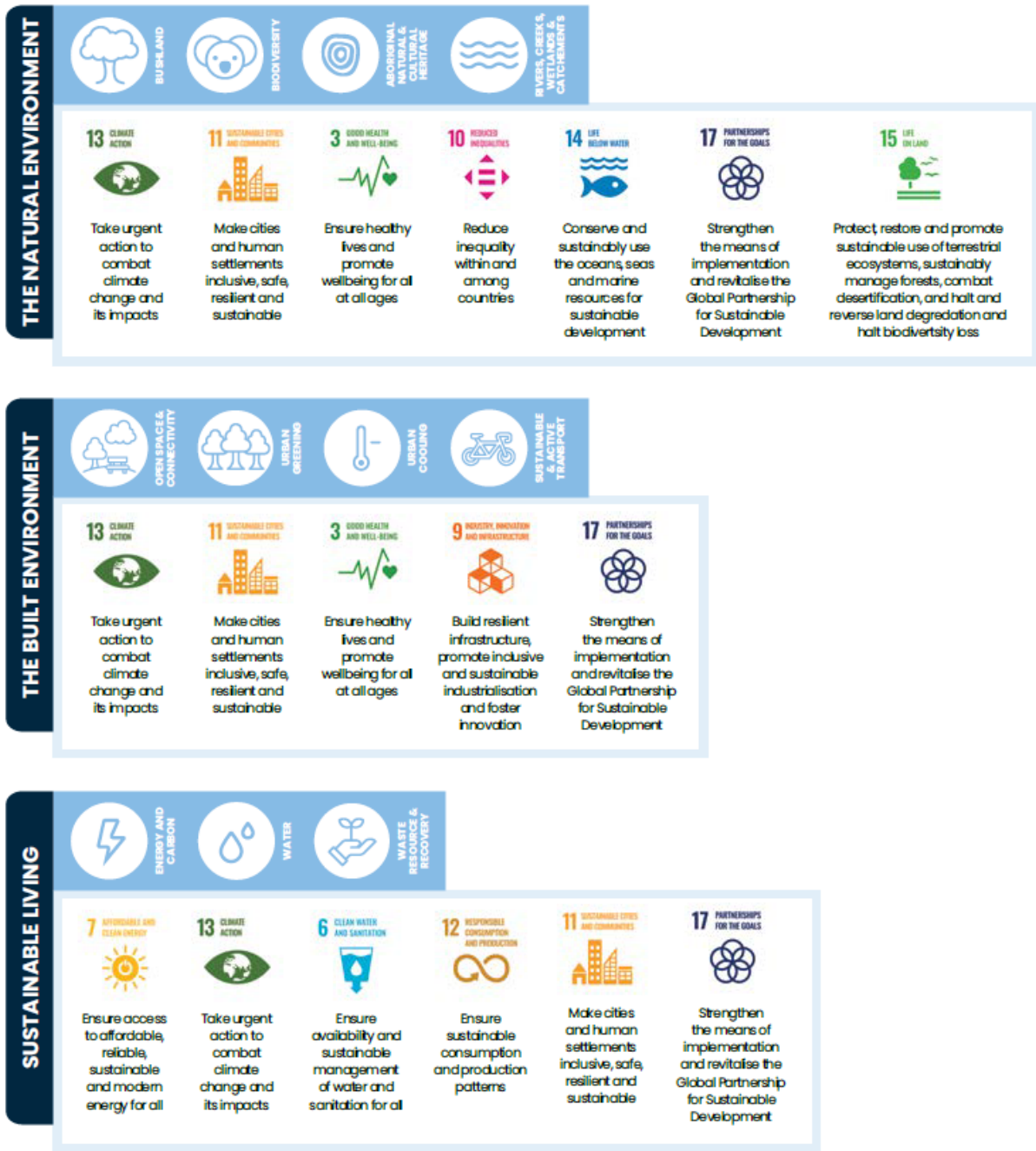


Figure 3: Theme alignment with the United Nations Sustainable Development Goals

In total the draft Strategy outlines 47 high level strategic actions across the themes:

- The Natural Environment – 19 actions
- The Built Environment – 15 actions
- Sustainable Living – 13 actions

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A full list of the actions under each theme can be found in pages 36 to 46 of the Draft Strategy. Some of these actions are already being undertaken or in development, either by Council or in partnership with other stakeholders.

COMMUNITY ENGAGEMENT

In addition to the targeted engagement undertaken by Environmental Sustainability staff to inform the development of this draft Strategy, all environmental-sustainability related feedback obtained through engagement undertaken to develop the Community Strategic Plan and other Council projects has also been incorporated. The outcomes of all engagement informed the expectations and desired actions reflected in the draft Strategy. Attachment 2: *Engagement Summary Report - Environmental Sustainability Strategy*, provides an overview of the engagement undertaken with various stakeholder groups in the Hawkesbury Local Government Area.

There were specific engagement purposes for connecting with Youth and our First Nations communities.

- A **Youth Forum** held in June 2022 was focused on developing an understanding of how future generations of Hawkesbury residents envisaged their Hawkesbury in years to come. A *Statement from the Next Generation* was developed expressing their desire for joint action- Council and community- inclusive of First Nations peoples, to care for the environment. The Statement also lists specific actions that can be undertaken to enable collective action. This Statement will guide Council and community actions to ensure a more sustainable Hawkesbury.
- A **First Nations** survey was developed and circulated for feedback to 80 First Nations individuals/ groups over August/ September 2022. The purpose of the survey was to hear perspective from First Nation members of our community on Caring for Country, the value placed on Country, and how future engagement should be undertaken. These survey responses have been included throughout the Strategy, further supporting the need to include Aboriginal natural and cultural heritage within this Strategy.
- A **Local Businesses and Environmental Groups** workshop was held in September 2022. The purpose of the workshop was to discuss priorities and identify opportunities for collaboration on making the Hawkesbury more sustainable into the future. Participants provided feedback and input into the Draft Strategy actions and reaffirmed the collaboration and partnership approach for the Draft Strategy.

The engagement feedback, from First Nations people, Youth, local businesses and environmental community groups, highlighted a strong desire to work in partnership with Council to improve the environmental sustainability of the Hawkesbury Local Government Area.

In addition to the community engagement, separate workshops were held with Councillors and staff from across the organisation. These workshops have shaped the organisation's draft definition of sustainability and assisted to identify gaps and opportunities which have been translated into Strategy actions. The draft Strategy builds on the material presented to Councillors as part of the 26 July 2022 workshop and has incorporated the outcomes of the workshop and subsequent input received from Councillors.

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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Protected Environment and Valued History

- 2.1 Value, protect and enhance our historic built environment as well as our relationship to Aboriginal and non-Aboriginal history.
- 2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.
- 2.3 Encourage and enable our community to embrace the waste management principles of reduce, reuse and recycle.
- 2.4 Encourage and enable our community to make more sustainable choices.
- 2.5 Value, protect and enhance our waterways and wetlands with an emphasis on using local resources and key partnerships.
- 2.6 Achieve net zero emissions targets.

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.4 Build strong relationships and shared responsibilities.

FINANCIAL IMPACT

Costs associated with the preparation of draft Environmental Sustainability Strategy have been budgeted for.

Actions identified in the Draft Strategy will be subject to further budgetary considerations and will depend on the availability of resourcing and adequate budget.

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ATTACHMENTS

- AT - 1** Draft Environmental Sustainability Strategy – *(Distributed under separate cover)*.
- AT - 2** Engagement Summary Report - Environmental Sustainability Strategy – *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

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Meeting Date: 18 April 2023

4.3.3. CP - 2022/2023 Community Sponsorship Program - Round 2 - (95498, 96328)

Previous Item: 183, Ordinary (15 November 2022)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to advise Council of applications received for financial assistance under Round 2 of the 2022/2023 Community Sponsorship Program. The applications received under Round 2 of the Program have been scored against the assessment criteria in the Community Sponsorship Strategy.

The report provides Council with the outcome of the assessment of applications and makes a recommendation based on this assessment as to what applications meet the funding criteria.

EXECUTIVE SUMMARY

Council received 25 applications for sponsorship under Round 2 of the 2022/2023 Community Sponsorship Program.

The applications received under Round 2 of the Program have been assessed in accordance with the assessment criteria in the Community Sponsorship Strategy. This report provides details of each application and the assessment of each application against the criteria within the Community Sponsorship Strategy. It is recommended that 23 of the 25 applications received for sponsorship meet the funding criteria and therefore are recommended for funding under Round 2 of the 2022/2023 Community Sponsorship Program.

RECOMMENDATION

That Council:

1. Approve payments for Section 356 Financial Assistance to the individuals and organisations listed in this report and at the level of funding recommended in this report.
 2. Approve the execution of Council's standard Sponsorship Agreement for those applications where the approved level of funding is over \$500.
 3. Advise the two applicants, Fantasia Showstoppers Inc and The Wharf St Trust t/as St Albans Village Market that their applications were not successful as listed in this report.
-

BACKGROUND

The Community Sponsorship Program provides the opportunity for community groups and individuals to seek financial assistance from Council. The Program provides for three categories for financial assistance:

- a) Participation: funding to enable the participation of residents who have been selected to represent their community in regional, national or international sporting and cultural events (\$150 per individual or \$750 for a team of five or more).

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- b) Access: funding to subsidise half (50%) of the cost of hiring a Council or community facility (to a maximum Council contribution of \$750).
- c) Building a Connected, Healthy, Inclusive and Resilient Hawkesbury: funding to the cost of an activity or project which will assist the community to come together to plan and deliver activities that support a connected, healthy, and resilient Hawkesbury (up to \$3,000).

In accordance with the schedule for funding rounds within the 2022/2023 Community Sponsorship Program, Round 2 of the Program closed on 31 March 2023. The Community Sponsorship Program was promoted:

- Online on Council's website, Facebook page, and Hawkesbury e-News;
- At network and interagency meetings including Hawkesbury Connect, Hawkesbury Youth Interagency, and;
- Through Hawkesbury Community Hubs - face to face and online updates.

DISCUSSION

Assessment of Round 2 - 2022/2023 Applications

In total 25 applications are presented for Council's consideration under Round 2 of the 2022/2023 Community Sponsorship Program. Of these applications, 15 relate to financial assistance under the *Participation* category and nine relate to financial assistance under the *Building a Connected, Healthy, Inclusive and Resilient Hawkesbury* category. One application relates to financial assistance under the *Access* category.

The following three tables summarise the applications received and the proposed level of financial assistance to be granted.

- a) Participation Category: This category provides for Council to contribute \$150 per individual or \$750 per team of five or more who have been selected to represent their community in regional, national or international sporting competition or cultural event.

Applicant	Proposal	Recommended Amount
Alyssa Thompson	National Futsal Championship in Melbourne VIC	\$150
Reece Rickard	Free G State Championship in Rooty Hill NSW	\$80
Aaron Jayden Donald	2022 Auscycling BMX National Championships	\$150
Alexander Martin	Free G State Championship in Rooty Hill NSW	\$80
Ashleigh Powell	Gridiron Australia National Tri Series Championships	\$150
Elijah North	Australian Youth Baseball Championships 2023	\$150
Heath Broughton	2023 Australian National Gymnastics Championships	\$150
Natalie Coyte	Under 17s State Age Netball Tournament	\$150

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Applicant	Proposal	Recommended Amount
Indy Aquilina	Australian Futsal Team Tour of UK	\$150
Krystal Emme	Australian Athletics Championships	\$150
Noah Tamayo	Australian OzTag Big Four International Tag series	\$150
Mary Eberand	Interns All Star Federation World Championships	\$150
Bianca Treble	Under 17s State Age Netball Tournament	\$150
Maisie Mitchell	Australian Youth/Junior Championships Athletics	\$150
Julie Ryland	NSW Netball Hart Senior State Titles	\$750

- b) Access Category: One application was received under this Category. The Community Sponsorship Strategy provides for Council to subsidise half (50%) of the cost of hiring a Council or community facility, with a maximum Council contribution of \$750.

Applicant	Proposal	Recommended Amount
Fantasia Showstoppers Inc	Subsidise the cost of Windsor Function Centre	Nil

Fantasia Showstoppers Inc was assessed as not eligible for sponsorship as this organisation has also applied for funding under Council's Round 2 of the Events Sponsorship Program2022/23.

- c) Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Category: Nine applications were received under this Category. The Community Sponsorship Strategy provides for Council to fund the cost of an activity or project which will assist the community to come together to plan and deliver activities that support a connected, healthy, and resilient Hawkesbury (up to \$3,000).

Applicant	Proposal	Recommended Amount
Community Defib Project	Community Defib Project for Lower Portland	\$3,000
Richmond High School P and C Association	Stationary and Personal Supplies for students who are victims of family and domestic violence	\$3,000
Macdonald Valley Association	Senior Exercise classes at St Albans Community School of Arts	\$2,960
Merana Aboriginal Community Association	Sponsorship for Hawkesbury NAIDOC Ball	\$3,000
The Blokes Café St Albans	Extension of existing post and rail fence	\$3,000
Hawkesbury Valley Baptist Church	Sewing group for Operation Christmas Child	\$3,000

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Applicant	Proposal	Recommended Amount
Windsor High School P & C Association	Protection around the garden to enable more usage of the yarning circle and bush garden.	\$2,028
Hawkesbury Remakery	Community Repair Program	\$2,990
The Wharf St Trust t/as St Albans Village Market	Funding for entertainment at St Albans Markets	Nil

The analysis of each application under this Category against the Assessment Criteria Matrix is attached as Attachment 1 to this report – it is noted that the maximum score possible under the Matrix for each application is 52. As noted in the Community Sponsorship Strategy an applicant is deemed eligible for consideration by Council for sponsorship if the applicant received score of 30 or more.

The Wharf St Trust t/as St Albans Village Market was assessed as not eligible for sponsorship as it scored under 30 in the Assessment Matrix found within the Community Sponsorship Strategy.

Category	Amount
Participation	\$2,750
Access	\$0
Building a Connected, Healthy, Inclusive and Resilient	\$22,978
TOTAL RECOMMENDED UNDER ROUND 2	\$25,728

Policy considerations

The primary reference document relevant to Council's decision in relation to Round 2 of the 2022/2023 Community Sponsorship Program is the Community Sponsorship Strategy, considered by Council at its Ordinary meeting 30 April 2019 and adopted following the public exhibition period. The process to assess applications and the commendations contained in this report are consistent with the adopted Community Sponsorship Strategy.

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 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.6 Build on a sense of community and wellbeing.

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FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the Adopted 2022/2023 Operational Plan.

The 2022/2023 Operational Plan made provision for a budget of \$42,149. Round One of the Community Sponsorship Program funded \$4,230 eligible applicants. Should Council resolve to fund the Round 2 of the Community Sponsorship Program 2022/2023 applications as recommended in this report, a budget of \$12,191 will be available to eligible applicants in Round 3 of the Program in 2022/2023.

ATTACHMENTS

AT - 1 Analysis of Applications – Round 2 – 2022/2023 Community Sponsorship Program - *(Distributed under separate cover).*

oooO END OF REPORT Oooo

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Meeting Date: 18 April 2023

4.3.4. CP - Liveability Project - Windsor Town Centre - (95498, 147666)

Previous Item: 6.1.5, Ordinary (14 March 2023)
167, Ordinary (13 September 2022)
172, Ordinary (8 September 2020)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to outline the process undertaken on the Liveability Project Windsor Town Centre to date and provide options to progress the project.

EXECUTIVE SUMMARY

Council is a signatory to the Western Sydney City Deal, a 20-year agreement between the Australian and NSW governments and eight councils.

A key commitment from the City Deal is the Western Parkland City Liveability Program which provided \$15M to each of the eight councils for capital projects that enhance liveability. To be eligible, councils were required to contribute \$3.75M to the project.

Council was successful in gaining funding under the Liveability Program to deliver a project that aimed to revitalise the town centres of Richmond, Windsor and South Windsor through public domain upgrades and place-making and activation initiatives.

Richmond and South Windsor town centre works have been delivered and are complete, however from June 2021 onwards there have been changes made to the scope of works for the Windsor Town Centre project. Council has submitted two variation requests and funding extensions to date for the Windsor Town Centre project, both of which have been granted and the deadline for works to be delivered under the project has now been extended to June 2024. At its meeting 14 March 2023, Council endorsed a Notice of Motion that expressed its dissatisfaction with the current plans for the Liveability Project in Windsor and requested a briefing to discuss a way forward including any financial implications.

Following discussions at the Councillor Briefing and with consideration to the most recent correspondence received from community members regarding the proposed town centre works, particularly in Windsor Mall, staff have prepared options and are seeking an endorsement from Council on its preferred option to enable the Liveability project in Windsor to progress.

RECOMMENDATION

That Council:

1. Note the process undertaken on the Liveability Program, Windsor Town Centre to date.
 2. Determine its preferred option and endorse the way forward to progress the Liveability Program, Windsor Town Centre.
-

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BACKGROUND

The Western Sydney City Deal (City Deal) was signed by the Prime Minister, the Premier of NSW and the Mayors of the eight Western City Councils on 4 March 2018. The City Deal as published contains 38 initiatives which have been the subject of further consideration and development.

The State Government established a Western Sydney City Deal Delivery Office (the Delivery Office), drawing together officers from all three levels of government to work collectively on further defining and developing the City Deal to a point where it can be implemented, and outcomes delivered.

The Delivery Office facilitated discussions with all three levels of government to separate the 38 initiatives into two priority groups; the Liveability Program is one of the initiatives that sits within the first priority groups of initiatives that is being delivered. The Liveability Program made \$15M available for councils to apply for to deliver projects that met the objectives of the Program, being:

- Provide public infrastructure which improves the lives of residents in the Western Parkland City,
- Improve access to quality public open space and preserve the natural environment,
- Support and improve access to social and community infrastructure,
- Create connected and inclusive communities,
- Support cultural diversity, and
- Enable and complement new housing supply to support greater housing choice in the Western Parkland City.

Projects that are ineligible for funding under the Western Parkland City Liveability Program include (but not limited to)

- 'Projects related primarily to operational expenditure including, but not limited to, regular repairs and maintenance of Council assets.'

The Funding Guidelines are provided as Attachment 1 to this report.

Councils were required to commit financial and staff resources to the project to be eligible to apply for funding; Hawkesbury City Council contributed \$3.75M to the Liveability Program project proposal.

Council had commissioned PLACESCORE to undertake 'Town Centre Care Factor' surveys in November 2017 through a combination of online and face to face engagement, receiving a total of 2149 responses. Council used the findings from this engagement as the basis for the recommendation that town centre works should be the priority project that Council applied for under the Liveability Program.

On 25 September 2018, Council resolved:

"That Council endorse a program of Town Centre improvements, as the priority project to be applied for under the Western Parkland City Liveability Program."

Council submitted an application for Round 1 of the Liveability Program funding in October 2018 and were advised of the successful grant application on 23 January 2019.

The initial phase of the Town Centres Improvement Project had two key components, development of a Master Plan for each town centre to provide an overarching framework to guide change and

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revitalisation, and development of Public Domain concept plans for each of the town centres to include a vision, design features, guidelines and a maintenance plan for works.

Council engaged Urbis Consulting who undertook broad and varied engagement to develop the Master Plans and Public Domain concept plans for the town centres. These plans were reported to and subsequently adopted by Council in September 2020. In December 2020, Council engaged Place Design Group to develop detailed design plans for town centre works as based on Master Plans and Public Domain Plans. Place Design Group undertook further community engagement to inform the development of the concept design plans for each town centre.

The concept design plans for each of the Town Centres were presented to Councillors at a Briefing on 18 May 2021, following which it was intended that the works for all three town centres would progress to tender and delivery to enable the Liveability Program to be delivered in full by the original funding deadline of April 2022.

Overview of Key Steps

An overview of keys steps undertaken to prepare the current scope of works for Windsor Town Centre, including previous Council decisions, is outlined below.

2018

- Placescore consultation provides basis for grant
- Council applies for Liveability funding.

2019

- Urbis Consulting engaged and undertakes assessment of town centres and community engagement
- Town Centre Master Plan Working Group formed and meets on four occasions (wraps up in 2020).

2020

- Councillor Briefings
- Indigenous Engagement (online and face to face)
- Draft Masterplan and Public Domain plans reported to Council and publicly exhibited
- Liveability projects ranked
- Place Design Group engaged to undertake detailed design.

2021

- Place Design Group undertook investigations, consultation and engagement of specialists to inform development of detailed concept designs
- Final design concepts endorsed by Councillors
- Aboriginal and Heritage Culture Assessments undertaken

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- Windsor Town Centre Project scope changed to include Engraved Pavers Project.

2022

- Road Safety Audits undertaken
- Plans endorsed by Local Traffic Committee
- Notice of Motion 'Retain Iconic Features of Windsor Mall'
- Business visits
- Design Package published online
- Notice of Motion 'Retention of Gas Lamps'.

2023

- Heritage NSW approval and Aboriginal Heritage Impact Permit application complete
- Information Session held for Businesses of Windsor
- Notice of Motion 'Mall in George St, Windsor'
- Councillor briefing session
- Correspondence received from Windsor Experience Action Group
- Western Parkland Funding Authority provides response to scope change enquiry.

A more detailed summary of the key steps and consultation are attached as Attachment 2 to this report.

DISCUSSION

The Liveability Program town centre works in Richmond and South Windsor have been delivered and are now complete, however the town centre works for Windsor have been subject to scope changes and work has not yet commenced. Council has submitted two variations and funding extension requests to date for the Windsor Town Centre project, both of which have been granted and the funding deadline for project delivery is now June 2024. The Grant funding authority advised the variations were approved based on the extenuating circumstances that the Hawkesbury endured during the project which included bushfires, Covid and multiple floods.

Recent Engagement with Business Community

On the 23 February 2023 Council hosted an information session for businesses of Windsor to provide an update on the Windsor Town Centre Liveability Project. At this session attendees were provided with an overview of the process undertaken to develop the scope of works for the Project, the detailed designs for the Project and informed of the mitigation measures that would be in place during construction to ensure continued access to businesses and residences as below:

- A dilapidation report will be undertaken prior to any works commencing undertaken.

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- The works in Windsor Town Centre and George Street will be split into small sections to allow for as minimal disruption as possible and to allow for businesses to continue to trade at all times during their business hours.
- Windsor Mall will be done in small sections to allow for as minimal disruption as possible and to allow for businesses to continue to trade at all times during their business hours. The south and north sections of the Mall work will be undertaken separately so as to allow for the markets to continue to operate throughout the construction phase.
- Once a contractor is engaged and a construction schedule is available with timeframes this will be shared with residents and businesses.
- A dedicated Stakeholder Engagement Officer has been engaged to undertake regular communication throughout the project, provide updates and advise on key project milestones.
- Regular project update newsletters will be hand delivered and emailed to the business database.
- Installation of a project notification board to allow businesses to be able to stay up to date with project information will be in place in Windsor Mall.
- Council will continue to update the Your Hawkesbury Your Say page.
- Some work may be required at night or out of business hours to ensure as minimal disruption as possible to the businesses and community.
- Traffic control measures will be in place.

The information session was recorded and published online, and attendees were invited to provide feedback via email.

Discussions and Advice from Funding Body

Following the Council meeting on 14 March 2023, staff made enquiries with the Western Parkland City Authority as to the flexibility of using funding for works other than those within the approved project scope, and if the project deadline of June 2024 could be extended.

The Western Parkland City Funding Authority provided the following response:

- *Funding has been provided based on an approved scope of work that aligns with the objectives of the Western Parkland City Liveability Program. Work must be completed by 30 June 2024 in order to be eligible for funding.*
- *Funding is not flexible and cannot be reallocated to alternative work without approval from the Western Parkland City Authority. In order to utilise the grant funds for work not included in the original scope, a variation request must be submitted to the Western Parkland City Authority.*
- *There is no guarantee that a variation would be approved, particularly given the late nature of the request. This would result in any unspent funds needing to be returned to the NSW Government.*
- *The variation approval process can be lengthy. Historically, variations have taken six months to be approved. Therefore, time spent waiting for a variation approval could impact on the ability for the work to be completed by 30 June 2024, rendering the project ineligible for funding.*

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Potential Changes to Project Scope

At present the works in the Windsor Town Centre project have been split into two stages. Stage 1 comprises of works from Windsor Train Station to Fitzgerald Street, and Stage 2 comprises of both sections of Windsor Mall to New Bridge Road, including the Thompson Square dining area (not inclusive of the Thompson Square Park area).

The entire Windsor Town Centre project is currently on hold and neither of the Stages have gone out to tender as a final scope of works for each stage must be confirmed before the tender can progress.

To alter the current project scope, Council would need to undertake the following process:

- Undertake and finalise a consultation process to develop a renewed scope of works (duration and extent of consultation to be determined)
- Submit a variation request to Western Parkland City Funding Authority (historically variation approval has taken up to six months)
- Develop new design scope (historically the development of a design scope for the project has taken a minimum of three months)
- Obtain renewed Heritage NSW approvals (previous approvals processes have taken between three and six months however this timeframe is likely to be reduced should the scope of works be reduced)
- Undertake a tender process to deliver works (previous tender processes have taken between two-to-three-months to finalise and issue the tender).

Community and stakeholder feedback has indicated strong support for the current agreed scope of work to be undertaken in the Thompson Square dining area, particularly to replace the temporary deck structure that is in a state of disrepair.

Feedback has also been received from the Defenders of Thompson Square, the Hawkesbury Historical Society, Windsor Experience Action Group, residents and businesses of Windsor by way of correspondence, a community-initiated survey and direct engagement with Councillors. Included in this feedback are requests for works that are outside of the current approved project scope. The requested works include the following:

Requested works

- Footpath paving works between Tebbutt Street and New Street with new paving replacing the asphalt
- Works to address variations of levels between roads of footpath
- Maintaining the existing trees in the Windsor Mall, soft fall/metal grates installed around the base of the trees
- Works to enhance heritage
- Repair of pavers and broken bricks, leaving the existing pavers in place and replacing the asphalt/bitumen and concrete sections
- Full restoration of the 25 gas lamps to world heritage standard and to run on best practice low emission technology

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- The pavers currently in the Windsor Mall kept in place and the damaged ones levelled, repaired, or replaced
- 500 engraved named pavers installed in the Windsor Mall, in a location near the water wheel.
- Signage identifying historic building and locations
- Additional solar powered gas lamps installed from Windsor Train Station to Thompson Square
- Installation of a North and South Heritage trail into the pavers along George Street
- Refurbish the rotunda, pergola, drays, water wheel, clock, post box in the Windsor Mall (noting that maintaining the rotunda and water wheel are already included in the Windsor Mall component of project)
- Bus shelters to be upgraded to heritage style
- The four entrances to Windsor Mall and pedestrian crossings along George Street to be improved with a heritage look
- Current design and layout of the Mall to be retained
- Works to address issues of drainage and rising damp
- Works to address concrete slabs adjacent to historic walls (the project scope has approved works adjacent to buildings are 'like for like').

These works form the basis of Option 3(a) below.

The majority of these requested works represent a significant change to the scope of both Stages 1 and 2 of the project.

The financial implications of all of these items have not been detailed. The additional footpath paving works between Tebbutt Street and New Street are expected to cost in the order \$650,000 and could only be funded from within the project by a reduction in the scope of works elsewhere. This could include not proceeding with the works to the Mall and only proceeding with Stage 1 and works to the Thompson Square dining precinct.

Similarly, extending solar-powered 'gas' lamps and a heritage trail into the pavers along George Street will represent a substantial and unfunded cost.

The remaining renewal refurbishment works to the Mall have not been costed in detail, but an estimate would be \$1,000,000 in comparison to the capital budget for the existing scope of works in the North and South Mall of \$3,891,465. It is likely there would be additional costs associated with renewal refurbishment works, including engagement of specialist consultants and works to repair or replace damaged pavers, however these cost estimates are not able to be sourced until the extent of works is confirmed.

As has been outlined elsewhere in this report, the grant funding body have repeatedly and firmly advised that the deadline for the expenditure of the grant is June 2024, and such a change of scope to Stage 2 of the works would not be able to be delivered in this timeframe. The Stage 1 additional footpath paving between Tebbutt and New Street would be able to be delivered by the June 2024 deadline.

Should Council not wish to proceed with the current scope of works of Windsor Mall (and the funding body does not approve a time variation), it is open to Council to fund the Mall renewal itself within future year budgets.

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OPTIONS FOR CONSIDERATION

The works for the current approved project scope for the Windsor Town Centre project has been split into two stages.

- Stage 1 comprises of works from Windsor Train Station to Fitzgerald Street
- Stage 2 comprises of both sections of Windsor Mall to New Bridge Road, including the Thompson Square dining area (not inclusive of the Thompson Square Park area).

Attachment 3 to this report is the Hawkesbury Town Centres Community Update from June 2022 that provides details of the current approved scope of works.

Some options to progress the Project, including the requirement for a variation approval and impact on funding for the Liveability Program are provided for Council's consideration below. Further advice on the gas lamps and a potential change of paver colour is outlined later in this report.

Option 1: Proceed with current scope for Stage 1 and Stage 2.

- No variation request required
- Funding Impact- Stage 1 and Stage 2 work would be eligible for claiming under the grant. There would be no additional cost to Council.

Option 1a: Proceed with Stage 1 and Stage 2 with current scope and include a paver colour change.

- No variation request required
- Funding Impact - Stage 1 and Stage 2 work would be eligible for claiming under the grant. There would be no additional cost to Council.

Option 2: Proceed with current scope for Stage 1. Do not proceed with Stage 2.

- No variation request required
- Funding Impact - Stage 1 work would be eligible for claiming under the grant. Advice received from the grants office has indicated that if Stage 2 work does not proceed, costs already incurred in the work to date would likely still be eligible for claiming under the grant. There would be no additional cost to Council.

Option 2a: Proceed with Stage 1 only and include the footpath paving works between Tebbutt Street and New Street with new paving replacing the asphalt. Do not proceed with Stage 2.

- Works subject to an approved variation request.
- Funding Impact - Stage 1 work would be eligible for claiming under the grant. If a variation is approved to undertake footpath paving works, this would be eligible for claiming under the grant. There would be no additional cost to Council.

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Option 3: Proceed with current scope for Stage 1 and Thompson Square dining area only. Submit a variation request for Stage 2 works, generally in line with 'Requested Works' from Windsor Experience Group.

- Stage 1 – No variation request required
- Stage 2 - Works subject to approved variation request.

Option 3a: Windsor Mall variation approved

- If a variation request is submitted and approved, the current scope for Stage 1 and Thompson Square dining area would proceed, then a revised scope of works for Windsor Mall and other approved items would proceed.
- Funding Impact - Stage 1, Thompson Square and approved Stage 2 works would be eligible for claiming under the grant. There would be no additional cost to Council.

Option 3b: Windsor Mall variation not approved

- If a variation request for works in Windsor Mall and other works is submitted and not approved, Council would proceed with current scope for Stage 1 and Thompson Square dining area only.
- Funding Impact - Stage 1 and Thompson Square work would be eligible for claiming under the grant. New planning, design and approval costs for Stage 2 work would need to be absorbed by Council, and unspent grant funds could not be claimed for from the funding authority.

Council would need to consider funding to deliver any works that were included in the variation request and not approved through the allocation of funding in a future Operational Plan and Budget.

Option 4: Do not proceed with the Windsor Town Centre project. Make no further claims to the grant's office.

- Funding Impact - Advice received from the grants funding authority has indicated that if work does not proceed, costs already incurred in the work to date would likely still be eligible for claiming under the grant. There would be no additional cost to Council.

Attachment 4 to this report also provides details of the current approved scope of works with reference to the Options provided below.

Council can submit a funding variation to request a revised scope of works within Windsor Town Centre, however approval of this request is dependent on an agreement from the Western Parkland City Funding Authority that proposed works fall within the funding guidelines. Consideration should also be given to the estimated timeline to develop and gain approval for a renewed scope of works and the current advice from the Western Parkland City Funding Authority is that all works must be complete by June 2024.

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Gas Lamps

A Notice of Motion was submitted at Council's Ordinary Meeting on 13 September 2022 titled 'Restoration of Windsor Mall Gas Lamps' where it was resolved:

"That Council:

1. *Restore the Windsor Mall gas lamps to run on gas as they were originally intended.*
2. *Look into fitting emission reducing mantles and other fittings to help Council's drive toward net zero emissions.*
3. *Liaise with specialists such as gas fitters, gas network employees, gas engineers, lamp manufacturers, and historical lamp experts, so that Windsor's gas lamps are appropriately and respectfully restored, whilst minimising running costs and emissions."*

Following the resolution, Council engaged a specialist gas fitter/plumber to undertake investigations on the gas lamps.

The current advice that has been received from the gas fitter/plumber is as below:-

- All gas lamps in the Windsor Mall 'should' be repairable and able to be re-lit that and the gas infrastructure is in working order.
- Further testing and inspections will be required both when paving is uplifted and when paving is re-laid to ensure there is no damage to the infrastructure.
- A number of parts in numerous lamps require replacement, and this will require the importing of parts from the UK (costs unknown at this stage).

The current approved scope of works includes relocating the lamps and retaining them as decorative features. A quotation was sourced to refurbish and convert to LED and relocate the lamps at an approximate cost of \$18,818. The cost to refurbish, retain in-situ and leave gas lamps on gas is not yet known and these works are not approved to be undertaken with Liveability Project funding as they are outside of the current scope.

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Paving Colour

In response to feedback received, staff have obtained approval from the grant funding office to substitute the current granite (grey) paver colour for a paver with a sandstone effect; this alteration is included as Option 1(a) above.

The options for an alternate paver colour are as indicated below:



Honey Jasper



Ankara Travertine

COMMUNITY ENGAGEMENT

The broad community and extensive Councillor engagement that was undertaken to inform the scope of the Liveability Program town centre works in Richmond, South Windsor and Windsor is provided as Attachment 2 to this report.

Should Council resolve to submit a variation request to the funding authority for alternative works in Windsor Mall, further community engagement would be required to develop a renewed scope of works. Given the timeframe constraints, it is suggested that Council prepare a variation request that includes all of the feedback that Council has received from the Defenders of Thompson Square, the Historical Society, Windsor Experience Group, the responses to the survey as undertaken by representatives from the Defenders of Thompson Square, and the individual property owner from Windsor.

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Should a funding variation be approved, staff would implement the process to alter the project scope and deliver the works as described in this report.

If the scope of works agreed to in a funding variation request is beyond the funding envelope available to Council, Councillors would be asked to rank project works in the same manner in which Councillors ranked project works from the original Windsor Town Centre Master Plan.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.

Strong Economy

- 3.2 Increase the range of local industry opportunities and provide effective support to continued growth.
- 3.3 Promote our community as the place to visit, work and invest.
- 3.4 Support the revitalisation of our town centres and growth of our business community.
- 3.5 Celebrate our creativity and cultural expression.

Reliable Council

- 4.4 Build strong relationships and shared responsibilities.
- 4.7 Encourage informed planning, balanced growth and community engagement.

FINANCIAL IMPACT

The project is funded using \$15 million Commonwealth and State Liveability Program funding. Council's 2020/2021 and 2021/2022 Budgets allocated \$3.75 million to meet the eligibility requirement of the co-contribution of funding.

Grant funds were awarded to Council on the basis of the approved scope of works that align with the objectives of the Western Parkland City Liveability Program. Work must be completed by 30 June 2024 in order to be eligible for funding.

Funding is not flexible and cannot be reallocated to alternative work without approval from the Western Parkland City Authority. In order to utilise the grant funds for work not included in the original scope, a variation request must be submitted to the Western Parkland City Authority.

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ATTACHMENTS

- AT - 1** Western Parkland City Liveability Program Funding Guidelines.
- AT - 2** Key Steps and Consultation.
- AT - 3** Hawkesbury Town Centres Community Update - *(Distributed under separate cover)*.
- AT - 4** Options for Consideration - *(Distributed under separate cover)*.
- AT - 5** Town Centres Master Plan Working Group – Meeting Minutes - *(Distributed under separate cover)*.

AT - 1 Western Parkland City Liveability Program Funding Guidelines

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Western Parkland City Liveability Program Guidelines

September 2018



Western Parkland City Liveability Program Guidelines

Purpose of the Western Parkland City Liveability Program

The Western Parkland City Liveability Program (the Program) is a key element of the Western Sydney City Deal signed by the Australian and New South Wales Governments, and the eight Councils of the Western Sydney Parkland City: Blue Mountains City, Camden, Campbelltown City, Fairfield City, Hawkesbury City, Liverpool City, Penrith City and Wollondilly Shire.

Liveable cities support the health, wellbeing and quality of life of people who live and work in them. The Program will fund Council projects that support the development of the Western Parkland City by creating neighbourhoods that are liveable, creative, sustainable and healthy. Local projects will assist communities retain their unique characteristics, build on their strengths and support environmental infrastructure and open spaces. Projects will deliver community facilities, improve urban amenity or enhance liveability, to enable and complement new housing supply.

The objectives of the Program are to:

- Provide public infrastructure which improves the lives of residents in the Western Parkland City,
- Improve access to quality public open space and preserve the natural environment
- Support and improve access to social and community infrastructure,
- Create connected and inclusive communities,
- Support cultural diversity, and
- Enable and complement new housing supply to support greater housing choice in the Western Parkland City.

Funding for the Western Parkland City Liveability Program

A \$150 million Western Parkland City Liveability Program has been established with contributions of \$60 million from both the Australian and NSW governments, and \$30 million from councils.

The eight Councils of the Western Parkland City will equally share the \$150 million of Program funding. Councils can use this allocation across one or multiple projects.

Administration of the Western Parkland City Liveability Program

The NSW Government will administer the Program through the Western Sydney City Deal Delivery Office. The Australian and NSW Governments are committed to ensuring that the process for providing funding under the Program is transparent and in accordance with these guidelines.

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Timing

The Program will run over a four year period (2018/19 – 2021/22).

The first round of applications will open on 5 September 2018. Applications must be received by **4.00pm AEST, 3 October 2018** to be considered in the first round.

In the event that the Program is not fully subscribed in the first round, an additional round will be opened later in 2018 or early 2019. The Delivery Office will publish the opening and closing dates of any future funding rounds on www.greater.sydney/liveability-program.

Assessment of proposed projects

An Assessment Panel will assess each project proposal submitted by Councils. Membership of the Assessment Panel will be made up of representatives from the Australian and NSW Governments.

Eligible projects will be assessed against the Program Criteria below. All criteria must be met in order to be considered for funding under the Program.

The Assessment Panel will meet as required and the Delivery Office will provide administrative support to the Assessment Panel.

The Assessment Panel will provide advice and recommend projects assessed as suitable, through an Assessment Report, to the Australian Government Minister for Cities, Urban Infrastructure and Population and the NSW Minister for Western Sydney for their consideration and joint decision. Successful projects will be published on www.greater.sydney/liveability-program.

Eligibility

The Program is open to the eight councils of the Western Parkland City: Blue Mountains City, Camden, Campbelltown City, Fairfield City, Hawkesbury City, Liverpool City, Penrith City and Wollondilly Shire.

The project must be a capital project that contributes to new or enhances existing infrastructure. The project may include reasonable studies that will inform and contribute to new or existing infrastructure that is the subject of the application for funding under the Program.

Projects that are ineligible for funding under the Western Parkland City Liveability Program

- Projects related primarily to operational expenditure including, but not limited to, regular repairs and maintenance of Council assets.
- Projects where the Council does not have, or cannot reasonably expect to get, the necessary approvals or permissions to proceed.
- Projects that primarily involve the development of private or commercial “for-profit” ventures.

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- Projects that include funding of infrastructure on private land.
- Projects that should be funded as core NSW Government responsibility from another source e.g. a school or hospital.
- Project works or costs that are covered by insurance claims e.g. repairs following a weather event.
- Projects that seek retrospective Australian and NSW Government funding for works that have physically commenced prior to the execution of a funding deed.
- Projects that will require ongoing funding from the Australian or NSW Governments.
- Projects primarily related to marketing, advertising or product promotion.
- Transport projects, except for active transport projects.

Program Criteria

The Assessment Panel will assess eligible projects against the following criteria:

1. The project will improve the liveability of the Western Parkland City

- The project should deliver social, economic or environmental benefits to a broad section of the community, to enable and complement new housing, in one or more of the following areas:
 - community infrastructure
 - enhanced urban amenity
 - enhanced local liveability
- The project should address an existing or future community need.

2. The project will be new or a separate stage of an existing project

- Projects must be either new or a separate stage of an existing project. Construction that is the subject of Australian and NSW Government funding under the Liveability Program can only commence following execution of a funding deed.
- Projects are able to include funding from developer contributions, however the project or relevant stage funded by the Program should be beyond the capacity of current developer contributions for essential local infrastructure (section 94 of the *NSW Environmental Planning and Assessment Act 1979*).

3. The project will deliver value for money

- Councils will need to demonstrate that the project delivers value for money.
 - Councils will be required to submit a detailed application for their projects using the Liveability Program Application Form. The application will include a cost benefit analysis to be completed by Councils.
 - Projects will not be excluded on the basis that they produce significant private benefits, but it is expected that the identifiable public benefits from funded projects will exceed the public costs. Where private benefits are significant, appropriate contributions from the private beneficiaries will be expected.
- Under the Program, each eligible Council's maximum allocation will be up to \$18.75 million. This includes combined funding of up to \$15 million from Australian and NSW Governments and \$3.75 million in Council contributions. Where the total

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costs of the project/s in the application is less than the Council's maximum allocation, the Council must be able to demonstrate a contribution of at least 20 per cent.

- Council contributions to the Program (\$3.75 million) cannot be in-kind and cannot be made using funds received from an existing Australian or NSW Government grant program.

4. The project will be aligned with Council and other strategic plans

- The project should be aligned with Council's policies, including Community Strategic Plan, Cultural Plan or Tourism Strategy, long term financial plans or other specific strategic plans.
- The project should be consistent with the objectives and directions of the Western City District Plan and other Australian or NSW Government strategic policies or plans. This includes delivering improved community facilities and enhanced urban amenity and liveability to complement and enable the delivery of the housing supply targets in the Western City District Plan.
- The project can be a joint venture, involving more than one Council, where the project provides benefits across multiple local government areas.
- Projects with significant community benefits that are widely distributed across the Western Parkland City area will be viewed favourably.

5. Council has the capability and capacity to deliver the project

- Council will need to demonstrate that it has the necessary funds to meet its required contribution to the project/s it proposes for funding under the Program.
- Council should demonstrate that it has or can contract the project management and other appropriate expertise required to successfully deliver the project.
- Council should demonstrate that it has taken account of full lifecycle costs for the project.
- Council should demonstrate that it has a viable plan for maintaining ongoing delivery of benefits from the project to the community after construction is completed.
- Council should demonstrate that there are no regulatory or other significant impediments to delivering the project.

Program Evaluation

Councils may be required to participate in a program evaluation to determine the extent to which projects have contributed to the objectives of the Program. This evaluation may include providing evidence of how projects have resulted in a measureable change to the wellbeing and quality of life of residents within the Western Parkland City. Potential indicators for evaluation could include:

- Access to public open space
- Access to social, community and recreational infrastructure
- Improved pedestrian and cycle connectivity
- Social and cultural opportunities
- Housing choice and affordability.

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How to apply

Applications are to be submitted using the Western Parkland City Liveability Program Application Form. The application form is available for download at www.greater.sydney/liveability-program.

Applications can be submitted via email or by post.

- Email: citydeal@gsc.nsw.gov.au
- Post: PO Box 257, Parramatta NSW, 2124.

Applications close **4.00pm AEST, 3 October 2018**. Late applications may not be accepted.

Accountability and acquittal of funds

Successful applicants will be required to enter into a funding deed with the NSW Government. Payments are made on the basis of progress claims and regular reporting is required. Successful applicants must submit reports in line with the funding deed. The amount of detail provided in reports should be relative to the project size, complexity and grant amount. Requests for variations or changes to the projects will be considered in limited circumstances and may be accepted or rejected subject to certain conditions.

Australian Government requirements for certain projects

The Australian Government Building and Construction Work Health and Safety Accreditation Scheme (the Scheme) will apply to a project if the value of the Australian Government contribution to the project meets the Scheme threshold of at least \$10 million.

The *Code for the Tendering and Performance of Building Work 2016* (Building Code 2016) will apply if the value of the Australian Government funding for a project meets the Building Code 2016 threshold of at least \$10 million.

For more information on these requirements a Fact Sheet is available for download at www.greater.sydney/liveability-program.

NSW Government requirements for certain projects

The NSW funding component for a project may be sourced directly from a \$60 million specific reservation for this program from the Restart NSW fund.

Therefore, part of the assessment process for a project may include its review by Infrastructure NSW and formal consideration of the project by the Treasurer. This includes assessing whether the project improves the economic growth and productivity of the State.

Confidentiality and disclosure

All information submitted by applicants may be provided to other organisations for the purposes of appraisal.

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The Delivery Office will consult on applications with relevant stakeholder groups, which may include other Australian and NSW Government agencies, independent experts and other relevant external parties. Applicants should identify any information submitted which they wish to be considered as confidential, supported by reasons for the request. Except as disclosed, the Delivery Office will keep all information confidential and secure.

Information about projects may be used for material prepared by the Australian and NSW Governments and summary information about successful projects will be posted on relevant government websites.

AT - 2 Key Steps and Consultation

Liveability Key Stages	
Date	Action
February 2018	Placescape Consultation – Findings 1. Local history, heritage buildings and features 2. Cleanliness of public space 3. Natural environment (views, vegetation, topography, water etc.) 4. Overall visual character of the area 5. Vegetation and natural elements (street trees and planting)
Council report 25 September 2018	Council confirm project to be submitted for Liveability funding – Richmond, South Windsor and Windsor masterplans and public domain plans
Nov 2018	Liveability grant submission
Feb 2019	Breakdown of stages of the \$18.75m funding provided to State Government
March to Sept 2019	Expression of Interest followed by tender process to engage consultants to assist in the development of the masterplan and public domain plans. Engaged Urbis.
September 2019 to July 2020	<p><u>Town Centres Master Plan Working Group</u></p> <p>Town Centres Master Plan Working Group formed to:</p> <ul style="list-style-type: none"> - provide advice to Council staff on the preparation of a brief to engage a suitable consultant to prepare Master Plans for the Windsor and Richmond Town centres. - act as a reference group to assist Council staff to manage the works program, methodology and stakeholder engagement processes to be delivered by the consultant engaged. - provide advice to Council staff on consultative strategies for inviting submissions and comments in relation to the preparation and public exhibition of draft Master Plans for Windsor and Richmond. - develop a framework for the testing of town centre revitalisation concepts in a methodical and sensible manner whilst encouraging active participation and involvement by the community. <p>The Working Group met 25 September 2019, 30 October 2019, 29 April 2020, 27 May 2020 and 29 July 2020.</p> <p>Minutes from these meetings are provided as attachment 5 to this report.</p>
October 2019 to March 2020	<p><u>Urban Design and Place Analysis</u></p> <p>Urbis completed a comprehensive analysis of the town centres including urban design elements and strategic plans, policies and studies.</p> <p><u>Community and Stakeholder Engagement</u></p> <p>A variety of engagement activities were undertaken by Urbis consulting to build on the knowledge that Council gathered through the development of the Community Strategic Plan, Place Score Card and the Local Strategic Planning Statement, all of which provided high level understanding of community values and issues</p> <p>Urbis undertook targeted engagement that was specific to practical short term improvements in the three centres.</p>

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	Community engagement methods included business street walks, stakeholder workshops, pop up engagement stalls in each town centre, social media posts, online survey, dedicated email and phone line and the distribution of project information postcards.
April 2020	<u>Councillor briefing</u> Outlined community engagement process and called for suggestions and project ideas.
July 2020	<u>Indigenous engagement</u> Engagement with the local Aboriginal community was undertaken through face to face and written correspondence during the months of June and July 2020 to support the creation of a Vibrant Towns and Villages Masterplan, focussed on the towns of Richmond, Windsor and South Windsor.
July 2020	<u>'Big Ideas' documented</u> In addition to the work undertaken by Urbis, Council staff collected Councillor suggestions, reviewed other relevant work and studies and added in some other concept ideas for consideration - as outlined in the "Big Ideas" document. The projects included in the Big Ideas document were intended to build on the foundation work proposed under the Liveability Program and enable Council to undertake feasibility studies or apply for future funding opportunities. The Big Ideas document was presented at Councillor briefing July 2020
July 2020	Draft Master Plan and Public Domain plans were reported to Council 28 July 2020, then placed on public exhibition.
August 2020	A draft Master Plan and Public Domain Plan Interactive Summary Document was developed for use during the public exhibition period August 2020.
August / September 2020	<u>Public exhibition</u> The Liveability Project Public Exhibition process ran from 1 to 31 August 2020. During this time a variety of activities were undertaken including: <ul style="list-style-type: none"> • Business Street Walks (in all three town centres door to door); • Stakeholder workshops (including Council's Town Centre Working Group, the Project Control Group, Chamber of Commerce, local businesses, clubs and education providers); • Dedicated Project Information page on Your Hawkesbury Your Say (1,218 visitors); • An interactive summary digital version of the Master Plan foundation document was prepared for use during the public exhibition period (439 views/downloads); • Project fact sheet (109 views/downloads); • Online survey (397 responses); • Hard copy surveys and documents for perusal located at the main Library at Windsor, Richmond Library and at the Customer Service area in the Administration building; • Face to face engagement stalls in each town centre; • Social media posts (19 posts with 280 comments); • Direct email to the Business Database and inclusion in the Business Newsletter; • Written submissions (three responses received); and • Postcards (800 distributed).

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September 2020	<p>Councillor briefing Session held 15 September 2020 to:-</p> <ul style="list-style-type: none">• Outline the results of the public exhibition of the Masterplan and Public Domain Plans• Seek Councillors input into the priority projects and required Councillors to rank the projects to enable the preparation of detailed design and project implementation. <p>Further detail regarding the Public Exhibition outcomes and engagement with Councillors is provided below.</p>
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Public Exhibition and Engagement with Councillors

Overall, the outcomes of the community engagement and public exhibition of the Master Plans and Public Domain plans indicated support from respondents.

The results of the survey responses on the Master Plan and Public Domain plans are as below:

Windsor	South Windsor	Richmond
53.7% strongly approve	36% strongly approve	37.3% strongly approve
29.2% approve	32.5% approve	37.8% approve
9.8% neutral	18.9% neutral	16.1% neutral
6% disapprove	11.1% disapprove	7.8% disapprove
1.3% strongly disapprove	1.5% strongly disapprove	1% strongly disapprove

As abovementioned in this report, whilst the draft Master Plans and Public Domain plans identified works that could prospectively be delivered within the grant funding guidelines, but varied consultation that was undertaken through the development phase of the project identified a scope of works that was beyond those that could be delivered within the available funding envelope. As such, the community were also invited to 'rank' projects for each of the town centres, providing Council with the necessary insight from the community to enable determination of the project components that should be delivered.

At a briefing 15 September 2020 Councillors considered the community engagement outcomes, the survey results and project component ranking that was identified through the public exhibition of the Master Plans and Public Domain plans for each of the town centres. There was overall agreement by Councillors that the key outcomes being sought from the project were:

- Economic Stimulation of retail section
- More attractive spaces – green and clean
- Enabling people places / pedestrian spaces

Key priorities areas of broad agreement from Councillors at the briefing is summarised as below:

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WINDSOR	
Project	Comment
George Street Green tree boulevard, street furniture, integrate public art, cleaning of the town centre	
Mall (South, between Fitzgerald and Kable Streets) Shared Pedestrian zone (reopened to cars). Trees to be planted to align with the rest of George Street, create clear sightlines, high quality furniture and lighting reintroduce car parking – potential one way traffic, create an adaptable space to allow the continuation of markets and events.	Need to see the design and how the traffic would work. Staff to develop a fly through. Want projects to support economic stimulation. Keep Paddlewheeler. Toilet in town centre.
Mall (North, between Kable and Baker Street) Pedestrians Only – Extend tree planting to align with the rest of George Street, high quality pavement, street furniture and lighting	Need an attraction that will draw people and keep people to encourage them to spend time.
Thompson Square - Outdoor dining upgrades, cleaning, tidying, sightlines improved, nicer space	See how can use artwork to create link between library and gallery.

SOUTH WINDSOR	
George Street Streetscape – Green Boulevardde with street trees linking South Windsor from McLeod Park to the Station, new seating with Parklets – to allow places to occupy and sit	Raise pedestrian crossing.
Bereewan Park Upgrades – Staged Plan for works with initial upgrade to include tree planting and formalisation of path network, investigation into community garden	Focus on the shops as a priority, stage the works in the park and consider smaller work first such as trees and seating, picnic area.

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Windsor Street Green Tree Boulevard, new seating (Parklets to provide opportunities for outdoor dining) and lighting.	Lighting and artwork Clean centre and tidy car parks.
Richmond Park Oval Activation – New seating, pedestrian connectivity to town.	How do we make the oval operate and connect the centre? Need an attraction that will draw people and keep people to encourage them to spend time Need to change the length of parking so people can stay longer

The projects for each of the town centres were then ranked as below:

WINDSOR

Ranking	Key Project
1	George Street Streetscape – Formal tree boulevard, high quality pavement, street furniture, integrate public art.
2	Mall (South, between Fitzgerald and Kable Streets) Shared Pedestrian zone reopened to cars) trees to be planted to align with the rest of George Street, create clear sightlines, high quality furniture and lighting, reintroduce car parking.
3	Mall (North, between Kable and Baker Street) Pedestrians Only – Extend tree planting to align with the rest of George Street, high quality pavement, street furniture and lighting.
4	Thompson Square Outdoor dining upgrades.
5	River Connection Upgrades – Signage to assist with way finding on key street corners to indicate river connection, prune existing trees along river, viewing areas, seating and signage.
6	McQuade Park Upgrades – Improve park connections, enhance activity around Don't Worry Oval, lakeside alfresco dining, event space, a cultural heart. Oval and Bowling Lawn – retain oval and grandstand, upgrade playground.
7	Library and Gallery Court – Extend the lawn forecourt to the road to create an arrival space, frame the central lawn with additional trees and seating, improve access with a new pedestrian crossing, upgrade signage and way finding, improve lighting.

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SOUTH WINDSOR

Ranking	Key Project
1	George Street Streetscape – Green Boulevard with street trees linking South Windsor from McLeod Park to the Station, new seating.
2	Bereewan Park Upgrades (corner of George Street and Bell Street) – more greenery and tree canopy, formal path network, activate the park with play equipment or courts.
3	George Street Parklets – to allow places to occupy and sit.

RICHMOND

Ranking	Key Project
1	Windsor Street Streetscape Green Tree Boulevard, new seating and street furniture, lighting, event mode – bollards, lighting. Parklets to provide opportunities for outdoor dining.
2	Richmond Park Oval Activation – New seating, pedestrian connectivity of crossing and pathways, improve arrival experience, event space, activate public Wi-Fi.
3	Regent Theatre Forecourt (145 Windsor St Richmond) – framed by street trees and seating.

Following this briefing, staff moved into a detailed design phase on each of the town centres. It was agreed that works that had been identified in the Master Plans and Public Domain Plans that could not be funded under the Liveability Program would be considered for delivery by Council should other funding opportunities become available.

The Master Plans and Public Domain plans were reported to and subsequently adopted by Council in September 2020. The endorsement included the progression of the priority projects as identified by Councillors and the determination to retain both sections of the Windsor Mall as pedestrian only.

Keys steps undertaken following adoption of the Master Plans and Public Domain plans are summarised in the table below.

Liveability Key Stages Continued	
Date	Action
September 2020	Presentation of draft Master Plans and Public Domain plans to Council for adoption and endorsement to progress the priority projects to tender and detailed design phase.
31 July 2020 to 30 November 2020	Procurement Process – Tender to Engage contractors to undertake detail design
December 2020	Engaged consultants Place Design Group
January 2021 to April 2021	Place Design Group undertook: <ul style="list-style-type: none">• Detailed review of all documentation• Inception Meeting with Council and Site Visit

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	<ul style="list-style-type: none"> • Detailed Site Surveys undertaken of each town centre • Aboriginal Due Diligence Assessment (ADDA) (including background research, field investigations, reporting and mapping) • Historic Heritage Assessment for each town centre • Engineering Assessment • Flood Risk Analysis by Hydraulic Engineers • Stakeholder Engagement • Meetings with specialists, including but not limited to, furniture materials and structures suppliers, advanced stock tree suppliers, street tree root system technology suppliers (underground root soil cells), play/water play suppliers etc. • Preparation of detailed concept cost estimates • Concept Design Plans developed
18 May 2021	<p>Councillor briefing session / Workshop</p> <p>Place Design Group presented to Councillors. An overview was provided on all steps undertaken to date, requirements and validation process. All final concept design plans for each town centre were presented to seek Councillor's input to enable the project to then move to the tender documentation and implementation phase.</p>
May – June 2021	Further Community Engagement
May – June 2021	Undertake underground utility assessment and mapping
20 July 2021	<p>Meetings held with business owner in Windsor Mall to discuss possible scope changes including:</p> <ol style="list-style-type: none"> 1. Gas Lamps to be installed from Thompson Square to railway station along George Street. 2. Metal signage to highlight historical sites and buildings. 3. Classy Metal street signs. 4. Different coloured pavers to indicate walking trail. 5. Engraved pavers project.
May – August 2021	Undertake Heritage and Aboriginal Culture Assessments
July to September 2021	Investigations into the logistics of running Engraved Paving Project, research other Councils, investigate suppliers and procurement process/internal process.
28 September 2021	Mayoral Minute – 28 September 2021 Windsor Mall Named Paver Project.
September 2021	<p>Engraved Paver Project launched for the sale of 100 pavers.</p> <p>(Promoted via I Love Windsor) Promotion to the community and businesses was led by Windsor Mall business owner. Council supported this Project by providing online capability for the</p>

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	community to order the pavers and managing sale of the pavers (customer point of contact and payment processing).
10 February 2022	Road Safety Audit undertaken for Richmond, South Windsor and Windsor Town Centres
11 February 2022	Meeting with Mayor, Windsor business owner, Members of Defenders of Thompson Square, Director City Planning and Manager City Design and Economic Development to discuss Liveability Project Windsor Town Centre Design.
14 February 2022	Local Traffic Committee (LTC) Report – Presented scope of works for the Liveability Project Richmond, South Windsor and Windsor Town Centre. Committee recommendation: Unanimous support for the scope of works.
2 March 2022	Windsor Business Visits to introduce and drop contact details for Place Making Officer and advise of Liveability project and link to YHYS
8 March 2022	Council report – Adopted the LTC Minutes and the Liveability design and scope of work.
29 March 2022	<p>Notice of Motion – Council meeting 29 March 2022</p> <p>Item: 068 - Retention of Iconic Features of Windsor Mall</p> <p>Submitted by: Councillor Djuric</p> <p>Council resolved that:</p> <p><i>“1. During the implementation of the liveability project, Council retains in Windsor Mall, such iconic items as:</i></p> <ul style="list-style-type: none"> <i>a) The rotunda in front of 156 George Street</i> <i>b) The rotunda wisteria plants</i> <i>c) The water wheel</i> <i>d) The gas lamps</i> <p><i>2. Council remove the raised pavers around the base of the wisteria plants and replace them with a suitable safety matting or another solution to achieve a safe and sustainable outcome.”</i></p>
30 March 2022	Business Visits in Windsor Mall by Place Making Officer to discuss update on the Windsor Town Centre Project at request of businesses following Council meeting.
1 April 2022	Business Visit regarding Liveability Project to new business owners taking over the Baz Wine Bar by Place Making Officer
April / May 2022	Design review and further investigations to give effect to the resolution of Council meeting 29 March 2022, including

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	<p>engaging a specialist to undertake an Emergency Vehicle Access report, engagement with Fire and Rescue NSW to gain approval for the retention of the Rotunda.</p> <p>Design review and plans updated to reflect resolution.</p> <p>New Community Graphic Overlay Plan prepared for Windsor Mall</p>
May 2022	Community correspondence received and responded to with regards to Windsor Mall and Commemorative Pavers.
May 2022	Tender for construction for approved projects in Richmond and South Windsor town centres complete. Engagement of Statewide Civil for South Windsor and KK Civil for Richmond Town Centres.
May 2022	Commencement of construction in Richmond and South Windsor
9 and 11 May 2022	Windsor business visit to discuss Liveability Project and the information on YHYS and design plans undertaken by Council's Place Making Officer
16 May to 3 June 2022	Visited Businesses in Windsor to update contact details for Database by Council's Economic Development Officer
1 June 2022	Meeting with Windsor Mall Businesses to go through Liveability Plans at request of businesses undertaken by Council's Place Making Officer
June 2022	Community Update Design Package updated and published to Your Hawkesbury Your Say
June 2022	Engraved Pavers received and stored at Council depot awaiting project commencement for installation.
13 September 2022	<p>Notice of Motion – Council meeting 13 September 2022</p> <p>Item: 167 – Restoration of Gas Lamps</p> <p>Submitted by: Councillor Djuric</p> <p>Council resolved that:</p> <ol style="list-style-type: none"><i>1. Restore the Windsor Mall gas lamps to run on gas as they were originally intended.</i><i>2. Look into fitting emission reducing mantles and other fittings to help Council's drive toward net zero emissions.</i><i>3. Liaise with specialists such as gas fitters, gas network employees, gas engineers, lamp manufacturers, and historical lamp experts, so that Windsor's gas lamps are appropriately and</i>

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	<p><i>respectfully restored, whilst minimising running costs and emissions.</i></p> <p><i>4. Complete the restoration during the Windsor Mall revamp.</i></p>
September 2022 – Ongoing	Design review and further investigations required to give effect to the resolution - ongoing.
14 and 15 December 2022	Liveability Project Update Flyer drop to business and residents along George Street, Windsor
18 January 2023	Letter received and responded to from Defenders of Thompson Square regarding concerns around the Liveability Project Windsor Town Centre.
February 2023	<p>Concurrent to the design review and all associated investigative works the following process to gain Heritage approvals through Heritage NSW included:</p> <ul style="list-style-type: none"> • Development of Archaeological Research and design methodology (ARD) – COMPLETED • Section 60 applications – COMPLETED • Section 140 Application (for Windsor area based on SoHI) - COMPLETED • Aboriginal Heritage Impact Permit application – COMPLETED
10 February 2023	Business Information Session Information Flyer Drop to Businesses along George Street, Windsor by Economic Development
20 February 2023	Practical completion of Construction in South Windsor Town Centre
21 February 2023	Gas Lamp Rehabilitation Analysis Report Undertaken by RVE Plumbing Service
24 February 2023	Business Information Session Information Flyer Drop to Businesses along George Street, Windsor by Economic Development
23 February 2023	Information Session held for businesses and residents of Windsor (recorded for viewing)
Expected March / April 2023	Practical Completion of Richmond Town Centre Construction Works
2 and 9 March 2023	Stakeholder Engagement to introduce and drop off contact details and Frequently Asked Questions document by Stakeholder Engagement Officer
14 March 2023	<p>Notice of Motion – Council meeting 14 March 2023</p> <p>Item: 6.1.5 – Mall in George Street, Windsor</p> <p>Submitted by: Councillor Sheather</p> <p><i>Council resolved That:</i></p>

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	<ol style="list-style-type: none">1. <i>Expresses its dissatisfaction with the current plans for the Liveability project in Windsor.</i>2. <i>Holds a briefing next week to discuss a way forward including financial implications.</i>
14 March 2023 – ON HOLD	Liveability Project Windsor Town Centre placed on hold
20 March 2023	Letter received regarding preserving heritage in Windsor from Defenders of Thompson Square and Hawkesbury Historical Society
21 March 2023	Councillor briefing Session to discuss Liveability Project Windsor Town Centre
21 March 2023	Letter received from Windsor Experience Action Group dated 20 March 2023 outlining the list of changes requested for the Liveability Project Windsor Town Centre
21 March 2023	Written response received from Western Parkland Funding Authority regarding possible scope changes and implications on the project and funding.

oooO END OF REPORT Oooo

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Meeting Date: 18 April 2023

4.3.5. CP - Western Sydney University Scholarship Program - (95498)

Previous Item: 9, Ordinary (11 June 1991)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to seek Council's endorsement to change the selection criteria and execute an updated Scholarship Donor Agreement with Western Sydney University.

EXECUTIVE SUMMARY

At its Ordinary Meeting, 11 June 1991, Council established a scholarship program with the Western Sydney University, as a way of supporting both the education of tertiary students (with a focus on local students at the Hawkesbury Campus), and contributing to the talent pool of potential employees.

The scholarship program was reviewed and renewed in 2021 with the recommendation that an updated Scholarship Donor Agreement with the (then) University of Western Sydney be executed.

In 2022, Council was notified by Western Sydney University (WSU) that there were difficulties awarding the scholarship to new students due to the limiting eligibility criteria in the current agreement.

It was recommended by WSU that Council revisit the Scholarship criteria again, to re-frame and modernise the criteria to appeal to a broader range of applicants and promote this opportunity accordingly within the Hawkesbury Region.

RECOMMENDATION

That Council endorse the proposed changes to the Western Sydney University Scholarship criteria with the criteria that is contained within this Council Report.

BACKGROUND

At its Ordinary Meeting, 11 June 1991, Council established a Scholarship Program with the (then) University of Western Sydney, as a way of supporting both the education of tertiary students (with a focus on local students at the Hawkesbury Campus) and contributing to the talent pool of potential employees of Council. The first scholarship was award in 1992.

Council has continued to deliver this program by way of a five-year agreement. The current scholarship agreement that was updated and adopted by Council in September 2021 provide an opportunity for an additional two students to participate in the program than had been previously funded. Council's contribution to date has been \$291,894 and a total of 28 students at Western Sydney University have benefited from the Scholarship Program.

The cost of the Scholarship Program Cost is \$45,000 for a contract period of 2022 to 2024, as shown in Table 1, noting that the contribution is awarded on the university calendar year.

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Table 1: Scholarship Program Cost

Student	2022	2023	2024
1.Existing Student	\$5,000	\$5,000	\$5,000
2.New Student #1	\$5,000	\$5,000	\$5,000
3.New Student #2	\$5,000	\$5,000	\$5,000
Annual Total	\$15,000	\$15,000	\$15,000

DISCUSSION

In 2022, Council was notified by Western Sydney University that there were difficulties awarding the scholarship to new students due to the limiting eligibility criteria in the current agreement.

The Hawkesbury student pool of potential applicants is much smaller than at other WSU campuses (2,596 students at Hawkesbury in total) with Nursing and Science as the only undergraduate programs offered by the Hawkesbury Campus due to a change in the course selections by the University.

It was recommended by WSU that Council revisit the Scholarship Program criteria, to re-frame and modernise the criteria to appeal to a broader range of applicants and promote this opportunity accordingly within the Hawkesbury Region.

Selection Criteria

As the Scholarship Program has been in operation for twenty years, Council engaged with WSU in 2021, to conduct a situational analysis and a review of the scholarship program.

The situational analysis considered:

1. Selection criteria, and;
2. Alignment of the agreement with objectives and directions of Council's Community Strategic Plan.

The current selection criteria and the proposed new selection criteria that has been developed following a review of the Scholarship Program is provided in Table 2 as below.

Table 2: Selection Criteria

Current	Proposed
Student who is an Australian citizen or permanent resident	Student who is an Australian citizen or permanent resident
Student who attends a full-time course at the Hawkesbury Campus	Student who is studying part time or full time at a Western Sydney University Campus
Student who resides in the Hawkesbury LGA for at least one year prior to commencement of study at the University	Student who currently resides in the Hawkesbury LGA.
Student who has completed their HSC within two years of commencement of study at the University and be under 20 years of age at the time of their application for the scholarship	Remove

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Current	Proposed
Have attended a local high school in the Hawkesbury LGA or a selective high school outside of the area.	Student who has attended a local high school in the Hawkesbury LGA or a selective high school outside of the area.
Be enthusiastic ambassadors for the Hawkesbury and willing to take an active role in supporting their community through: Events – Attend and assist in two events run by Hawkesbury City Council (e.g. Light Up Windsor and one Youth Week Activity/Event). The student needs to attend the Student Leadership Program over three days and have a role presenting or assisting with a group. Promotion – Sharing council promotional messaging and tagging Council about their involvement in the program. Promoting the scholarship at the end of their first year to fellow applicants. Mentoring – They meet with a team at Council and choose a mentor in their field and agree to meet on a regular basis with the mentor (optional)	Student will be an enthusiastic ambassador for the Hawkesbury and be willing to participate in Hawkesbury City Council events and arising opportunities. Applicants must demonstrate strong links to their community within the Hawkesbury region, including charity or community work.
Applicants must provide a statement in support of their application indicating how they believe the receipt of the scholarship will assist them with their studies and in their future career. This statement should give a sufficient explanation of the applicant's background and current circumstances to enable the University to judge their eligibility, need and merit. Successful applicants will be selected based on their written application, academic potential, their ability to meet the criteria and, where appropriate, performance in an interview before a selection panel which includes a representative or nominee of the Chair, Western Sydney University Academic Senate and a Hawkesbury City Council, Council representative on the Selection Panel.	Applicants must provide a statement in support of their application indicating how they demonstrate compassion, a willingness to go beyond the call of duty to help others or a genuine commitment to community service within the Hawkesbury region. This statement should give a sufficient explanation of the applicant's background and current circumstances to enable the University to judge their eligibility, need and merit. Successful applicants will be selected based on their written application, academic potential, their ability to meet the criteria. (Western Sydney University Academic Senate recently introduced new practices for assessing and awarding scholarships without interview.)

A key change to in the selection criteria is to open up the Scholarship Program to those Hawkesbury residents who are studying at any WSU campus to appeal to more students, this aligns with other scholarships offered at WSU.

COMMUNITY ENGAGEMENT

Council have undertaken this review in collaboration with the Western Sydney University.

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 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.3 Increase the range of local partnerships and plan for the future.
- 1.6 Build on a sense of community and wellbeing.

Strong Economy

- 3.2 Increase the range of local industry opportunities and provide effective support to continued growth.
- 3.3 Promote our community as the place to visit, work and invest.
- 3.5 Celebrate our creativity and cultural expression.

Reliable Council

- 4.4 Build strong relationships and shared responsibilities.
- 4.7 Encourage informed planning, balanced growth and community engagement.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the Adopted 2022/2023 Operational Plan and Draft 2023/2024 Operational Plan.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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4.3.6. CP - Upper Colo Reserve Management Status - (95498, 124414, 159585)

Previous Item: 127, Ordinary (19 July 2019)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to outline the current management status of Upper Colo Reserve, and recommend necessary actions should Council wish to continue managing the Reserve.

EXECUTIVE SUMMARY

This report provides an outline of the current management status of the Upper Colo Reserve, and recommends that Council formally request to be appointed as the Crown Land Manager.

RECOMMENDATION

That Council make a formal request to Crown Lands for Hawkesbury City Council to be appointed as the Crown Land Manager for the Upper Colo Reserve - Crown Reserve Lot 7306 DP1166056.

BACKGROUND

The Upper Colo Reserve is a popular recreation Reserve, surrounded by the Wollemi National Park, situated on the Colo River. The Reserve is characterised by a large clearing surrounded by bushland, with a sandy, gentle entry to the Colo River. Although the Reserve is relatively isolated, but normally accessible, and its natural beauty and peaceful setting draws visitors from the wider region for picnics, camping, swimming and canoeing.

The Reserve is currently closed to visitors due to the loss of Upper Colo Bridge in the 2021 floods, although works are well underway to replace the Bridge, and the Reserve is scheduled to reopen on 1 September 2023.

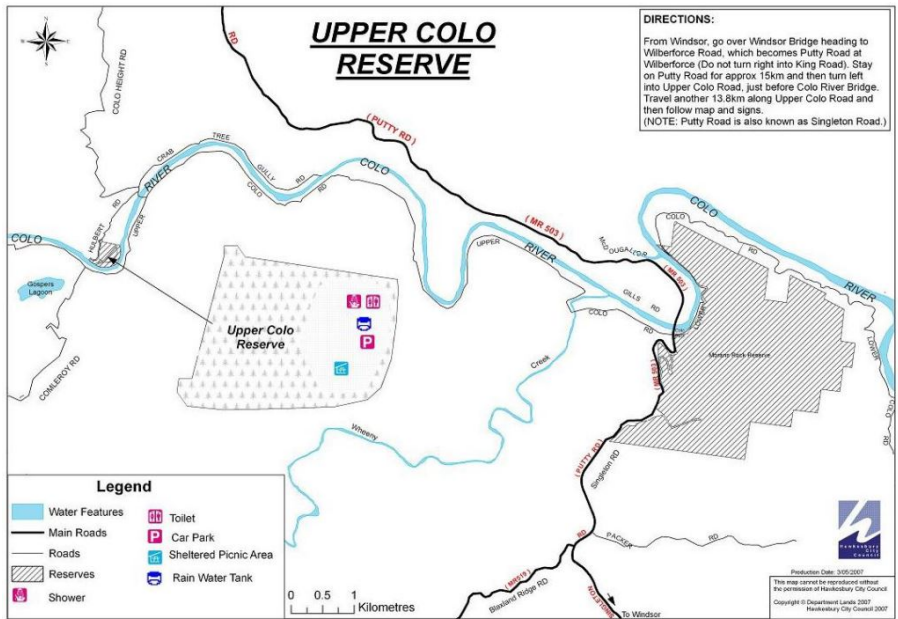
Land Ownership and Management

The Upper Colo Reserve is Crown Land, reserved for public recreation and access on 3 August 1962 (Reserve 83943). Colo Shire Council was assigned as Reserve Trust Manager on 5 October 1962, and Council continues to manage and maintain the Reserve.

In 1979, part of the Upper Colo Reserve was declared a National Park, and the remainder of the land (within Lot 7306 DP 1166056) remained as Crown Land. It appears that at the time, the management of the Reserve Trust was revoked for the entire Reserve rather than the portion within the National Park, which in turn cancelled Council's appointment as Reserve Trust Manager. Upon commencement of the Crown Land Management Act 2016 on 1 July 2018, the management of the Upper Colo Reserve defaulted to the Minister for Crown Land.

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Location Plan



Relevant Legislation:

Crown Land Management Act 2016

DISCUSSION

To resolve this issue, Council Officers have been in contact with various staff at Crown Lands to ascertain why Council is no longer the trust manager, and how this could be rectified. Advice was received in January 2019 that no Reserve Trust was named, and that Crown Lands would assign a name so that Council would transition correctly as Crown Land Manager during the grace period when the new legislation was enacted. No further action was required from Council at that time.

When reviewing the Crown Land managed by Council, it was identified that the Upper Colo Reserve had still not been assigned to Council for management. Further enquiries were made with Crown Lands, and a subsequent investigation determined that the Reserve Trust was revoked erroneously.

If Council is agreeable to accepting the role of Crown Land Manager, a formal application is to be made to the department managing Crown Lands, with a resolution from Council required to support the request.

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 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.

1.5 Provide the right places and spaces to serve our community.

Reliable Council

4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

FINANCIAL IMPACT

There are minor financial implications applicable to this report.

Council currently funds the maintenance of this reserve, including the cost of caretaking duties for the camping ground. This Reserve will be covered by a Generic Plan of Management, however it will be necessary to obtain Native Title Advice for inclusion in the Plan. If Council seeks this advice externally, as it has done with other Crown reserves, the cost would be approximately \$2,500.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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4.4. CORPORATE SERVICES

4.4.1. CS - Land Revaluations 2022 - (95496)

Previous Item: 041, Ordinary (31 March 2020)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to provide an overview of the outcome of the land valuations within the Hawkesbury City Council Local Government Area undertaken in late 2022 by Valuations NSW, for Council's information.

EXECUTIVE SUMMARY

Valuations NSW conducts a revaluation of each Local Government Area (LGA) approximately every three years. The last valuation was undertaken late in 2019 with those land values being used for rating purposes for the following three financial years.

The 2022 valuation has resulted in the total rateable land valuations increasing from \$14.3 billion to \$22.4 billion, an average increase of 57% across all rating categories and sub-categories.

The increase in land values will not result in an increase in rating income. The current rating income, allowing for the allowable increase for 2023/2024, will be redistributed across properties based on the 2022 valuation.

It should be noted that the values quoted in this report are based on the valuation figures received from Valuations NSW. These values may be subject to further change prior to use in the 2023/2024 rates levy, due to ongoing objections by owners and subsequent reviews by Valuations NSW.

RECOMMENDATION

That the information concerning the revaluation of properties within the Hawkesbury City Council Local Government Area be received and noted.

BACKGROUND

Valuations NSW conducts a valuation of each LGA approximately every three years. A valuation of the Hawkesbury Local Government Area was previously undertaken in 2019. These land values currently have been used for rating purposes since the 2020/2021 rates levy.

In accordance with the Valuations NSW's valuation cycle, a valuation of the Hawkesbury City Council Local Government Area was undertaken in late 2022.

Valuations NSW bases its land valuations on a range of factors, including, but not limited to, property sales data in the area and restrictions on the property.

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The land value for each property, as determined by the Valuations NSW, is used by Council to determine the general rates applicable to the property in accordance with the rating structure applicable to the respective rating categories and sub-categories thereof.

The impact on rates payable by each property will, to varying extents, be impacted by:

- The change in the relative proportion of the Notional Yield between the different rating categories
- The movement in the land value of the property relative to the average movement in land value within the applicable rating category
- The land value of each individual property
- The level of the Base Amount.

A summary of the impact of the 2022 valuation on properties in the Hawkesbury Local Government Area is provided below. Details on all suburbs are attached as Attachment 1 to this report.

Relevant Legislation

In accordance with Section 498 of the Local Government Act 1993, land valuations provided by Valuations NSW are used for rating purposes.

DISCUSSION

The 2022 valuation has resulted in the total rateable land valuations increasing from \$14.3 billion to \$22.4 billion, an average increase of 57% across all rating categories and sub-categories.

As a result of the 2022 land valuations, there is a shift of 1% of the Notional Yield to the Residential Category from the Business Category as shown in Table 1:

Table 1 – Distribution of the Notional Yield

Category	2023/2024 Notional Yield based on 2019 Valuations (\$)	2023/2024 Notional Yield based on 2019 Valuations (%)	2023/2024 Notional Yield based on 2022 Valuations (\$)	2023/2024 Notional Yield based on 2022 Valuations (%)	Change (%)
Residential	\$39.6M	85%	\$39.7M	86%	+1%
Business	\$4.9M	11%	\$4.8M	10%	-1%
Farmland	\$1.8M	4%	\$1.8M	4%	Nil
Total	\$46.3M	100%	\$46.3M	100%	

Table 2 provides a summary of the overall effects of the valuation on land values in each rating category and sub-category.

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Table 2 - Land Values Summary

Category	No. of Rateable Properties	2019 Total Land Value	2019 Average Land Value	2022 Total Land Value	2022 Average Land Value	Change in Average Land Value
Residential	24,821	\$12,334,680,421	\$496,945	\$19,358,975,973	\$779,943	\$282,998 57%
Business	1,651	\$1,113,744,247	\$674,588	\$1,686,010,163	\$1,021,205	\$346,617 51%
Farmland	663	\$887,253,200	\$1,338,240	\$1,399,408,000	\$2,110,721	\$772,481 58%
Total	27,135	\$14,335,677,868		\$22,444,394,136		

1. Impact on Rates

The impact of the 2022 land valuations on the average rates for each respective rating category is summarised in Table 3.

Table 3 – Impact on Rates

Category	Average Rates based on 2019 Land values	Average Rates based on 2022 Land values	Change in Average Rates due to land valuation
Residential	\$1,594	\$1,599	+\$5
Business	\$2,979	\$2,904	-\$75
Farmland	\$2,726	\$2,740	+\$14

The increase in land values will not result in an increase in rating income. The rating income for 2023/2024 will be based on the 2022/2023 rating income increased by the allowable rates increase and the impact of growth. The land valuation process merely redistributes the total rates income amongst the different rating categories and properties therein. The total “pool” of rates that Council will levy in 2023/2024 is capped by the NSW State Government and is not increased as a result of a land valuation.

The impact on rates payable by each property will, to varying extents, be impacted as follows:

- The change in the relative proportion of the Notional Yield between the different rating categories
- The movement in the land value of the property relative to the average movement in land value within the applicable rating category
- The land value of each individual property
- The level of the Base Amount.

As shown in Table 1 above, the 2022 land valuations have resulted in a shift of the proportion of the Notional Yield collected from each respective Rating category. For 2022/2023, an additional 1% of the Notional Yield will be collected from the Residential Rating category, offset with a corresponding 1%

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reduction in the amount collected from the Business Rating category. This shift has resulted in changes to the average rates applicable to each respective Rating category.

The impact on rates payable by each respective property will depend on the increase or decrease in land value relative to other properties. Generally, if the land value of a property has increased by more than the average increase across the rating category, that property will experience an increase in rates payable. Conversely, if a property experiences an increase lower than the average increase, that property will experience a decrease in rates payable.

The impact of changes in land values is also partly driven by the extent of reliance on land value in the rating structure. The higher the proportion of rates revenue a council collects through the ad valorem rate, the higher the impact of a land revaluation on rates payable.

Where a council has a rating structure based solely on an ad valorem rate, properties are impacted to the full extent with the applicable land valuation changes. Where a rating structure has a reduced reliance on the ad valorem rate, such as structures including Base Amounts, the impact of a land valuation is reduced to some extent. This applies to both increases and decreases in property land values.

Council's current rating structure includes a Base Rate of 50% for the Residential Category, with the Residential Category Base Amount being applicable to the Business and Farmland categories. This is the maximum allowable under legislation and results in minimising the impact of land valuations.

Tables 4 to 12 provide detail of the impact of the land valuations on the different rating categories and suburbs within the Hawkesbury area. The Tables display information on selected suburbs. The selection has been based on number of ratepayers within the respective suburbs and the extent of the impact of changes in land values on rates payable for 2023/2024. A full list of suburbs and the relevant information is attached as Attachment 1 to this report.

2. The Residential Category

Table 4 relates to changes in Land Values. The Table indicates the likely changes, subject to any objections, in the average land values in the most populated suburbs within the Residential Rating Category. The suburbs shown in Table 4 have been selected, and ordered, based on the number of properties, and therefore indicates the number of ratepayers impacted.

The Table compares the Average Land Value in 2019 (previous Land Valuation) and the Average Land Value in 2022 (latest Land Valuation). The Table shows the change in \$ value and what this change is as a % of the Average Land Value in 2019.

Whilst most of the suburbs listed have been impacted by an increase in land value, due to the shift in total land value between the Residential Category and the Business Category as referred to earlier, these increases will not necessarily result in an increase in rates arising from the land valuation process.

Table 4 – Residential Category – Changes in Average Land Value

Suburb	No. of Properties	Average Land Value 2019	Average Land Value 2022	Change in Average Land Value \$	Change in Average Land Value %
North Richmond	2,755	\$386,096	\$633,866	+\$247,769	+64.2%
South Windsor	2,310	\$332,640	\$487,368	+\$154,728	+46.5%
Bligh Park	2,245	\$324,640	\$462,853	+\$138,213	+42.6%
Richmond	2,194	\$314,551	\$476,562	+\$162,011	+51.5%

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Suburb	No. of Properties	Average Land Value 2019	Average Land Value 2022	Change in Average Land Value \$	Change in Average Land Value %
Pitt Town	1,272	\$728,384	\$1,098,676	+\$370,292	+50.8%
Kurrajong	1,133	\$563,494	\$937,504	+\$374,010	+66.4%
Hobartville	1,082	\$354,881	\$529,440	+\$174,559	+49.2%
Wilberforce	990	\$590,672	\$958,938	+\$368,266	+62.3%
Glossodia	940	\$482,958	\$674,727	+\$191,769	+39.7%
McGraths Hill	895	\$401,789	\$547,804	+\$146,016	+36.3%
Windsor	724	\$396,007	\$564,565	+\$168,558	+42.6%
East Kurrajong	670	\$635,348	\$1,018,750	+\$383,401	+60.3%
Freemans Reach	630	\$552,887	\$819,791	+\$266,904	+48.3%
Bowen Mountain	587	\$269,985	\$402,571	+\$132,586	+49.1%
Oakville	569	\$1,560,934	\$2,619,607	+\$1,058,673	+67.8%
Kurrajong Heights	539	\$335,114	\$588,818	+\$253,703	+75.7%

Table 5 shows the impact on average rates arising from the 2022 land valuations in the most populated suburbs within the Residential Rating Category. The suburbs shown in Table 5 have been selected, and ordered, based on the number of properties, and therefore indicates the number of ratepayers impacted.

The Table compares what the 2023/2024 Average Rates would have been based on the 2019 land values and what they will be based on the 2022 land values.

Table 5 – Residential Category – Impact of changes in Land Value on Average Rates

Suburb	No. of Properties	Average Rates based on 2019 values	Average Rates based on 2022 values	Change in Average Rates \$	Change in Average Rates %
North Richmond	2,755	\$1,412	\$1,446	+\$34	+2.4%
South Windsor	2,310	\$1,324	\$1,292	-\$32	-2.4%
Bligh Park	2,245	\$1,310	\$1,266	-\$44	-3.4%
Richmond	2,194	\$1,294	\$1,281	-\$13	-1.0%
Pitt Town	1,272	\$1,976	\$1,934	-\$42	-2.1%
Kurrajong	1,133	\$1,704	\$1,765	+\$60	+3.5%
Hobartville	1,082	\$1,360	\$1,336	-\$24	-1.8%
Wilberforce	990	\$1,749	\$1,787	+\$38	+2.2%
Glossodia	940	\$1,572	\$1,489	-\$83	-5.3%
McGraths Hill	895	\$1,438	\$1,355	-\$82	-5.7%
Windsor	724	\$1,428	\$1,373	-\$55	-3.9%
East Kurrajong	670	\$1,823	\$1,850	+\$27	+1.5%

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Suburb	No. of Properties	Average Rates based on 2019 values	Average Rates based on 2022 values	Change in Average Rates \$	Change in Average Rates %
Freemans Reach	630	\$1,687	\$1,641	-\$46	-2.7%
Bowen Mountain	587	\$1,220	\$1,203	-\$17	-1.4%
Oakville	569	\$3,349	\$3,352	+\$182	+5.4%
Kurrajong Heights	539	\$1,328	\$1,398	+\$70	+5.3%

Table 6 provides a statistical summary of the impact of the land valuation on average rates at a suburb level.

Table 6 – Residential Category – Statistical Summary

Statistic	Suburb	Land Valuation Change	Average Rates based on 2019 values	Average Rates based on 2022 values	Change in Average Rates
Maximum increase	Putty	+\$494,000 +148.6%	\$1,323	\$1,648	+\$325 +24.5%
Minimum increase	Maraylya	+\$634,791 +56.8%	\$2,617	\$2,620	+\$3 +0.1%
Maximum decrease	Richmond Lowlands	+\$287,789 +16.9%	\$3,592	\$2,876	-\$716 -19.9%
Minimum decrease	Leets Vale	+\$239,833 +55.8%	\$1,484	\$1,484	-\$0 -0.0%
Average Change (%)	Yarramundi	+\$441,538 +64.0%	\$1,912	\$1,968	+\$56 +2.9%
Median Change (%)	Wisemans Ferry	+\$162,670 +70.3%	\$1,126	\$1,174	+\$48 +4.3%

3. The Business Category

Table 7 relates to changes in land values. The Table indicates the likely changes in the average land values in the most populated suburbs within the Business Rating Category. The suburbs shown in Table 7 have been selected, and ordered, based on the number of properties, and therefore indicates the number of ratepayers impacted.

The Table compares the Average Land Value in 2019 (previous Land Valuation) and the Average Land Value in 2022 (latest Land Valuation). The Table shows the change in \$ value and what this change is as a % of the Average Land Value in 2019.

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Generally, properties in the Business Rating Category have experienced a decrease in land value. It is to be further noted that all sales in these categories have been taken into account in the valuation process by Valuation NSW.

Table 7 – Business Category – Changes in Average Land Value

Suburb	No. of Properties	Average Land Value 2019	Average Land Value 2022	Change in Average Land Value \$	Change in Average Land Value %
South Windsor	358	\$841,916	\$1,262,296	+\$420,379	+49.9%
Mulgrave	289	\$658,384	\$1,092,630	+\$434,246	+66.0%
Richmond	272	\$576,930	\$856,885	+\$279,954	+48.5%
Windsor	246	\$598,449	\$776,415	+\$177,966	+29.7%
Vineyard	110	\$962,836	\$1,444,709	+\$481,873	+50.0%
North Richmond	109	\$566,799	\$871,071	+304,272	+53.7%

Table 8 shows the impact on average rates arising from the 2020 land valuations on the 2023/2024 average rates for the most populated suburbs properties within the Business Rating Category.

The Table compares what the 2023/2024 Average Rates would have been based on the 2019 land values and what they will be based on the 2022 land values.

Table 8 – Business Category – Impact of changes in Land Value on Average Rates

Suburb	No. of Properties	Average Rates based on 2019 values	Average Rates based on 2022 values	Change in Average Rates \$	Change in Average Rates %
South Windsor	358	\$3,552	\$3,432	-\$120	-3.4%
Mulgrave	289	\$2,947	\$3,075	+\$129	+4.4%
Richmond	272	\$2,678	\$2,580	-\$98	-3.7%
Windsor	246	\$2,749	\$2,411	-\$338	-12.3%
Vineyard	110	\$3,951	\$3,815	-\$136	-3.4%
North Richmond	109	\$2,645	\$2,610	-\$35	-1.3%

Table 9 provides a statistical summary of the impact of the land valuation on average rates at a suburb level.

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Table 9 – Business Category – Statistical Summary

Statistic	Suburb	Land Valuation Change	Average Rates based on 2019 values	Average Rates based on 2022 values	Change in Average Rates
Maximum increase	Cumberland Reach	+\$717,000 +139.8%	\$2,467	\$3,364	+\$897 +36.3%
Minimum increase	Maraylya	+\$418,600 +57.1%	\$3,191	\$3,198	+\$7 +0.2%
Maximum decrease	Cornwallis	+\$40,000 +2.4%	\$6,317	\$4,393	-\$1,923 -30.4%
Minimum decrease	North Richmond	+\$304,272 +53.7%	\$2,645	\$2,610	-\$35 -1.3%
Average Change (%)	Oakville	+\$685,517 +63.6%	\$4,332	\$4,485	+\$154 +3.5%
Median Change (%)	Oakville	+\$685,517 +63.6%	\$4,332	\$4,485	+\$154 +3.5%

4. The Farmland Category

Table 10 relates to changes in land values. The Table indicates the likely changes, subject to any objections, in the average land values in the most populated suburbs within the Farmland Rating Category. The suburbs shown in Table 10 have been selected, and ordered, based on the number of properties, and therefore indicates the number of ratepayers impacted.

The Table compares the Average Land Value in 2019 (previous Land Valuation) and the Average land value in 2022 (latest Land Valuation). The Table shows the change in \$ value and what this change is as a % of the Average Land Value in 2019.

Table 10 – Farmland Category – Changes in Average Land Value

Suburb	No. of Properties	Average Land Value 2019	Average Land Value 2022	Change in Average Land Value \$	Change in Average Land Value %
Freemans Reach	93	\$1,404,731	\$2,093,022	+\$688,290	+49.0%
Vineyard	58	\$1,162,897	\$1,883,259	+\$720,362	+61.9%
Wilberforce	53	\$1,143,264	\$1,894,358	+\$751,094	+65.7%
Pitt Town Bottoms	37	\$801,351	\$889,108	+\$87,757	+11.0%
Bilpin	31	\$793,742	\$1,451,710	+\$657,968	+82.9%
Cornwallis	30	\$1,302,433	\$1,401,500	+\$99,067	+7.6%

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Table 11 shows the impacts of changes in Land Value on the 2023/2024 average rates for the most populated suburbs properties within the Business Rating Category. The Table focuses on the impact on rates arising from the Land Valuation.

The Table compares what the 2023/2024 Average Rates would have been based on the 2019 land values and what they will be based on the 2022 land values.

Table 11 – Farmland Category – Impact of changes in Land Value on Average Rates

Suburb	No. of Properties	Average Rates based on 2019 values	Average Rates based on 2022 values	Change in Average Rates \$	Change in Average Rates %
Freemans Reach	93	\$2,860	\$2,759	-\$102	-3.5%
Vineyard	58	\$2,501	\$2,560	+\$59	+2.4%
Wilberforce	53	\$2,472	\$2,571	+\$99	+4.0%
Pitt Town Bottoms	37	\$1,965	\$1,621	-\$344	-17.5%
Bilpin	31	\$1,953	\$2,152	+\$199	+10.2%
Cornwallis	30	\$2,708	\$2,105	-\$603	-22.3%

Table 12 provides a statistical summary of the impact of the land valuation on average rates at a suburb level.

Table 12 – Farmland Category – Statistical Summary

Statistic	Suburb	Land Valuation Change	Average Rates based on 2019 values	Average Rates based on 2022 values	Change in Average Rates
Maximum increase	Central Macdonald	+\$1,445,250 +235.1%	\$1,688	\$2,727	+\$1,040 +61.6%
Minimum increase	Windsor Downs	+\$810,000 +58.5%	\$2,831	\$2,855	+\$24 +0.9%
Maximum decrease	Windsor	+\$28,500 +2.7%	\$2,317	\$1,789	-\$528 -22.8%
Minimum decrease	Pitt Town	+\$797,429 +54.7%	\$2,940	\$2,912	-\$27 -0.9%
Average Change (%)	East Kurrajong	+\$759,000 +70.7%	\$2,368	\$2,512	+\$144 +6.1%
Median Change (%)	The Slopes	+\$2,667,000 +65.4%	\$6,828	\$7,156	+\$328 +4.8%

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5. Summary

The 2022 land valuation has resulted in the following impact on rates, noting that the annual allowable increase will be applied to the 2023/2024 rates:

- Residential Properties – 15,151 properties have been impacted favourably while 9,670 properties were impacted unfavourably.
- Business Properties – 1,083 properties have been impacted favourably while 568 properties were impacted unfavourably.
- Farmland Properties - 225 properties have been impacted favourably while 438 properties were impacted unfavourably.

It is to be noted that a favourable impact on rates arising from the land valuation process will not necessarily result in a reduction in rates payable. It is most likely rates payable will increase over the 2022/2023 rates, with the increase being less than what it would have been had the land valuation not occurred.

Table 13 summarises the range of changes experienced by all properties, and how many properties fall within each respective range of increase or decrease in rates payable arising from the land valuation process.

Table 13 – Ranges and Number of Properties within the range

Range	Residential	Business	Farmland
>-\$4,001	0	6	0
-\$2,001 to -\$4,000	2	10	0
-\$1,001 to -\$2,000	18	44	10
-\$501 to -\$1,000	50	97	67
-\$301 to -\$500	428	101	60
-\$101 to -\$300	1,191	238	49
\$0 to -\$100	13,462	587	39
\$1 to \$100	6,402	304	161
\$101 to \$300	2,620	104	166
\$301 to \$500	445	98	68
\$501 to \$1,000	172	32	32
\$1,001 to \$2,000	25	16	5
\$2,001 to \$4,000	4	9	4
>\$4,000	2	5	2

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 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Reliable Council

4.2 Encourage an informed community.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable will be provided for in the Draft 2023/2024 Operational Plan.

ATTACHMENTS

AT - 1 2022 Land Valuation - Details per Suburb - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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4.4.2. CS - Investment Report - February 2023 - (95456)

Previous Item: 129, Ordinary (19 July 2022)

Directorate: Corporate Services

PURPOSE OF THE REPORT

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

EXECUTIVE SUMMARY

This report indicates that Council held \$109.9 million in investments as at 28 February 2023 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION

That the Monthly Investment Report for February 2023 be received and noted.

BACKGROUND

Council held \$109.9 million in investments as at 28 February 2023. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

1. Composition of Investment portfolio

Tables 1 to 3 below provide details regarding the \$109.9 million in investments as at 28 February 2023.

Table 1 – Summary of Council's Investment Portfolio as at 28 February 2023

Product Type	Face Value	% of Total
At Call Deposits	\$14,459,174	13.1%
Term Deposits - Fixed Rate	\$94,500,000	86.0%
NSW TCorp Long Term Growth Fund	\$936,370	0.9%
Grand Total	\$109,895,544	100.0%

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Table 2 – Total Investments by Issuer’s Long – Term Credit Rating

Long Term Credit Rating	Face Value	% of Total
AA	\$88,500,000	92.7%
BBB	\$6,000,000	6.3%
NSW TCorp Managed Funds	\$936,370	1.0%
Grand Total	\$95,436,370	100.0%

Table 3 – Fixed Term Deposits

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Bank of Queensland	BBB+	A-2	12-Apr-23	3.55%	\$4,000,000
			04-Mar-24	1.70%	\$2,000,000
Commonwealth Bank of Australia	AA-	A-1+	02-Mar-23	0.85%	\$2,000,000
			15-Mar-23	3.73%	\$3,000,000
			22-Mar-23	3.78%	\$3,000,000
			12-Apr-23	3.88%	\$9,000,000
			21-Apr-23	2.20%	\$2,000,000
			26-Apr-23	4.01%	\$2,000,000
			05-May-23	3.08%	\$2,000,000
			08-Jun-23	3.68%	\$1,500,000
			7-Jul-23	4.50%	\$2,000,000
			20-Nov-23	0.65%	\$1,000,000
			12-Feb-24	4.95%	\$2,000,000
			10-Apr-24	3.01%	\$2,000,000
			21-Feb-24	4.99%	\$2,000,000
National Australia Bank	AA-	A-1+	08-Mar-23	0.50%	\$1,000,000
			28-Mar-23	3.85%	\$5,000,000
			26-Apr-23	4.02%	\$3,000,000
			26-Apr-23	4.00%	\$2,000,000
			10-May-23	4.05%	\$5,000,000
			24-May-23	4.15%	\$3,000,000
			31-May-23	4.15%	\$5,000,000
			08-Sep-23	0.60%	\$1,000,000
			19-Aug-24	0.75%	\$3,000,000
			10-Sep-24	0.80%	\$1,000,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			05-Mar-25	1.05%	\$1,500,000
			03-Nov-25	0.95%	\$500,000
19-Nov-25	0.90%	\$500,000			

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Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
			13-Jan-26	1.00%	\$500,000
			04-Mar-26	1.30%	\$1,500,000
Westpac	AA-	A-1+	11-Apr-23	1.86%	\$1,500,000
			**09-Jun-23	0.90%	\$1,000,000
			27-Jun-23	3.81%	\$3,500,000
			5-Jul-23	4.32%	\$7,000,000
			7-Jul-23	4.43%	\$2,000,000
			**10-Nov-23	1.11%	\$1,000,000
			**25-Jan-24	4.36%	\$2,000,000
			20-Feb-25	4.97%	\$2,000,000
Grand Total					\$94,500,000

**Environmental, Social and Governance (ESG) investments as per Council's Investment Policy.

2. Environmental, Social and Governance (ESG) Investments

Tables 4 and 5 below provide the details on Environment, Social and Governance (ESG) investments and the proportion compared to the total Investment Portfolio.

Table 4 – ESG Investments

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Westpac	AA-	A-1+	09-Jun-23	0.90%	\$1,000,000
			10-Nov-23	1.11%	\$1,000,000
			25-Jan-24	4.36%	\$2,000,000
Grand Total					\$4,000,000

Table 5 – Summary of Council's Investment Portfolio in Terms of ESG

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$4,000,000	4.2%
Other	\$90,500,000	95.8%
Grand Total	\$94,500,000	100.0%

3. Compliance to Investment Policy

Tables 6 to 7 below summarise Council's exposure limits to the credit ratings bands, term to maturity parameters and compliance with Council's Investment Policy.

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Table 6 – Exposure Limits to credit ratings bands

Long-Term Credit Rating	Exposure of Entire Portfolio		
	Actual	Maximum	Compliant
AAA to AA- or Major Bank and below	93%	100%	Yes
A+ to A- and below	0.0%	50%	Yes
BBB+ to BBB and below	6.0%	40%	Yes
BBB- and below	0.0%	10%	Yes
NSW TCorp Funds	1.0%	20%	Yes

Table 7 – Term to Maturity

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

4. Portfolio Return

Council's investment portfolio (excluding At Call Deposits and NSW TCorp Managed Funds) provided a weighted average return (running yield) as shown in Table 8 below.

Table 8 – Portfolio Return

28 February 2023	Monthly Return (Annualised)	Financial Year to Date (Annualised)
Hawkesbury City Council – Investment Portfolio	2.95%	2.07%
Benchmark – Bloomberg Ausbond Bank Bill Index	3.18%	2.54%
Performance Relative to Benchmark	-0.23%	-0.47%

Relevant Legislation

According to Clause 212 of the Local Government (General) Regulation 2021, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether investments have been made in accordance with the Act, the Regulation, and the Council's Investment Policy.

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Investment Certification

The Responsible Accounting Officer hereby certifies that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Prudential Investment Services Corp has reviewed Council's investments as at 28 February 2023 and has advised of the following:

"Council's investment portfolio (excluding the transactional cash account) returned 2.95%pa for the month on a marked-to-market basis versus the bank bill index benchmark's 3.18%pa return. For the financial year to date, the investment portfolio has returned 2.07%pa versus the bank bill index benchmark's 2.54%pa.

The NSW TCorpIM Medium Term Growth Fund had a modest setback, returning a negative 0.84% for the month as rising market rates impacted bonds and shares.

Without marked-to-market influences, Council's investment portfolio yielded 3.11%pa for the month, up from 2.29% in January. This is based on the actual interest rates being received on existing investments and excludes the underlying changes to the market value of the TCorp growth fund.

During February, Council had \$8m among three term deposits with 2 to 18 month terms mature which had an average yield of 1.62%pa. Council invested \$20m among a range of 3, 5, 12 and 24 month term deposits at an attractive average rate of 4.60%pa, helped by \$6m in the 12 and 24 month deposits earning between 4.95%pa and 4.99%pa.

Looking forward, Council has a total of \$14m in term deposits maturing in March. The following is recommended for consideration over the coming month:

- Term deposit rates are currently moving in a wide range influenced by domestic and international events which are causing fluctuating views on inflationary pressures and the RBA's future rate decisions.*
- In early March a downward trend in longer term rates had begun. Where getting close to 5.00%pa for 12 and 24 months was achievable in February, 4.50%pa is becoming the high level mark.*
- CBA's TD rates have started to come back in line with their peers after several months of being well in excess across most of 1-12 month range. Westpac's Commercial Banking area (as distinct from its Investment Banking area) is now offering levels well above other majors and AMP Bank, which is looking for funds at the moment, is a standout from 6 months onward.*
- Council's investment portfolio consists of a range of term deposits from highly rated Australian ADIs as well as growth assets via holdings in the NSW TCorp Medium Term Growth Fund. If Council's long term cashflow requirements allow, it is recommended consider long dated fixed and/or floating rate bonds to the investment portfolio as there is still good value on a case by case basis in long dated interest rates and the market traded securities offer liquidity if required.*
- To take advantage of market traded securities a safe custody provider will need to be arranged. Options for a safe custody provider are currently under review.*

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It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection and holding the securities for the recommended time horizons of their asset classes."

Restriction of Funds

Council's total investment portfolio as at 28 February 2023 included funds that are restricted as to what they can be expended on.

Table 9 – Restriction of Funds

Restriction Type	Amount	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$21,963,387	20.0%
External Restrictions - Western Parkland City Liveability Program	\$1,427,160	1.3%
External Restrictions - Bushfire and Flood Grants	\$7,062,423	6.4%
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$45,048,785	40.9%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$19,397,211	17.7%
Unrestricted	\$14,996,578	13.7%
Total	\$109,895,544	100.0%

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

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions cannot be utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 7.11 and Section 7.12 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

Funds subject to an internal restriction refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation, and Elections.

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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 2022-2042

The proposal is consistent with the following Long-Term Community Objective set out within the CSP.

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable was provided for in the 2022/2023 Adopted Operational Plan.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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4. REPORTS FOR DETERMINATION

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4.5. INFRASTRUCTURE SERVICES

4.5.1. IS - Major Project Reporting - (95495)

Previous Item: 4.5.1, Ordinary (14 March 2023)

Directorate: Infrastructure Service

PURPOSE OF THE REPORT

The purpose of this report is to respond to Council's resolution made at its Ordinary Meeting of 14 March 2023 and to provide a broader update with respect to reporting major capital project progress to the Council and by extension the community.

EXECUTIVE SUMMARY

This report serves two purposes:

- To respond to Part 4 of Council's Resolution 46 of the Ordinary meeting held on 14 March 2023 seeking a timeframe for reporting and triggers for reporting on WestInvest Projects; and
- Provide a broader mechanism to provide regular updates to Council with respect to major capital works projects

It proposes that Council receives a quarterly report outlining matters of scope, progress, time and budget for major capital projects, defined as "Complex" projects within Council's Project Management Framework. Additionally, this report would be the basis for Council receiving the minutes of the WestInvest Executive Steering Committee meetings that occurred within the relevant reporting period.

By introducing this more frequent reporting, Council seeks to increase the level of accountability to its community and the level of transparency over the progress of its more significant capital projects.

RECOMMENDATION

That Council:

1. Receive a major capital project update report, on a quarterly frequency, outlining the key elements of scope, progress, time and budget; and
 2. The minutes of the WestInvest Executive Steering Committee meetings be attached to this report.
-

BACKGROUND

Council has historically relied upon the Annual Report to communicate progress on and achievement of major capital projects. The annual report is a key element of the Integrated Planning Report Framework and an important document to communicate to the community the achievements of Council over the previous reporting period. However, being annual and generally released some months after the reporting date, it doesn't meet the need to provide frequent and timely updates on

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how Council is progressing with major capital projects, particularly those which have a high interest and high impact on our community.

Historically, Council has undertaken approximately \$20 million to \$25 million worth of capital projects and these have, in turn, generally been focused on projects which are renewal in nature - the reconstruction of a road, or refurbishment of a Council community building for example, or where they are for new projects, they have been minor in nature, such as a new footpath. In recent years, and particularly with the increased level of grant funding, this value has increased substantially, however the majority of our projects, by number, remain relatively small, lack the complexity and impact of those larger projects funded by WestInvest and similar programs and accordingly are of relatively low interest to the broader community.

Additionally, at its Ordinary Meeting of 14 March 2023, Council resolved:

"That:

- 1. Council note the report on WestInvest Program Assurance.*
- 2. Council endorse the Terms of Reference for the Executive Steering Committee, as attached as attachment 2 to this report.*
- 3. Council nominate the Mayor and Deputy Mayor to sit on the Executive Steering Committee.*
- 4. A timeframe for reporting and triggers for reporting to Council be proposed for determination at the Council Meeting on 18 April 2023."*

This report seeks to respond to Part 4 of the resolution.

DISCUSSION

The purpose of the proposed capital work report is to increase the level of transparency and accountability in delivery of Council's Capital Works Program. This must be balanced with respect to the competing demands that increased reporting places on the organisation. It is not intended that every capital project be included in these future reports; an appropriate level of discrimination must be applied to ensure that a focus is maintained on those projects which are of both a high interest and a high impact to the broader community and that the costs of increased reporting do not outweigh the benefits that lesser projects seek to deliver to the community.

Whilst it is clear with the WestInvest portfolio of projects that each project would be incorporated into a future major capital project report, it is less so with the more routine projects that Council ordinarily delivers. To provide some guidance to Council on what projects ought to be included to achieve the desired benefit for the increased administrative cost, it is appropriate that the decision to include a project into a future report, ought to be connected with Council's Project Management Framework and that it is only those projects with a classification level of "Complex" which are included.

A Complex project is currently determined as a project which has:

- Significant political or community interest; or
- The project management is outsourced to a third party; or
- Is a dependency for or is dependent on other projects which have been classified as Complex; or
- It is a joint project with other Stakeholders.

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There may arise the occasion where a project has not been classified as Complex, but there remains a desire that its progress is incorporated into a future report. On this occasion, Council may resolve to incorporate a particular project into future reports until its completion.

Furthermore, it is envisaged that this future report is the most appropriate avenue to report on the activities of the WestInvest Executive Steering Committee, via the attachment of the minutes of any Executive Steering Committee meetings which have occurred within the particular reporting period for the quarter.

With respect to the scope of the report and triggers, it is intended that, wherever possible, this remain within the public domain and accordingly, it is aimed at a high-level update, covering the key matters of:

- Scope and conformance to scope
- Progress and status
- Project timing; and
- Budget and cost.

From time-to-time it may be necessary to report on matters that rely upon information that is commercial-in-confidence, or may be confidential for other reasons; these occasions will be dealt with through Council's ordinary processes.

As it is proposed that this new update report be provided to Council on a quarterly basis, it is anticipated that this frequency will satisfy the vast majority of occurrences where a particular issued needs to be escalated to Council for resolution. If, in the event a WestInvest project encounters a matter which is both time sensitive and requiring a resolution by Council the decision to refer it to Council remains within the remit of the Executive Steering Committee, which includes two Councillors, currently the Mayor and Deputy Mayor. For projects which are not funded by WestInvest and thus do not fall within the remit of the Executive Steering Committee, the decision to refer the matter would reside with the Executive Leadership Team and the General Manager.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. However it is noted that the purpose of this report is to better inform the community on Council's progress with projects of interest.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.

Strong Economy

- 3.1 Creating an integrated and well-maintained transport system is an important local priority.
- 3.3 Promote our community as the place to visit, work and invest.

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Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.3 Build strong financial sustainability for now and future generations.
- 4.4 Build strong relationships and shared responsibilities.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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5. REPORTS OF COMMITTEES

5.1.1 ROC - Audit, Risk and Improvement Committee - 27 March 2023 - (158054, 95496)

Previous Item: 220, Ordinary (13 December 2022)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Audit, Risk and Improvement Committee, held on 27 March 2023.

EXECUTIVE SUMMARY

The Audit, Risk and Improvement Committee considered 13 items and General Business at its meeting on 27 March 2023.

All items and General Business have no policy or financial implications for Council and therefore, they are presented for information only.

RECOMMENDATION

That in relation to the Minutes of the Audit, Risk and Improvement Committee Meeting held on the 27 March 2023 Council receive and note the Minutes of the Audit, Risk and Improvement Committee Meeting held on the 27 March 2023.

DISCUSSION

The Audit, Risk and Improvement Committee met on 27 March 2023 and discussed the following items:

- Item 1 - 2021/2022 and 2022/2023 Internal Audit Programs Update
- Item 2 - Status of Internal Audit Management Actions
- Item 3 - Child Protection Compliance Internal Audit Report
- Item 4 - Records Management Internal Audit Report
- Item 5 - Enterprise Risk Management
- Item 6 - Finance Reports
- Item 7 - Six Monthly Progress Report - 2022/2023 Operational Plan
- Item 8 - 2023/2024 Operational Plan and Integrated Planning and Reporting Update
- Item 9 - Fraud Control

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- Item 10 - Guideline on the Use of Credit Cards
- Item 11 - The Cyber Security Guidelines for NSW Government
- Item 12 - The Draft Guidelines for Risk Management and Internal Audit for Local Government in NSW
- Item 13 - Meeting Dates for 2023/2024
- General Business - A. Superannuation Entitlements for Independent Audit, Risk and Improvement Committee Members

The Minutes of the Audit, Risk and Improvement Committee meeting held on 27 March 2023 are attached as Attachment 1 to this report.

The above items and General Business do not have any policy or financial implications for Council, and therefore they are presented for information only.

ATTACHMENTS

AT - 1 Minutes of the Audit, Risk and Improvement Committee held on 27 March 2023.

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AT - 1 Minutes of the Audit, Risk and Improvement Committee held on 27 March 2023

Minutes of the Meeting of the Audit, Risk and Improvement Committee held in Council Committee Rooms, Windsor, on Monday, 27 March 2023, commencing at 11:08am.

ATTENDANCE

Present: Mr Michael Quirk (Chairperson)
Ms Rachel Harris
Mrs Rhonda Wheatley (Audio-Visual Link)
Councillor Mary Lyons-Buckett, Hawkesbury City Council

Apologies: Mr Kenneth Leung, NSW Audit Office

In Attendance: Ms Elizabeth Richardson, Hawkesbury City Council
Mr Laurie Mifsud, Hawkesbury City Council
Ms Vanessa Browning, Hawkesbury City Council
Ms Donna McCue, Hawkesbury City Council
Mr Conrad Webb, Hawkesbury City Council
Ms Meagan Ang, Hawkesbury City Council
Mr Miles Carter, Hawkesbury City Council
Mr Charles McElroy, Hawkesbury City Council
Ms Rachel Ridges, Hawkesbury City Council
Mr James Winter, Grant Thornton (Audio-Visual Link)
Ms Penelope Corkill, Centium (Audio-Visual Link)
Ms Shirley Huang, Grant Thornton (Audio-Visual Link)
Ms Amy Birks - Minute Secretary, Hawkesbury City Council

Member	21/10/2022	14/11/2022	27/03/2023
Mr Michael Quirk (Chairperson)	✓	✓	✓
Ms Rachel Harris	✓	✓	✓
Mrs Rhonda Wheatley	✓	✓	✓
Councillor Mary Lyons-Buckett	✓	✓	✓

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

APOLOGIES

An apology from Kenneth Leung was noted.

DECLARATIONS OF INTEREST

There were no Declarations of Interests made.

The Chair, Michael Quirk declared a non-pecuniary interest in that he recently became a member of the Camden Council Audit, Risk and Improvement Committee.

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2. CONFIRMATION OF MINUTES

Item 2.1.1 Confirmation of Minutes - 21 October 2022 - (158054)

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris that the Minutes of the Audit, Risk and Improvement Committee meeting held on Friday, 21 October 2022, be confirmed.

It was noted that in regard to Item 3 - Transport for NSW DRIVES Compliance Internal Audit Report, the minutes referred to a comment that the Internal Audit Report that would be reviewed by Council staff and amended if found to be inaccurate. The Report was amended by Centium and circulated to Committee members on 21 November 2022.

Item 2.2.2 Confirmation of Minutes - 14 November 2022 – (158054)

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley that the Minutes of the Audit, Risk and Improvement Committee meeting held on Monday, 14 November 2022, be confirmed.

3. REPORTS FOR DETERMINATION

Item: 3.1.1 ARIC - 2021/2022 and 2022/2023 Internal Audit Program Update - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the progress on the 2021/2022 and the 2022/2023 Internal Audit Programs be received and noted.

DISCUSSION

- The Director Corporate Services provided an overview of the 2021/2022 and 2022/2023 Internal Audit Programs.
 - The Child Protection Compliance Internal Audit is complete and is the subject of a separate report on the Business Paper.
 - The Records Management Internal Audit is complete and is the subject of a separate report on the Business Paper.
 - The Work Health and Safety including Workers Compensation Audit is in the planning stage.
 - The Transport for NSW DRIVES Compliance Internal Audit will commence in May 2023.
 - The Fire Safety, Sewer, and Swimming Pool Inspections Internal Audit is in the final stages. It is intended that this Internal Audit report be presented to the next meeting of the Audit, Risk and Improvement Committee.

- Ms Rachel Harris raised whether the Transport for NSW DRIVES Internal Audit was an internal audit matter and whether it should be funded from another source, as it doesn't add to the internal control understanding.

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- The Director Corporate Services referred to the requirement to conduct the Transport for NSW DRIVES Compliance Internal Audit pursuant to Council's agreement with Transport for NSW.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rachel Harris and seconded by Mrs Rhonda Wheatley.

That the progress on the 2021/2022 and the 2022/2023 Internal Audit Programs be received and noted.

Item: 3.1.2 **ARIC - Status of Internal Audit Management Actions - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 30 January 2023 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 30 January 2023 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.

DISCUSSION

- The Director Corporate Services provided an overview of the status of Internal Audit Management Actions to audit findings from Internal Audits carried out since 2018/2019.
- The Chairperson, Mr Michael Quirk raised a query regarding the Asset Planning and Management Internal Audit and processes for asset recognition. The Chief Financial Officer advised that capitalising new and disposed of assets will be reported to the Executive Leadership Team by 30 June 2023, and explained the process that needs to be documented concerning dedication, and handover of assets.
- Mrs Rhonda Wheatley enquired as to how often the Work In Progress account is reviewed. The Chief Financial Officer advised that this is currently being reviewed in depth by Council's new Asset Accountant.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 30 January 2023 as outlined in Attachment 1 to this report.

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2. Incomplete Internal Audit Management Actions Report as at 30 January 2023 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.

Item: 3.1.3 **ARIC - Child Protection Compliance Internal Audit Report - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Child Protection Compliance Internal Audit Report attached as Attachment 1 to this report.

DISCUSSION

- Ms Penny Corkill from Centium provided a summary of the Internal Audit Report and the key positive controls and the key findings of the Report.
- The Acting Director City Planning commented on steps Council had taken to improve child protection compliance including the appointment of a Wellbeing and Safety Officer. A draft Child Protection Policy has been drafted.
- Ms Rachel Harris asked whether Council had a contractual right to require external providers to provide certain information and reports to Council. The Director Corporate Services explained that YMCA NSW currently manages and operates the Oasis Aquatic and Fitness Centre, and they do now provide to Council details regarding child safety and child protection as outlined in the Management Action in the Internal Audit Report.
- Ms Rachel Harris questioned some of the timeframes for completion of Internal Audit Management Actions, particularly in relation to the inclusion of risks in Council's Risk Register. The General Manager indicated this timeframe could be reviewed.
- Councillor Mary Lyons-Buckett raised the matter of the Working with Children Check requirements not extending to the elected Council members the possibility of extending coverage to people who manage Council community halls. The General Manager advised that these matters will be captured in Council's Framework.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee:

1. Receive and note the Child Protection Compliance Internal Audit Report attached as Attachment 1 to this report.
2. Acknowledged the importance of the risks that have been identified in the Child Protection Compliance Internal Audit Report.

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Item: 3.1.4. ARIC - Records Management Internal Audit Report - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Records Management Internal Audit Report attached as Attachment 1 to this report.

DISCUSSION

- Ms Penny Corkill from Centium provided a summary of the Internal Audit Report and the key positive controls and the key findings.
- The Chair Mr Michael Quirk asked if the timeframes for completion of some of the Internal Audit Management Actions were achievable.
- The Manager Governance indicated the timeframes were achievable and that work on a number of the Management Actions had already commenced.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the Records Management Internal Audit Report attached as Attachment 1 to this report.

Item: 3.1.5 ARIC - Enterprise Risk Management - (158054)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That:

- The Audit, Risk, and Improvement Committee receive and note the Enterprise Risk Management report.
- The Audit, Risk, and Improvement Committee provide feedback on the attached:
 - Risk Management Policy
 - Risk Appetite Statement
 - Register of Strategic Risks.

DISCUSSION

- The Manager Enterprise Risk Systems outlined the requirements for implementation of the Enterprise Risk Framework by 1 July 2024, and the components of the Framework. Council is on track to meet the requirements of the Office of Local Government's Guidelines.

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- Council has been working with InConsult Pty Ltd to identify key strategic risks.
- The Committee members commented on the comprehensive nature of the report and that they will provide comments on the Risk Management Policy, Risk Appetite Statement and Register of Strategic Risks.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rachel Harris and seconded by Mrs Rhonda Wheatley.

That:

1. The Audit, Risk, and Improvement Committee receive and note the Enterprise Risk Management report.
2. The Audit, Risk, and Improvement Committee provide feedback on the attached:
 - Risk Management Policy
 - Risk Appetite Statement
 - Register of Strategic Risks.

Item: 3.1.6 **ARIC - Finance Reports - (158054, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report regarding the December 2022 Quarterly Budget Review Statement and the January 2023 Investment Report.

DISCUSSION

- The Chief Financial Officer provided an overview of the December 2022 Quarterly Budget Review Statement and the January 2023 Investment Report noting:
 - The \$7.8 Million operating loss is largely due to the costs for Rising Main C and with that removed there is a \$1.8 Million deficit.
 - The Vineyard development is in progress and progressing more quickly than expected, therefore Council expecting an influx of development contributions.
 - In relation to Council's Investments, there was a large increase due to the drawdown of two loans in November and December 2022. In addition Council has managed to secure good term deposit interest rates.
- Ms Rachel Harris raised a question concerning the investment report returns being below the average return rate. The Chief Financial Officer advised that was predominately due to restricted cash flow as a result of natural disasters and the costs for Rising Main C Council is predicting to be back over the average returns benchmark by the end of June 2023.
- Committee members asked questions concerning aspects of the financial reports including capital works expenditure, Vineyard development assets, TCorp investments and these were addressed by the Chief Financial Officer.

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- The Chair, Michael Quirk requested that the NSW Audit Office External Audit management letter for the 2022/2023 External Audit and Audit Engagement Plan be circulated to Committee members prior to the next Audit, Risk and Improvement Committee meeting. The Chief Financial Officer confirmed that the letter will be circulated to Committee members.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rachel Harris and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the report regarding the December 2022 Quarterly Budget Review Statement and the January 2023 Investment Report.

Item: 3.1.7 **ARIC - Six Monthly Progress Report - 2022/2023 Operational Plan - (79351,159586)**

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That the report regarding the Six Monthly Progress Report on the 2022/2023 Operational Plan be received and noted.

DISCUSSION

- The Corporate Planning and Performance Strategist provided an overview of the Six Monthly Progress Report on the 2022/2023 Operational Plan.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the report regarding the Six Monthly Progress Report on the 2022/2023 Operational Plan be received and noted.

Item: 3.1.8 **ARIC - 2023/2024 Operational Plan and Integrated Planning and Reporting Update - (79351,96332,159586)**

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That the report regarding the 2023/2024 Operational Plan and Integrated Planning and Reporting update be received and noted.

DISCUSSION

- The General Manager and Corporate Planning and Performance Strategist provided an overview of the 2023/2024 Operational Plan and Integrated Planning and Reporting.

ORDINARY MEETING
REPORTS OF COMMITTEES
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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rachel Harris and seconded by Mrs Rhonda Wheatley.

That the report regarding the 2023/2024 Operational Plan and Integrated Planning and Reporting update be received and noted.

Item: 3.1.9 **ARIC - Fraud Control - (158054, 95496)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That:

1. The status of the implementation of Council's Fraud Control Action Plan be received and noted.
2. The status of the implementation of Council's Fraud Control Action Plan be reported to the Executive Leadership Team and Senior Leadership Team by 30 June 2023.
3. The Audit, Risk and Improvement Committee receive a further report on the status of the implementation of Council's Fraud Control Action Plan.

DISCUSSION

- The Manager Governance provided an overview on Council's Fraud Control Action Plan.
 - Two actions have been completed since the matter was last reported.
 - There are some other actions still requiring completion, largely concerning training and policy amendment.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That:

- The status of the implementation of Council's Fraud Control Action Plan be received and noted.
- The status of the implementation of Council's Fraud Control Action Plan be reported to the Executive Leadership Team and Senior Leadership Team by 30 June 2023.
- The Audit, Risk and Improvement Committee receive a further report on the status of the implementation of Council's Fraud Control Action Plan.

ORDINARY MEETING
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Item: 3.1.10 **ARIC - Guideline on the Use of Credit Cards - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That:

- The Audit, Risk and Improvement Committee receive and note the information provided within this report regarding the Circular to Councils, attached as Attachment 1 to this report and the *Guideline on the Use and Management of Credit Cards*, attached as Attachment 2 to this report.
- A further report be provided to the Audit, Risk and Improvement Committee following the completion of the Credit Card Policy and Procedure.

DISCUSSION

- The Chief Financial Officer explained Council's processes for credit cards, including onboarding the approval requirements for the issuing of credit cards, and expenditure approvals.
- Comments and concerns were raised by Committee Members regarding the rules and regulations of credit card use by staff. The Chief Financial Officer acknowledged there are some gaps around the guidelines therefore making it a priority to put a procedure in place regarding staff signing off on the conditions of the use of cards.
- A further report will be provided to the Committee regarding the Credit Card Policy and Procedure.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michel Quirk and seconded by Ms Rachel Harris.

That:

- The Audit, Risk and Improvement Committee receive and note the information provided within this report regarding the Circular to Councils, attached as Attachment 1 to this report and the *Guideline on the Use and Management of Credit Cards*, attached as Attachment 2 to this report.
- A further report be provided to the Audit, Risk and Improvement Committee following the completion of the Credit Card Policy and Procedure.

ORDINARY MEETING
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Meeting Date: 18 April 2023

Item: 3.1.11 **ARIC - The Cyber Security Guidelines for NSW Government - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the information provided within this report regarding the Circular to Councils, included as Attachment 1 to this report and the Cyber Security Guidelines for NSW Government, included as Attachment 2 to this report.

DISCUSSION

- The Manager Information Services explained Council's current cyber security maturity and the issues raised in the Guidelines. Cyber Security NSW have made resources available providing Council with a number of tools, templates, vulnerability testing and Council has taken those up.
 - The Senior Network Administrator spends 75% of his time on Cyber Security. A budget proposal has been made for a Cyber Security Officer to commence in July 2023.
 - A health check conducted by Centium in 2021 gave Council road map, which identified that Council needed to significantly improve its cybersecurity maturity. Some improvement has been made since the health check. Penetration testing has also recently been conducted with good results.
- Mrs Rhonda Wheatley asked about two-factor authentication and the Manager Information Services advised that Council is implementing that system with a pilot program of 50 users underway.
- Ms Rachel Harris also asked about whether Council's information technology contracts contained provisions concerning cyber security. The Manager Information Services advised that Council's main contract with Technology One does contain those provisions.
- The Committee requested that it receive regular reports on cyber security.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rachel Harris and seconded by Mrs Rhonda Wheatley.

That:

1. The Audit, Risk and Improvement Committee receive and note the information provided within this report regarding the Circular to Councils, included as Attachment 1 to this report and the Cyber Security Guidelines for NSW Government, included as Attachment 2 to this report.
2. The Audit, Risk and Improvement Committee receive regular update reports regarding cyber security.

ORDINARY MEETING
REPORTS OF COMMITTEES
Meeting Date: 18 April 2023

Item: 3.1.12 **ARIC - The Draft Guidelines for Risk Management and Internal Audit for Local Government in NSW - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

- Receive and note the update on the Draft Risk Management and Internal Audit Guidelines, and the information contained in Attachments 1, 2 and 3 to this report.
- Note that a review of resourcing requirements for the Internal Audit Function is underway and that the Chair of the Audit, Risk and Improvement Committee will be consulted on the resourcing required and the Executive Leadership Team will receive a further report on the options for this function and resourcing needs.

DISCUSSION

- The Director Corporate Services outlined the three core requirements of the Draft Guidelines, being Audit, Risk and Improvement Committee, Risk Management and Internal Audit which were issued in December 2022.
- Ms Rachel Harris raised the issue of how the Committee is going to approach assessing how the obligations of the Committee have been met. The Chairperson, Michael Quirk referred to the attestation requirements in the Draft Guidelines and advised he will be seeking guidance from the Manager Governance and Director Corporate Services about the Committee's obligations.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee:

- Receive and note the update on the Draft Risk Management and Internal Audit Guidelines, and the information contained in Attachments 1, 2 and 3 to this report.
- Note that a review of resourcing requirements for the Internal Audit Function is underway and that the Chair of the Audit, Risk and Improvement Committee will be consulted on the resourcing required and the Executive Leadership Team will receive a further report on the options for this function and resourcing needs.

Item: 3.1.13 **ARIC - Meeting Dates for 2023 / 2024 - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit Risk and Improvement Committee meeting dates from June 2023 to June 2024, as outlined in the report, be approved.

ORDINARY MEETING
REPORTS OF COMMITTEES
Meeting Date: 18 April 2023

DISCUSSION

- The Committee note that the meeting to be held on 12 May 2023 will not be held and will be held on 30 June 2023.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit Risk and Improvement Committee meeting dates from June 2023 to June 2024, as outlined in the report, be approved.

5. GENERAL BUSINESS

A. Superannuation Entitlements for Independent Audit, Risk and Improvement Committee Members

The Office of Local Government's Draft Guidelines on Risk Management and Internal Audit state that councils are obliged under the Superannuation Guarantee (Administration) Act 1992 to make compulsory superannuation guarantee contributions on behalf of Audit, Risk and Improvement Committee Chairs and Independent Members where they are remunerated.

The Manager Governance referred to information that Council had received from the Office of Local Government concerning legal advice that the Crown Solicitors Office had provided to NSW Treasury, to the effect that councils should be required to pay Committee members superannuation under Federal Legislation.

Council Officers will have further discussions with the Chair, Michael Quirk, concerning this matter.

The meeting terminated at 1:21pm.

oooO END OF REPORT Oooo

ORDINARY MEETING

6. NOTICES OF MOTION

Meeting Date: 18 April 2023

6. NOTICES OF MOTION

6.1.1. NM - Hosting Landcare - (80093)

Submitted by: Councillor Calvert

NOTICE OF MOTION

That Council receive a report addressing:

1. The available opportunities and requirements for hosting Landcare within Council. This might take the form of a sharing arrangement with the current host of the Hawkesbury-Nepean Landcare, Hawkesbury River County Council (HRCC), or Hawkesbury City Council, might take on the overall role of hosting with HRCC playing a major role in the projects related to weeds.
2. The existing Council and community activities and programs that would complement Landcare and be augmented by an in-house Landcare Coordinator.
3. The costs of hosting Landcare within Council in the next round of Landcare funding which will likely commence on 1 July 2023 and run for 5 years.

BACKGROUND

The new NSW State Government plans to boost funding to Landcare to a record \$59 million over the next four years to support the 60,000 volunteers, 3,000 local groups and 84 coordinators across NSW. This will mean that this grassroots volunteer organisation can get more boots on the ground to restore natural environments; expanding their program to attract and coordinate more volunteers, increase engagement with young people, and more quickly identify and tackle local environment issues.

Economic modelling shows this investment will generate \$218 million in benefits for NSW with \$3.70 of value for every dollar spent.

Landcare is an established program with a strong track record that has cared for land and restored ecosystems for about 34 years. In recent years, this work has included restoring landscapes after unprecedented fires and floods. This has been essential to protect threatened species and defend against pests, while at the same time building strong and lasting community connections.

The hosting agreement with HRCC for the current Landcare Coordinator who looks after the Hawkesbury-Nepean Landcare Program is due to finish in NSW on 30 June 2023. So, it is an ideal time for Council to enter into discussions with HRCC about how Landcare can be supported by both organisations and how we can get the very best benefits for the people of the Hawkesbury. Hawkesbury is seen as having very different Landcare care needs from HRCC's other constituent Councils – Blacktown, Penrith and The Hills.

The Landcare program (hosted by HRCC since 2019) has been very successful and has seen the following project:

ORDINARY MEETING
6. NOTICES OF MOTION
Meeting Date: 18 April 2023

In the Hawkesbury:

- Valuing Our Wetlands: a comprehensive study of 36 wetlands in the Hawkesbury Catchment, community training, restoration, and the development of community education resources
- Kurrajong Koala Corridor: working with 23 landholders along a remnant corridor to replant and restore a 74 hectares habitat corridor, a partnership project with Greater Sydney Local Land Services.

In other constituent Councils:

- Platypus in Cattai: environmental DNA research with Western Sydney University that discovered platypus in urban waterways and funded platypus habitat restoration
- School House Creek Habitat Restoration, a partnership project to revegetate banks of School House Creek with the local OzFish Chapter and Bushcare group.
- Platypus in Mulgoa: rehabilitate platypus habitat to improve refuge after bushfires and environment DNA research to record species.
- Establishing a small farm for RuffTrack, for youth who need support.
- Wildlife garden and native bees at Caddies Creek Public School.
- Twilight Nature Safari in Ropes Crossing.

FINANCIAL IMPACT

There are no financial impacts arising from the proposed motion, as written.

NOTE BY MANAGEMENT

A report can be provided to the 9 May 2023 Ordinary Meeting outlining those matters raised in the motion and including other relevant considerations such as any potential limitations on activities arising from Council's involvement and how these can be managed to best support the community and the natural environment.

oooO END OF REPORT Oooo

ORDINARY MEETING

7. QUESTIONS FOR NEXT MEETING

Meeting Date: 18 April 2023

7. QUESTIONS FOR NEXT MEETING

7.1.1. Responses to Councillor Questions Take on Notice at the Council Meeting - 14 March 2023

The following question was raised from a Councillor regarding matters on the Council Meeting Business Paper of 14 March 2023. The question was taken on notice and the response is provided below:

#	Councillor	Question	Response
1	Zamprogno	In terms of the trees that were removed from Bligh Park were the stumps ground.	Yes, the stumps were ground.

oooO END OF REPORT Oooo

ORDINARY MEETING
8. CONFIDENTIAL REPORTS
Meeting Date: 18 April 2023

8. CONFIDENTIAL REPORTS

8.1. GENERAL MANAGER

Nil reports.

8.2. CITY PLANNING

Nil reports.

8.3. CORPORATE SERVICES

Nil reports.

8.4. INFRASTRUCTURE SERVICES

Nil reports.