



Hawkesbury City Council

ordinary
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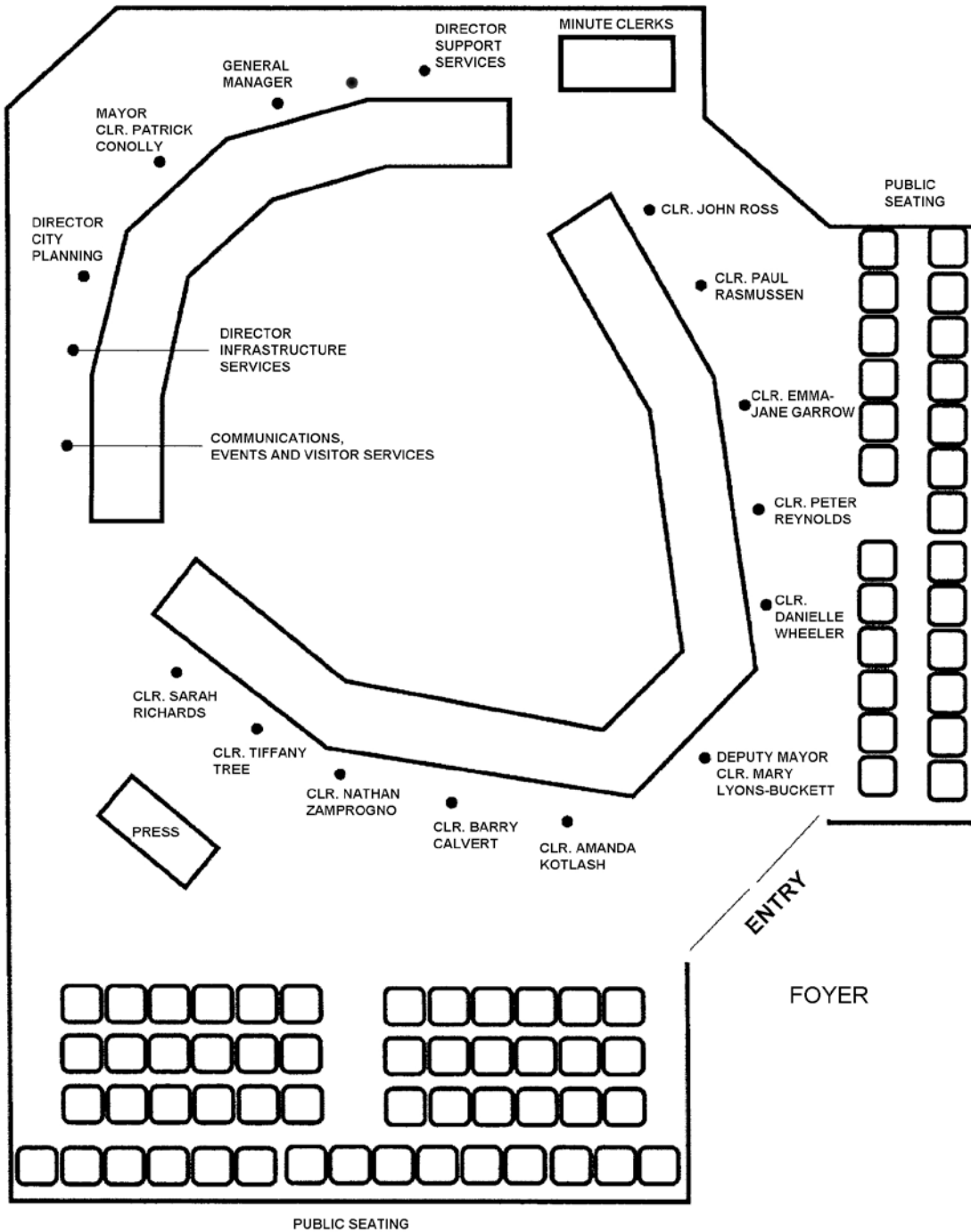
date of meeting: 24 November 2020
location: council chambers
by audio-visual link
time: 6:30 p.m.



mission
statement

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

Hawkesbury City Council



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Meeting Date: 24 November 2020

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ORDINARY MEETING

Procedural Matters

Meeting Date: 24 November 2020

PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Patrick Conolly will acknowledge the Indigenous Heritage.

The Acting General Manager will address the Council meeting, mentioning:

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

Attendance

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

Apologies and Leave of Absence

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

Declaration of Interest

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

Acknowledgement of Official Visitors to the Council

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

ORDINARY MEETING

Procedural Matters

Meeting Date: 24 November 2020

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 24 November 2020

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 24 November 2020

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary
meeting
minutes

date of meeting: 10 November 2020

location: council chambers and
by audio-visual link

time: 6:30 p.m.

ORDINARY MEETING

Minutes: 10 November 2020

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ORDINARY MEETING

Minutes: 10 November 2020

Minutes of the Ordinary Meeting held at the Council Chambers and by Audio-Visual Link, Windsor, on 10 November 2020, commencing at 6:35pm.

Welcome

The Mayor, Councillor Patrick Conolly acknowledged the Indigenous Heritage.

The Director of Support Services addressed the Council meeting, mentioning:

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

ATTENDANCE

PRESENT:

At Council Chambers: Councillor Patrick Conolly, Mayor and Councillors, Barry Calvert, Amanda Kotlash, Sarah Richards, Tiffany Tree, and Nathan Zamprogno.

By Audio-Visual Link: Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Emma-Jane Garrow, Paul Rasmussen, Peter Reynolds, John Ross and Danielle Wheeler.

ALSO PRESENT:

At Council Chambers: Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Manager Corporate Services and Governance - Charles McElroy, Governance Coordinator - Michele Murphy and Administrative Support Coordinator - Tracey Easterbrook.

By Audio-Visual Link: Director City Planning - Linda Perrine, Chief Financial Officer - Emma Galea, Strategic Planning Manager - Andrew Kearns, Manager City Design and Economic Development - Amanda Kearney, Acting Manager Community Services - Meagan Ang and Acting Manager Property and Strategy - Linda Hewitt.

APOLOGIES AND LEAVE OF ABSENCE

No apologies for absence were received from Councillors.

DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING

Minutes: 10 November 2020

Statement by Councillor Sarah Richards

Councillor Richards addressed Council to make the following statement - In November 2019, I responded to colleagues on social media regarding two members of the public. I realise these responses were not suitable, and I removed them promptly. I apologise for this occurrence and have since ensured that I refrain from interactions in this regard on social media.

SECTION 1 - Confirmation of Minutes

273 RESOLUTION:

RESOLVED on the motion of Councillor Zamprogno and seconded by Councillor Calvert that the Minutes of the Ordinary Meeting held on the 27 October 2020, be confirmed.

ORDINARY MEETING

Minutes: 10 November 2020

CONFIDENTIAL REPORTS

SECTION 2 – Mayoral Minutes

274 RESOLUTION:

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

That:

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

Item: 228 MM - Staff Matter - (79351) - CONFIDENTIAL

*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).*

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 this matter be withheld from the Press and public.

Item: 228 MM - Staff Matter - (79351) - CONFIDENTIAL

MOTION:

The Mayor, Councillor Conolly advised that whilst in closed session, the council RESOLVED on the Motion of Councillor Conolly.

Refer to RESOLUTION

275 RESOLUTION:

The Mayor, Councillor Conolly advised that whilst in closed session, the council RESOLVED on the Motion of Councillor Conolly.

That Council:

1. Notes that the General Manager has communicated to the Mayor in writing the General Manager's intention to resign from his employment effective 13 November 2020.
2. Appoints Laurie Mifsud as the Council's Acting General Manager pursuant to Sections 336 and 351 of the Local Government Act 1993, with such person to remain as the Council's Acting General Manager until the Council appoints a new General Manager or until further decision of the Council to appoint a different Acting General Manager, whichever occurs first.
3. Authorise the Mayor to negotiate on Council's behalf to give effect to the terms of the resignation.

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

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

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

276 RESOLUTION:

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

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 216 **GM - 2019/2020 Sister City Program - (79351)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

277 RESOLUTION:

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

That

1. The 2019/2020 annual report for the Sister City Program be received and noted.
2. Consideration be given to the funding allocation as part of the development of the 2021/2022 Operational Plan.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

CITY PLANNING

Item: 217 **CP - Amended Draft Hawkesbury Local Strategic Planning Statement 2040 - (95498, 124414)**

Previous Item: 170, Ordinary (24 September 2019)
 232, Ordinary (10 December 2019)
 029, Ordinary (25 February 2020)
 095, Ordinary (26 May 2020)

Directorate: City Planning

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

That Council endorse the submission of the Amended Draft Hawkesbury Local Strategic Planning Statement 2040 to the Greater Sydney Commission for finalisation of the Assurance process.

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

That Council endorse the submission of the Amended Draft Hawkesbury Local Strategic Planning Statement 2040 to the Greater Sydney Commission for finalisation of the Assurance process, subject to the removal from the submission of all references to the Kurmond-Kurrajong Investigation Area, due to the Kurmond-Kurrajong Investigation Area Plan still being a draft

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

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

Absent: Nil.

The Amendment was carried on the casting vote of the Mayor.

MOTION:

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

Refer to RESOLUTION

278 RESOLUTION:

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

That Council endorse the submission of the Amended Draft Hawkesbury Local Strategic Planning Statement 2040 to the Greater Sydney Commission for finalisation of the Assurance process, subject to the removal from the submission of all references to the Kurmond-Kurrajong Investigation Area, due to the Kurmond-Kurrajong Investigation Area Plan still being a draft.

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

Against the Motion: Councillor Ross.

Absent: Nil.

The Motion was carried on the casting vote of the Mayor.

ORDINARY MEETING

Minutes: 10 November 2020

Item: 218 **CP - Draft Markets Policy - (124414, 147666)**

Previous Item: 077, Ordinary (14 May 2019)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

279 RESOLUTION:

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

That:

1. Council endorse the Draft Markets Policy attached as Attachment 1 to this report.
2. The Draft Markets Policy be placed on public exhibition for a period of 28 days.
3. At the expiration of the public notification period outlined in Part 2 above, the following action be taken:
 - a) Should any submissions be received regarding the proposed amended Draft Markets Policy, a further report be submitted to Council, or
 - b) Should no submissions be received, Council adopt the Markets Policy as shown in Attachment 1 to this report.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

INFRASTRUCTURE SERVICES

Item: 219 **IS - Renewal of Memorandum of Understanding between Penrith City Council and Hawkesbury City Council for the Maintenance of The Driftway, Londonderry - (95495, 79344, 128733)**

Previous Item: 202, 31 August 2010 (Ordinary)

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

280 RESOLUTION:

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

That:

1. Council endorse the renewal of the Memorandum of Understanding between Penrith City Council and Hawkesbury City Council for the maintenance of The Driftway, Londonderry attached as Attachment 1 to this report.
2. Subject to endorsement by Penrith City Council, Council note that the General Manager will execute the Memorandum of Understanding under delegated authority.

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

Against the Motion: Councillor Rasmussen.

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

SUPPORT SERVICES

Item: 220 **SS - Rating Exemption - Lot 294, DP 751649 - 58 Old Bells Line Of Road Kurrajong - (95496)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

281 RESOLUTION:

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

That:

1. The Country Women's Association of NSW be granted an exemption from rating from 1 July 2020, for the property known as 58 Old Bells Line Of Road, Kurrajong (Lot 294 in Deposited Plan 751649).
2. An amount of \$1,992.90 be abandoned in respect of rates and stormwater charge for the period 1 July 2020 to 30 June 2021, for the property known as 58 Old Bells Line Of Road, Kurrajong (Lot 294 in Deposited Plan 751649).

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

Item: 221 **SS - Extinguishment of Easement - 66 Boomerang Drive, Glossodia (95496, 112106, 15070, 15069)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

282 RESOLUTION:

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

That:

1. Council endorse the extinguishment of the 3.04 metre wide easement over 66 Boomerang Drive, Glossodia (Lot 185 in Deposited Plan 217504), and the necessary documentation be provided to NSW Land Registry Services.
2. Authority be given for any documentation in association with this matter to be executed under the Seal of Council.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

Item: 222 **SS - Draft Windsor Mall Policy - (95496, 96333)**

Previous Item: 190, Ordinary (9 September 2008)
 51, Ordinary (24 April 2012)
 262, Ordinary (28 August 2012)
 250, Ordinary (10 December 2013)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

283 RESOLUTION:

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

That:

1. Council endorse the amended Draft Windsor Mall Policy attached as Attachment 1 to this report.
2. The amended Draft Windsor Mall Policy be placed on public exhibition for a period of 28 days.
3. At the expiration of the public notification period outlined in Part 2 above, the following action be taken:
 - a) Should any submissions be received regarding the proposed amended Draft Windsor Mall Policy, a further report be submitted to Council, or
 - b) Should no submissions be received, Council adopt the updated Windsor Mall Policy as shown in Attachment 1 to this report.

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

Against the Motion: Councillor Rasmussen.

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

SECTION 4 – Reports of Committees

Item: 223 **ROC - Hawkesbury Access and Inclusion Advisory Committee - 3 September 2020 - (124569, 96328)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

284 RESOLUTION:

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

That Council receive and note the Minutes of the Hawkesbury Access and Inclusion Advisory Committee Meeting held on 3 September 2020.

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

Against the Motion: Councillor Rasmussen.

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

Item: 224 **ROC - Audit Committee - 16 September 2020 - (95496, 91369, 79351)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

285 RESOLUTION:

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

That Council receive and note the Minutes of the Audit Committee Meeting held on 16 September 2020.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

Item: 225 **ROC - Waste Management Advisory Committee - 7 October 2020 - (95249, 95498, 124414)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

286 RESOLUTION:

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

That in relation to the Minutes of the Waste Management Advisory Committee Meeting held on the 7 October 2020:

1. Council receive and note the minutes of the Waste Management Advisory Committee in respect to Item 1.
2. Council endorse the Committee Recommendation in respect of Item 2, namely:
 - i. That the Environmental Sustainability Advisory Committee and the Waste Management Advisory Committee's hold a separate meeting to discuss the issue of water, water in the landscape, water recycling and river health, and that Sydney Water are invited to attend that meeting.
3. Council note that the Committee Recommendation in respect of General Business Item A (Update on Food Organics Working Group), will be considered during the finalisation of the Draft Waste Strategy, and that Council will commence promotion of a new round of the Environmental Protection Agency's Bin Trim Program to Hawkesbury businesses, monitor the impacts, and report back to the Waste Management Advisory Committee.
4. Council note that the Committee Recommendation in respect of General Business Item B (Food Organics Proposal) will be considered during finalisation of the Draft Waste Strategy.

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

Against the Motion: Councillors Rasmussen and Reynolds.

Absent: Nil.

ORDINARY MEETING

Minutes: 10 November 2020

SECTION 5 – Notices of Motion

Item: 226 RM - Bilpin Visitor Information Centre - (79351, 138882, 138883, 138880)

MOTION:

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

That resolution 272 from the Ordinary Meeting of Council on 27 October 2020 regarding Bilpin Visitor Information Centre, be rescinded.

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

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

Absent: Nil.

The Motion was lost on the casting vote of the Mayor.

ORDINARY MEETING

Minutes: 10 November 2020

Item: 227 NM - Support for the Zero Litter to Ocean Policy - (79351,125612)

MOTION:

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

Refer to RESOLUTION

287 RESOLUTION:

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

That Council:

1. Provide 'in principle' support to the Zero Litter to Ocean (ZL2O) Policy and the proposed funding request to Federal and State Governments.
2. Request the Environmental Sustainability Advisory Committee and Waste Management Advisory Committee investigate the introduction of a Council 'Zero Litter to River' target by 2030.

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

Against the Motion: Nil.

Absent: Nil.

The meeting terminated at 7:54pm.

Submitted to and confirmed at the Ordinary meeting held on 24 November 2020.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING

SECTION 2 – Mayoral Minute

Meeting Date: 24 November 2020

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 24 November 2020

SECTION 2 – Mayoral Minutes

Item: 229 **MM - Position of General Manager - (79351, 79353)**

REPORT:

Council's General Manager resigned effective from Friday, 13 November 2020.

This Mayoral Minute outlines the recruitment and appointment process of a General Manager of Council.

RECOMMENDATION:

That Council:

1. Establish a selection panel to carry out the task of the recruitment of a General Manager of Council with the selection panel having the following members:
 - a) The Mayor, Councillor Patrick Conolly
 - b) The Deputy Mayor, Councillor Mary Lyons Bucket
 - c) Councillor Barry Calvert
 - d) One independent recruitment consultant.
 2. Delegate to the Mayor, Councillor Patrick Conolly the task of ensuring that:
 - a) The selection panel is established.
 - b) The General Manager position description is current and evaluated in terms of salary to reflect the responsibilities of the position.
 - c) The proposed salary range reflects the responsibilities and duties of the position.
 - d) The position is advertised according to the requirements of the Local Government Act 1993.
 - e) Information packages are prepared.
 - f) Applicants selected for interview are notified.
 3. Seek quotations from three recruitment agencies to:
 - a) Engage a suitably qualified person independent of Council to be a member of the selection panel.
 - b) Assist the Mayor, Councillor Patrick Conolly in the facilitation of the recruitment of a General Manager as outlined in the Mayoral Minute.
 4. The quotation process for the engagement of a recruitment agency be reported back to Council for a decision on the appointment of an agency.
-

BACKGROUND

At its Meeting on 10 November 2020 Council considered in closed confidential session a confidential Mayoral Minute concerning the employment of the previous General Manager.

At that meeting, Council resolved as follows:

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 24 November 2020

“That Council:

- 1. Notes that the General Manager has communicated to the Mayor in writing the General Manager’s intention to resign from his employment effective 13 November 2020.*
- 2. Appoints Laurie Mifsud as the Council’s Acting General Manager pursuant to Sections 336 and 351 of the Local Government Act 1993, with such person to remain as the Council’s Acting General Manager until the Council appoints a new General Manager or until further decision of the Council to appoint a different Acting General Manager, whichever occurs first.*
- 3. Authorise the Mayor to negotiate on Council’s behalf to give effect to the terms of the Resignation.”*

The Division of Local Government, Department of Premier and Cabinet (now Office of Local Government) in July 2011 issued Guidelines for the Appointment and Oversight of General Managers. The Guidelines provide a summary of the essential matters that must be addressed by councils when engaging in these processes.

These Guidelines are issued under Section 23A of the Local Government Act 1993, and must be taken into consideration by Council when exercising Council functions related to recruitment, oversight and performance management of general managers.

Section B of the Guidelines relates to the recruitment and selection of a General Manager and is as follows:-

"B. Recruitment and Selection

1. Requirements of the Local Government Act 1993

As with the appointment of all council staff, the council must ensure that the appointment of the general manager is made using merit selection principles (section 349).

Recruitment using merit selection is a competitive process where the applicant who demonstrates that they have the best qualifications and experience relevant to the position is appointed.

Equal Employment Opportunity principles also apply to the recruitment of general managers (sections 349 and 344).

The recruitment process must be open and transparent, but the confidentiality of individual applicants must be maintained. A failure to maintain appropriate confidentiality may constitute a breach of the Act and/or Privacy legislation.

2. The pre-interview phase

The council’s governing body is responsible for recruiting the general manager.

The governing body of council should delegate the task of recruitment to a selection panel and approve the recruitment process. The panel will report back to the governing body of council on the process and recommend the most meritorious applicant for appointment by the council.

The selection panel should consist of at least the mayor, the deputy mayor, another councillor and, ideally, a suitably qualified person independent of the council. The LGSA and the LGMA** can be contacted for assistance to identify suitable independent recruitment committee members and recruitment consultants. The selection panel membership should remain the same throughout the entire recruitment process.*

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 24 November 2020

Selection panels must have at least one male and one female member (other than in exceptional circumstances).

The council's governing body should delegate to one person (generally the mayor) the task of ensuring:

- *the selection panel is established*
- *the general manager position description is current and evaluated in terms of salary to reflect the responsibilities of the position*
- *the proposed salary range reflects the responsibilities and duties of the position*
- *the position is advertised according to the requirements of the Act*
- *information packages are prepared*
- *applicants selected for interview are notified.*

The Mayor, or another person independent of Council staff, should be the contact person for the position and should maintain confidentiality with respect to contact by potential applicants.

3. Interview Phase

Interviews should be held as soon as possible after candidates are short listed.

Questions should be designed to reflect the selection criteria of the position and elicit the suitability of the candidate for the position.

Interviews should be kept confidential.

All written references must be checked.

A selection panel must delegate the task of contacting referees to one panel member. Other panel members should not contact referees.

If contact with someone other than a nominated referee is required, the applicant's permission is to be sought.

At least 2 referees must be contacted and asked questions about the candidate relevant to the selection criteria.

Where tertiary qualifications are relied on they should be produced for inspection and if necessary for verification.

Appropriate background checks must be undertaken, for example bankruptcy checks. For more guidance on better practice recruitment background checks, councils are referred to the Australian Standard AS 4811-2006 Employment Screening and ICAC publications, which can be found on the ICAC website at <http://www.icac.nsw.gov.au>.

4. Selection Panel Report

The selection panel is responsible for preparing a report to the council's governing body that:

- *outlines the selection process*
- *recommends the most meritorious applicant with reasons*
- *recommends an eligibility list if appropriate*
- *recommends that no appointment is made if the outcome of interviews is that there are no suitable applicants.*

This report should be confidential and reported to a closed meeting of council.

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SECTION 2 – Mayoral Minute
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The council's governing body must by resolution approve the position of the general manager being offered to the successful candidate before that position is actually offered to that candidate.

5. Finalising the appointment

The mayor makes the offer of employment after the governing body of council has resolved to appoint the successful candidate. The initial offer can be made by telephone.

Conditions such as term of the contract (1-5 years) and remuneration package (within the range approved by the governing body of council) can be discussed by phone, but must be confirmed in writing.

The Standard Contract for the Employment of General Managers as approved by the Chief Executive of the Division of Local Government must be used. The Standard Contract (Annexure 3 of these Guidelines) is available in the 'Information for Councils', 'Directory of Policy Advice for Councils' section of the Division's website at <http://www.dlg.nsw.gov.au>.

The terms of the Standard Contract must not be varied. Only the term and the schedules to the Standard Contract can be individualised.

General managers must be employed for 1 – 5 years.

The contract governs:

- *the duties and functions of general managers*
- *performance agreements*
- *the process for renewal of employment contracts*
- *termination of employment and termination payments*
- *salary increases*
- *leave entitlements.*

It should be noted that the Chief Executive of the Division of Local Government cannot approve individual variations to the standard terms of the contract.

Those candidates who are placed on the eligibility list and unsuccessful applicants should be advised of the outcome of the recruitment process before the successful applicant's details are made public.

6. Record keeping

Councils should keep and store all records created as part of the recruitment process including the advertisement, position description, selection criteria, questions asked at interview, interview panel notes, selection panel reports and notes of any discussions with the selected candidate. These records are required to be stored and disposed of in accordance with the State Records Act 1998."

* The LGSA is the Local Government and Shires Association of New South Wales, now Local Government NSW.

**The LGMA is Local Government Managers Australia, now known as Local Government Professionals Australia.

To ensure that the recruitment process for a General Manager is open and transparent, the engagement of an independent recruitment agency/consultant is imperative and would be considered within the local government industry as best practice when recruiting a General Manager.

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Based on the Guidelines and the above regarding the recruitment and selection of a General Manager, it is considered that the following actions should be taken:

- Establish a selection panel to carry out the task of the recruitment of a General Manager.
- The selection panel is to consist of the following members:
 - The Mayor, Councillor Patrick Connolly
 - The Deputy Mayor, Councillor Mary Lyons-Buckett
 - Councillor Barry Calvert
 - One independent recruitment consultant.
- Council select the other two Councillors to be members of the selection panel.
- Delegate to the Mayor the task of ensuring:
 - The selection panel is established.
 - The General Manager position description is current and evaluated in terms of salary to reflect the responsibilities of the position.
 - The proposed salary range reflects the responsibilities and duties of the position.
 - The position is advertised according to the requirements of the Local Government Act 1993.
 - Information packages are prepared.
 - Applicants selected for interview are notified.
- Council seek quotations from three reputable recruitment agencies having the qualifications and experience relevant to the appointment of a General Manager of a Council to:
 - Engage a suitably qualified person independent of Council to be a member of the selection panel.
 - Assist the Mayor with the recruitment of a General Manager including developing an appropriate position description, developing the proposed salary range, advertising the position, preparing information packages, notifying applicants, contacting referees and developing interview questions.
- The quotation process for the engagement of a recruitment agency be reported back to Council for a decision on the appointment of an agency.

It is noted that in accordance with the Guidelines, the selection panel is responsible for preparing a report to Council outlining the selection process and recommending the most meritorious applicant. Council must then by resolution approve the position of the General Manager being offered to the successful candidate before the position is actually offered to that candidate.

FINANCIAL IMPACT

The cost of engaging a recruitment agency would depend on the extent of their involvement in the recruitment process. Ideally engagement of a recruitment agency on the basis of a full end to end recruitment process would be recommended to ensure a consistent approach. Agency fees are generally in the vicinity of 8% to 10% of the Total Remuneration Package (TRP), which would equate to in the vicinity of \$25,000 to \$30,000 depending on the annual TRP. There would also be standard advertising costs.

The cost of the recruitment process for a General Manager for Council would be funded from Service 165 - Human Resources. This expense is currently not budgeted within the 2020/2021 Adopted Operational Plan and would need to be included as a variation in the December 2020 Quarterly Budget Review.

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SECTION 2 – Mayoral Minute
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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF MAYORAL MINUTE Oooo

ordinary

section 3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

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SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 230 **CP - Planning Proposal to Amend Hawkesbury Local Environment Plan 2012 - Lot 1 DP 120436, 631 Bells Line of Road, Kurrajong - (95498, 11210, 124414)**

Previous Item: 69, Ordinary (12 May 2015)
 RM, Ordinary (8 September 2015)
 71, Ordinary (11 April 2017)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to recommend that Council proceed with the making of an amendment to the Hawkesbury Local Environmental Plan 2012 that gives effect to a planning proposal for site at 631 Bells Line of Road, Kurrajong.

The report also recommends that Council exhibit a draft Voluntary Planning Agreement attached to this report for public comment for a minimum of 28 days.

EXECUTIVE SUMMARY:

PLANNING PROPOSAL INFORMATION

File Number: LEP006/14
Property Address: 631 Bells Line of Road, Kurrajong
Applicant: B Millwood
Owner: Mr W J Karam
Date Received: 23 December 2014
Current Minimum Lot Size: 10Ha
Proposed Minimum Lot Size: 4Ha
Current Zone: RU1 Primary Production
Site Area: 12.55Ha

This Planning Proposal has undergone a process of assessment against relevant requirements, including input from the Department of Planning, Industry and Environment, and is nearing the finalisation of that process. The Background Section of this report details the various key steps associated with the Planning Proposal.

Based on assessment of the Planning Proposal, and input from the Department of Planning, Industry and Environment, the Planning Proposal has been amended from the originally proposed 11 lots with a minimum lot size of 4,000m² to three lots with a minimum of 4 Ha.

This report recommends that Council proceed with the proposed amendment to the Hawkesbury Local Environmental Plan 2012 that gives effect to the Planning Proposal (post-exhibition).

In order to support the Planning Proposal, a draft Voluntary Planning Agreement has been prepared which makes provision for the required infrastructure upgrade in the locality as a consequence of future development of the subject site.

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RECOMMENDATION:

That Council:

1. Proceed with the making of the plan to amend the Lot Size Map of the Hawkesbury Local Environmental Plan 2012 in relation to Lot 1, DP 120436, 631 Bells Line of Road, Kurrajong, to specify a minimum lot size of 4Ha for the subject site.
2. Adopt and make the draft Local Environmental Plan, under the authorisation for Council to exercise delegation issued by the "Gateway" determination, upon receipt of an opinion from Parliamentary Counsel's Office that the Plan can be legally made.
3. Publicly exhibit the Draft Voluntary Planning Agreement attached to this report for a minimum of 28 days, and report back to Council following public exhibition.
4. Following the making of the plan advise the Department of Planning, Industry and Environment that the Plan has been made and request notification of the Plan on the NSW Legislation website.
5. Include within Council's LEP review process an amendment to the Land Acquisition Reservation Map of the Hawkesbury Local Environmental 2012 in order to identify part of the subject site affected by the Transport for NSW future road widening proposal.

BACKGROUND

Subject Site

The subject site is located within the Kurmond-Kurrajong Investigation Area as shown in Figure 1.

The subject site is located to the north-east of the Kurrajong Neighbourhood Centre, and is in close proximity to the intersection of Bells Line of Road, Old Bells Line of Road and Mason Lane. The subject site has an area of 12.55Ha, and is irregular in shape with approximately 400m frontage to Bells Line of Road. The subject site can also be accessed via Mason Lane as shown in Figures 1 and 2.

The subject site is currently zoned RU1 Primary Production under Hawkesbury Local Environmental Plan 2012 with the current minimum lot size for subdivision of the subject site being 10Ha.

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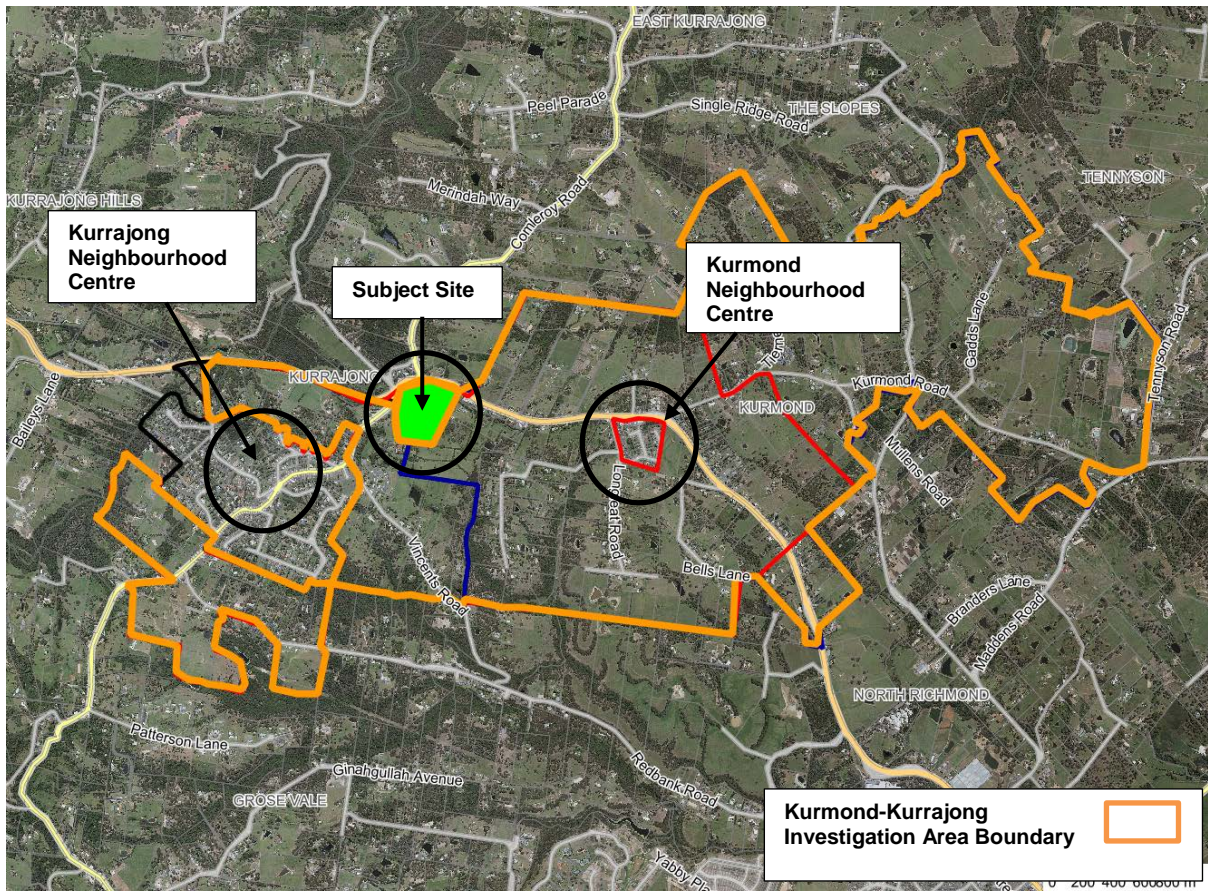


Figure 1: Subject Site Located in Kurmond-Kurrajong Investigation Area

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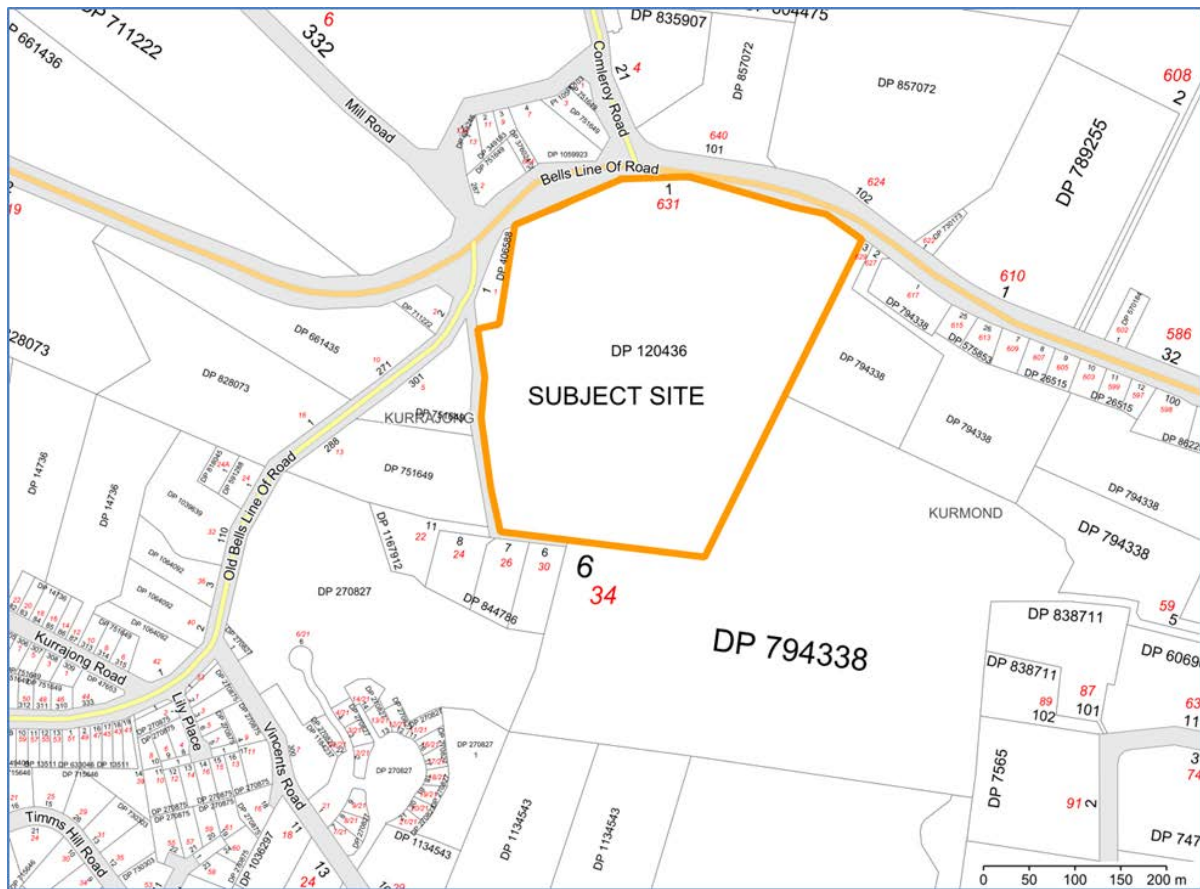


Figure 2: Subject Site

The area surrounding the subject site contains a mix of lot sizes and in particular there are a number of relatively small rural-residential lots with minimum lot sizes ranging from approximately 815m² - 3,000m² to the north-west and south-east fronting Bells Line of Road. The average size of lots immediately to south-west of the subject site fronting Mason Lane is 4,200m².

The subject site is used for rural residential purposes and contains an existing dwelling, outbuildings, tennis court and pool to the north, and a second dwelling located to the west. The two dwellings are of an age that pre-dates the introduction of the first planning instrument in the locality; being *Interim Development Order No. 1 – Shire of Colo* which was gazetted on 13 March 1964, and are therefore considered to be lawful.

Detailed History and Planning Proposal

On 23 December 2014, Council received the Planning Proposal from Glenn Falson Urban & Rural Planning Consultant (the former applicant). The original Planning Proposal sought an amendment to the Hawkesbury Local Environmental Plan 2012 in order to permit the subdivision of the site into 11 lots with new Lot 1 being the future access road that proposed access to 10 large residential lots (Lot 2 – Lot 11) with two different minimum lot sizes of 4,000m² and 1Ha. A Concept Subdivision Plan showing those originally proposed 10 large residential lots and an access road is shown in Figure 3.

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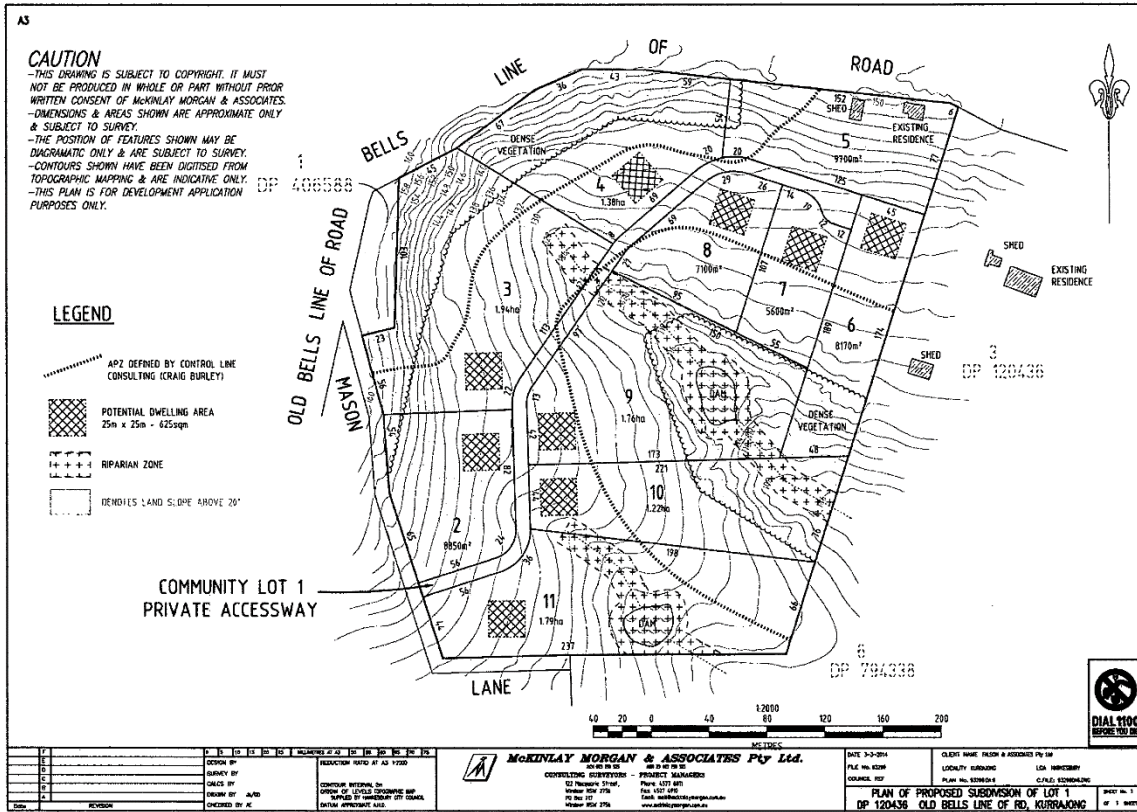


Figure 3: Original Concept Subdivision Plan

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Figure 4 below provides details of the key stages associated with the history of this Planning Proposal



Figure 4 Key Stages Associated with Planning Proposal

Finalisation of Planning Proposal and Revised Indicative Subdivision Concept Plan

On 28 September 2020, Council received an Alteration of Gateway Determination from the Department of Planning, Industry and Environment. Importantly that advice included the following conditions:

- The time frame for completing the LEP is by 31 December 2020
- An indicative subdivision layout must be submitted to the Department of Planning, Industry and Environment for endorsement prior to Council finalising the LEP amendment. The plan is to demonstrate how the proposal adequately complies with all of Hawkesbury Council's 2015 Interim Policy – Kurmond-Kurrajong Development Principles and demonstrate how the proposal maintains the landscape character of the area as outlined in the draft 2019 Kurmond-Kurrajong Structure Plan.

Further, on 27 October 2020, Council received advice from the Department of Planning, Industry and Environment that all planning proposals across NSW that have received Gateway Determinations more than four years ago needed to be finalised by 31 December 2020. This includes the Planning Proposal for 631 Bells Line of Road, Kurrajong.

The Department of Planning, Industry and Environment has further advised that if Council is unable to make this deadline, the Department will finalise or issue an Alteration of Gateway Determination advising Council that the Planning Proposal will not proceed. Therefore, in terms of this Planning Proposal, this is the final opportunity for Council to finalise the Planning Proposal and make the Plan to give effect to the Planning Proposal as outlined in this report.

Following assessment, and discussion with the applicant and Department of Planning, Industry and Environment, a revised Indicative Subdivision Concept Plan showing three large rural residential lots with minimum lot size of 4Ha and an indicative access road has been prepared and is shown in Figure 5. The

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Department of Planning, Industry and Environment has indicated support for a total of three lots with a minimum lot size of 4 Ha on the subject site.

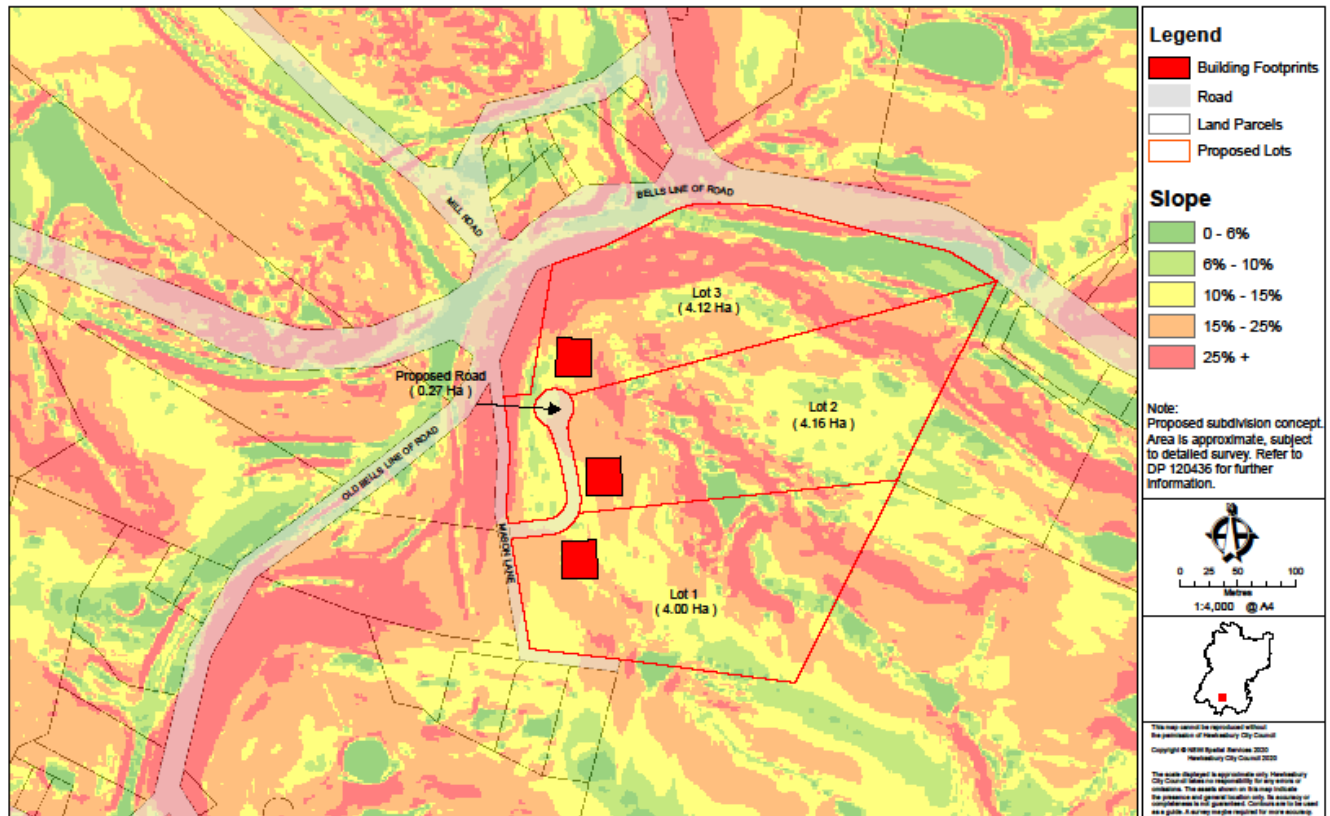


Figure 5: Revised Indicative Subdivision Concept Plan

As required by the Department of Planning, Industry and Environment's Alteration of Gateway Determination received by Council on 28 September 2020, an assessment demonstrating the Planning Proposals consistency with Council's Interim Policy – Kurmond-Kurrajong Development Principles and Draft Kurmond-Kurrajong Structure Plan has been included as Attachment 1 to this report.

Authorisation for Council to Exercise Delegation

The "Gateway" determination included authorisation for Council to exercise delegation to make this plan. Should Council resolve to proceed with the making of the plan this authorisation will allow Council Officers to make a direct request to the Parliamentary Counsel's Office to prepare a draft Local Environmental Plan to give effect to the Planning Proposal. Following receipt of an opinion from the Parliamentary Counsel's Office that the plan can be legally made, Council may then make the plan. Council delegated this plan making function to the General Manager by resolution on 11 December 2012.

Hawkesbury Traffic Study

Council has undertaken the preparation of a comprehensive traffic study to:

- Identify the current and future traffic and transport patterns
- Assist Council in planning for the current and future traffic and transport needs of the Hawkesbury Community.

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The study assesses the likely traffic impacts stemming from the future growth in the Hawkesbury Local Government Area in order to determine any required improvements or capacity needs to minimise any adverse traffic impacts of proposed development.

The Study was undertaken in two Stages, with Stage 1 having been completed and reported to Council in September 2018. Stage 1 of the Traffic Study concluded that:

"To estimate future traffic flows with the addition of a new bridge near Navua Reserve, the Roads and Maritime STFM strategic model was coded to include the new bridge. This showed that the new bridge in the vicinity of Navua Reserve would result in the redistribution of traffic, which would result in a reduction in traffic at the Bells Line of Road/Gross Vale Road signalised intersection, at the Kurrajong Road/Old Kurrajong Road priority intersection, as well as Richmond Bridge.

Assessment indicates that a new bridge at Navua Reserve in 2027 would provide positive impact relating to the operation of the Bells Line of Road/ Gross Vale Road intersection and the Kurrajong Road/Old Kurrajong Road priority intersection would also operate satisfactorily during peak periods."

The Stage 1 assessment identified the likely problem locations and issues for assessment in further detail as part of Stage 2 of this Study.

Stage 2 of the Study involved the following elements:

- Undertake strategic assessment of proposed road projects and associated road alignments
- Determine the current and future based road network and demands based on incremental traffic growth
- Identify critical road network locations and assess such those locations in detail
- Test future road network demand scenarios, including a new bridge in the vicinity of Navua Reserve and other road infrastructure scenarios, as required
- Develop a strategic traffic model for Council to use now and in the future to assess the implications of background traffic growth, potential new roads infrastructure, as well as the impacts of other influencing factors, such as new developments.
- Prepare Stage 2 traffic report following completion of the required traffic modelling to identify critical road network elements that require to be upgraded to support future traffic growth, consider the impacts of proposed developments, strategic road projects and associated infrastructure as required.

In terms of Stage 2 of the traffic modelling for the Kurmond-Kurrajong area, the Hawkesbury Traffic Study has modelled a future base year 2027 with the following parameters, in order to assess impacts of any further development:

- The proposed new Grose River Bridge is operational
- Takes into account the remaining Redbank development (1,250 dwellings and 80 retirement village dwellings), Glossodia (250 dwellings), Pitt Town (150 dwellings) and Vineyard (900 dwellings).
- Includes the RMS upgrades along Bells Line of Road at Grose Vale Road, Yarramundi Lane and Bosworth Street/ March Street as well as the new Windsor Bridge.

In addition to modelling the future base year of 2027, the following Scenarios were tested (relative to the future base year):

- Scenario 1 - Future year base without the Grose River Bridge
- Scenario 2 - Future year base plus 200 dwellings within the Kurmond-Kurrajong Investigation Area
- Scenario 3 - Future year base plus an additional 5% growth at Richmond and Windsor/South Windsor areas.

The modelling concluded that a new Grose River Bridge will improve the operation of the network taking into account the projected development in the future base year (2027) that includes development sites

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such as Redbank. The scenario modelling of the proposed 200 dwellings within the Kurmond-Kurrajong Investigation Area indicates that this development option is not considered to have any significant impact, whilst noting that intersection performance of the key intersection of Grose Vale Rd and Bells Line of Road would continue to decline due to incremental traffic growth.

Similarly the traffic assessment indicated that duplication of the Richmond bridge would be required to accommodate further development even with the new Grose River Bridge in place in order to maintain network performance at a satisfactory level.

As part of the exhibition of The Draft the Kurmond-Kurrajong Structure Plan, submissions were received querying aspects of the modelling and the parameters used. In response Council's consultants undertook a sensitivity analysis to test the impacts of higher traffic generation rates from future development and also carried out intersection analysis based on a conservative approach with no redistribution of any traffic growth from possible development in the Kurmond-Kurrajong Investigation Area. That is, all traffic was assumed to be utilizing the Bells Line of Road through North Richmond and was not rerouted based on travel delays that might impact driver behaviour and travel patterns.

The outcome of this modelling concluded that there would be limited impact under those scenarios, although again noting the continuing decline in intersection performance over time. The AM peak hour is the critical period for traffic impacts and performance of the Grose Vale Rd intersection with Bells Line of Road will be dependent on the construction of a bridge across the Grose River.

DISCUSSION

A number of planning proposals including this planning proposal received by Council seeking amendments to the Hawkesbury Local Environmental Plan 2012 to enable subdivision of rural land within the Kurmond-Kurrajong Investigation Area to larger rural residential lots are at different stages of the plan making process.

In addition to the assessment contained in Attachment 1, an assessment of this Planning Proposal as part of a previous Council Report (12 May 2015) concluded that the subject site is suitable for the proposed rural residential purposes and capable of accommodating future rural residential development on the subject site. The previous Council Report (11 April 2017) highlighted that the consultation undertaken with the community and the relevant public authorities on the Planning Proposal did not warrant the abandonment of the Planning Proposal.

The overall assessment of the Planning Proposal suggests that making of the plan to give effect to the amended planning proposal is considered to be warranted.

Zone Objectives

The subject site is zoned RU1 Primary Production under the Hawkesbury Local Environmental Plan 2012. In dealing with all other planning proposals within the Kurmond-Kurrajong Investigation Area the subsequent amendments to the Local Environmental Plan 2012 agreed to by Council have not altered the zoning of the respective sites, nor the zone objectives.

The Land Use Table of the LEP establishes the following zone objectives for the RU1 Primary Production zone:

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To encourage diversity in primary industry enterprises and systems appropriate for the area.*
- *To minimise the fragmentation and alienation of resource lands.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To encourage agricultural activities that do not rely on highly fertile land.*
- *To ensure that development occurs in a way that does not have a significant adverse effect on water catchments, including surface and groundwater quality and flows, land surface conditions and important ecosystems such as waterways.*

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- *To promote the conservation and enhancement of local native vegetation including the habitat of threatened species, populations and ecological communities by encouraging development to occur in areas already cleared of vegetation.*
- *To ensure that development retains or enhances existing landscape values including a distinctive agricultural component.*
- *To ensure that development does not detract from the existing rural character or create unreasonable demands for the provision or extension of public amenities and services.*

Clause 2.3(2) of the LEP outlines that Council “must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone”. However, it should be noted that there is no requirement for a subsequent development to be consistent with all the objectives of a zone particularly when the development is permissible and satisfies applicable development standards.

A number of reports have been presented to Council regarding the Kurmond-Kurrajong Investigation Area. Of primary relevance are the reports to Council on 28 July 2015 and 24 November 2015 which included an analysis of land and environmental constraints within the Kurmond-Kurrajong Investigation Area.

The result of these reports was that Council adopted the following development principles as an Interim Policy for planning within the Kurmond-Kurrajong Investigation Area:

- Services
- Building envelopes, asset protection zones, driveways and roads are located on land with a slope less than 15%
- Removal of significant vegetation is avoided
- Fragmentation of significant vegetation is minimised
- Building envelopes, asset protection zones, driveways and roads (not including roads for the purposes of crossing watercourse) are located outside of riparian corridors
- Road and other crossings of water courses is minimised
- Fragmentation of riparian areas is minimised
- Removal of dams containing significant aquatic habitat is avoided.

An assessment against these fundamental principles and associated recommendations that are relevant to this Planning Proposal has been undertaken for consistency and is outlined in Attachment 1 to this report.

In dealing with all planning proposals within the Kurmond-Kurrajong Investigation Area that have proceeded to an amendment to the Hawkesbury Local Environmental Plan 2012, Council has considered the fundamental constraints to development expressed through the Interim Policy. By considering those fundamental constraints, the planning proposal addresses the zone objectives associated with vegetation, riparian corridors, landscape values and rural character. The remaining zone objectives essentially deal with land uses that have been in a state of gradual change within the area for some time with these properties increasingly moving more towards lifestyle parcels of land rather than the traditional agricultural base.

A future development application over the subject site should this planning proposal proceed will have regard to the zone objectives at the time.

However, it should be noted that in dealing with all planning proposals that have proceeded towards an amendment to the Hawkesbury Local Environmental Plan 2012 to date, the specific approach by Council was to amend the minimum lot sizes and where necessary restrict the yield as expressed through the Lot Size Map and Restricted Lot Yield Map respectively.

However, in the interim, it is considered to be warranted to proceed with the making of the plan to give effect to the amended Planning Proposal.

Proposed Road Widening

It is noted that several properties fronting Bells Line of Road, including the subject site are subject to future road widening by Transport for NSW, but at present they have not been included in the current Land Acquisition Reservation Map of the Hawkesbury Local Environmental Plan 2012.

Given the current Land Acquisition Reservation Map needs to be amended to identify this proposed road widening, it is recommended to undertake a subsequent amendment to the Hawkesbury Local Environmental Plan 2012 to identify the future road widenings proposed by Transport for NSW along Bells Line of Road.

Draft Voluntary Planning Agreement

The current Hawkesbury Section 7.11 Plan does not apply to rural residential development in Kurrajong. Therefore, a Draft Voluntary Planning Agreement based on the Standard Voluntary Planning Agreement that has been utilised for other planning proposals within the Kurmond-Kurrajong Investigation Area has been prepared. This Standard Voluntary Planning Agreement has been reviewed by Council's legal representatives.

The Draft Voluntary Planning Agreement is included as Attachment 2, and should Council resolve to finalise the Planning Proposal, it is recommended that Council publicly exhibit the Draft Voluntary Planning Agreement.

COMMUNITY ENGAGEMENT

The consultation with the relevant public authorities and the community on the planning proposal was completed in accordance with the relevant statutory and 'Gateway determination' requirements.

The previous Council Report (11 April 2017) highlighted that the consultation undertaken with the community and the relevant public authorities on the Planning Proposal did not warrant the abandonment of the Planning Proposal.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Future

5.3 Shaping our Growth

5.3.2 The diverse housing needs our community will be met through research, active partnerships and planned development.

5.8.2 Plan for a balance of agriculture, natural environment and housing that delivers viable rural production and maintains rural character.

FINANCIAL IMPACT

The applicant has paid the planning proposal application fees required by Council's Fees and Charges for the preparation of a Local Environmental Plan.

The draft Voluntary Planning Agreement attached to this report for Council's consideration requires the Developer to provide Council with a cash contribution of \$30,000 (subject to increase in the Consumer Price Index) per vacant housing lot created on the subject site. Developer contributions collected by Council will be expended on local and district infrastructure facilities including road improvements, cycle ways, landscape and park embellishments to serve the needs of the local community as a consequence of the development.

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FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The proposal is aligned to Councils Fit For the Future Strategy.

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.

ATTACHMENTS:

- AT – 1** Assessment against Council's Interim Policy 2015 - Kurmond-Kurrajong Development Principles and Draft Kurmond-Kurrajong Structure Plan - *(Distributed under separate cover)*.
- AT – 2** Draft Voluntary Planning Agreement - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 November 2020

GENERAL MANAGER

Item: 231 **GM - 2019/2020 Annual Report Incorporating Audited Financial Statements - (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to present Council's 2019/2020 Annual Report and accompanying Audited Financial Statements, attached as Attachment 1 and 2 to this report.

EXECUTIVE SUMMARY:

The Annual Report 2019/2020 and accompanying Audited Financial Statements have been prepared in accordance with the requirements of the Local Government Act 1993 (The Act) and the Local Government (General) Regulation 2005.

RECOMMENDATION:

That:

1. The report regarding Council's 2019/2020 Annual Report and accompanying Audited Financial Statements be received and noted.
 2. The 2019/2020 Annual Report and accompanying Audited Financial Statements attached as Attachment 2 and 3 to this report be forward to the Office of Local Government and placed on Council's website by 30 November 2020.
-

BACKGROUND

The Local Government Act 1993 requires that each Council must prepare an Annual Report by 30 November 2020. The main purpose of the Annual Report is for Council to report on its achievements in implementing its four year Delivery Program. To do this, a report on the achievement of the actions identified in Council's Operational Plan for the relevant financial year is used to inform the Annual Report. The Local Government Act also requires that audited Financial Statements accompany the Annual Report.

The following is a summary of the requirements of Section 404 of the Local Government Act 1993:

- Council must prepare an Annual Report within five months of the end of the financial year i.e. 30 November
- The report must outline Council's achievements in implementing its Delivery Program
- The report must contain Council's audited Financial Statements and Notes, and any information required by the Regulation or the Guidelines
- A copy of the report must be posted on Council's website and provided to the Minister for Local Government.

ORDINARY MEETING

SECTION 3 – Reports for Determination

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Figure 1 below outlines in the Local Government Planning and Reporting Framework, and identifies where the Annual Report sits in that Framework.

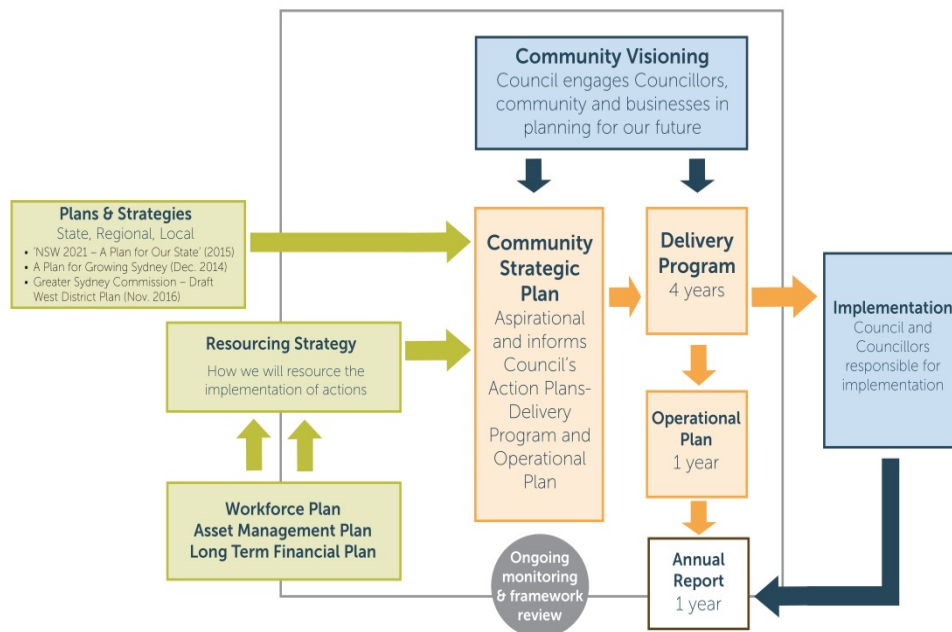


Figure 1: Local Government Planning and Reporting Framework

The Annual Report is one of the key points of accountability between a Council and its community. It is not a report to the Office of Local Government or the NSW Government, it is a report to the community. The Annual Report focuses on Council's implementation of the Delivery Program and Operational Plan because these are the plans that are wholly Council's responsibility.

The Annual Report also includes information that is prescribed by the Local Government (General) Regulation 2005. This information has been included by the NSW State Government to assist the community in understanding how Council has been performing both as a business entity and as a community leader.

Clause 217 of the *Local Government (General) Regulation 2005* requires the following information to be included in the Annual Report:

- details of overseas visits by councillors and council staff
- details of mayoral and councillor fees, expenses and facilities
- contracts awarded by Council
- amounts incurred in relation to legal proceedings
- private works and financial assistance
- details of external bodies, companies and partnerships
- details of the General Manager's total remuneration
- details of the total expenditure on Senior Staff remuneration
- information on stormwater levies and charges
- information on companion animals management
- a statement of the activities undertaken by Council to implement its equal employment opportunity management plan.

This Annual Report is reporting on the 2019/2020 Operational Plan based on the Focus Areas associated with the adopted Hawkesbury Community Strategic Plan 2017-2036. The Annual Report provides a summary of progress in delivering the actions from the adopted Delivery Program 2017-2021, and Council's achievements and challenges in 2019/2020.

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SECTION 3 – Reports for Determination
Meeting Date: 24 November 2020

RELEVANT LEGISLATION

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

DISCUSSION

At its meeting held, 25 August 2020, Council was presented with a report on the 2019/2020 End of Year Interim Operational Plan and Budget Summary. This report provided a detailed update on the key actions, programs and projects as outlined in the 2019/2020 Operational Plan. It also highlighted the range of bushfire, flood and COVID-19 Pandemic support activities Council undertook to respond to these unprecedented times and the significant impact they have had our community and Council operations.

Attachment 1 to this report provides a snapshot summary highlighting Council's key achievements throughout 2019/2020.

The full 2019/2020 Annual Report is attached as Attachment 2 to this report.

Council is requested to consider and note the attached 2019/2020 Annual Report and accompanying audited Financial Statements.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy, although the Annual Report relates to the 2019/2020 Operational Plan which Council did engage the community on.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
 - 1.1.1 Council's elected leaders will actively connect and collaborate with the community.
- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
 - 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
 - 1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.
 - 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.

Our Future

- 5.1 Strategic Planning Governance
 - 5.1.1 Council's planning is integrated and long term.
 - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
 - 5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.
 - 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 24 November 2020

FINANCIAL IMPACT

There are no financial implications directly applicable to this report.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The 2019/2020 Annual Report addresses the 20 expenditure and revenue measures in Council's Fit For The Future Improvement Plan, and reports progress to date in achieving those targets.

ATTACHMENTS:

- AT - 1** Excerpt from 2019/2020 Annual Report: Our Key Directions - Snapshot of our activities, programs and projects.
- AT - 2** 2019/2020 Annual Report - *(Distributed under separate cover)*.
- AT - 3** General Purpose and Special Purpose Financial Statements and Special Schedules for the period ending 30 June 2020 - *(Distributed under separate cover)*.

ORDINARY MEETING

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AT - 1 Excerpt from 2019/2020 Annual Report: Our Key Directions - Snapshot of our activities, programs and projects

Excerpt from 2019/2020 Annual Report

OUR KEY DIRECTIONS

Snapshot of our activities, programs and projects



The Hawkesbury 2036... It's Our Future

Our Leadership

2017-2036

Engaging with our community, differently

Genuine community engagement is at the heart of what Council delivers to the Hawkesbury. We increased our online engagement extensively, using the Your Hawkesbury Your Say web-feedback tool. We asked for your feedback during the 2019/2020 financial year inviting the community to make submissions on 38 projects, draft policies and plans.

During the bushfires, flood and COVID-19 Pandemic, we also linked you to the experts – NSW Rural Fire Service, State Emergency Services and NSW Health to keep you as up to date and informed as we can directly from the source of information.

Through funding from the “Increasing Resilience to Climate Change program”, a partnership between Local Government NSW and the NSW Department of Planning, Industry and Environment (DPIE), we’ve been working on an Emergency Dashboard for our community, which will provide you with up-to-date information in future emergency situations.

More ways to communicate with us

We’ve made changes to increase the number of customer service functions online. We’ve added more online forms to our website to make it easier and faster for people to make the requests they need. The online forms are available anytime so you can log a request any time - day or night, seven days per week. These forms allow you to request a bin, report dumped rubbish, report a pothole and so much more. To view these forms, go to <https://www.hawkesbury.nsw.gov.au/online-services>

We’ve also been working behind the scenes, observing what you want from our website and making it easier for you to find information and assistance on our website, allowing you to access all the information you need. The website will be ready to launch in late 2020.

From 18 May 2020 we have also been accepting development application lodgements through the NSW Planning Portal (<https://www.planningportal.nsw.gov.au/>). The online platform allows homeowners and businesses to lodge applications from their home or office. Neighbours can also see, in real-time, what development is proposed in their areas. This is an additional facility for our community to lodge and submit applications, as well as continuing to receive applications in person, via post and email.

To reach out to more of our community with our messaging, we’ve been harnessing social media as a great way to reach lots of people quickly. This has been important for people in our towns and villages spread right across our region and was particularly useful in getting messages out during the fires, floods and in the early days of the COVID-19 Pandemic. We have almost 8,500 followers and many of our posts reach thousands more.

Advocating for the Hawkesbury through strategic partnerships

Environment and sustainability, traffic and transport, employment, tourism and waste management are just some of the issues that matter to our community. Throughout the 2019/2020 period, we continued to strengthen our relationships with strategic partners to advocate and get the best outcomes for our community. Some of these partners include:

- Commonwealth Government and its agencies

ORDINARY MEETING

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- State Government and its agencies
- 'Resilient Sydney' - a joint initiative lead by the City of Sydney and the Rockerfeller 100 Resilient Cities Program with the support of the NSW Government, the Greater Sydney Commission and the 33 metropolitan Councils
- Western Sydney Regional Organisation of Councils (WSROC) - a collective voice to those issues which are crucial for Greater Western Sydney's growing population. We are one of eight local councils that are members of WSROC, jointly representing the councils and communities of Greater Western Sydney, as well as developing resource sharing and other co-operative projects. We continue to work together on a number of issues including waste, urban heat and environmental sustainability.
- 'Western Sydney City Deal' - a collaborative approach across three tiers of government (federal, state and local) to create world-class jobs, better transport and infrastructure, and a great quality of life through the vision of the Western Parkland City.
- 'Destination NSW' – to keep putting Hawkesbury Tourism on the map. The partnership we created here saw a dramatic increase in site visits to our tourism website "www.discoverthehawkesbury.com.au" particularly over the June long weekend.
- University of Western Sydney, TAFE, Royal Australian Air Force, Hawkesbury Showground and the Hawkesbury Racing Club to continue to provide services, employment and other opportunities for the people of the Hawkesbury.

Keeping ourselves accountable

We made sure we kept ourselves accountable through the roll out of better internal planning and budgeting processes as well as continuous improvement projects driven through our audit program.

The 2019/2020 Audit Program comprised of:

- The Annual Roads and Maritime Services Drives Audit
- The City Planning - Applications and Certificates Audit
- Customer Service - Standards and Complaints

The progress of the Internal Audits and the implementation of agreed actions is reported to the Audit Committee on a quarterly basis.



The Hawkesbury 2036... It's Our Future

Our Community

2017-2036

Providing the support our community needed

The 2019/2020 bushfire season hit our community hard. We shifted resources that would have been supporting our community in other ways to facilitate the bushfire recovery project. Examples of activities include:

- Continuing the bushfire clean-up program to help communities take the first step towards rebuilding and recovery.
- Delivering an additional service to remove dead and dangerous trees from public land and private property including the clean-up of orchards in Bilpin.
- Developing and delivering weekly newsletter updates to our community leaders and monthly newsletters specifically for local businesses in response to the fires, floods and pandemic. We also kept our social media channels up to date with the most current information from the NSW Rural Fire Services, State Emergency Services and from us directly to keep the community informed
- Organising community meetings to bring together a range of state agencies, community organisations and Council to provide face to face support.
- Delivery of health and wellbeing initiatives in response to the people impacts of the fires, flood and COVID-19 including:
 - Developing and implementing of a Health and Wellbeing Action Plan for our community
 - Setting up listening posts in fire effected areas to understand how individuals and communities are recovering from the fire, flood and to an extent, COVID

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- Supporting the Bushfire, Flood and Pandemic response services of:
 - Salvation Army
 - Step by Step
 - Red Cross Bushfire Recovery
 - Nepean Blue Mountains Local Health District Bushfire
 - COVID Trauma Recovery specialist mental health clinician

Helping the homeless

In 2019, the growth of tent encampment sites by the homeless in the area was beyond the scope of existing social housing and homelessness programs to respond to and solve. To resolve the problems, we put together a Project Group to support people sleeping rough in tent encampments in the Hawkesbury to exit homelessness and return these public spaces to the community. In the space of only 3 ½ months, members from the below agencies worked together to help 28 people find the housing placement they needed:

- Council
- Department of Communities and Justice – Housing
- Hawkesbury District Health Service – St John of God
- Hawkesbury's Helping Hands
- Hawkesbury Police Area Command
- Homelessness NSW
- Nepean Blue Mountains Local Health Mental Health team
- Platform Youth Services
- Wentworth Community Housing

Council continues to convene a homelessness working group that works to coordinate interventions and support for persons sleeping rough in the Hawkesbury.

Making our communities safer

We've continued to collaborate and advocate for a safer Hawkesbury. We've partnered with key agencies such as the NSW Police Force and Transport for NSW to deliver projects to increase the awareness of safety prevention to our community. In 2019/2020 we delivered:

- Cyber security educational events for youth and seniors
- Road Safety programs including speed awareness campaigns, child restraint programs, "Plan B" messaging through local courtesy bus promotion with the Hawkesbury Liquor Accord,
- A specific road safety program for pedestrian safety in and around school zones was also delivered by working with P&C groups schools.
- Education on dementia was delivered in October 2019 during Dementia Awareness Month through a working group comprising of General Practitioners, Dementia community service providers, Nepean Blue Mountains Primary Health Network and Carers.
- Youth Week events to provide information on youth focused mental health and training for youth services in Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) inclusion
- Family and Domestic Violence support activities including:
 - supporting funding applications for partnership programs to increase crisis support and implement behaviour change programs for men;
 - providing information at community events, including mental health month, interagency meetings and events held in partnership with Hawkesbury Action Network Against Domestic Violence
 - continued to work with Hawkesbury Action Network Against Domestic Violence to ensure the local service system is working collaboratively to address instances related to family and domestic violence

Our Library, Museum and Gallery – now online!

While our Libraries, Museum and Gallery were closed due to the COVID-19 Pandemic, we used it as an opportunity to make these services even more accessible to everyone. Photographs, paintings, prints, convict tools, historical records, clothing, military paraphernalia, sculptures, farming equipment, household items, boat building tools and much more can now all be accessed online. We were one of the first local councils in Australia to integrate our cultural collections so that people can search across all collections. We also put the much loved Storytime library service online for families to enjoy at home.

Promoting and Respecting our Heritage

We delivered a range of actions associated with Aboriginal and Non Aboriginal heritage stemming from Council's Heritage Strategy, including:

- The Aboriginal Cultural Heritage Study which progressed to fieldwork and engagement with local Aboriginal representative groups
- The Hawkesbury Heritage Study which progressed with a compilation of potential listings and research
- The Local Heritage Assistance Fund 2019-2020 which was successfully completed, incorporating recommendations for improvement from Council's Heritage Advisory Committee
- Our Heritage Advisory Service continued to grow in popularity and demand
- Our Strategic Conservation Management Plan for Hawkesbury's Cemeteries was completed
- Works to individual heritage listed properties funded through the Heritage Near me Program has continued
- Thompson Square Conservation Management Plan submitted to Heritage NSW for endorsement
- The Application for State Listing of Singleton's Mill Site submitted to Heritage NSW.

Proudly supporting our volunteers

Our Cultural Services volunteers who volunteer across our libraries and museum have also been involved in meeting and greeting, providing visitor information, the Gallery exhibition openings and the Christmas Shopping night at the Gallery.

We've also been proud of the work of our 100 bushcare volunteers through 12 bushcare groups. From the removal of invasive weeds to allow natural revegetation to occur, seed collecting, litter removal and supplementary plantings of sites and native plant propagation from the Hawkesbury Community Nursery, these volunteers have clocked 1559 volunteer hours this year!

Of course, a special mention to our Clean-up Australia Day volunteers who, across 13 sites, collected 2,500kg of litter on the day.

Unfortunately due to the COVID-19 Pandemic, Council had to temporarily halt its volunteer programs to ensure the health and safety of our volunteers, many of whom are at greater risk of more severe symptoms if they are infected with the virus due to their age.



Protecting and restoring our waterways

We've worked hard on actions to protect and restore the health of our waterways and wetlands. The actions stem from the 'Upper Hawkesbury River Estuary Coastal Zone Management Plan' which have been undertaken with respect to:

- Water Quality (including the first Waterways Health Card)
- Aquatic and riparian habitat
- Recreation and amenity
- Land use and development
- Foreshore protection
- Cultural heritage

Current weeding programs, habitat planting works, bush regeneration works and soon to be installed interpretive signage, further support the objectives of this Coastal Zone Management Plan.

We've also been working with five other councils along the Hawkesbury River in partnership to guide the long-term, integrated and sustainable management of the Hawkesbury-Nepean River system and its catchments. That project has advanced to the completion of the Scoping Study which was reported through Council's Environmental Sustainability Advisory Committee.

ORDINARY MEETING

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Given that much of the Hawkesbury River's banks are on privately owned land, we've also drafted Water Sensitive Urban Design Development Control Plan provisions and have begun preparing information sheets and guidelines for landowners with access to waterways.

Our energy got a whole lot 'greener'

Protecting and caring for our environment goes right through our operations. Council negotiated a new energy agreement that commenced in January 2020 to buy 90% of all its power from solar farms in central New South Wales for the next 10 years. This, along with the energy we get from solar panels, amounts to 100% of Council's power needs for all our large sites and street lighting are met using renewable energy.

We also continued to shift to lower power street lighting (LED retrofits) across 10 suburbs where old low efficient lights have been replaced to gain an 80% energy efficiency benefit.

We're winning the War on Waste

We've continued to arm our community with the knowledge and tools they need to make the right decision about their waste for our environment. We've continued rolling out our War on Waste Workshop Online Series with approximately 300 residents engaged in 2019/20. Our Compost Revolution continued, with 184 residents participating and purchasing a discounted compost bin or worm farm. The total impact of the program in 2019-20 included 77,637 kg of organic material diverted from landfill and 123,979 kg CO₂e saved.

We held our annual Chemical CleanOut which allows residents to dispose of household chemicals which results in a safer family home, and protection of our waterways and natural environment from potential pollution. 402 residents attended the event with 20,000kg of material collected.

Following from this, we held a small-scale remote area collection event in October 2019 in St Albans. This was based on the significant travel involved for residents from this remote area to attend the Chemical CleanOut Event or Community Recycling Centre. The event proved to be successful and greatly appreciated by the residents who attended. Based on that success, Council will now hold the same type of event in St Albans, Colo Heights and Bilpin during August and September 2020.

Of particular note is the continuing operation and promotion of the Community Recycling Centre since December 2018 which during the period has received over 34,000kg in 'problem waste' (e.g. paint and household chemicals).

And we didn't forget about the kids! Our Waste 2 Art Competition held in July 2019 saw 61 students from 13 local schools participate in the event which encourages primary school age children to consider the topic of waste and recycling but through a fun art competition.

Keeping people healthy and safe during COVID-19

Our Environmental Health Team have always run routine food inspections for restaurants, cafes and even food trucks to ensure owners are aware of the safety standards they need to meet. However, at the beginning of the COVID-19 Pandemic, we were asked by NSW Food Authority to conduct Food hygiene checks, which are an abbreviated version of a normal inspection. These inspections were primarily conducted to check on basic food hygiene practices where the officer would make observations of the basics of food hygiene such as hand washing facilities and appropriate use of food grade sanitiser. The Environmental Health Team were there to help answer questions from businesses about abiding by public health orders while still being able to operate in a way that was safe for everyone



The Hawkesbury 2036... It's Our Future

Our Assets

2017-2036

We are building Hawkesbury's future

With sealing, resealing and rehabilitating our roads, constructing new footpaths and making improvements to our infrastructure, we've continued to build Hawkesbury's Future. We've been working through the list of projects identified through the Special Rates Variation asset priority works, as well as continuously taking feedback on from our community. We've been upgrading our parks and sporting facilities and improving our community facilities. And of course, we made our infrastructure safe after the natural disasters that effected the Hawkesbury, from removing fallen trees to fixing potholes and everything in between, we did what was needed as the safety of our community remained the number one priority.

Infrastructure projects we delivered in 2019/2020 include:

Concrete Foot Paving

- Cycleway, lighting and thresholds
- Pedestrian Access & Management Plan (PAMP)
- Macquarie St, South Windsor
- Church Street, South Windsor
- Andrew Thompson Drive. McGraths Hill
- Francis Street, Richmond
- James Street, South Windsor

Guard Rail Installation

- St Albans Road, St Albans
- Upper Colo Road, Colo

Roadworks

- Tizzana Rd, Ebenezer
- Stannix Park Road, Ebenezer (90% complete awaiting seal on northern section)
- Terrace Road, Freemans Reach
- Shepherds Road, Freemans Reach (road sealed awaiting guardrail)
- Slopes Road, Kurrajong,
- East Market Street, Richmond
- Tennyson Road, Tennyson
- Old Hawkesbury Road, Vineyard (seal gravel road)
- Commercial Road, Vineyard
- Kurmond Road, North Richmond
- St Albans Road, Webbs Creek
- Wallace Road, Vineyard
- Pebbly Hill Road, Maraylya (85% complete awaiting seal coat)
- Bull Ridge Road, East Kurrajong
- Cornwallis Road, Cornwallis
- Grose Vale Road, Grose Vale
- Grose Wold Road, Grose Wold
- Old East Kurrajong Road, East Kurrajong (seal gravel road)

Cycleways:

The Bligh Park to South Windsor cycle way extension

Passive recreational spaces upgrades:

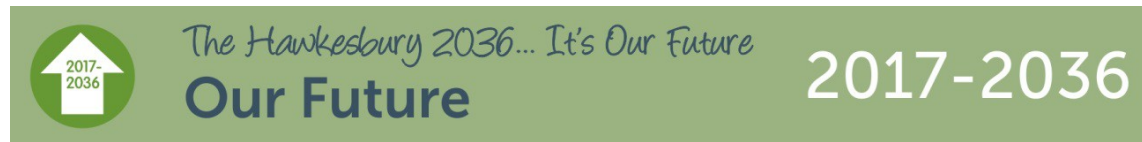
- McQuade Park lake
- Hanna Park Carpark and Entrance
- Accessible tables and shade shelters at Richmond Pool
- Macquarie Park playground fencing
- Ham Common fitness equipment and pedestrian walkway

ORDINARY MEETING

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- Improved fencing at Navua Reserve, McLeod Park and Berger Road Reserve
- Completing a Traffic Study which included modelling of scenarios to assist in the strategic planning of the Kurmond Kurrajong area.
- Worked with Transport for NSW on Road Network Planning Improvements along the various corridors.



Supporting our local businesses

Building on the \$15 million grant secured from the Commonwealth and State Government through the Western Sydney City Deal, we've been able to boost our support to the local businesses of the Hawkesbury.

The past 12 months saw the launch the Hawkesbury Business Hub – an online portal with resources for local businesses including webinars, forms and links to important information as well as a business directory to get local businesses connected to each other.

Two public art murals were created in the Windsor Mall on the walls of Lollies 'N Stuff and Guy Stuff.

We also responded to the needs of businesses in our area who were impacted by the fires, floods and the COVID-19 Pandemic by delivering Economic Development activities including:

- Small Business Mentoring Program
- Business Women Mentoring Program
- Pilot Place Based Mainstreet Recovery Program
- Getting Women Back to Business Support Program
- Pilot Business Bounce Back Program
- Smart Farms Program
- Small Business Month Grant
- Hawkesbury Local Business Awards

Revitalising our town centres through the Livability Project

The Hawkesbury is full of great spaces. Again, through the \$15 million grant secured from the Commonwealth and State Government through the Western Sydney City Deal, we have been focusing on revitalising some of our major public spaces to support and create economic development and social interaction within each centre. Work commenced on the development of masterplans and public domain plans for Richmond, Windsor and South Windsor, which were created using extensive feedback from our community during 2019/2020. They aim to undertake public space rejuvenation by leveraging on the rich historic and natural amenity of the Hawkesbury's towns and villages.

Planning for our future

We want the Hawkesbury to be a place that is vibrant, attractive and welcoming, that treasures and celebrates our shared history as well as the environment, local economy and lifestyle. While planning documents may not seem exciting, they help guide and shape the future of development, business and industry and housing improvements in a way that ensures continual improvement for the Hawkesbury. We've been busy drafting new plans and reviewing and improving existing plans to align with community and environmental needs including:

- The Draft Local Strategic Planning Statement
- Draft Background Strategies (housing, employment and rural lands)
- Council's General Amendments (Housekeeping) LEP Amendments
- The Draft Employment Lands Strategy
- The Draft Rural Lands Strategy

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- The Draft Sustainability Strategy including:
 - Net Zero Emissions and Water Efficiency Strategy
 - Ecological/Biodiversity Strategic Planning Framework
 - Tree Canopy Strategy
 - Waste Education Strategy
- The Draft Hawkesbury City Council Economic Development Strategy 2020-2025
- Preparation of the Draft Flood Policy
- Drafting the Water Sensitive Urban Design Development Control Plan
- Hawkesbury-Nepean River Coastal Management Plan
- The Rural Landscape Character Assessment Study
- The Draft Local Housing
- Draft of the Reconciliation Action Plan (RAP), which has been reviewed by our RAP Working Group and re-submitted to Reconciliation Australia
- Parks plans of management and masterplans

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 November 2020

Item: 232 **GM - Ordinary Council Meetings in 2021 - (95496)**

Previous Item: 013, Extraordinary (18 February 2020)
 155, Ordinary (25 August 2020)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to provide information to assist Council in resolving to set the frequency, time, date and place of its ordinary meetings for 2021.

EXECUTIVE SUMMARY:

The Local Government Act 1993 requires all councils to meet at least ten times each year, each time in a different month.

In 2018 and 2019, Council's Code of Meeting Practice required that Ordinary Meetings of Council be held on the second Tuesday of every month and on the last Tuesday of every month (except January and December). Meetings were not to be held on the Tuesday directly following a public holiday, and provision was also made to take into account the timing of the Local Government NSW Annual Conference.

In December 2018, a new Model Code of Meeting Practice (Model Code) was prescribed. Councils were required to adopt a Code of Meeting Practice based on the Model Code within six months.

On 28 May 2019, Council resolved to adopt an amended Council's Code of Meeting Practice based on the Model Code, subject to a number of amendments including amendments relating to members of the public addressing Council and voting at Council meetings.

Subsequently, a Councillor Workshop was held where options were discussed for amending the Council Meeting cycle to better balance workloads between Councillor Briefings, Committee Meetings and Council Meetings and for establishing a more family friendly environment, where some meetings are scheduled outside of school holiday periods.

A process was then commenced for amending the Code of Meeting Practice, including changes to the scheduling of Council Meetings.

While this process was underway, the schedule of meetings for 2020 was set in accordance with the then existing Code of Meeting Practice. This schedule took into account the Local Government NSW Annual Conference and Local Government Elections.

On 18 February 2020, Council adopted an amended Code of Meeting Practice which requires Council to set by resolution the frequency, time, date and place of its Ordinary Meetings.

As a result of changes to the timing of the Local Government NSW Annual Conference and Local Government Elections, and to reflect the requirements of the Code of Meeting Practice, at its meeting on 25 August 2020, Council resolved to schedule dates for the remainder of the year.

Council is now required to schedule its Ordinary Meetings for 2021. Having regard to the Code of Meeting Practice and the matters previously raised during Councillor Briefing Sessions and the workshop, three draft schedules have been prepared for consideration.

ORDINARY MEETING

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- Option 1: Meetings on the second Tuesday of every month and on the last Tuesday of every month (except January and December), a total of 22 meetings, including during school holidays.
- Option 2: Meetings every three weeks, except where additional meetings are required, providing for a total of 15 meetings, none during school holidays.
- Option 3: Meetings every three weeks, except where additional meetings are required, a total of 17 meetings, including during school holidays.

RECOMMENDATION:

That Council consider Options 1, 2 and 3 for the setting of the frequency, 6:30pm, date and place of Ordinary Meetings of Council for 2021 as contained in Attachment 2 to this report.

BACKGROUND

Council's Code of Meeting Practice contains the rules for the conduct of meetings of Council and Council Committees. It is based on the Model Code which is prescribed under the Local Government (General) Regulation 2005 to provide a uniform set of rules to help ensure accessible, orderly, effective and efficient meetings.

Amendments to the Code of Meeting Practice in 2019 and 2020

In December 2018, a new Model Code was prescribed by Government Gazette. Councils were required to adopt a Code of Meeting Practice based on the Model Code within six months.

Council staff reviewed the Model Code in comparison with Council's existing Code of Meeting Practice. A proposed new Code was drafted and reported to Council in March 2019.

Following public exhibition of the draft Code of Meeting Practice, on 28 May 2019 Council resolved to adopt the Code of Meeting Practice.

The adopted Code of Meeting Practice included Clauses 3.1 and 3.2:

"Timing of Ordinary Council Meetings

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

ORDINARY MEETING

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Councillors then attended a workshop and considered information in relation to Council and Committee meetings, including:

- The current concentration of administrative responsibilities upon a limited number of staff
- The benefits of having the relevant skills and resources in place to support the work of Committees
- Ongoing State Government actions that have limited the involvement of Councillors in some decision making processes
- The reduced number of reports being considered by Council under its current twice monthly meeting schedule
- Options for transitioning Council's Committee structure over time, to improve the alignment between the Committee structure and Council's Community Strategic Plan objectives
- Options for facilitating greater Councillor involvement in a greater range of Committee activities
- Upcoming requirements for each council to adopt a Community Engagement Policy

Council at its meeting on 10 September 2019 considered a report which referred to the history of amendments to the Code of Meeting Practice and the workshop. The report also referred to background information provided to at the workshop, including:

- **Options for amending the Council meeting cycle to better balance workloads between Councillor Briefings, Committee Meetings and Council Meetings**

Reducing the overall number of meetings will reduce the opportunity for meeting clashes and in doing so facilitate a better balance in the workload of Councillors, thereby allowing for greater participation. In the process it will also provide an opportunity for Councillors to participate in Briefings, Committee Meetings and Council Meetings.

- **Options for establishing a more family friendly environment, whereby some meetings are scheduled outside school holiday periods**

A review of better practices has confirmed that some councils endeavor to schedule meetings outside the school holiday periods. This has benefits – increased opportunities for participation, reduced financial costs and simpler logistical arrangements for a range of participants, including:

- Residents with family responsibilities
- Existing and prospective elected representatives with family responsibilities
- Staff who have family responsibilities.

At its meeting on 10 September 2019 Council resolved that:

- "1. *Clause 3.1 of the Code of Meeting Practice be amended to facilitate Council making adjustments to the placement and frequency of Council meetings over the course of a year.*
2. *Clause 11.5 of the Code of Meeting Practice be amended to allow all Councillors who are present in the chamber to raise their arm in favour of the motion or amendment being voted on.*
3. *The amendments be placed on public exhibition for a period of 28 days, with submissions being accepted from interested parties for 42 days.*
4. *Staff initiate a process of working with relevant stakeholders to migrate the current committee structure over time, to a configuration that is more closely aligned to the Community Strategic Plan objectives."*

In December 2019, the schedule of Council Meeting dates for 2020 was set, attached as Attachment 1 to this report.

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

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

“Timing of ordinary council meetings

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

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

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

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

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

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

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

Both of these events were rescheduled due to the COVID-19 Pandemic. At its meeting on 25 August 2020, Council considered a report concerning the schedule of Council Meetings for September, October and November 2020, and resolved to set the meetings for those months.

Relevant Legislation

Local Government Act 1993
Local Government (General) Regulation 2005

DISCUSSION

Schedule of Council Meetings for 2020

The schedule of Council Meetings for 2020 attached as Attachment 1 to this report was set in 2019 when the Code of Meeting Practice required Council to meet on the second and last Tuesdays of each month.

The first meeting for the year was on 11 February 2020 and the last meeting was scheduled to be held on 8 December 2020.

This schedule:

- Provided for Extraordinary Meetings, two for the 2020/2021 Operational Plan and Budget, and one for the election of the Mayor and Deputy Mayor in September 2020.
- Required Council to meet on two occasions during School holidays – on 14 July 2020 and 29 September 2020.

ORDINARY MEETING

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When Council resolved on 25 August 2020 to set the schedule of meetings for September, October and November 2020, the Extraordinary Meeting scheduled for 29 September 2020 for the election of the Mayor and Deputy Mayor was changed to an Ordinary Meeting. An additional Ordinary Meeting was scheduled for 22 September 2020 with the elections moved to the agenda for that meeting.

This is consistent with the Code of Meeting Practice in that Council is required to set its Ordinary Meetings, with Extraordinary Meetings being called in accordance with the procedure in Clause 3.7 of the Code of Meeting Practice.

Options for Council Meetings 2021

The options referred to in this report take into account Council's obligations to meet legislative requirements in relation to the following:

- 2021/2022 Operational Plan and Budget
- Quarterly Budget Reviews
- Audited Financial Statements

The schedule of meetings referred to as Option 1 in Attachment 2 to this report reflects "business as usual" in that it substantially replicates the schedule for 2020, with necessary changes based on the Code of Meeting Practice.

However there are occasions within this schedule where meetings do not take place on the second Tuesday and last Tuesday of the month due to the need to take into account the legislative requirements referred to above, and the flow on effect for the proximity of meetings.

For example, 13 April 2021 is the second Tuesday of the month, and 27 April 2021 is the fourth Tuesday, but Council would need to meet on 20 April 2021 to receive a report on the draft 2021/2022 Operational Plan to allow sufficient time for public exhibition.

This would result in meetings three weeks in a row, so to avoid this, Option 1 contains meetings on 20 April 2021 and 27 April 2021. Further, a meeting has been added on 15 June 2021 at which it is expected Council would receive a report for adoption of the 2021/2022 Operational Plan.

A meeting has not been scheduled for 14 September 2021 given its proximity to the Local Government Elections. Meetings are proposed for 9 and 23 November 2021, notwithstanding that the 30 November 2021 is the last Tuesday of the month.

The schedules of meetings referred to as Option 2 and Option 3 in Attachment 2 to this report are based on a Council meeting every three weeks where possible.

However, there are occasions within these schedules where Council would be required to meet more or less frequently to meet the legislative requirements referred to above, or to take into account School Holidays. For example:

Option 2:

- A Council Meeting is scheduled for 16 March 2021 and the next meeting scheduled for 20 April 2021 on account of School Holidays and the Draft 2021/2022 Operational Plan.
- A Council Meeting is scheduled for 15 June 2021 to deal with the 2021/2022 Operational Plan, and the next meeting scheduled for 13 July 2021 on account of School Holidays.

Option 3:

- A Council Meeting is scheduled on 6 April 2021, but Council would need to meet two weeks later on 20 April 2021 to receive a report on the draft 2021/2022 Operational Plan to allow sufficient time for public exhibition.

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- A Council Meeting is scheduled for 15 June 2021 at which it is expected Council would receive a report for adoption of the 2021/2022 Operational Plan, with the next meeting scheduled for 29 June 2021.

Under Option 1:

- The first meeting would be on 9 February 2021
- There would be a total of 22 meetings
- Three meetings would take place during school holidays – 29 June 2021, 21 September 2021 and 28 September 2021.

Under Option 2:

- The first meeting would be on 2 February 2021
- There would be a total of 15 meetings
- No meetings would take place during school holidays except for the meeting on 21 September 2021 at which is expected the elections for Mayor and Deputy Mayor would take place.

Under Option 3:

- The first meeting would be on 2 February 2021
- There would be a total of 17 meetings
- Meetings would take place every three weeks, but for meetings on 20 April 2021, 25 May 2021 and 29 June 2021
- Three meetings would take place during school holidays – 6 April 2021, 29 June 2021 and 21 September 2021.

Caretaker Period

Clause 393B of the Local Government (General) Regulation 2005, says:

393B Exercise of council functions during caretaker period

- (1) *The following functions of a council must not be exercised by the council, or the general manager or any other delegate of the council (other than a Joint Regional Planning Panel or the Central Sydney Planning Committee), during a caretaker period--*
 - (a) *entering a contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger),*
 - (b) *determining a controversial development application, except where--*
 - (i) *a failure to make such a determination would give rise to a deemed refusal under [section 82](#) of the [Environmental Planning and Assessment Act 1979](#), or*
 - (ii) *such a deemed refusal arose before the commencement of the caretaker period,*
 - (c) *the appointment or reappointment of a person as the council's general manager (or the removal of a person from that position), other than--*
 - (i) *an appointment of a person to act as general manager under section 336(1) of the Act, or*
 - (ii) *a temporary appointment of a person as general manager under section 351(1) of the Act.*
- (2) *Despite subclause (1), such a function may be exercised in a particular case with the consent of the Minister.*

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(3) *In this clause--*

"caretaker period" means the period of 4 weeks preceding the date of an ordinary election.

"controversial development application" means a development application under the [Environmental Planning and Assessment Act 1979](#) for which at least 25 persons have made submissions under [section 79\(5\)](#) of that Act by way of objection.

The caretaker period for the Local Government Elections on 4 September 2021 commences on 4 August 2021. All of the options in this report include meetings in August 2021.

Election of Mayor and Deputy Mayor 2021

An election for the Mayor and Deputy Mayor must take place within three weeks of the Local Government Elections.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan.

Our Leadership

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

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

FINANCIAL IMPACT

There are no financial implications of this proposal.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

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

AT - 2 Options 1, 2 and 3 – Schedule of Ordinary Meetings of Council 2021 - (*Distributed under separate cover*).

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



COUNCIL MEETING DATES 2020

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

JANUARY

Australia Day Public Holiday Monday, 27 January 2020

FEBRUARY

Tuesday 11 Ordinary
 Tuesday 25 Ordinary

MARCH

Tuesday 10 Ordinary
 Tuesday 31 Ordinary

APRIL

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

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

MAY

Tuesday 12 Ordinary
 Tuesday 26 Ordinary

JUNE

Queen's Birthday Public Holiday Monday, 8 June 2020
 Wednesday 10 Extraordinary Operational Plan, including Budget
National General Assembly of Local Council – Canberra Sunday, 14 June 2020 to Wednesday, 17 June 2020
 Tuesday 30 Ordinary

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JULY

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

Tuesday	14	Ordinary
Tuesday	28	Ordinary

AUGUST

Tuesday	11	Ordinary
Tuesday	25	Ordinary

SEPTEMBER

Local Government Elections - Saturday, 12 September 2020

Tuesday	29	Extraordinary	<i>Election of Mayor, Deputy Mayor, etc. (Alternate date Wednesday, 7 October 2020 dependent on declaration of poll following Local Government Elections.</i>
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School Holidays *Monday, 28 September 2020 to Friday, 9 October 2020*

OCTOBER

Labour Day Public Holiday *Monday, 5 October 2020*

Wednesday	7	Extraordinary	<i>Election of Mayor, Deputy Mayor, etc. (Alternate date Tuesday, 29 September 2020 dependent on declaration of poll following Local Government Elections.</i>
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Local Government NSW Annual Conference – Lovedale *Saturday, 11 October 2020 to Tuesday, 13 October 2020*

Tuesday	27	Ordinary
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NOVEMBER

Tuesday	10	Ordinary
Tuesday	24	Ordinary

DECEMBER

Tuesday	8	Ordinary
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School Holidays *Monday, 21 December 2020 to Monday, 1 February 2021*

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

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

oooO END OF REPORT Oooo

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CITY PLANNING

Item: 233 **CP - Review of Council Committees - (124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to consider the findings and recommendations from the review of Council Committees and Working Groups.

EXECUTIVE SUMMARY:

In late 2019 Council undertook a review of Council committees and working groups in order to:

- Create an alignment with the Community Strategic Plan
- Ensure that there is a greater level of consistency between Committees which will be assisted through the development of a standard approach to systems and processes and review of Terms of Reference
- Engage with committee members to find out what is working and what could be improved.

Part of the review included attending the relevant committee / working group meetings to advise that the review was being undertaken and invite members to participate in a survey. Following assessment of the survey Councillors and members of the committees and working groups were briefed on the outcomes of the survey and a number of changes were proposed. The proposed changes are either about creating alignment with the Community Strategic Plan or addressing the organisational management of committees. In summary the potential changes are:

Table 1

Committee / Working Group	Proposed future state
Hawkesbury Civic and Citizenship Committee	Continue with one meeting annually Invite all Councillors participate in the committee Implement post 2021 election.
Human Services Advisory Committee Hawkesbury Access and Inclusion Advisory Committee Enhancing the Arts Working Group	Merge into a new Social / Human Services Committee Review the role, function and membership under the Human Services Outcomes Framework.
Hawkesbury Environmental Sustainability Committee Waste Management Advisory Committee	Merge under a new Environmental and Resource Management Committee.

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Committee / Working Group	Proposed future state
Floodplain Risk Management advisory Committee Infrastructure Committee	Merge into Floodplain Risk Management and Infrastructure Committee.
Town Centres Masterplan Working Group	The Town Centres Masterplan Working Group has concluded. Please note however that Council is preparing an Economic Development and Business Recovery Strategy and could consider establishing a broader economic / business committee that they may also link with the Tourism Committee.
Reconciliation Action Plan Working Group	No change at this stage until the Reconciliation Action Plan has been approved by Reconciliation Australia and Council will be in a position to assess how this will be monitored.
Heritage Advisory Committee	No change at this stage. The new Council may consider post the Council elections in 2021.

Organisational management changes proposed include:

- Reviewing the constitutions and having these set by Council
- Publishing all Committee Agendas, Reports and Minutes on the Councillor Hub
- Reviewing the report and minutes template
- Having common operating procedures / protocols to guide all committees
- Having the committees be Chaired by a Councillor to assist in building and reinforcing the link between Council and the Committees
- Making internal adjustments to the staff responsible for committees, to balance workloads across the organisation

RECOMMENDATION:

That Council:

1. Note the findings from the survey undertaken as part of the review of committees and working groups.
2. Agree with the proposed changes as outlined in Table 1 of this report and that these changes be progressively implemented over time leading up to September 2021.
3. Note the proposed changes for the operational management of committees.

BACKGROUND

Council has established various committees under Section 377 of the Local Government Act 1993. These committees perform certain functions as identified in their constitutions.

Existing committees and working groups are:

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Statutory Bodies

- Audit Committee
- Local Traffic Committee
- Club Grants Local Committee
- Local Planning Panel

Council Initiated Bodies

- Hawkesbury Access and Inclusion Advisory Committee
- Hawkesbury Civic and Citizenship Committee
- Enhancing the Arts Working Group
- Floodplain Risk Management Advisory Committee
- General Managers Performance Review Panel
- Heritage Advisory Committee
- Human Services Advisory Committee
- Infrastructure Committee
- Waste Management Advisory Committee
- Reconciliation Action Plan Working Group
- Hawkesbury Environmental Sustainability Advisory Committee
- Hawkesbury Tourism Advisory Committee
- Town Centre Master Plan Working Group

A number of actions have been undertaken as part of the review of the committees and Working Groups.

Table 2

Date	Action and comment	Status
August 2019	A workshop was held with Councillors to consider committee meetings. During the workshop Councillors considered the following points: <ul style="list-style-type: none"> • What are the attributes of a good committee? • Observations re existing committees • Can the operation/performance of the existing arrangements be improved? • Can we achieve better alignment with the Community Strategic Plan? • Can we establish a better meeting structure? 	Complete
September 2019	Council Report Code of Meeting Practice – both the executive summary and report made specific references to: <ul style="list-style-type: none"> • current concentration of administrative responsibilities upon a limited number of staff • benefits of having the relevant skills and resources in place to support the work of Committees • transitioning Councils Committee Structure - over time, to improve the alignment between the committee structure and Councils Community Strategic Plan • facilitating greater Councillor involvement in a greater range of committee activities • amending the Council meeting cycle to better balance workloads between Councillor Briefings, Committee Meetings and Council Meetings • more family friendly environment, whereby some meetings are scheduled outside school holiday periods. 	Complete

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Date	Action and comment	Status
September to December 2019	<p>Council staff attended committee and working group meetings and:</p> <ul style="list-style-type: none"> • Advised them of Council deliberations and objectives of the review, and • Invited and encouraged them to participate in a survey <p>The key objectives of the review were to:</p> <ul style="list-style-type: none"> • create alignment with the Community Strategic Plan • ensure that there is a greater level of consistency between Committees which will be assisted through the development of a standard approach to systems and processes and review of constitutions • engage with committee members to find out what is working and what could be improved. <p>The survey questions sought to understand if the:</p> <ul style="list-style-type: none"> • role of the committee / working group is clearly defined • committee / working group is meeting your expectations • information provided is useful • members feel that their skills are being used • membership needs to be reviewed • meeting time needs to change <p>Respondents were also asked to outline what works well and make any suggested improvements.</p> <p>The following committees and working groups were asked to participate in the review:</p> <ul style="list-style-type: none"> • Town Centres Masterplan Working Group • Environmental Sustainability Committee • Human Services Committee • Enhancing the Arts Working Group • Access and Inclusion Committee • Civic and Citizenship Committee • Floodplain Risk Management Committee • Heritage Committee • Waste Committee • Infrastructure Committee • Reconciliation Action Plan Working Group 	Complete
September and December 2019	Committee members completed the survey. Please refer to Attachment 1 for comprehensive details of the survey results	Complete
February / March 2020	Staff reviewed the survey results to identify themes, understand what is and is not working	Complete
May 2020	Briefed the Councillors on the survey results and commenced discussions on next steps. At this point Councillors recommended more time be allocated for them to consider the next steps	Complete
July 2020	Held two sessions with committee members to provide the survey responses and enable discussion	Complete

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Date	Action and comment	Status
September 2020	Councillor Briefing Session to discuss next steps	Complete
November 2020	Submit report to Council	We are here

DISCUSSION

The detailed results of the survey can be found at Attachment 1, however a summary is provided below of the number of responses received and the general responses to each question:

Table 3

Committee Name	Community Members	Responses received
Town Centre Masterplan Working Group	6	4
Environmental Sustainability Committee	5	1
Human Services Committee	8	1
Enhancing the Arts Working Group	8	3
Access and Inclusion Committee	7	4
Civic and Citizenship Committee	6	4
Floodplain Risk Management Advisory Committee	11	6
Heritage Committee	12	10
Waste Committee	4	0
Infrastructure Committee	0	0
Reconciliation Action Plan Working Group	5	0

1. The role of the committee / working group is clearly defined

From the survey responses received all committees / working groups, except for the Town Centres Masterplan Working Group and Environmental Sustainability Committee said that the role was clearly defined. It needs to be noted that only one response was received from the Environmental Sustainability Committee and as such it would be difficult to say that this response is reflective of all members.

2. To what extent has your experience of the committee / working group met your expectations?

In relation to this the responses from the Town Centres Masterplan Working Group and Environmental Sustainability Committee said their expectations were not met whereas with the other committees on the whole the respondents advised that their expectations were met.

3. The written and verbal information provided for the meetings have been sufficient to support the work of the committee / working group.

All respondents across all committees and working groups, except for the Environmental Sustainability Committee agreed that the information provided was satisfactory and met their needs.

4. As a member of the committee / working group how effectively have you been able to use your skills, abilities, experience to participate in the work of the committee / working group?

Generally, across all committees / working groups, people felt that they were largely utilising their skills. The only group that did not agree was members of the Town Centres Masterplan Working Group

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5. Does Council need to consider how representative the current membership is?

This question saw that for many of the committees it was suggested that a review of the membership may be required but the reasons for this varied from - to ensure effective representation; gaining different skills sets; or to include specialist groups.

However, the Civic and Citizenship, Floodplain and Heritage Committees all agreed that the current membership is varied and does not need to be reviewed.

6. Should Council consider changing the day of the week on which the meeting is held? And is the current time of the meeting suitable?

Across the board there was agreement that Council should retain the current meeting day and time.

7. Can you please provide a summary of what has worked well

There were a number of responses regarding what is working well. The following outlines some of the key comments made:

- Networking
- Variety of skills and experience
- Open discussions and support from council staff
- Receiving the business papers in advance
- Good to have input into projects that affect the community

8. What could be improved?

There were a number of suggested improvements. The following outlines some of the key comments made:

- Ensure clarity of the role of the committee
- Want to have a sense of achievement
- Effective chairing of the meetings
- Obtaining input from State agencies where relevant

Other information gathered relevant to the review

- The frequency of meetings varies across all committees / working groups with some meeting monthly, quarterly or every six months
- There is a lack of consistency with who Chairs the meeting with some being chaired by community members and others by Councillors
- Some committees have a high level of community involvement, whilst other committees have little if any community involvement. The Infrastructure Committee has no community members, the Waste Committee has four community members and the Heritage Committee has 12 community members
- There is an in-balance with internal staffing with one staff member having responsibility for five committees
- There has been different approaches in the development of the constitutions with some developed by Council and others by the committees
- The constitutions need to be reviewed to ensure consistency
- There is a need to ensure Councillors have access to Agendas, Reports and Minutes
- Suggestions have been made to review the report and minutes template

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Following the review of the survey results members of the committees and working groups were invited to participate in a feedback and discussion session. There was general agreement with the following:

- To undertake a review of the constitutions to address the role and function of committees, and that this review would cover a range of matters including membership, meeting schedule, chair etc
- That the committees need to align with the Community Strategic Plan
- That any potential overlaps to be explored and addressed and by default address any gaps
- To focus on committees that may not be as effective and not change committees that are working such as the Heritage Committee

Proposed changes

Following consideration of the survey findings, engagement with committee members and Councillors the following changes are proposed;

Table 1

Committee / Working Group	Proposed future state
Hawkesbury Civic and Citizenship Committee	Continue with one meeting annually Invite all Councillors participate in the committee Implement post 2021 election.
Human Services Advisory Committee Hawkesbury Access and Inclusion Advisory Committee Enhancing the Arts Working Group	Merge into a new Social / Human Services Committee Review the role, function and membership under the Human Services Outcomes Framework.
Hawkesbury Environmental Sustainability Committee Waste Management Advisory Committee	Merge under a new Environmental and Resource Management Committee.
Committee / Working Group	Proposed future state
Floodplain Risk Management advisory Committee Infrastructure Committee	Merge into Floodplain Risk Management and Infrastructure Committee.
Town Centres Masterplan Working Group	The Town Centres Masterplan Working Group has concluded. Please note however that Council is preparing an Economic Development and Business Recovery Strategy and could consider establishing a broader economic / business committee that they may also link with the Tourism Committee.
Reconciliation Action Plan Working Group	No change at this stage until the Reconciliation Action Plan has been approved by Reconciliation Australia and Council will be in a position to assess how this will be monitored.
Heritage Advisory Committee	No change at this stage. The new Council may consider post the Council elections in 2021.

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Organisational management changes proposed include:

- Reviewing constitutions and having these set by Council
- Publishing all Committee Agendas, Reports and Minutes on the Councillor Hub
- Reviewing the report and minutes template
- Having common operating procedures for all committees
- Having the committees be Chaired by a Councillor to assist in building and reinforcing the link between Council and the Committees
- Making internal adjustments to the staff responsible for committees, to balance workloads across the organisation

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

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

Our Community

- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future

2.3.1 Encourage and facilitate community partnerships.

Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement

5.1.4 Encourage increased community participation in planning and policy development.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

AT - 1 Committee Review Survey Results - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 234 **SS - General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2020 - (95496)**

Previous Item: Item 187, Ordinary (29 September 2020)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to submit the 2019/2020 General Purpose Financial Statements and Special Purpose Financial Statements for the period ended 30 June 2020 (2019/2020 Financial Statements) to Council, in accordance with the requirements of the Local Government Act, 1993 (the Act). The audited 2019/2020 Financial Statements are attached as Attachment 1 to this report.

EXECUTIVE SUMMARY:

Council's 2019/2020 Financial Statements have now been completed, audited and advertised in accordance with the Act. The Report on the Conduct of the Audit expressing an unmodified audit opinion has been received from The NSW Audit Office and is contained with the 2019/2020 Financial Statements, which are available for inspection by Councillors and the community.

Representatives from both The NSW Audit Office and Grant Thornton, the Auditors contracted to carry out Council's audit, will attend the meeting, to make a presentation in respect of Council's audited 2019/2020 Financial Statements.

RECOMMENDATION:

That Council:

1. Note the completion of the General Purpose and Special Purpose Financial Statements and Special Schedules for the period ended 30 June 2020, attached as Attachment 1 to this report.
 2. Thank the representatives from The NSW Audit Office and Grant Thornton, for their presentation in respect of Council's audited 2019/2020 Financial Statements.
-

BACKGROUND

Council's 2019/2020 Financial Statements have been completed, audited and advertised in accordance with the provisions of the Act. The Report on the Conduct of the Audit expressing an unmodified audit opinion has been received from The NSW Audit Office and is contained with the 2019/2020 Financial Statements, which are available for inspection by Councillors and the community.

The Act requires that the meeting set for the presentation of the financial reports, must be at least seven days after public notice is given, and within five weeks after the Auditor's reports are given to Council. The Auditor's reports were received on 9 November 2020, and public notice was given in the Hawkesbury Courier on Thursday, 12 November 2020.

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The Statements as attached to this report reflect all audit adjustments, including those arising from the review of the full asset revaluation of the Roads, Bridges, Footpaths and Stormwater Drainage and a review of the indexation applied to Investment Properties, by an external organisation. Other changes arising out of the audit include changes to wording regarding certain disclosures to ensure greater transparency and understanding for users of the Statements. There were also some adjustments relation to the implementation of new accounting standards relating to Leases.

Relevant Legislation

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

DISCUSSION

At its meeting on 29 September 2020, Council considered a report regarding the General Purpose and Special Purpose Statements for the year ended 30 June 2020. At that meeting, Council referred the 2019/2020 Financial Statements to audit. As was outlined in that Report, a review of the full revaluation of Roads and Stormwater Drainage assets and the Investment Properties indexation was in progress.

The review of the Roads, Bridges, Footpaths and Stormwater Drainage Revaluation resulted in an increase in of \$277M in assets and comprehensive income. The review of the revaluation was undertaken by a qualified external valuer, APV – Valuers and Asset Management. The underlying reason for the increase in value is due to assets being accounted for based on short and long life components.

The indexation of Investment Properties was also reviewed by APV – Valuers and Asset Management, using more localised information to determine the appropriate indexation to be applied. This resulted in an improvement of the value of Investment Properties of \$1.2M.

Other changes arising out of the audit include adjustments in relation to the implementation of new accounting standards and changes to wording regarding certain disclosures to ensure greater transparency and understanding for users of the Statements.

The above changes have resulted in changes to amounts included in the report submitted to council on 29 September 2020. A summary of the impact of all adjustments is provided in the updated key financial information provided below.

Operating Performance

The Income Statement discloses the income and expenditure of Council. The table below displays Council's reported Income Statement as at 30 June 2020. There were changes to the Income Statement since the last report to Council, mainly as a result of the review of the indexation applied to Investment Properties.

Income Statement	As reported on 29.09.20 \$'000	As per the Audited Financial Statements \$'000	Movement Increase /(Decrease)
Income from continuing operations	104,399	104,399	Nil
Expenses from continuing operations	88,973	87,772	(1,201)
Net Operating Result for the year	15,426	16,627	1,201
Capital Grants and Contributions	18,483	18,483	Nil
Net Operating Result before Capital Grants and Contributions	(3,057)	(1,856)	1,201

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Details of revenues and expenses for 2019/2020 as compared to the previous year are as follows:

Income from continuing operations	2019/2020 \$'000	2018/2019 \$'000	Movement Inc/(Dec)
Rates and Annual Charges	62,129	57,453	4,676
User Charges and Fees	5,944	6,912	(968)
Other Operating Revenue	3,398	4,907	(1,509)
Grants and Contributions – Operating	10,112	11,093	(981)
Grants and Contributions – Capital	18,483	22,963	(4,480)
Interest	1,388	1,768	(380)
Fair value increment on Investment Properties	0	2,264	(2,264)
Rental Income	2,724	0	2,724
Net share of interests in joint ventures	221	262	(41)
Total Income from Continuing Operations	104,399	107,622	(3,223)

Expenses from continuing operations	2019/2020 \$'000	2018/2019 \$'000	Movement Inc/(Dec)
Employee costs	30,865	28,949	1,916
Borrowing costs	285	305	(20)
Materials and Contracts	22,106	19,312	2,794
Depreciation and Amortisation	19,534	18,640	894
Other Expenses	11,872	11,834	38
Loss on Sale of Assets	40	300	(260)
Fair value decrement on Investment Properties	496	0	496
Revaluation Decrement	2,574	0	2,574
Total Expenses from Continuing Operations	87,772	79,340	8,432

Balance Sheet

The Balance Sheet discloses the assets, liabilities and equity of Council. The table below displays Council's reported Balance Sheet as at 30 June 2020. There were changes to the Statement of Financial Position, mainly due to the review of revaluations in relation to Roads, Bridges, Footpaths and Stormwater Drainage.

Statement of Financial Position	As reported on 29.09.20 \$'000	As per the Audited Financial Statements \$'000	Movement Increase/ (Decrease)
Current Assets	72,821	72,821	0
Non-Current Assets	1,230,453	1,509,406	278,953
Total Assets	1,303,274	1,582,227	278,953

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Statement of Financial Position	As reported on 29.09.20 \$'000	As per the Audited Financial Statements \$'000	Movement Increase/ (Decrease)
Current Liabilities	22,328	22,451	123
Non-Current Liabilities	14,836	15,000	164
Total Liabilities	37,164	37,451	287
Net Assets	1,266,110	1,544,776	278,666
Equity	1,266,110	1,544,776	278,666

Performance Indicators

Council's financial statements disclose several financial indicators, which are detailed below:

Financial Performance Indicator	June 2020	June 2019
Operating Performance Ratio	3.17%	3.77%
Own Source Operating Revenue Ratio	72.55%	67.60%
Unrestricted Current Ratio	2.61x	3.42x
Debt Service Ratio	11.33x	17.79x
Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage	7.40%	6.75%
Cash Expense Cover Ratio	10.66mths	12.7mths
Buildings and Infrastructure Renewals Ratio	65.52%	72.85%

The indicators above are in regard to Council's consolidated results.

The 2019/2020 Financial Statements, have been audited in accordance with the Act.

Interpretation of Financial Results

Council's operating result reduced from a surplus of \$28.3 million in 2018/2019 to a surplus of \$16.6 million in 2019/2020. The net operating result before capital grants and contributions is a deficit of \$1.9 million in 2019/2020, compared to a \$5.3 million surplus in 2018/2019. The impacts of natural disasters and the COVID-19 Pandemic has significantly impacted on Council's operating result, with less income received and increased expenditure incurred. There was also a \$3.9 million grant received during the 2018/2019 financial year, which did not recur during 2019/2020.

Council's operating result of \$1.9 million deficit was better than the Deficit projected in the March Quarterly Budget Review of \$5.4 million, adopted by Council on 26 May 2020.

It is to be noted that the \$1.9 million deficit also includes adjustments made to asset values, in line with accounting standards, being \$2.6 million in relation to damaged road infrastructure as a result of the flood and \$0.5 million in the value of Investment Properties as a result of the economic impact of COVID-19. Both these adjustments are accounting adjustments only and are not budgeted.

Removing the impact of the above accounting adjustments totalling \$3.1 million, Council's operating result is a surplus of \$1.2 million.

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Council's end of year result is considered sound as is further indicated by the Operating Performance Ratio of 3.17%, which meets the benchmark for financial sustainability as set by the Office of Local Government.

Council's cash and current investments decreased from \$65.1 million to \$63.5 million during the reporting period and included restricted and unrestricted funds. The decrease in cash and current investments is a result of the reduction in income and increase in expenditure, as outlined above. It is further to be noted that external borrowings of \$7.5 million were planned for 2019/2020 in regard to the infrastructure borrowing program. Due to low interest rates being achieved on Council's investments, it was more cost effective to borrow internally from Council's own cash. This has contributed to the drop in cash and investments.

Council's Unrestricted Current Ratio at 30 June 2020 is 2.61 and remained significantly above the accepted industry benchmark of 1.5. The Debt Service Ratio is 11.33 and remains better than the accepted industry benchmark of 2.

The Own Source Operating Revenue Ratio improved, up to 72.55% as against 67.60% for 2018/2019. This reflects decreases in revenues from grants and contributions.

The Rates Outstanding Ratio increased to 7.4% of collectables. Council's Debt Recovery Policy allows for ratepayers to enter into a payment arrangement with Council, and also has special provisions limiting debt recovery action taken in regard to amounts outstanding by Pensioners. These Policy provisions restrict debt recovery action to some extent and result in a higher ratio than would otherwise be the case. Whilst the ratio is higher than the accepted industry benchmark of 5%, the exclusion of amounts on payment arrangements and amounts owed by Pensioners, results in this ratio being 4.9%, which is better than the benchmark.

The Buildings and Infrastructure Renewals Ratio indicates that infrastructure assets are being renewed at 66% of the rate at which they are depreciating. The reduction in this ratio compared to 2018/2019 (73%) is attributable to the impediment of delivering renewal works as a result of the diversion of resources towards fire-fighting efforts, recovery from the flood and the impacts of the COVID-19 Pandemic.

Council's financial position for the period ended 30 June 2020 is considered to be sound and stable.

Whilst it is estimated that Council needs to spend over \$9 million to bring its assets back to the standard, as indicated by the backlog ratio, Council has, through a focus on asset renewal, now met the benchmark for backlog.

Council has also continued to focus on maintaining Council's assets, which is reflected in the improvement in the asset maintenance ratio, increasing from 99% in 2018/2019, to 106% in 2019/2020; now meeting the benchmark of 100%.

COMMUNITY ENGAGEMENT

Public notice of the Council Meeting on 24 November 2020 has been given in the Hawkesbury Courier on Thursday, 12 November 2020. The 2019/2020 Financial Statements have been placed on exhibition from Friday, 13 November 2020, as hard copies at Council's Administration Building and on Council's website.

In accordance with Section 420(1) of the Act, any person may make a submission to Council regarding the Financial Statements or with respect to the Auditor's reports. All submissions must be in writing and will be referred to The NSW Audit Office, and Council can take such action as it considers appropriate. The closing date for submissions is Tuesday, 1 December 2020.

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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

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

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

FINANCIAL IMPACT

There are no financial implications applicable to this report. The Statements are the mechanism by which the financial performance and financial position, over the 12 months ending 30 June 2020 are reported. Any observed concerning trends are noted and addressed by management.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The subject of this report does not directly align with a specific Fit for the Future Strategy, but does provide an overview on the financial performance of 2019/2020. This performance provides a basis to assess Council's progress in achieving the overall Fit for the Future objectives, being to attain financial sustainability and meet all the Fit for the Future benchmarks by 2020/2021.

The table below summarises the Fit for Future key performance indicators for the reporting period. These indicators are based on the General Fund only, in line with the Office of Local Government methodology.

Financial Sustainability Ratio	Benchmark	Result at 30 June 2020	Benchmark Met in 19/20
Operating Performance	>= 0%	0.05%	Yes
Own Source Revenue	> 60%	70.3%	Yes
Asset Renewal*1	> 100%	68.4%	No
Infrastructure Backlog	< 2%	0.8%	Yes
Asset Maintenance	> 100%	104.1%	Yes
Debt Service	0%-20%	1.07%	Yes
Real Operating Expenditure per Capita*2	Decrease	Increase	No

1. *It is to be noted that the renewal of assets was impeded by the impacts of Fires, Floods and COVID-19 Pandemic, which reduced what could be delivered, due to the necessary diversion of resources.*
2. *This ratio is intended to assess Council's efficiency over time, with the starting point being 2016/2017. The calculation of the ratio is based on the level of operating expenditure compared to population. However the ratio does not consider the level of income available to fund the necessary level of expenditure. Council's level of expenditure has increased since 2016/2017 as a result of increased level of funding being available through general revenue and grants. Population has remained relatively unchanged since 2016/2017.*

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Conclusion

Council's 2019/2020 Financial Statements have been completed, audited and advertised in accordance with the provisions of the Act. The Report on the Conduct of the Audit expressing an unmodified audit opinion has been received from The NSW Audit Office and is contained with the 2019/2020 Financial Statements, which are available for inspection by Councillors and the community.

ATTACHMENTS:

AT - 1 General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2020 - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

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Item: 235 **SS - September 2020 Quarterly Budget Review Statement - (79351)**

Previous Item: 112, Ordinary (30 June 2020)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council of the current and projected financial performance and financial position and to seek adoption of proposed changes required to the Budget within the 2020/2021 Adopted Operational Plan.

EXECUTIVE SUMMARY:

In accordance with legislation, within two months of the end of each quarter, Council is required to review its progress in achieving the financial objectives set out in its Operational Plan. The Responsible Accounting Officer of a council must prepare and submit to Council a budget review statement that shows a revised estimate of the income and expenditure for that year. In doing so the Responsible Accounting Officer needs to reference the estimate of income and expenditure set out in the statement of the council's revenue policy, included in the operational plan for the relevant year.

The Integrated Planning and Reporting (IP&R) Framework outlines that councils are required to present a summary of the Council's financial position at the end of each quarter. It is the mechanism whereby councillors and the community are informed of the Council's progress against the Original Budget and the last revised budget along with recommended changes and reasons for major variances.

The Responsible Accounting Officer has therefore revised Council's income and expenditure for the 2020/2021 financial year and recommends revising estimates in line with Council's financial performance as at the end of September 2020, and as projected for the remainder of the financial year. This report and the relevant attachment provide information on Council's financial performance and financial position for:

- The first quarter of the 2020/2021 financial year; and
- The resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement - September 2020 recommends budget adjustments that result in an overall surplus for the quarter. It is proposed that this surplus is allocated to the Multi-Year Reserve to partly replenish funds utilised from this Reserve during the preparation of the 2020/2021 Operational Plan. Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted Operational Plan. Refer to Attachment 1 to this report.

RECOMMENDATION:

That:

1. Council receive the information contained in this report and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, be adopted.
 2. The budgeted Surplus of \$125,124 be transferred to the Multi Year Reserve.
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BACKGROUND

Clause 203 of the Local Government (General) Regulation 2005 stipulates that the Responsible Accounting Officer of a council must prepare and submit to the Council a Budget Review Statement within two months after the end of each quarter (except the June quarter).

The Quarterly Budget Review Statement - September 2020 has been prepared accordingly.

Relevant Legislation

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

DISCUSSION

Financial Position

The Quarterly Budget Review Statement - September 2020 recommends budget adjustments that result in an overall result in an overall surplus adjustment for the quarter. It is proposed that this surplus is allocated to the Multi-Year Reserve to partly replenish funds utilised from this Reserve during the preparation of the 2020/2021 Operational Plan. Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted Operational Plan. Refer to Attachment 1 to this report.

In the opinion of the Responsible Accounting Officer, based on Council's accounting records, Council is in a satisfactory short term financial position and as at the end of the September 2020 Quarter is on track to achieve the required Fit for the Future Ratios, as planned in its Long-Term Financial Plan. Factors that are outside Council's control, could have an impact on Council's financial position as at the end of the 2020/2021.

The Quarterly Budget Review Statement is the mechanism stipulated by the Local Government (General) Regulation 2005 for councils to revise the adopted Operational Plan for the year to reflect the actual financial performance as at the end of each Quarter and projected to the end of the financial year. This review ensures Council's Budget remains current and relevant throughout the financial year and provides early indication of progress in achieving financial targets.

In revising estimates, a conservative approach has been taken. Unfavourable trends relating to income outside Council's control are proposed to be adjusted to reflect the anticipated performance up to the 30 June 2021. Unfavourable trends relating to expenditure outside Council's control are also proposed to be adjusted for the same period.

Impact of the COVID-19 Pandemic

The 2020/2021 Operational Plan was prepared during the peak of the COVID-19 Pandemic. At that time, the length and the severity of the impact of the Pandemic was unknown. A prudent approach was taken and a number of assumptions were made in regard to certain income and expenditure lines and the associated budgets were adjusted accordingly.

Whilst a number of the income and expenditure lines that were adjusted are showing a favourable trend, no adjustments have been done in this regard in this Quarter. Unfavourable adjustments have been adjusted for. The COVID-19 situation is still volatile, and the risk and uncertainty will continue to exist at least until a vaccine is available. The COVID-19 situation and the likely impact will continue to be monitored and if necessary, adjustments will be made in future Quarterly Reviews.

Attachment 1 to this report includes an executive summary of Council's financial performance as at the end of the first quarter of 2020/2021 and provides further details within financial reports provided.

The attachment also details all the major budget variations proposed in this Quarterly Budget Review Statement. The majority of the proposed variations are minor or not operationally significant in nature.

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It is further noted that a number of adjustments have been made to adjust the phasing of budgets. These adjustments have no impact on Council's overall Budget position or Operating Performance Ratio.

Variations that are considered more significant and that require Council's attention are listed below.

The more significant items of the September 20120 Quarterly Budget Review Statement include:

1. Favourable Adjustments:

- *Financial Assistance Grant (\$27K)* - For the 2020/2021 financial year Council has been allocated a total of \$4.46M. This amount is in excess of the budgeted amount of \$4.44M. A favourable budget adjustment of \$27K has been accordingly.
- *Investment Properties Income (\$143K)* - Adjustments have been made for tenants who have entered into new leases, where vacancies had been allowed for when preparing the 2020/2021 Original Budget. Adjustments have also been made in relation to properties subject to increases in outgoings that were not budgeted for. Adjustments in regard to income received from investment properties total a favourable budget variation of \$143K.
- *RMS Legal Costs Reimbursement (\$100K)* - Council has received payment of the legal costs incurred as part of the settlement for the Windsor Bridge compulsory land acquisition. A favourable adjustment of \$100K has been made accordingly.
- *Section 10.7 Planning Certificates (\$30K)* – A favourable budget adjustment of \$30K has been made to reflect a favourable trend as at the end of the first Quarter resulting from an increase in the demand for Section 10.7 Planning Certificates largely in Pitt Town and Redbank areas.
- *Legal Expenses Reimbursement (LEP matter) (\$15K)* - A favourable budget adjustment of \$15K is included in regard to a Land and Environment Court Appeal pertaining to a subdivision. The amount was paid to Council by the applicant as a result of the applicant submitting an amended proposal during the Court proceedings which required the reassessment of the information by Council's appointed experts as well as Council staff.
- *Transport for NSW Contribution (\$20K)* - A favourable adjustment of \$20K is included in regard to a reimbursement from Transport for NSW for the cost of internal Council design work relating to Bourke Street, Richmond.
- *Emergency Services Levy (\$48K)* - The budgeted amount for the 2020/2021 Emergency Services Levy is a total of \$1.1M. The total amount payable based on the Notice of Assessment is \$1.5M and a rebate of \$0.4M was received. Accordingly, the net amount payable is \$1.06M resulting in a favourable budget adjustment of \$48K.
- *Sale of Plant (\$131K)* - A favourable budget adjustment of \$131K is included in regard to the sale of the sweeper which was replaced last financial year.
- *Plant and fleet net running costs (\$81K)* - A favourable budget adjustment of \$81K is included to reflect a reduction in net costs due to less travel being undertaken due to COVID-19 Pandemic, lower fuel costs, the filling of positions paying a leaseback fee and improved data capture as a result of the implementation of works and mobility systems across more operational areas.

2. Unfavourable Adjustments:

- *Encampment Clean Up (\$20K)* - An unfavourable budget adjustment of \$20K is included in regard to *funding* the continuation of the encampment cleanup program. Since the inception of a Homelessness Working Group in May 2019, Council has undertaken cleanups of a number of significant tent encampments within the Hawkesbury. The costs associated with these cleanups relate to outdoor staff costs and waste removal and disposal. The \$20K variation in

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the Quarterly Review is requested to fund the estimated cost of encampment cleanups for the remainder of 2020/2021, based on actual costs of cleanups incurred during 2019/2020.

- *Workers Compensation (\$192K)* - An unfavourable budget adjustment of \$192K is included to address the current trend in regard to workers compensation expenditure. As at the end of the first Quarter \$177K has been expended against the Workers Compensation budget of \$333K representing 53% of the budget. The overspend has been due to costs associated with historic cases and new unexpected complex workers compensation claims that have incurred, and will continue to incur, considerable expenses. This includes surgery and rehabilitation costs related to ankle and neck injuries to workers, a complex psychological claim for back surgery and rehabilitation for a worker. The increasing costs are attributable to a range of factors including an ageing workforce and an increase in the number and complexity of psychological claims.

An occupational therapist has been engaged to undertake a task analysis of eleven high risk work activities to be completed by the end of 2020. The task analysis will provide a description of the physical and psychological nature of the task and recommendation on changes to work practices to reduce the risk of injury.

- *Extra Charges (Interest on overdue rates and charges) (\$53K)* - In accordance with Section 566 (3) of the Local Government 1993, the maximum interest rate that can be charged on overdue rate charges is set by the Minister of Local Government. For the 2020/2021 rating year, the maximum interest rates are as follows:

- For the period 1 July 2020 to 31cember 2020(inclusive) - 0% per annum
- For the period 1 January 2021 to 30 June 2021 (inclusive) - 7% per annum

An unfavourable budget adjustment of \$53K, representing 50% of the budgeted amount for 2020/2021 is included to reflect the interest rate applicable for the first six months of the financial year. If Council were to give consideration to a reduced interest rate to apply from the period commencing 1 January 2021, further unfavourable adjustment will need to be made in future quarterly reviews.

- *Australiana Pioneer Village (APV) Conservation Management Plan and Flood Plan (\$20K)* - At the meeting on 13 August 2019 Council resolved that Council factor in the 2020/2021 Budget process funding required to enable the Australiana Pioneer Village Conservation Plan to be completed. An unfavourable variation of \$20K is included in this Review to provide Council with the opportunity to consider the allocation funds to this project.
- *Richmond Pool (\$20K)* - When preparing the 2020/2021 Budget it was assumed that Richmond Pool would be closed for a period of six months during the season. The pool closure did not eventuate and consequently budgets need to be adjusted accordingly. The net unfavourable budget variation reflects decreased income due to the ongoing impact of COVID 19 restrictions and reduced usage, and the inability to offset fixed operational costs whilst keeping facility open.
- *Road Infrastructure Valuation (\$15K)* - In accordance with applicable Accounting Standards and the Local Government Code of Accounting Practice and Reporting, roads infrastructure was required to be valued in 2019/2020. APV Valuers were engaged to undertake a review of the valuation, with the valuation methodology being endorsed by the external auditors. An unfavourable budget variation of \$15K is included to cover the cost of the engagement incurred in 2020/2021.
- *Elected Members Allowances (\$57K)* - An unfavourable budget adjustment of \$57K is included in regard to Councillors' fees in accordance with Council's resolution made at the meeting on 14 July 2020. The minimum and maximum fees payable to Mayors and Councillors are reviewed annually by the Local Government Remuneration Tribunal. In its determination effective 1 July 2020, the Tribunal placed Council into the new category of

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Regional Centre. The Tribunal determined that there be no increase in fees for existing categories for 2020/2021, however the minimum and maximum fees for the new Regional Centre category are higher than the category that previously applied to Council (Regional Rural).

At its meeting on 14 July 2020 Council resolved to adopt the maximum fees payable for Councillors, and the maximum additional fee payable to the Mayor, with the Deputy Mayor's annual fee to be deducted from the Mayor's additional fee. The budget for annual fees for Councillors and the Mayor and Deputy Mayor for 2020/2021 was based on maximum fee payable for the Regional Rural Category being increased by 2.5%, being the usual increase based on the Tribunal giving effect to the NSW Government's policy on wages. The movement of Council into a new category with a higher fee structure has resulted in an adjustment being required.

- *COVID-19 Expenditure (49K)* - An unfavourable adjustment of \$49K is included to reflect the unfavourable trend in specific COVID-19 expenditure incurred to ensure the safety of all employees and customers attending Council facilities. These costs include additional cleaning and hygiene costs, hand sanitisers, service counters shields, and air conditioning anti-bacterial tablets.
- *Greenline Training (\$27K)* - An unfavourable budget variation of \$27K is included in regard corporate training budgeted in 2019/2020 but undertaken in 2020/2021. The adjustment relates to the Diploma of Leadership which is a program designed to support Council's Managers and Supervisors to develop skills and capabilities that will assist in leading, supporting and managing their staff as outlined in the Community Strategic Plan and Workforce Plan. The program will also assist developing strategies for staff to engage and strengthen partnerships with our community by working towards better practices.

3. Adjustments with Nil Impact on Council's Overall Budget Position

- *Financial Assistance Grant* - For the 2020/2021 financial year Council has been allocated a total of \$4.5M. Part of this allocation (\$2.3M) was paid as a prepayment in the last quarter of 2019/2020, leaving the balance of \$2.2M to be received in 2020/2021. The prepayment amount received in 2019/2020 was placed in a Reserve in 2019/2020. The funds in Reserve are being used in the Quarterly Budget Review to fund the shortfall the prepayment has caused in regard to the amount budgeted to be received in 2020/2021. The prepayment of \$2.3M included in this Quarterly Budget Review does not have an impact on the overall Council budget bottom line; however it will impact the projected Operating Performance Ratio until such time as it is known whether a similar prepayment process will apply the 2021/2022 allocation.
- *Transport for NSW Contribution* - In addition to the \$20K reimbursement referred to earlier in the report, Council also received a contribution of \$50K in regard to the Bourke Street level crossing to fund future maintenance for works being provided on council land. This contribution has been placed in a Reserve.
- *Oasis Aquatic and Leisure Centre Gym Equipment* – Council has previously been advised of the purchase of new gym equipment at the Oasis Aquatic and Leisure Centre. This Review includes budget adjustments to reflect the purchase of new gym equipment for the Oasis Aquatic and Leisure Centre, at a cost of \$299K with this upfront cost funded through the Multi Year Reserve, with the first repayment of \$63K also included in this Review.
- *Animal Shelter* - Budget adjustments of \$36K regarding a social media initiative for the Animal Shelter, funded through contributions from other Council users of the Shelter is included. The objective of this initiative is to promote homeless animals to potential new owners and in the process avoid having to euthanize homeless animals.

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- *Building Projects* – Budget adjustments of \$36K are included to reallocate budgets from the generic reactive capital budget to specific projects.
- *Employee Costs* – A reallocation from consultancy to employee costs of \$140K is included. This reallocation is to reflect work in regard to the review of the LEP and DCP being done through an extension of a temporary contract rather than by an external consultant. The contract extension is also partly funded (\$18K) through the Redbank VPA Reserve.

4. Grants – Additional Works and Programs

A number of adjustments relating to grant funding successfully secured by Council, are included in this Quarterly Budget Review Statement. These adjustments have a nil effect on the Budget position, as amounts included for income have a corresponding amount for expenditure. The securing of grant funding assists Council to undertake works otherwise not funded through Council's available funds.

There are several major adjustments relating to grant funding, as outlined below:

- *Black Spot Program* – Transport for NSW approved a number of projects towards improvements to traffic facilities, including the installation of traffic islands at:
 - o Maddens and Slopes Roads (\$50K)
 - o Bonner Road and The Driftway (\$200K)
- *Local Community and Roads Infrastructure Program* – To assist a community-led recovery from COVID-19 by supporting jobs businesses and procurement, The Department of Infrastructure, Transport, Regional Development and Communications has accorded Council \$1.09M. This stimulus package will be used construct footpaths in a number of locations as well as rehabilitating the north section of Cuneen Street, Mulgrave and Kurmond Road at Freemans Reach.
- *Upgrades to Hawkesbury Community Nursery* – As part of the Bush Fire Recovery Nurseries Fund, \$44.9K has been received from the Foundation for National Parks and Wildlife, which will be used for infrastructure upgrades to the Nursery, including planting tables, irrigation and water tanks, to support bush fire recovery projects by increasing production.
- *Community Recovery Officer – Disaster Recovery Funding* – Resilience NSW is providing \$150K towards the employment of a Community Recovery Officer to support the community to recover from the recent bushfires. Funding will be provided for a period of twelve months to assist fire affected people and communities access relevant information and resources and implement community recovery programs.
- *Natural Disaster Funding* – Transport for NSW has approved \$2.57M in funding towards remedial roadworks after the Flood Event in February 2020. Periodic claims will be lodged to claim reimbursement for expenses incurred.
- *Light up Windsor – Regional Tourism Bushfire Recovery* – Council was successful in gaining \$55K in funding from the Federal Government's Regional Tourism Bush Fire Recovery Grant Program. These funds will be used to transform the existing Light up Windsor Event into a Christmas Trail which celebrates the town centre and surrounds of Windsor.
- *Community Safety Programs* – An amount of \$11.5K has been provided from Transport for NSW to conduct a number of programs promoting and educating road safety within the Hawkesbury LGA.
- *NSW Treasury* – Council has been awarded \$2K towards hosting a Lunch and Learn virtual seminar during October 2020, supporting local businesses during Small Business Month.

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- *Club Grants – Improving Museum Accessibility* – The Office of Responsible Gambling has granted Council a total of \$61.6K from the Arts and Cultural Infrastructure fund to upgrade the accessibility of the Hawkesbury Regional Museum.

Note – There will be a number of budget adjustments relating to Grants to reflect income recognition in line with expenditure in accordance with Accounting Standards. There is no commentary on those grants as they have already been reported to Council when approved.

5. Reserve Funded Adjustments

The following major adjustments are within internally or externally restricted funds, and consequently have nil impact on Council's overall position:

- *S64 Reserve* – Income anticipated to be received in regard to Section 64 Sewerage contributions has been reduced by \$38K to reflect less development activity than anticipated when preparing the 2020/2021 Budget.
- *Domestic Waste Management Reserve* – Income anticipated to be received from Domestic Waste Management charges has been reduced by \$23K as a result of an increase in the number of residents opting for a 120L domestic waste service as opposed to a 240L bin, partially offset from additional recycling and garden organic services.
- *Waste Management Facility Reserve* – A budget adjustment of \$67K in regard to income received from commercial waste charges is included to reflect charges levied exceeding the amount budgeted. An adjustment of \$74K to increase the budget for contractors Charges is also included to address unbudgeted expenditure relating to software maintenance and reactive repairs to the stormwater pumping system on the site.
- *Sewer Reserve* – A number of budget adjustments are included:
 - A budget adjustment of \$53K is included to reflect income received from sewer annual charges exceeding the estimated amount due to increased number of services.
 - A budget adjustment of \$26K is included to reflect income received from Section 305 sewer connection applications exceeding the estimated trend.
 - A budget adjustment of \$75K in regard to plant on costs to reflect increased costs due to increased plant usage.
 - A budget adjustment of \$23K in regard to chemicals cost is included to reflect an increase in chemicals costs due to process improvements required to meet the nutrient licence requirement by the environmental Protection Authority.
 - A budget adjustment of \$52K is included in regard to employment agencies costs relating to temporary project staff to assist with the delivery of capital works.
 - A budget adjustment of \$45K is included in regards to a new computer lease.
 - A budget adjustment of \$24K in regard to the February 2020 flood event in is included to cover the insurance excess amount.
 - A budget adjustment of \$36K is included in regard to the solar program project to reflect an unfavourable variation in the cost due to site conditions.
 - A budget adjustment of \$28K is included in regard to the budget for a vehicle replacement not being required in 2020/2021.
- *Sullage Reserve* – A budget adjustment increasing the budget by \$22K is included to reflect the actual amount received in regard to sullage charges.
- *Effluent Reuse Scheme* – A budget adjustment of \$26K is included to reflect additional unbudgeted expenditure incurred in regard a metering and electrical upgrade at Berger Lake.

The Quarterly Budget Review Statement includes a number of minor adjustments and reallocation of funds that have not been detailed above. Further details can be found in the attachment to this report.

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6. Budgeted Overall Surplus

The main budget variations detailed above and other minor variations listed in Attachment 1 to this report result in an overall budgeted surplus position of \$125K. It is recommended that this Surplus is transferred to the Multi Year Reserve.

The Multi Year Infrastructure Projects Reserve underpins the Long Term Financial Plan ensuring that funding availability and optimal asset management are aligned. In preparing the 2020/2021 Budget it was necessary to borrow \$1.2M from this Reserve to balance the budget in light of the COVID-19 impacts. Accordingly, it is appropriate that any surplus arising in Quarterly Reviews in 2020/2021, and if necessary in future financial years, is allocated to this Reserve with the aim of over time restoring it to the balances built in in the Long Term Financial Plan.

7. Performance against Financial Sustainability Benchmarks

Table 1 provides an update of Council's performance against the Financial Sustainability Benchmarks, as determined as part of the Fit for the Future Framework.

Table 1

Financial Sustainability Ratio	Benchmark	Original Budget 20/21	Amended Budget 20/21 After Carry Overs	Amended Budget 20/21 After Sep QBRS
Operating Performance	>= 0	0.002	-0.037	-0.07
Own Source Revenue	> 60%	83.2%	83.2%	77.9%
Asset Renewal	> 100%	128.3%	192.4%	112.5%
Infrastructure Backlog	< 2%	0.8%	0.6%	0.3%
Asset Maintenance	> 100%	103.3%	112.5%	112.5%
Debt Service	0%-20%	5.3%	5.3%	5.3%
Real Operating Expenditure per Capita*	Decrease	Increase	Increase	Increase

** This ratio is intended to assess Council's efficiency over time, with the starting point being 2016/2017. The calculation of the ratio is based on the level of operating expenditure compared to population. However the ratio does not consider the level of income available to fund the necessary level of expenditure. Council's level of expenditure has increased since 2016/2017 as a result of increased level of funding being available through general revenue and grants. Population has remained relatively unchanged since 2016/2017.*

8. The Budgeted (Projected) Operating Performance Ratio

- a) The projected Operating Performance Ratio deteriorates to -0.037 due to budgeted expenditure amounts relating to works in progress in 2019/2020 being carried over and added to the 2020/2021 Original Budget. The resulting ratio reflects a position where at the end of 2020/2021 all budgeted operating expenditure has been spent. This is highly unlikely based on previous years' trend.
- b) The projected Operating Performance Ratio deteriorates further to -0.07 due to the impact of the prepayment of part of the 2020/2021 Financial Assistance Grant in 2019/2020. As at this time there is no certainty that the 2021/2022 Financial Assistance Grant will be partly prepaid in this financial year, the 2020/2021 budget needs to reflect a shortfall of \$2.3M.

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- c) Whilst as at the end of September 2020, the projected Operating Performance Ratio is negative, as detailed above this is mainly a result of expenditure timing differences and the prepayment of the Financial Assistance Grant.
- d) The projected Operating Performance Ratio for 2019/2020, as reported in the March 2020 Quarterly Budget Review was -0.087. Based on the 2019/2020 audited Financial Statements, the Actual Operating performance Ratio is 0.05. The Ratio includes the partial prepayment of the 2020/2021 Financial Assistance Grant.
- e) As occurred in 2019/2020, it is anticipated the Operating Performance Ratio will again be rectified as at June 2021 if the 2021/2022 Financial Assistance Grant is partially prepaid.

Based on Council's accounting records, as at the end of the September 2020 Quarter Council is on track to achieve the required Fit for the Future Ratios, as planned in its Long-Term Financial Plan. Factors that are outside Council's control, could have an impact on Council's financial position as at the end of the 2020/2021.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

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

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

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. If adopted, the budget proposed will be added to the current 2020/2021 Budget.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The subject of this report does not directly align with a specific Fit for the Future Strategy but does impact on the overall Fit for the Future objectives, being to attain financial sustainability and meet all Fit for the Future benchmarks by June 2021.

It is to be noted that the NSW Government has advised that as a result of the natural disasters and the COVID-19 Pandemic, that Local Government is to focus on supporting the community, rather than focus solely on achieving the Fit for the Future Benchmarks by June 2021.

ATTACHMENTS:

AT - 1 The Quarterly Budget Review Statement – September 2020 - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 November 2020

Item: 236 **SS - Investment Report - October 2020 - (95496)**

Previous Item: 150, Ordinary (10 March 2020)

Directorate: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

This report indicates that Council held \$57.85 million in investments at 31 October 2020 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION:

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

BACKGROUND

Council held \$57.85 million in investments as at 31 October 2020. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

1. Composition of Investment portfolio

Tables 1 to 3 below provide details regarding the \$57.85 million in investments held as at 31 October 2020.

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

Product Type	Face Value	% of Total
At Call Deposits	\$6,100,000	10.5%
TCorp Cash Fund	\$2,131,338	3.7%
Term Deposits - Fixed Rate	\$49,620,000	85.8%
Grand Total	\$57,851,338	100.0%

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

Long Term Credit Rating	Face Value	% of Total
AA-	\$53,220,000	92.0%
BBB	\$2,500,000	4.3%
NSW TCorp Cash Fund	\$2,131,338	3.7%
Grand Total	\$57,851,338	100.0%

ORDINARY MEETING
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Table 3 – Fixed Term Deposits

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
ANZ	AA-	A-1+	04-Nov-20	1.50%	\$2,000,000
			09-Dec-20	1.25%	\$1,000,000
			09-Dec-20	1.50%	\$2,000,000
			27-Jan-21	0.90%	\$1,500,000
			07-Jul-21	0.80%	\$3,000,000
Bank of Queensland	BBB+	A-2	11-Aug-21	0.90%	\$2,500,000
Commonwealth Bank of Australia	AA-	A-1+	21-Jul-21	0.67%	\$2,000,000
			21-Jul-21	0.61%	\$1,000,000*
			26-Aug-21	0.69%	\$1,000,000*
		14-Oct-21	0.64%	\$3,000,000	
National Australia Bank	AA-	A-1+	20-Nov-20	1.45%	\$1,500,000
			16-Dec-20	0.50%	\$2,000,000
			12-Jan-21	1.55%	\$1,500,000
			13-Jan-21	1.30%	\$1,000,000
			13-Jan-21	1.04%	\$1,000,000
			22-Jan-21	0.51%	\$620,000
			10-Feb-21	1.50%	\$1,000,000
			19-Feb-21	1.50%	\$1,000,000
			05-Mar-21	1.30%	\$2,000,000
			29-Apr-21	1.10%	\$1,000,000
			26-May-21	1.02%	\$1,500,000
			03-Jun-21	0.99%	\$3,000,000
			22-Sep-21	0.70%	\$1,000,000
Westpac	AA-	A-1+	22-Feb-21	1.50%	\$1,000,000
			17-Mar-21	1.31%	\$3,000,000
			07-Apr-21	1.00%	\$1,000,000
			21-Apr-21	1.00%	\$1,000,000
			29-Apr-21	1.00%	\$1,000,000
			06-May-21	0.95%	\$1,500,000
			26-May-21	0.95%	\$500,000
			03-Jun-21	0.91%	\$1,000,000
			18-Jun-21	0.92%	\$1,500,000
		22-Sep-21	0.67%	\$1,000,000*	
Grand Total					\$49,620,000

*Environmental, Social and Governance (ESG) investments as per Council's Investment Policy.

2. Compliance to Investment Policy

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

ORDINARY MEETING
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Table 4 – Exposure Limits to credit ratings bands

Long-Term Credit Rating	Exposure of Entire Portfolio		
	Actual	Maximum	Compliant
AAA to AA- or Major Bank and below	96.3%	100%	Yes
A+ to A- and below	4.3%	50%	Yes
BBB+ to BBB and below	4.3%	30%	Yes
BBB- and below	0%	5%	Yes
TCorp Cash Fund	3.7%	20%	Yes

Table 5 – Term to Maturity

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

3. Portfolio Return

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

Table 6 – Portfolio Return

31 October 2020	Weighted Average Return (Running Yield)
Hawkesbury City Council – Investment Portfolio	0.09%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.01%
Performance Relative to Benchmark	0.08%

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

Relevant Legislation

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

Investment Certification

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

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 24 November 2020

DISCUSSION

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

- *“Council's portfolio monthly return is around 0.08% above the Bloomberg AusBond Bank Bill benchmark. This return excludes at Call Accounts and the NSW TCorp Cash Fund. While Council's investment performance has fallen in recent times it has maintained an excellent return over the benchmark index and relative to comparable councils.*
- *Council is not close to any of the other individual policy limits, aside from Council's total exposure to BoQ of 4.3% (against the 5% policy limit for BBB rated entities). Overall, exposures to individual entities and to credit limits have been well managed such that there is additional capacity to add exposures to any of the existing entities if an opportunity arises, or to absorb any downgrades. Amicus generally recommends its clients operate with “buffers” between policy limit maximums and minimums to provide flexibility and avoid breaches, which is the strategy adopted by Hawkesbury City Council.*
- *The Reserve Bank of Australia has taken significant actions in recent months to keep interest rates low and support Authorised Deposit-Taking Institutions (ADIs) in response to the economic disruptions caused by COVID-19 related shutdowns. The risk of default of any ADI is likely a longer-term issue in a scenario of loan losses due to mortgage defaults caused by high unemployment and falling house prices. In this scenario, transparency is key and so it is advised Council should restrict its investments to entities which are rated at investment grade by the major credit ratings agencies seeking the best rates available and be also mindful that total exposures are within Council's policy limits.*

In the current investment environment, Amicus suggests Council to pursue the following investment strategies with regards to any excess liquidity:

- *Invest in the best Term Deposit rates available within the capacity of Policy limits.*
- *Take limited exposures (perhaps no more than 5% of the total portfolio per entity) to issuers outside the Major Banks in short-dated Term Deposits if rates are attractive. This is a very low risk strategy given the steps taken by the Reserve Bank of Australia to ensure no Authorised Deposit Taking Institutions will fail due to liquidity reasons in the short term.*
- *With current Term Deposit rates well below the average of Council's average annual yield, then investment returns will fall in the coming months and so we recommend Council actively pursue the strategies outlined above to mitigate the inevitable impact on absolute returns.*

Council is also discussing the process for preparing to take advantage of Floating Rate Notices and bonds, and as previously recommended by the Investment Advisor.

During the reporting period, the investment portfolio increased by \$0.2 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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Restriction of Funds

Council's total investment portfolio as at 31 October 2020 included funds that are restricted as to what they can be expended on.

Table 7 – Restriction of Funds

Restriction Type	Amount	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$12,061,315	20.85%
External Restrictions - Western Parkland City Liveability Program	\$3,570,203	6.17%
External Restrictions - Bushfire and Flood Grants	\$763,041	1.32%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$4,683,659	8.10%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$16,454,381	28.44%
Unrestricted	\$20,318,739	35.12%
Total	\$57,851,338	100.00%

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.

Liveability, Fire and Flood Funding

At its meeting on 28 July 2020, Council resolved that future monthly investment reports identify the proportion of total investments made up of:

- Western Parkland City Liveability Program funding
- State and Federal Government grant funding for fire and flood.

Table 7 (above) has been amended to provide the details of the proportions.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 24 November 2020

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

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

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

FINANCIAL IMPACT

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

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

The proposal is aligned with Council's long-term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 24 November 2020

Item: 237 **SS - Code of Conduct Complaints Statistics Report - 1 September 2019 to 31 August 2020 - (95496)**

Previous Item: 168, Ordinary (8 September 2020)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide Council with Code of Conduct complaint statistics for the period from 1 September 2019 to 31 August 2020.

EXECUTIVE SUMMARY:

Under Council's adopted 'Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW', the Complaints Coordinator is required to submit a report on a range of complaints statistics to the Council. These complaints statistics are also required to be provided to the NSW Office of Local Government (OLG).

This report outlines the required Code of Conduct complaints statistics for the period from 1 September 2019 to 31 August 2020 as required in accordance with the adopted 'Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW'.

RECOMMENDATION:

That the report under Clause 11.1 of the Council's Procedures for the Administration of the Code of Conduct, in respect of the Code of Conduct complaints statistics for the period from 1 September 2019 to 31 August 2020, be noted.

BACKGROUND

Council, at its Ordinary meeting on 8 September 2020, gave consideration to a report regarding Council's Code of Conduct and associated procedures.

At that meeting, Council adopted the Code of Conduct with an amendment to the gift limit remaining at \$50, and also adopted the 'Procedures for the Administration of Conduct for Local Councils in NSW' (the Procedures) issued by the NSW Office of Local Government, as the Council's Procedures.

Under the provisions of Clause 3.17 of the Procedures, the General Manager has appointed the Director Support Services as the Complaints Coordinator.

Clause 11.1 of the Procedures states that Council's Complaints Coordinator must, within three months of the end of September each year, report on a range of Code of Conduct complaints statistics to the Council. Clause 11.2 of the Procedures requires Council to provide the complaints statistics to the Office of Local Government. Clauses 11.1 and 11.2 of the Procedures are as follows:

"11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

ORDINARY MEETING

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- a) *the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)*
- b) *the number of code of conduct complaints referred to a conduct reviewer during the reporting period*
- c) *the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints*
- d) *the number of code of conduct complaints investigated by a conduct reviewer during the reporting period*
- e) *without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period*
- f) *the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and*
- g) *the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.*

11.2 *The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year."*

In accordance with Clause 11.1 of the Procedures, the following complaints statistics are provided to Council in respect of the period from 1 September 2019 to 31 August 2020:

Information Required	Reported Details
a) The total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period).	8 complaints.
b) The number of code of conduct complaints referred to a conduct reviewer during the reporting period.	6 complaints.
c) The number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints.	5 complaints - The outcomes were: 4 complaints resolved by alternate and appropriate strategies. 1 complaint was to take no action.
d) The number of code of conduct complaints investigated by a conduct reviewer during the reporting period.	1 complaint.
e) Without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period.	As at 31 August 2020, the investigation into the complaint has not been completed and therefore, there is no outcome of the investigation of the complaint as at 31 August 2020.
f) The number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews.	2 complaints referred to the Office of Local Government, The outcomes were: 1 complaint the Office of Local Government decided to take no further action. The other complaint is still pending as at 31 August 2020.
g) The total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.	Total Cost (including staff costs) = Approximately \$26,988.40 (excl. GST where relevant). Note: 6 complaints ongoing as at 31 August 2020.

ORDINARY MEETING

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The OLG also requires Council to complete a Model Code of Conduct Complaints Statistics Collection Form that contains the above details and other Code of Conduct details for the period from 1 September 2019 to 31 August 2020. A copy of Council's completed Model Code of Conduct Complaints Statistics Collection Form for the period from 1 September 2019 to 31 August 2020 is attached as Attachment 1 to this report.

The complaints statistics will also be forwarded to the OLG as required under Clause 11.2 of the Procedures.

Relevant Legislation

Under Council's adopted "Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW" a report is required to be submitted to Council on a range of Code of Conduct complaint statistics for the period 1 September to 31 August each year.

DISCUSSION

A report is required to be submitted to Council on a range of Code of Conduct complaints statistics each year. This report contains the Code of Conduct complaint statistics for the period from 1 September 2019 to 31 August 2020.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

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

FINANCIAL IMPACT

The costs associated with dealing with the Code of Conduct complaints have been provided for in the 2019/2020 and 2020/2021 Operational Plans.

FIT FOR THE FUTURE STRATEGY CONSIDERATIONS

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

ATTACHMENTS:

AT - 1 Office of Local Government - Completed Model Code of Conduct Complaints Statistics Collection Form for the period from 1 September 2019 to 31 August 2020.

ORDINARY MEETING
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AT - 1 Office of Local Government - Completed Model Code of Conduct Complaints Statistics Collection Form for the period from 1 September 2019 to 31 August 2020.

Office of Local Government

Model Code of Conduct Complaints Statistics

Reporting Period: 1 September 2019 - 31 August 2020

Date Due: **31 December 2020**

*To assist with the compilation of the Time Series Data Publication it would be appreciated if councils could return this survey by **30 November 2020**.*

Survey return email address: codeofconduct@olg.nsw.gov.au

Council Name:	Hawkesbury City Council
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Contact Name:	
Contact Phone:	
Contact Position:	
Contact Email:	

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team
Office of Local Government
Phone: (02) 4428 4100
Enquiry email: olg@olg.nsw.gov.au

ORDINARY MEETING
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Model Code of Conduct Complaints Statistics Hawkesbury City Council		
Number of Complaints		
1 a	The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct	8
b	The total number of complaints finalised in the period about councillors and the GM under the code of conduct	8
Overview of Complaints and Cost		
2 a	The number of complaints finalised at the outset by alternative means by the GM or Mayor	2
b	The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement	0
c	The number of code of conduct complaints referred to a conduct reviewer	6
d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	5
e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
f	The number of finalised code of conduct complaints investigated by a conduct reviewer	0
g	The number of finalised complaints investigated where there was found to be no breach	0
h	The number of finalised complaints investigated where there was found to be a breach	0
i	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	2
j	The number of complaints being investigated that are not yet finalised	1
k	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	\$26,988.40 Excl GST

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Preliminary Assessment Statistics	
3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:
a	To take no action (clause 6.13(a) of the 2018 and 2020 Procedures) 1
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2018 and 2020 Procedures) 4
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2018 and 2020 Procedures) 0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2018 and 2020 Procedures) 0
e	To investigate the matter (clause 6.13(e) of the 2018 and 2020 Procedures) 1
Investigation Statistics	
4	The number of investigated complaints resulting in a determination that there was no breach, in which the following recommendations were made:
a	That the council revise its policies or procedures 0
b	That a person or persons undertake training or other education (clause 7.37 of the 2018 Procedures or clause 7.40 of the 2020 Procedures) 0
5	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:
a	That the council revise any of its policies or procedures (clause 7.36(a) of the 2018 Procedures or clause 7.39 of the 2020 Procedures) 0
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.36(h) of the 2018 Procedures or clause 7.37(a) of the 2020 Procedures) 0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.36(i) of the 2018 Procedures or clause 7.37(b) of the 2020 Procedures) 0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.36(j) of the 2018 Procedures or clause 7.37(c) of the 2020 Procedures) 0
6	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2018 or 2020 Procedures) 0

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Categories of misconduct	
7	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:
a	General conduct (Part 3) 0
b	Non-pecuniary conflict of interest (Part 5) 0
c	Personal benefit (Part 6) 0
d	Relationship between council officials (Part 7) 0
e	Access to information and resources (Part 8) 0
Outcome of determinations	
8	The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation 0
9	The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by OLG 0

oooO END OF REPORT Oooo

ordinary

section 4

reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 24 November 2020

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 24 November 2020

SECTION 4 – Reports of Committees

Item: 238 **ROC - Heritage Advisory Committee - 29 October 2020 - (95498, 80242)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Heritage Advisory Committee, held on 29 October 2020.

EXECUTIVE SUMMARY:

Four matters – Items 2, 3, General Business Item A, and Additional General Business Item, contained within the minutes of the Heritage Advisory Committee have policy or financial implications to Council. They therefore require specific consideration by Council, the details of which are discussed in the report below.

In relation to Items 1, 4, 5, 6, 7 and the remaining General Business Items, as they have no policy or financial implications for Council, they are presented for information only.

RECOMMENDATION:

That in relation to the Minutes of the Heritage Advisory Committee Meeting held on the 29 October 2020:

1. Council receive and note the Heritage Advisory Committee in respect to items 1, 4, 5, 6, 7 and remaining General Business Items.
2. Council endorse the Committee Recommendations in respect of Item 2, namely:
 - a) Note the update with respect to the Final Draft Windsor Bridge Heritage Interpretation Plan.
 - b) Expresses its disappointment with the Final Draft Windsor Bridge Heritage Interpretation Plan, and has felt sidelined, and that its expertise and input has been substantially ignored.
 - c) Is frustrated with not being given the opportunity to view the Final Windsor Bridge Interpretation Plan.
 - d) Recommends that the Principles that will guide the Museum exhibition of bridge project artefacts, be amended as follows:
 - i. Principle 1 – to be less compartmentalised and wording revised to read the correct historical term 'the contact period'.
 - ii. Principle 3 – to be reworded to include 'River and adjacent land form'.
3. Council endorse the Committee Recommendations in respect of Item 3, namely:
 - a) Council does not continue to pursue the endorsement of the Thompson Square Conservation Management Plan by Heritage NSW, due to the unreasonable financial impost on Council.

ORDINARY MEETING

SECTION 4 – Reports of Committees

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- b) Council considers amending the parts of the Thompson Square Conservation Management Plan within the scope of the project brief, as per the recommendations made by NSW Heritage, and within Council's resourcing capacity.
- c) Council formally responds to Heritage NSW acknowledging their detailed feedback to the draft Conservation Management Plan, and advises that Council has made amendments to the draft Conservation Management Plan where relevant. However:
 - i. Council does not have the resources to include an impact assessment of the State's Windsor Bridge Replacement Project.
 - ii. An impact assessment was beyond the brief provided to Council's consultants and most pertinently, that a robust impact assessment of the Final Windsor Bridge Replacement Project is premature given construction is ongoing, and cannot be fully nor accurately assessed or considered as the project works have not yet been completed.
 - iii. Council may consider including an assessment if resourcing becomes available in the future.
4. Council endorse the Committee Recommendations in respect of General Business Item A (New Council Website – Heritage), namely:
 - a) That Council considers the preparation and inclusion of Heritage information sheets in the Heritage section on Council's website in order to provide property owners with information about protecting heritage items, aiding education and prevention of inappropriate works.
5. Council endorse the Committee Recommendations in respect of Additional General Business Item - Transport for NSW - Retention of Windsor Bridge Caissons, namely:
 - a) That the Heritage Advisory Committee recommend that Council requests the retention of the Windsor Bridge caissons.

DISCUSSION

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). Reports for consideration by the Committee, included the following:

- Hawkesbury Local Government Area - Aboriginal Cultural Heritage Study
- Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project
- Thompson Square Conservation Management Plan - Application to NSW Heritage Council for Endorsement
- Hawkesbury Heritage Strategy 2021/2022 - 2023/2024
- Update on Western Parkland City Liveability Program
- Local Heritage Assistance Program 2020/2021 - Preparation of Maintenance Plans and Minor Maintenance/Conservation Works to Heritage Listed Properties within the Hawkesbury LGA
- Application for State Heritage Listing of the Archaeological Site of Singletons Watermill
- General Business
 - New Council Website – Heritage
 - Update on Various Grant Funded Projects

The following items require specific consideration by Council.

Item 2 Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project

Officers provided an overview of the Final Draft Windsor Bridge Heritage Interpretation Plan, noting that Transport for NSW has provided the Final version to NSW Heritage for approval, but has not provided a copy to Council.

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Committee members were disappointed that the Committee's feedback and expertise had been disregarded, ignored and its input minimised and not valued.

In regard to the principles to guide the Museum exhibition of bridge project artefacts, Committee members recommended that Principle 1 be reworded to be less compartmentalised, and to reference the historical term 'the contact period'. It was also recommended that Principle 3 be reworded from River to 'River and adjacent land form'.

Following consideration of the matter, the Committee resolved:

"That the Heritage Advisory Committee:

1. *Note the update with respect to the Final Draft Windsor Bridge Heritage Interpretation Plan.*
2. *Expresses its disappointment with the Final Draft Windsor Bridge Heritage Interpretation Plan, and has felt sidelined, and that its expertise and input has been substantially ignored.*
3. *Is frustrated with not being given the opportunity to view the Final Windsor Bridge Interpretation Plan.*
4. *Recommends that the Principles that will guide the Museum exhibition of bridge project artefacts, be amended as follows:*
 - *Principle 1 – to be less compartmentalised and wording revised to read the correct historical term 'the contact period'.*
 - *Principle 3 – to be reworded to include 'River and adjacent land form.'*

Officers Comment

Comments from Council's Heritage Advisory Committee have previously been reported to and endorsed by Council.

In terms of the Principles that will guide the Museum Exhibition of bridge project artefacts, the following set of principles prepared by Council Officers was presented to the Heritage Advisory Committee for consideration:

Principles

1. Indigenous, colonial and maritime history are the three broad subject areas of the exhibition which are supported by archaeological materials
2. The dreaming, geology, people, industry and today will serve as a framework to guide the informational aspects of the exhibition
3. River is a key aspect of the exhibition
4. As with all Museum Exhibitions, the final content and layout will be determined by Museum staff
5. The exhibition will make links to Thompson Square and nearby information presented there
6. The exhibition will be paid for by TFNSW.

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Elements

1. The Exhibition requires a name for branding and marketing purposes and the committee are encouraged to submit ideas (TIMEFRAME would need to be established)
2. A recreation a box drain, using stabilised original materials will feature prominently
3. The exhibition will contain a mixture of artefacts and multimedia
4. The exhibition will be confined to one, X by Y element of the museum building
5. Some objects will be made available for handling by members of the public where suitable duplicates are available

Feedback and input is sought from Heritage Advisory Committee members with respect to these guiding principles. The recommendation from the Heritage Advisory Committee is to amend these principles including:

- Principle 1 – to be less compartmentalised and wording revised to read the correct historical term 'the contact period'.
- Principle 3 – to be reworded to include 'River and adjacent land form'.

These amendments to the principles are readily able to be made in order to inform the preparation of the exhibition.

Item 3 Thompson Square Conservation Management Plan - Application to NSW Heritage Council for Endorsement

Officers provided an overview of the response from NSW Heritage with respect to the application to endorse the Thompson Square Conservation Management Plan. It was noted that at a recent meeting with NSW Heritage, it was made very clear that NSW Heritage would not move from their position on this matter, and were insistent that the impacts of the New Windsor Bridge needed to be incorporated into the Conservation Management Plan for endorsement to be considered.

Discussion took place regarding whether Council should continue to seek endorsement from NSW Heritage for the Thompson Square Conservation Management Plan. The Committee agreed that Council does not have the capacity and/or funds to include an assessment of the New Windsor Bridge to the Conservation Management Plan, and therefore a recommendation was made not to further pursue endorsement.

Committee members further discussed making minor amendments to the Conservation Management Plan as recommended by NSW Heritage, noting that this would be for Council's own purposes, and not for endorsement.

Following consideration of the matter, the Committee resolved:

"That:

1. *Council does not continue to pursue the endorsement of the Thompson Square Conservation Management Plan by Heritage NSW, due to the unreasonable financial impost on Council.*
2. *Council considers amending the parts of the Thompson Square Conservation Management Plan within the scope of the project brief, as per the recommendations made by NSW Heritage, and within Council's resourcing capacity.*

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3. *Council formally responds to Heritage NSW acknowledging their detailed feedback to the draft Conservation Management Plan, and advises that Council has made amendments to the draft Conservation Management Plan where relevant. However:*
 - *Council does not have the resources to include an impact assessment of the State's Windsor Bridge Replacement Project.*
 - *An impact assessment was beyond the brief provided to Council's consultants and most pertinently, that a robust impact assessment of the Final Windsor Bridge Replacement Project is premature given construction is ongoing, and cannot be fully nor accurately assessed or considered as the project works have not yet been completed.*
 - *Council may consider including an assessment if resourcing becomes available in the future."*

Officers Comment

Despite the quality of the Thompson Square Conservation Management Plan, the endorsement from NSW Heritage has proven to be a difficult process. Certain amendments required by NSW Heritage can be made fairly readily, and as such those can proceed as per the Committee's recommendation.

General Business Item A - New Council Website – Heritage

The Heritage Advisory Committee were advised that Council's new website had now gone live, and were directed to the new pages associated with heritage. The Committee resolved:

That the Heritage Advisory Committee:

1. *Recommend that Council considers the preparation and inclusion of Heritage information sheets in the Heritage section on Councils website in order to provide property owners with information about protecting heritage items, aiding education and prevention of inappropriate works.*

Officers Comment

A series of these fact sheets has already commenced earlier in the term of the Committee but needs to be progressed.

Additional General Business Item - Transport for NSW - Retention of Windsor Bridge Caissons

The Committee discussed the possibility of requesting that Transport for NSW retain the bridge caissons from the Windsor Bridge, if any parts are to be retained. A recommendation was made in relation to this:

That the Heritage Advisory Committee recommend that Council requests the retention of the Windsor Bridge caissons.

Officers Comment

A request is readily able to be made to Transport for NSW in this respect.

ATTACHMENTS:

AT - 1 Minutes of the Heritage Advisory Committee Meeting 29 October 2020.

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AT - 1 Minutes of the Heritage Advisory Committee Meeting 29 October 2020

Minutes of the Meeting of the Heritage Advisory Committee held by Audio-Visual Link on Thursday, 29 October 2020, commencing at 5:04pm.

ATTENDANCE

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

Apologies: Nil.

In Attendance: Mr Andrew Kearns, Hawkesbury City Council
Mr Craig Johnson, Hawkesbury City Council
Ms Amanda Kearney, Hawkesbury City Council
Ms Megan Berrell, Hawkesbury City Council

Member	31/10/2019	05/03/2020	21/05/2020	06/08/2020	29/10/2020
Councillor Danielle Wheeler, Chairperson	✓	✓	✓	✓	✓
Mr Graham Edds, Deputy Chairperson	✓	✓	✓	✓	✓
Councillor Peter Reynolds	A	✓	✓	✓	✓
Councillor Nathan Zamprogno	✓	A	✓	✓	✓
Ms Abigail Ball	A	✓	✓	✓	✓
Mr Michael Edwards	✓	✓	✓	✓	✓
Ms Helen Mackay	✓	✓	✓	✓	✓
Ms Judy Newland	✓	✓	A	A	X
Ms Michelle Nichols	✓	✓	✓	✓	✓
Mr Steve Rawling AM	✓	✓	✓	✓	✓
Ms Venecia Wilson	A	✓	✓	✓	✓
Ms Janice Hart	✓	✓	✓	✓	✓
Ms Deborah Hallam	✓	A	✓	✓	✓
Ms Jan Barkley-Jack	-	✓	✓	✓	✓

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

The Deputy Chairperson, Mr Edds, acted as the Chairperson until Councillor Wheeler was able to join the meeting.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Zamprogno and seconded by Ms Mackay that the Minutes of the Heritage Advisory Committee held on the 6 August 2020, be confirmed with the Attendance amended to record Ms Deborah Hallam as Present.

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 24 November 2020

SECTION 3 - Reports for Determination

Item: 1 **HAC - Hawkesbury Local Government Area - Aboriginal Cultural Heritage Study - (80242, 95498, 124414)**

Previous Item: HAC – Item A – General Business (1 August 2019)
 HAC – Item 5 (6 August 2020)

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Committee provide input and feedback on the Draft Hawkesbury Aboriginal Cultural Heritage Study prepared by GML Heritage.

DISCUSSION:

- Officers provided an overview of the Draft Hawkesbury Aboriginal Cultural Heritage Study prepared by GML Heritage, highlighting that this is a confidential document and not for public distribution. The Committee was advised that this is the first draft of the Study, and feedback and input from Committee members was requested.
- Committee members commended the document for being fascinating and thorough, although a few discrepancies were identified relating to the Colonial heritage elements.
- Committee members enquired about how Council is proposing to use this document to shape its decisions with land use planning, etc. Officers advised that this is being established with the various individuals and representatives, and as the draft Study progresses this can be finalised.
- Discussion took place regarding how the particular sites were identified. Officers advised that there is further work to be undertaken as part of this study, including ongoing consultation with Aboriginal groups who have highlighted the various sites to date. This included the Sackville Reach Reserve Area, with terracing and valuable artefacts on the riverbank.

COMMITTEE RECOMMENDATION:

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

That the Heritage Advisory Committee provide input and feedback on the Draft Hawkesbury Aboriginal Cultural Heritage Study prepared by GML Heritage.

The Chairperson, Councillor Wheeler, resumed the rest of the meeting.

ORDINARY MEETING
SECTION 4 – Reports of Committees

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Item: 2 **HAC - Draft Heritage Interpretation Plan for Windsor Bridge Replacement Project - (80242, 95498, 124414)**

Previous Item: HAC 3 (21 May 2020)
 Ordinary (27 June 2017)
 Ordinary (14 September 2010)
 HAC 1 (6 August 2020)

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Committee:

1. Note the update with respect to the Final Draft Windsor Bridge Heritage Interpretation Plan.
 2. Provide feedback on the Principles that will guide the Museum exhibition of bridge project artefacts.
-

DISCUSSION:

- Officers provided an overview of the Final Draft Windsor Bridge Heritage Interpretation Plan, noting that Transport for NSW has provided the Final version to NSW Heritage for approval, but has not provided a copy to Council.
- Committee members were disappointed that the Committee's feedback and expertise had been disregarded, ignored and its input minimised and not valued.
- A Committee member enquired whether Council was aware that Transport for NSW had discussed moving the totem pole signage from the green space in Thompson Square, to be placed directly in front of the Macquarie Arms Hotel. Officers advised that enquiries would be made in this respect.
- In regard to the principles to guide the Museum exhibition of bridge project artefacts, Committee members recommended that Principle 1 be reworded to be less compartmentalised, and to reference the historical term 'the contact period'. It was also recommended that Principle 3 be reworded from River to 'River and adjacent land form'.
- Officers confirmed that the Windsor Bridge Heritage Interpretation Plan had been considered as part of the principles and elements for the museum exhibition space.

COMMITTEE RECOMMENDATION:

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

That the Heritage Advisory Committee:

1. Note the update with respect to the Final Draft Windsor Bridge Heritage Interpretation Plan.
2. Expresses its disappointment with the Final Draft Windsor Bridge Heritage Interpretation Plan, and has felt sidelined, and that its expertise and input has been substantially ignored.
3. Is frustrated with not being given the opportunity to view the Final Windsor Bridge Interpretation Plan.
4. Recommends that the Principles that will guide the Museum exhibition of bridge project artefacts, be amended as follows:

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Principle 1 – to be less compartmentalised and wording revised to read the correct historical term 'the contact period'.

Principle 3 – to be reworded to include 'River and adjacent land form'.

Item: 3 **HAC - Thompson Square Conservation Management Plan - Application to NSW Heritage Council for Endorsement - (80242, 95498, 124414, 147666)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

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

DISCUSSION:

- Officers provided an overview of the response from NSW Heritage with respect to the application to endorse the Thompson Square Conservation Management Plan. It was noted that at a recent meeting with NSW Heritage, it was made very clear that NSW Heritage would not move from their position on this matter, and were insistent that the impacts of the New Windsor Bridge needed to be incorporated into the Conservation Management Plan for endorsement to be considered.
- Discussion took place regarding whether Council should continue to seek endorsement from NSW Heritage for the Thompson Square Conservation Management Plan. The Committee agreed that Council does not have the capacity and/or funds to include an assessment of the New Windsor Bridge to the Conservation Management Plan, and therefore a recommendation was made not to further pursue endorsement.
- Committee members further discussed making minor amendments to the Conservation Management Plan as recommended by NSW Heritage, noting that this would be for Council's own purposes, and not for endorsement.

COMMITTEE RECOMMENDATION:

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

That:

1. Council does not continue to pursue the endorsement of the Thompson Square Conservation Management Plan by Heritage NSW, due to the unreasonable financial impost on Council.
2. Council considers amending the parts of the Thompson Square Conservation Management Plan within the scope of the project brief, as per the recommendations made by NSW Heritage, and within Council's resourcing capacity.
3. Council formally responds to Heritage NSW acknowledging their detailed feedback to the draft Conservation Management Plan, and advises that Council has made amendments to the draft Conservation Management Plan where relevant. However:
 - Council does not have the resources to include an impact assessment of the State's Windsor Bridge Replacement Project.

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- An impact assessment was beyond the brief provided to Council’s consultants and most pertinently, that a robust impact assessment of the Final Windsor Bridge Replacement Project is premature given construction is ongoing, and cannot be fully nor accurately assessed or considered as the project works have not yet been completed.
- Council may consider including an assessment if resourcing becomes available in the future.

Item: 4 **HAC - Hawkesbury Heritage Strategy 2021/2022 - 2023/2024 - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Committee provide input into the preparation of the Draft 3 Year Heritage Strategy for the 2021/2022 – 2023/2024 period.

DISCUSSION:

- Officers provided an overview of the Draft 3 Year Heritage Strategy for the 2021/2022 – 2023/2024 period, and requested input from the Committee.
- The Committee considered that the current Strategy was sufficient, other than the following:
 - Recommendation 3: Appoint a full time Heritage Adviser.
 - Recommendation 6: Run a main street program.
- Committee members expressed that it is imperative for Council to have a full time appointed Heritage Adviser/Officer.
- The Committee requested that the revised Draft 3 Year Heritage Strategy be presented to the Heritage Advisory Committee.
- Priorities for the Heritage Advisory Committee that were identified included:
 - Heritage Signage Strategy.
 - Heritage Study.
 - Heritage Awards.
 - Heritage Chapter in Development Control Plan.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Barkley-Jack, seconded by Mr Edwards.

That the Heritage Advisory Committee provide input into the preparation of the Draft 3 Year Heritage Strategy for the 2021/2022 – 2023/2024 period and the revised Draft 3 Year Heritage Strategy be presented to the Heritage Advisory Committee for consideration.

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 24 November 2020

SECTION 4 - Reports for Information

Item: 5 **HAC - Update on Western Parkland City Liveability Program - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Committee note the update on the Western Parkland City Liveability Program.

DISCUSSION:

- Officers provided an update on the Western Parkland City Liveability Program, highlighting that the interactive liveability document was downloaded and viewed on Council's website over 400 times, and that the liveability survey had received 397 responses from the community.
- Committee members highlighted the historical connection through Bereewan Park to the commercial area at South Windsor. Committee members have research that can assist with this interpretation.
- Committee members suggested as part of formalising the Cemetery in South Windsor, to perhaps consider the opportunity to form a connection between the South Windsor and Windsor town centres by developing a Heritage trail. Officers advised that this will be looked at in more detail as part of the design stage.
- Tree selection was highlighted as important, and a suggestion included to incorporate evergreens rather than deciduous, due to impacts on drainage and blockages. Also the need for effective root barriers was outlined with flooding in the Richmond main street identified as an ongoing issue in this respect.
- A Committee member suggested creating an 'archaeology in the community' program to be undertaken in Bereewan Park. Officers noted this will also be considered as part of the project design.
- The Committee highlighted that often the detail in the design is crucial.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Zamprogno, seconded by Ms Barkley-Jack.

That the Heritage Advisory Committee note the update on the Western Parkland City Liveability Program.

ORDINARY MEETING

SECTION 4 – Reports of Committees

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Item: 6 **HAC - Local Heritage Assistance Program 2020/2021 - Preparation of Maintenance Plans and Minor Maintenance/Conservation Works to Heritage Listed Properties within the Hawkesbury LGA - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Committee note the update with respect to the Local Heritage Assistance Program 2020-2021.

DISCUSSION:

- Officers provided an update on the Local Heritage Assistance Program 2020-2021.
- The Committee were highly satisfied with the outcome of applications received for 2020-2021.
- The Committee considered that Council should continue to progressively increase funding for the Local Heritage Assistance Fund each year.
- The Committee reinforced the need for a full time Heritage Adviser/Officer due to an increase in interest, and with the City Deals Master Planning process underway.
- A Committee member enquired about the criteria and whether applicants who had previously received funding were eligible. Officers advised that such applicants were eligible, but that in the assessment, preference was given to new applicants. The increase in funding available as part of the 2020/2021 program enabled Council to fund more projects.
- The Committee requested that the Heritage Adviser consider the construction technique proposed for 122 George Street, Windsor.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Barkley-Jack, seconded by Ms Ball.

That the Heritage Advisory Committee note the update with respect to the Local Heritage Assistance Program 2020-2021.

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Item: 7 **HAC - Application for State Heritage Listing of the Archaeological Site of Singletons Watermill - (80242, 95498, 124414)**

Previous Item: 89, Ordinary (30 May 2017)
 147, Ordinary (29 August 2017)
 HAC 3 (1 August 2019)
 HAC 5 (6 August 2020)

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the information be received and noted.

DISCUSSION:

- Officers provided an update on the Application for State Heritage Listing of the Archaeological Site of Singletons Watermill. The application has proceeded towards the NSW Heritage prioritisation stage.
- The Chairperson thanked Council staff and Committee members for their involvement in this process and the information was received and noted.

COMMITTEE RECOMMENDATION:

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

That the information be received and noted.

SECTION 5 - General Business

A. New Council Website - Heritage

- Officers provided an overview of Council's new website, particularly the Heritage section which now includes the Thompson Square Conservation Management Plan and Cemeteries - Strategic Conservation Management Plan.
- Committee members suggested placing Heritage fact sheets on the new website, in order to educate community members and property owners about the Heritage aspects of the Hawkesbury. A recommendation was made in relation to this.
- Officers noted that a series of these fact sheets had already commenced earlier in the term of the Committee but needs to be progressed.

COMMITTEE RECOMMENDATION:

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

That the Heritage Advisory Committee:

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1. Recommend that Council considers the preparation and inclusion of Heritage information sheets in the Heritage section on Councils website in order to provide property owners with information about protecting heritage items, aiding education and prevention of inappropriate works.

B. Update on Various Grant Funded Projects

Mr Edds and Mr Edwards declared an ongoing interest in 'Works to Individual Properties'.

- Officers provided an update on various grant funded projects, noting that there are significant constraints on resources to complete the Heritage Study, but that the need to complete the Study is a priority.
- The Committee requested a list of potential nominated properties for the Heritage Study.

ADDITIONAL GENERAL BUSINESS

Transport for NSW - Retention of Windsor Bridge Caissons

- The Committee discussed the possibility of requesting that Transport for NSW retain the bridge caissons from the Windsor Bridge, if any parts are to be retained. A recommendation was made in relation to this.

COMMITTEE RECOMMENDATION:

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

That the Heritage Advisory Committee recommend that Council requests the retention of the Windsor Bridge caissons.

Slab Barn at 118 Francis Street, Richmond

- The Committee discussed the deteriorating condition of a slab barn at 118 Francis Street, Richmond, and whether an Interim Heritage Order should be taken out on this property.
- Subsequent to the meeting, Council's Director City Planning advised that:

"Council, in response to a complaint, issued correspondence in relation to overgrown vegetation and unsafe condition of the property, which has been tidied up and made safe. Since then, staff have been in further contact with the owner to advise that any potential development or demolishing of structures that they may wish to undertake would be subject to approval and that they should consult with Council first."

Heritage Awards

- A Committee member enquired whether the Heritage Awards would be going ahead during Heritage Week in 2021. Officers advised that Heritage Awards will be included as a project proposal through the budget process.
- The Committee agreed to reconvene the Working Group that was formed to commence activity on this project when/if required.

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Damage to Richmond Presbyterian Cemetery

- Officers advised that in October 2020, a driver had extensively damaged 11 monuments at the Richmond Presbyterian Cemetery after missing a bend and driving through the timber fence of the cemetery. Quotations have estimated the cost of damage to be around \$145,000 which Council is in discussions with its insurer.
- Council will be investigating the placement of railings around this particular bend, in order to prevent a reoccurrence.

The meeting terminated at 7:44pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 24 November 2020

Item: 239 **ROC - Local Traffic Committee - 09 November 2020 - (80245, 95495)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 9 November 2020. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

EXECUTIVE SUMMARY:

The Local Traffic Committee considered one item (item 2.3), contained within the minutes of the Local Traffic Committee which has policy or financial implications to Council. This therefore requires specific consideration by Council, the details of which are discussed in the report below.

In relation to item numbers 2.1, 2.2 and 2.4, as they have no policy or financial implications for Council, they are presented for information only.

RECOMMENDATION:

That in relation to the Minutes of the Local Traffic Committee Meeting held on the 9 November 2020:

1. Council receive and note the Local Traffic Committee Minutes in respect to items 2.1, 2.2 and 2.4.
2. Council endorse the Committee Recommendations in respect of Item 2.3, namely:

Proposed Roundabout - Grose Vale Road at Sunnyside Crescent, North Richmond

"That:

1. *The provision of a roundabout intersection treatment as proposed in the Operational Plan 2020/2021 at the intersection of Grose Vale Road and Riverview Street, North Richmond not be implemented and alternatively works be undertaken to provide a single lane roundabout intersection treatment in Grose Vale Road at Sunnyside Crescent, North Richmond as outlined in attachment 1, with details of the final design layout to be reported back to the Local Traffic Committee for its endorsement.*
 2. *Traffic safety improvements along Riverview Street be undertaken by implementing sign and line marking treatments which include extending the No Stopping zone (R5-400) from the Grose Vale Road intersection for an overall distance of approximately 50 metres to provide a No Stopping zone on the south western side of Riverview Street to end at the property boundary line of Nos 35 and 37 with the No Stopping zone on the north eastern side of Riverview Street to link the missing section between the intersection and the zone across the driveway to the car park, as outlined in attachment 2. The No Stopping zone changes are to be complemented by extending the centreline and lane line accordingly to match the No Stopping zone extent from the intersection of Grose Vale Road as well as extending the centre line and providing edge lines along the remaining length of Riverview Street to Pitt Lane."*
-

ORDINARY MEETING
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DISCUSSION

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

Item 2.3 Proposed Roundabout - Grose Vale Road at Sunnyside Crescent, North Richmond

The construction of a roundabout at the intersection of Grose Vale Road and Riverview Street, North Richmond has been identified for construction in the 2020/2021 Operational Plan. This follows on from previous recommendations considered by the Local Traffic Committee (LTC) to improve safety at the intersection by way of a facility to improve access from Riverview Street onto Grose Vale Road to access the Bells Line of Road signalised intersection.

Due to the recent upgrade at the intersection of Bells Line of Road, Grose Vale Road and Terrace Road, preliminary advice was sought from Transport for NSW (TfNSW). In considering intersection options for Grose Vale Road and Riverview Street, TfNSW was requested to consider either a single or dual lane roundabout or alternatively the provision of signals.

It is evident from the traffic analysis undertaken for the intersection of Grose Vale Road and Sunnyside Crescent, there is an overall benefit to safety and level of service for vehicles turning right out of Sunnyside Crescent onto Grose Vale Road. In addition to this there is the added benefit to vehicles exiting Riverview Street that wish to access the Bells Line of Road intersection that can use the proposed roundabout as a turn-around point.

The results from the traffic analysis also indicate that the proposed roundabout at the intersection of Grose Vale Road and Sunnyside Crescent does not impact on the operation and performance of the signalised intersection at Bells Line of Road.

The Committee agreed that the construction of a roundabout at Review Street, North Richmond should not proceed and that more detailed investigation of the roundabout proposal for Sunny Side Crescent should be undertaken and reported back to the Local Traffic Committee.

ATTACHMENTS:

AT - 1 Minutes of the Local Traffic Committee held on 9 November 2020.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 24 November 2020

AT - 1 Minutes of the Local Traffic Committee held on 9 November 2020

Minutes of the Meeting of the Local Traffic Committee held remotely on Monday, 9 November 2020.

ATTENDANCE

Present: Councillor Peter Reynolds, Hawkesbury City Council
Senior Constable Damien Mitchell, NSW Police Force
Mr David Osborne, Transport for NSW
Mr Steve Grady, Busways
Mr Mark Rusev, representing Ms Robyn Preston, MP (Member for Hawkesbury)

Apologies: Nil

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

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

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the Motion of Councillor Peter Reynolds, seconded by Mr David Osborne, that the Minutes from the previous meeting held on Monday, 12 October 2020 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Australia Day on the Hawkesbury Event 2021 - Governor Phillip Park, Windsor - (Hawkesbury) - (80245, 79341)

REPORT:

Introduction

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Australia Day on the Hawkesbury Event within Governor Phillip Park, Windsor, on Tuesday, 26 January 2021.

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

The event organiser has advised:

- This is the fourth year this event is being held with the initial event being held in 2018.

ORDINARY MEETING

SECTION 4 – Reports of Committees

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- This is a Community free family friendly event with live entertainment, rides, a meet and greet with the local emergency services, food trucks, children's activities, entertainment and fireworks to celebrate Australia Day.
- The event will be conducted between 5pm and 9:30pm. The set up and pack down times are between 9am and midnight.
- The event will be held within Governor Phillip Park located at the northern end of George Street, Windsor.
- The event is expected to attract approximately 5,000 spectators.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park and there may be considerable impacts on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road.
- It is expected that residents on George Street, Palmer Street, North Street, Arndell Street and Court Street may be affected due to the increased traffic flow.
- Parking will be at Governor Phillip Park, with access to the Event Parking area provided from Palmer Street with Traffic controllers on hand to assist drivers to access the area and park their vehicles.
- Vehicles can approach the access point into the Event Parking area from the direction of either George Street or Court Street. Egress from the Event Parking area will only allow for vehicles to turn left onto Palmer Street and be directed towards Court Street and Arndell Street depending on their direction of travel when accessing Bridge Street.
- Road closures are not required other than access into Governor Phillip Park at the intersection of George Street and Palmer Street between 5pm and 9:30pm. Traffic controllers will direct traffic into the designated event car park area via Palmer Street. Vehicular access into Governor Phillip Park will only be permitted for those vehicles towing a boat and wishing to access the boat ramp.
- A crossing point for pedestrians will be provided across the access road within Governor Phillip Park between the Event Parking Area and the Event Site. This will be managed by Traffic Controllers.
- Some on-street parking along George Street near its intersection with Palmer Street may be taken out to allow safe vehicular movements in this vicinity. The adjoining property owners will be advised of this proposal.
- Advice from TfNSW is that traffic signals will be operational at the intersection of Bridge Street and George Street by the end of 2020. To avoid and minimise delays at the new signalised intersection of Bridge Street and George Street, traffic controllers will be in place during peak periods to monitor and control traffic.
- Advance warning with VMS shall be installed 2 weeks prior to the event and will be located at;
 - Windsor Road, McGraths Hill - near Pitt Town Road,
 - Macquarie Street, Windsor - near Hawkesbury Valley Way,
 - Hawkesbury Valley Way, Windsor – near Moses Street,
 - Wilberforce Road, Freemans Reach - near Freemans Reach Road.
- Approval by way of exclusive use has been sought to utilise Governor Phillip Park for the event.

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Discussion

The spectators travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street.

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may impact on minor traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 7303568):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Special Event Traffic Management Plan and Traffic Control Plan,
5. Copy of Insurance Policy which is valid to 31 October 2020,
6. Copy of the application to the NSW Police Force.
7. Copy of correspondence to the NSW Fire and Rescue, Hawkesbury RFS, Hawkesbury Ambulance Service, Hawkesbury SES, Hawkesbury Local Area Command and Busways.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council’s web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Australia Day on the Hawkesbury 2021 event within Governor Phillip Park, Windsor, on Tuesday, 26 January 2021 be classified as a “Class 2” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures

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- No road closures are permitted with the exception of the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 5pm and 9:30pm on Tuesday 26 January 2021, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic control at the intersection of Bridge Street and George Street, Windsor; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

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- 4i. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4n. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4p. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4q. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

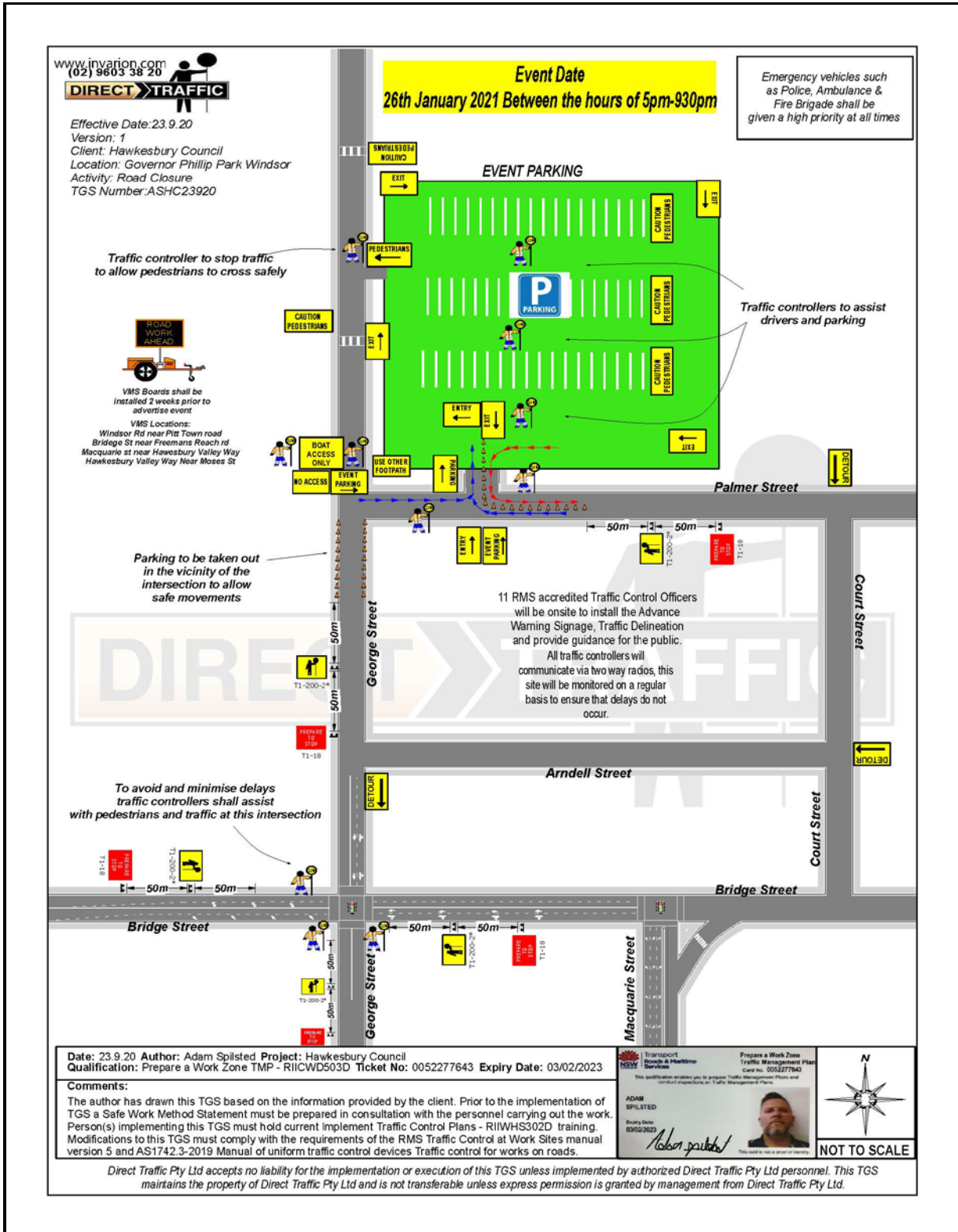
APPENDICES:

AT - 1 Australia Day on the Hawkesbury 2021 – Event Parking Layout Plan

AT - 2 Special Event Application – (ECM Document Set ID No: 7303568) - *see attached*

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AT - 1 Australia Day on the Hawkesbury 2021 - Event Parking Layout Plan



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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Australia Day on the Hawkesbury 2021 event within Governor Phillip Park, Windsor, on Tuesday, 26 January 2021 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures
 - No road closures are permitted with the exception of the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 5pm and 9:30pm on Tuesday 26 January 2021, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

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- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic control at the intersection of Bridge Street and George Street, Windsor; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4n. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);

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- 4p. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4q. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

Item: 2.2 LTC - Ride for HOPE 2021 Cycling Event - Pitt Town and Scheyville - (Hawkesbury) - (80245, 110636)

REPORT:

Introduction:

An application has been received from ONE80TC seeking approval (in traffic management terms) to conduct the Ride for HOPE 2021 Cycling Event on Friday, 07 May 2021.

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

The event organiser has advised;

- The event is in its 21st year and this is the first year that the route is within the Hawkesbury LGA.
- The Ride for HOPE is a charity cycling event that raises funds for the ONE80TC organisation that runs rehabilitation programs in the Sydney area.
- This event consists of a cycling route travelling from Pitt Town to the Pullman Magenta Shores, Magenta on the Central Coast.
- The event starts at the Lynwood Country Club, Pitt Town located at No. 4 Pitt Town Bottoms Road, Pitt Town and finishes at Pullman Magenta Shores, Magenta.
- The event will be undertaken from at 7am to 3pm across the whole course.
- Approximately 30 spectators are expected. Spectators are expected to be at the start and end point of the race and not along the course
- The Bicycle Ride within the Hawkesbury LGA will be conducted along the following route;
 - Commencing at the Lynwood Country Club, Pitt Town and turning left to enter Pitt Town Bottoms Road,
 - Travel a short distance along Pitt Town Bottoms Road to the intersection of Pitt Town Road (State Road).
 - Cross Pitt Town Road into Saunders Road and travel along Sanders Road turning left into Old Stock Route Road,
 - Travel along Old Stock Route Road and turn right into Scheyville Road,
 - Travel along the full length of Scheyville Road and turn left into Pitt Town Dural Road,
 - Travel along Pitt Town Dural Road and turn right into Pebbly Hill Road,
 - Travel along the full length of Pebbly Hill Road and turn left into Mitchell Park Road,
 - Travel along Mitchell Park Road and turn right into Cattai Road (State Road).
 - Travel along Pitt Town Road crossing Cattai Creek into The Hills Council area. The ride will continue through to Wisemans Ferry, Mangrove Mountain and then onto Pullman Magenta Shores Resort via either the dog Trap Road or Hue Hue Road.

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- The route distance within the Hawkesbury LGA is approximately 11 kilometres with the whole ride being 150/180 kilometres in length (Peloton 1 = 180km, Peloton 2 and 3 = 150km).
- There will be approximately 70 riders participating in this event which will be broken down into three separate pelotons of between 15 and 25 riders per peloton which will be escorted by a lead and follow vehicle along the duration of the cycling course.
- Riders expected to participate in this event are experienced fitness/sports cyclists who are used to longer daily distances of over 100 kilometres and riding lightweight high-performance road type bicycles.
- In order to better cater for non-competitive riders and to run the event safely and efficiently on public roads, participants will be requested to cycle in one of three riding groups for the duration of the event.
- The three groups are made up of Experienced, Intermediate and Novice riders.
- The average speed of the riders is expected to be 25 kph.
- Sports riders are experienced peloton riders and usually prefer to ride in groups to reduce the effects of wind resistance. Ride management will actively seek the cooperation of participants to implement this methodology.
- All rides will attend a rider briefing on the morning of the ride, where important information will be disseminated.
- All riders will ride in single file in narrow and winding sections of road.
- Each group will have two escort vehicles that will lead and follow the peloton, as well as a support bus. Each vehicle will be fitted with highly visible signage “CAUTION CYCLIST ON ROAD”, flashing amber light and have hazard warning lights operating to warn approaching drivers of cyclists on the road ahead.
- Road Marshalls will be placed at each intersection to guide the riders. Traffic control arrangements will be in place with no road closures required.
- Communication equipment is to be provided to the escort vehicle/s and participants to enable communication between those parties. Regular communication is to be maintained at all times during the course of the event.
- Participants will be required to ride no more than two abreast in conformity with the road rules.
- Participants are required to wear suitable reflective clothing and are not permitted on a road during periods of poor visibility.

Refer to Attachment 1: Ride for HOPE 2021 – Event Route Plan – Hawkesbury/Hills Component.

Discussion:

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may disrupt minor traffic and transport systems along the specified route and there may be a low scale disruption to the non-event community. Speed limit, traffic volume and road width details are provided in the following table:

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Hawkesbury LGA Route			
Road Name	Speed Limit (kph)	ADT (Year)	Sealed Carriageway Width (m)
Mitchell Park Road	70	1417 (2018)	6.1 to 6.4
Old Stock Route Road	70	1756 (2001)	6.7
Pebble Hill Road	70	1961 (2018)	5.8 to 7.0
Pitt Town Bottoms Road	60	230 (1997)	6.0
Pitt Town Dural Road	70	1552 (2012)	6.3
Saunders Road	70	784 (2018)	5.4 to 5.8
Scheyville Road	70	4013 (2019)	6.0 to 8.0

The event organiser should assess the risk and address the suitability of the route as part of the risk assessment considering the road width, number of bicycles, traffic volume and bicycles travelling close to the edge of the sealed travelling lane.

The course requires the riders to cross Pitt Town Road (State Road) and will be undertaken under normal traffic conditions as Pitt Town Bottoms Road is controlled with a Stop control at the intersection. The course follows a priority run for the cyclists after crossing Pitt Town Road with the only right turn across traffic from Mitchell Park Road onto Cattai Road (State Road) towards the end of the course within the Hawkesbury LGA.

The event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 7223798):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP),
5. Event Route Plan,
6. Copy of Insurance Policy which is valid to 30 September 2021 but does not include Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as an Interested Parties.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Ride for HOPE 2021 Cycling event, which is a cross regional event, will traverse across several Local Government Areas, with the Hawkesbury LGA component being within the Pitt Town, Oakville, Scheyville, Maraylya and Cattai areas, planned for Friday 07 May 2021, be classified as a "Class 2"

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special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation’s web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event; The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) for the entire route (within the Hawkesbury LGA), which needs to include details such as the specific position of barriers, signs etc, required for the event which includes crossing Pitt Town Road (State Road) and entering Cattai Road (State Road), to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;

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- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4j. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4p. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4q. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

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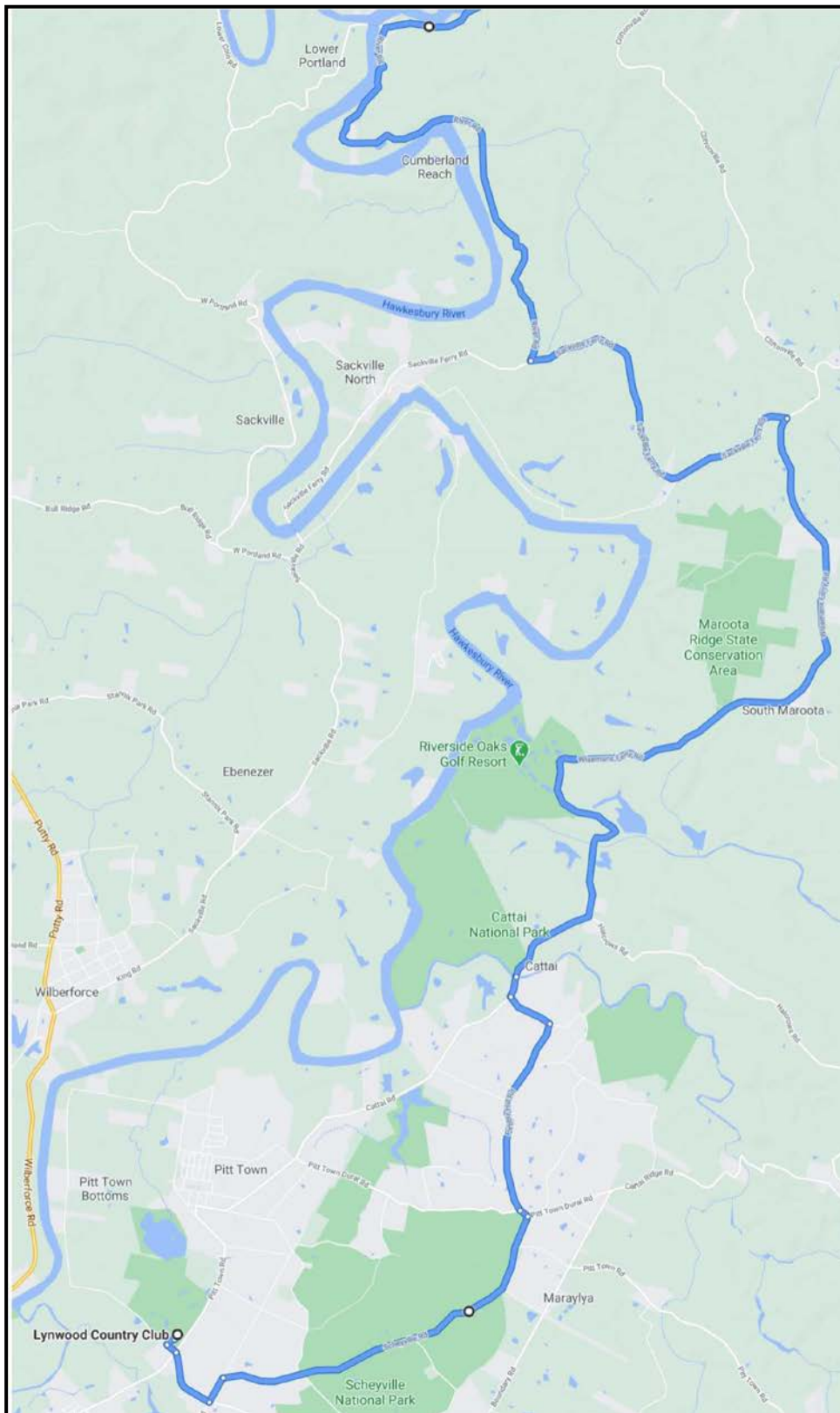
APPENDICES:

AT - 1 Ride for HOPE 2021 – Event Route Plan – Hawkesbury/Hills Component

AT - 2 Special Event Application - (ECM Document Set ID No: 7223798) - *see attached*.

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AT - 1 Ride for HOPE 2021 – Event Route Plan – Hawkesbury/Hills Component



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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Ride for HOPE 2021 Cycling event, which is a cross regional event, will traverse across several Local Government Areas, with the Hawkesbury LGA component being within the Pitt Town, Oakville, Scheyville, Maraylya and Cattai areas, planned for Friday 07 May 2021, be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event; The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) for the entire route (within the Hawkesbury LGA), which needs to include details such as the specific position of barriers, signs etc, required for the event which includes crossing Pitt Town Road (State Road) and entering Cattai Road (State Road), to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4j. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;

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- 4p. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4q. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

Item: 2.3 LTC - Proposed Roundabout Grose Vale Road at Sunnyside Crescent, North Richmond - (Hawkesbury) - (80245, 123265)

REPORT:

Background:

The construction of a roundabout at the intersection of Grose Vale Road and Riverview Street, North Richmond has been identified for construction in the 2020/2021 Operational Plan. This follows on from previous recommendations considered by the Local Traffic Committee (LTC) to improve safety at the intersection by way of a facility to improve access from Riverview Street onto Grose Vale Road to access the Bells Line of Road signalised intersection.

Due to the recent upgrade at the intersection of Bells Line of Road, Grose Vale Road and Terrace Road, preliminary advice was sought from Transport for NSW (TfNSW). In considering intersection options for Grose Vale Road and Riverview Street, TfNSW was requested to consider either a single or dual lane roundabout or alternatively the provision of signals.

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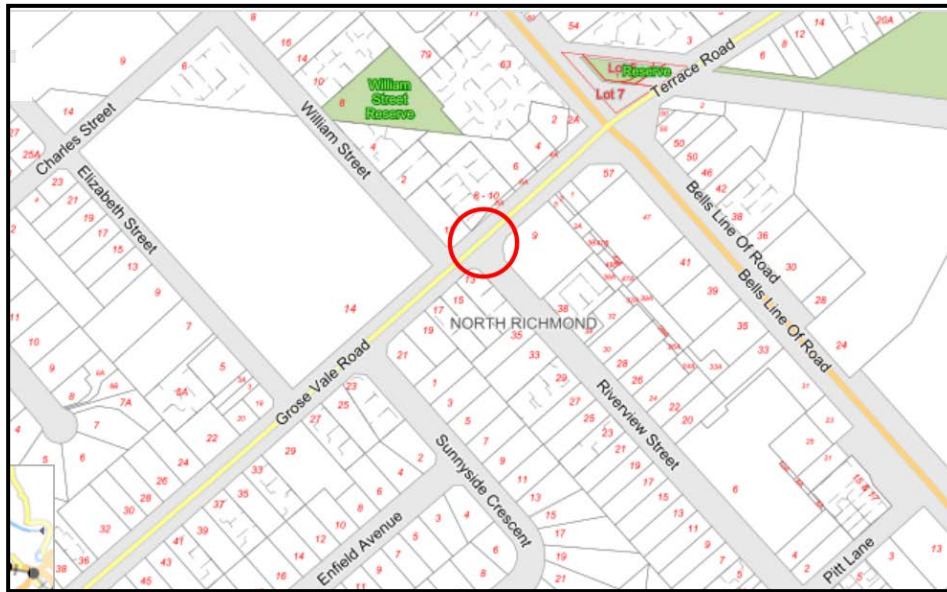


Figure 1: Intersection Location – Grose Vale Road and Riverview Street, North Richmond

As a result of the completion of the upgrade of Grose Vale Road and Bells Line of Road intersection and approaches changes have occurred to the lane configuration at the intersection of Riverview Street since the roundabout project was originally proposed.

The matter has been considered by the Network Operations team from TfNSW, who advised that this site, given its close proximity to the Bells Line of Road intersection will have an impact on the operations of the recently upgraded signals. This was also taking into consideration the projected growth to traffic along Grose Vale Road due to development in this and surrounding areas. The Riverview Street intersection is approximately 110metres from the Bells Line of Road intersection.

TfNSW indicated that the roundabout options (either single or dual lane – Refer to Figures 2 and 3) will pose issues to the operations of the Bells Line of Road intersection, and of concern is the proximity of William St with regards to sight distance and traffic manoeuvring. The provision of signals at the intersection of Grose Vale Road and Riverview Street, considering current and future volumes on Grose Vale Road, would significantly impact the ability to clear out Grose Vale Road onto Bells Line of Road.

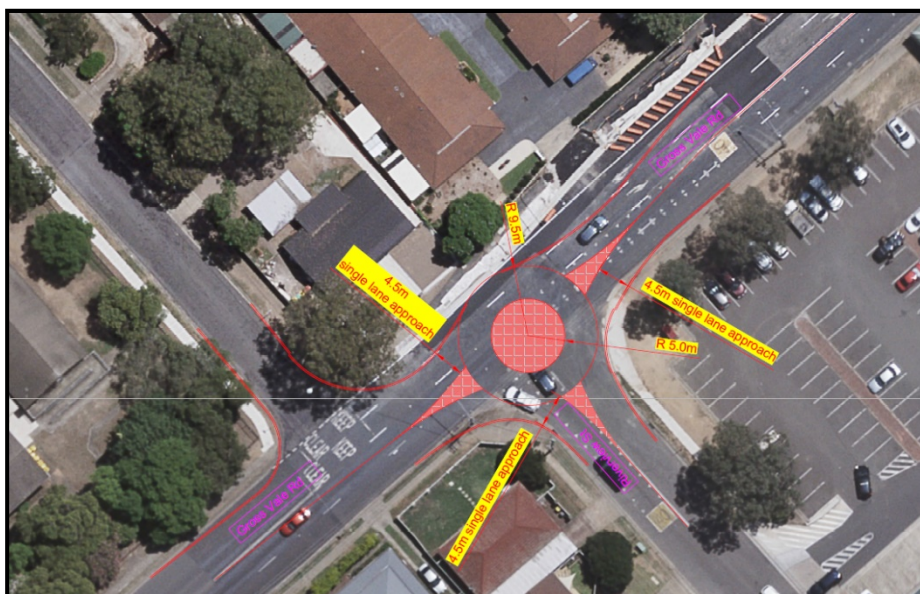


Figure 2: Single Lane Roundabout Option – Grose Vale Road and Riverview Street, North Richmond

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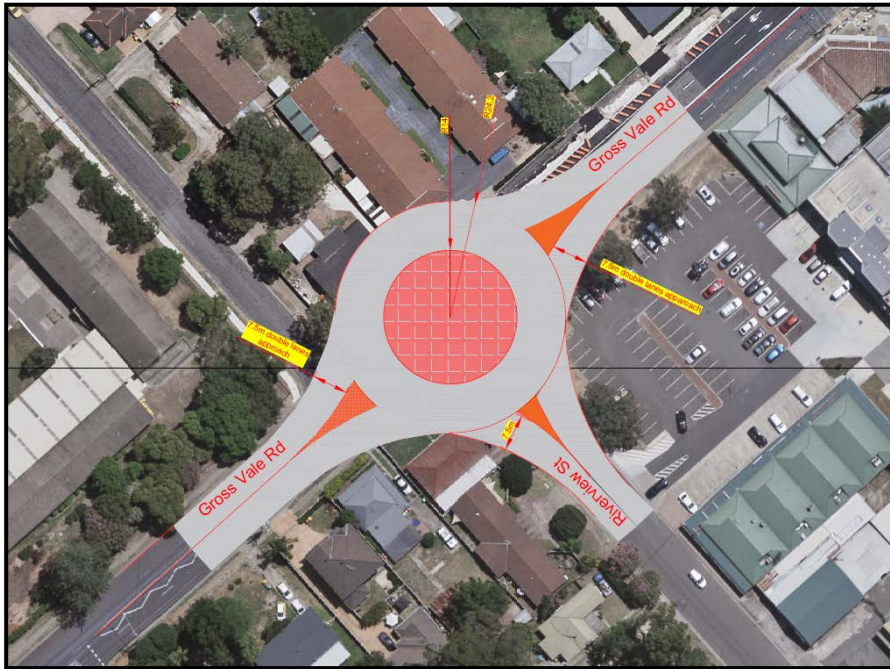


Figure 3: Dual Lane Roundabout Option – Grose Vale Road and Riverview Street, North Richmond

TfNSW did acknowledge that it can be difficult to exit out of Riverview Street at certain times of the day based on the movement of traffic along Grose Vale Road. Whilst understanding the issues raised, TfNSW did not support the upgrade options for the intersection of Grose Vale Road and Riverview Street.

One of the suggestions/observations made by TfNSW was that the shops/businesses might service residents living further west of North Richmond. As a result, drivers can turn left onto Grose Vale Road from Riverview Street, and then right onto William Street, before joining Charles Street and turning left onto Bells Line of Road.

It was also suggested by TfNSW that the left turn out of Riverview Street can be difficult as a number of vehicles are waiting to turn right out of Riverview Street, and due to parked vehicles, the left turners couldn't proceed. TfNSW suggested removing some of the parking which may promote the left/right option a bit more to better disperse the traffic. This would be undertaken by extending the existing No Stopping zones from the intersection further along Riverview Street.

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Figure 4: Proposed No Stopping Zone alterations to Riverview Street, North Richmond

The existing No Stopping zones in Riverview Street at Grose Vale Road are the mandatory 10 metres from the intersection. As outlined in Figure 4, The No Stopping zone will need to be provided from the Grose Vale Road intersection for an overall distance of approximately 50 metres. The No Stopping zone on the south western side of Riverview Street will end at the property boundary line of Nos 35 and 37. The No Stopping zone on the north eastern side of Riverview Street will be linking the missing section between the intersection and the zone across the driveway to the car park. The No Stopping zone can be complemented by extending the centreline and lane line accordingly to match the No Stopping zone extent as well as extending the centre line and providing edge lines along the remaining length of Riverview Street to Pitt Lane. The adjustment to the No Stopping zones as well as the overall line marking along Riverview Street will improve the movement and safety for both pedestrians and motorists.

Consultation was undertaken with properties adjacent to where the changes to parking restrictions are proposed along Riverview Street, with no objections raised to extending the No Stopping zone.

Based on the restriction imposed by TfNSW to providing an intersection treatment at Grose Vale Road and Riverview Street, an alternate option to address the traffic issues by undertaking works at the next intersection along Grose Vale Road at Sunnyside Crescent was investigated. This intersection is currently governed by the T-Junction rule and is located approximately 220 metres from the Bells Line of Road intersection. TfNSW have concurred that a roundabout at this location would be supported subject to a traffic analysis being undertaken to support this type of treatment.

The provision of the roundabout at Sunnyside Crescent will provide a benefit for vehicles finding it difficult to turn right out of Riverview Street. These vehicles can turn left out of Riverview Street onto Grose Vale Road and instead of proceeding to Charles Street via William Street as suggested by TfNSW, can proceed to the Sunnyside Crescent intersection and undertake a U turn at the roundabout to access the intersection at Bells Line of Road.

An added benefit of providing at intersection treatment at Grose Vale Road and Sunnyside Crescent is that Sunnyside Crescent provides the only access from Grose Vale Road to a residential catchment of over 250 properties. Currently the majority of vehicles leaving this estate turn right onto Grose Vale Road.

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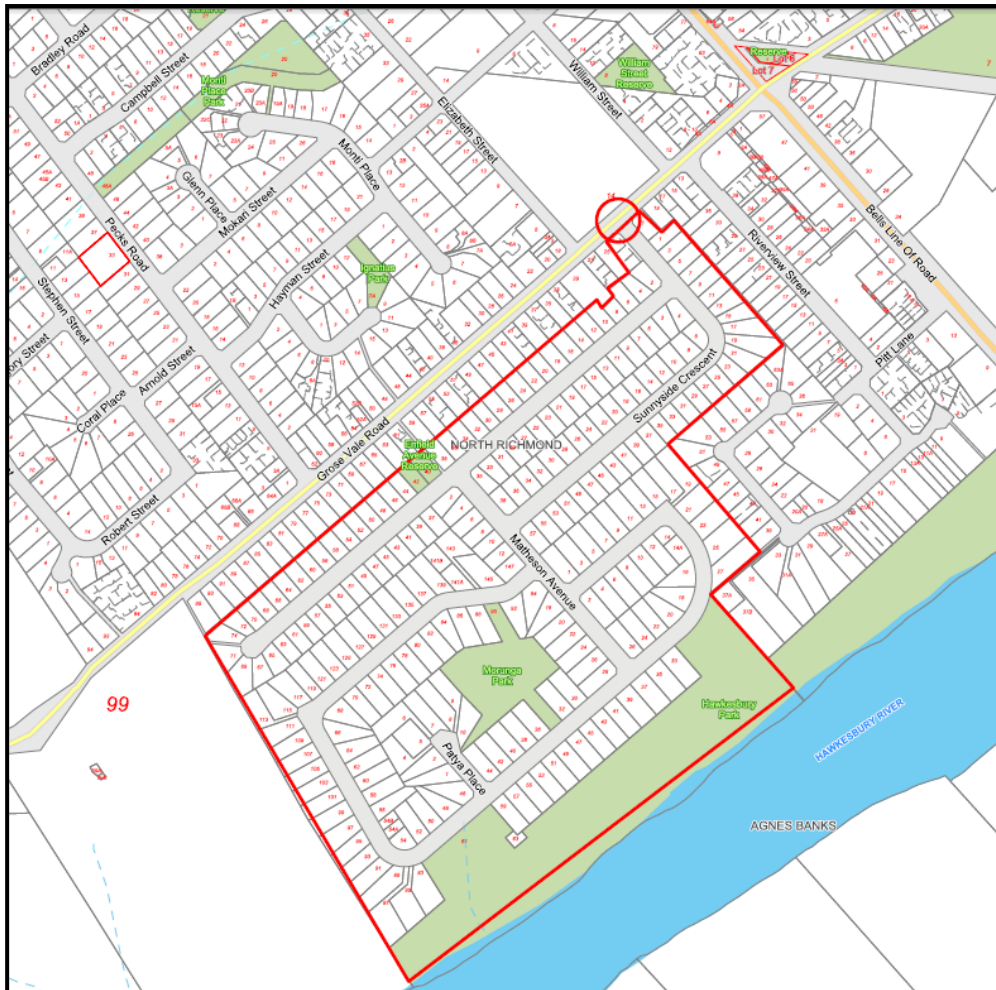


Figure 5: Intersection Location and Residential Catchment - Sunnyside Crescent, North Richmond

Traffic Analysis – Grose Vale Road and Sunnyside Crescent:

A traffic analysis was undertaken for the site which involved conducting an operational assessment of the current and proposed intersection arrangement using SIDRA intersection. Review of relevant documentation and previous studies related to the site such as the recently completed Hawkesbury Traffic Study by SMEC was undertaken. The analysis included a review of accident trends as well as current traffic trends at the site and the forecasted 2027 traffic demand. The 2027 projected traffic growth considered the parameters established in the Traffic Study such as the Redbank and Glossodia committed developments, the Kurmond and Kurrajong investigation area, and the completion of the Grose River Bridge.

Traffic observations/surveys were conducted during September/October 2020 to capture both vehicle and pedestrian movements. A traffic count survey was undertaken on Wednesday 23 September 2020 between 8am to 9:30am, 10:30am to 12noon, 2:30pm to 5pm. The peak hours were identified as 8am to 9am and 3pm to 4pm – which captures the school pick-up/drop-off periods. Details of the traffic survey is outlined in Figure 6.

The on-site observations noted that the majority of crossing users were students from the adjacent School who were assisted by a crossing supervisor and the students crossed in groups. There was a moderate delay for vehicles exiting Sunnyside Crescent, with some driver impatience noted. There was some upstream vehicle platooning from this intersection observed resulting from the Bells Line of Road

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intersection as well as downstream queuing, which was consistent with the SMEC modelling, with 95% of queues extending just beyond Willian Street from the Bells Line of Road intersection.

There is a high proportion of vehicles leaving the residential estate along Sunnyside Crescent and turning right onto Grose Vale Road. In the AM period the right turn out of Sunnyside Crescent is 90% and in the PM period it is 80%.

Also notable is that the traffic volumes along Grose Vale Road are in excess of environmental capacity performance for a collector road in a residential area. Under the RTA's Guide to Traffic Generating Developments (2002), the recommended peak hour volume on a collector road is 300vph as an environmental goal and 500 vph as the absolute maximum. There is also an unbalanced flow of traffic at this intersection with approximately 90% of intersection traffic travelling north-south along Grose Vale Road.

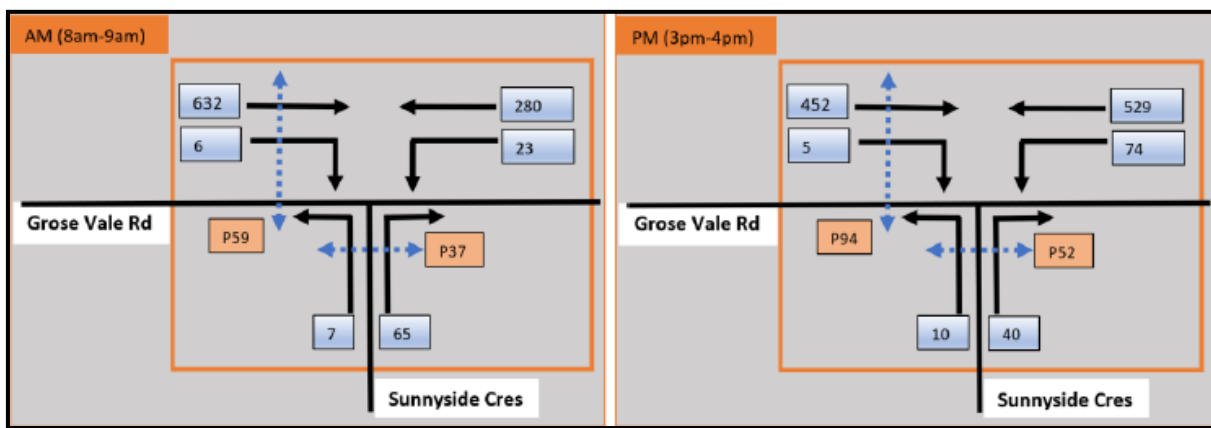


Figure 6: Pedestrian/Vehicle Movement Diagram - Intersection of Grose Vale Road and Sunnyside Crescent, North Richmond - 2020

There will be a notable increase to traffic along Grose Vale Road in 2027 either through background growth or as a result of the projected growth due to the surrounding developments. This will have a significant impact to the functionality of the Sunnyside Crescent intersection.

Based on the results of the traffic modelling undertaken, the provision of a roundabout at the intersection of Grose Vale Road and Sunnyside Crescent will improve the overall performance for Sunnyside Crescent when compared to the existing intersection configuration. The results indicate that there is an improvement to the Level of Service (LOS) for Sunnyside Crescent during the AM peak with a change from LOS B to A in 2020 and LOS F to A in 2027. These improvements are also evident in the PM peak with a change to the LOS from B to A in 2020 and F to A in 2027. The LOS figures are comparing the existing intersection arrangement and the proposed roundabout treatment.

The results from the traffic modelling also indicate that the proposed roundabout at the intersection of Grose Vale Road and Sunnyside Crescent does not impact on the operation and performance of the signalised intersection at Bells Line of Road.

A review of the most recent 10 year crash data (January 2010 to June 2019) provided by TfNSW has revealed three non-casualty crashes with two of the accidents occurring in darkness. The most recent crash was recorded in September 2018.

Although a prominent accident trend is not evident, a roundabout at this location can act as a preventative traffic control measure, particularly as traffic volumes continue to increase. Roundabouts offer many safety benefits and act to reduce the severity of accidents.

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Figure 7: Crash Diagram - Intersection of Grose Vale Road and Sunnyside Crescent, North Richmond

Summary:

It is evident from the traffic analysis undertaken for the intersection of Grose Vale Road and Sunnyside Crescent, there is an overall benefit to safety and level of service for vehicles turning right out of Sunnyside Crescent onto Grose Vale Road. In addition to this there is the added benefit to vehicles exiting Riverview Street that wish to access the Bells Line of Road intersection that can use the proposed roundabout as a turn-around point.

The results from the traffic analysis also indicate that the proposed roundabout at the intersection of Grose Vale Road and Sunnyside Crescent does not impact on the operation and performance of the signalised intersection at Bells Line of Road

Based on the comments provided by TfNSW and the results of the traffic analysis the following actions are listed:

1. The provision of an intersection treatment in Grose Vale Road at Riverview Street be deferred.
2. The provision of an intersection treatment in Grose Vale Road at Sunnyside Crescent (single lane roundabout) be supported and the funding allocation for the Riverview Street intersection works be transferred to the Sunnyside Crescent intersection.
3. Traffic safety improvements along Riverview Street be undertaken by implementing sign and line marking treatments. The treatments will include extending the No Stopping zone from the Grose Vale Road intersection for an overall distance of approximately 50 metres. This provides a No Stopping zone on the south western side of Riverview Street to end at the property boundary line of Nos 35 and 37 with the No Stopping zone on the north eastern side of Riverview Street to link the missing section between the intersection and the zone across the driveway to the car park. The No Stopping zone changes are to be complemented by extending the centreline and lane line accordingly to match the No Stopping zone extent as well as extending the centre line and providing edge lines along the remaining length of Riverview Street to Pitt Lane.

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RECOMMENDATION TO COMMITTEE:

That:

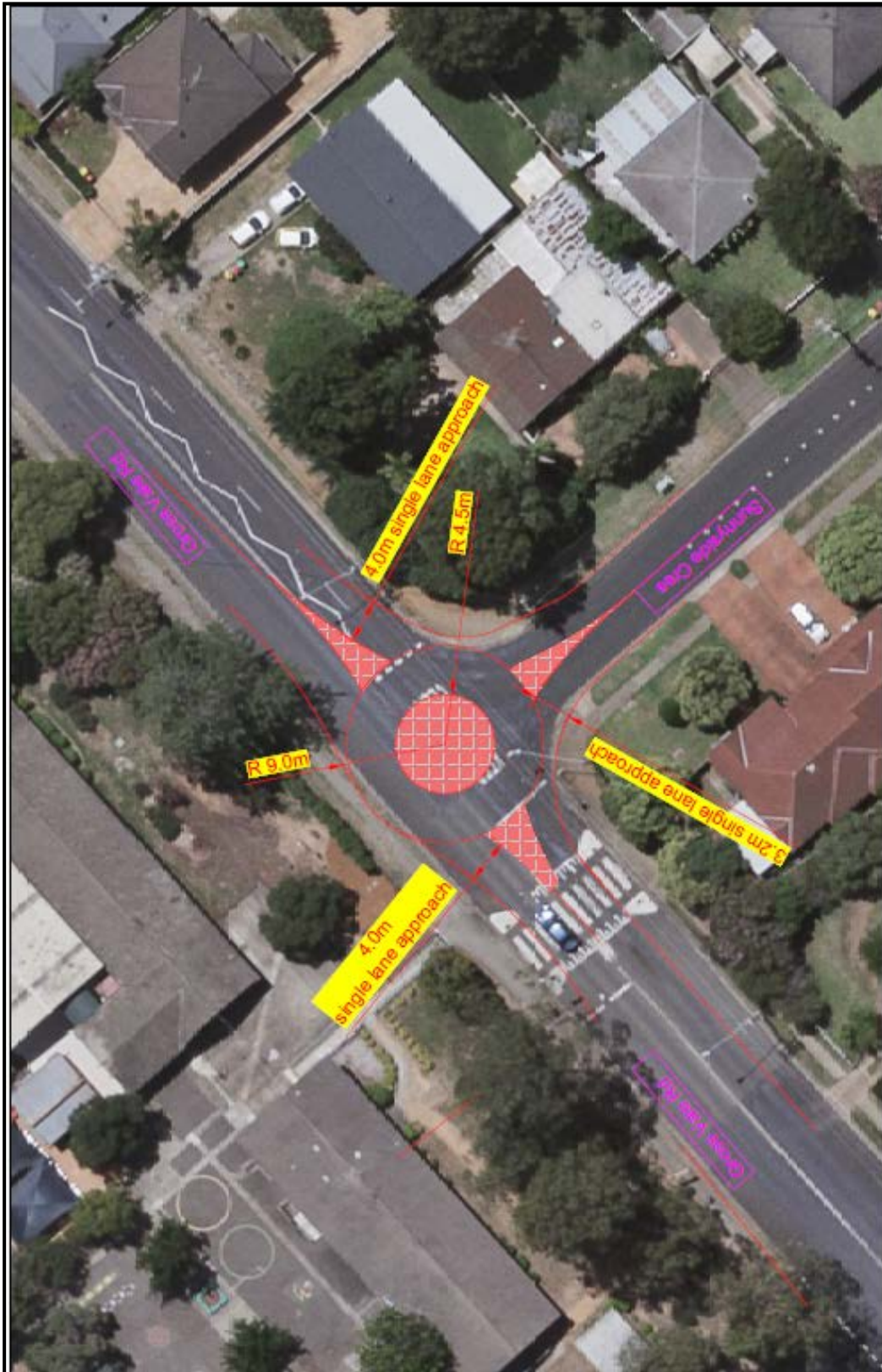
1. The provision of a roundabout intersection treatment as proposed in the Operational Plan 2020/2021 at the intersection of Grose Vale Road and Riverview Street, North Richmond not be implemented and alternatively works be undertaken to provide a single lane roundabout intersection treatment in Grose Vale Road at Sunnyside Crescent, North Richmond as outlined in attachment 1, with details of the final design layout to be reported back to the Local Traffic Committee for its endorsement.
2. Traffic safety improvements along Riverview Street be undertaken by implementing sign and line marking treatments which include extending the No Stopping zone (R5-400) from the Grose Vale Road intersection for an overall distance of approximately 50 metres to provide a No Stopping zone on the south western side of Riverview Street to end at the property boundary line of Nos 35 and 37 with the No Stopping zone on the north eastern side of Riverview Street to link the missing section between the intersection and the zone across the driveway to the car park, as outlined in attachment 2. The No Stopping zone changes are to be complemented by extending the centreline and lane line accordingly to match the No Stopping zone extent from the intersection of Grose Vale Road as well as extending the centre line and providing edge lines along the remaining length of Riverview Street to Pitt Lane.

APPENDICES:

- AT - 1** Site Plan - Proposed Roundabout Layout Plan – Grose Vale Road and Sunnyside Crescent, North Richmond
- AT - 2** Site Plan - Proposed No Stopping zone extension – Riverview Street at Grose Vale Road, North Richmond

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AT - 1 Site Plan - Proposed Roundabout Layout Plan – Grose Vale Road and Sunnyside Crescent, North Richmond



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**AT - 2 Site Plan - Proposed No Stopping zone extension – Riverview Street at
Grose Vale Road, North Richmond**



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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The provision of a roundabout intersection treatment as proposed in the Operational Plan 2020/2021 at the intersection of Grose Vale Road and Riverview Street, North Richmond not be implemented and alternatively works be undertaken to provide a single lane roundabout intersection treatment in Grose Vale Road at Sunnyside Crescent, North Richmond as outlined in attachment 1, with details of the final design layout to be reported back to the Local Traffic Committee for its endorsement.
2. Traffic safety improvements along Riverview Street be undertaken by implementing sign and line marking treatments which include extending the No Stopping zone (R5-400) from the Grose Vale Road intersection for an overall distance of approximately 50 metres to provide a No Stopping zone on the south western side of Riverview Street to end at the property boundary line of Nos 35 and 37 with the No Stopping zone on the north eastern side of Riverview Street to link the missing section between the intersection and the zone across the driveway to the car park, as outlined in attachment 2. The No Stopping zone changes are to be complemented by extending the centreline and lane line accordingly to match the No Stopping zone extent from the intersection of Grose Vale Road as well as extending the centre line and providing edge lines along the remaining length of Riverview Street to Pitt Lane.

**Item: 2.4 LTC - Cancellation/Rescheduling of 2020 Special Events due to COVID-19-
(Hawkesbury) - (80245)**

Previous Item - LTC 20 April 2020 – Item 2.1
 LTC 14 September 2020 – Item 2.1
 LTC 12 October 2020 – Item 2.1

REPORT:

Several Events planned to be undertaken during 2020 within the Hawkesbury Local Government Area have been either cancelled or rescheduled due the COVID-19 pandemic.

The current Public Health order (COVID-19 Restrictions on Gathering and Movement) Order 2020 under the Public Health Act 2010 (NSW) is ongoing and unless the community situation with COVID-19 improves, it is likely that the Public Health Order will extend into 2021.

The following event has been cancelled:

1. Light Up Windsor Event 2020: Originally set down for 05 December 2020 was rescheduled to 11,12,13,18,19 and 20 December 2020 – **Cancelled.**

RECOMMENDATION TO COMMITTEE:

That the information be received.

APPENDICES:

There are no supporting documents for this report.

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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the information be received.

SECTION 3 - Reports for Information

There were no Reports for Information.

SECTION 4 - General Business

There was no General Business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 11 January 2021 at 3pm in the Large Committee Room.

oooO END OF REPORT Oooo

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section 5

notices of motion

ORDINARY MEETING

SECTION 5 – Notices of Motion

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SECTION 5 – Notices of Motion

Item: 240 **NM - Management of Construction in the vicinity of Boundary Road - (125612)**

Submitted by: Councillor Lyons-Buckett

NOTICE OF MOTION:

That Council:

1. Enter into discussions with The Hills Shire Council in relation to the management of construction in the vicinity of Boundary Road, particularly with regard to impact on the condition of local roads.
2. Detail the procedure for management of shared infrastructure with neighbouring Local Government Areas or Government Agencies, so residents and ratepayers understand the relationship, and how to seek assistance with matters relating to jointly owned or shared assets.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Confidential Reports

Meeting Date: 24 November 2020

CONFIDENTIAL REPORTS

Item: 241 **SS - Lease to Ngov Kong Family Pty Ltd - Shop 4, Wilberforce Shopping Centre - (95496, 112106, 150830, 28061)**

Directorate: Support Services

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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



ordinary
meeting

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