



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 30 March 2021

location: council chambers

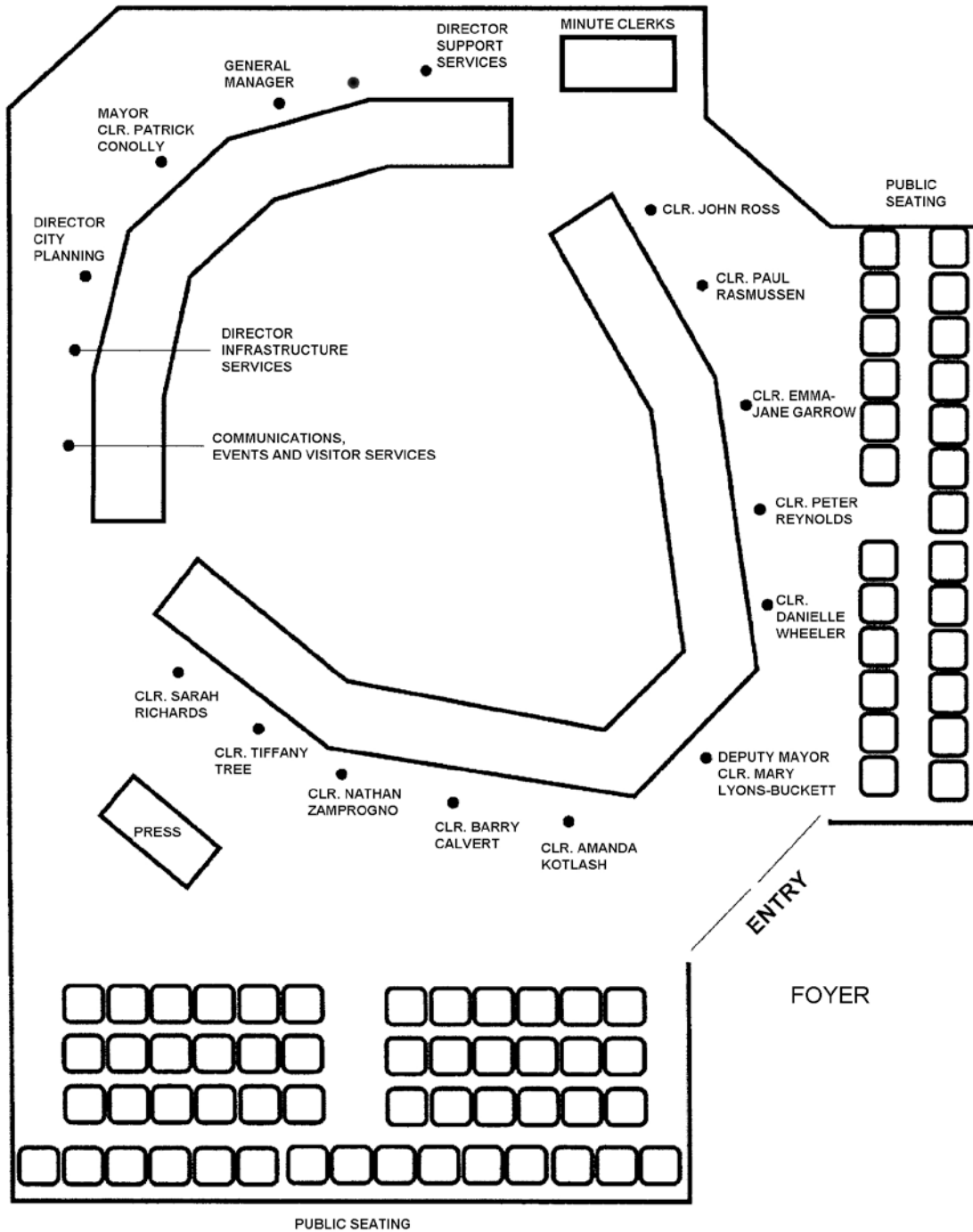
time: 6:30 p.m.



# 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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**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 30 March 2021**

**PROCEDURAL MATTERS**

**Welcome**

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

The General Manager will address the Council meeting, mentioning:

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

**Attendance**

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

**Apologies and Leave of Absence**

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

**Declaration of Interest**

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

**Acknowledgement of Official Visitors to the Council**

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

**Condolences**

**ORDINARY MEETING**

**Procedural Matters**

**Meeting Date:** 30 March 2021

ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

**Meeting Date:** 30 March 2021

**SECTION 1 - Confirmation of Minutes**



# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 09 March 2021

location: council chambers and  
by audio-visual link

time: 6:30 p.m.





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## ORDINARY MEETING

Minutes: 09 March 2021

Minutes of the Ordinary Meeting held at the Council Chambers and by Audio-Visual Link, Windsor, on 9 March 2021, commencing at 6:31pm.

### Welcome

The Mayor, Councillor Patrick Conolly acknowledged the Indigenous Heritage.

The Acting General Manager addressed the Council meeting, mentioning:

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

### ATTENDANCE

At Council Chambers: Councillor Patrick Conolly, Mayor and Councillors Barry Calvert and Nathan Zamprogno.

By Audio-Visual Link: Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Emma-Jane Garrow, Amanda Kotlash, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree and Danielle Wheeler.

### ALSO PRESENT:

At Council Chambers: Acting General Manager - Laurie Mifsud, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Acting Director Support Services - Emma Galea, Manager Corporate Communications - Suzanne Stuart, Acting Manager Property and Strategy - Linda Hewitt and Administrative Support Coordinator - Tracey Easterbrook.

### APOLOGIES AND LEAVE OF ABSENCE

An apology for absence was received from Councillor Paul Rasmussen.

### 63 RESOLUTION:

RESOLVED on the motion of Councillor Zamprogno and seconded by Councillor Wheeler that the apology be accepted.

### DECLARATIONS OF INTEREST

Councillor Conolly declared an interest on Item 049.

### Acknowledgement of Official Visitors to the Council

There were no official visitors.

**ORDINARY MEETING**

**Minutes:** 09 March 2021

**SECTION 1 - Confirmation of Minutes**

**64 RESOLUTION:**

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Calvert that the Minutes of the Ordinary Meeting held on 23 February 2021, be confirmed.

## ORDINARY MEETING

Minutes: 09 March 2021

### SECTION 2 – Mayoral Minutes

Item: 045                      MM - A Customer and Community Focused Council - (125610, 79351)

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#### MOTION:

RESOLVED on the motion by the Mayor, Councillor Conolly.

*Refer to RESOLUTION*

#### 65 RESOLUTION:

RESOLVED on the motion by the Mayor, Councillor Conolly.

That:

1. A set of metrics be developed at a Councillor Briefing Session that report on the facilities and operations that Council manage and that address the interaction with a range of Council's functions, including Customer Service, Cultural Services, City Planning and other relevant areas of Council.
2. Following the Councillor Briefing Session, the set of metrics be reported back to Council for consideration.
3. The information be published quarterly on Council's website and be updated every three months.

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

**Against the Motion:** Nil.

**Absent:** Councillor Rasmussen.

## ORDINARY MEETING

Minutes: 09 March 2021

### CONFIDENTIAL REPORTS

#### 66 RESOLUTION:

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

That:

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

**Item: 046 GM - Workers Compensation Matter - (79351)**

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

**Item: 047 SS - Lease to The Trust Company (Australia) Limited - Part Hollands Paddock - 50 The Terrace, Windsor - (112106, 95496, 132053)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

**Item: 048 SS - Property Matter - Lease to Urban City Consulting Pty Ltd - Johnson Wing, 4 Christie Street, Windsor - (112106, 95496, 85782)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

**Item: 049 SS - Property Matter - Lease to Britannia Catering - Deerubbin Centre Cafe, 300 George Street, Windsor - (112106, 95496, 151902)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

#### 67 RESOLUTION:

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

**ORDINARY MEETING**

**Minutes:** 09 March 2021

**Item: 046**                      **GM - Workers Compensation Matter - (79351) CONFIDENTIAL**

**Directorate:**                General Manager

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**MOTION:**

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

*Refer to RESOLUTION*

**68 RESOLUTION:**

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

That the information regarding the settlement of a Workers Compensation claim as detailed in the report be noted.

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

**Against the Motion:**        Nil.

**Absent:**                        Councillor Rasmussen.

## ORDINARY MEETING

Minutes: 09 March 2021

**Item: 047**                      **SS - Lease to The Trust Company (Australia) Limited - Part Hollands Paddock - 50 The Terrace, Windsor - (112106, 95496, 132053) CONFIDENTIAL**

**Previous Item:**              080, Ordinary (28 April 2020)

**Directorate:**                Support Services

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### MOTION:

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

### *Refer to RESOLUTION*

### 69 RESOLUTION:

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

That:

1. Council proceed to publicly exhibit and notify the proposed lease to The Trust Company (Australia) Limited for part of Hollands Paddock located at 50 The Terrace, Windsor, as outlined in the report and in accordance with Sections 47 and 47A of the Local Government Act, 1993.
2. At the expiration of the public notification period outlined in Part 1 above, the following action be taken:
  - a) Should any submissions be received regarding the proposed lease to The Trust Company (Australia) Limited for part of Hollands Paddock located at 50 The Terrace, Windsor, a further report be submitted to Council, or
  - b)
    - (i) Should no submissions be received, Council enter into a new lease with The Trust Company (Australia) Limited for part of Hollands Paddock, 50 The Terrace, Windsor, as outlined in the report.
    - (ii) Authority be given for any documentation in association with the matter to be executed under Seal of Council.
    - (iii) Details of Council's resolution be conveyed to the proposed Lessee, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

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

**Against the Motion:**        Nil.

**Absent:**                        Councillor Rasmussen.



## ORDINARY MEETING

Minutes: 09 March 2021

**Item: 048**                      **SS - Property Matter - Lease to Urban City Consulting Pty Ltd - Johnson Wing, 4 Christie Street, Windsor - (112106, 95496, 85782) CONFIDENTIAL**

**Directorate:**                      Support Services

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### **MOTION:**

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

***Refer to RESOLUTION***

### **70 RESOLUTION:**

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

That:

1. Council agree to enter into a new lease with Urban City Consulting Pty Ltd in regard to the Johnson Wing, 4 Christie Street, Windsor, as outlined in this report.
2. Authority be given for any documentation in association with this matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the Lessee, together with the advice that Council is not, and will not, be bound by the terms of its resolution until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

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

**Against the Motion:**                      Nil.

**Absent:**                                      Councillor Rasmussen.

## ORDINARY MEETING

Minutes: 09 March 2021

**Item: 049**                      **SS - Property Matter - Lease to Britannia Catering - Deerubbin Centre Cafe, 300 George Street, Windsor - (112106, 95496, 151902) CONFIDENTIAL**

**Directorate:**                      Support Services

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Councillor Conolly declared a pecuniary interest in this matter as the current tenant is a client. He left the Meeting and did not take part in voting or discussion on the matter.

The Mayor, Councillor Conolly requested that the Deputy Mayor, Councillor Lyons-Buckett preside at the meeting during consideration of this matter. The Mayor, Councillor Conolly left the meeting and the Deputy Mayor, Councillor Lyons-Buckett presided at the meeting for this matter.

### **MOTION:**

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

### ***Refer to RESOLUTION***

### **71 RESOLUTION:**

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

That:

1. Council agree to enter into a lease with Brett and Tanya Ramm, trading as Britannia Catering, for the property known as Deerubbin Centre Cafe, as outlined in the report.
2. In conjunction with Part 1. above, Council agree to surrender the current lease with Amos Leighton, trading as 'The Evergreen Café', for the property known as Deerubbin Centre Cafe, as outlined in the report.
3. Authority be given for the Surrender of Lease and the new Lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
4. Details of Council's resolution be conveyed to the current and proposed Lessees, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

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

**Against the Motion:**                      Councillor Ross.

**Absent:**                                      Councillors Conolly and Rasmussen.

### **Chairperson at Meeting**

The Mayor, Councillor Conolly returned and presided at the meeting.

**ORDINARY MEETING**

**Minutes:** 09 March 2021

The meeting terminated at 7:45pm.

Submitted to and confirmed at the Ordinary meeting held on 30 March 2021.

.....  
Mayor

ordinary

section 2

mayoral minutes

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 30 March 2021**

**SECTION 2 – Mayoral Minutes**

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

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

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

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

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

ordinary

section 3

reports  
for determination

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 30 March 2021

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 30 March 2021**

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 051**                      **GM - Draft Communication and Engagement Strategy - (79351)**

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Draft Communication and Engagement Strategy and to seek Council's endorsement to place the Draft Strategy on public exhibition for a period of 28 days.

**EXECUTIVE SUMMARY:**

The Draft Communication and Engagement Strategy sets out the strategic direction for the organisation's communication efforts. It seeks to build on the work which has been done to communicate and engage with the community, identifying opportunities and challenges, and how Council aims to improve its performance. Good communication and engagement will help Council deliver its services, inform, empower and connect with the community. The development of a Communication and Engagement Strategy will formally guide communication and engagement over the next four years. A copy of the Draft Communication and Engagement Strategy is attached as Attachment 1 to this report.

**RECOMMENDATION:**

That:

1. Council endorse the Draft Communication and Engagement Strategy attached as Attachment 1 to this report.
  2. The Draft Communication and Engagement Strategy 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 Draft Communication and Engagement Strategy, a further report be submitted to Council, or
    - b) Should no submissions be received, Council adopt the Draft Communication and Engagement Strategy attached in Attachment 1 to this report.
- 

**BACKGROUND**

Over the past four years, there have been a large number of community engagement projects, a series of town meetings in locations across the Hawkesbury and a Community Satisfaction Survey prepared. The feedback that has been received from the community on the way Council engages and communicates and advice from the community about what is important to them has been incorporated into the Draft Communication and Engagement Strategy.



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 30 March 2021**

The Hawkesbury City Council Community Satisfaction Research by Micromex Research conducted in 2018 was prepared to examine community attitudes and perceptions towards current and future services and facilities provided by Council. The research sought to identify the key drivers of the community's satisfaction with Council. It was found that 14 indicators contribute to 61% of overall satisfaction with Council and by addressing these Council will improve its overall satisfaction.

If Council 'provide transparent, accountable and respected leadership' that would contribute 12.8% towards overall satisfaction, which is by far the strongest driver of satisfaction. 'Engaging the community in making decision' contributed 7.6% to overall satisfaction. These top two drivers contributed to over 20% of satisfaction with Council alone.

The Community Satisfaction Survey also found that when the community were asked "*When Council is trying to inform or engage you on local issues, which of the following methods would be the most effective in communicating with you?*"

Residents indicated the following methods were their preference:

- Letters – 82%
- Community newsletter – 67%
- Social media – 66%
- Telephone – 55%
- Pop ups – 54%
- Newspaper – 46%
- Website – 35%

Methods of communication including emails, radio, SMS and noticeboards were low on the list of preferred methods of communication.

While these engagements were designed to gain feedback on a range of projects and examine the broad attitudes to services and facilities, they also provide valuable information on the community's expectations and frustrations with Council's engagement and communication approaches.

In the feedback gained, the community has made it clear the way Council communicates and engages are areas that Council can continue to evolve and improve.

The Communication and Engagement Strategy acknowledges the outcomes of this engagement and has been prepared to address concerns around transparent and accountable leadership, engaging the community in decision making and the most effective methods of communication.

## **DISCUSSION**

Communicating and engaging with the community across Council's large and geographically diverse area presents a number of challenges. Recently the area has been impacted by bushfires, flood and COVID-19 restrictions which has also influenced the way Council has communicated and engaged with the community. The community is not one group of people but a diverse range of audiences.

Council is communicating in a complex and dynamic environment and needs to ensure that it has strategies in place to move into the future. Delivering strong and effective communications helps Council build an informed community, able to be actively engaged in Council decision making.

A series of Key Initiatives have been developed as part the Draft Communication and Engagement Strategy to deliver improvements to both communication and engagement.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 30 March 2021**

### **Communications**

Council needs to deliver strong and effective communication to its community to ensure they are informed of the services, activities and programs it delivers and the decision making and planning processes.

It is important that the community understands the range of services, activities and projects the Council delivers to them on a daily basis, and that these add value to their lives.

Also it is important that the community understands Council's decision making and challenges, and that they trust Council as a source of information.

Council also want the community to know they are here to support them as Council makes decisions and puts in place plans that impact on the future of the area and that Council does take their feedback seriously.

Council's communication approach recognises the need to be flexible and deliver each message in the best way for the audience and the particular community, valuing direct communication.

Open and effective communication with the community by Council will deliver a range of benefits, including strong positive relationships, generating support and participation, and improve community awareness of programs, activities and services and how to access these services.

The Draft Communication and Engagement Strategy presents principles, the how, why, what and three Key Initiatives to improve communication with the community, staff, visitors and Councillors.

### **Community Engagement**

The aim of developing the Draft Communication and Engagement Strategy will help to ensure Council's engagement is:

- Consistent across all Council projects
- Identified early in the process to ensure the community is involved
- To identify what engagement is and how it should be applied across all Council areas
- Undertaken at the right level and has the right resources applied to deliver successful outcomes for Council and the community
- Delivered by using the principles of the International Association of Public Participation.

In addition to seeking community input into decision making, engagement activities will also be undertaken with the aim of building relationships and strengthening communities.

A key action of the Draft Communication and Engagement Strategy will be the development of the Engagement Toolkit which sets out why Council engages, who Council engages with, when Council engages and how Council engages. The Toolkit will outline how engagement feedback fits into Council's decision making, the mandatory engagement Council must deliver and the times Council do not engage.

The Draft Communication and Engagement Strategy contains three Key Initiatives that are supported by an Action Plan with timeframes to ensure the continuous development of our communication and engagement activities.

### **Draft Communication and Engagement Strategy Key Initiatives**

The Draft Communication and Engagement Strategy identifies three Key Initiatives which we will focus delivering on over the next four years. The Key Initiatives are underpinned by a series of commitments.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 30 March 2021**

- **Key Initiative 1 - Using communication to build trust and increase Council's standing in the community**
  - 1.1 Build our brand
  - 1.2 Share our story, be our own newsroom
  - 1.3 Engage our community
- **Key Initiative 2 - Connecting people with the information they need by building the capacity of our staff and Councillors to communicate, engage and champion council business.**
  - 2.1 Social Media
  - 2.2 Digital Communication
  - 2.3 Corporate Communications
  - 2.4 Emergency and Crisis Communication
  - 2.4 Creating an army of ambassadors
  - 2.5 Councillors
- **Key Initiative 3 - Celebrating and connecting local communities**
  - 3.1 Our Towns and Villages
  - 3.2 Our Visitors

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. The community engagement process proposed in this report meets the criteria for the minimum level of community engagement required under Council's Policy.

Community consultation will be undertaken in line with Council's Community Engagement Policy. The Draft Communication and Engagement Strategy will be put on public exhibition for a period on 28 days.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

Our Leadership

- 1.2 Communication and engagement - Encourage an informed community and enable meaningful engagement.
  - 1.2.1 Provide open and clear lines of communication with the community that use the most current forms of digital technology.
  - 1.2.2 Council's communication will be enhanced to ensure community awareness and understanding of the role Council plays in everyday life in the Hawkesbury.
  - 1.2.3 Provide quality customer service to the community.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 30 March 2021**

**FINANCIAL IMPACT**

There are direct financial implications applicable to this report. All expenses associated with the implementation of the Strategy are provided for in the adopted 2020/2021 Operational Plan.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

**ATTACHMENTS:**

**AT - 1** Draft Communication and Engagement Strategy - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 30 March 2021**

**Item: 052**                      **GM - 2020/2021 Events Sponsorship Program - Round 2 - (79351)**

**Previous Item:**            156, Ordinary (25 August 2020)

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council of applications received for financial and in-kind assistance under Round 2 of the Events Sponsorship Program for 2020/2021.

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

**EXECUTIVE SUMMARY:**

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

The objectives of the Events Strategy are to build:

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

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

The Events Sponsorship Program comprises of two rounds of event sponsorship per annum. The Program also establishes a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria.

Sponsorship for Round 2 of the 2020/2021 Program was open from 1 February 2021 to 28 February 2021 for events generally proposed to be held between early 2021 to late 2021. This report lists the six applications received under Round 2 of the 2020/2021 Event Sponsorship Program, the outcome of their assessment against the assessment criteria and the proposed level of financial assistance to be provided in respect of each of the successful applications.

The six applications received all met the assessment criteria. The allocation for Round 2 of the Event Sponsorship Program is \$20,121.

Round 1 of the 2020/2021 Event Sponsorship Program approved eight events to receive event sponsorship. Of the eight events, five events were cancelled due to the COVID-19 Pandemic and three events are proceeding.

In regard to the 2019/2020 Program, at the Councillor Briefing Session on 6 June 2020 it was agreed that event organisers that cancelled their event due to COVID-19, retain the funding they have been allocated to use for their events in 2021, of these seven events, six are proceeding and will be held in 2021. Council was notified on 8 March 2021 that the Pitt Town Anzac Day Ceremony which was due to take place on 25 April 2021 has been cancelled due to the restrictions and conditions in place due to COVID-19.

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**RECOMMENDATION:**

That Council:

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

1.	Light Up Windsor	\$5,000
2.	Hawkesbury Aboriginal Reconciliation Golf Day 2021	\$2,500
3.	Taste of Hawkesbury	\$3,300
4.	Lost Trades Fair	\$3,300
5.	Retro Vintage and Steampunk Festival	\$2,721
6.	Dinner by the River	\$3,300
2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1 to 6 as identified in Table 1 and Attachment 1 of this report.
3. Require all event organisers to prepare a COVID Safe Plan for sponsored events.
4. Note the updated information regarding Round 1 of the 2020/2021 Event Sponsorship Program.
5. Approve the funds distributed for the 2021 Pitt Town Anzac Day Ceremony be used towards the 2022 Pitt Town Anzac Day Ceremony.

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**BACKGROUND**

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

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

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

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

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**DISCUSSION**

The Events Strategy was adopted by Council in August 2018.

The objectives of the Events Strategy are to build:

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

Council has allocated \$65,000 in its 2020/2021 Operational Plan for the Event Sponsorship Program. As there are two rounds of Event Sponsorship the funding is roughly halved over the two funding opportunities during the year. Funding of \$11,500 was allocated in Round 1 for the three events which did proceed. It was not anticipated that there would be a significant number of event applications in Round 2, due to the ongoing Government restrictions on events, so a reallocation was made in the December 2020 Quarterly Review with \$33,050 transferred back to Council's general revenue from the Event Sponsorship Program budget. This means \$20,450 is now available for Event Sponsorship in Round 2.

Sponsorship for Round 2 was open from 1 February to 28 February 2021 for events generally proposed to be held between early-2021 and late-2021.

This report lists the six applications received under Round 2 of the 2020/2021 Event Sponsorship Program, the status of event against the Assessment Criteria and the proposed level of financial assistance to be provided in respect of each of the applications. The completed Assessment is attached in Attachment 2.

A number of event applicants have applied for funding greater than the funding allocation. All applicants have been assessed against the event sponsorship criteria matrix and have been allocated funding based on this assessment and funds.

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**2020/2021 Round 2 Applications Summary**

The details of the six applications can be summarised as follows in Table 1:

**Table 1 - 2020/2021 Round 2 Event Sponsorship Applications**

Number	Event Name	Event date/s at time of application	Status due to COVID-19	Submission of an application for event sponsorship 2020/2021	Comment/Recommendation
1	Light Up Windsor Festival	December 2021	Proceeding	Yes	Consider application in Event Sponsorship Round 2 2020/2021.
2	Hawkesbury Aboriginal Reconciliation Golf Day 2021	18 June 2021	Proceeding	Yes	Consider application in Event Sponsorship Round 2 2020/2021.
3	Taste of Hawkesbury	23, 24, 25 April 2021	Proceeding	Yes	Consider application in Event Sponsorship Round 2 2020/2021.
4	Lost Trades Fair	23, 24 October 2021	Proceeding	Yes	Consider application in Event Sponsorship Round 2 2020/2021.
5	Retro Vintage and Steampunk Festival	28 August 2021	Proceeding	Yes	Consider application in Event Sponsorship Round 2 2020/2021.
6	Dinner by the River	21, 22, 23 May 2021	Proceeding	Yes	Consider application in Event Sponsorship Round 2 2020/2021.

Attachment 1 to this report provides a detailed summary of the applications received and the proposed level of financial assistance requested. A copy of the analysis of each application against the Assessment Criteria Matrix is provided in Attachment 2 to this report.

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

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

There is sufficient funds to cover the total recommended amount of \$20,121 for Round 2 of the 2020/2021 Event Sponsorship Program.



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**2020/2021 Round 1 Applications Update**

Round 1 of the 2020/2021 Program approved eight events to receive event sponsorship, of the eight events, five events were cancelled due to the COVID-19 Pandemic and three are proceeding. Funding of \$11,500 has been allocated in Round 1 of the Event Sponsorship Program.

1.	Richmond Good Food Market	Proceeding
2.	Australiana Pioneer Village Traffic Management Plan	Proceeding
3.	Windsor Spectacular	Proceeding
4.	Hawkesbury Food & Wine Fest	Cancelled
5.	2020 Carols in the Park	Cancelled
6.	2020 Light up Windsor	Cancelled
7.	Hawkesbury Business Events	Cancelled
8.	Hawkesbury 120 Ski Race	Cancelled

**2019/2020 Application Update**

In regard to the 2019/2020 Program, at the Councillor Briefing Session on 6 June 2020 it was agreed that event organisers that cancelled their event due to COVID-19, retain the funding they have been allocated to use for their events in 2021, of these seven events, six are proceeding and will be held in 2021. Council was notified on 8 March 2021 that the Pitt Town Anzac Day Ceremony which was due to take place on 25 April 2021 has been cancelled due to the restrictions and conditions in place due to COVID-19.

**Event Strategy Review**

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

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

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

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

Council has been undertaking an ongoing review of the success of the Event Sponsorship Program. As part of the sponsorship rounds there has been an opportunity for Council to review the success of the program and make refinements as required. As part of the ongoing review of the Event Criteria Matrix in response to feedback, other suggestions to the criteria have also been explored including creating a category for indigenous events and business sponsorship. These will be included in a final review of the event sponsorship program at the conclusion of 2020/2021.

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## **COMMUNITY ENGAGEMENT**

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

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

- Available on Council's website from 1 February 2021 until 28 February 2021 with the Event Strategy and Event Sponsorship Application forms
- Advertised on Hawkesbury Events Facebook page on 1 February 2021 and 9 February 2021
- Promoted on the Hawkesbury City Council Facebook page on 1, 9, 15 and 24 February 2021
- Emailed to groups and individuals who had previously held events in the Hawkesbury or had had previous discussions with Council about events they would like to hold. Emails sent on 1 and 23 February 2021.

## **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 Community

#### 2.3 Community partnerships continue to evolve

##### 2.3.1 Encourage and facilitate community partnerships.

### Our Future

#### 5.5 Reinforcing our dynamic places - Support the revitalization of our town centres and growth of our business community

##### 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.

##### 5.5.3 Assist our town and village centres to become vibrant local hubs

#### 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression

##### 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.

#### 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest

##### 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.

##### 5.7.2 Develop Hawkesbury Tourism to enhance and strengthen opportunities within our tourism sector.

## **FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. Council has allocated \$65,000 in its 2020/2021 Operational Plan for the Event Sponsorship Program. Funds of \$11,500 were allocated in Round 1 of the 2021/2021 Program. As part of the December 2020 Quarterly Review \$33,050 was transferred back to Council's general revenue from the Event Sponsorship Program budget leaving \$20,450 available for Event Sponsorship in Round 2.

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The total Event Sponsorship funding for Round 2 was \$20,121. This includes a financial contribution of \$1,541 for the provision of venue hire fees for two of the events who applied for in-kind assistance with venue hire. In-kind support of nominated events for marketing and promotion is also provided.

After the allocation of \$20,121 in Round 2, there is \$329 remaining in the 2020/2021 event sponsorship budget.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

**ATTACHMENTS:**

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

**AT - 1 Detailed summary of the applications received and the proposed level of financial assistance to be provided**

Event Name	Event date/s	Status due to COVID-19	Satisfy Eligibility Criteria	Score on the Assessment Criteria Matrix. Maximum score of 70	Requested amount (\$) and money to be spent on	In-kind request	Recommended amount (\$) and inclusions (Ex GST)	Other Council assistance	How the event aligns with the Community Strategic Plan	Discussion	Recommendation
Light Up Windsor Festival	December 2021 (date tbc)	Proceeding	YES	64	\$ 5,000.00	Nil	\$5000 for event distribution (Lights and Decorations) TOTAL= \$5000	Marketing and promotion	<b>2.3.1</b> Encourage and facilitate community partnerships <b>5.5.1</b> Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses. <b>5.5.2</b> Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection. <b>5.5.3</b> Assist our town and village centres to become vibrant local hubs <b>5.6.1</b> Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another <b>5.7.1</b> Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors. <b>5.7.2</b> Develop Hawkesbury tourism to enhance and strengthen opportunities within our tourism sector	This Christmas event was started by the Windsor Business Group and has been running for more than 12 years. Now with the support of Council it has helped activate Windsor Town Centre, increased foot traffic with the local businesses, has community group involvement such as the Windsor Business Group, Windsor Girl Guides and Richmond Lions Club. In 2021 the event will be made up of a street festival and a lights trail out the township of Windsor. <u>This event aligns with the Community Strategic Plan by activating the town centre of Windsor, working with and developing partnerships with community/ business groups and enhancing opportunities in the tourism sector.</u>	Consider application in Event Sponsorship Round 2 2020/2021.
Hawkesbury Aboriginal Reconciliation Golf Day 2021	18 June 2021	Proceeding	YES	40	\$ 3,000.00	Nil	\$2500 for event distribution TOTAL = \$2500	Marketing and promotion	<b>2.3.1</b> Encourage and facilitate community partnerships <b>5.5.2</b> Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection. <b>5.6.1</b> Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.	The NSW Aboriginal Association have applied for event sponsorship for the Hawkesbury Aboriginal Reconciliation Golf Day 18 June 2021. The event will be held at the Richmond Golf Club. The event has been held previously in the Hawkesbury. It is anticipated that there will be members of the local community, both indigenous and non indigenous participating in the event. <u>These expected outcomes align with the Events Strategy's goals to support and build strong local connections and build resilience and a sense of place within the community</u>	Consider application in Event Sponsorship Round 2 2020/2021.
Taste of Hawkesbury	23 -25 April 2021	Proceeding	YES	44	\$ 5,000.00	Nil	\$3300 for event distribution TOTAL = \$3300	Marketing and promotion	<b>2.3.1</b> Encourage and facilitate community partnership <b>5.7.2</b> Develop Hawkesbury tourism to enhance and strengthen opportunities within our tourism sector	This will be the second event that Hawkesbury Harvest has held as part of the Hawkesbury Show. The Taste of Hawkesbury activation will promote the local food scene and build Hawkesbury's profile as a food destination and artisan food producing region. <u>he event aligns with the Hawkesbury Community Strategic Plans Direction's to promote Tourism and Development with opportunities for attendees to explore and discover the Hawkesbury and possibly revisit the region in future.</u>	Consider application in Event Sponsorship Round 2 2020/2021.
Lost Trades Fair	23 - 24 October 2021	Proceeding	YES	43	\$ 10,000.00	Waste and recycle bins Marketing and promotion	\$3300 for event distribution. (Funds could be used on waste management fees chared by the Hawkesbury District Agicultural Society) TOTAL = \$3300	Marketing and promotion	<b>2.3.1</b> Encourage and facilitate community partnership <b>5.7.2</b> Develop Hawkesbury tourism to enhance and strengthen opportunities within our tourism sector <b>5.7.1</b> Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.	The Lost Trades Fair will be held on the 23-24 October 2021 at the Hawkesbury Showground. The event has been held once before in the Hawkesbury in 2019 and has been held over many years in regional areas attracting over 20,000 people. The fair celebrates the art of skilled manual work with over 100 artisans, like stonemasons and blacksmiths who will be demonstrating their trades and shared their knowledge. <u>The event aligns with the Hawkesbury Community Strategic Plans Direction's to promote Tourism and Development with opportunities for attendees to explore and discover the Hawkesbury and possibly revisit the region in future. The event also provides the opportunity for community to appreciate artisans and therefore supports the Community Strategic Plans to strengPlans to strengthen cultural development and heritage.</u>	Consider application in Event Sponsorship Round 2 2020/2021.

Retro Vintage and Steampunk Festival	28 August 2021	Proceeding	YES	51	\$2,180	Marketing Promotion and venue hire fee waived	\$2180 for event distribution and \$541.00 for venue hire. TOTAL = \$2721	Marketing and promotion	<p><u>2.3.1</u> Encourage and facilitate community partnership <u>5.5.3</u> Assist our town and village centres to become vibrant local hubs <u>5.6.1</u> Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.</p> <p><u>5.7.2</u> Develop Hawkesbury tourism to enhance and strengthen opportunities within our tourism sector</p> <p><u>5.7.1</u> Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.</p>	<p>The Retro Vintage and Steampunk Festival will be held on 28 August 2021 in Windsor Mall. This will be the first time this event has been held. The festival will include market stalls, exhibitions performers and muscians who practice 'Upcycling' and use retro/ vintage items in their artwork and products. The event is a celebration of the historical aspects of the Hawkesbury as well as promoting retro and vintage businesses. <u>These expected outcomes align with the Events Strategy's goals to support and build strong local connections and assist our towns and villages to become vibrant local hubs.</u></p>	Consider application in Event Sponsorship Round 2 2020/2021.
Dinner by the River	21/22/23 May 2021	Proceeding	YES	42	\$25,000	Waste Bins, Recycle Bins, Marketing and promotion , Fencing Parking, Fencing Shore line, Access to Power, Access to Water, Venue hire Fee Waived	\$2300 for event distribution and bins. and \$1000 to go towards the park hire fees. TOTAL = \$3300	Marketing and promotion	<p><u>5.4.1</u> Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities. <u>5.6.1</u> Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.</p>	<p>Utopian Touring is holding Dinner by the River on 21/22/23 May 2021 at Governor Phillip Park. This is the second time this event will be held in the Hawkesbury. It will showcase iconic musicians, food and wine along the banks of the River with the number of attendees between 250- 450. Local volunteers, community groups, musicians and businesses will be involved. <u>These expected outcomes align with the Events Strategy's goals to support and build strong local connections and build resilience and a sense of place within the community and local businesses.</u></p>	Consider application in Event Sponsorship Round 2 2020/2021.
Round 2 Total	\$20,121.00										

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**AT - 2 Assessment Criteria Matrix for the six Event Sponsorship Applications under Round 2**  
**Event Sponsorship Program 2020/2021**

## Assessment Criteria Matrix

Event Name: Light Up Windsor  
 Event Location: Windsor Town Centre  
 Event Date: December 2021

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

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

Total Score

64

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## Assessment Criteria Matrix

Event Name: Hawkesbury Aboriginal Reconciliation Golf Day 2021  
 Event Location: Richmond Gold Club  
 Event Date: 18 June 2021

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



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

Total Score

40

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## Assessment Criteria Matrix

Event Name: Taste of Hawkesbury  
 Event Location: Hawkesbury Show - Hawkesbury Showground  
 Event Date: 23, 24 and 25 April 2021

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

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

Total Score

44

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## Assessment Criteria Matrix

Event Name: Lost Trades Fair  
 Event Location: Hawkesbury Showground  
 Event Date: 23 and 24 October 2021

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

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

Total Score

43

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## Assessment Criteria Matrix

Event Name: Retro Vintage and Steampunk Festival  
 Event Location: Windsor Mall  
 Event Date: 28 August 2021

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

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

Total Score

51

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## Assessment Criteria Matrix

Event Name: Dinner By The River  
 Event Location: Governor Phillip Park  
 Event Date: 21, 22 and 23 May 2021 (TBC)

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



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

Total Score

42

oooO END OF REPORT Oooo

**ORDINARY MEETING**  
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**CITY PLANNING**

**Item: 053**                      **CP - Proposed exhibition of the Draft Hawkesbury City Council Business Recovery Plan - (95498, 124414, 147666)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Draft Hawkesbury City Council Business Recovery Plan and seek Council's endorsement to place the Plan on public exhibition for a period of 28 days.

**EXECUTIVE SUMMARY:**

From the bushfires in October 2019, flooding in early 2020 and COVID-19 throughout 2020 the businesses within the Hawkesbury have largely experienced a significant economic impact. The Hawkesbury again faced a flood in March 2021 with water reaching levels not seen since 1961. Business Recovery will be required more than ever after all of these impacts. Council has worked with various State agencies, obtained grants and rolled out a number of business initiatives to support our business community.

The Draft Hawkesbury City Council Business Recovery Plan is aimed at building on this work and outlining the key actions to be undertaken over the next couple of years to assist with business recovery. The key themes of the draft plan are "Regroup, Reactivate and Recover."

The development of this plan has entailed engagement with the business community and other stakeholders and is being submitted for Council's consideration prior to placing it on exhibition.

**RECOMMENDATION:**

That:

1. Council approve public exhibition of the Draft Hawkesbury City Council Business Recovery Plan for a period of 28 days.
  2. At the expiration of the public notification period, the following action should be taken:
    - a) Should any submissions be received regarding the proposed Draft Hawkesbury City Council Business Recovery Plan, a further report be submitted to Council, or
    - b) Should no submissions be received, Council adopt the Hawkesbury City Council Business Recovery Plan as shown in Attachment 1 to this report.
- 

**BACKGROUND**

In 2018 the State Government and the Greater Sydney Commission released their suite of Metropolitan and District Plans. Towards the end of 2019, in accordance with actions outlined in the State Government Plans, Council staff commenced the development of an Economic Development Strategy. Since that time, Hawkesbury has experienced three unprecedented disasters over the past 18 months with catastrophic

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bushfires, flooding and the COVID-19 Pandemic. The subsequent economic impacts across the Hawkesbury have been both considerable and varied.

In response to these circumstances a series of grant funding opportunities arose. Building on these funds, Council staff developed and implemented several initiatives to provide support to the businesses including:

- A Small Business Mentoring Program launched with Western Sydney Advisory to assist up to 100 local small business owners.
- A Businesswomen Mentoring Program launched with Western Sydney Women.
- A Pilot Placed Based Mainstreet Recovery Program for Windsor Mall and South Windsor.
- A 'Getting Women Back to Business' Support Program launched with How to Job Search and Western Sydney Business Centre.
- The 'Pilot Business Bounce Back Mentoring' Program for Tourism Operators launched with Sparrowly Group.
- The Smart Farms Program working with Regional Development Australia.
- A link with the Biz Rebuild Team providing business support and financial assistance.
- A Hawkesbury Business Hub Newsletter.
- A dedicated Business Hub online to capture all business information in a centralised location.
- A range of business webinars and keynote speakers for Small Business Month in October.

Council continues to promote and actively connect businesses to the local Business Connect Advisors funded by the NSW Government.

This support is ongoing. To further assist Council in better understanding the impacts of COVID-19 on businesses and various industry sectors, Council undertook data analysis, business engagement and a business impact survey. Survey responses were received from a variety of industry sectors including retail, agriculture, manufacturing and construction.

## **DISCUSSION**

The Business Recovery Plan outlines the role Council can play to support the business recovery and has three key themes:

- Regroup
- Reactivate
- Recover

**Regroup:** this strategic theme is concerned with taking stock of the situation, understanding the areas of most need, and getting procedures in place to facilitate a quick recovery. It will require Council to monitor the performance of the local economy, set the strategic direction and effectively communicate with key stakeholders and delivery partners. Eight actions have been allocated to this part of the Plan nominating responsibilities across Council Branches and Delivery Partners with measures for success.

**Reactivate:** this strategic theme is concerned with helping business and town centres to get moving again. This could be in the form of practical support for existing business owners, encouraging new business owners, connecting people to local training and employment opportunities, and refreshing tired or vacant local shopping centres. Nine actions have been allocated to this part of the Plan nominating responsibilities across Council Branches and Delivery Partners with measures for success.

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**Recover:** this strategic theme is concerned with external marketing and promotion to target audiences. It is primarily aimed at attracting visitors to come and experience what Hawkesbury has to offer. It is also concerned with creating and trialling new visitor experiences. Eight actions have been allocated to this part of the Plan nominating responsibilities across Council Branches and Delivery Partners with measures for success.

This document is a two-year document designed to focus on recovery and alignment with the Regional Economic Development Strategy currently in development by the Western Sydney Parkland Authority.

In the preparation of this draft Plan Council undertook the following steps:

- Undertook data analysis to assess the impact of COVID-19 Pandemic;
- Conducted a Business Impact Survey;
- Consulted Council's Tourism Committee;
- Engaged with members of the Ag Education Stakeholder Committee Meeting;
- Engaged with the various business groups; and
- Held a Councillor briefing on 20 October 2020 to share the impacts of the COVID-19 Pandemic on the Business Community as well as the results from the business impact survey and the outline of the Business Recovery Plan.

#### **COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that the Policy is placed on public exhibition for a period of 28 days.

#### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

##### Our Future

- 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community
  - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
  - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.

#### **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** Draft Hawkesbury City Council Business Recovery Plan - *(Distributed under separate cover).*

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 30 March 2021**

**Item: 054**                      **CP - Net Zero Emissions and Water Efficiency Strategy - (95498, 124414)**

**Previous Item:**            245, Ordinary (8 December 2020)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council of the outcome of public exhibition of the Draft Net Zero Emissions and Water Efficiency Strategy, and to seek adoption of the Strategy.

**EXECUTIVE SUMMARY:**

In order to meet Council's resolved position with respect to emissions, a Draft Net Zero Emissions and Water Efficiency Strategy was developed.

Council at its Ordinary Meeting on 8 December 2020 resolved to place the Draft Net Zero Emissions and Water Efficiency Strategy on public exhibition.

The Draft Strategy was publicly exhibited for an extended period of time between Friday, 18 December 2020 to Monday, 15 February 2021. A total of 18 submissions were received during the exhibition period from individuals, environmental representative groups, Sydney Water and Western Sydney University.

The report provides details of the submissions, but the primary matters raised in submissions included:

- Support for the strategy
- Strong support for partnerships
- Need for an increase in community education
- Recognition that the Strategy is both a Community and Council Strategy, and the role for Council to lead and support the community to achieve the target
- Support for increased sustainability provisions for new and existing development
- Promoting/encouraging solar uptake
- General comments about water sensitive urban design, cycleways, pedestrian paths, tree canopy and greening centres

**RECOMMENDATION:**

That Council:

1. Receive the outcome of the public exhibition of the Draft Net Zero Emissions and Water Efficiency Strategy.
  2. Adopt the Net Zero Emissions and Water Efficiency Strategy, attached as Attachment 3 to this report.
-

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## **BACKGROUND**

Through a Mayoral Minute at its Ordinary Meeting on 10 September 2019, Council resolved (in part):

*"That Council:*

*Commits to working with local governments and other levels of government to become a net zero emissions organisation by 2050, if not sooner'.*

Further to this, the Hawkesbury Community Strategic Plan 2017-2036, includes:

*'Become a carbon neutral Local Government Area'* as a key direction and strategy.

In order to meet Council's resolved position, a Draft Net Zero Emissions and Water Efficiency Strategy was developed. The Draft Strategy established a baseline year in order to enable Council to measure the effectiveness of actions to reduce our emissions and water usage over time.

The Draft Strategy outlines an emissions reduction and water efficiency pathway, listing actions that can be undertaken by Council, and the community to reduce emissions and water usage.

Council at its Ordinary Meeting on 8 December 2020, resolved to place the Draft Net Zero Emissions and Water Efficiency Strategy on public exhibition.

## **Relevant Legislation**

Local Government Act 1993.

## **DISCUSSION**

Council at its Ordinary Meeting on 8 December 2020, resolved to place the Draft Net Zero Emissions and Water Efficiency Strategy on public exhibition. The Draft Strategy outlines an emissions reduction and water efficiency pathway, listing actions that can be undertaken by Council, and the community to reduce emissions and water usage.

The Draft Strategy was publicly exhibited for an extended period of time between Friday, 18 December 2020 to Monday, 15 February 2021.

A total of 18 submissions were received during the exhibition period from individuals, environmental representative groups, Sydney Water and Western Sydney University.

One of these submissions was from the local Climate Action Network (CAN). The Climate Action Network is a coalition of Hawkesbury based environment and climate action groups, including Hawkesbury Environment Network (HEN), Macquarie Electorate Student Climate Activists (MESCA), StopAdani Hawkesbury, Hawkesbury Community Unions Alliance and Macquarie GetUp.

Copies of the submissions are attached as Attachment 1 to this report, whilst Attachment 2 to this report provides a summary of each submission along with a comment from officers.

The primary matters raised in submissions included:

- Support for the strategy
- Strong support for partnerships
- Need for an increase in community education
- Recognition that the Strategy is both a Community and Council Strategy, and the role for Council to lead and support the community to achieve the target
- Support for increased sustainability provisions for new & existing development
- Promoting/ encouraging solar uptake

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- General comments about water sensitive urban design, cycleways, pedestrian paths, tree canopy and greening centres

Based on consideration of the submissions, the Draft Net Zero Emissions and Water Efficiency Strategy has been amended and is attached as Attachment 3 to this report. Adoption of the Net Zero Emissions and Water Efficiency Strategy contained in Attachment 3 is sought.

#### **COMMUNITY ENGAGEMENT**

Details of the public exhibition were placed in The Courier, on Council's website and promoted through Council's Facebook page and the 'Your Hawkesbury-Your Say' online engagement site. In addition, exhibition details were also e-mailed to a database of contacts, including all submitters to previous strategies (Local Strategic Planning Statement, Local Housing Strategy and Employment Lands Strategy). Exhibition details were also e-mailed to local known environment and climate action groups and previous attendees to Council's 'War on Waste' workshop series. Hard copies of the exhibition materials were also placed at Council's Administration Centre.

#### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The report is consistent with a wide range of Focus Areas, Directions and Strategies within the CSP.

Our Leadership - 1.3, 1.4 and 1.5  
Our Community - 2.3  
Our Environment - 3.1, 3.2, 3.3 and 3.4  
Our Assets - 4.1 and 4.3  
Our Future - 5.1.

#### **FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. Funding for implementation of this strategy is being considered as part of the Draft 2021/2022 Operational Plan.

#### **FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

#### **ATTACHMENTS:**

- AT - 1** Copy of Submissions – Draft Net Zero Emissions and Water Efficiency Strategy - (*Distributed under separate cover*).
- AT - 2** Summary of Submissions - Draft Net Zero Emissions and Water Efficiency Strategy.
- AT - 3** Net Zero Emissions and Water Efficiency Strategy - (*Distributed under separate cover*).

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**AT - 2 Summary of Submissions - Draft Net Zero Emissions and Water Efficiency Strategy**

Submission	Officer Comments
1. Council is moving in the right direction. Looking forward to more environmentally good outcomes for the Hawkesbury.	Received and noted.
2. Wentworth Community Housing still has fluorescent lights in many of their properties. If these were replaced with LED lights it could make a big difference given the number of light fittings involved.	Council can liaise with Wentworth Community Housing on increasing energy efficiency in social housing. However, Council does not have any direct control to require these upgrades by Wentworth Community Housing.
3. Council should take a strong lead to reduce cars on the road by providing safe cycleways and pedestrian paths with the aim to make Richmond and Windsor pedestrian and cycle access so safe and easy that we become the envy of all the other Greater Sydney communities.	Active transport options for the Hawkesbury, including improving cycleways and pedestrian paths continue to be planned and supported by Council.  Pedestrian and cycleway connections are a key consideration of the town centre revitalisation project.
4. Future developments should have energy efficiency plans approved by Council. Council rates should be adjusted according to the carbon footprint of land and housing. All housing being put up for sale should have an environmental/sustainability rating and sales taxes should be adjusted accordingly. Housing that is approved needs to be below a certain size. Trees and landscaping should be part of property proposals. Passive solar orientation of dwellings should all be part of routine approvals.	The suggestions within the submission are not a legislative requirement, therefore Council is unable to enforce these. However, Council's Development Control Plan is currently being updated to include sustainability requirements.  Energy efficiency measures are a requirement under the BASIX State Environmental Planning Policy. The BASIX State Environmental Planning Policy overrides any localised energy efficiency provisions. The BASIX State Environmental Planning Policy is currently being reviewed by the State Government and will be incorporated into a proposed new Design & Place State Environmental Planning Policy.  Landscaping plans are a requirement of a development application approval process.
5. Supports the Net Zero Emissions and Water Efficiency Strategy, however believes HCC should have a greater impact on the energy and water efficiency of all new developments and renovations in the Hawkesbury. Since HCC's contribution to greenhouse gas emissions are a small component of total emissions, a greater impact on residential and business emissions is needed.	Council in partnership with WSROC and Business Australia are offering businesses a free energy audit, through the Business Energy Advisory Program (BEAP). The audit identifies where businesses can become more energy efficient in their processes and assist businesses to seek possible grant funding to implement any suggested changes.  Council will be holding a series of sustainability workshops including the topics of energy efficiency in dwellings and solar power. In addition, Council will continue to promote the Department of Planning Industry and Environment's Empowering Homes Program offering Hawkesbury residents interest free loans to install solar and batteries.



## ORDINARY MEETING

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Submission	Officer Comments
<p>6.</p> <ul style="list-style-type: none"> <li>• Mandating new home/development are fully solar powered and have water tanks/use grey water on gardens.</li> <li>• Encourage community owned/managed renewable projects</li> <li>• greater community input and agency on energy use and emissions</li> <li>• electric vehicle charging stations in central places including and new retail developments –</li> <li>• lobbying for better climate policy at state and national level</li> <li>• avoid working with companies that support fossil fuel mining through capital or labour –</li> <li>• mass tree planting of natives to reduce heat</li> <li>• creating more community gardens and improving food security</li> <li>• creating opportunities for community to connect</li> <li>• better flood awareness and mitigation, including stricter bans on low-lying developments</li> <li>• <input type="checkbox"/> better bushfire awareness and communication networks.</li> </ul>	<p>Solar system installation and water tanks/ grey water usage is not a legislative requirement and therefore cannot be enforced. The installation of these will be considered through preparation of Council's Development Control Plan.</p> <p>Council will continue to advocate to the Department of Planning Infrastructure and Environment for higher BASIX requirements.</p> <p>Council has commenced discussions with Endeavour Energy regarding electricity grid battery storage and community batteries.</p> <p>Possible locations for future installations of Electric Vehicle charging infrastructure will be identified during the detailed design stage of the Town Centre Revitalisation project. In addition, Council will continue to work with Western Sydney Regional Organisation of Councils on the development of a regional Electric Vehicle Roadmap.</p> <p>Council was recently awarded a \$1.2M Greening Our City Grant to put towards the Hawkesbury Vibrant Towns and Villages work. Council will continue to seek grant funding to provide further green infrastructure within our local government area. An action within this Strategy is to develop an Urban Forest Strategy which will focus on increasing tree canopy cover within the Local Government Area.</p> <p>In partnership with our local emergency services, Council will continue to promote flood and bushfire awareness. In addition, Council has developed the Hawkesbury Disaster and Emergency Dashboard to assist our community in accessing information prior to, during and after disaster and emergency events.</p>
<p>7. All new homes should have solar panels, water tanks and recycled water systems.</p> <p>All parks should have toilet facilities. Multiple bins for dog waste in parks. Have green bins in more areas.</p> <p>Have disability markings on pathways and crossings.</p> <p>Lobby other government levels on climate change and sustainability as well as private enterprise.</p>	<p>Solar system installation and water tanks/ grey water usage is not a legislative requirement, and therefore cannot be enforced. The installation of these will be considered through preparation of Council's Development Control Plan.</p> <p>In reference to disability markings, toilet facilities and waste disposal in our parks, these items will be discussed further with the appropriate staff within Council.</p> <p>Council will continue to liaise with and advocate to State Government departments on Climate Change and sustainability matters.</p>

**ORDINARY MEETING****SECTION 3 – Reports for Determination****Meeting Date:** 30 March 2021

<b>Submission</b>	<b>Officer Comments</b>
8. Set targets to ensure that the water quality in the Hawkesbury is clear of contamination from PFAS chemicals.	<p>The Strategy focuses on the reduction of carbon emissions and water efficiency measures.</p> <p>Further information on the PFAS investigation is available on the PFAS Website. The PFAS Management Area Plan and Ongoing Monitoring Plan are to be implemented by Defence</p>
9. If we look around the world, putting a date on net zero is a poor and unreliable economic strategy, renewable energy sources despite improving are yet to be reliable and cost effective compared to cheaper alternatives (clean coal is much better way forward or nuclear).  Shorter targets of improving environmental impact year after year in smaller time frames (5 years) is a better strategic policy.	<p>Council's Net Zero Emissions target aligns with the NSW Government Net Zero Plan- Stage 1, and the Federal Government's commitment to the Paris Agreement.</p> <p>The Action Plan within the Strategy includes Short (0-2 years), Medium (2-5 years) and Long (5-10 years) timeframe for the actions.</p>
10. Put infrastructure into all residential areas so we don't have to use our own power to run water tanks and septic or help assist residents to install solar at reduced prices.	<p>Delivery of infrastructure involves a number of stakeholders and also depends on location. Therefore Council is developing partnerships with organisations such as Endeavour Energy.</p>
11. Recognising the critical need for climate action, the University of Western Sydney welcomes and supports the initiatives outlined in the Draft Strategy, noting that the strong alignment with our existing sustainability commitments. We welcome the opportunity to work with HCC to improve education, awareness and action on climate change mitigation.	<p>Council looks forward to working in partnership with Western Sydney University in this respect.</p>

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<b>Submission</b>	<b>Officer Comments</b>
<p>12. Raises a number of questions:</p> <ol style="list-style-type: none"><li>1. What evidence is there that ANY reduced CO2 emissions will cause climate warming/change?</li><li>2. What is the COST if your envisaged proposals?</li><li>3. How can you set targets for water usage: less or at reduced 'increases' over time when (to my knowledge) increases in population in the council area are 'malleable' at best?</li><li>4. Tell me HOW MUCH WILL ALL THIS COST?</li><li>5. What is the option if nothing is done; other than good 'housekeeping' and efficient use of council resources? (Instead of proselytizing the evil of CO2) 6. Please let me know how you've arrived at timelines and planned targets and what will be the effect on residents' rates? How do you propose to justify ANY increases; beyond the sometimes inordinate costs of council for what we get as residents. Stick to the local roads, rubbish removal and modicum of local planning for the future without imposing yet more onerous desired outcomes for as-yet unproven emerging 'dooms'.</li></ol>	<p>Council's Net Zero Emissions target aligns with the NSW Government Net Zero Plan- Stage 1, and the Federal Government's commitment to the Paris Agreement.</p> <p>Council has already obtained cost savings as a result of the solar systems installed on Council buildings to date and through the signing of a power purchase agreement.</p> <p>Estimated population increases have been factored into the targets set for water- reference water reduction.</p> <p>Each action identified within the plan requiring expenditure will be subject to Council's internal budget processes.</p> <p>To continue to operate in a 'business as usual' scenario, Council will experience an increase in costs and in turn an increase in emissions.</p> <p>Kinesis modelling provided in the appendix has informed the targets set.</p>

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## SECTION 3 – Reports for Determination

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<p>13. In the executive summary it is stated that the Hawkesbury's households generate nearly 60% more emissions than the average household in Greater Sydney. Why is this referring to households and not the total emissions for the LGA. When you consider that 80% of the Hawkesbury LGA is National Park and native vegetation, the composition should be between LGA's and not households.</p> <p>In the section 'Low carbon and local transport' does the council give preference to local residents when employing staff or sub-contracting services. In the section 'Strategic Context' Figure 1 Extreme Temperature, of course it is hotter in the Hawkesbury than in the city of Sydney due to the sea breeze. Why only use the last 20 years of temperatures. What was the effect of moving the temperature point from the Agricultural College/University to the current site on the RAAF Base. Community Baseline Section – The council has the greatest power to affect the reduction as set out in this section. Changing policy on subdividing older house blocks (average 1,000 sq. m) into smaller blocks would achieve the required greening in the urban areas of Richmond, Windsor and South Windsor. Change the building code to mandate Solar Hot Water, Solar PV and install large capacity water tanks on all new homes. This could also be extended to new structures such as sheds in rural areas.</p>	<p>Households and businesses are our largest emissions sources hence the comparison. Households are the greatest emissions source.</p> <p>Therefore, the biggest reductions in emissions for the Hawkesbury Local Government Area will be seen when households and business implement actions to become more energy efficient.</p> <p>The Strategy does not include an historical overview of localised temperature readings.</p> <p>Further information on how high and extreme temperatures are affecting the communities of Western Sydney can be found in the Western Sydney Regional Organisation of Councils- <a href="#">Turn Down the Heat Strategy</a>. Council continues to work in partnership with Western Sydney Regional Organisation of Councils towards the actions identified within the <i>Turn Down the Heat Strategy</i>.</p> <p>Council's Development Control Plan is currently being reviewed and updated to include sustainability requirements which will be applied to all types of development.</p>

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<b>Submission</b>	<b>Officer Comments</b>
<p>13. Continued</p> <p>Other changes that could be made to all new homes and major renovations are insulation in the roof and external walls, the colour of roofing material should also be considered.</p> <p>In the section headed 'Green public domain for resilience to urban heat' – In the section 'Alternative approach to increased greening' (Figure 12), who is going to maintain the green section as they appear to be common area? A better solution would be to restrict the hard cover (house and paving) to 50% on the block which will allow trees and green space in individual homes. Homes with enough space for gardens will reduce Landfill by composting green waste and most vegetable food scraps.</p> <p>The Council could encourage residences by a reduction in rates for households that comply with reducing the CO2 emissions if they already have or retrofit the above changes to existing dwellings.</p>	<p>Figure 12 within the Strategy is an example of how current subdivisions are designed and how future developments could be planned to maximise green areas.</p> <p>Council's Development Control Plan is currently being reviewed and updated to include sustainability requirements which will be applied to all types of development.</p>

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<p>14. Overall the Draft Zero Emissions and Water Efficiency Strategy is a welcome positive step towards improving liveability in the Hawkesbury. It will also help make a small step forward to improving global emissions and reducing risk of the adverse impacts of Climate Change. The timing of the Strategy is apt given fundamental changes happening to the climate and liveability in Western Sydney as suggested in recent media.</p>	<p>Council will inform the community on an ongoing basis around energy efficiency, solar PV, water efficiency, waste and other sustainability initiatives and programs. Council will seek the support of existing community organisations to aid the implementation and dissemination of information resulting from the adoption of this Strategy.</p> <p>Council will continue to share information through a number of channels including:</p> <ul style="list-style-type: none"> <li>o Council's website</li> <li>o Social media</li> <li>o Newspapers</li> <li>o Council Rates notice</li> <li>o Workshops and events.</li> </ul>
<p>15. Hawkesbury Environmental Network (HEN)</p> <p>HEN applauds Council's actions to date to reduce emissions and water use, however, it is of great concern that Hawkesbury's households generate nearly 60% more emissions than the average household in Greater Sydney, the leadership role of Hawkesbury City Council working with local partner organisations to reduce emissions from households and businesses cannot be underestimated. Given that 97% of all Hawkesbury emissions come from non-Council sources this is where the greatest overall savings can be made. Council staff and elected Councillors are in a position to educate and influence residents and business owners in various forums. Funding must be allocated every year to ensure that the targets and actions listed in the strategy are achieved.</p> <p>In addition to reducing emissions by switching to renewable energy, it will be imperative that existing stores of carbon are protected in the region and the capacity of new stores of carbon maximised. Hawkesbury farmers should be encouraged to adopt regenerative farming practices to increase soil carbon.</p> <p>HEN seeks to work with Council to achieve its Net Zero Emissions and Water Efficiency Strategy.</p>	<p>Council welcomes the opportunity to work with local organisations to reduce community emissions. Council will continue to provide our community with information on how they can reduce their emissions, understanding that collectively, the community can undertake significant emissions and water reductions measures. Further community targets have been included in the Strategy. These include:</p> <ul style="list-style-type: none"> <li>o <u>Low Carbon &amp; Local Transport</u>- Community increased usage of public transport, walkways and cycleways. Increasing number of electric vehicles registered within the Hawkesbury Local Government Area.</li> <li>o <u>Towards a Zero- Waste Community</u>- reduction in organic waste being disposed of at Hawkesbury's Waste Management Facility</li> <li>o <u>Drought resilient, green centres</u>- Community reductions in household mains water usage</li> </ul> <p>Council will also work in partnership with the Department of Planning Industry and Environment, Local Land Services, Regional Development Australia and Landcare to support and promote programs aimed at improving soil health and farming practises.</p>

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<p>16. Hawkesbury Climate Action Network (HCAN)</p> <p><b>HCAN</b> is a coalition of Hawkesbury based environment and climate action groups. We support Council's work to develop a strategy for reducing carbon emissions and improving water efficiency in the Hawkesbury and applaud Council's current efforts to reduce their own emissions from electricity use.</p> <p>HCAN recommends the following: Changing the recommended community targets in line with other NSW Council community targets. Complete an abatement cost analysis and prioritise actions based on the outcome to ensure Council's limited resources and time are used for maximum benefit – Develop a detailed action plan for renewable energy – Develop a detailed action plan for protecting and enhancing carbon sequestration.</p> <p>The water efficiency strategy does not consider the implications of drying Australia – the proposed 'no net growth' water efficiency target does not allow for reduced water availability as a result of climate change and should be revised. There is little or no detail on the sources of our water or composition of water consumers. This will be essential to identify how to prepare for a drying future with changed precipitation patterns. Council should commission further studies to address this data gap.</p> <p>The strategy relies on carbon sequestration for 10% of the net result (approximately 80,000 tonnes CO<sub>2</sub> per year). This is not a good idea because: This will require about 8,000 hectares of trees or about 240,000 hectares of improved soil carbon sequestration. This is approximately 3% and 85% of the entire LGA respectively. There isn't 'hat much unforested land available. We should not be using carbon sequestration to offset emissions we can avoid (e.g. energy) as we will need all the available land to offset the emissions we can't avoid, such as landfill legacy emissions, and to draw down excess carbon from the atmosphere to help stabilise the climate.</p>	<p>In terms of targets, the Strategy is aligned with the NSW Governments Net Zero Plan – Stage 1, and the Federal Government's commitment to the Paris Agreement.</p> <p>A review of the current suggested community targets in comparison to other NSW council community targets and determine the feasibility can be undertaken when the Strategy is reviewed.</p> <p>Actions within the Strategy will receive funding based on the requirements of Council's current internal budget process.</p> <p>Possible future solar installations have been identified by Council.</p> <p>Council will also work in partnership with the Department of Planning Industry and Environment, Local Land Services, Regional Development Australia and Landcare to support and promote programs aimed at improving soil health and farming practises.</p> <p>Sources of water within the Local Government Area to be included under the section titled <i>Drought resilient, green centres</i>.</p>

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<p>16. Continued</p> <p>The strategy does not account for emissions from our sewage treatment facilities. These emissions are usually about one third of all waste emissions (the remainder being landfill emissions). Even though they are a relatively small direct emissions source, they are also a very significant consumer of electricity. Council has direct control over sewage emissions and should be focused on reducing them.</p> <p>There are technologies available that will enhance carbon sequestration at the same time as reducing electricity use and direct emissions, making sewage treatment a potentially carbon positive activity</p>	<p>As mentioned within the Strategy, the emissions and fugitive emissions of our wastewater treatment plants have been excluded from the analysis due to the complexity in accurately modelling them. Council is investigating how to best calculate this for future updates of the Strategy.</p> <p>The Council emissions inventory includes electricity emissions from all Council assets, including the wastewater treatment facilities.</p>
<p>17. I would like to congratulate Hawkesbury City Council and the staff on the development of the Net Zero Emissions + Water Efficient Strategy. The document is well thought out and addresses a number of critical areas that relate to climate change. Specific recommendations for the document include:</p> <ul style="list-style-type: none"> <li>- Amend the Executive Summary and Section 6 'Council Leading by Example' to say Net Zero Emissions by 2030 or earlier if possible. At present the document outlines <i>Council has set an aspirational target to achieve net zero emissions across its own operations by 2050 if not sooner, however you have a target of Net Zero Emissions by 2030 or earlier</i> in the section 'Establishing Targets and Monitoring Our Success'.</li> <li>- Inclusion of street trees in the 'Green Public Domain for Resilience to Urban Heat' section.</li> <li>- Consideration of solar carports in Council owned car parks to provide shade / shelter, solar generation and electric vehicle charging</li> <li>- Council to lobby TfNSW to increase the frequency of train services to the region as part of the facilitation of public transport and on-</li> </ul>	<p>Noted and the Strategy has been amended to reflect the target of Net Zero Emissions by 2030, including the Executive Summary.</p> <p>Street trees to be referenced in the section titled <i>Green public domain for resilience to urban heat</i>.</p> <p>Noted Included within the Strategy actions</p> <p>Included within the Strategy actions</p>



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<p>demand infrastructure</p> <ul style="list-style-type: none"> <li>- Investigate car share services for the region to reduce the need for a second vehicle</li> <li>- Inclusion of water sensitive urban design into the revitalisation of urban centres not just looking at recycled water</li> <li>- Regular monitoring and reporting to the community on an annual basis.</li> <li>- An increase in education, incentives, and opportunities to support behaviour change.</li> </ul> <p>I also encourage Council to undertake a climate risk assessment for both Council and the community and develop an appropriate adaptation plan. Our community needs to be ready and resilient to face the next event.</p> <p>I look forward to seeing more action on climate change at a local level and encourage Council to take a leadership role in delivering cost effective emission reductions across its own operations and the community, along with facilitating drought proof water infrastructure.</p>	<p>Noted and to be incorporated under <i>Drought resilient, green centres</i>.</p> <p>Reporting on this strategy will be completed on an annual basis in line with reporting on Council's Community Strategic Plan.</p> <p>Council's workshops will be linked to the outcomes and actions of the Strategy.</p> <p>Council has launched a Disaster and Emergency Dashboard, accessible via Council's website. The Dashboard provides up to date information during events along with preparedness and recovery information.</p>
<p>18. Sydney Water</p>	<p>Sydney Water supports the overall Strategy and also the 6 Key Strategies, stating the 6 Key Strategies will support Council's zero-emissions and resilient Hawkesbury aspiration.</p> <p>Sydney Water has outlined it would like to partner and collaborate in a number of areas including:</p> <ul style="list-style-type: none"> <li>• Greater use of recycled water and water in the landscape</li> <li>• Potential Recycled Water Schemes</li> <li>• Partner with Council in BASIX Targets and BASIX Review</li> <li>• Water Conservation Programs</li> <li>• Household Energy Use (hot water systems)</li> <li>• Circular Economy- Agribusiness Precinct – Bioresources Hub</li> <li>• Food Waste</li> <li>• Collaborate and Support Efficient Management of Council's Wastewater treatment plants: to achieve energy and water efficiency targets.</li> </ul>

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<p style="text-align: center;"><b>Strategic Context</b></p> <p>Sydney Water supports the strategy's strategic context setting in light of climate change impact, especially for extreme temperature caused by urban heat island.</p>	Noted
<p style="text-align: center;"><b>Community Engagement Results</b></p> <p>Sydney Water notes Council's draft strategy is driven and informed by community insights.</p>	Noted
<p style="text-align: center;"><b>Six Strategies to Zero-Carbon Resilient Hawkesbury</b></p> <p>Sydney Water believes that the six proposed strategies are well covered to support the Council's zero-emission and resilient Hawkesbury aspiration.</p> <p>Sydney Water ... is interested to work with Council to assist planning and the implementation of relevant strategies and actions</p>	Noted
<p style="text-align: center;"><b>Greater use of recycled water and water in the landscape</b></p> <p>Sydney Water would welcome the opportunity for further discussions with Council on how we can work together to support greater use of recycled water in the Hawkesbury LGA.</p> <p>Increasing the supply and use of recycled water will be critical to creating a resilient water supply which enables a green, connected and advanced Western Parkland City.</p>	Noted

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<p><b>Potential recycled water schemes with Sydney Water</b></p> <p>Sydney Water supports the Council's target to meet all non-potable water use in suburbs are serviced by recycled water.</p> <p>Sydney Water operates recycled water schemes from our Richmond Water Recycling Plant (WRP). This plant currently supplies recycled water to Richmond Golf Course and the University of Western Sydney campus at Richmond.</p> <p>Recycled water from Sydney Water's Richmond WRP would also be a viable source of supply for Council's goals to connect new development and for irrigation of public green space and tree canopy for cool, resilient and green public and private domains</p>	<p>Noted and reference to areas of the Hawkesbury Local Government Area serviced by the Sydney Water reticulated mains supply has been included within the section on <i>Drought resilient, green centres</i>.</p>
<p><b>BASIX targets and BASIX Review</b></p> <p>Sydney Water agrees there are possibilities and opportunities to review BASIX. A whole of water cycle approach may help achieve the key water and energy efficiency objectives of BASIX, with more benefits for the community.</p> <p>Sydney Water supports the collaboration with DPIE for BASIX target updates and willing to partner with Hawkesbury Council and other relevant local councils to maximise/increase water efficiency.</p>	<p>BASIX State Environmental Planning Policy is currently being reviewed by the State Government and will be incorporated into the proposed new Design &amp; Place State Environmental Planning Policy.</p>
<p><b>Sydney Water's Water Conservation program and opportunities to collaborate</b></p> <p>WaterFix Residential program water conservation pilot program</p>	<p>Council did promote the Waterfix Residential program to our community and welcomes the opportunity to collaborate on and promote Sydney Water programs.</p>
<p><b>Performance monitoring and opportunities</b></p> <p>As mentioned in the draft strategy, Sydney Water can support the Council's monitoring plan for water usage.</p>	<p>Noted</p>

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<p><b>Urban Typologies - Sustainable growth - Greener Suburb - Urban Heat</b></p> <p>Implementing cooling actions such as permeable surfaces, tree planting, vegetation and irrigation will provide welcome relief to communities in Western Sydney.</p> <p>Sydney Water would keen to collaborate with the Council to implement the typologies in the Hawkesbury LGA.</p>	Noted
<p><b>Other possible household sources for energy use reduction</b></p> <p>Sydney Water sees an opportunity to collaborate on developing plans to reduce energy and hot water consumption at the household level.</p>	Noted
<p><b>Circular economy and Waste management – Agribusiness precinct with a bioresources hub</b></p> <p>In relation to Council's aim for composting of household food waste 100% and organics diversion from landfill by 2028, Sydney Water can work with the Council and WSROC to deliver the most sustainable outcome for organic waste and maximise the contribution to a circular economy.</p> <p>A regional organic waste to bioenergy hub could be catalytic in delivering a new and sustainable organic waste solution for Western Sydney.</p> <p>Sydney Water has had preliminary discussions with Council and the Hawkesbury campus of Western Sydney University, to deliver a food, energy, waste and water (FEWW) pilot at a smaller scale.</p>	Noted and Council will continue to collaborate on this opportunity.
<p><b>Creating Circular Economy precinct</b></p> <p>With the Institute of Sustainable Futures, Sydney Water has recently developed a guiding document on Circular Economy concepts, which includes organics processing from wastewater and additional organics waste streams, with a selection of example case study. Sydney Water believes the report may help Council to create Circular Economy Precincts.</p>	Noted

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<p><b>Food Waste Management at Water Recycling Plants</b></p> <p>In view of Council's aspiration for zero waste community, there may be a possible collaboration opportunity to divert food waste from landfill and take to Sydney Water's Richmond WRP for energy and nutrient recovery (co-digestion).</p>	Noted
<p><b>Green Centres – Collaboration, Greening Demand, Connectivity and shared use of lands.</b></p> <p>Sydney Water strongly supports the Council's targeted plan to increase tree canopy.</p> <p>Sydney Water is keen to collaborate in green centres and green grid work as this will also help to better understand the water demand that may be needed to support healthy green spaces and opportunities for resilient water sources, such as recycled water and stormwater harvesting.</p>	Noted
<p><b>Fit for purpose water for urban cooling</b></p> <p>Sydney Water is happy to engage with Council to investigate climate-independent recycled water infrastructure and integrated water management to improve drought and heat-wave resilience through supporting a green canopy improving urban-heat island effect</p>	Noted
<p><b>Efficient management of assets</b></p> <p>If of interest, Sydney Water could collaborate with the Council on asset management practice improvement for the council-owned treatment plants in terms of achieving the energy and water efficiency targets stated in the draft Strategy.</p>	Noted

oooO END OF REPORT Oooo

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**Item: 055**                      **CP - Rural Lands Strategy - (95498, 124414)**

**Previous Item:**            248, Ordinary (8 December 2020)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council of the outcome of public exhibition of the Draft Rural Lands Strategy, and to seek adoption of the Strategy.

**EXECUTIVE SUMMARY:**

Council undertook preparation of the Rural Lands Strategy to support the preparation of the Draft Local Strategic Planning Statement, and inform subsequent amendments to the Local Environmental Plan.

The aim of the Strategy is to plan for a balance of agriculture, aquaculture, agri-business, natural environment and rural development land uses that delivers viable rural production and maintains rural character within the Hawkesbury Local Government Area.

Council at its Ordinary Meeting on 8 December 2020 resolved to place the Draft Rural Lands Strategy on public exhibition.

The Draft Strategy was publicly exhibited for an extended period of time between Friday, 18 December 2020 to Monday, 15 February 2021. A total of 10 submissions were received during the exhibition period from individuals, Department of Primary Industries (Agriculture), Sydney Water and National Parks.

The report provides details of the submissions, but the primary matters raised in submissions included:

- Land-use and growth related issues
- Partnership opportunities
- Infrastructure, including Sydney Water
- Bushfire related provisions
- Agri-tourism
- Greater Blue Mountains (World Heritage) Area and Aboriginal Heritage
- Biodiversity

**RECOMMENDATION:**

That Council:

1. Receive the outcome of the public exhibition of the Draft Rural Lands Strategy.
  2. Adopt the Rural Lands Strategy, attached as Attachment 3 to this report.
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**BACKGROUND**

The Rural Lands Strategy analysed the quantity and quality of rural lands and identified the needs of the local community and their aspirations for the future of rural lands. The Strategy also investigated and made recommendations in relation to the most viable agricultural uses for different parts of the Local Government

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Area. Recommendations were also included for innovative agricultural activities that meet global export standards on prime agricultural land.

The objectives of the Hawkesbury Rural Lands Strategy are:

- To identify the economic, environmental and social opportunities for the preservation, management and enhancement of rural lands within the Hawkesbury Local Government Area for the future.
- To prepare a Strategy that will be the guiding document for the future planning, development and management of rural lands within the Hawkesbury Local Government Area.
- That the strategy should be able to inform robust decision making and outcomes for planning proposals, development applications and a review of broader strategic plans such as the Hawkesbury Local Environmental Plan 2012.
- That the strategy will also provide appropriate land use planning controls reflective of the circumstances of Hawkesbury's rural lands, taking into account the impacts of emerging pressures and opportunities.

Council at its Ordinary Meeting on 8 December 2020, resolved to place the Draft Rural Lands Strategy on public exhibition.

#### **Relevant Legislation**

Environmental Planning and Assessment Act 1979.

#### **DISCUSSION**

Council at its Ordinary Meeting on 8 December 2020, resolved to place the Draft Rural Lands Strategy on public exhibition. The Draft Strategy identifies the significance to the Hawkesbury's rural lands, and provides a guiding document for the future planning, development and management of rural lands within the Hawkesbury Local Government Area.

The Draft Strategy was publicly exhibited for an extended period of time between Friday, 18 December 2020 to Monday, 15 February 2021.

A total of 10 submissions were received during the exhibition period from individuals, Department of Primary Industries (Agriculture), Sydney Water and National Parks.

Copies of the submissions are included as Attachment 1 to this report, whilst Attachment 2 to this report provides a summary of each submission along with a comment from officers.

The primary matters raised in submissions included:

- Land-use and Growth related issues
- Partnership opportunities
- Infrastructure, including Sydney Water
- Bushfire related provisions
- Agri-tourism
- Greater Blue Mountains (World Heritage) Area and Aboriginal Heritage
- Biodiversity.

Based on consideration of the submissions, the Draft Rural Lands Strategy has been amended and attached as Attachment 3 to this report. Adoption of the Rural Lands Strategy contained in Attachment 3 to this report is sought.

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**COMMUNITY ENGAGEMENT**

Details of the public exhibition were placed in The Courier, on Council's website and promoted through Council's Facebook page and the 'Your Hawkesbury-Your Say' online engagement site. In addition, exhibition details were also e-mailed to a database of contacts, including all submitters to previous strategies (Local Strategic Planning Statement, Local Housing Strategy and Employment Lands Strategy). Hard copies of the exhibition materials were also placed at Council's Administration Centre.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The report is consistent with a wide range of Focus Areas, Directions and Strategies within the CSP.

Our Leadership - 1.4 and 1.5  
Our Assets - 4.2, 4.3,  
Our Future - 5.1, 5.3, 5.4, 5.5, 5.7 and 5.8.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. Costs associated with the preparation of the Draft Strategy have been provided for as part of the adopted 2020/2021 Operational Plan.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

**ATTACHMENTS:**

- AT - 1** Copy of Submissions - Draft Rural Lands Strategy - *(Distributed under separate cover)*.
- AT - 2** Summary of Submissions - Draft Rural Lands Strategy.
- AT - 3** Rural Lands Strategy - *(Distributed under separate cover)*.



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**AT 2 – Summary of Submissions - Draft Rural Lands Strategy:**

Submission	Comments	Officer Comment
1	<p>Rural Zones:</p> <ul style="list-style-type: none"> <li>The application of RU1 Primary Production zone to the highest quality agricultural land in the LGA is supported.</li> </ul> <p>Growth Management:</p> <ul style="list-style-type: none"> <li>Provide a clearer direction on growth management (in the local centres) in rural areas which is consistent with the Local Housing Strategy of the LGA.</li> <li>Council should establish a clear strategic direction for rural residential development in the LGA to avoid ad hoc proposals that are not guided by either the rural land strategy or the housing strategy.</li> <li>The exclusionary criteria to exclude land from consideration, such as 'prime agricultural land' and 'proximity to agricultural development (500m buffer)' is supported.</li> <li>The description of 'prime agricultural land' referred to in the strategy should be sufficient to cover other agricultural land descriptions that may be adopted in future such as State Significant Agricultural Land or Important Agricultural Land.</li> <li>DPI Agriculture supports measures to ensure the rural population has adequate access to services and infrastructure, however, the draft strategy should be careful not to be seen to support the development of additional urban development types (such as service hubs) in rural areas which may encourage greater residential land use in rural zones.</li> </ul>	<p>Noted - Application of RU1 zone in prime agricultural zones is being considered and assessed by Council officers as part of the LEP review.</p> <p>Growth in rural areas will be considered as per the recommendations of the Hawkesbury Local Housing Strategy with a high level of analysis of the various constraints, including bushfire, flooding, biodiversity and rural character.</p> <p>Agreed. As part of implementation of the Hawkesbury Rural Lands Strategy, Council is currently preparing an updated Development Control Plan that will address this issue.</p> <p>Agreed and will be considered during the implementation stage of the Hawkesbury Rural Lands Strategy, including the LEP Review and update of the Development Control Plan.</p> <p>Council will ensure a consistency of definitions across all policies and plans in order to avoid any confusion or misinterpretation.</p> <p>Agreed and Council is aware of the need to identify and address gaps in the provision of infrastructure within the Local Government Area, and in particular the rural areas.</p>

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	<p>Land Uses:</p> <ul style="list-style-type: none"> <li>Proposed additions/changes to the land use terms are not objected but rural tourist cabins should not be permitted on high quality agricultural land proposed to be zoned RU1 (currently zoned RU2) and the proposed heads of consideration clause should be adopted to minimise the potential impact of them on agricultural land uses.</li> <li>The proposed new definition of protected cropping structure is supported provided appropriate zones for are considered with planning controls.</li> </ul> <p>Environmental Zones:</p> <ul style="list-style-type: none"> <li>An environmental zone should be considered in the rural areas where investigations confirm that the land contains significant native vegetation. However, it should be noted that rezoning rural zoned land to an environmental zone can have implications for native vegetation management, farming activities and private native forestry under other legislation.</li> </ul> <p>Environmental Considerations:</p> <ul style="list-style-type: none"> <li>Buffers between agricultural activities and watercourses are recommended to avoid and impact of agricultural activity on the water quality.</li> <li>Improvements in farming practice can avoid water pollution without preventing agricultural use of rural lands.</li> </ul> <p>Format of the Draft Strategy:</p> <ul style="list-style-type: none"> <li>The structure of the draft strategy could be improved to clearly state the strategic direction and actions and its alignment with the Hawkesbury Local Strategic Planning Statement.</li> <li>A separate and more concise rural lands strategy could be developed which includes a table of final recommendations and a timeframe for its implementations.</li> </ul>	<p>In order to identify a need to exclude from tourism related activities, Council will undertake an analysis of all land recommended to be zoned RU1 zone as part of the LEP Review project.</p> <p>As part of the LEP Review project, Council will undertake an analysis of the viability of protected cropping on certain zones and work with relevant agencies to formulate planning controls to mitigate any potential land use conflicts.</p> <p>Noted and will be considered with analysis as part of the LEP Review project.</p> <p>Agreed</p> <p>Agreed. As part of the LEP Review and update of the Development Control Plan, Council will work with relevant stakeholders in order to create innovative and environmentally friendly farming practices to support the local farming activities and farmers.</p> <p>Agreed</p> <p>Agreed</p>
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Submission	Comments	Officer Comment
2	<p>Growth Management:</p> <ul style="list-style-type: none"> <li>Requests the opportunity to collaborate further with Council on servicing growth in local settlements to assist explore implement wastewater and recycle water service opportunities.</li> <li>In order to provide timely and sustainable services, Sydney Water would need to assess local development proposals.</li> <li>Agnes Banks is serviced by reticulated wastewater.</li> </ul> <p>Domestic Effluent Disposal:</p> <ul style="list-style-type: none"> <li>For appropriate lot size controls for on-site sewerage management, Local Government's 'Environment and Health Protection Guidelines', should be followed.</li> </ul> <p>Rural Lands and Land Use Zoning:</p> <ul style="list-style-type: none"> <li>Sydney water is not required to provide water or wastewater services to the rural residential and rural agricultural uses except for certain odd cases which is determine through assessment.</li> </ul> <p>Economic Development and Infrastructure:</p> <ul style="list-style-type: none"> <li>Sydney Water intends to establish a collaboration between the Council, Western Sydney University and the Western Parkland City to develop a concept for food, energy, water and waste hub at Richmond.</li> </ul>	<p>Council looks forward to the opportunity of working with Sydney Water in terms of water and wastewater services.</p> <p>All identified proposals and Development Applications involving water and wastewater services will be referred to Sydney Water for comment and input.</p> <p>Noted.</p> <p>Noted and will be considered as part of LEP Review and update of Development Control Plan.</p> <p>Noted.</p> <p>Council looks forward to the opportunity of working with Sydney Water in terms of water and wastewater services.</p>
3	<p>The 2019-20 Black Summer fires were disastrous for the Hawkesbury, taking a huge toll. The reason these fires were so disastrous is that we have moved away from the Indigenous practice of regular cool mosaic burning. We instead have state legislated regulations (The Bushfire Environmental Assessment Code) that actively prevent this practice from taking place. I encourage the Council to support the reintroduction of Indigenous burning practices throughout the Hawkesbury.</p>	<p>Council is aware of the Amendment of Rural Fires Act 1997 (Assented to 25 November 2020) which makes provision for vegetation clearing for the purpose of bush fire hazard reduction within 25 metres of a boundary with adjoining land. Council also understands that clearing needs to comply with the Rural Boundary Clearing Code when that is in force.</p> <p>Council understands that the Rural Boundary Clearing Code does not come into effect until the written agreement of the relevant Ministers has been obtained, and the Code has been published.</p>

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<p>I also encourage the Council to stop the way the National Parks and Wildlife Service (NPWS) rehabilitate trails that are opened during section 44 fires.</p> <p>In October 2020 the NPWS rehabilitated this trail at Kurrajong Heights. The rehabilitation involved pushing over hundreds of live trees over the full length of an approx. 2.5km trail. The trees pushed over included numerous banksias in excess of 100 years of age. This is evidence from just one of the rehabilitated trails that took place in the Hawkesbury. I believe this type of rehabilitation took place over 86kms of trails in the Hawkesbury. In my opinion this practice is not desirable or sustainable.</p> <p>I also encourage the Council to adopt the 25m rule that allows landholders that adjoin bushland in fire risk areas to clear 25m along their fence line. This would allow fire fighters perimeter access to properties and provide a safer working environment for fire fighters.</p>	<p>At this stage, Council is unaware of the timing for publication of the code by the Department of Planning Industry and Environment or the Ministers agreement.</p> <p>Council continues to work with the Department of Planning Industry and Environment with respect to the provision of data to inform the preparation of the new code.</p>
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4	<p>Section 1.4 -No change to exempt and complying development should be made including on sheds. The whole idea of SEPPs for exempt development is to avoid the long and expensive DA process. No evidence has been provided that would justify changes to the SEPP's.</p> <p>Section 2.2- while Hawkesbury has been promoting its Agri-Business and Agri-Tourism for the past 30 years, there has been little economic development in this area.</p> <p>All types of sustainable tourism should be encouraged and supported in the policy. They are not given sufficient consideration. Council in this Rural Land Use strategy needs to promote all opportunities in Agri and Rural and Natural Environment experience tourism.</p> <p>The introduction of Tourism Zone (SP3) could enable permissibility of tourist activities such as rural area tourist cabins, eco-tourist accommodation, function centres, restaurants and all then secondary businesses like nature tours, stargazing, guided bush walks, heritage tours etc. The importance of these tourism drivers of employment in the rural economy is not given the weight that it deserves. It brings more employment than agriculture and all agricultural businesses now engage in agri-tourism.</p> <p>At page 240, note problems that occurred with the standard definitions coming into effect. It says that tourist cabins cannot be built under the current definitions; that there is a need for accommodation and that there was a problem with people building just one tourist cabin and using it as a second dwelling house. No evidence has been provided to support this last statement and in our rural communities are considered an urban myth. This is also part of an apparent broader myth within Council as to why tourist cabins were left out of RU2 in the LEP 2012 standard instrument. It goes to the lack of integrity of information contained in this document which is very poorly</p>	<p>The SEPP Exempt and Complying Development is discussed in the Rural Lands Strategy where it was noted that there is potential for land use conflict to be increased by new dwellings being built close to an intensive agricultural use and for the need for an unnecessary DA to be required for rural sheds that are required for the agricultural use merely because they cover an area of more than 1,000 m2. The Strategy outlined that the potential land use conflict can be dealt with by requiring the dwelling house to be moved away from the adjoining agricultural development or other ways of reducing the conflict as was the case before the introduction of Codes SEPP via the DA assessment process. There would also be the ability to require a Land Use Conflict Risk Assessment with a DA as part of the DCP, as this is not possible under the SEPP at present. The ability to require a DA to address land use conflict which is perhaps one of the most significant aspects of preserving agriculture is not available with the current application of the Codes SEPP. In addition, the unnecessary requirement for a DA for sheds with a total area of over 1,000 m2 is considered to be redundant because it is highly likely that the DA would be approved if it is in conjunction with an intensive agricultural use of the land.</p> <p>The inclusion of provisions relating to tourism and agri tourism opportunities are being considered as part of the LEP Review and update of the Development Control Plan. This includes consideration of the potential use of the SP3 Tourist Zone.</p>

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	<p>referenced.</p> <p>In short, if HCC is now supportive of tourism then Council must include pro-tourism definitions.</p> <p>We ask that Tourist and visitor accommodation be reinstated back into RU2, and tourism accommodation farm stay as a secondary income not to have to be less than the primary production income.</p> <p>This report is poorly referenced and contains misleading information. One example is on page 156 which has alluvial river flats including Mountain Lagoon and Mt Tootie.</p> <p>Another is 1.4.3 has RU2 as being 10 HA minimum subdivision. Most of RU2 is 40HA minimum subdivision. Using consultants who obtain information by sitting at their desks and or driving around looking at places does not produce reliable data that is going to affect the lives of many Hawkesbury residents.</p>	<p>The reference to alluvial land at Mountain Lagoon and Mt Tootie is not referring to that, but that there is Class 2 land in that location.</p> <p>Currently, RU2 zoned land in the Bilpin area has a minimum lot size of 40 Ha, whereas elsewhere within the Local Government Area is 10 Ha.</p>
5	<p>The reference made to the Greater Blue Mountains Area (World Heritage) in the draft Rural Lands Strategy is only in relation to the Greater Sydney Region Plan and is not referenced throughout the document when in fact it should be acknowledged and celebrated.</p> <p>Any planning for the Hawkesbury LGA must take into account the shared responsibility for managing and protecting the Greater Blue Mountains Area and benefit to wider community from World Heritage listing.</p> <p>The Strategy should include recommendations for planning adjacent to the Greater Blue Mountains Area, including prevention of intensification of land subdivision.</p>	<p>Council acknowledges and celebrates the Blue Mountains World Heritage Area. The primary purpose/focus of the Rural Lands Strategy is to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify the economic, environmental and social opportunities for the preservation, management and enhancement of rural lands within the Hawkesbury Local Government Area for the future.</li> <li><input type="checkbox"/> Prepare a Strategy that will be the guiding document for the future planning, development and management of rural lands within the Hawkesbury Local Government Area.</li> </ul> <p>The Strategy has been amended to provide further references to the significance and importance of the Greater Blue Mountains Area.</p>

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6	<p>Is concerned about the lack of communication with the broader community as this strategy implies to the large proportion of land holders in the Hawkesbury.</p> <p>The recommendation to change the zoning at 70 Hillcrest Road, Yarramundi from RU1 to RU2 severely reduces the permissibility with consent.</p>	<p>Engagement occurred in accordance with Council's Community Participation Plan as widely as practically possible.</p> <p>Should Council proceed with investigating an amendment to zones, this would be subject to undertaking a planning proposal. Such a planning proposal would require consultation with public agencies and the community at that stage.</p>
7	<p>Concerned at the inadequate consideration given to significant issues for future planning of the rural areas of the LGA, specifically provision of infrastructure, climate change, biodiversity and the protection of the Greater Blue Mountains World Heritage Area.</p> <p>The draft strategy either fails to acknowledge these issues, or considers them in a superficial way, that is not integrated in future strategic directions for land use planning.</p> <p>In general, provision of services in rural areas is expensive for the community and should be a key consideration when increasing further development.</p> <p>The strategy does little to acknowledge the importance of rural areas within the Hawkesbury LGA for retaining and sequestering carbon, and the community benefits of preventing further vegetation clearing that follows increasing subdivision of land.</p> <p>The strategy does little to acknowledge or protect significant biodiversity values and to prevent continuing biodiversity decline within the Hawkesbury LGA. Extensive information on biodiversity, biodiversity values and conservation needs outside the national park estate has not been referenced in the report and represents a major omission, since biodiversity will significantly affect future land use.</p> <p>Maps 4.5 and 4.6 are inadequate to describe biodiversity values. For example, an explanation must be provided of ecologically significant vegetation, and why threatened ecological communities are not considered significant.</p>	<p>Noted. Hawkesbury is classed as a Metropolitan Rural Area within both the Greater Sydney region Plan, and the Western City District Plan. Further reinforcement of this has been provided in the Strategy, including greater emphasis on the high biodiversity values within the Local Government Area.</p> <p>The Metropolitan Rural Area has a wide range of environmental, social and economic values. It contains farms, rural towns and villages, rural residential developments, heritage, scenic and cultural landscapes, mineral resources, and locations for recreation and tourism. Its areas of high environmental value have been mapped by the NSW State Government.</p> <p>The Metropolitan Rural Area includes large areas where natural hazards such as flooding need to be managed as well as large areas that serve as locations for people to live in a rural setting amongst bushland, farms and other rural industries. A significant proportion of the Metropolitan Rural Area is under-utilised and has the potential to be used for more productive rural uses. Land use in the Metropolitan Rural Area is influenced by:</p> <ul style="list-style-type: none"> <li>increasing demand for biodiversity offset sites creating additional value for landowners with areas of vegetation of high environmental value</li> <li>local demand to live and work in a rural town or village</li> <li>opportunities to conserve and enhance cultural heritage opportunities for more tourism and recreation, linked to the Western Sydney Airport and improved transport infrastructure, which can bring more visitors to the Metropolitan Rural Area and the Protected Natural Area</li> <li>new opportunities for growing fresh food close to a growing population and freight export infrastructure associated with the Western Sydney Airport.</li> </ul> <p>The objectives of the Metropolitan Rural Area are to preserve the rural character. Urban</p>

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	<p>Essential biodiversity and habitat connectivity across the LGA is not considered. Reference should be made to Hawkesbury City Council Wildlife Corridor Plan: Guidelines for conserving biodiversity at the local government scale, Prepared by Land &amp; Environment Planning for Hawkesbury City Council in August 1996. Although the biodiversity information in this document has been extensively updated since this report, the planning and management principles recommended remain relevant and should be referenced.</p> <p>Protecting biodiversity in the LGA is made more difficult by the inappropriateness of standard instrument zones applied in the local environmental plan.</p> <p>One key recommendation of the strategy should be the application of regulatory vegetation development control plan provisions pursuant to State Environmental Planning Policy (Vegetation in Non-rural Areas) 2017, to require consent for clearing of native vegetation that will impact on biodiversity and habitat connectivity.</p> <p>Particular importance needs to be given to the protection and improvement of koala habitat on private land within the LGA, and how this can be achieved.</p>	<p>development is not consistent with the values of the Metropolitan Rural Area. Urban development is restricted within the Metropolitan Rural Area in order to manage the environmental, social and economic values and also to reduce land speculation and increase biodiversity from offsets from Growth Areas and existing urban areas.</p> <p>The review of the Hawkesbury LEP has to be undertaken in the context of the Standard Instrument.</p> <p>Council is aware of the Amendment of Rural Fires Act 1997 (Assented to 25 November 2020) which makes provision for vegetation clearing for the purpose of bush fire hazard reduction within 25 metres of a boundary with adjoining land. Council also understands that clearing needs to comply with the Rural Boundary Clearing Code when that is in force.</p> <p>Council understands that the Rural Boundary Clearing Code does not come into effect until the written agreement of the relevant Ministers has been obtained, and the Code has been published.</p> <p>At this stage, Council is unaware of the timing for publication of the code by the Department of Planning Industry and Environment or the Ministers agreement.</p> <p>Council continues to work with the Department of Planning Industry and Environment with respect to the provision of data to inform the preparation of the new code.</p> <p>Noted. On 17 March 2021, State Environmental Planning Policy (SEPP) (Koala Habitat Protection) was published and came into effect. This SEPP applies to Hawkesbury LGA. This SEPP's provisions are aimed at ensuring that koala habitats in the LGA are protected and improved.</p> <p>Any future land use planning adjacent to the Greater Blue Mountains World Heritage Area will undertake environmental impact analysis to ensure no adverse impacts. This is also being considered as part of the LEP Review project and update of the Development Control Plan.</p>
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	<p>The strategy should include recommendations for planning adjacent to the GBMWhA, including prevention of intensification of land subdivision, recognition of bush fire hazards, development within catchments flowing into the area, and potential for weeds and feral animals to be introduced into the area from private land.</p> <p>Aboriginal cultural and heritage, which is a key value of the GBMWhA and of the rural landscapes of the LGA, should also be acknowledged and considered in the strategy.</p>	Agreed.
<b>8</b>	<p>Private and personal assets are equally important as 'community assets' and much of the so-called 'biodiversity' was absolutely obliterated in many areas in the latest fire.</p> <p>The existence and degree of climate change has not been factually established beyond argument and this claim is simply a matter of opinion.</p> <p>The strategy appears to accept the danger of bushfire, particularly in Category 1 areas, but gives no attention to reducing the fuel load and in particular allowing landowners to protect themselves without first gaining unreasonable consents.</p> <p>In spite of this RFS reference to a 100m buffer in our Category 1 area we are unable to clear a 10 metre buffer without unreasonable and unacceptable approvals.</p>	<p>Council is aware of the Amendment of Rural Fires Act 1997 (Assented to 25 November 2020) which makes provision for vegetation clearing for the purpose of bush fire hazard reduction within 25 metres of a boundary with adjoining land. Council also understands that clearing needs to comply with the Rural Boundary Clearing Code when that is in force.</p> <p>Council understands that the Rural Boundary Clearing Code does not come into effect until the written agreement of the relevant Ministers has been obtained, and the Code has been published.</p> <p>At this stage, Council is unaware of the timing for publication of the code by the Department of Planning Industry and Environment or the Ministers agreement.</p> <p>Council continues to work with the Department of Planning Industry and Environment with respect to the provision of data to inform the preparation of the new code.</p>

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Submission	Comments	Officer Comment
9	<p>Supports the conservation of biodiversity and food producing farmland within the Hawkesbury.</p> <p>In the future, food security may become a very pressing issue and I would like to see at least part of the LGA be maintained for food production for the Sydney region.</p> <p>I would support the Hawkesbury LGA keeping a balance of mixed landuse. Small areas of intense residential development, mixed with standalone residences, mixed with small acreages accommodating rural residential, through to larger land holdings.</p> <p>There is huge potential for eco-tourism and associated leisure, tourism, recreational activities which may benefit the local economy more than other options.</p>	<p>Noted and opportunities for tourism activities are being considered and assessed as part of the LEP review project.</p>
10	<p>Does not want the rural lands to be further exploited more than it is already in the North Richmond and Marsden Park area. There is not sufficient infrastructure to accommodate the additional population resulting from the residential developments.</p>	<p>There is an important interrelationship with the Rural Lands Strategy and the Local Housing Strategy. Reflective of the numerous constraints that are presented in the Hawkesbury Local Government Area, and its designation as a Metropolitan Rural Area, the Local Housing Strategy does not identify further greenfield subdivision opportunities other than existing zoning commitments (Vineyard, Redbank, Jacaranda at Glossodia and Pitt Town)</p>

**oooO END OF REPORT Oooo**

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**Item: 056**                      **CP - Re-appointment of Hawkesbury Local Planning Panel Members - (95498)**

**Previous Item:**            034, Ordinary (13 February 2018)  
                                 060, Ordinary (27 February 2018)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to re-appoint the Chair, alternate Chairs and the current expert and community members of the Hawkesbury Local Planning Panel until 30 June 2021.

**EXECUTIVE SUMMARY:**

At its meeting on 13 February 2018 Council considered a report on amendments to the Environmental Planning and Assessment Act 1979 which required all councils in the Greater Sydney Region to establish a Local Planning Panel (Independent Hearing and Assessment Panel (IHAP)) to replace Council as a Consent Authority to determine certain specific types of development applications.

As a later addition to their role, Local Planning Panels are also required to provide advice on planning proposals.

The Hawkesbury Local Planning Panel consists of a Chair (and two alternate Chairs), appointed by the Minister, two expert panel members selected from a list of eligible pre-qualified experts compiled by the Department of Planning, Industry and Environment and one community member selected and appointed by Council.

On 13 February 2018 Council resolved to appoint a pool of four expert members and three community members for the Hawkesbury Local Planning Panel, commencing from 1 March 2018. All current Panel Members (including the chair) participate in the Hawkesbury Local Planning Panel on rotation.

As an administrative matter, councils have been requested to reappoint their current Chairs, alternate Chairs and panel members up to 30 June 2021 while an expression of interest is conducted by the Department of Planning, Industry and Environment to refresh the expert pool from which councils can make appointments to their Local Planning Panels. Once the new list of eligible experts is issued by the Department a further report will be prepared for Council to consider appointment of its expert members and community members from 1 July 2021.

Council's current members of the expert and community member pools have indicated to Council their agreement to reappointment to the respective pools for the interim period until 30 June 2021.

**RECOMMENDATION:**

That Council:

1. Reappoint the Chair and alternate Chairs of the Hawkesbury Local Planning Panel until 30 June 2021.
2. Reappoint the pool of expert members of the Hawkesbury Local Planning Panel until 30 June 2021.
3. Reappoint the pool of community members of the Hawkesbury Local Planning Panel until 30 June 2021.

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4. Advise the Department of Planning, Industry and Environment of the reappointment of the chair, and reappointment of the expert and community member pools of the Hawkesbury Local Planning Panel until 30 June 2021.
5. Advise the Chair, the alternate Chairs and the members of the expert and community member pools of the Hawkesbury Local Planning Panel of their reappointment until 30 June 2021.

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## **BACKGROUND**

In 2017 changes were introduced to the Environmental Planning and Assessment Act 1979 which required the establishment of Local Planning Panels (originally referred to as Independent Hearing and Assessment Panels (IHAP)) for specified localities including the Greater Sydney Region.

The changes meant that the Hawkesbury Local Planning Panel replaced Council as the Consent Authority from 1 March 2018 for a range of development as specified. These developments generally involve the following:

- Developments over \$5M,
- Where there is a conflict of interest such as:
  - Council owned land,
  - Councillor or council employee (who is principally involved with the Act, e.g. planner) is an applicant,
  - A Member of Parliament is an applicant,
  - A relative of the above is an applicant,
- Contentious development, e.g., based on number of submissions,
- Variation of Development Standards by more than 10%,
- Sensitive development;
  - Designated development,
  - Where SEPP 65 Design Quality of Residential Apartment Development applies,
  - Demolition of a heritage item,
  - Development for some licensed premises,
  - Development for the purpose of sex services premises and restricted premises,
  - Development where developer has offered to enter into a planning agreement.

Remaining applications are determined in accordance with the Environmental Planning and Assessment Act 1979 under delegated authority, or by the Regional Planning Panel.

From 1 June 2018 a subsequent Local Planning Panels Direction required planning proposals to be submitted to the Panel for advice as to whether the planning proposal should be forwarded to the Department for gateway determination.

### **Constitution of the Hawkesbury Local Planning Panel**

Each meeting of the Hawkesbury Local Planning Panel consists of a Chair, two expert panel members and one community member.

When Local Planning Panels were established, Chairs were appointed by the then Minister for Planning.

Pursuant to guidelines issued by the then Department of Planning, expert panel members were selected from a list compiled by the Department, and expressions of interest were called for selection of community

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representative panel members, in accordance with specified selection criteria and advertising requirements.

The appointed Chair for the Hawkesbury Local Planning Panel is Ms Alison McCabe. The appointed alternate Chairs are David Ryan and Steve Kennedy.

At its meeting on 13 February 2018 Council resolved to select the following expert representatives for the pool of expert members of the Hawkesbury Local Planning Panel (IHAP);

- John Brockoff
- John Brunton
- Shaun Carter
- Michael Harrison

John Brockhoff and Shaun Carter subsequently advised Council that they were unable to accept their appointments.

Council also resolved to select the following community representatives for the pool of community members of the Hawkesbury Local Planning Panel:

- Graham Edds
- Casey Holtom
- Paul Rogers

At its meeting on 27 February 2018 Council resolved to add the following expert representatives to the Hawkesbury Local Planning Panel:

- David Broyd
- Juliet Grant

In addition, Jane Fielding, Helen Mulcahy and Deborah Sutherland were nominated as alternate representatives.

### **Relevant Legislation**

Environmental Planning and Assessment Act 1979.

### **DISCUSSION**

In December 2020 councils were advised that the Minister for Planning and Public Spaces requested the Department of Planning, Industry and Environment to conduct an expression of interest during early 2021 to refresh the Chair and expert pools from which councils make their appointments to Local Planning Panels.

Although Chairs were appointed by the Minister when Local Planning Panels were established, advice from the Planning Panels Secretariat was that councils were required to reappoint Chairs until to 30 June 2021.

The Planning Panels Secretariat further advised that councils could choose to re-appoint current expert members or choose different experts from the expert pool for re-appointment up to 30 June 2021. The selection and appointment of community representatives remains a council responsibility.

All existing members of the Hawkesbury Local Planning Panel have been contacted and indicated they are available for reappointment until 30 June 2021.

A further report to Council will be prepared in relation to the outcome of the current expression of interest being conducted by the Department of Planning, Industry and Environment once the list of experts eligible for appointment to local planning panels from 1 July 2021 is available.

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**COMMUNITY ENGAGEMENT**

The issues raised in this report relating to membership of the Hawkesbury Local Planning Panel concern matters which do not require community consultation under Council's Community Engagement Policy.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

Our Leadership

- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
  - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.

**FINANCIAL IMPACT**

The operation and funding of Local Planning Panels are the responsibility of each Council. The cost of the operation of the Hawkesbury Local Planning Panel and expenditure on fees for panel members is included in Council's adopted 2020/2021 Operational Plan.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**INFRASTRUCTURE SERVICES**

**Item: 057**                      **IS - Commonwealth Local Roads and Community Infrastructure Program Extension (Phase 2) - (95495, 79344)**

**Previous Item:**            151, Ordinary (11 August 2020)

**Directorate:**              Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to outline the details of The Local Roads and Community Infrastructure Program (Phase 2) and recommend a range of works to be undertaken for Council consideration.

**EXECUTIVE SUMMARY:**

Council has received notification that a grant of \$2.494m is available to Council under The Local Roads and Community Infrastructure Program (Phase 2) which was announced by the Federal Government, subject to submission of eligible work schedules for nominated projects. As the funding is to provide an economic stimulus, proposed works are required to be additional to Council's current works and budget levels.

This report recommends that Council nominates and submits works schedules for projects as detailed in this report.

**RECOMMENDATION:**

That Council:

1.     Allocate funding of \$1.8m to road rehabilitation projects as identified in Table 1 of this report.
  2.     Consider the allocation of \$694,000 toward other projects outlined in the report.
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**BACKGROUND**

The Local Roads and Community Infrastructure Program (LRCI) was announced by the Federal Government on 22 May 2020, with funding being offered to councils to be spent from 1 July 2020 to 30 June 2021 on projects that meet eligibility criteria. The nominal grant funding amount offered to Hawkesbury City Council under the initial LRCI Program was \$1.087m. Following the announcement of the Federal budget in July, further funding has been allocated to the LRCI Program. A further \$2.494m has been offered to Hawkesbury City Council for projects that meet the funding criteria.

**Current Situation**

The extension of the LRCI Program runs from 1 January 2021 to 31 December 2021, with projects required to be physically completed by 31 December 2021. The Program was announced as part of the Australian Government's wider economic response to COVID-19.

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The LRCI Program is a Demand Driven grant program with an objective to stimulate additional infrastructure construction activity in local communities across Australia and assist communities to manage the economic impacts of COVID-19. The funding cannot replace funding for projects that Councils have already been committed to in their 2020/2021 adopted Operational Plans. Projects have been selected on the need to meet the selection criteria, which include the ability to be delivered within the required completion timeframe and to comply with the “additionality” requirements.

**Proposed Projects**

**Road Rehabilitation – Proposed Funding \$1.8m**

It should be noted that Council's Long-Term Financial Plan (revenue) incorporates long term funding under the Commonwealth Roads to Recovery Program. This included an anticipated amount equal to previous supplementary payments of approximately \$1.8m over the five year program life. A corresponding road rehabilitation program of \$1.8m is also included. In the absence of the funding being available, the works will not be able to be carried out. No supplementary funding has yet been announced and given the similarities of the Local Roads and Community Infrastructure Program and funding and expenditure basis it would be financially prudent to consider the application of this funding to the works anticipated under this program.

Accordingly, it is recommended that an amount of \$1.8m from this grant be used for road rehabilitation works, that would have been anticipated for construction in future years. This work is considered necessary to maintain Council's existing road network and the bringing forward of works will enhance road conditions earlier than projected.

**Table 1 - Road Rehabilitation Works**

<b>Location</b>	<b>Description</b>	<b>Amount</b>
Mileham Street, South Windsor	Rehabilitate 150m section south of Ham Street.	\$140,000
Kurmond Road, Wilberforce	Balance of funds required to complete rehabilitation between Blacktown and Lock Roads.	\$175,000
Grose Vale Road, North Richmond	Rehabilitate Pecks Road intersection.	\$30,000
Industry Road, Mulgrave	Mill and fill between Park Road and Groves Avenue.	\$430,000
Terrace Road, North Richmond	Rehabilitate approaches to Redbank Creek bridge.	\$350,000
Mill Road, Kurrajong	Rehabilitate 150m section north of Little Wheeny Creek.	\$105,000
Wire Lane, North Richmond	Rehabilitate section south of Kurmond Road.	\$430,000
Sanctuary Drive, Windsor Downs	Rehabilitate failing sections generally between Richmond Road and Willeroo Drive.	\$140,000
<b>Total</b>		<b>\$1,800,000</b>

Based on committing this allocation to maintain Council's long term program to renew and rehabilitate Council's road assets, a remaining budget of \$694,000 is available for other eligible projects.

A range of options (in part or whole) for this amount that could be delivered in the required timeframe are detailed for consideration. These are:

1. Footpaving Program
2. Upgrade of adjoining road network and drainage at Brennans Dam Road, Vineyard



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**1. Pedestrian Path Paving Construction Funding Proposal**

Council has received numerous requests for additional path paving, including via submissions to Council's Operational Plan. Many of them relate to the lack of any substantial network in McGraths Hill. An allocation will allow construction of pedestrian paths at the following locations:

**Table 2 - Proposed Pedestrian Path Paving Works**

Location	Description	Amount
Old Hawkesbury Road, McGraths Hill	Andrew Thompson Drive to Plimsoll Street	\$4,000
Plimsoll Street, McGraths Hill	Old Hawkesbury Road to Wolseley Road	\$45,000
Wolseley Road, McGraths Hill	Plimsoll Street to Pitt Town Road	\$35,000
Pitt Town Road, McGraths Hill	Ivy Avenue to Windsor Road	\$145,000
McGrath Road, McGraths Hill	Andrew Thompson Drive to Old Hawkesbury Road	\$75,000
Ivy Avenue, McGraths Hill	Pitt Town Road to T-intersection	\$30,000
Macquarie Street, Windsor	West side between Brabyn Street and Hawkesbury Valley Way	\$35,000
Kurmond Road, Kurmond	West side from Kurmond Public School to existing path in front of new subdivision	\$22,000
Bells Line of Road, Kurrajong Hills	Douglas Road to Warks Hill Road	\$24,000
Walker Street, South Windsor	Argyle Street to Ham Street	\$105,000
Ham Street, South Windsor	Stewart Street to Walker Street	\$43,000
Hawkesbury Street, Pitt Town	Johnston Street to Hall Street	\$50,000
Argyle Street, South Windsor	Mileham Street to Fairey Road	\$81,000
<b>Total</b>		<b>\$694,000</b>

**2. Brennans Dam Road Funding Proposal - \$890,000**

Council has provision of \$160,000 in its current budget to carry out limited road works on Brennans Dam Road culvert and approaches, including gates, to protect the road during the frequent flooding that occurs in the area and enable both earlier reopening and improved serviceability following flood events.

Whilst fully upgrading the capacity of the culvert would require an expenditure of approximately \$3m, and would require property acquisition, the full sealing of the approach roads (Commercial Road, Old Stock Route Road and Brennans Dam Road) would also require widening of the current single lane structure to cater for increased traffic volumes, but not increasing, waterway capacity.

The total additional cost of sealing and widening is estimated at \$890,000 (total cost \$1,050,000).

Given that this level of funding exceeds the available grant component (assuming allocation of \$1.8m to rehabilitation of existing roads) the option of staging elements of that work has been considered.

Should this staged approach be undertaken the following staging is proposed.

Stage 1: The construction and sealing of Old Stock Route Road through to the sealed section of Brennans Dam Road be undertaken first. This would at a minimum necessitate drainage upgrades at the culvert, and drainage and realignment of the intersection of Commercial Road to provide clear sight distance and priority definition at the single lane culvert.

The estimated cost (in addition to the currently funded culvert work) is \$400,000.

Stage 2: This would involve widening of the culvert (no increase in waterway capacity). Estimated cost \$240,000. (This stage will be dependent on NSW Fisheries approval being obtained following environmental assessment).

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Stage 3: Construction and sealing of Commercial Road including intersection alignment. Estimated cost \$250,000.

In addition to the grant funding, funding of \$150,000 is currently available within Council's general drainage budget that could enable the additional necessary drainage identified in Stage 1.

Should Council determine to undertake work, this would require a funding arrangement for Stage 1 as follows:

**Table 3 - Stage 1 Funding Arrangement**

Existing Council Allocation	\$160,000
General Drainage	\$150,000
Local Roads Community Infrastructure Funding	\$250,000
<b>Total</b>	<b>\$560,000</b>

**Relevant Legislation**

Funding allocation and approval will be subject to the requirements of the Grant guidelines and funding agreement.

**DISCUSSION**

The LRCI Program represents a significant opportunity to secure the funding to bring forward a number of works as well as undertake other new projects that might not otherwise be achieved through Council's own resources. Whilst there are other projects that are not listed for consideration, the timeframe for delivery is tight, and the listed projects reflect the ability to address constraint.

**COMMUNITY ENGAGEMENT**

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

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

Our Assets

- 4.1 Transport infrastructure and connections - Creating an integrated and well maintained transport system is an important local priority.
  - 4.1.1 Our roads and other transport infrastructure will be planned and provided to ensure connected, efficient and safe movement for all modes of transport.
  - 4.1.3 Have a comprehensive transport system of well maintained local and regional linkages that are financially and environmentally sustainable and respond to community safety, priorities and expectations.

**FINANCIAL IMPACT**

This report has direct financial implications Funding from the grant will be incorporated into Council's 2020/2021 Operational Plan, along with any necessary adjustments to project budgets. This will be adjusted as part of the March 2021 Quarterly Budget Review.

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**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
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**Item: 058**                      **IS - Windsor Bridge Replacement Project - Bridge Demolition and Thompson Square Precinct Works - (95495)**

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

This report details the items and artefacts that have been obtained/secured by Council as a result of the Windsor bridge demolition. The report also details an offer made from Transport for NSW (TfNSW) to make a payment to Council in lieu of a number of works proposed in Wharf Reserve.

**EXECUTIVE SUMMARY:**

Council has sought and secured a range of artefacts and elements from the old Windsor Bridge, which have become available due to its demolition.

These items represent a sample of the various components of the Bridge including the deck, pier/column extensions, original pier/caissons, bracing bricks, sandstone and other items.

These items will be stored by Council until reuse or interpretation is considered.

TfNSW have made a negotiated offer to Council to make a payment of \$250,000 in lieu of works at Wharf Reserve. This is considered a beneficial opportunity to enable Council to undertake an integrated program of improvements across the whole of the precinct. The estimate values of works has been confirmed and the offer is recommended for acceptance.

**RECOMMENDATION:**

That Council:

1. Note the information of artefacts and elements, from the Windsor Bridge demolition to be stored by Council pending determination on future use.
  2. Accept the offer of \$250,000 made by Transport for NSW in lieu of completion of works in Wharf Reserve.
  3. Utilise the funding in part 2 to undertake an integrated range of improvements in the Thompson Square Precinct (including Wharf Reserve).
- 

**BACKGROUND**

The demolition of Windsor Bridge has resulted in a range of artefacts and materials being available to Council.

Whilst the materials are not technically heritage listed, they do represent a valuable record of the Bridge, its construction and history. The materials generated through demolition and salvage also offer the potential for various displays or reuse that record or symbolise that history.

TfNSW has facilitated the transfer of the following items to Council.

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Item	Quantity	Current / Proposed Location
Sandstone	600 pieces	Council Depot
Bridge brackets	32	Council Depot
Upper pier sections	4	Northern Bank/Council Facility
Lower pier sections	4	Northern Bank/Council Facility
Lower pier with brick lining	1	Northern Bank/Council Facility
Cross brace and brackets - section of deck	1 – approximately 2 x 3m	Northern Bank/Council Facility
Steel walkway beams	4 x 12m (possibly 2 more if straight)	Northern Bank/Council Facility
Lewis bolt	2	Northern Bank/Council Facility
Metal/iron fittings/bolts from the pier infill	Assorted pieces	TfNSW Office/Council Offices
Curved brick layout including upper layer bricks	1 complete (will obtain any others)	TfNSW Office/Depot
Bricks and fragments	All	TfNSW Storage/Council Facility
Rope ladder	Approximately 6m long	Stored in accordance with conservators advice at Council Office

Whilst no definitive use or proposal has been made, or budget allocated, for use or heritage interpretation at this stage, all materials will be inventoried and stored for future purposes.

#### Wharf Reserve

As part of the modification of the road component of the Windsor Bridge Replacement Project which provided a merge lane for traffic at the north-west corner of Bridge and George Streets, TfNSW agreed with the Department of Planning, Industry and Environment on offset works involving landscaping works in Wharf Reserve. These works were additional to their other approved project requirements.

The scope of those works were the construction of retaining walls, extension of scour protection to the Wharf area and provide stairway to replace the steps to the upper carpark. It was originally proposed to undertake terracing and pathway construction at the North-Eastern area of the reserve, however this area was found to be unstable and would also have impacted the bushland regeneration area. This was deleted from the works with other works including pathway widening and reconstruction, and stairway renewal in sandstone, substituted.

TfNSW have constructed the retaining walls, scour protection and associated works, and have now alternatively offered to make payment to Council in fulfilment of their commitment.

In assessing this proposal, it was considered by staff that this was of potential advantage to Council as it would enable Council to both evaluate the necessity and desirability of some works, following reopening of the reserve and provide a design solution that integrated Thompson Square with the wharf area, as a total precinct.

TfNSW initially proposed a payment of \$119,887 in lieu of works. This offer (supported by contractor quotations) still provided for TfNSW to reconstruct the stairway from the wharf to the upper carpark (costing \$81,668).

Staff proposed that the stair replacement be incorporated in the payment offer. This would enable Council to determine the need for these stairs (given the presence of an adjacent pathway), and potentially carry out other works.

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A review of other items, including the need for project management and supervision as well as maintenance and establishment costs was conditionally proposed to TfNSW, as follows:

Original TfNSW offer	\$119,887
Stairway renewal	\$86,668
Maintenance (12 months)	\$8,760
Establishment (3 months)	\$5,640
Project Management	\$34,000
<b>Total</b>	<b>\$250,045</b>
Negotiated and Rounded to \$250,000	

TfNSW have responded and confirmed their acceptance of the Council proposal.

### **DISCUSSION**

It is considered that the payment in lieu of works is fair and reasonable and would enable Council greater flexibility in improving and integrating the overall precinct.

This is particularly valuable given the need to upgrade the pre-existing grassed/park area of Thompson Square with the new TfNSW works. Whilst the areas are separated by location and function the area will benefit from a consistency and compatibility of design elements.

Accordingly, it is recommended that Council accept the TfNSW offer of \$250,000 in lieu of works.

### **COMMUNITY ENGAGEMENT**

There is significant community interest in both the artefacts, and the future management and improvements to Thompson Square Precinct.

It is intended to undertake future consultation on appropriate works and heritage interpretation and display of salvaged items.

### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

#### Our Community

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

2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.

### **FINANCIAL IMPACT**

Whilst there are no immediate financial impacts arising from the report, any funding provided by TfNSW will be restricted for use in the Thompson Square Precinct.

### **FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

This matter is not specifically aligned with Fit for the Future Strategies.

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**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**Item: 059**                      **IS - Draft Colbee Park Plan of Management and Masterplan - (95495, 79354)**

**Previous Item:**            170, Ordinary (8 September 2020)

**Directorate:**              Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Draft Colbee Park Plan of Management and Masterplan for endorsement for public exhibition for 42 days.

**EXECUTIVE SUMMARY:**

Colbee Park has been identified as requiring a site-specific Plan of Management and Masterplan to address a range of complex management issues. A Draft Plan of Management and Masterplan has been developed that provides solutions to these challenges.

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

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

The 2020/2021 Operational Plan provides \$136,402 to commence detailed design of initial works which would commence following adoption of the Plans.

Colbee Park is currently managed by Hawkesbury Sports Council.

**RECOMMENDATION:**

That:

1. Council publicly exhibit the Draft Colbee Park Plan of Management, including Masterplan, allowing the community a minimum of 42 days to provide comment on the Plan.
  2. The matter be reported back to Council following the public exhibition period.
- 

**BACKGROUND**

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



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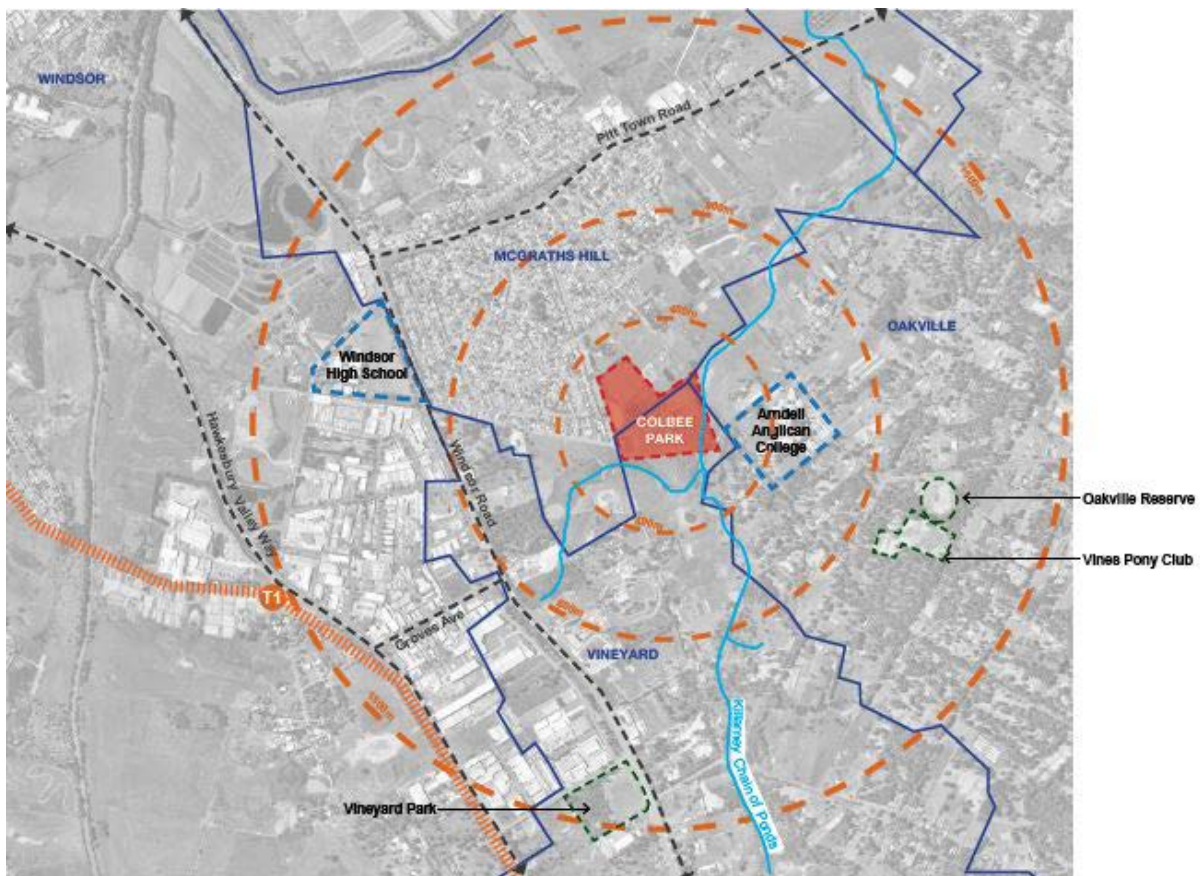
Some of the management issues at Colbee Park that required addressing include:

- Vandalism and inappropriate behaviour
- Access
- Security
- Drainage
- Parking

There is strong interest from the community and stakeholders in further developing Colbee Park to increase capacity, particularly in the following areas:

- BMX - development of a pump track to cater to all ages and range of uses e.g. scooters, bikes and skateboards.
- BMX - lighting to allow night time usage of the facility.
- Soccer - extension of field area to become two full size fields to accommodate the growing club and ensure viability.
- Baseball - general facility improvements, particularly to fencing.
- Passive recreation - play spaces, dog-off leash area and walking paths.

**Location Plan**



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**Relevant Legislation**

Local Government Act 1993.

**DISCUSSION**

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

As part of the development of the Plan of Management, a Draft Masterplan for the Park has been developed which shows in pictorial format, the proposed future improvements to be made to the Park and their proposed location. Feedback was sought from the community and stakeholders at the end of 2020 on the proposed Masterplan, which has subsequently been amended to reflect the feedback, and is now incorporated into the Draft Plan of Management.

The Draft Plan of Management and Masterplan has been developed over five stages, as detailed below:

Stage 1 - Community Engagement Round 1 (completed)

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

There was strong interest in the Park shown by the community, with 152 online surveys completed. Many of the people that use the Park reside in McGraths Hill; however there is a large proportion that lives outside the area.

The main priorities identified from the community engagement include:

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

The main priorities identified from key stakeholders include:

- Light the BMX facility to allow for year round use and training
- Ensure a dedicated sprint track for BMX events is retained
- Provide additional field area for soccer to ensure viability of the club
- Upgrade soccer amenities building to provide safe female toilets and change rooms
- Upgrade fencing around Baseball diamond to prevent balls from going out of field area
- Upgrade lighting at the baseball facility to allow for greater use of the site during winter

Stage 2 - Design Development of interim draft Masterplan (completed)

A Draft Masterplan for Colbee Park was developed which reflects many of the ideas and suggestions received from the community and key stakeholders. A range of community spaces and activities have been included in the Draft Masterplan that reflect the needs of the community balanced across a range of interests. The Plan considers: environmental opportunities and constraints; safety, access and wayfinding; current and historical character of the landscape; emerging issues and trends; community needs and expectations; and government policy.

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

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

Due to the many demands on the Park to accommodate a broad range of potentially conflicting activities, it was proposed to seek comment from the community on the Draft Masterplan prior to finalising the draft Plan of Management so that we could ensure that the final draft to be presented to the community would suit all stakeholders.

On 8 September 2020, Council resolved:

*"That Council publicly exhibit the Draft Colbee Park Masterplan for 21 days to give the community the opportunity to provide feedback on the Plan."*

Stage 3 - Community Engagement Round 2 (completed)

The Draft Masterplan was publicly exhibited from 25 September to 16 October 2020 and two meetings held with the key stakeholder group on 21 September 2020 and 17 February 2021.

The Draft Masterplan was generally very well received. Attachment 1 to this report lists feedback provided by the general community.

In addition to asking for feedback on the Plan, members of the community were asked to rank 5 passive recreation projects to help staff gain an understanding of community priorities which can be used to inform future capital works budgets. From 51 respondents, the community priorities in order are:

- Pump track (for bike, scooter and skateboard use)
- Playground
- Fenced dog off-leash area
- Fitness stations
- Parkour/teen play area

Discussion with key stakeholders included the following:

- Request to locate the pump track to the core recreation area, away from the BMX track to reduce conflict with BMX events and keep passive recreation opportunities together. A location closer to the parking area is desirable and would also have the advantage of increased passive surveillance.
- Request to fence the BMX facility to reduce wear and tear and maintenance.
- Confirmation that lighting is required at BMX facility to allow the track to be used year round.
- The Colbee Park BMX track is the only metropolitan track with no lighting. The BMX club advised that they have funds to contribute to this.
- A first-aid area/room at BMX amenities is requested which can take a stretcher bed. The existing room is used for administration.
- A BMX sprint training track and warm up area is requested, separate to the walking paths.

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- Suggestion that the parkour area would be best relocated and shown adjacent the pump track.
- Parking - although the draft Plan showed 195 parking spaces, it was requested that further options be considered to increase car parking on site. Soccer agreed in principle to allow BMX to have overflow parking in lieu of the 3rd soccer field.
- The lowering of the second soccer field is undesirable due to drainage and soil conditions. The soccer club already has issues with flooding and fields that do not drain at the higher level. Improved drainage of existing fields and new turf is required.
- Following acceptance of the flood capacity constraint, it was suggested to move the first and second fields west and the amenities building west into the existing bank. This will require earth works and the excavated soil would be used on site. Tiered seating would have to be moved to accommodate this.
- Baseball confirmed that fencing is required to the entire field. Ball stop fencing with hoods over is required at the senior area.
- Additional shade structures as shown on the plans are accepted.
- Concern that a bridge/path over the creek would open up the reserve to vandalism, particularly motorbikes. This issue may be solved if the reserve was adequately fenced to restrict vehicles.
- The bridge is shown to cross at the broadest point. It is narrower closer to the south/east boundary.
- An additional water tank is required so that soccer and baseball fields can be irrigated at the same time.
- Co funding arrangements from clubs are welcomed to get projects constructed.

Stage 4 - Development of the Draft Masterplan/Plan of Management (completed)

The Draft Masterplan for Colbee Park has been amended to incorporate feedback received during the second community engagement.

Changes include:

- Relocation of pump track, closer to car park
- Relocation of parkour/teen area adjacent to pump track
- Relocation of dog off-leash area further north to accommodate the pump track
- Inclusion of separate BMX sprint track
- Inclusion of overflow parking area in lieu of 3rd soccer field
- Expansion of soccer fields on the existing level, to the west, into the existing embankment
- Relocation of soccer embankment seating and integration with new amenities building



Figure 1 - First Draft Masterplan



Figure 2 - New Draft Masterplan

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Figure 2 above has been reproduced as Attachment 2 to this report. Further detail can also be seen in Attachment 3 - Draft Colbee Park Masterplan.

Stage 5 - Community Engagement Round 3 (Current Position)

- Public exhibition – Draft Plan of Management and Masterplan seeking formal submissions

Development of this Plan of Management and Masterplan does not represent a formal commitment to funding. These planning documents will inform the development of future operational plans and support applications for grant funding. Allocation of funding would be in accordance with the plan's priorities, the financial allocations identified in the Long-Term Financial Plan and external funding opportunities as they arise from time to time.

Although funding is not available to deliver the entire Plan in the short or medium term, all proposed improvements have been included. This holistic, long-term approach ensures that the Park will be developed in a cohesive manner that maximises capacity, improves functionality, protects environmental and cultural values, and will not preclude potential future recreation opportunities.

When funding does become available, Council and/or the Hawkesbury Sports Council will be required to ensure that improvement works are consistent with the Plan of Management and Masterplan.

**COMMUNITY ENGAGEMENT**

Community consultation is an important part of the planning process. Three stages of consultation will be undertaken as part of the update to the Plan of Management and Masterplan for the site.

Community Engagement Round 1 (completed)

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

Community Engagement Round 2 (completed)

- Online survey to gauge sentiment toward draft ideas/concepts in draft masterplan
- Online survey to gauge community priorities for passive recreation opportunities
- Stakeholder Meeting with key user groups to further identify their needs and discuss the draft masterplan layout
- Stakeholder meeting with key user groups following amendments to the draft masterplan to confirm that the proposed changes suite the needs of key users

Community Engagement Round 3 (Current Position)

- Public exhibition – Draft Plan of Management and Masterplan seeking formal submissions

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council undertake the following community engagement process in compliance with Council's policy. It is proposed that Council exhibit the draft Plan of Management and Masterplan for Colbee Park, allowing a minimum of 42 days for submissions.

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**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

Our Assets

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

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

**FINANCIAL IMPACT**

Council's Operational Plan makes provision of \$136,402 in the 2020/2021 Draft Operational Plan to undertake detailed design for proposed works at Colbee Park. Consideration is being given in the 2021/2022 Draft Operational Plan for funding to enable the commencement of essential infrastructure works identified in the Masterplan. The implementation of the Plan is estimated to be in the order of \$7m.

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

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

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

**ATTACHMENTS:**

- AT - 1** Community Engagement Round 2 - Feedback.
- AT - 2** Figure 2 - New Draft Masterplan.
- AT - 3** Revised Draft Colbee Park Masterplan - *(Distributed under separate cover)*.
- AT - 4** Draft Colbee Park Plan of Management - *(Distributed under separate cover)*.



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**AT - 1 Community Engagement Round 2 - Feedback**

**Colbee Park – Community Engagement 2 – Feedback on draft Masterplan – October 2020**

We would love a playground and a fenced dog park
I think its a great plan for our growing community and so many more children around now that will benefit from this 100%.. the baseball side of it looks great my kids love their team.sport and played there for years now..
I think there are too many 'elements' or recreational areas in a small amount of space, that will eventually be ruined by the flooding anyway. Additionally, the bridge to arndell could attract the wrong crowd of people & create more vandalism then already
Everything should be completed in a short time frame to bring the park up to today's standards
Excellent that the sporting fields will get additional seating. Installation of lights on the baseball diamonds will orovide greater use of the area as make up games and training big sessions could be conducted at night as this is a summer sport
The plan looks good needs some refining to ensure maximum usage
Pedestrian access is critical not only old Hawkesbury and mcgraths roads but the links to thos roads from Wolseley and winnifred banks estate which appears to be the forgotten par5 of mcgraths hill.
The masterplan, looks great. I think the facilities there are great. As well as the pump track consider a bike/walking track around the outside of the park, that can be used while organised sport is in. Would love to see a basketball or netball ring incl.
I think the Masterplan looks fantastic and would be very welcomed by locals. The footbridge to Arndell is extremely appealing as at the moment it is very difficult and dangerous for local children to walk to school. It'll be safer than Wolseley Rd.
Lights lights lights!!! And cameras!! Too many up to no good hang out down there and trash anything good! Also some sort of drainage investigation or flood protection initiative as the Bmx clubhouse goes under in the floods!!should be up on the hill!!
The BMX track urgently needs lighting. More car parking near the BMX track and more spectator space

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Seems like a great idea for McGrath's hill. It will bring more people outside and to the area.

It would be great for McGraths Hill to be taken into account. It is like the lost Siberia.

please ensure toilets are available everyday during daylight hours

I think the design looks fantastic and will be a great asset to McGraths Hill and surrounding areas. I hope that it does indeed go ahead

The plan is 10/10

Not just as a member but a resident of the Hawkesbury I believe the bmx club only requires a few additions to complete it and make it a high class facility. With the additions in the plan it would attract larger professional events to the area

Would be great to include a half sized basketball court for teens rather than parlour area

The Pumptrack should be on the middle of everything not encroaching on BMX

Without a doubt, putting in a pump track would be the best thing. It would benefit all those who use the bmx track and especially for children to develop their riding skills. Adding a pump track would increase the visitor numbers to the park.

A nice decent park in mcgraths hill would be amazing. A park that is suitable for toddlers, there isn't many around in the Hawkesbury.

A great initiative that will further enhance a great open space space for the community to enjoy.

I would like to see the back water course made deeper to create a lake.



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Make it a large area for kids to be away from traffic to be safe be able to still see kids from a distance.

maintain fitness stations if they are chosen to be made

parking may be an issue. Particularly for large events at these facilities

I think the park should have a few areas mentioned above, also keeping space for sports as we have.

It would be good to have a fenced dog park with a fenced playground adjoining so families with small children and dogs can enjoy days out together and not have to choose a day out for one OR the other

More spaces for tweens and teens are needed in the Hawkesbury. There are plenty of parks for younger children.

If you are going to bother putting in a dog park which are behavioural nightmares for dogs, please consult with PPGA to get advice on how to make them as safe as possible. Too often dog parks are designed by people who are not educated in behaviour.

Do a pump track there is nothing like this in the Hawkesbury even a large skatepark of quality will bring many people to the area as there are no large decent ones close by

The park at the boat ramp is the best around within an hour from Hawkesbury. It's perfect for little kids. We need something now for kids/older teens

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AT - 2 Figure 2 New Draft Masterplan



oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 30 March 2021**

**Item: 060**                      **IS - Pitt Town Roadworks and Funding - (95495, 96332)**

**Previous Item:**            234, Ordinary (24 November 2020)

**Directorate:**              Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's approval to allocate funding from the Pitt Town Section 7.11 Reserves towards roadworks at Pitt Town in accordance with the Pitt Town 7.11 Contributions Plan.

The report also addresses the Council resolution on Item 234 considered at the Council meeting on 24 November 2020, regarding Section 7.11 Pitt Town Reserves and other matters associated with Pitt Town Developer contributions.

**EXECUTIVE SUMMARY:**

The Section 7.11 Pitt Town Contributions Plan includes a schedule of works to be delivered in the Pitt Town release area funded by developer contributions. Council is now in a position to commence a significant part of these works, being roadworks in various locations in Pitt Town, and to progress the first stage of the park improvement works and recreational facilities at the Fernadell site.

Funding for the works is available within the Section 7.11 Pitt Town Reserves, from developer contributions collected as development progressed throughout the Pitt Town release area.

This report provides details on the works to be undertaken and the associated funding requirements. The report also addresses the Council resolution dated 24 November 2020 regarding to Section 7.11 Pitt Town Reserves. Details are provided in regard to contributions collected, amounts expended, amounts borrowed within the Reserves and proposed repayments of these borrowings. The report provides an overview of grant funding sought and includes information relating to developer contributions paid towards State infrastructure.

**RECOMMENDATION:**

That Council:

1.     Allocate funding of \$5.4m from the Section 7.11 Pitt Town Roadworks Reserve to fund works at the following locations, in accordance with the Section 7.11 Pitt Town Contributions Plan:
  - Johnston Street – Bathurst Street to Hawkesbury Street
  - Hawkesbury Street – Johnson Street to Hall Street
  - Hall Street – Bathurst Street to Johnston Street
  - Bathurst Street – Johnston Street to Hall Street
2.     Receive and note the information provided regarding the use of the Section 7.11 Pitt Town Reserves to date.
3.     Reallocate \$2.3M from the Multi-year Reserve to Section 7.11 Pitt Town Reserves to fully repay the amount borrowed in 2014/2015 to fund land acquisition.
4.     Receive and note the information provided regarding grants applications for infrastructure at Pitt Town.

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5. Receive and note the information provided regarding involvement of the NSW State Government in Developer Contributions, and the Deed entered into between the NSW State Government and the Developer in regard to the Pitt Town development.

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## **BACKGROUND**

The Section 7.11 Pitt Town Contributions Plan includes a schedule of works to be delivered in the Pitt Town release area funded by developer contributions. The works include roadworks at the following locations:

- Johnston Street – Bathurst Street to Hawkesbury Street
- Hawkesbury Street – Johnson Street to Hall Street
- Hall Street – Bathurst Street to Johnston Street (remaining sections)
- Bathurst Street – Johnston Street to Hall Street
- Bathurst Street, between Church and Johnston Street

The works also include the park improvement works and recreational facilities at the Fernadell site.

As development progressed in the Pitt Town release area contributions have been collected and placed in the various Section 7.11 Pitt Town Reserves. These Reserves have been used to fund some works. Internal borrowings between reserves also occurred to enable land acquisition for open space.

Council has now undertaken the procurement process for the roadworks it intends to deliver through a contract and has an estimate of the cost to complete the works. The works are to be funded from the Section 7.11 contributions.

Of relevance to the funding available for these roadworks, and for works at the Fernadell site is Council's resolution dated 24 November 2020 that:

*"3. Staff prepare a report to outline:*

- a) Options in regard to the transfer of funds to the relevant Section 7.11 Pitt Town Reserves, to replenish the amount utilised for land acquisition in 2014/2015.*
- b) The history of the utilisation of the Pitt Town Reserves, and whether Council was successful in obtaining grant funding for works in Pitt Town.*
- c) The circumstances of the involvement of the NSW State Government in Developer Contributions, and the Deed entered into between The NSW State Government and the Developer."*

This report seeks to allocate funding from Section 7.11 Pitt Town Reserves to enable the delivery of roadworks in accordance with the Section 7.11 Contributions Plan. The report also provides details regarding the Section 7.11 Pitt Town Reserves, grant funding sought and contributions paid by the developer towards State infrastructure.

## **Relevant Legislation**

The matters relating to Developer Contributions are specified in the Environmental Planning and Assessment Act 1979 as well as relevant sections of the Local Government Act 1993.

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**DISCUSSION**

**Pitt Town Roadworks**

The Section 7.11 Pitt Town Contributions Plan includes roadworks at the following locations:

- Johnston Street – Bathurst Street to Hawkesbury Street
- Hawkesbury Street – Johnson Street to Hall Street
- Hall Street – Bathurst Street to Johnston Street (remaining sections)
- Bathurst Street – Johnston Street to Hall Street
- Bathurst Street, between Church and Johnston Street

Council is currently finalising the Tender to carry out the construction of roads within the Pitt Town release area. The works tendered include the construction of:

- Johnston Street – Bathurst Street to Hawkesbury Street
- Hawkesbury Street – Johnson Street to Hall Street
- Hall Street – Bathurst Street to Johnston Street (remaining sections)
- Bathurst Street – Johnston Street to Hall Street

In addition to those roads, it is intended that Council directly undertake the widening and reconstruction of Bathurst Street, between Church and Johnston Street.

Based on the preferred tenderers pricing and the estimated cost of the works in Bathurst Street, a total budget allocation of \$5.4m including contingency is required.

The 2020/2021 Operational Plan contains a budget allocation of \$2.6m, funded from the Section 7.11 Pitt Town Roadworks Reserve. This amount represents an allocation based on anticipated staging of works. In order to enable acceptance of the tender for roadworks, and commencement of the works necessary, it is necessary to commit additional funds of \$2.8m from the Section 7.11 Pitt Town Reserve for these projects.

The Section 7.11 Pitt Town Reserve currently have the necessary funding of \$5.4m to enable the roadworks to be undertaken. Details in regard to the Section 7.11 Pitt Town Reserves balances are provided later in the report.

**Other Pitt Town Works**

In addition to the above roadworks funding remains available in the Section 7.11 Pitt Town Reserve to commence a first stage of development of the Fernadell site, when the masterplan (currently being finalised) is adopted.

The funding available is anticipated to enable drainage, earthworks, field construction, carparking and amenities to be provided.

In addition to the funding from contributions, Council has also sought grant funding from Greater Sydney Sports Facility Fund.

Details regarding the Section 7.11 Pitt Town Park Improvements and Pitt Town Recreation Facilities Reserves balances, and grant applications are provided later in the report.

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**Current Financial Position - Section 7.11 Pitt Town Reserves**

As at the end of February 2021, the Section 7.11 Pitt Town contributions collected or credited, including interest earned, amounted to \$13.2m, consisting of the following:

- Community Facilities      \$1.7m
- Land Acquisition          \$3.0m
- Park Improvements       \$2.0m
- Planning Studies          \$21k
- Recreation Facilities      \$0.8m
- Roadworks                 \$5.7m

**Previous Expenditure**

Funds have been used to fund land acquisition and infrastructure requirements in accordance with the Section 7.11 Pitt Town Contributions Plan.

A total of \$0.9M has been used from the Section 7.11 Pitt Reserves to fund the following:

- Land Acquisitions                                 \$423k
- Johnston Street Road Improvements         \$26k
- Bathurst Street Road Improvements         \$61k
- Hawkesbury Street Road Improvements      \$67k
- Hall Street West, Local Road Upgrade       \$149k
- Hall Street Middle, Local Road Upgrade      \$12k
- Pitt Town Community Facility                  \$7k
- Fernadell Park Recreation Facilities         \$160k
- Pitt Town Local Road Improvements         \$36k

In 2014/2015, an amount of \$3.2M was borrowed from the following Reserves to supplement funding available within the Section 7.11 Land Acquisition Reserve to fund the necessary land acquisitions for open space at Pitt Town:

- Pitt Town Community Facilities               \$0.6m
- Pitt Town Park Improvements                \$0.6m
- Pitt Town Recreation Facilities               \$0.3m
- Pitt Town Roadworks                          \$1.7m

Borrowing from within the various components of a Section 7.11 Contributions Plan is allowable and normal practice in the administration of contributions Reserves as it allows the timing of discrete components of works to be undertaken in accordance with cash flows. This internal borrowing arrangement was necessitated by higher land acquisition costs than was allowed for in the original contributions plan.

As the full amount of the higher expenditure for land would not be able to be collected from future development Council committed to progressively pay those funds into the Section 7.11 Reserves.

Those funds are being progressively repaid from Council's General Fund and in part from future contributions. To date repayments for the internal borrowings amounting to \$0.8m were able to be made with end of year surpluses. The current outstanding loan relating to the above Reserves amounts to \$2.4m, as follows:

- Pitt Town Community Facilities               \$0.6m
- Pitt Town Park Improvements                \$0.6m
- Pitt Town Recreation Facilities               \$0.3m
- Pitt Town Roadworks                          \$0.9m

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In addition to the previous repayments the Long Term Financial Plan has allocated an annual amount of \$0.4m, towards repayment of these internal borrowings.

Discussions with Council's auditors indicated that whilst Council has a plan in place to repay the borrowed funds through the Long Term Financial Plan, it would provide better transparency in regard to restricted cash, if Council repaid the amounts owing, in full, as soon as financially practicable.

In this regard, staff have investigated options to enable the repayment of amounts borrowed in full in 2020/2021 rather than repaying the outstanding amount over a period of time in accordance with the Long Term Financial Plan.

As the adopted 2020/2021 budget does not have the capacity to transfer \$2.3m in the Section 7.11 Reserves, Reserve funding has been considered.

Externally restricted Reserves can only be used for the purpose they are intended and any borrowing from these Reserve would require Ministerial Approval. Accordingly this type of Reserve has not been considered any further as a source of funding for the repayment to the Section 7.11 Pitt Town Reserves.

Internally restricted Reserves have been considered and it was determined that the only Reserve that Council could use for the purpose of repaying the outstanding amount to Section 7.11 Pitt Town Reserves of \$2.3m is the Multi Year Reserve. This Reserve was established to smooth the impact of funding capital renewal requirements over the long-term.

This Reserve is projected to have a balance of \$2.9m as at 30 June 2021. Accordingly, Council could repay the outstanding amount to the Section 7.11 Reserves of \$2.3m, in full, in the current financial year.

*Impact on the Long-Term Financial Plan*

The Long Term Financial Plan was developed on the assumption that as at the end of the 2020/21 financial year, the Multi-Year Reserve would be at \$5.4m in order to maintain capital renewal requirements in line with the necessary sustainability ratio in future years.

As a result of the impact of changes in Council's operations and changes in the external environment (natural disasters, economic downturn and the COVID-19 Pandemic), which have occurred since the development of the Long Term Financial Plan, the Reserve is projected to have a balance of \$2.9m as at 30 June 2021. This represents a position of \$2.5m less than the amount projected in the Long-Term Financial Plan.

The use of this Reserve to repay the outstanding \$2.3m in full, in 2020/2021 will bring the projected closing balance for the end of the 2021/2021 financial year to \$0.6m. This will result in a total shortfall of \$4.8m as at 30 June 2021, as compared to the amount assumed in the Long-Term Financial Plan.

This shortfall will not have an adverse impact on Council's ability to undertake the necessary asset renewal and maintenance works in the short term. However, Council's ability to meet the necessary benchmarks in regard to asset renewal and maintenance will be impacted in three to five years' time. Accordingly, it will be necessary for Council to allocate sufficient amounts to replenish the Multi Year to the desired level in future budgets.

In this regard, it is noted that an amount of \$0.7m is included in the 2021/2022 Draft Budget to be transferred into the Multi Year Reserve. Further, if the outstanding amount is repaid in full in 2020/2021 to the Section 7.11 Pitt Town Reserves, the amounts already allocated in the Long-Term Financial Plan towards the repayment of the amounts to the Section 7.11 Pitt Town Reserves would be reallocated towards the replenishment of the Multi-Year Reserve to ensure that Council has the capacity to maintain adequate capital renewal requirements in future years.

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**Section 7.11 Reserve Funding availability**

**Summary of movements in Section 7.11 Pitt Town Reserves**

Amount Collected	\$13.2m
Amount Expended	(\$0.9m)
Amount Borrowed	(\$3.2m)
<b>Amount Available Before Borrowings Repayment</b>	<b>\$9.1m</b>
Borrowings Already Repaid	\$0.8m
Remaining Borrowings Proposed to be Repaid in Full	\$2.4m
<b>Total Section 7.11 Pitt Town Reserve Funding available</b>	<b>\$12.3m</b>

The repayment of the outstanding amount of \$2.3m to the relevant Section 7.11 Pitt Town Reserves would bring the total amount held in the Section 7.11 Reserves to \$12.3m, consisting of:

- Community Facilities \$1.7m
- Land Acquisition \$2.5m
- Park Improvements \$2.0m
- Planning Studies \$21m
- Recreation Facilities \$0.7m
- Roadworks \$5.4m

**Total \$12.3m**

These funds represent the funding available to date to undertake works associated with the various components of the Section 7.11 Pitt Town Contributions Plan. It is noted that there is no requirement for Council to await the full amount to be collected for each respective component to commence specific works. Council is able to pool reserve balances together to enable the progression of specific works in a timely manner.

**Grant Funding**

Council has been actively seeking grant funding to supplement funding available through the Section 7.11 Contributions Plan.

Council has applied for a grant from the NSW Office of Sport - Greater Sydney Sports Facility Fund for \$1m towards Fernadell Plan Masterplan Implementation – Stage 1, including the sports fields, sporting facilities and landscape improvements. Council would use Section 7.11 Pitt Town Reserves as matching funding towards this work.

Council has also applied for grant funding from the NSW Infrastructure and Place Division – Voluntary Planning Agreements Program for the following:

- Construction of Community, Sports & Recreation Facility for \$11.9m
- Pitt Town Trunk Road Network for \$2.4m
- Punt Road Recreational Precinct (costs yet to be determined)
  - Boat Ramp
  - Access and Carparking
  - Riverside Park

The outcome of these grant applications is unknown at this stage.

In addition to Council's grant applications, the Pitt Town Progress Association has also sought grant funding and was successful in obtaining a grant for an amenity block at Bona Vista Park, in the amount of \$80k. Council will contribute the balance of the funding from general fund being approximately a further \$40k towards this project.



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**Developer Contributions towards State Infrastructure**

The 'Section 94 Contributions Plan 2008' allowed Council to impose conditions requiring the payment of contributions towards local, regional and State infrastructure and facilities on subdivisions within the Pitt Town Residential Precinct. Under this Plan a contribution of approximately \$25,709.47 was payable per residential lot towards local infrastructure and facilities, and approximately \$24,796.75 was payable per lot towards State and regional transport infrastructure if a Planning Agreement was not in place.

The original Planning Agreement between Johnson Property Group (JPG) and the Minister for Planning required the dedication of land for a school, contributions towards the school, intersection works and road shoulder works.

On 24 September 2013 the Minister for Planning and Infrastructure issued a Direction (attached) that Council was not to impose conditions for the collection of State and Regional transport infrastructure.

This reflected that the Planning Agreement between JPG and the Minister for Planning was altered with a Deed of Agreement to require the payment of a \$10,500 per lot contribution towards State Infrastructure. An Explanatory Note (attached) explains the Amended Deed of Agreement and outlines that \$5,806,500 was paid by JPG towards State infrastructure, which translates to the \$10,500 per lot. JPG also paid \$92,923.73 to the Department of Education under the Amended Deed of Agreement, and also transferred the land for the school.

The 'Hawkesbury Section 7.11 (Section 94) Contributions Plan 2015' came into effect on 4 June 2015 and accordingly excluded State and regional contributions as per the Ministerial Direction. Under the Hawkesbury Section 7.11 Contributions Plan 2015 a contribution of approximately \$37,217.38 is payable per residential lot towards local infrastructure and facilities. Developers are also required under Clause 6.8 of the Hawkesbury Local Environmental Plan (LEP) 2012 to enter into a Planning Agreement with the Department of Planning and pay a \$10,500.00 contribution per lot towards State infrastructure. Amounts listed above are all subject to indexing.

**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 Strategy within the CSP.

Our Assets

- 4.1 Transport infrastructure and connections - Creating an integrated and well maintained transport system is an important local priority
  - 4.1.1 Our roads and other transport infrastructure will be planned and provided to ensure connected, efficient and safe movement for all modes of transport.
  - 4.1.3 Have a comprehensive transport system of well-maintained local and regional linkages that are financially and environmentally sustainable and respond to community safety, priorities and expectations.
- 4.2 Utilities - Facilitate the delivery of infrastructure through relevant agencies and Council's own works
  - 4.2.2 New development and infrastructure provision is aligned and meets community needs.

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

4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.

4.3.2 Provide a variety of quality active recreation spaces including playgrounds, sporting fields, pool, stadium and multipurpose centres to enhance our community's health and lifestyle.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The expenditure applicable is not provided for in the adopted 2020/2021 Operational Plan and will need to be addressed as part of the next Quarterly Budget Review. It is noted that these budget adjustments will not have an adverse impact on Council 2020/2021 Budget as the funding adjustments relates to funding available within SECTION 7.11 Reserves.

**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** Direction from Minister for Planning and Infrastructure 24 September 2013.

**AT - 2** Explanatory Note.

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**AT - 1 Direction from Minister for Planning and Infrastructure 24 September 2013**

**Environmental Planning and Assessment (Local Infrastructure Contributions - Hawkesbury City Council) Direction 2013**

I, the Minister for Planning and Infrastructure, in pursuance of section 94E (1) (a) of the *Environmental Planning and Assessment Act 1979*, direct Hawkesbury City Council that it may not impose a condition under section 94 of that Act, in respect of development within Catchment 5 (Pitt Town Residential Precinct), that requires contributions towards the cost of the State and Regional transport infrastructure identified in section 7A.12, and the table on page 34, of the Council's *Section 94 Contributions Plan 2008* (being Pitt Town Bypass, Mulgrave Railway Station parking and the 2 year interim bus service).

**Note:**

Section 94EC (1A) of the *Environmental Planning and Assessment Act 1979* provides as follows:

The imposition of a condition by an accredited certifier as authorised by a contributions plan is subject to compliance with any directions given under section 94E (1) (a), (b) or (d) with which a council would be required to comply if issuing the complying development certificate concerned.



Minister for Planning and Infrastructure

Dated:     **24 SEP 2013**

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**AT - 2 Explanatory Note**

**Explanatory Note**

**Minister for Planning**

and

**Johnson Property Group Pty Limited (ACN 102 465 814)**

and

**Bona Vista Properties Pty Limited (ACN 095 392 126)**

and

**Fernadell Properties Pty Limited (ACN 111 748 951)**

and

**Vermont Quays Pty Ltd (ACN 098 340 884)**

**Draft Amendment Planning Agreement**

**Introduction**

The purpose of this explanatory note is to provide a plain English summary to support the notification of the draft Planning Amendment and Release Agreement (the **Planning Amendment Agreement**) prepared under Subdivision 2 of Division 6 of Part 4 of the *Environmental Planning and Assessment Act 1979* (the **Act**). The Planning Amendment Agreement amends and releases the parties from the planning agreement entered into by the parties on 26<sup>th</sup> July 2006 (the **Original Agreement**).

This explanatory note has been prepared jointly by the parties as required by clause 25E of the *Environmental Planning and Assessment Regulation 2000* (the **Regulation**).

**Parties to the Planning Amendment Agreement**

The parties to the Planning Amendment Agreement are Johnson Property Group Pty Limited (ACN 102 465 814), Bona Vista Properties Pty Limited (ACN 095 392 126), Fernadell Properties Pty Limited (ACN 111 748 951) and Vermont Quays Pty Limited (ACN 098 340 884) (collectively the **Developer**) and the Minister for Planning (the **Minister**).

**Description of the Subject Land**

The Planning Amendment Agreement applies to:

- Lot 5010 of DP 1208144 (the **Subject Land**).

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The Subject Land is located at Pitt Town, Hawkesbury NSW.

**Description of the Proposed Development**

The Developer developed and proposes to develop part of the land to which the Original Agreement applied to for residential purposes as described in the Original Agreement (a copy of which is annexed at Schedule A to the Planning Amendment Agreement) including subdivision of the Subject Land generally in accordance with DA 0456 09 which was approved by Hawkesbury City Council (the **Development**) and has made an offer to the Minister to enter into the Planning Amendment Agreement in connection with the Development.

**Summary of Objectives, Nature and Effect of the Planning Amendment Agreement**

The Planning Amendment Agreement provides that the Developer will make the following monetary contributions in connection with the Development for the purposes of the provision of designated State public infrastructure within the meaning of clause 6.1 of Hawkesbury Local Environmental Plan 2012 (LEP):

- 1) \$5,806,500.00 on the execution of the Planning Amendment Agreement towards road works which is calculated on the basis of \$10,500.00 per residential lot and a yield of 553 such lots within the Bona Vista, Fernadell, and Cleary Precincts. This includes 546 lots released to date and an estimated 7 future lots from Cleary Stage 6b; and
- 2) \$92,923.73 on execution of the Planning Amendment Agreement as the final instalment of the DEC Contribution in accordance with clause 5.4 and Schedule 5 of the Original Agreement.

The Planning Amendment Agreement acknowledges the transfer of a school site by the Developer, and provides that upon payment of the contributions detailed above, the Developer will be released from all planning obligations arising from the Original Agreement.

The objective of the Planning Amendment Agreement is to facilitate the delivery of the Developer's contributions towards the designated State public infrastructure within the meaning of clause 6.8 of Hawkesbury LEP.

No relevant capital works program by the Minister is associated with this agreement.

**Assessment of Merits of Planning Amendment Agreement**

**The Planning Purpose of the Planning Amendment Agreement**

In accordance with section 93F(2) of the Act, the Planning Amendment Agreement has the following public purpose:

- the provision of (or the recoupment of the cost of providing) transport or other infrastructure relating to land.

The Minister and the Developer have assessed the Planning Amendment Agreement and both hold the view that the provisions of the Planning Amendment Agreement provide a reasonable means of achieving the public purpose set out above. This is because it will ensure that the Developer makes appropriate contributions towards the provision of designated State public infrastructure within the meaning of clause 6.8 of Hawkesbury Local Environmental Plan 2012.

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**How the Planning Amendment Agreement Promotes the Public Interest**

The Planning Amendment Agreement promotes the public interest by ensuring that an appropriate contribution is made towards the provision of designated State Infrastructure to satisfy needs that arise from development of the Subject Land.

**How the Planning Amendment Agreement Promotes the Objects of the Act**

The Planning Amendment Agreement promotes the objects of the Act by encouraging:

- the promotion and co-ordination of the orderly and economic use and development of land.

The Planning Amendment Agreement promotes the objects of the Act set out above by requiring the Developer to make a contribution towards the provision of designated State public infrastructure within the meaning of clause 6.8 of Hawkesbury Local Environmental Plan 2012.

The Developer's offer to contribute towards the provision of designated State public infrastructure will have a positive public impact as funds from the Developer will be available towards the provision of such infrastructure.

**Requirements relating to Construction, Occupation and Subdivision Certificates**

The Planning Amendment Agreement requires payment of the monetary contribution on execution of the Agreement. The Planning Amendment Agreement does not specify requirements that must be complied with prior to the issue of a construction, occupation or subdivision certificate.

**oooO END OF REPORT Oooo**

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**SUPPORT SERVICES**

**Item: 061**                      **SS - Investment Report - February 2021 - (96332, 95496)**

**Previous Item:**            150, Ordinary (10 March 2020)

**Directorate:**               Support Services

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**PURPOSE OF THE REPORT:**

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

**EXECUTIVE SUMMARY:**

This report indicates that Council held \$59.93 million in investments at 28 February 2021 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 February 2021 be received and noted.

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**BACKGROUND**

Council held \$59.93 million in investments as at 28 February 2021. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

**1. Composition of Investment portfolio**

Tables 1 to 3 below provide details regarding the \$59.93 million in investments held as at 28 February 2021.

***Table 1 - Summary of Council's Investment Portfolio as at 28 February 2021***

<b>Product Type</b>	<b>Face Value</b>	<b>% of Total</b>
At Call Deposits	\$5,500,000	9.18%
TCorp Cash Fund	\$2,132,889	3.56%
Term Deposits - Fixed Rate	\$52,300,000	87.26%
<b>Grand Total</b>	<b>\$59,932,889</b>	<b>100.0%</b>

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

Long Term Credit Rating	Face Value	% of Total
AA-	\$52,800,000	88.10%
BBB	\$3,000,000	5.00%
BBB+	\$2,000,000	3.34%
NSW TCorp Cash Fund	\$2,132,889	3.56%
<b>Grand Total</b>	<b>\$59,932,889</b>	<b>100.0%</b>

**Table 3 - Fixed Term Deposits**

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
ANZ	AA-	A-1+	07-Jul-21	0.80%	\$3,000,000
Bank of Queensland	BBB+	A-2	11-Aug-21	0.90%	\$2,500,000
			16-Dec-21	0.55%	\$500,000
Commonwealth Bank of Australia	AA-	A-1+	06-May-21	0.25%	\$500,000
			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
			04-Nov-21	0.55%	\$1,500,000
			10-Feb-22	0.41%	\$1,500,000
			23-Feb-22	0.43%	\$2,000,000
			20-Nov-23	0.65%	\$1,000,000
ME Bank	BBB	A-2	09-Dec-21	0.50%	\$2,000,000
National Australia Bank	AA-	A-1+	05-Mar-21	1.30%	\$2,000,000
			29-Apr-21	1.10%	\$1,000,000
			06-May-21	0.35%	\$500,000
			26-May-21	1.02%	\$1,500,000
			03-Jun-21	0.99%	\$3,000,000
			22-Sep-21	0.70%	\$1,000,000
			14-Oct-21	0.50%	\$500,000
			10-Nov-21	0.50%	\$2,000,000
			13-Jan-22	0.45%	\$2,000,000
			27-Jan-22	0.42%	\$800,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			03-Nov-25	0.95%	\$500,000
			19-Nov-25	0.90%	\$500,000
			13-Jan-26	1.00%	\$500,000
Westpac	AA-	A-1+	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*
			09-Dec-21	0.49%	\$2,000,000*
<b>Grand Total</b>					<b>\$52,300,000</b>

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



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## 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.

**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	<b>96.44%</b>	100%	Yes
A+ to A- and below	<b>8.34%</b>	50%	Yes
BBB+ to BBB and below	<b>8.34%</b>	30%	Yes
BBB- and below	<b>0%</b>	5%	Yes
TCorp Cash Fund	<b>3.56%</b>	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**

30 November 2020	Weighted Average Return (Running Yield)
Hawkesbury City Council – Investment Portfolio	0.064%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.000%
<b>Performance Relative to Benchmark</b>	0.064%

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.

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**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 28 February 2021 and has advised as follows:

- *"Council's portfolio monthly return is around 0.06% above the Bloomberg AusBond Bank Bill benchmark. This return excludes at Call Accounts and the NSW TCorp Cash Fund.*
- *Private Equity firm Ares has withdrawn its proposal to acquire AMP after doing due diligence. This leaves AMP still trying to re-structure its businesses to improve performance and maintain its current credit ratings in the medium term.*
- *Bank of Queensland (BoQ) and ME Bank (MEB) have announced a merger subject to due diligence. The target date for completion is August 2021. Once BoQ and MEB are combined, Council will have an 8.35% exposure to the combined entity (based on this month's portfolio size). This will be outside portfolio limits. However, when purchased all investments were within portfolio limits. Amicus' recommendation is no new investments be made in either BoQ or MEB and the current investments are held until they mature thus avoiding exacerbating any over exposures to the combined entity should the merger proceed.*
- *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."*

In the current investment environment, Amicus suggests Council pursues 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 (no more than 5% of the total portfolio per entity, obviously within policy limits) 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. In making these investments, Council should consider the likely lowest overall total size of the investment portfolio over the year to ensure that total exposures to an issuer outside the Major Banks does not exceed the 5% limit because the overall portfolio size has decreased since the initial investment was made.*
- *Consider investing in Bonds and Floating Rate Notes where the yields and risks are attractive relative to Term Deposits. As per prior reports, the relative value of these two instruments varies with market conditions and there are commonly periods where one is more attractive than the other and vice versa.*
- *With current Term Deposit rates well below the average of Council's average annual yield investment returns will fall in the coming months and so Amicus recommends Council actively pursue the strategies outlined above to mitigate the coming impact on absolute returns."*

During the reporting period, the investment portfolio increased by \$2.29 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 28 February 2021 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	\$11,997,432	20.02%
External Restrictions - Western Parkland City Liveability Program	\$3,520,128	5.87%
External Restrictions - Bushfire and Flood Grants	\$858,009	1.43%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$5,152,161	8.60%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$16,385,164	27.34%
Unrestricted	\$22,019,995	36.74%
<b>Total</b>	<b>\$59,932,889</b>	<b>100.00%</b>

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.

### **COMMUNITY ENGAGEMENT**

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

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**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy 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 adopted 2020/2021 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**

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**Item: 062**                      **SS - Draft Procurement Policy - (96332, 95496)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to submit the Draft Procurement Policy, attached as Attachment 1 to this report, to Council for consideration and adoption.

**EXECUTIVE SUMMARY:**

A Draft Procurement Policy has been prepared to provide an overarching statement in regard to the approach Council takes to all its procurement activities, and to communicate this approach to those undertaking business with Council. The Draft Policy is aimed at Council following procurement processes and practices that achieve an optimum balance between cost-effectiveness and other social, economic and environmental objectives, within the applicable legislative framework.

**RECOMMENDATION:**

That Council adopt the Draft Procurement Policy attached as Attachment 1 to this report.

---

**BACKGROUND**

Council undertakes procurement activities within a comprehensive framework of internal corporate policies and procedures. However, there is no Policy adopted by Council.

A Draft Procurement Policy has been prepared so as to provide an overarching statement in regard to the approach Council takes to all its procurement activities, and to communicate this approach to those undertaking business with Council. If the proposed Policy is adopted, associated corporate policies and procedures will be updated accordingly.

**Relevant Legislation**

All procurement activities undertaken by Council are required to be in accordance with the applicable legislative framework. The following legislation and associated guidelines apply:

- Local Government Act, 1993
- Local Government (General) Regulation, 2005
- Government Information (Public) Access Act, 2009 (NSW)
- Privacy and Personal Information Protection Act, 1998
- Competition and Consumer Act, 2010
- Building and Construction Industry Security of Payment Act, 1999 (NSW)
- Work Health and Safety Act, 2011 (Cth)
- Tendering Guidelines for NSW Local Government, October 2009

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In addition to the legislative framework, the following Council policies are also relevant when undertaking procurement activities.

- Statement of Business Ethics
- Code of Conduct

### **DISCUSSION**

Council procures goods, services and works to effectively deliver services and infrastructure to the community. In undertaking its procurement activities, Council needs to balance various objectives.

These include:

- Cost-effectiveness and competition
- Legislative requirements
- Social responsibility
- Environmental considerations
- Supporting local economic activity

The proposed Policy aims to approach procurement activities in a manner that achieves the optimum balance between the various objectives.

The proposed Policy states that Council will:

- Apply Best Practice procurement processes that comply with all legislative requirements
- Be open, honest, transparent, ethical and accountable in all dealings
- Ensure that appropriate protections are afforded to commercially sensitive and confidential material that is provided to Council by suppliers
- Ensure the promotion of fairness and competition
- Obtain value for money
- Promote sustainable and socially responsible procurement principles
- Promote and encourage the use of local suppliers

The proposed Policy includes specific actions that Council will take to implement the Policy. If the Policy is adopted by Council, relevant internal corporate policies and associated procedures will be updated accordingly.

Promoting environmental sustainability and supporting local businesses are increasingly becoming key considerations in procurement activities undertaken by government organisations. Discussions at local government procurement forums have also highlighted the role councils have in supporting their local economies, acknowledging the challenges current legislative frameworks and associated governance requirements can present.

In regard to supporting local businesses, it is noted that based on the suppliers' registered address, Council currently undertakes 23.5% of its business with local suppliers. This percentage does not include those suppliers who are registered outside the local government area but have facilities in the area and/ or use local sub-contractors. Noting that the current level of local procurement has not occurred through any local preference procurement, it is expected that the implementation of the proposed Policy has the potential to significantly increase local procurement.

In regard to environmentally sustainable procurement, to date focus has been limited. As more environmentally sustainable and cost-effective products become available, there are increased opportunities for Council to lead by example in investing in environmentally sustainable products and processes. It is expected the implementation of the proposed Policy has the potential to support Council in reducing its environmental footprint.

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The Draft Policy is consistent with various other Council strategies and initiatives, including the Net Zero Emissions Strategy and local economic development programs being undertaken.

### **COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. It is proposed that once the Policy is adopted, it will be promoted to the Community on social media and provided to key agencies. The Policy will also be distributed to peak business organisations including the Chamber of Commerce.

### **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

- 1.3 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.

#### Our Environment

- 3.2 To live sustainably and reduce our ecological footprint - Identify and make best use of our local resources and awareness of contribution to the environment
  - 3.2.3 Become a carbon neutral Local Government Area.
- 3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices
  - 3.4.1 Work with businesses and tourism operators to promote good practice and sustainability principles.

#### Our Future

- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
  - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.
  - 5.7.3 Businesses are encouraged and upskilled to adopt more ethical and sustainable practices.

### **FINANCIAL IMPACT**

There are no financial implications applicable to this report. The Draft Procurement Policy is aimed at balancing various objectives, including value for money. Accordingly, it is not envisaged that the adoption and subsequent implementation of the Policy would have an adverse impact on Council's adopted 2020/2021 Operational Plan and Council's Long Term Financial Plan.

### **FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

### **ATTACHMENTS:**

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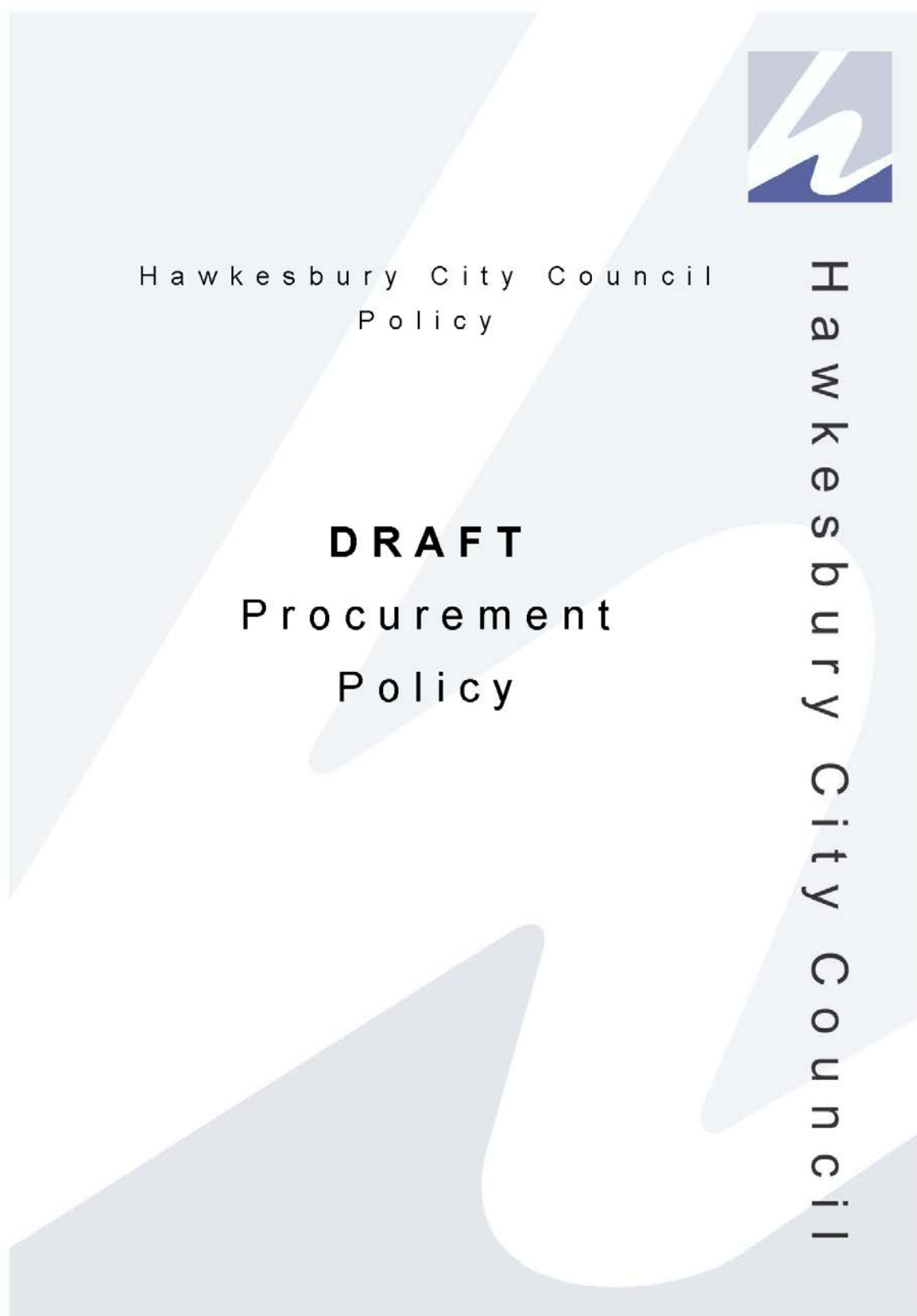
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**AT - 1** Draft Procurement Policy.



AT - 1 Draft Procurement Policy



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<b>Division:</b>	Support Services	<b>Policy Number:</b>	Enter No
<b>Branch:</b>	Financial Services	<b>Adopted Date:</b>	Enter Date
<b>Responsible Officer:</b>	Chief Financial Officer	<b>Next Review Date:</b>	Enter Date
<b>Director:</b>	Support Services	<b>Version:</b>	1

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**HAWKESBURY CITY COUNCIL POLICY**  
**DRAFT Procurement Policy**

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**HAWKESBURY CITY COUNCIL POLICY**  
**DRAFT Procurement Policy**

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**1. TITLE**

Procurement Policy.

**2. PURPOSE**

Council procures goods, services and works to effectively deliver services and infrastructure to the community. This Policy outlines the key principles, objectives and requirements that must be adhered to by all those undertaking procurement activities for Council.

The community should have confidence that Council will procure goods and services in a cost effective and appropriate manner. Suppliers should understand the processes by which goods and services are procured and have confidence that procurement processes of Council are applied fairly and consistently.

**3. SCOPE**

All Council staff, contractors, consultants, and temporary (labour hire) staff, responsible for the procurement or sale of goods, services and works on behalf of Council must comply with this Policy and all associated procedures.

The Policy scope covers all types of procurement for all spend categories that include but are not limited to:

- Goods and materials, supplies, parts, plant and equipment, information communications and technology hardware and systems
- Services, consultants, labour hire, contractors, information and communication technology services
- Works, asset and facilities construction, repairs and maintenance, and infrastructure, minor and major capital works
- Disposal of goods and materials

This Policy does not apply to procurement from another council or other government agencies, employment contracts, real estate property acquisition or sales, sponsorship, grants, re-imbursements and donations or where the Council has adopted a specific acquisition or sale strategy.

This Policy does not confer any delegated authority upon any person. All delegations to staff are issued by the General Manager.

**4. BACKGROUND**

Council procures goods, services and works to effectively deliver services and infrastructure to the community. In undertaking its procurement activities Council needs to balance various objectives. These include:

- Cost-effectiveness and competition
- Legislative requirements
- Social responsibility
- Environmental considerations
- Supporting local economic activity

This Policy aims to approach procurement activities in a manner that achieves the optimum balance between the above objectives.

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**HAWKESBURY CITY COUNCIL POLICY**  
**DRAFT Procurement Policy**

**5. POLICY DETAILS**

Council will:

- Apply Best Practice procurement processes that comply with all legislative requirements
- Be open, honest, transparent, ethical and accountable in all dealings
- Ensure that appropriate protections are afforded to commercially sensitive and confidential material that is provided to Council by suppliers
- Ensure the promotion of fairness and competition
- Obtain value for money
- Promote sustainable and socially responsible procurement principles
- Promote and encourage the use of local suppliers

**5.1 Sustainable and Socially Responsible Procurement**

Council recognises the importance of incorporating sustainability and social responsibility in its procurement activities. Council needs to balance this with its responsibility to utilise ratepayer's funds in an effective manner. Council promotes cost effective Sustainable and Socially Responsible Procurement principles by:

- Facilitating the achievement of value for money by incorporating total cost of ownership into procurement decisions
- Minimising our ecological footprint through the procurement of goods and services that can demonstrate zero or reduced environmental impact, having regard to applicable industry standards, quality and cost requirements
- Considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner
- Avoiding purchasing products that pollute soils, air or waterways, or hazardous chemicals
- Choosing environmentally sustainable or recycled products and services and purchasing products that reduce greenhouse emissions
- Contributing to economic growth in the local economy by supporting local business to compete for procurement contracts
- Encouraging ethical trading and protect human rights through dealing with organisations that can demonstrate ethical supply chain practices
- Increasing diversity in the workplace through engagement of disability organisations and social enterprises for the provision of goods and services when available and cost effective
- Encourage and promoting equity of access to a wide range of organisations

**5.2 Local Supplier Support**

Council recognises the economic and social benefits that are derived through supporting local businesses to compete and be successful in being awarded contracts for the provision of goods, services and works by Council. Council needs to balance this with its responsibility to utilise ratepayer's funds in an effective manner. Council will support Local Suppliers by:

- Promoting the use of local suppliers as either principle suppliers or sub-contractors
- Supporting suppliers to understand the requirements for competing for Council procurement contracts.
- Encouraging local suppliers to register their interest in doing business with Council through Council's website and other associated economic development activities
- Providing all (local and non-local) suppliers with increased visibility of Council's forward works program.
- Providing constructive feedback regarding supplier's tender and quotation submissions, and detail how they can improve.
- Sourcing a minimum of one quotation for goods, services and works with a value of less than \$50,000 from suppliers within the Hawkesbury local government area except where the goods, services or works from local suppliers cannot meet quality, time or cost requirements.

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- Applying a local preference, non-price weighting, for quotations over \$50,000 and for all Tenders. The weighting will be applied to demonstrated local supplier content (based on either principle supplier or local sub-contractors). This approach will be clearly indicated on Council's Request for Quotations and Tenders.
- Establishing a gradual improvement target in regard to the use of local suppliers

**Definition of Local Supplier**

To be classed as a 'Local Supplier', suppliers must have either:

- A registered business address within the Hawkesbury Local Government Area as the Principal Contractor or by the use of Subcontractors or,
- A local business premises or facility such as: distribution centre, depot, warehouse, quarry, office or manufacturing plant located within the Hawkesbury Local Government Area or
- Employment of staff living within the Hawkesbury Local Government Area

**6. ROLES AND RESPONSIBILITY**

Authorised Officer	Roles & Responsibilities
All Council Officers	<ul style="list-style-type: none"><li>• Acknowledge and comply with this Policy and all associated Procedures.</li></ul>
Chief Financial Officer	<ul style="list-style-type: none"><li>• Ensure Council's procurement procedures are in accordance with this Policy</li><li>• Ensure there is a framework in place to monitor compliance with this Policy and associated procedures.</li></ul>

**7. DEFINITIONS**

- **Best Practice** means a methodology, technique, set of guidelines, ethics, or ideas that has consistently shown results superior to those achieved with other means, and that is used as a benchmark that represent the most efficient or prudent course of action.
- **Council** means Hawkesbury City Council.
- **Procurement** means all activities involved in acquiring goods or services either outright or by lease (including disposal and lease termination). Procurement includes acquiring consumables, capital equipment, real property, infrastructure, and services under consultancies, professional services, facilities management and construction.
- **Sustainable Procurement** takes a wider view and incorporates the net benefits for both the buying organisation and the wider world. Sustainable procurement considers the total purchase cost and economic, environmental and social impacts within a wider framework of good governance, when acquiring goods and services.
- **Tender** means an offer, lodged in response to a public invitation from Council for amounts above \$250K including GST that are subject to requirements of section 55 of the Local Government Act 1993 and related regulation.
- **Value for money** means selecting the supply of goods, services or works, taking into account both cost and non-cost factors including:
  - Contribution to the Council's Community Strategic Plan and objectives
  - Fitness for purpose, quality, service and support, risk, and environmental and sustainability factors
  - Whole-of-life costs, transaction costs associated with the purchase, utilisation, maintenance and disposal of the goods, materials or assets.

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- **Local supplier** means a supplier that has:
  - A registered business address within the Hawkesbury Local Government Area as the Principal Contractor or by the use of Subcontractors, or
  - A local business premises or facility such as: distribution centre, depot, warehouse, quarry, office or manufacturing plant located within the Hawkesbury Local Government Area or
  - Employment of staff living within the Hawkesbury Local Government Area.

**8. RELATED DOCUMENTS**

**Legislation**

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Government Information (Public) Access Act 2009 (NSW)
- Privacy and Personal Information Protection Act 1998
- Competition and Consumer Act 2010
- Building and Construction Industry Security of Payment Act 1999 (NSW)
- Work Health and Safety Act 2011 (Cth).

**Related policies**

- Statement of Business Ethics
- Code of Conduct.

**Guidelines**

- Tendering Guidelines for NSW Local Government, October 2009.

**Corporate Policies**

- Procurement of Goods and Services Operational Management Standard
- Tendering Process Operational Management Standard
- Tenders – Record Keeping Operational Management Standard.

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Document Owner: Support Services  
Review Date: <<Next Review Date>>

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**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
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**Item: 063**                      **SS - Council Resolution Summary - July 2020 to December 2020 - (95496)**

**Previous Item:**        088, Ordinary (12 May 2020)  
                              190, Ordinary (29 October 2019)  
                              040, Ordinary (12 March 2019)  
                              213, Ordinary (28 August 2018)  
                              NM2, Ordinary (24 June 2014)

**Directorate:**            Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to provide Council with a summary of the status of resolutions passed by Council.

**EXECUTIVE SUMMARY:**

At the Council meeting on 24 June 2014, Council resolved to receive a six-monthly report summarising the resolutions moved by Council in the preceding six months. Further, at its meeting on 28 August 2018, Council resolved to add further columns giving information relating to the actions taken to date and approximate timeframes for resolutions ongoing, and to include those resolutions outstanding from previous summaries.

During 2020 the system for the tracking of action on resolutions was enhanced, and this was reflected in the six-monthly resolution tracking summaries which were reported to Council on 20 May 2020 and 29 September 2020.

This report, and the attachments to the report, summarise the resolutions passed by Council for the period from 1 July 2020 to 31 December 2020 and those resolutions outstanding from previous summaries, excluding resolutions as outlined in the report below.

The report also explains further changes which have been made to reporting the actioning and tracking action of Council resolutions.

**RECOMMENDATION:**

That the Council Resolution Summary for 1 July 2020 to 31 December 2020 and those resolutions outstanding from previous summaries, be received and noted.

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**BACKGROUND**

Council at its Meeting on 24 June 2014, gave consideration to a Notice of Motion regarding summarising Council resolutions and resolved as follows:

*"That Council prepare a six-monthly report summarising the resolutions passed by Council in the preceding six months, excluding resolutions not requiring action or procedural resolutions, and assigning a status to such resolutions to indicate if the action has commenced, has been completed, or a likely timeframe for completion."*



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Further to the above, Council at the meeting on 28 August 2018, when considering the report regarding the Council Resolutions for the period from 1 January 2018 to 30 June 2018, resolved, in part, as follows:

*"That Council:*

*...*

- 2. Include in future such reports, an additional column giving information relating to the outcome or approximate timeframes where applicable for resolutions ongoing.*
- 3. Include in future such reports, those resolutions outstanding from previous summaries."*

Accordingly, Council's Resolution Summary Reports were updated to contain the additional columns showing the action taken to date and outcomes, as well as an estimated completion date for those matters ongoing.

Further, outstanding resolutions pre-dating the most recent six month period were included in a separate document. Resolutions identified in either of the Resolution Summary Reports were able to be included in the future Resolution Summary Reports to Council.

At its meeting on 12 May 2020, Council received a report on Council Resolutions for the period 1 July 2019 to 31 December 2019, as well as outstanding resolutions from previous reports. That report explained that Council had developed an enhanced system to ensure that all:

- Council resolutions are recorded
- Council resolutions are monitored to completion
- Outstanding Council resolutions are identified and reported to Council.

The Resolution Summary reports attached to the report to the Council Meeting on 12 May 2020 were the first to be published using Council's existing records management software, and in a new report format to include:

- Details of the relevant Council Resolution, broken into parts. This allows the actions for each part of a resolution to be tracked
- Details of the status of the resolution, including the specific action taken to progress it
- Better filtering to enable a variety of reporting formats.

Using the records management software in this way requires each resolution and resolution part from each Council Meeting to be registered in the system so that notes can be made against each part based on a closed set of templates.

## **DISCUSSION**

In the second six-monthly report for 2020, further enhancements were made to the system for recording actions on resolutions, and the reporting of those actions. These included.

- Migrating all outstanding Council resolutions into the system so that actions can be recorded in the same way as for resolutions within the most recent reporting period.
- Changes to the titles of the notes templates that staff use to record action taken. These are now more closely linked to the types of actions that generally flow from resolutions, and means the notes when reported contain less internal commentary.
- Streamlining the process for tracking responses to correspondence and using the system to prompt the sending of follow up correspondence.
- The development of a staff training manual and training sessions for staff who are required to action Council resolutions and update the system for reporting purposes.

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The development of a staff training manual and one-one way training for managers and administrative staff has assisted in producing updates which focus on specific actions.

For the purpose of reporting to Council staff have prepared a Resolution Summary Report for the period from 1 July 2020 to 31 December 2020 and those resolutions outstanding from previous summaries for the period 1 January 2018 to 30 June 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 Strategy within the CSP.

Our Leadership

- 1.6 Corporate Services - Support the operation of the organisation through the provision of effective and efficient corporate support services.
  - 1.6.2 Council's workforce, systems and processes will support high performance and optimal service delivery for our community.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

There are no financial implications applicable to this report.

**ATTACHMENTS:**

- AT - 1** Council Resolution Summary - July 2020 to December 2020 - (*Distributed under separate cover*).
- AT - 2** Council Resolution Summary - Outstanding Resolutions from previous Summaries January 2018 to June 2020 - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

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**SECTION 4 – Reports of Committees**

**Item: 064**                      **ROC - Local Traffic Committee - 8 March 2021 - (80245, 95495)**

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 8 March 2021. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

**EXECUTIVE SUMMARY:**

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

**RECOMMENDATION:**

That Council receive and note the Minutes of the Local Traffic Committee Meeting held on 8 March 2021.

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**DISCUSSION**

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

- Special Event Traffic - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2021
- General Traffic Matter - Proposed Upgrade to the Pedestrian Crossing and Roundabout in Colonial Drive at Alexander Street, Bligh Park
- Proposed Access Restrictions and Loading Zones adjacent to Windsor Mall, Windsor
- Proposed Median Island Stop Treatment and Slopes Road, North Richmond and Bonner Road, Agnes Banks.

**ATTACHMENTS:**

**AT - 1**    Minutes of the Local Traffic Committee held on 8 March 2021.

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**AT - 1 Minutes of the Local Traffic Committee held on 8 March 2021**

Minutes of the Meeting of the Local Traffic Committee held remotely on 8 March 2021, commencing at 3pm.

**ATTENDANCE**

**Present:** Councillor Peter Reynolds, Hawkesbury City Council  
Mr Steve Grady, Busways  
Mr Mark Rusev representing Ms Robyn Preston, MP (Hawkesbury)

**Apologies:** Mr David Osborne, Transport for NSW  
Senior Constable David Mitchell, NSW Police Force

**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 as agreed to with Councillor Reynolds.

The Chairman tendered an apology on behalf of Mr David Osborne, Transport for NSW advising that Mr David Osborne, Transport for NSW concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on their behalf.

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev that the apologies be accepted.

**SECTION 1 – Minutes**

**Item 1.1 Confirmation of Minutes**

The Committee resolved on the Motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev, that the Minutes from the previous meeting held on Monday, 8 February 2021 be confirmed.

**Item 1.2 Business Arising**

There was no Business Arising.

**SECTION 2 - Reports for Determination**

**Item: 2.1 LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2021 - (Hawkesbury) - (80245, 86185, 114819)**

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**REPORT:**

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over five days from Monday, 23 August 2021 to Friday, 27 August 2021.

The event organiser is proceeding with the event based on the current Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020 under the Public Health Act 2010 (NSW).

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The event organiser has advised:

- This is an annual event which has been held for 40 years with the 2020 event being cancelled due to COVID-19.
- National Parks have rescheduled the 2020 event to 2021 without the need for a new application.
- It is a 400 kilometre horse endurance event, held over five days in conjunction with a 120 kilometre, three day training ride (mini marathon).
- The event is a time trial.
- The event will be undertaken between 4am and 5pm each day.
- There will be approximately 130 horse riders participating.
- There will be no spectators.
- Start and end point for the event is within the St Albans village located in Bulga Street, St Albans between Wharf Street and Wollombi Road.
- Route/Course for the Rides:

400 kilometre Endurance Ride (circa 405 klms) – Shahzada Marathon (5 Days):

- Monday, 23 August 2021:
  - (Leg 1 – 52 kilometres – Red Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
  - (Leg 2 – 35 kilometres – Red Markers): Turn right out of Bulga St into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing (crossing of the Macdonald River), then right into the Branch Road (Upper Macdonald Road). Turn left into McKechnie's, up the big hill and left into the Woomerah Path. Left into Jack's track, down the big hill and left into the Branch Road. Turn right into Joe's Crossing (crossing of the Macdonald River) then right into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.
- Tuesday, 24 August 2021:
  - (Leg 1 – 47 kilometres – Black and White Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 12 kilometres to Shepherds Gully Road. Turn left up Shepherds Gully Road and left into the Great Northern Road, then left into the Eight Mile trail, through the Meadows and left into Wright's Creek Road. Turn right into Settlers Road for the 8 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
  - (Leg 2 – 33 kilometres – Black and White Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 8 kilometres until Froggly's driveway about 100 metres past the Wrights Creek bridge, turn left up 3 Mile hill and turn right into the Great Northern Road then right down Shepherds Gully Road. Turn right into Settlers Road for the 12 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.



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- Wednesday, 25 August 2021:
    - (Leg 1 – 49 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomeerah path. Turn right and along the Woomeerah path and turn right down the big hill in McKechnies to the Branch Road. Turn left into the Branch Road and right after Clarie's bridge, over Prestons and follow the markers running parallel with Wollombi Road. Into Wollombi Road north of the lake to return to St Albans and left into Bulga Street.
    - (Leg 2 – 28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Turn left up Derwents track and right into the Transmission Road, past Blue Hill and left into Short Wellums. Turn right into Settlers Road for 2 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
  - Thursday, 26 August 2021:
    - (Leg 1 – 50 kilometres – Green Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and right into the Transmission Road and turning left into Brown's Road. Go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga Street.
    - (Leg 2 – 30 kilometres – Green Markers): Turn right out of Bulga St into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing (crossing of the Macdonald River), then left into the Branch Road and right up Jack's track. Turn left into the Woomeerah path then left down Bakers Creek track and left into St Albans Road for 5 kilometres (sealed road with no verges), then right across Word Of Life crossing (crossing of the Macdonald River). Left into Settlers Road for 4 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
  - Friday, 27 August 2021:
    - (Leg 1 – 52 kilometres – Gold/Yellow Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
    - (Leg 2 - 30 kilometres – Gold/Yellow Markers): Turn right out of Bulga St into Wollombi Road for 5.5 kilometres and turn right at the old quarry, up the Steps and along Browns Road, left into the Transmission Rd, left into Wollombi Road for 1 kilometre. Then right into the Common off the Wollombi Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street.
- 120 kilometre Training Ride (circa 130/132 klms) - Mini Marathon (MM). (3 Days):
- Tuesday, 24 August 2021:
    - (52 kilometres – Red and Blue Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Short Wellams track and turn right into Settlers Road and follow Settlers Road for 5 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga.

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- Wednesday, 25 August 2021:
  - (28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomerah path. Turn right and along the Woomerah path and turn right down the big hill in McKechnies and right into the Branch Road (Starting at the Branch Road, start following the *MINI MARATHON ONLY* sign). Turn left into Joe's Crossing (crossing of the Macdonald River) then right into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.
- Thursday, 26 August 2021:
  - (52/50 kilometres – Gold/Yellow Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and turn right into the Transmission Road until Browns Road. The Mini Marathon Riders have **option 1 – (52 klm)**; of continuing on the Transmission Road then left into Wollombi Road for 1 kilometre. Then right onto the Common off Wollombi Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street. *or option 2 (50 klm)*; to turn left into Browns Road and go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga.
- Road Inventory

The route/course of the ride is predominantly on the tracks within the Parr State Conservation Area, Dharug and Yengo National Parks, private farmlands and on the following public roads;

  - Bulga Street – Sealed section
  - Settlers Road – Sealed and Unsealed Road
  - Shepherds Gully Road – Unformed Road
  - St Albans Road - Sealed Road
  - Upper Macdonald Road (The Branch Road) – Unsealed Road
  - Wharf Street – Sealed Road
  - Wollombi Road – Sealed and Unsealed Road
  - Wrights Creek Road - Unsealed Road
  - Crossing of the Macdonald River at various locations.
- The event is also traversing along the Great Northern Road, which is under the care and control of the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment).
- St Albans Bridge, which is under the care and control of Transport for NSW – TfNSW (formerly RTA/RMS), will only be used in the event of flooding of the Macdonald River. All riders will be instructed to walk over the bridge.
- Road closures are not required.
- Parking of vehicles will be predominantly on private land.
- Traffic controllers will be positioned at various locations along the route.
- Warning signage shall be in place on all approaches to inform traffic of Horse and Riders ahead.
- All riders will be instructed to keep to the left hand side of the road and obey road rules.

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- All riders will be wearing vests with reflective tape on the front and back.
- When riding in the dark on public roads all riders are required to wear head lights on their helmets.
- Wicens are at all checkpoints on the course, who will communicate with the ride base on the progress of all riders as they follow the course. This communication is also used to convey an emergency on the course.

Details of the Event Course Maps for the 400 kilometre Horse Endurance Ride and 120 kilometre Ride are contained in Attachments 1 to 5.

**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 this event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser is to ensure that the current Public Health (COVID-19 Restrictions on Gathering and Movement) Order 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 6 (ECM Document Set ID No: 7415312):

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. Event outline referred to as a Traffic Management Plan,
5. Copy of Insurance Policy, which is valid to 01 January 2022, however does not include Transport for NSW – TfNSW (formerly RTA/RMS) as an Interested Party,
6. Copy of the application to the NSW Police Force,
7. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, NSW Rural Fire Service, Fire and Rescue NSW and SES.

**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 Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 23 August 2021 to Friday, 27 August 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).

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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 the current Public Health (COVID-19 Restrictions on Gathering and Movement) Order 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 and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event 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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- 4h. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4i. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain the relevant approval from the NSW Department of Planning, Industry and Environment (formerly Office of Environment and Heritage) to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of the Parr State Conservation Area, Dharug and Yengo National Parks and the Great Northern Road; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4m. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4n. the event organiser is to obtain approval from the respective Landowners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4o. 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);
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4q. 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;
- 4r. 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:**

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

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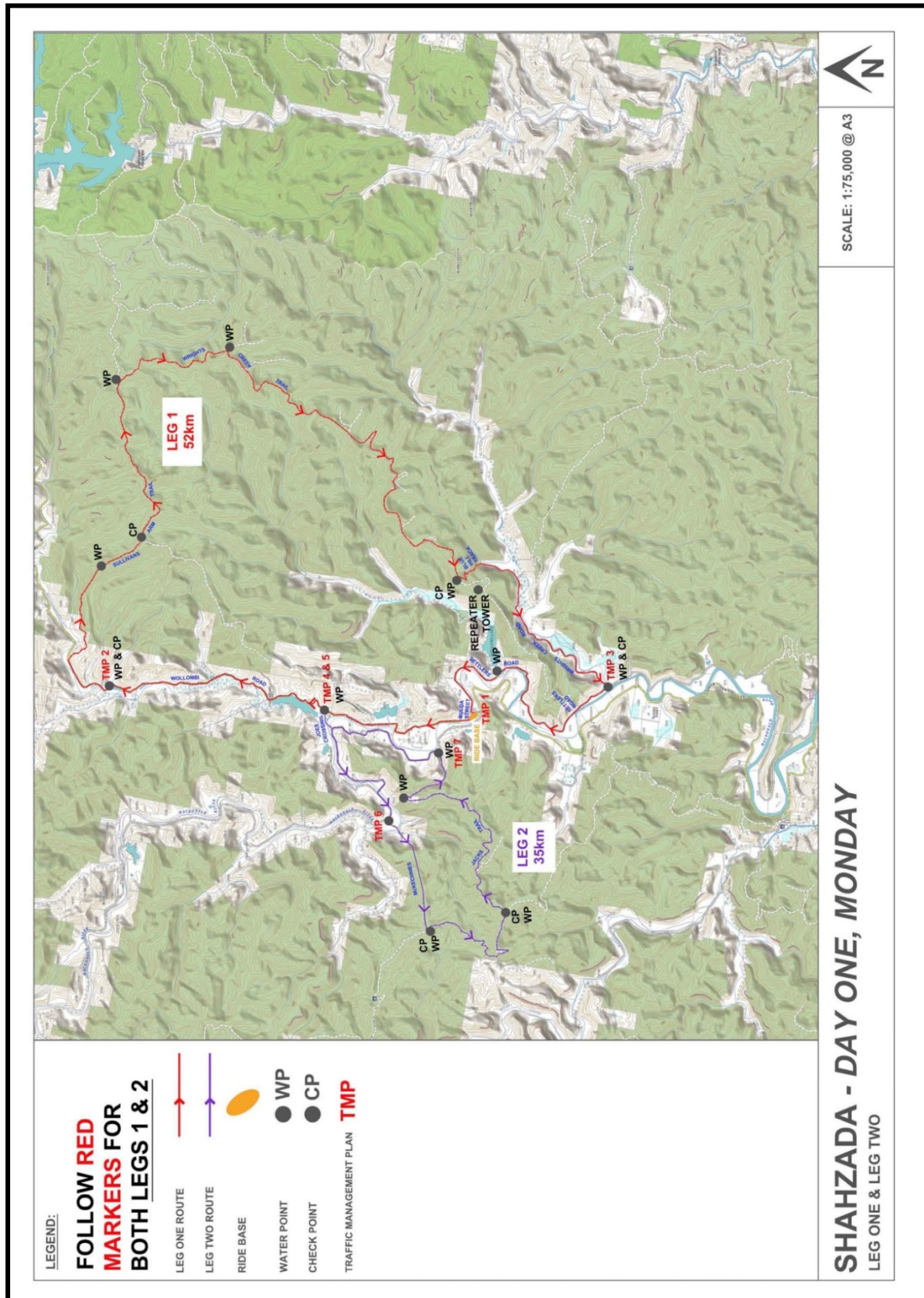
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCPs, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**APPENDICES:**

- AT – 1** Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres).
- AT - 2** Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres), Leg 2 (33 kilometres) and MM Leg (52 kilometres).
- AT - 3** Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres), Leg 2 (28 kilometres) and MM Leg (28 kilometres).
- AT - 4** Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres), Leg 2 (30 kilometres) and MM Leg Option 1 (52 kilometres) & Option 2 (50 kilometres).
- AT - 5** Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (52 kilometres) and Leg 2 (30 kilometres).
- AT - 6** Special Event Application - (ECM Document Set ID No: 7415312) - *see attached*

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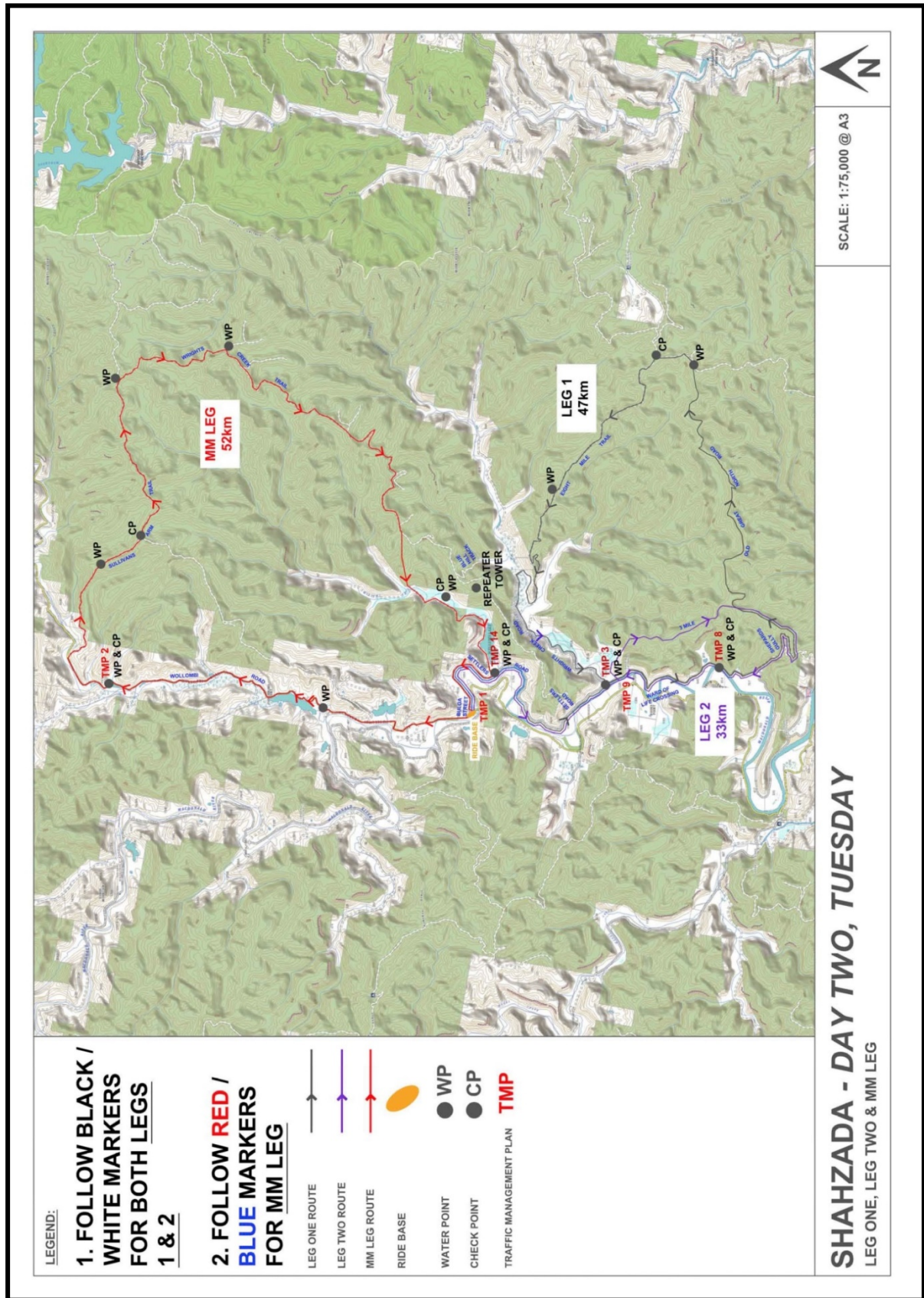
**AT – 1 Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres)**





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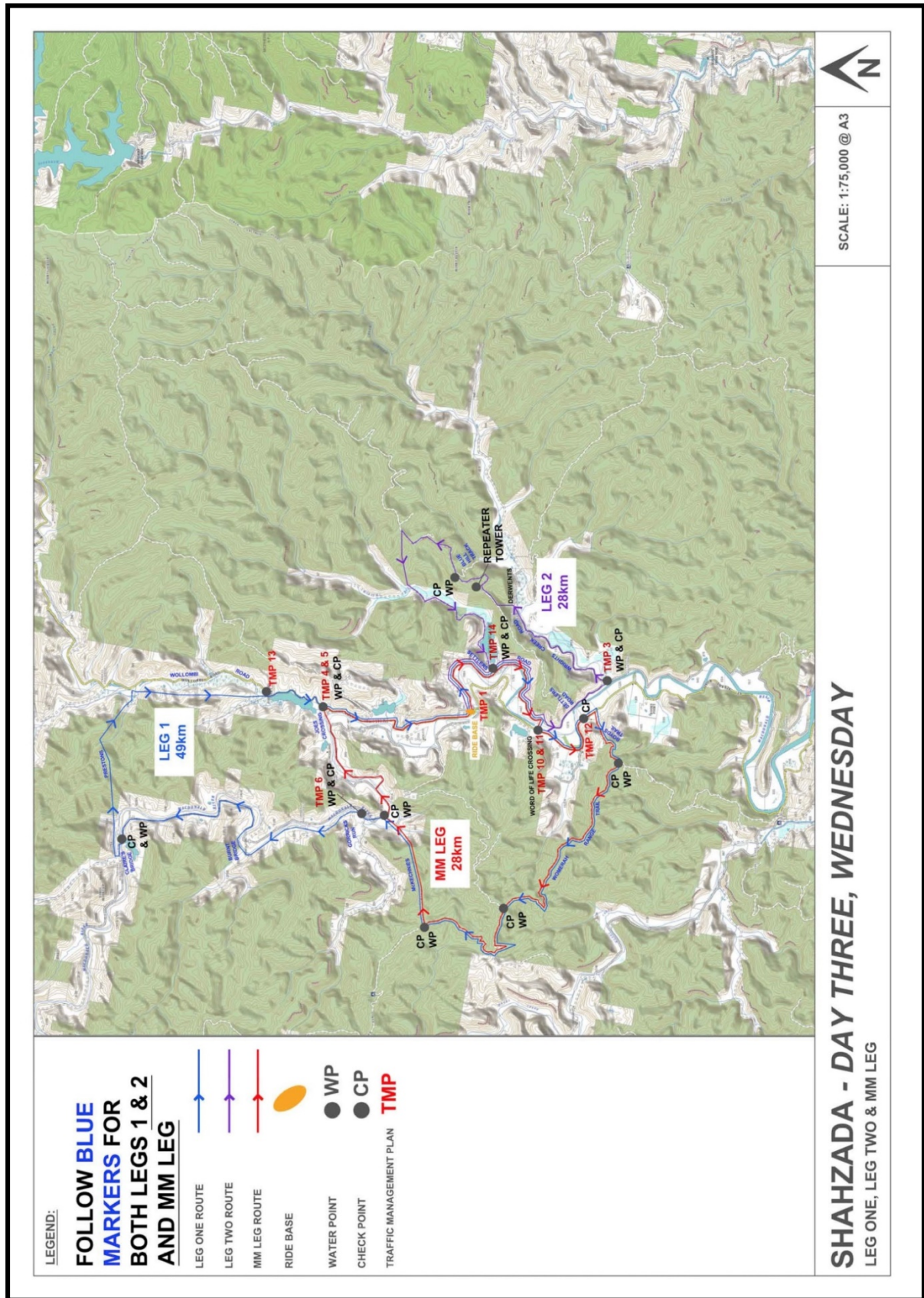
**AT - 2 Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres), Leg 2 (33 kilometres) and MM Leg (52 kilometres)**





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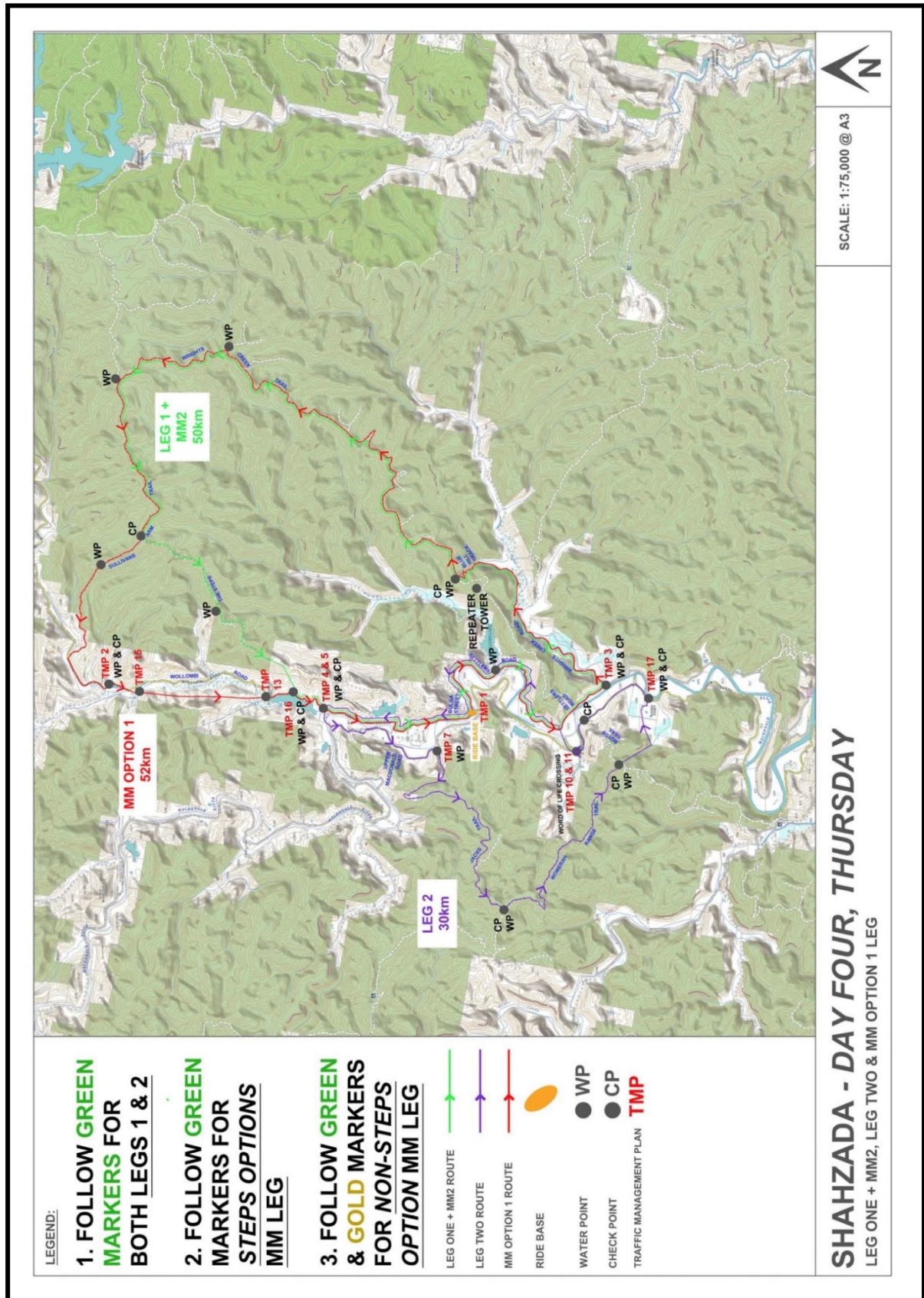
**AT - 3 Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres),  
Leg 2 (28 kilometres) and MM Leg (28 kilometres)**





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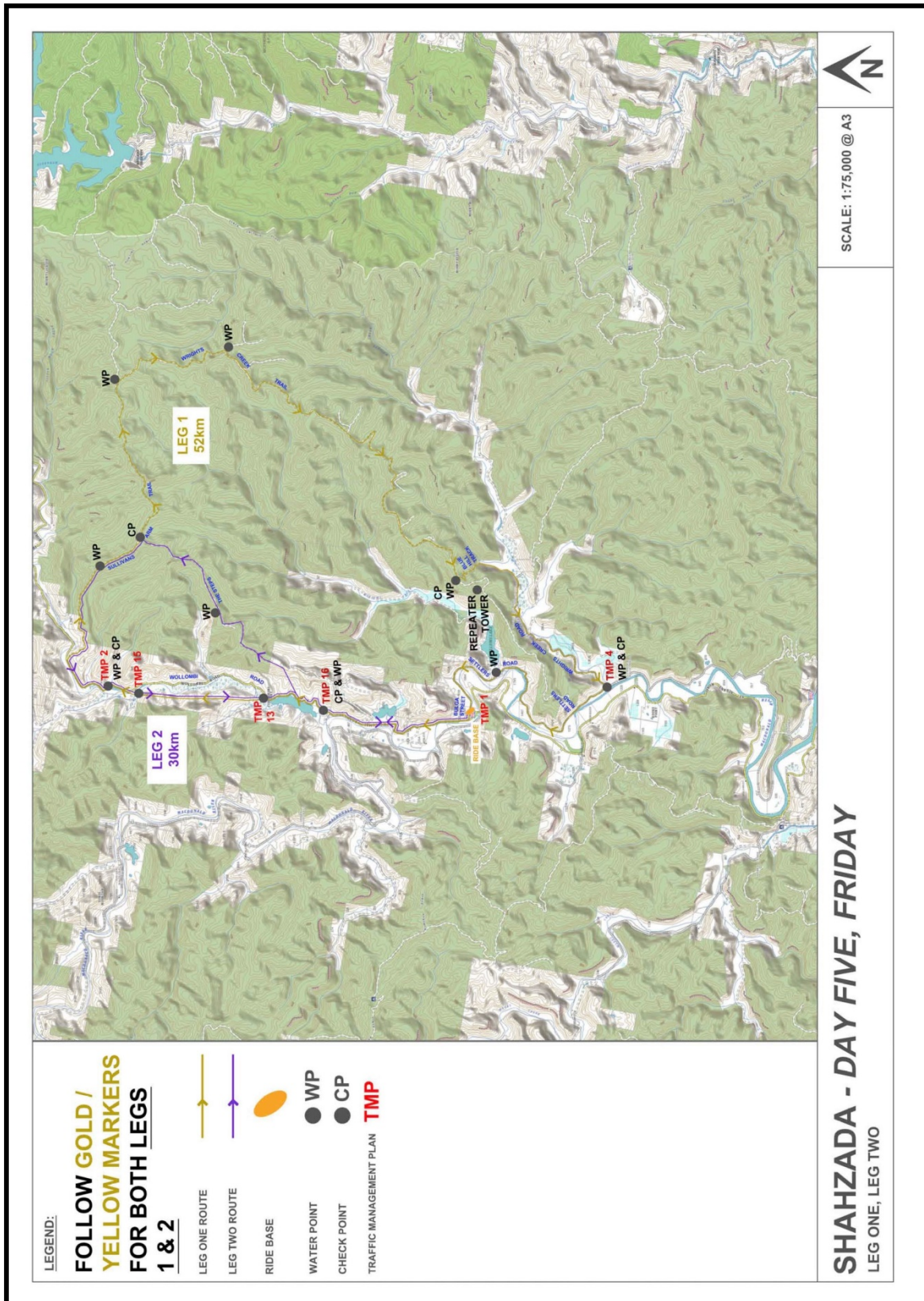
**AT - 4 Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres), Leg 2 (30 kilometres) and MM Leg Option 1 (52 kilometres) & Option 2 (50 kilometres)**





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**AT - 5 Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (52 kilometres) and Leg 2 (30 kilometres)**



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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.

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) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 23 August 2021 to Friday, 27 August 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 the current Public Health (COVID-19 Restrictions on Gathering and Movement) Order 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 and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.

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- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event 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.
- 4h. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4i. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain the relevant approval from the NSW Department of Planning, Industry and Environment (formerly Office of Environment and Heritage) to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of the Parr State Conservation Area, Dharug and Yengo National Parks and the Great Northern Road; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4m. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4n. the event organiser is to obtain approval from the respective Landowners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4o. 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);

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- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4q. 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;
- 4r. 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:**

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. 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);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCPs, 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);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**Item: 2.2      LTC - Proposed upgrade to the Pedestrian Crossing and Roundabout in Colonial Drive at Alexander Street (eastern side), Bligh Park (Hawkesbury) - (80245, 73625, 123265, 147643)**

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**REPORT:**

**Background:**

Colonial Drive is a two-way undivided residential collector road through Bligh Park, which provides connectivity between George Street (State Road) to the west and Rifle Range Road to the east. The

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intersection of Colonial Drive and Alexander Street (eastern end), Bligh Park has a roundabout with an adjacent at-grade pedestrian crossing on the western approach. The intersection treatment and pedestrian crossing has been in place for over 25 years.

Colonial Drive is 12.5 metres wide and Alexander Street is 10.5 metres wide with both roads delineated by centre and edge line markings.

Concerns have been raised recently in relation to the safety of students crossing Colonial Drive with vehicles either not slowing down or giving way to those attempting to cross the road at the pedestrian crossing. Another concern raised is that the Pedestrian Crossing in Colonial Drive is not located within the School Zone.

Students cross Colonial Drive from a catchment to the north and along Colonial Drive and then proceed along Alexander Street to Bligh Park Public School. As shown on Figure 1, the School is to the south of the intersection.

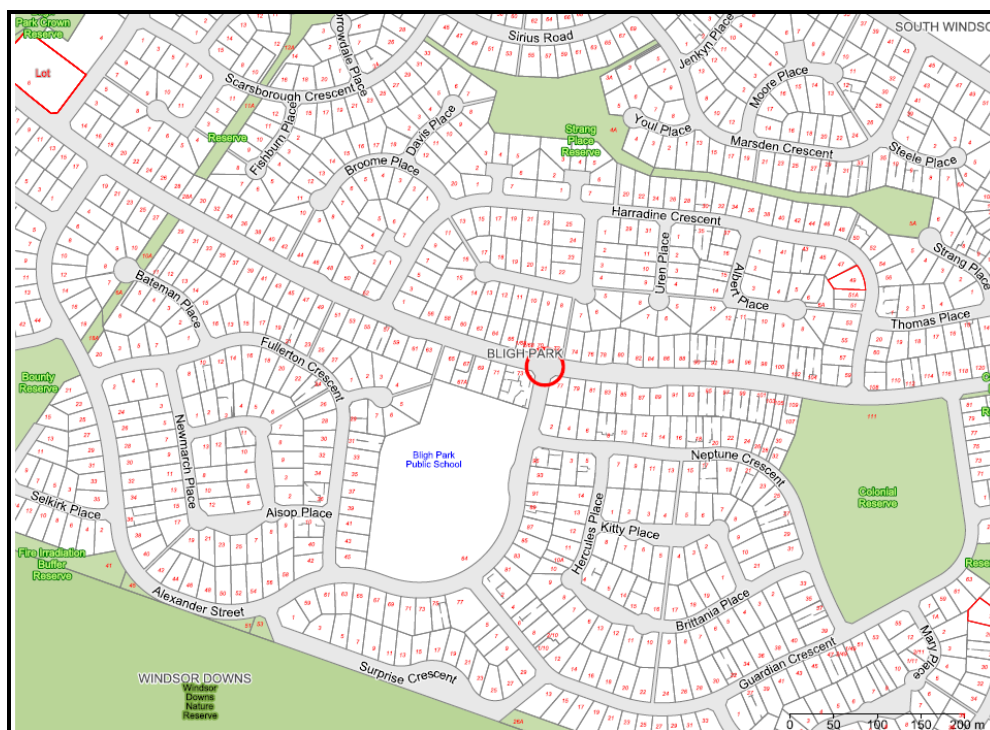


Figure 1: Intersection Location – Colonial Drive and Alexander Street (eastern side), Bligh Park

The School Zone commences approximately 40metres south of the Colonial Drive and Alexander Street (eastern side) intersection and extends across the School frontage and approach roads adjacent to Alexander Street. There is a raised pedestrian crossing on Alexander Street adjacent to the School frontage.



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Figure 2: Site Plan of Existing Roundabout and Pedestrian Crossing – Colonial Drive and Alexander Street (eastern side), Bligh Park

The roundabout at the intersection includes concrete splitter islands at all three approaches, no kerb extensions and a mountable centre annulus with a 4metre radius to facilitate larger vehicle movements. The outer section of the centre annulus is mountable with rumble bars to promote deflection for general (light) vehicles, with large (heavy) vehicles utilising this area to manoeuvre through and across the intersection. The centre section (1.25metre radius) of the annulus includes chevron alignment markers surrounded by a concrete kerb and infill.



Figure 3: View looking west along Colonial Drive at Alexander Street (eastern side), Bligh Park



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The larger vehicles negotiating the intersection are mainly Buses as part of both public and school bus routes.

The pedestrian crossing adjacent to the roundabout crosses Colonial Drive through the western splitter island and is positioned approximately 5metres from the holding line to the roundabout. The driveway to No.70 Colonial Drive acts as the pedestrian kerb ramp for the crossing.

An independent assessment has been undertaken of the intersection roundabout and pedestrian crossing with a view to investigating traffic and pedestrian behaviour and recommending options to improve functionality and safety at this location.

**Colonial Drive and Alexander Street – Options Assessment:**

The assessment involved reviewing traffic and pedestrian behaviour at the intersection which included a review of accident trends as well as current traffic trends at the site.

Traffic observations/surveys were conducted during November/December 2020 to capture both vehicle and pedestrian movements. A traffic count survey was undertaken on Wednesday 02 December 2020 during the school term to reflect the typical traffic and pedestrian movements generated by Bligh Park Public School. The peak periods were identified as 8:30am to 9:30am and 2:30pm to 3:30pm – which captures the school pick-up/drop-off periods and outlined in Figure 4.

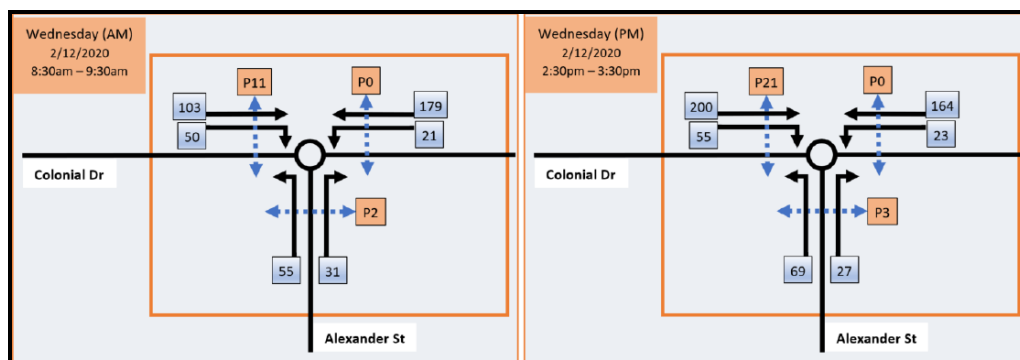


Figure 4: Pedestrian/Vehicle Movement Diagram - Intersection of Colonial Drive and Alexander Street (eastern side), Bligh Park

Under the RTA's Guide to Traffic Generating Developments (2002), the recommended maximum peak hour volume on a residential collector road is 300vph with an absolute maximum of 500vph. The current peak (Wednesday 2/12/2020 PM) bidirectional volumes on Colonial Drive are west side 488vph and east side 414vph with Alexander Street 174vph. Both roads are functioning below their maximum environmental capacity and hence not considered to have a significant impact on residential amenity. The movement of traffic along Colonial Drive is however approaching its environmental maximum demand given its collector function.

Key observations noted with pedestrian and vehicle behaviour include:

- The performance of the intersection was observed to be operating adequately with minimal delay times and queuing distances along the three approaches.
- The majority of pedestrians were students and parents/carers from Bligh Park Public School utilising the western side footpath along Alexander Street.
- Pedestrian demand was considered moderate, with a major pedestrian desire line as outlined in Figure 5.
- Most pedestrians crossed Colonial Drive at the marked pedestrian crossing.
- Drivers appeared aware of the crossing and yielded to pedestrians with no near misses or conflict observed.

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- No pedestrians crossed at the eastern approach along Colonial Drive adjacent to the pedestrian laneway, with a small number crossing Alexander Street at the southern approach to the intersection.
- Vehicles travelling through the intersection often encroached the edge shoulder line on approach and departure, and occasionally mounted the centre island to reduce horizontal deflection. The roundabout is not imposing its intended traffic calming effect, with many vehicles approaching the crossing and intersection at higher travel speeds than desired.
- Limited storage length exists between the crossing and holding line, with longer vehicles overhanging or queuing through the crossing and blocking the pedestrian travel path.
- The driveway for No.70 Colonial Drive acts as a pedestrian kerb ramp for the crossing which is not compliant with the relevant standards. This presents a safety concern of potential pedestrian and vehicle conflict.



Figure 5: Pedestrian Movement Diagram - Intersection of Colonial Drive and Alexander Street (eastern side), Bligh Park

A review of the most recent 5 year crash data (July 2014 to June 2019) provided by TfNSW has revealed two non-casualty crashes near the roundabout. Both crashes include a road user movement (RUM) of 71 which is 'left off carriageway into object' which is indicative of speeding. One of the crashes occurred in wet and dark conditions.

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Figure 6: Crash Diagram - Intersection of Colonial Drive and Alexander Street (eastern side), Bligh Park

Three upgrade options were identified and assessed with the objective of improving safety by minimising possible pedestrian/vehicle conflict, decreasing pedestrian exposure, and controlling vehicle speeds. To ensure compliance with the relevant standards and accessibility requirements, each option includes the relocation of the pedestrian crossing approximately 7metres west from its current location and be positioned centrally between the driveways to No 68 and No 70 Colonial Drive.

The new location of the crossing will continue to support the pedestrian desire line and ensure that the driveway to No.70 Colonial Drive no longer acts as the pedestrian kerb ramp for the crossing. In addition, the storage length will be increased between the crossing and the holding line which will accommodate a bus without obstructing the pedestrian travel path.

The existing northern pedestrian kerb ramp on the eastern Colonial Drive approach, in line with the pedestrian laneway, needs to be reinstated with Kerb. This will deter uncontrolled pedestrian movements and encourage the use of the pedestrian crossing on the western approach. Pedestrian fencing is not considered necessary opposite the laneway as a prominent pedestrian desire line was not observed.

The centre island to the roundabout requires an upgrade as it does not achieve adequate horizontal deflection. It is proposed that the centre island is replaced with a concrete centre island with a vertical profile that is mountable by large (heavy) vehicles, whilst creating deflection for standard (light) vehicles, without the need for rumble bars.

Details of the three options are listed below and included in Attachments 1 to 3:

- Option 1 - Raised Pedestrian Crossing: Relocate the existing at-grade pedestrian crossing approximately 7metres west from its current location and be positioned centrally between the driveways to No 68 and No 70 Colonial Drive. Replace the at-grade pedestrian crossing with a 100mm high raised pedestrian crossing. Kerb extensions are to be provided as a

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supplementary to the raised platform to minimise pedestrian crossing distance and improve pedestrian sightlines. The device may induce greater noise generation due to vehicle braking, acceleration and vertical displacement which may impact surrounding residential amenity.

- Option 2 - At Grade Pedestrian Crossing and Kerb Extensions: Relocate the existing at-grade pedestrian crossing approximately 7metres west from its current location and be positioned centrally between the driveways to No 68 and No 70 Colonial Drive, with the new pedestrian crossing to be an at-grade pedestrian crossing. Kerb extensions are to be provided as a supplementary to the crossing to minimise the pedestrian crossing distance and improve pedestrian sightlines. Provide kerb extensions at the eastern and western approaches to the roundabout as well as reconstruction and extension of the western splitter island. The kerb extensions will induce horizontal deflection for through traffic and improve lane discipline as well as reduce entry speeds to both the roundabout and pedestrian crossing. The size of the kerb extensions is limited to ensure adequate clearance for 12.5metre rigid buses to negotiate the roundabout.
- Option 3 - At Grade Pedestrian Crossing and Kerb Extensions and Speed Cushion: This option is identical to Option 2 with the addition of rubber speed cushions at the eastern and western approaches to the roundabout in Colonial Drive. The size of the kerb extensions is limited to ensure adequate clearance for 12.5metre rigid buses to negotiate the roundabout. The reduced size of the kerb extensions limits the extent of the horizontal deflection imposed on the general traffic. The vertical deflection provided by the speed cushions will supplement the kerb extensions to effectively reduce entry speeds to the roundabout. The proposed rubber cushions are 75mm high which will minimise noise generation and at the same time be more acceptable for cyclists, buses and commercial vehicles compared to the standard speed hump or raised platform.

Recommendation is that Option 2 be implemented. The provisional cost estimate for Option 2 is \$245,000. The implementation of the speed cushions outlined in Option 3 can be considered as a future treatment option should there be a need to further reduce entry speed to the roundabout in Colonial Drive.

An application for funding has been made with Transport for NSW under its Greater Sydney Potential Pedestrian Crossing Project programme. If this funding application is not successful, it is recommended that Council consider providing funding in a future works program to implement these works.

**Summary:**

Three options have been identified with the objective of minimising possible pedestrian/vehicle conflicts, decreasing pedestrian exposure and controlling vehicle speeds. Implementation of these options will improve the overall functionality and safety of the existing roundabout and pedestrian crossing at the intersection of Colonial Drive and Alexander Street (eastern side), Bligh Park.

Improving compliance for the pedestrian crossing requires the existing pedestrian crossing in Colonial Drive to be relocated approximately 7metres west from its current location and be positioned centrally between the driveways to No 68 and No 70 Colonial Drive. The relocation of the pedestrian crossing is applicable to all three options.

The centre island of the roundabout requires an upgrade as it does not achieve adequate horizontal deflection. It is proposed that the centre island is replaced with a concrete centre island with a vertical profile that is mountable by large (heavy) vehicles, whilst creating deflection for standard (light) vehicles, without the need for rumble bars.

It is recommended that a staged approach be undertaken by initially implementing Option 2. The site can be further monitored and evaluated after the implementation of Option 2 to determine if the provision of the speed cushions is required as outlined in Option 3.

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Transport for NSW be requested to extend the existing School Zone from Alexander Street (eastern side) into Colonial Drive to provide a sufficient distance of School Zone along Colonial Drive on the approaches to the pedestrian crossing at its intersection with Alexander Street (eastern side), Bligh Park.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The existing roundabout and pedestrian crossing at the intersection of Colonial Drive and Alexander Street (eastern side), Bligh Park be upgraded with the implementation of Option 2 (Attachment 2) – At Grade Pedestrian Crossing and Kerb Extensions Concept Plan – Colonial Drive and Alexander Street, Bligh Park. Funding for these upgrade works, to the value of \$245,000, be considered for inclusion in a future works program if the funding application to Transport for NSW is not successful.
2. Transport for NSW be requested to extend the existing School Zone from Alexander Street (eastern side) into Colonial Drive to provide a sufficient distance of School Zone along Colonial Drive on the approaches to the pedestrian crossing at its intersection with Alexander Street (east), Bligh Park.

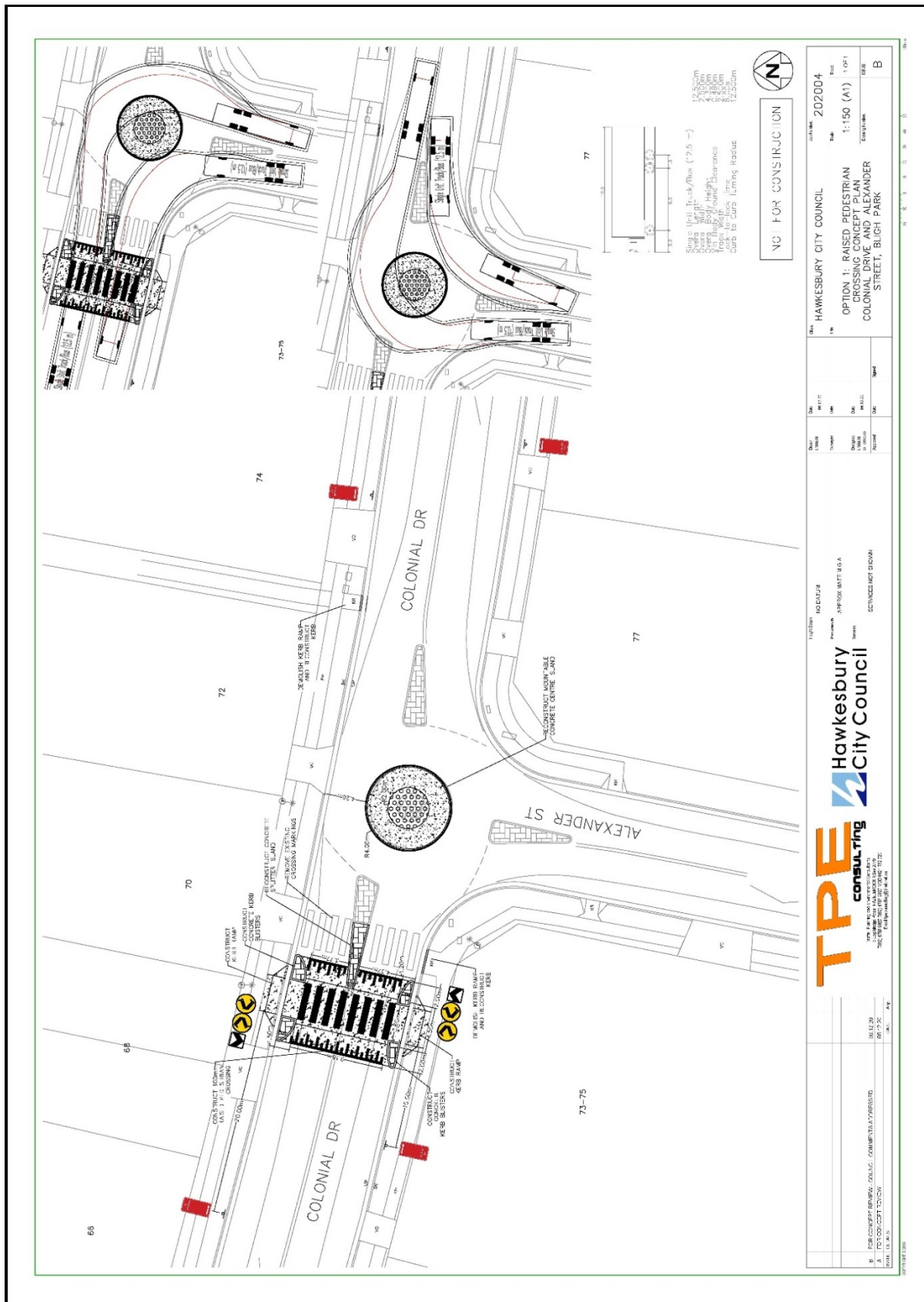
**APPENDICES:**

- AT - 1** Option 1 – Raised Pedestrian Crossing Concept Plan – Colonial Drive and Alexander Street, Bligh Park.
- AT - 2** Option 2 – At Grade Pedestrian Crossing and Kerb Extensions Concept Plan – Colonial Drive and Alexander Street, Bligh Park
- AT - 3** Option 2 – At Grade Pedestrian Crossing and Kerb Extensions and Speed Cushions Concept Plan – Colonial Drive and Alexander Street, Bligh Park



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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.

Support for the Recommendation: Unanimous support

That:

1. The existing roundabout and pedestrian crossing at the intersection of Colonial Drive and Alexander Street (eastern side), Bligh Park be upgraded with the implementation of Option 2 (Attachment 2) – At Grade Pedestrian Crossing and Kerb Extensions Concept Plan – Colonial Drive and Alexander Street, Bligh Park. Funding for these upgrade works, to the value of \$245,000, be considered for inclusion in a future works program if the funding application to Transport for NSW is not successful.
2. Transport for NSW be requested to extend the existing School Zone from Alexander Street (eastern side) into Colonial Drive to provide a sufficient distance of School Zone along Colonial Drive on the approaches to the pedestrian crossing at its intersection with Alexander Street (east), Bligh Park.

**Item: 2.3**                      **LTC - Proposed Access Restrictions and Loading Zones adjacent to Windsor Mall, Windsor - (Hawkesbury) - (80245, 95496, 73625, 123265, 147643)**

**Previous Item:**            222, Ordinary (10 November 2020)

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**REPORT:**

**Background:**

Windsor Mall (George Street) consists of the northern precinct located between Baker Street and Kable Street, and the southern precinct located between Kable Street and Fitzgerald Street. Prior to the construction of the Mall in the early 1980s, George Street provided kerb side access and frontage to the existing buildings. Once the Mall was constructed, access within the Mall for delivery vehicles was restricted to specific times, which are outside of normal business operating times. Over time, deliveries have been undertaken when the Mall was active with pedestrian movement with drivers of general vehicles also accessing the Mall area as a means of convenience.

To ensure effective management of the Windsor Mall, regulations and management strategies have been developed over time and recently the Windsor Mall Policy was updated and adopted by Council in 2020. One of the aspects of this review was in relation to the safe passage of pedestrians within the Mall which was affected by vehicles accessing the Mall area which in turn was also affecting access to businesses with vehicles obstructing shop access.

The Windsor Mall Policy embodies the overall management and operation as well as serving as the guiding strategy for the Mall. The Policy defines the activities permissible in the Mall such as types of trade, permitted and non-permitted food sales, various uses such as Busking, Entertainment, Fundraising, Retail Dining and Footpath trading. A high proportion of businesses within the Mall area are highly reliant on the availability of footpath dining.

The issue of opening the Windsor Mall to general traffic was previously considered in 2011 as part of the Windsor Town Centre Traffic Study which was an overall review of traffic movement and management in and around the Windsor business precinct. This review was in line with a review at that time of the Windsor Masterplan.

The 2011 Windsor Traffic Study also addressed the issue of whether the Mall should be retained or opened to traffic and the impact of the Mall on traffic and parking. The Study concluded that from a traffic perspective the Mall did not impact significantly on traffic capacity and that opening or partial opening the

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Mall would have negligible effect on traffic flow and parking capacity. In traffic and parking terms, the findings in the Study were that the mall was functioning in a satisfactory manner.

The Windsor Traffic Study also considered the function of the Mall and indicated that the impact of the Mall extends beyond purely parking and traffic issues and that Urban and Retail design issues play an important role as pedestrian malls can be better suited to some businesses and that business investment has been, and is, made on this basis.

The Mall currently operates as a restricted traffic route, with service and delivery vehicles using a central corridor for access to businesses that otherwise have no alternate road access such as a rear laneway. This arrangement generally operates in a satisfactory manner with little enforcement required to maintain acceptable driver behaviour. The current positioning of various structures such as the Paddle Wheel, Pergola/Gazebo, trees with planter boxes, tables and seats in the Mall area promotes a low speed environment for these service delivery functions.

Service and delivery vehicles to activities in Windsor Mall may access the area and stand to load/unload for a maximum of 45 minutes during the following periods:

1. Thursday from 9pm to Friday 10am,
2. Other days between 6pm and 9:30am
3. Access outside of these times listed above, is in accordance with an approved activity.

**Discussion:**

In recent times, delivery vehicles are accessing the Mall outside the allotted times causing safety concerns for pedestrians as well as blocking access to businesses. As a means of convenience, the delivery vehicles are accessing the Mall area rather than parking along the road kerb side or within the car parks surrounding the business district.

The creation of Loading Zones outside of the Windsor Mall, and within close proximity to the Mall, has been reviewed recently in line with the review of the Windsor Mall Policy. This also included the option of creating a Loading Zone within each Mall Precinct to operate during business operating times. The creation of Loading Zones outside of the Mall rather than within the Mall or allowing delivery vehicles access to the Mall during business operating times was the preferred option.

Creating the new Loading Zones in the vicinity of the Mall is considered to promote delivery vehicles to utilise these zones with vehicle access only permitted for authorised vehicles into the Mall. The authorised vehicles would include emergency services vehicles, vehicles undertaking authorised works such as Council and public utility vehicles as well as vehicles servicing banks. The Loading Zones outside of the Mall area will also promote safer pedestrian access as well as not having vehicles obstruct access to shops.

The implementation of bollards at the entry points to the Mall was considered and not supported as this could restrict access for authorised vehicles.

It is proposed to restrict access within the two Mall precincts, outside of the prescribed times within the Policy to all vehicles except authorised vehicles. This will be undertaken by the provision of signage at the entry points to the Mall that would include 'No Entry' signs supplemented with 'Authorised Vehicles Excepted'. Additional signage indicating when delivery vehicles are permitted to enter the Mall will be provided. These signs will outline the specific time restrictions, based on what is outlined in the Policy. Furthermore, the permitted times for delivery within the Mall will be for a maximum of 45 minutes to load/unload.

The signs in summary will be:

- No Entry (R2-4A),
- Authorised Vehicles Excepted (R9-4A),

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- Delivery Vehicles Permitted – Maximum 45 minutes: Thursday from 9pm to Friday 10am, Other days between 6pm and 9:30am, (Black on White).

To ensure that businesses can receive goods to their premises during normal operating times, as part of the Mall Policy review and consultation, three locations for Loading Zones were proposed and accepted by the business community.

The size and type of vehicles that currently access the mall are a mix of delivery vans and trucks up to 8metres long. Providing the Loading Zones (R5-23) will require converting existing car parking spaces. Details of the locations and conversions is listed below:

- Fitzgerald Street: 9metre zone on the south-western side, south-east of the pedestrian crossing and between the pedestrian crossing ramp and the driveway side entrance to No. 192 George Street. Convert the existing 22metre long 1hour parking area to allow for the Loading Zone of 9metres and general parking 13metres.
- Baker Street: 8metre zone on the south-western side, north-west of the pedestrian crossing near George Street between the pedestrian crossing ramp and the driveway entrance to No. 101 George Street. Convert the existing 8metre long 1hour parking area to allow for the Loading Zone of the same length.
- Within the Kable Street and Macquarie Street carpark at a central location. Convert 3 Parking spaces within the 2 Hour parking zone (spaces 99,100 and 101) to provide two Loading Zone Bays, (of equal width), which will provide access for vehicles such as delivery vans. The spaces are adjacent to the pathway leading from the carpark to the Mall (southern precinct).



**Figure 1: Site Plan of Proposed Loading Zone locations**

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**Summary:**

Access to the Windsor Mall (George Street) be restricted with the following signs to be provided at the four entry points at Baker Street, Kable Street and Fitzgerald Street:

- No Entry (R2-4A)
- Authorised Vehicles Excepted (R9-4A),
- Delivery Vehicles Permitted - Maximum 45 minutes: Thursday from 9pm to Friday 10am, Other days between 6pm and 9:30am, (Black on White)

Loading Zones (R5-23) be provided at the following locations:

- Fitzgerald Street: 9metre zone on the south-western side, south-east of the pedestrian crossing and between the pedestrian crossing ramp and the driveway side entrance to No. 192 George Street. Convert the existing 22metre long 1hour parking area to allow for the Loading zone of 9metres and general parking 13metres.
- Baker Street: 8metre zone on the south-western side, north-west of the pedestrian crossing near George Street between the pedestrian crossing ramp and the driveway entrance to No. 101 George Street. Convert the existing 8metre long 1hour parking area to allow for the Loading zone of the same length.
- Kable Street and Macquarie Street Carpark: Convert 3 Parking spaces within the 2 Hour parking zone (spaces 99,100 and 101) to provide two Loading Zone Bays, of equal width, which will provide access for vehicles such as delivery vans. The spaces are adjacent to the pathway leading from the carpark to the Mall (southern precinct).

**RECOMMENDATION TO COMMITTEE:**

That:

1. The following signs be installed at the four entry points to Windsor Mall, Windsor (George Street; access from Baker Street, Kable Street and Fitzgerald Street);
  - a. No Entry (R2-4A),
  - b. Authorised Vehicles Excepted (R9-4A),
  - c. Delivery Vehicles Permitted - Maximum 45 minutes: Thursday from 9pm to Friday 10am, Other days between 6pm and 9:30am, (Black on White).
2. Loading Zones (R5-23) be provided in Fitzgerald Street, Baker Street and the Kable/Macquarie Street Carpark, Windsor as outlined in Attachment 1.

**APPENDICES:**

**AT – 1** Proposed Loading Zones adjacent to Windsor Mall, Windsor





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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.

Support for the Recommendation:        Unanimous support

That:

1. The following signs be installed at the four entry points to Windsor Mall, Windsor (George Street; access from Baker Street, Kable Street and Fitzgerald Street);
  - a. No Entry (R2-4A),
  - b. Authorised Vehicles Excepted (R9-4A),
  - c. Delivery Vehicles Permitted - Maximum 45 minutes: Thursday from 9pm to Friday 10am, Other days between 6pm and 9:30am, (Black on White).
2. Loading Zones (R5-23) be provided in Fitzgerald Street, Baker Street and the Kable/Macquarie Street Carpark, Windsor as outlined in Attachment 1.

**Item: 2.4        LTC - Proposed Median Island Stop Treatment at Slopes Road, North Richmond and Bonner Road, Agnes Banks - (80245, 73625, 123265, 147643)**

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**REPORT:**

Funding has been provided under the 2020/2021 Australian Government Black Spot Program to improve the safety and functionality of the following two intersections:

1. Slopes Road and Maddens Road, North Richmond (\$50,000)
2. Bonner Road and The Driftway, Agnes Banks (\$200,000)

These locations, as a result of their injury crash history, have met the criteria for Federal Black Spot funding. The works will include the installation of a Median Island Stop Treatment (MIST) which includes a raised median traffic island, pavement widening, line marking and signage.

1. Intersection Details Slopes Road and Maddens Road:

At present the intersection of Slopes Road and Maddens Road is a T-intersection with Give Way controls on Slopes Road (east bound) where it intersects with Maddens Road.

The speed limit on Slopes Road is 80kph and Maddens Road is 70kph, in the vicinity of this intersection.



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**Figure 1:** Intersection Location Diagram Slopes Road and Maddens Road

The Crash pattern at this intersection is mainly Near Right type Crashes. There were three recorded accidents between 1/07/2013 and 30/06/2018, which included one Fatality and two Injury Accidents. The provision of the central median island in Slopes Road incorporating a Stop sign (MIST) and the associated works outlined in Attachment 1 will improve traffic safety through better definition of the intersection layout, vehicle turning paths as well as defining the termination of Slopes Road (east bound) at Maddens Road.



**Figure 2:** Crash Diagram Slopes Road and Maddens Road.

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2. Intersection Details Bonner Road and The Driftway:

At present the intersection of Bonner Road and The Driftway is a T-intersection with Give Way controls on Bonner Road where it intersects with The Driftway.

The speed limit on Bonner Road is 60kph and The Driftway is 80kph, in the vicinity of this intersection.

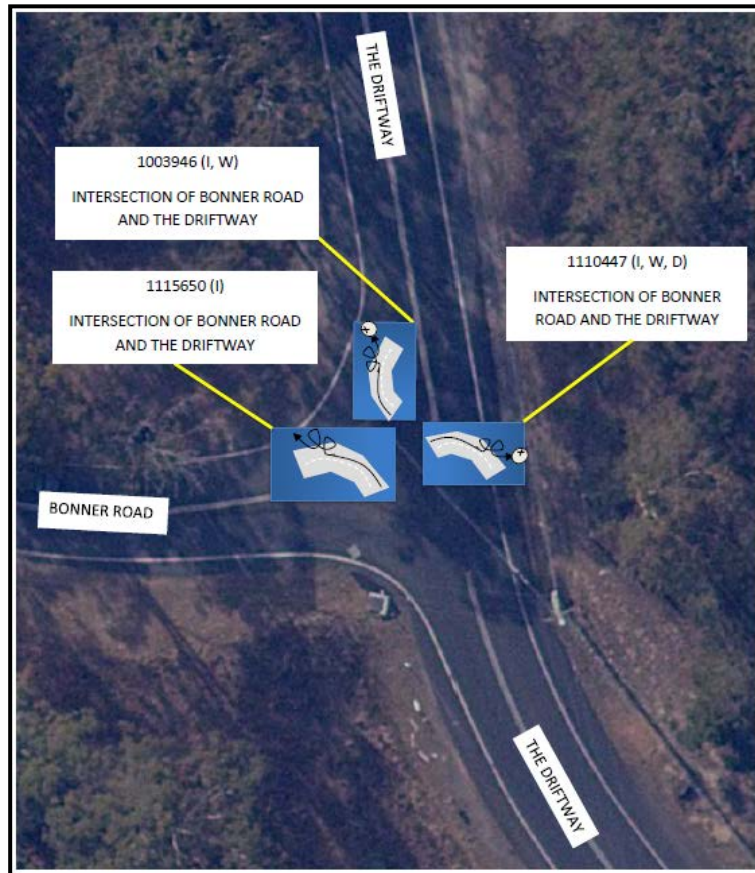


**Figure 3:** Intersection Location Diagram Bonner Road and The Driftway

The Crash pattern at this intersection is mainly Off Carriageway type Crashes. There were three recorded accidents between 1/07/2013 and 30/06/2018, which were Injury Accidents. The provision of the central median island in Bonner Road incorporating a Stop sign (MIST) and the associated works outlined in Attachment 2 will improve traffic safety through better definition of the intersection layout, vehicle turning paths as well as defining the termination of Bonner Road at The Driftway.



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**Figure 4: Crash Diagram Bonner Road and The Driftway**

Details of the proposed intersection treatment works are included in Attachments 1 and 2. Turning path details for both intersections are included in Attachments 3 to 8.

**RECOMMENDATION TO COMMITTEE:**

That the installation of a Median Island Stop Treatment, which includes the provision of a raised median traffic island, pavement widening, line marking, signage and associated works, at the intersections of:

1. Slopes Road and Maddens Road, North Richmond
2. Bonner Road and The Driftway, Agnes Banks

be undertaken in accordance with the details outlined in Attachments 1 and 2.

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**APPENDICES:**

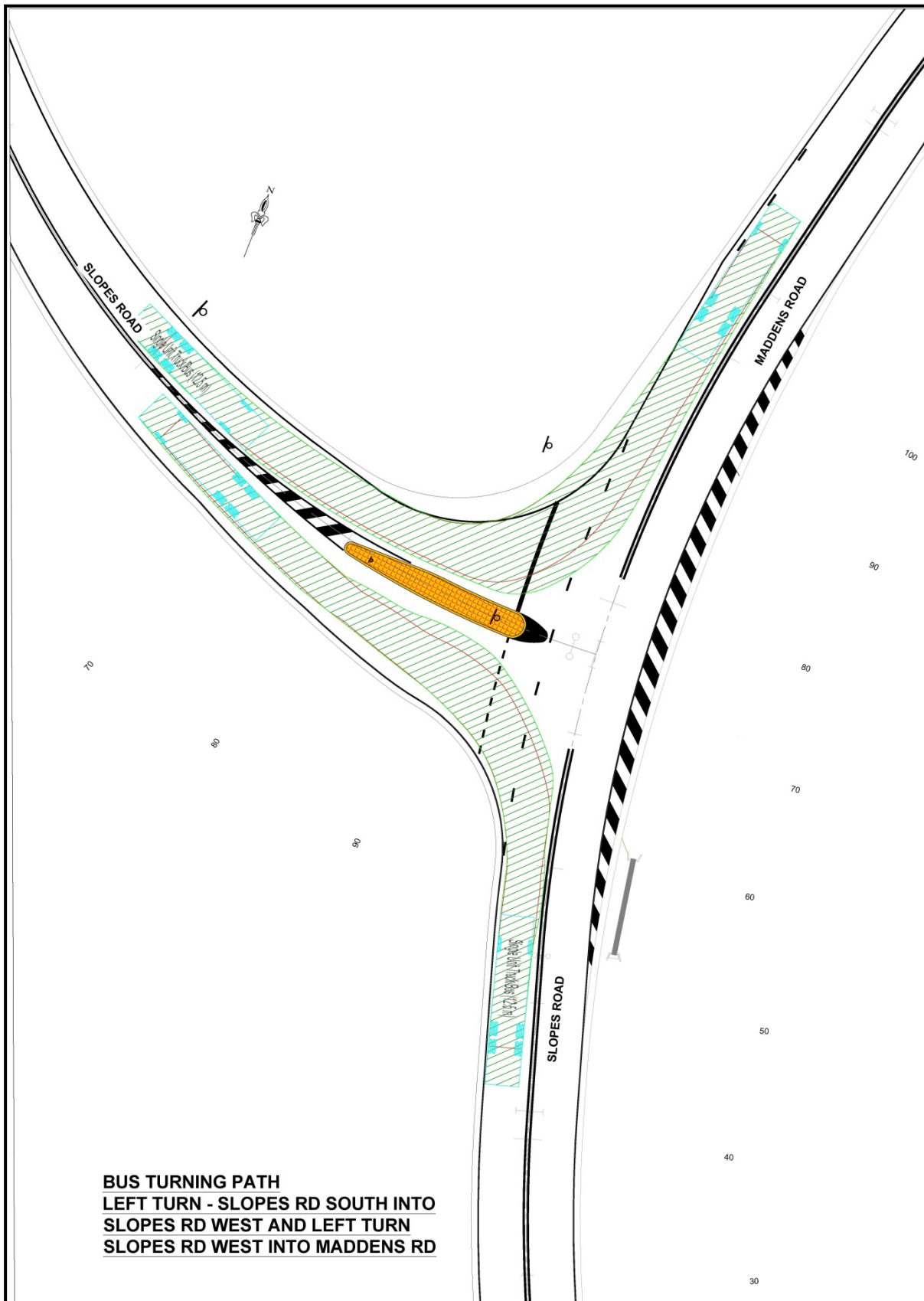
- AT – 1** Slopes Road and Maddens Road, North Richmond – Linemarking and Signage Plan No. 20009D14
- AT – 2** Bonner Road and The Driftway, Agnes Banks – Linemarking and Signage Plan No. 20010D07
- AT – 3** Slopes Road and Maddens Road, North Richmond – Turning Path Diagram 1-3
- AT – 4** Slopes Road and Maddens Road, North Richmond – Turning Path Diagram 2-2
- AT – 5** Slopes Road and Maddens Road, North Richmond – Turning Path Diagram 3-3
- AT – 6** Bonner Road and The Driftway, Agnes Banks – Turning Path Diagram 1-3
- AT – 7** Bonner Road and The Driftway, Agnes Banks – Turning Path Diagram 2-3
- AT – 8** Bonner Road and The Driftway, Agnes Banks – Turning Path Diagram 3-3





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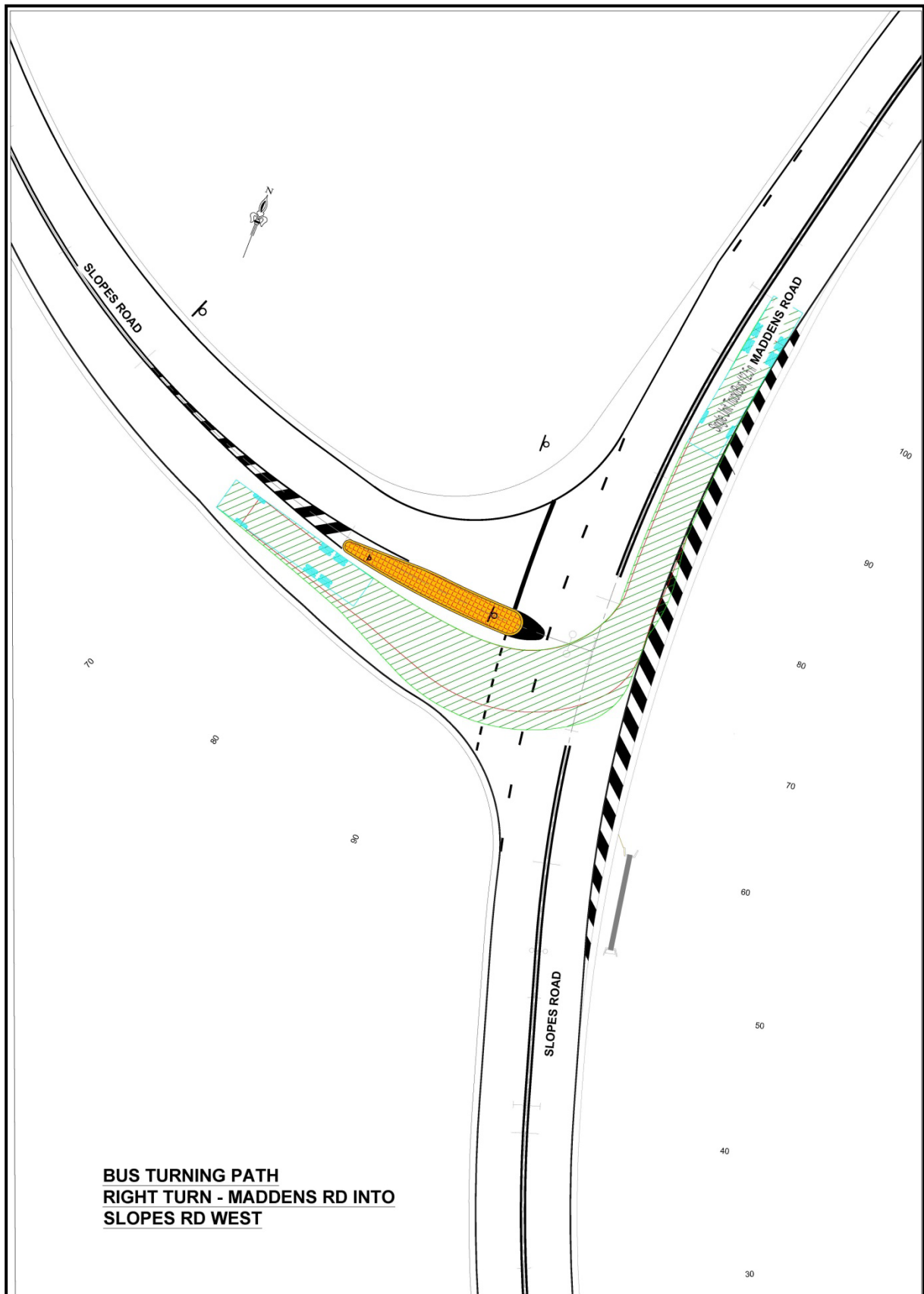
**AT – 3 Slopes Road and Maddens Road, North Richmond – Turning Path Diagram 1-3**





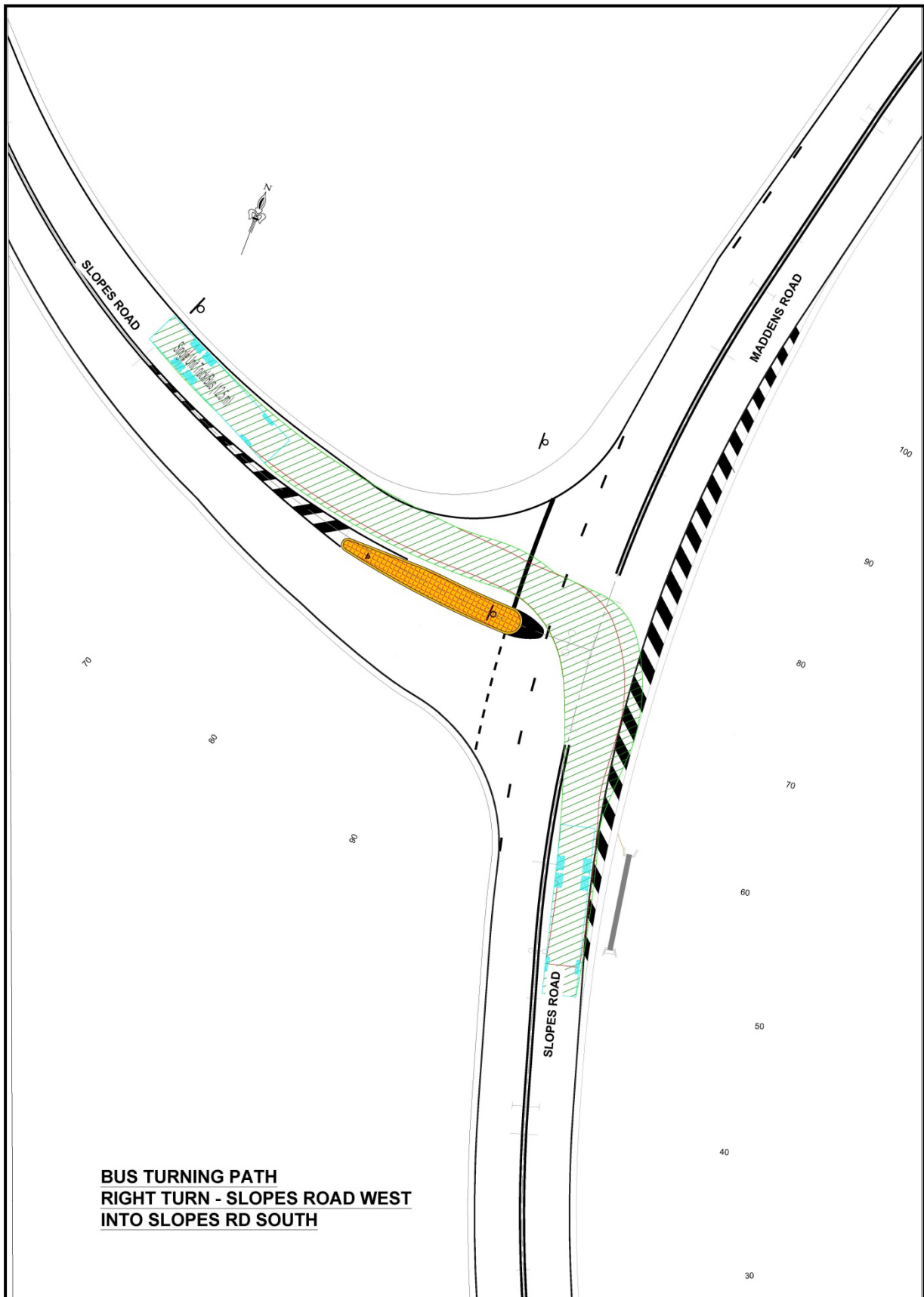
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**AT – 4 Slopes Road and Maddens Road, North Richmond – Turning Path Diagram 2-3**



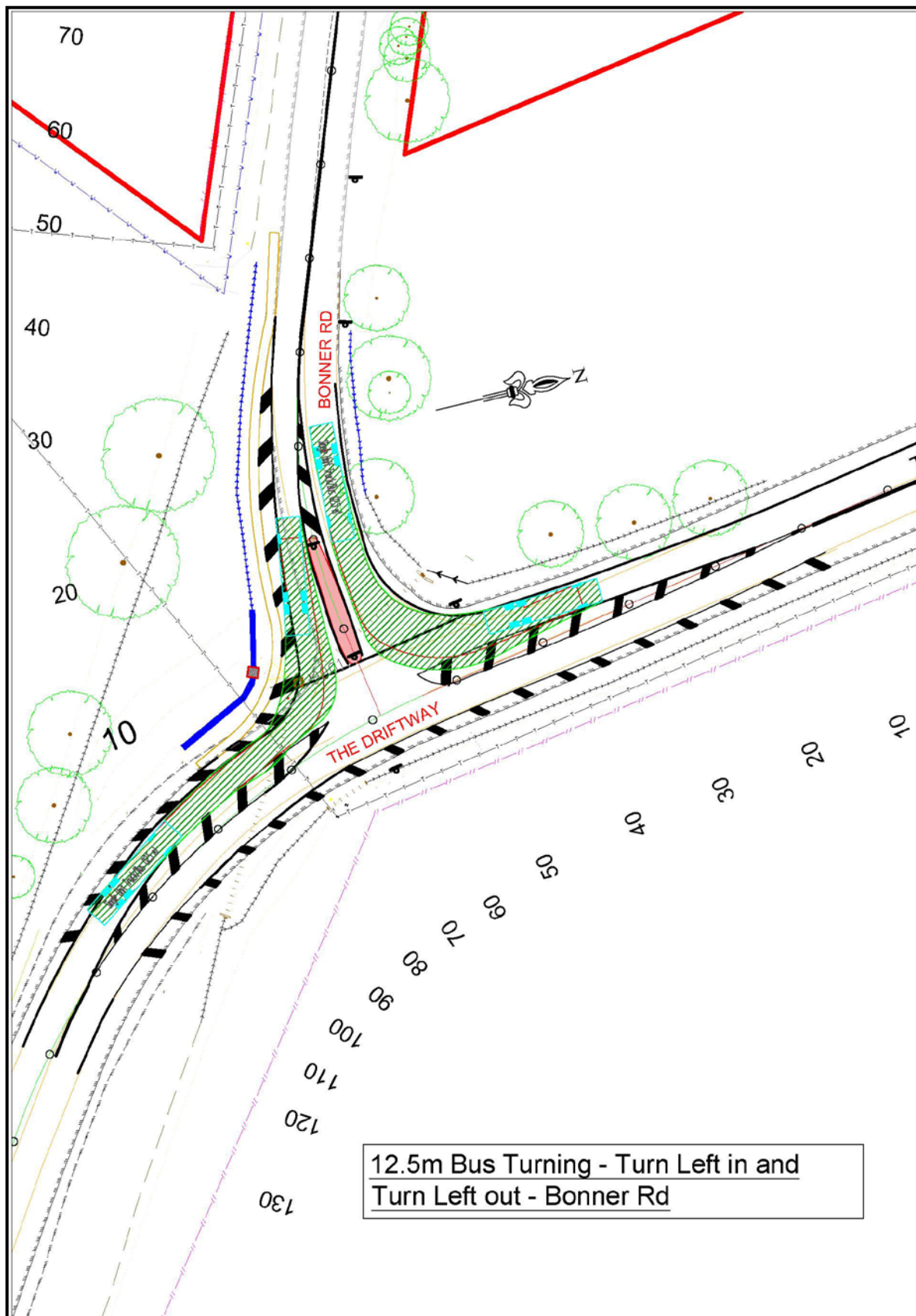
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**AT – 5 Slopes Road and Maddens Road, North Richmond – Turning Path Diagram 3-3**



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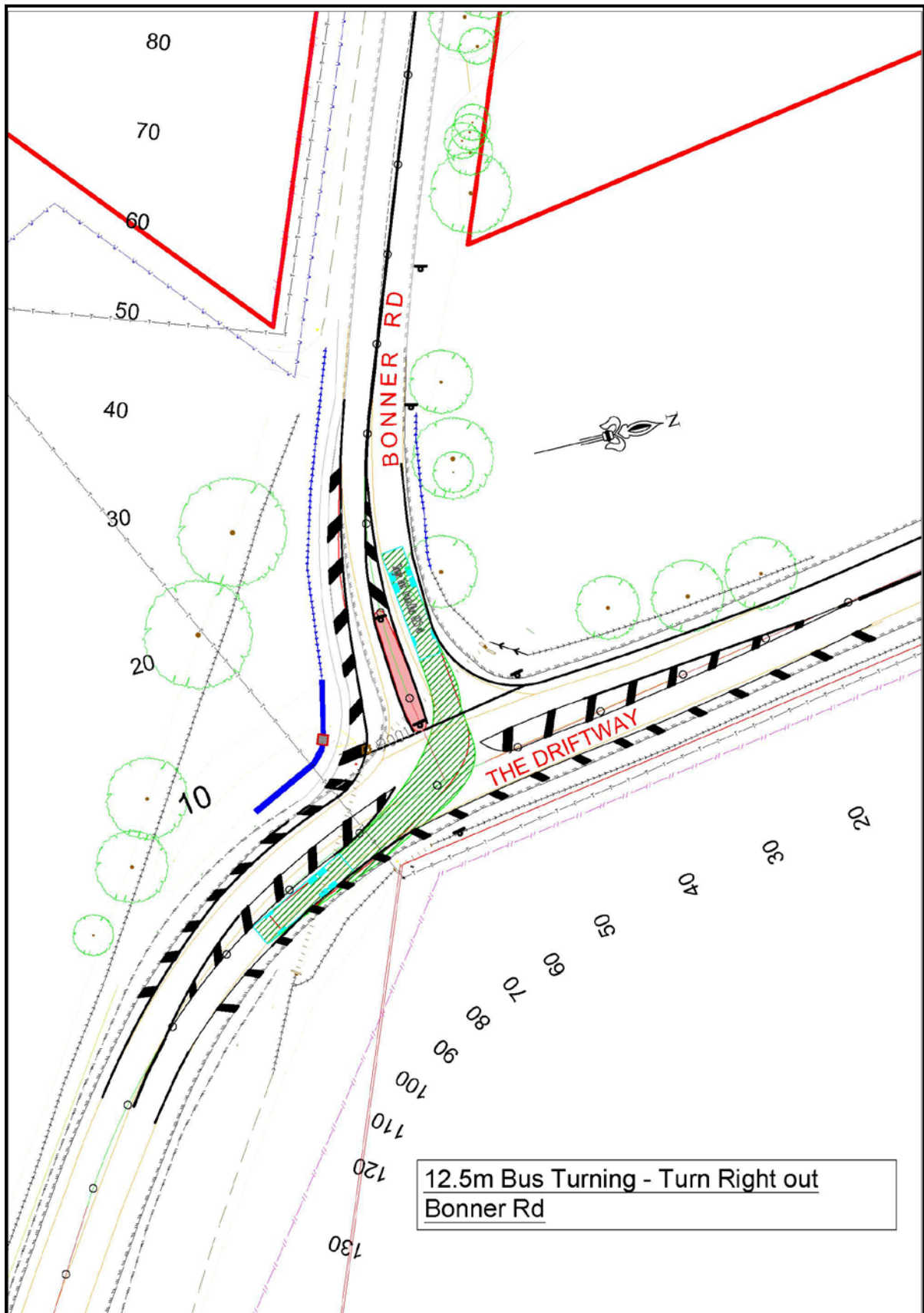
**AT – 6 Bonner Road and The Driftway, Agnes Banks – Turning Path Diagram 1-3**





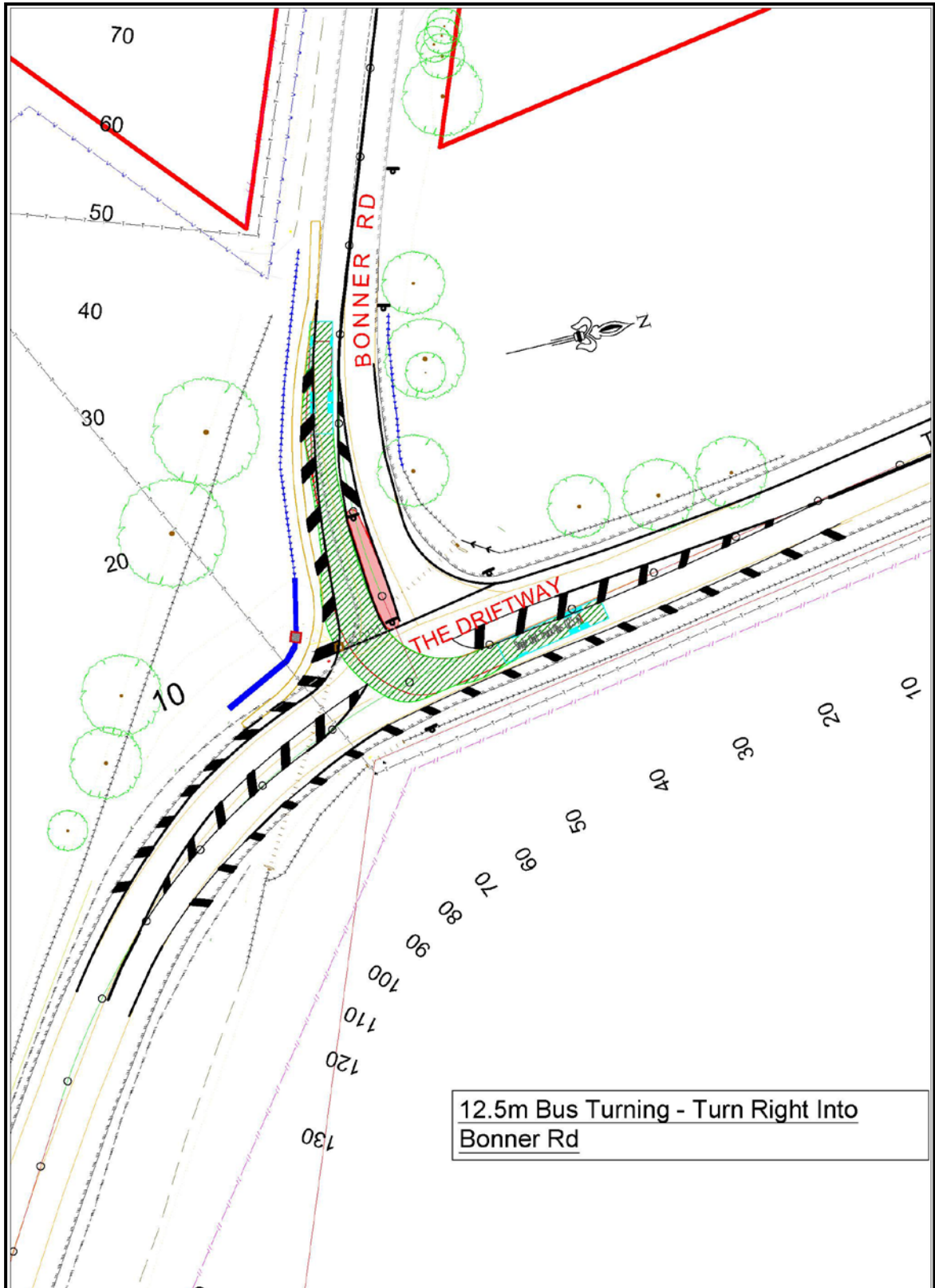
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**AT – 7 Bonner Road and The Driftway, Agnes Banks – Turning Path Diagram 2-3**



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**AT – 8 Bonner Road and The Driftway, Agnes Banks – Turning Path Diagram 3-3**



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 30 March 2021**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.

Support for the Recommendation:        Unanimous support

That the installation of a Median Island Stop Treatment, which includes the provision of a raised median traffic island, pavement widening, line marking, signage and associated works, at the intersections of:

1.     Slopes Road and Maddens Road, North Richmond
2.     Bonner Road and The Driftway, Agnes Banks

be undertaken in accordance with the details outlined in Attachments 1 and 2.

**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 remotely on Monday, 12 April at 3pm.

The meeting terminated at 3:30pm.

**oooO END OF REPORT Oooo**

ordinary

section 5

notices of motion

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date:** 30 March 2021

**SECTION 5 – Notices of Motion**

No Notices of Motion.

**ORDINARY MEETING**  
**Confidential Reports**  
**Meeting Date: 30 March 2021**

**CONFIDENTIAL REPORTS**

**Item: 065**                      **SS - Contract for the Management and Operation of the Oasis Aquatic and Leisure Centre - (95496, 34584)**

**Previous Item:**              124, Ordinary (30 June 2020)

**Directorate:**                Support Services

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**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 management of a Council facility 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.*

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ordinary  
meeting

end of  
business  
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