



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 12 May 2020

location: by audio-visual link

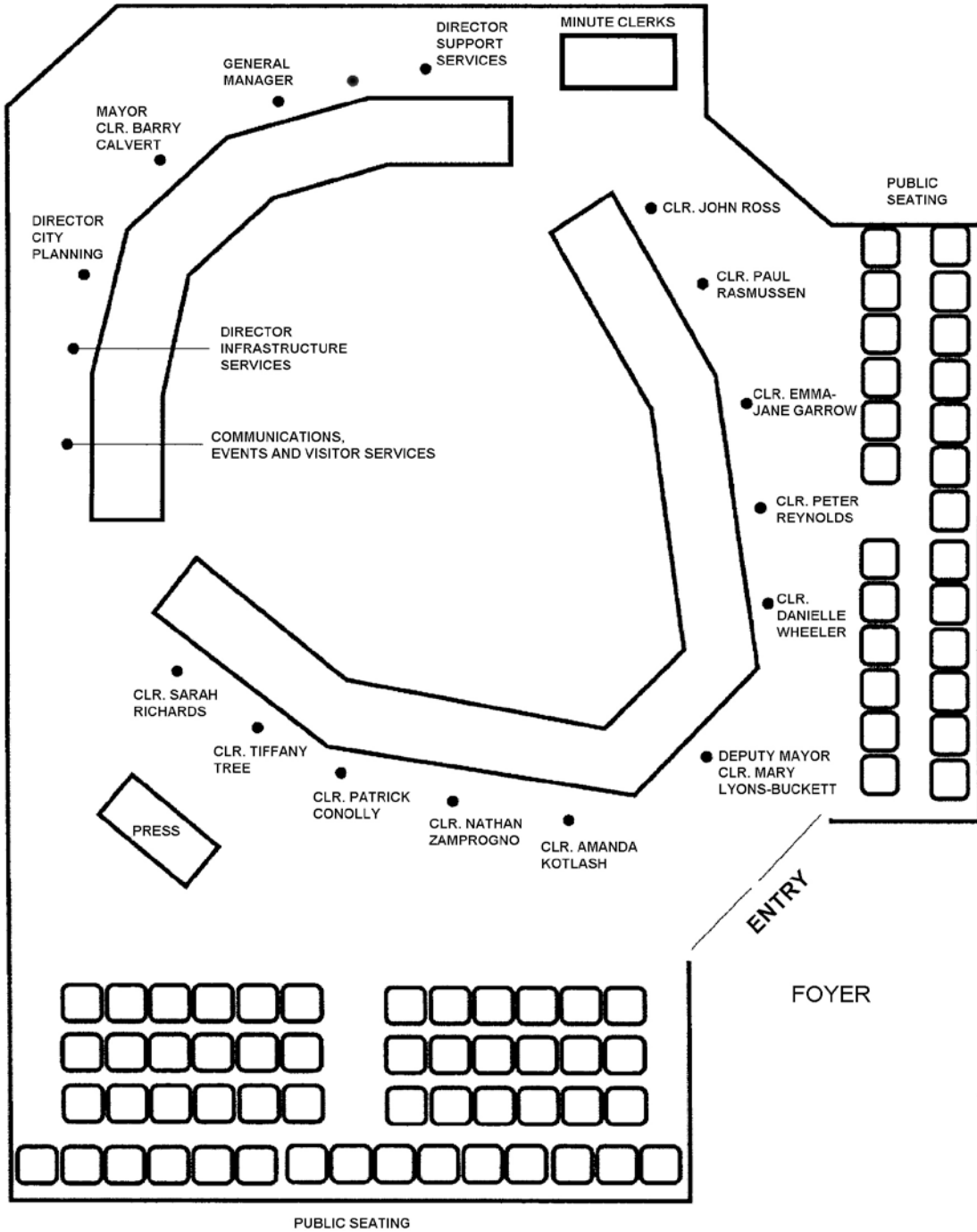
time: 6:30 p.m.



# mission statement

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

# Hawkesbury City Council





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**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

**Meeting Date:** 12 May 2020

**SECTION 1 - Confirmation of Minutes**





Hawkesbury City Council

ordinary  
meeting  
minutes

date of meeting: 28 April 2020

location: by audio-visual link

time: 6:30 p.m.



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## ORDINARY MEETING

Minutes: 28 April 2020

Minutes of the Ordinary Meeting held by audio-visual link on 28 April 2020, commencing at 6:31pm.

### Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

### ATTENDANCE

**PRESENT:** Councillor Barry Calvert, Mayor, Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Patrick Conolly, Emma-Jane Garrow, Amanda Kotlash, Paul Rasmussen, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

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

### APOLOGIES AND LEAVE OF ABSENCE

No apologies or leave of absence were received from Councillors.

Councillor Ross arrived at the meeting at 6:34pm.

Councillor Tree left the meeting at 9:28pm.

Councillor Calvert left the meeting at 9:43pm and returned to the meeting at 10:04pm.

### DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

**ORDINARY MEETING**

**Minutes:** 28 April 2020

**83 RESOLUTION:**

RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Reynolds that the Confirmation of Minutes be held over pending the attendance of Councillor Ross.

**SECTION 1 - Confirmation of Minutes**

**84 RESOLUTION:**

RESOLVED on the motion of Councillor Conolly and seconded by Councillor Rasmussen that the Minutes of the Ordinary Meeting held on the Tuesday, 31 March 2020, be confirmed.

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

**Against the Motion:** Councillor Ross.

**Absent:** Nil.

**ORDINARY MEETING**

**Minutes: 28 April 2020**

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 072**                    **GM - Draft 2020/2021 Operational Plan - (79351)**

**Directorate:**            General Manager

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**MOTION:**

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

***Refer to RESOLUTION***

**85 RESOLUTION:**

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

That:

1. The General Manager's report regarding the Draft 2020/2021 Operational Plan be received.
2. The Draft 2020/2021 Operational Plan attached as Attachment 1 to the report, be approved for public exhibition and that Council give public notice of the exhibition of the Draft 2020/2021 Operational Plan for a minimum of 28 days in accordance with Section 405 of the Local Government Act 1993.
3. The Draft 2020/2021 Operational Plan be reported back to Council post the public exhibition period to consider any public submissions received and to consider the adoption of this document and to make and fix rates and charges for the year ended 30 June 2020.

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

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

**Absent:**                      Nil.

**ORDINARY MEETING**

**Minutes:** 28 April 2020

**Item: 073**                    **GM - Hardship and Debt Recovery Policy - (79351)**

**Previous Item:**        66, Ordinary (31 March 2020)  
                              222, Ordinary (28 November 2017)

**Directorate:**            Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**86 RESOLUTION:**

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

That:

1. The Hardship and Debt Recovery Policy, attached as Attachment 1 to this report be placed on public exhibition for a period of 28 days.
2. At the expiration of the public exhibition period outlined in Part 1 above, a further report be submitted to Council.
3. Councillors have the opportunity to contact the General Manager or the Chief Financial Officer in relation to any changes to the Guidelines.
4. The easy read version of the Guidelines be placed on Council's website.

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

**Against the Motion:**        Councillors Kotlash and Ross

**Absent:**                        Nil.



**ORDINARY MEETING**

**Minutes:** 28 April 2020

**Item: 074**                    **GM - Information regarding Council's spending during the 2016-2020 Term of Council - (79351)**

**Previous Item:**        047, Ordinary (10 March 2020)

**Directorate:**            General Manager

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**MOTION:**

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

*Refer to RESOLUTION*

**87 RESOLUTION:**

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

That the information regarding various financial matters, as resolved at the Meeting on 10 March 2020, be submitted to Council in May 2020.

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

**Against the Motion:**        Councillors Conolly and Richards.

**Absent:**                        Nil.

**Chairperson at Meeting**

At 9:43pm the Mayor, Councillor Calvert requested that the Deputy Mayor, Councillor Lyons-Buckett preside at the meeting. The Mayor, Councillor Calvert left the meeting.

**ORDINARY MEETING**

**Minutes:** 28 April 2020

**CITY PLANNING**

**Item: 075**                    **CP - NSW State Government 20 Year Waste Strategy - Issues Paper - (95498, 96330)**

**Item:**

**Directorate:**            City Planning

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**MOTION:**

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

*Refer to RESOLUTION*

**88 RESOLUTION:**

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

That Council:

1. Receive and note the information.
2. Endorse the draft submission on the NSW State Government 20 Year Waste Strategy Issues Paper, and lodge the submission with the Department of Planning, Industry and Environment.

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

**Against the Motion:**        Nil.

**Absent:**                        Councillor Calvert and Tree.

**ORDINARY MEETING**

**Minutes:** 28 April 2020

**SUPPORT SERVICES**

**Item: 076**                    **SS - Monthly Investments Report - March 2020 - (95496, 96332)**

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

**Directorate:**            Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**89 RESOLUTION:**

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

That:

1. The Monthly Investments Report for March 2020 be received and noted.
2. Council undertake cash flow planning to determine what pressure any of the initiatives to support the community during the COVID-19 crisis may put on the investment portfolio and the requirement for liquidity.

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

**Against the Motion:**        Councillor Ross.

**Absent:**                      Councillors Calvert and Tree.

**ORDINARY MEETING**

**Minutes:** 28 April 2020

**Item: 077**                    **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

**Directorate:**                Support Services

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**MOTION:**

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

*Refer to RESOLUTION*

**90 RESOLUTION:**

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

That the Clause 4.21(a) Pecuniary Interest Return be received and noted.

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

**Against the Motion:**            Councillor Ross.

**Absent:**                            Councillors Calvert and Tree.

**Chairperson at Meeting**

At 10:04pm, the Mayor, Councillor Calvert returned and presided at the meeting.

**ORDINARY MEETING**

**Minutes:** 28 April 2020

**Item: 078**                    **SS - Rate Exemption - 120 Porpoise Crescent, Bligh Park - (95496)**

**Directorate:**                Support Services

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**MOTION:**

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

That:

1. The Uniting Church in Australia Property Trust be granted an exemption from rating from 1 March 2020 for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976).
2. An amount of \$340.31 be abandoned in respect of rates for the period 1 March 2020 to 30 June 2020 for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976).

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

That:

1. The Uniting Church in Australia Property Trust be granted an exemption from rating from 1 March 2020 for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976).
2. An amount of \$340.31 be abandoned in respect of rates for the period 1 March 2020 to 30 June 2020 for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976).
3. Council identify those rate exempt properties whose status may change from time to time and conduct an annual audit.

**For the Amendment:**        Councillors Kotlash, Reynolds, Ross and Zamprogno.

**Against the Amendment:** Councillors Calvert, Conolly, Garrow, Lyons-Buckett, Rasmussen, Richards and Wheeler.

**Absent:**                        Councillor Tree.

The amendment was lost.

**ORDINARY MEETING**

**Minutes:** 28 April 2020

**MOTION:**

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

*Refer to RESOLUTION*

**91 RESOLUTION:**

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

That:

1. The Uniting Church in Australia Property Trust be granted an exemption from rating from 1 March 2020 for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976).
2. An amount of \$340.31 be abandoned in respect of rates for the period 1 March 2020 to 30 June 2020 for the property known as 120 Porpoise Crescent, Bligh Park (Lot 1504, DP 805976).

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

**Against the Motion:** Councillor Reynolds.

**Absent:** Councillor Tree.

## ORDINARY MEETING

Minutes: 28 April 2020

### CONFIDENTIAL REPORTS

1. Council closed the meeting 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: 079 SS - Lease to Ross Shaun Corporation Pty Ltd - Shop 7, Wilberforce Shopping Centre - 995496, 112106, 147403)**

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

*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: 081 SS - Tender for Management and Operation of the Oasis Aquatic and Leisure Centre - (95496)**

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

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 will be withheld from the Press and public.

### 92 RESOLUTION:

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

**ORDINARY MEETING**

**Minutes:** 28 April 2020

**Item: 079**                    **SS - Lease to Ross Shaun Corporation Pty Ltd - Shop 7, Wilberforce Shopping Centre - 995496, 112106, 147403) CONFIDENTIAL**

**Previous Item:**            212, Ordinary (12 November 2019)

**Directorate:**              Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**93 RESOLUTION:**

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

That:

1. Council agree to enter into a new lease with Ross Shaun Corporation Pty Ltd for the property known as Shop 7, Wilberforce Shopping Centre, as outlined in the report.
2. Authority be given for the lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
3. 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 its 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 Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Wheeler and Zamprogno.

**Against the Motion:**        Nil.

**Absent:**                      Councillor Tree.



**ORDINARY MEETING**

**Minutes:** 28 April 2020

**Item: 080**                    **SS - Lease to The Trust Company (Australia) Limited - Part of Hollands Paddock - 50 The Terrace, Windsor - (132053, 95496, 112106) CONFIDENTIAL**

**Directorate:**                Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**94 RESOLUTION:**

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

That consideration of this matter be deferred.

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

**Against the Motion:**            Nil.

**Absent:**                            Councillor Tree.

**ORDINARY MEETING**

**Minutes:** 28 April 2020

**Item: 081**                    **SS - Tender for Management and Operation of the Oasis Aquatic and Leisure Centre - (95496) CONFIDENTIAL**

**Directorate:**                Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**95 RESOLUTION:**

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

That:

1. In accordance with Clause 178(1)(b) of the Local Government (General) Regulation 2005, Council decline to accept any of the Tenders received in response to T00100 – Tender for the Management and Operation of the Oasis Aquatic and Leisure Centre.
2. Council advise the tenderers who tendered for the Management and Operation of the Oasis Aquatic and Leisure Centre that none of the tenders for the proposed contract were accepted.
3. In accordance with Clause 178(3)(e) of the Local Government (General) Regulation 2005, Council enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract which is the subject matter of the tender to manage and operate the Oasis Aquatic and Leisure Centre from 1 July 2020, for a period of up to 18 months.
4. In accordance with Clause 178(4)(a) of the Local Government (General) Regulation 2005, Council is declining to invite fresh tenders due to the following:
  - a) The current and ongoing, impact of COVID-19 on the operation of the Oasis Aquatic and Leisure Centre, and in particular the current Government directive that the Centre remain closed.
  - b) The uncertainty as to when that impact will cease.
  - c) The risk that the circumstances which now exist due to COVID-19 are substantially different from those upon which the Request for Tender, and therefore the proposed Contract, were based, resulting in significant contractual and commercial risk and uncertainty for both Council and the new contractor.
5. In accordance with Clause 178(4)(b) of the Local Government (General) Regulation 2005, Council has determined to enter into negotiations with any person (whether or not the person was a tenderer), due to the following:
  - a) The current Contract for the management and operation of the Oasis Aquatic and Leisure Centre ends on 30 June 2020.
  - b) The circumstances which now exist due to COVID-19 are substantially different from those upon which the Request for Tender, and therefore the proposed Contract, were based.
  - c) Council therefore considers that it is appropriate to negotiate specific arrangements for the management of the Oasis Aquatic and Leisure Centre beyond 30 June 2020 to specifically address the impact of COVID-19.

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

**Against the Motion:** Councillor Ross.

**Absent:** Councillor Tree.

The meeting terminated at 11:09pm.

Submitted to and confirmed at the Ordinary meeting held on 12 May 2020.

.....  
Mayor

ordinary

section 2

mayoral minutes

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 12 May 2020**

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 12 May 2020**

**SECTION 2 – Mayoral Minutes**

**Item: 082**                      **MM - Inequitable and Inconsistent application of the NSW Environment Protection Authority Waste Levy - (80093)**

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**BACKGROUND:**

The NSW Government has released an issues paper in relation to its plan to develop a 20 Year Waste Strategy. A central feature of the Strategy will be the pursuit of an objective to establish a “circular economy” within the State. A circular economy is one that prioritises re-use and recycling ahead of discarding and disposal.

Council has previously resolved to make a submission in respect of the NSW Government’s Issue Paper on the 20 Year Waste Strategy.

Council fully supports the State Government’s objective to create a circular economy and acknowledges the important role local government plays in the State’s Waste Management and Resource Recovery outcomes.

However, Councils are facing increasing costs in delivering the essential waste and recycling services needed for their communities. This challenge is further complicated by the inequitable and unfair imposition of the State Government Waste Levy and the financial burden that places on Councils and their communities.

In lodging its submission in respect of the NSW Government’s Issue Paper Council noted the inconsistency in the Waste Levy Boundaries. Hawkesbury City Council shares boundaries with Cessnock, Lithgow and Singleton, areas with obvious rural and regional characteristics. Yet the Hawkesbury LGA is within the Metropolitan Levy Area. Other peri-urban Councils with similar circumstances, for example Blue Mountains and Wollondilly are situated within the Regional Levy Area. This difference in categorisation means that Council pays the Metropolitan Waste Levy amount of \$143.60 per tonne compared to the Regional Waste Levy of \$82.70 per tonne. If the Regional Waste Levy applied to the Hawkesbury LGA, Council and its community would save approximately \$1,457,000 per year.

Council operates its own Hawkesbury City Waste Management Facility which includes a putrescible landfill receiving approximately 25,000 tonnes per year. Council is required to pay approximately \$3,525,000 per year in Environment Protection Authority Waste Levy charges at this facility. However, Council only receives \$100,000 per year in direct Environment Protection Authority funding, which means only 3% of the Waste Levy is returned to Council to improve resource recovery and waste management outcomes. Council along with other Local Governments across NSW therefore argues for 100% reinvestment of the Waste Levy to allow for Councils and the Waste Industry to achieve the required waste management and resource recovery outcomes set by the NSW Government.

In the context of the above, there would be considerable merit in Council being included within the Regional Levy Area with the other peri-urban Councils of Blue Mountains and Wollondilly.

**RECOMMENDATION:**

That Council writes to the Local Member and the NSW Environment Protection Authority seeking a review of the NSW Waste Levy in terms of the inconsistency and inequity in the Waste Levy Boundaries, and seeking higher levels of reinvestment of the Waste Levy for Local Government.

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 12 May 2020**

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF MAYORAL MINUTE Oooo**

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 12 May 2020**

**Item: 083**                    **MM - Strategic Transport Routes and Connections within the Hawkesbury  
Local Government Area - (80093)**

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**REPORT:**

A report regarding this matter will be circulated before the Council Meeting.

**oooO END OF MAYORAL MINUTE Oooo**



**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 12 May 2020**

ordinary

section 3

reports  
for determination

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 12 May 2020

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 12 May 2020**

**SECTION 3 – Reports for Determination**

**PLANNING DECISIONS**

**Item: 084**                      **CP - Proposed Modification of Existing Covenant - Building Envelope Restriction Lot 42, DP 1237854 - 85 London Place, Grose Wold - (95498)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of the report is to seek Council's endorsement to modify an existing covenant that relates to a building envelope restriction on Lot 42 in DP 1237854 at 85 London Place, Grose Wold to increase the building envelope area by 449.8m<sup>2</sup>.

**EXECUTIVE SUMMARY:**

Council has received a request from McDonald Jones Homes to modify a restrictive covenant on the title of Lot 42 in DP 1237854 at 85 London Place, Grose Wold which requires all residential development on the lot herein burdened including a dwelling house and ancillary structures to be wholly contained within the building envelope. The covenant was registered over the lot to protect the existing vegetation on site.

The modification sought by McDonald Jones Homes is to increase the building envelope area by 449.8m<sup>2</sup>. The modification is sought to facilitate consideration and determination of DA0305/19 for the construction of a dwelling house on Lot 42. The purpose of this increased building envelope is to accommodate all the development associated with the proposed dwelling within the building envelope.

The proposed modification to the restrictive covenant is supported by documentation and plans that argue the modification is necessary to accommodate all the required structures within the building envelope as amended and would result in the loss of a maximum of 15 trees to allow for an adequate asset protection zone to be created.

The applicant's justification is considered worthy of support and therefore for the reasons outlined in this report, Council officers support the modification to the covenant.

**RECOMMENDATION:**

That:

1. Council agree to vary the building envelope covenant over Lot 42 in DP 1237854 at 85 London Place, Grose Wold to increase the size of the building envelope to incorporate the entire dwelling and ancillary water tank.
2. The wording of the modified covenant to effect this resolution be determined by the General Manager in consultation with Council's Legal Advisors as is necessary, to ensure compliance with the technical, administrative, and legal requirements of NSW Land Registry Services.
3. Authority be given for the Section 88E 'Variation or Modification of Restriction on the Use of Land' to be executed by an authorised officer of Council.
4. All costs associated with the preparation and drafting of necessary documentation and plans and any registration and lodgement fees be borne by the owner of Lot 42 in DP 1237854.

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## **BACKGROUND**

Development Application DA0453/15 for a two lot subdivision resulted in the creation of two lots known as 85 and 88 London Place, Grose Wold. The subdivision was approved by Council and resulted in Lot 42 (85 London Place) having a building envelope restriction.

The assessment found that the proposed allotments were seen to be of a sufficient size and width to support the rural residential use of each of the lots. The imposition of the building envelope on Proposed Lot 42 ensured that the removal of vegetation associated with the development would generally be restricted to the provision of asset protection zones and a new driveway. The submitted Flora and Fauna Report suggested that the development of the land would have a minimal impact on threatened species, populations and endangered ecological communities.

To implement the requirements of this condition, a covenant was created over Lot 42 that states:

*"Terms of Positive Covenant secondly referred to in the above mentioned plan"*

- 1) *Until the lot herein burdened is further developed the building envelope labelled (BE) on the above mentioned plan shall be maintained as an Outer Protection Area (OPA) as outlined within section 4.1.3 and Appendix 5 of the publication "Planning for Bushfire Protection 2006" and the NSW Rural Fire Service's document "Standards for Asset Protection Zones".*
- 2) *All residential development on the lot herein burdened including a dwelling house and ancillary structures are to be wholly located within the building envelope labelled (BE) on the above mentioned plan'.*
- 3) *When a dwelling is erected within the area labelled (BE) on the above mentioned plan, the area labelled (APZ) on the above mentioned plan is to be established and maintained as an Inner Protection Area (IPA) as outlined within section 4.1.3 and Appendix 5 of the publication "Planning for Bushfire Protection 2006" and the NSW Rural Fire Service's document "Standards for Asset Protection Zones".*
- 4) *Any development application to be submitted for development on the lot herein burdened which requires onsite disposal of effluent is to be accompanied by a Waste Water Feasibility Assessment Report.*

It is noted that Hawkesbury City Council is the authority empowered to release, vary, or modify the relevant covenant.

A copy of the Deposited Plan and covenant is provided in Attachment 1 and Attachment 2. It should be noted that there are several covenants that apply, however it is the "positive" covenant secondly referred to in the S88B instrument that is relevant. The other covenants relate to bushfire protection and wastewater feasibility. The bushfire requirements will be conditioned in the consent and the waste water feasibility study was supplied with the development application.

The restrictive covenant was imposed to protect the existing vegetation and locate any future structures in the south eastern corner of the lot and in close proximity of each other.

## **Relevant Legislation**

- Conveyancing Act 1919 (NSW)
- "Planning for Bushfire Protection 2006" – NSW Rural Fire Service

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#### DISCUSSION

The proposed amendment to the positive covenant requires a resolution of Council to amend the covenant in order to progress a current (undetermined) development application (DA0305/19), which seeks consent for a new dwelling house and water tank partially outside of the building envelope area.

Specifically, the request for the modification to the covenant is to accommodate:

- A portion of the alfresco area and verandahs located at the rear of the dwelling;
- The eaves and a small portion of the master suite to the southern and western side; and
- The rainwater tank to the eastern side.

The modification being sought would modify the restrictive covenant to increase the building envelope area by a total area of 449.8m<sup>2</sup> comprising an additional 306.9m<sup>2</sup> to the northern elevation, 31.1m<sup>2</sup> to the southern elevation, 81m<sup>2</sup> to the eastern elevation and 30.8m<sup>2</sup> to the western elevation.

The request to modify the building envelope restriction covenant on the title of Lot 42 in DP 1237854 at 85 London Place, Grose Wold is supported by a statement of justification (Attachment 3).

The main issue for concern in relation to the amendment of the building envelope is the impact to the existing vegetation and the approved Asset Protection Zones (APZ). The increase will result in the loss of 15 trees as shown in Attachment 4. Enlarging the envelope for the water tank will ensure it is constructed in an area that is mostly clear and will keep the tank within the curtilage of the dwelling.

Constructing the water tank under the dwelling is not a feasible option both financially and practically for the owners of the land. The bushfire attack level in all directions is BAL 40 to ensure consistency with the approved APZ. The subdivision of the site considered that tree removal would be undertaken in the area mapped APZ on the Deposited Plan and therefore a flora and fauna report was submitted to consider the impacts of tree removal within this zone. The 15 additional trees proposed for removal to create an appropriate APZ are located within the designated area which was considered at the subdivision stage. It is considered there are no increased adverse impacts associated with additional vegetation removal.

The proposed modified restriction whilst allowing an increase in the building envelope will not be environmentally detrimental to the site. Such modification is not contrary to the intent of the imposed covenant. For the reasons outlined in this report endorsement of the modified covenant is recommended.

#### COMMUNITY ENGAGEMENT

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

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

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

##### Our Future

##### 5.3 Shaping our Growth

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

#### FINANCIAL IMPACT

There are no financial implications for Council relating to this request as all costs will be borne by the owner of Lot 42.

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**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with Council's long term plan to improve and maintain organisation sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Councils adopted 2019/2020 Operational Plan, which will adversely impact on Councils financial sustainability.

**PLANNING DECISION**

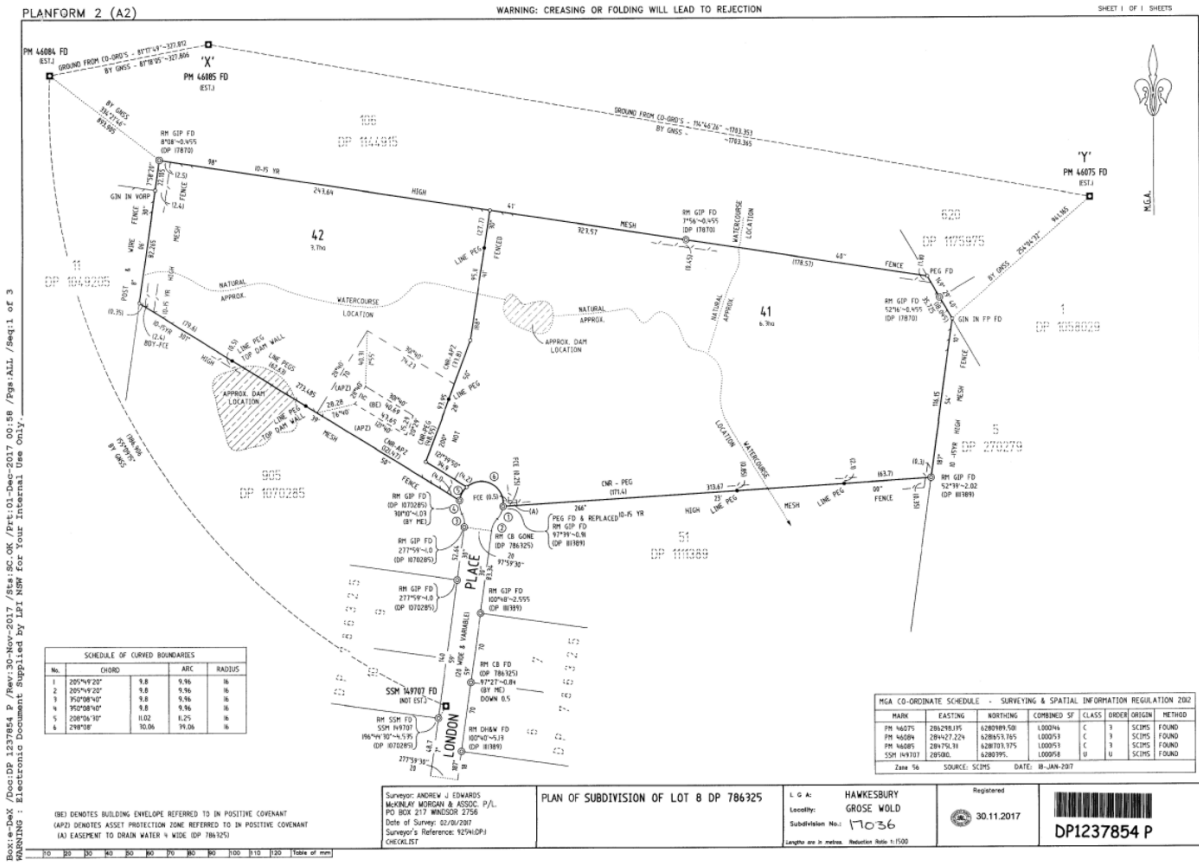
As this matter is covered by the definition of a "planning decision" under Section 375A of the *Local Government Act 1993*, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose a division must be called when a motion in relation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

**ATTACHMENTS:**

- AT - 1** Deposited Plan (DP1157035).
- AT - 2** Terms of Positive Covenant (DP1102439).
- AT - 3** Statement of Justification.
- AT - 4** Aerial Imagery (Tree Removal).

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**AT - 1 Deposited Plan (DP1157035)**





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**AT - 2 Terms of Positive Covenant (DP1102439)**

*"Terms of Positive Covenant secondly referred to in the above mentioned plan"*

- 1) *Until the lot herein burdened is further developed the building envelope labelled (BE) on the above mentioned plan shall be maintained as an Outer Protection Area (OPA) as outlined within section 4.1.3 and Appendix 5 of the publication "Planning for Bushfire Protection 2006" and the NSW Rural Fire Service's document "Standards for Asset Protection Zones".*
- 2) *All residential development on the lot herein burdened including a dwelling house and ancillary structures are to be wholly located within the building envelope labelled (BE) on the above mentioned plan.*
- 3) *When a dwelling is erected within the area labelled (BE) on the above mentioned plan, the area labelled (APZ) on the above mentioned plan is to be established and maintained as an Inner Protection Area (IPA) as outlined within section 4.1.3 and Appendix 5 of the publication "Planning for Bushfire Protection 2006" and the NSW Rural Fire Service's document "Standards for Asset Protection Zones".*
- 4) *Any development application to be submitted for development on the lot herein burdened which requires onsite disposal of effluent is to be accompanied by a Waste Water Feasibility Assessment Report.*

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**AT - 3 Statement of Justification**

**Instrument for Section 88b of the Conveyancing Act: Building Envelope**

An assessment of the 88b Instrument has found that the proposed dwelling encroaches beyond the building envelope as outlined in the Terms of Restriction on the Use of the Land numbered 2.

The Restriction on the Use of Land numbered 2 in DP1237854 states the following:

*“All residential development on the lot herein burdened including a dwelling house and ancillary structures are to be wholly contained within the building envelope labelled (BE) on the abovementioned plan.”*

The Authority empowered to release, vary or modify the subject Covenants as outlined in the Section 88b Instrument is Hawkesbury Council. It is requested Council consider the following when completing the assessment of this proposal.

The building envelope encroachment has been proposed to ensure the dwelling is wholly within the Asset Protection Zones, as per the requirements of the Rural Fire Service. The dwelling has been further assessed under the provisions of AS3959, as per the attached Bushfire Assessment Report prepared by Bushfire Management Consultants, job no. 2018280 – Revision B, dated 21 November 2019.

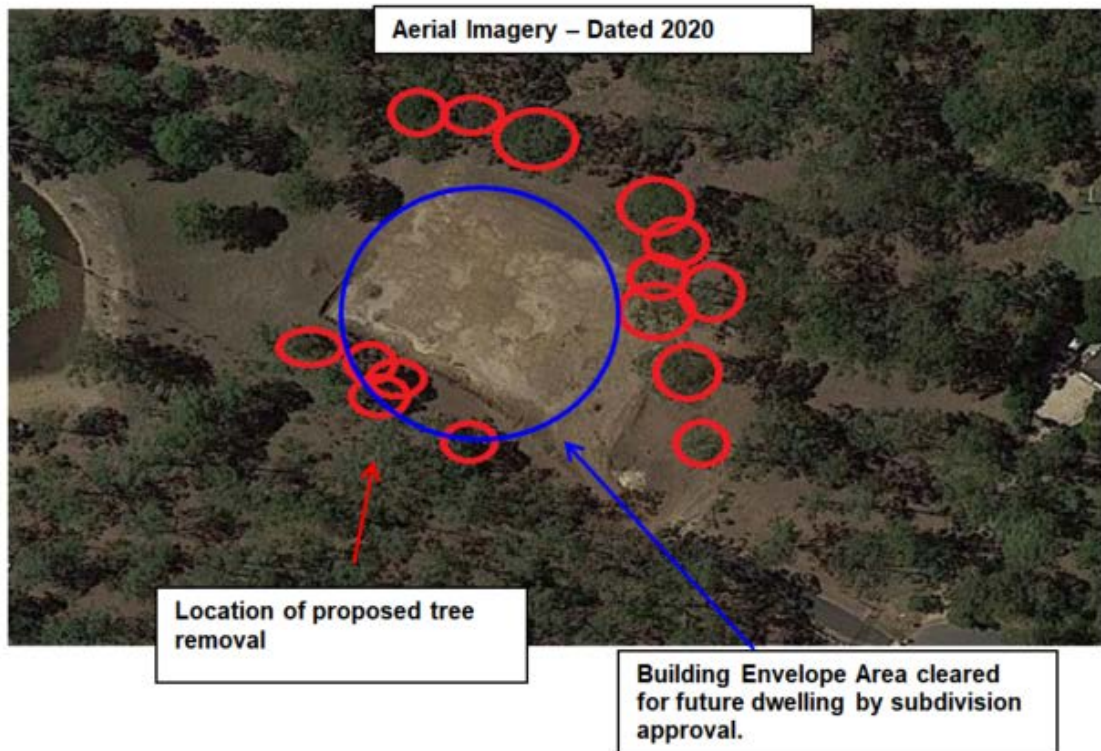
The section of the dwelling and proposed rainwater tank that encroaches beyond the building envelope to the south-eastern elevation will not result in any excessive impact to the adjoining properties or residents and remains capable of meeting with the objectives of the control. The large setbacks proposed also ensure appropriate spatial separation is maintained between the subject dwelling and the adjoining dwellings. The setbacks to the dwelling will remain compatible with the spatial characteristics of the street and will not create a dwelling with excessive visual bulk when viewed from adjoining properties due to the high quality design provided.

It is considered that the geometrical proportions of the design would be inaccurate and restrictive on design if strict compliance with the building envelope were necessary, especially in meeting with the requirements of the Asset Protection Zones.. The dwelling has articulation along the elevations, providing relief and reducing the visual bulk as viewed from adjoining properties

The encroachment will result in a good quality design outcome and will ensure the residents have appropriate access to level recreation areas on the sloped site. As the requirements of AS3959 can be met and maintained despite the encroachment, and as the design provides appropriate actions with respect to the design of the alfresco, it is considered this modification is a reasonable request.

It is requested that Council consider varying or modifying the relevant provisions to allow the dwelling and rainwater tank encroachment to be sited in the proposed location.

**AT - 4 Aerial Imagery (Tree Removal)**



oooO END OF REPORT Oooo

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**GENERAL MANAGER**

**Item: 085**                      **GM - 2020 Digital Floodplain Management Australia Conference - (79351)**

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to consider the nomination and participation of Councillors and/or appropriate staff in the 2020 Digital Floodplain Management Australia National Conference to be held from 20 to 21 May 2020.

**EXECUTIVE SUMMARY:**

Given the relevance of the subject matter and the theme of the 2020 Floodplain Management Australia National Conference - *A Flood Resilient Australia transforming vision into action* - Council may wish to consider representation at the Conference.

Due to the COVID-19 Pandemic, the conference will be conducted online from 20 to 21 May 2020

Registration fees for the conference are \$200 for one login (user) and \$300 for up to six logins (users).

**RECOMMENDATION:**

That:

1. The report be received and noted.
2. Participation of nominated Councilors and staff as considered by the General Manager, in the 2020 Digital Floodplain Management Australia National Conference at a cost of \$200 for one login (user) and \$300 for up to six logins (users) be considered.
3. After participating in the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

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**BACKGROUND**

Consideration is required regarding participation at the 2020 Digital Floodplain Management Australia National Conference. Due to the COVID-19 Pandemic, the Conference will be conducted online from 20 to 21 May 2020.

The theme of the 2020 Conference is A Flood Resilient Australia: transforming vision into action. Details of the program and list of speakers for the Conference, can be viewed by accessing the following link <https://floodplainconference.com/>

Registration fees for the Conference are \$200 for one login (user) and \$300 for up to six logins (users).

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Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2019/2020	\$45,000
Expenditure to date	\$9,751
Outstanding Commitments	\$0
Budget balance as at 4 May 2020 (approx. including outstanding commitments)	<u>\$35,249</u>

**DISCUSSION**

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

Where relevant, after participating in the Conference, delegates are requested to provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

**COMMUNITY ENGAGEMENT**

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

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

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

Our Community

- 2.1 Community safety is improved - Enable a shared responsibility for community safety and disaster management
  - 2.1.1 Meet the needs of our community through effective flood, fire and other natural disaster management plans that promote the protection of life, property and infrastructure.
  - 2.1.2 Make the Hawkesbury a friendly place where people feel safe.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2019/2020 Adopted Operational Plan. Consideration should be given in regard to the relevance of the Conference to Council's business and available budget to cover costs of attendance.

**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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**Item: 086**                      **GM - COVID-19 Virus Update - (79351)**

**Previous Item:**            066, Ordinary (31 March 2020)

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to provide and update to Council on actions taken in response to COVID-19.

**EXECUTIVE SUMMARY:**

At its meeting on 31 March 2020, Council noted the impact of the COVID-19 virus outbreak is of ongoing concern to the community and resolved to receive a report in relation to Council actions in response to the prevailing situation - Refer [Item 066](#).

This report provides an update on actions taken by Council in relation to:

1. Steps taken to protect staff, including working from home, staff on casual employment, sick leave and/or other paid leave
2. Council's capacity to redeploy staff to other areas of Council operations
3. Rental relief that could be provided to Council tenants
4. Financial or other assistance Council could give to community organisations
5. Arrangements put in place to govern public meetings organised by Council or held in Council facilities
6. The review of Council's Hardship Policy
7. Potential priority projects to provide local employment and/or take advantage of any stimulus funding

**RECOMMENDATION:**

That the report be received and noted.

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**BACKGROUND**

At its meeting on 31 March 2020, Council noted the impact of the COVID-19 virus outbreak is of ongoing concern to the community and resolved to receive a report in relation to Council actions in response to the prevailing situation, in particular:

That Council:

- "1. *Note that the impact of the Covid-19 virus outbreak is of ongoing concern to the community and Council, and requests an urgent report addressing the following matters:*
  - a) *Steps that have been taken to protect staff, including increased options for working from home, and ensuring that staff on casual employment contracts working for Council*

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- have access to sick leave and/or other paid leave if they cannot attend work because of Covid-19;*
- b) *What capacity Council has to redeploy staff, including casual staff, to other areas of Council operations to avoid job losses;*
  - c) *What, if any, rental relief could be provided to Council tenants, especially any not-for-profit organisations, where Covid-19 has impacted on their ability to pay rent;*
  - d) *What, if any, financial or other assistance Council could give to community organisations undertaking essential outreach including assisting elderly or frail residents and providing food delivery services during the outbreak;*
  - e) *What policy settings have been put in place to govern public meetings organised by Council or held in Council facilities to best protect public health;*
  - f) *Options for reviewing Council's Hardship Policy to make it more user friendly and incorporating additional features to assist rate payers through the current economic conditions.*
2. *Staff compile a list of priority projects consistent with the CSP that could be used to provide local employment, ready for stimulus funding from Federal and State governments."*

At the time of the original Notice of Motion, the incidence of Coronavirus (COVID-19) was growing across the nation and represented an immediate and serious threat to our community.

The following is an up to date response in relation to each of the seven points covered in the 31 March 2020 Notice of Motion.

**1. Steps that have been taken to protect staff, including increased options for working from home, and ensuring that staff on casual employment contracts working for Council have access to sick leave and/or other paid leave if they cannot attend work because of Covid-19**

By way of email dated Monday 13 April 2020 Councillors were advised that:

Councils are unable to access the Commonwealth Government's JobKeeper program.

Local Government NSW have been negotiating revised 'interim' arrangements (referred to as a 'Splinter Award') in relation to the existing Local Government (State) Award, with all relevant unions.

A copy of the document was forwarded to Council last Wednesday evening and since that time Council staff have been reviewing the document to better understand its implications.

The key elements of the document can be summarised as follows:

- Local Government NSW are proposing to present the 'Splinter Award' to the Industrial Relations Commission for ratification on - [Tuesday 14th April](#).
- The 'Splinter Award'
  - gives Councils greater flexibility to provide alternative duties for employees unable to perform their regular duties due to the COVID-19 crises
  - provides for a 3 month Job Retention Allowance for permanent Council employees, who cannot be suitably redeployed while services are shut during the COVID-19 crises. (A safety net for employees in circumstance where Hawkesbury City Council found itself in the position of having no useful work for employees)
  - has been negotiated by Local Government NSW and all the unions in consultation with the Local Government NSW Industrial Relations Advisory Committee, and if ratified by the Industrial Relations Commission, means that all parties including the unions must adhere to it
  - sets negotiated minimum standards
  - keeps us in step with the other Councils thereby ensuring consistency across the Local Government sector.

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Opting into this agreement:

- will save Hawkesbury City Council the time and costs of negotiating our own arrangements
- does not prevent Hawkesbury City Council implementing other workforce measures already in the Award, such as the rostering of Annual leave to reduce the City's leave liabilities.

Discussions with other surrounding Councils have confirmed that all of those Councils that have been contacted are intending to sign up to the 'Splinter Award'."

#### **2. What capacity Council has to redeploy staff, including casual staff, to other areas of Council operations to avoid job losses**

As stated above:

- Local Government NSW negotiated revised 'interim' arrangements (referred to as a 'Splinter Award') in relation to the existing Local Government Employment Award, with all relevant unions
- The 'Splinter Award' gives Councils greater flexibility to provide alternative duties for employees unable to perform their regular duties due to the COVID-19 crises.

In addition to the above, Council's Business Continuity Plan is being implemented and reviewed as the situation continues to evolve.

Hawkesbury City Council has managed to keep staff employed in meaningful work during this pandemic, and this includes our small seasonal casual workforce. Changes to normal work arrangements for staff were implemented immediately. The following provides a sample of initiatives put in place:

- Casual swimming pool staff have been given work for the rest of the swim season, conducting maintenance work at Richmond Pool.
- Casual and permanent staff at the Companion Animal Shelter have continued to work even with a reduction in animals at the shelter. These staff have either assisted in maintenance at the shelter or have been redeployed to other parts of the Regulatory and Environmental Services team.
- Employees from our Libraries, Museum and Gallery have built the online presence of these services. Anyone can access the collections of the Museum and Gallery online, and delivery of services such as story time has been developed from our Libraries. Staff from these areas have also used the closure as an opportunity to work on new and existing projects and programs, as well as catching up on cataloguing work
- Waste Collection Facility staff have adapted to changes due to social distancing. Though only one employee plus one supervisor can be in the gatehouse at one time, arrangements have been made to change the staff's days of work to enable Council to continue to offer them their permanent hours.
- Other parts of the Operational workforce (Parks, Roads, Waste and others) have continued their normal work through consultation between the organisation and the staff themselves. Risk assessments were conducted in line with public health orders, and measures were put in place to protect staff and the community, such as changes to crew travel arrangements and starting work on-site.
- The Development Services team have adapted by splitting the team so only half are working in the administration building at any given time and with system access, the team is working through development applications at a productive rate. Using videoconferencing technology, pre-lodgement meetings and advice on development applications have continued.
- Environment and Regulatory Services staff have been able to continue with their regular inspections while adhering to social distancing practices.



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In general, staff have also used the closure of facilities as an opportunity for maintenance work in many council-owned buildings. Council staff have been used to conduct the work, and where contractors have been needed, they have been locally sourced.

Other related actions have included:

- Conducting survey of staff to gauge their satisfaction with regular updates about COVID-19 impacts. More than half of the workforce participated in the survey, with the vast majority being satisfied with the level of communication and updates provided to them.
- Additional cleaning of Council facilities and high activity areas.
- Cancellation of all non-essential travel, external meetings, training, conferences and seminars.
- Restricting internal meetings and training to those that are critical, applying the protocols recommended around social distancing and encouraging good hygiene and communication via email, telephone or teleconferencing.

**3. What, if any, rental relief could be provided to Council tenants, especially any not-for-profit organisations, where Covid-19 has impacted on their ability to pay rent;**

Council Staff are assessing each council tenancy on a case by case basis. Our preference is to assist tenants in getting through this period, so that in the future council will have a tenant and a business in place to begin operating, rather than a vacant premises that Council will then have to seek a tenant for.

For example, Council's tenants that lease Council footpaths and other areas adjacent to businesses, such as restaurants and cafes have been affected by the COVID-19 Pandemic. The State Government issued a Public Health Order on 30 March 2020 regarding restrictions on gatherings and movements. This meant that restaurants and cafes closed and could only provide take-away services, and therefore, they could not utilise the leased Council property adjacent to their businesses.

Accordingly, Council will waive or refund the rental for the four tenants that currently lease the deck area at Thompson Square, Windsor, from 30 March 2020 until further notice. Also Council will waive or refund the annual footpath permit fees for the 11 businesses that currently have outdoor dining and trading permits with Council to utilise Council footpaths.

Council will continue to assess residents and businesses that have been impacted by the COVID-19 Pandemic and provide relief where appropriate.

**4. What, if any, financial or other assistance Council could give to community organisations undertaking essential outreach including assisting elderly or frail residents and providing food delivery services during the outbreak;**

Council staff are continuing to work within their networks to identify issues and provide support where possible. Support provided to date has included:

- Registering all local services with GIVIT
- Providing assistance to essential services (childcare and food services) to submit applications under current round Community Sponsorships.
- Bulk toilet paper delivery to childcare and food services
- Contactless Pay-On-Delivery system being explored with Hawkesbury's Helping Hands
- Weekly meetings with community service managers to ensure service continuity, including the assessment of IT infrastructure needs to ensure critical services can continue to connect with those in need, rather than only face to face. Funding for improved infrastructure will be explored through GIVIT and/or through existing budgets if only small quantities of funds are required
- Working with food providers (Meals on Wheels, Hawkesbury Community Outreach Service) to ensure frail aged people receive meals delivery service
- Mental Health Services contact list delivered to schools

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- The opening of the Richmond and Windsor grandstand showers for people sleeping rough, to enable access to shower facilities
- Community facilities being open for essential programs e.g. FoodBank at Bligh Park Community Centre.
- All Community Services organisations operating from Council buildings being advised the buildings can continue to be used for staff (in keeping with NSW Health guidelines) to provide access to infrastructure and office space to ensure service continuity
- Commissioned the development of 'Hawkesbury Connect' as a Facebook page to be used by community service agencies to promote access to local services in central point
- Commissioned IT and marketing assistance through Hawkesbury Connect to build capacity of community service agencies to enhance their online presence and maintain currency of information on online platforms to ensure community can source accurate information about local support services
- Working with University of Sydney to scope a six month engagement and research project that will:
  - identify community resilience, capacity and risk through working with community agencies and individuals
  - provide a comparative study on resilience in outlying areas of the Hawkesbury (Bilpin, St Albans and Upper Colo) compared with Bligh Park and South Windsor.
- Planning underway with Red Cross to have training delivered locally, including:
  - wellbeing and mental health support information to students and school staff
  - welfare monitoring training for staff within community organisations
  - RFS Volunteers and other agencies to 'support the supporters' to promote wellbeing and recovery.

#### 5. **What policy settings have been put in place to govern public meetings organised by Council or held in Council facilities to best protect public health;**

As part of the implementation of Council's Business Continuity Plan, Council has overseen the closure of non-essential facilities normally open to members of the public and/or where members of the public might attend meetings. Some facilities were closed prior to the making of the first of a series of Public Health Orders requiring certain non-essential local government facilities to close.

While a Public Health Order requiring facilities to close remains in force, public meetings are unable to take place in those facilities.

The Local Government Act was recently amended to allow:

- Councillors to participate in Council and Committee meetings by audio-visual link
- Council to ensure that meetings are open to the public by livestreaming Council meetings.

The Hawkesbury Local Planning Panel is operating by teleconference or audio-visual link following advice from the Planning Panels Directorate concerning the operation of Sydney and Regional Planning Panels.

Council has developed Meeting and Training Guidelines for internal meetings involving staff to ensure adherence to social distancing. They provide criteria to be applied by Council staff when considering whether a meeting should take place, and in what form. They also apply to meetings which would normally take place in Council facilities like the Administration Building with external parties such as consultants, contractors and suppliers. The Guidelines also include information on how to practice social distancing, adherence to personal hygiene and disinfecting surfaces.

**6. Options for reviewing Council's Hardship Policy to make it more user friendly and incorporating additional features to assist rate payers through the current economic conditions.**

The Hardship Policy is in the process of being reviewed by Council. The draft Policy and associated Guidelines were presented to the Council meeting on 28 April 2020. Council resolved to place the Draft Policy on public exhibition. In doing so Councillors observed that staff would be applying the intent of the revised Hardship Policy and Guidelines.

**7. Staff compile a list of priority projects consistent with the CSP that could be used to provide local employment, ready for stimulus funding from Federal and State governments.**

At this meeting on 28 April 2020 Council adopted for public exhibition the Draft 2020-2021 Operational Plan. In doing so Council noted that there have been a number of challenges in balancing the Budget for 2020/2021, including but not limited to:-

- Expenditure levels being frozen for non-core services for the fourth year in a row
- The prevailing economic climate
- Significant increase in insurance costs
- Successive Natural disasters
- The Coronavirus COVID-19 Pandemic

Council's draft Operational Plan recognised the projected impacts of the COVID-19 Pandemic, resulting in a \$4.2M reduction in income as a result of facility closures, provision of rental assistance, the slow-down of housing development, implementation of additional hardship support, inspections associated with businesses closed for social distancing purposes and the general economic downturn.

Despite this, the Draft 2020/2021 Operational Plan has:

- Maintained the renewal and upgrade of road, building and community assets
- Maintained the maintenance of road, building and community assets
- Balanced the budget, without external borrowing
- Maintained staff in productive employment, thereby contributing taxes and ensuring day to day expenditure in the local economy
- Included revised provisions to ensure prompt responses to hardship cases involving residents, business and Council's commercial tenants.

Council's focus on maintaining services to the community is in line with advice from the NSW State Government.

In addition to the above, Councillors have been provided details of projects that have been submitted to Government as potential candidates for funding to facilitate employment and economic recovery. The attached list shows Transport Infrastructure Projects and other capital and non-capital projects.

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**Hawkesbury City Council - Economic Stimulus Projects**

**Transport Infrastructure Projects: Potential for Construction to Commence in 3-6 Months**

Project name/description	Relevant Council	Total Project Cost	Australian Government contribution	Other contribution	Potential construction start date	Potential construction end date
<b>Packer Road, Blaxlands Ridge</b> Sealing of gravel road	Hawkesbury City Council	\$2.6m	\$2.6m		October 2020	January 2021
<b>Godalla Road, Freemans Reach</b> Sealing of gravel road	Hawkesbury City Council	\$0.4m	\$0.4m		October 2020	January 2021
<b>Upper Colo Road, Upper Colo</b> Sealing of gravel road	Hawkesbury City Council	\$2.5m	\$2.5m		October 2020	January 2021
<b>Mahons Creek Road, Yarramundi</b> Sealing of gravel road	Hawkesbury City Council	\$0.6m	\$0.6m		September 2020	October 2020
<b>Settlers Road, St Albans</b> Sealing of gravel road	Hawkesbury City Council	\$9.5m	\$9.5m		November 2020	June 2021
<b>Portland Head Road, Ebenezer</b> Sealing of gravel road	Hawkesbury City Council	\$0.95m	\$0.95m		September 2020	November 2020
<b>Roberts Creek Road, Blaxlands Ridge</b> Sealing of gravel road	Hawkesbury City Council	\$0.25m	\$0.25m		October 2020	December 2020
<b>Wheelbarrow Ridge Road</b> Sealing of gravel road	Hawkesbury City Council	\$0.55m	\$0.55m		October 2020	February 2021
<b>Brabyn Street, South Windsor</b> Road reconstruction	Hawkesbury City Council	\$0.2m	\$0.2m		June 2020	June 2020
<b>Ross Street, Windsor</b> Road reconstruction	Hawkesbury City Council	\$0.18m	\$0.18m		May 2020	May 2020
<b>Francis Street, Richmond</b> Road reconstruction	Hawkesbury City Council	\$0.35m	\$0.35m		June 2020	July 2020

**Other capital and non capital projects**

Project name/description	Relevant Council	Total Project Cost	Australian Government contribution	Other contribution	Potential start date	Potential end date
<b>Colo Heights Community precinct – Bushfire resilience and sustainability</b>	Hawkesbury City Council	\$500,000	\$500,000	\$30,000		
<b>Bilpin Community Precinct-Upgrade of building to provide for emergency management response</b>	Hawkesbury City Council	\$400,000	\$400,000	\$30,000		
<b>Bilpin oval precinct – bush fire resilience and re-building</b>	Hawkesbury City Council	\$530,000		\$230,000		
<b>St Albans Community precinct bush fire resilience and re-building</b>	Hawkesbury City Council	\$380,000		\$180,000		
<b>Urban heat and tree planting in three town centres of Windsor, South Windsor and Richmond</b>	Hawkesbury City Council	\$980,000		\$500,000		
<b>Local business recovery</b>	Hawkesbury City Council	\$500,000		\$200,000		
<b>Animal shelter upgrade</b>	Hawkesbury City Council	\$1.8m				
<b>Tree planting local neighbourhoods</b>	Hawkesbury City Council	\$427,000		\$100,000		
<b>Local Tradies employment community buildings renewals-</b>	Hawkesbury City Council	\$400,000		\$100,000		

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**CONCLUSION**

The details contained in this report will provide further assistance in ensuring that information on a range of issues is available to Councillors for dissemination back into the wider community. Council staff will continue to provide Councillors and local Members of Parliament with information via the weekly *Bushfire, Flood and Covid-19 Update*.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**INFRASTRUCTURE SERVICES**

**Item: 087**                    **IS - Road Naming Proposal Associated with DA0332/16 (396 Bells Line of Road) Kurmond - (95495, 79346)**

**Previous Item:**        009, Ordinary (18 February 2020)

**Directorate:**            Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to recommend that the names Amara Drive, Angophora Place, Olearia Place, Prunina Place and Villosa Place for five new public roads in the suburb of Kurmond associated with DA0332/16 be adopted for use.

**EXECUTIVE SUMMARY:**

On 18 February 2020, Council resolved that the proposed new road names of Amara Drive, Angophora Place, Olearia Place, Prunina Place and Villosa Place in the suburb of Kurmond, be publically advertised and the results be reported back to Council following the public exhibition process.

The road names were publically advertised and at the close of the public consultation period, no comments or submissions were received.

**RECOMMENDATION:**

This report recommends that the names Amara Drive, Angophora Place, Olearia Place, Prunina Place and Villosa Place in the suburb of Kurmond and associated with DA0332/16 be adopted for use.

---

**BACKGROUND**

The subdivision at Lot 2 in DP 607906, 396 Bells Line Of Road, Kurmond was approved by the Hawkesbury Local Planning Panel on 17 May 2018 (DA0332/16).

The subdivision includes the creation of five new public roads.

Council at its meeting held on 18 February 2020, resolved the following:

*"That:*

- 1. In accordance with the requirements of the NSW Roads Act 1993, in respect of the road naming proposal connected to DA0332/16, the proposed names Amara Drive, Angophora Place, Olearia Place, Prunina Place and Villosa Place in the suburb of Kurmond, be publically advertised for a period of 28 days, seeking comment on the proposed names.*
- 2. The matter be reported back to Council following the public exhibition process."*

The proposed road names of Amara Drive, Angophora Place, Olearia Place, Prunina Place and Villosa Place have been publically advertised. This was by way of an advertisement in the local press, a notice on

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Council's web page under Community Consultation and a notice to the prescribed organisations under the Roads Act 1993. The public consultation closed on 16 April 2020 with no comments or submissions received.

As the proposal conforms to the guidelines and principles of the New South Wales Road Naming Policy and has been publically advertised with no objections made, it is recommended that the names Amara Drive, Angophora Place, Olearia Place, Prunina Place and Villosa Place be adopted for use. Street signs will be installed once the road is open as part of the developer's works.

**Relevant Legislation**

The New South Wales Address Policy and User Manual October 2019 (Principles of Road Naming) apply to this proposal.

**DISCUSSION**

The New South Wales Address Policy applies to all roads in NSW regardless of custodianship and maintenance agreements. Under the Policy all roads shall be authoritatively named in accordance with the principles of road naming. Road naming is legislated under the New South Wales Roads Act 1993.

**COMMUNITY ENGAGEMENT**

Consultation has been undertaken in accordance with Council's Community Engagement Policy, the New South Wales Roads Act 1993, the New South Wales Roads Regulation 2008 and the New South Wales Address Policy. The consultation was for a period of 28 days, ending on 16 April 2020 and involved the following:

- Advertisement in the local press
- Advertisement on Council's web page and social media site
- Notice created on the New South Wales Geographical Names Board road naming portal.

**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

- 4.2 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.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

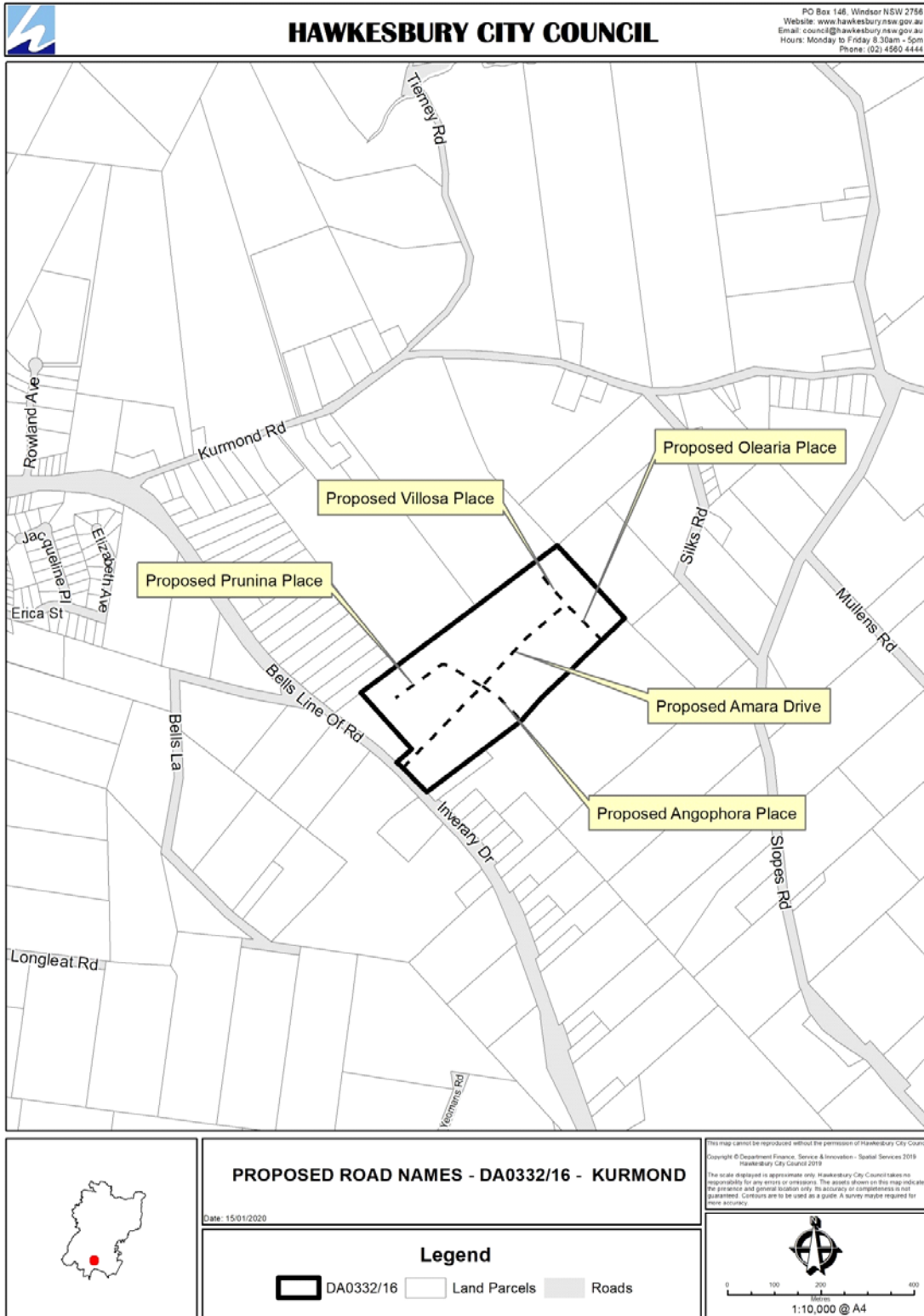
This matter is not specifically aligned with any Fit For The Future Strategies.

**ATTACHMENTS:**

- AT - 1 Locality Plan.

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**AT - 1 Locality Plan**



oooO END OF REPORT Oooo



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**SUPPORT SERVICES**

**Item: 088**                    **SS - Council Resolution Summary - July 2019 to December 2019 - (95496)**

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

**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.

This report, and the attachments to the report, summarise the resolutions passed by Council for the period from 1 July 2019 to 31 December 2019, and those resolutions outstanding from previous summaries, excluding resolutions as outlined in the report below.

**RECOMMENDATION:**

That the Council Resolution Summary for 1 July 2019 to 31 December 2019, and those resolutions outstanding from previous summaries, be received and noted.

---

**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."*

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:

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*"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.

As previously flagged in the report for the period from 1 January 2019 to 30 June 2019, a system was under development to ensure that all:

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

That system has now been commissioned. The attached reports are the first editions that have been published using Council's existing records management software. Key features of the new report format 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.

Going forward staff are working towards providing Councillors with more regular updates.

## **DISCUSSION**

Staff have now completed the development of new process to capture the required information to track progress on Council resolutions.

The new process contains information regarding each resolution including the Council Meeting Date, Resolution Number, Resolution Part Number, Item Number, Mover, Seconder, Item Description, Division, Responsible Council Officer, and notes as to the status of the resolution, including Action Undertaken, Action Required, and Action Complete.

Based on the new system, for the purpose of reporting to Council staff have prepared a Resolution Summary Report for the period from 1 July 2019 to 31 December 2019, and a report for those outstanding resolutions outstanding from previous summaries for the period January 2018 to June 2019. As part of migrating to the new system future reports will include estimated completion dates for ongoing matters.

## **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

- 1.6 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 2019 to December 2019 (*Distributed under separate cover*).
- AT - 2** Council Resolution Summary - Outstanding Resolutions from previous Summaries January 2018 to June 2019 (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

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**Item: 089**                    **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to table a Disclosure of Pecuniary Interests and Other Matters Return, which has been recently lodged by a Designated Person, as required by Clause 4.21(a) of Council's Code of Conduct.

**EXECUTIVE SUMMARY:**

Councillors and other members of Council staff identified as Designated Persons under Council's Code of Conduct are required to complete a Pecuniary Interest Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

A Return has recently been lodged with the General Manager, and is now tabled at the first Council meeting held after the required lodgement date.

**RECOMMENDATION:**

That the Clause 4.21(a) Pecuniary Interest Return be received and noted.

---

**BACKGROUND**

Councillors and other members of Council staff who hold a position involving the exercise of functions that, in their exercise, could give rise to a conflict between the person's duty as a member of staff and the person's private interest, are identified by Council as a "Designated Person", as defined by Clause 4.8 of Council's Code of Conduct (the Code).

Designated Persons are required by Clause 4.21(a) of the Code to complete a Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

The Return form must be lodged with the General Manager within three months of the Designated Person's date of commencement with Council, and must be tabled at the first Council meeting held after the required lodgement date.

**Policy considerations**

Section 440AAB of the Local Government Act, 1993, relates to the register of Pecuniary Interest Returns made by Councillors and Designated Persons, and the tabling of these Returns:

*"440AAB Register and tabling of returns*

- (1) *The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.*
- (2) *Returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code of lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged."*

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In accordance with Section 440AAB(1) of the Act and Clause 4.24 of the Code, a register of all Returns lodged by Councillors and Designated Persons, in accordance with Clause 4.21 of the Code, is currently kept by Council, as required by this part of the Act and the Code.

In accordance with Section 440AAB(2) of the Act and Clause 4.25 of the Code, all Returns lodged by Councillors and Designated Persons under Clause 4.21(a) of the Code, must be tabled at the first Council meeting held after the required lodgement date.

**DISCUSSION**

With regard to Section 440AAB(2) of the Act and Clause 25 of the Code, the following Clause 4.21(a) Return has been lodged:

Position	Return Date	Date Lodged
Development Services Support Officer	12 February 2020	24 April 2020

The above Designated Person has lodged their Clause 4.21(a) Return prior to the due date (being three months after the Return Date), as required by the Act and the Code for the receipt of the Returns.

The above details are now tabled in accordance with Section 440AAB(2) of the Act and Clause 4.25 of the Code, and the abovementioned Return is available for inspection, if requested.

**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

1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.

1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's Adopted 2019/2020 Operational Plan, which will adversely impact on Council's financial sustainability.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

ordinary

section 4

reports  
of committees

**ORDINARY MEETING**

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**SECTION 4 – Reports of Committees**

**Item: 090**                      **ROC - Civic and Citizenship Committee - 26 November 2019 - (95351, 96972)**

**Directorate:**                      General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Hawkesbury Civic and Citizenship Committee, held on 26 November 2019.

**RECOMMENDATION:**

That the Minutes of the Hawkesbury Civic and Citizenship Committee Meeting held on the 26 November 2019 be received and noted.

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**DISCUSSION**

The Hawkesbury Civic and Citizenship Advisory Committee met on 26 November 2019 to discuss the nominations for the 2020 Australia Day Awards. There were several nominations for each category in which the Committee discussed and determined the final winners. The categories for the 2020 Australia Day Awards for which nominations were received:

- Citizen of the Year
- Young Citizen of the Year
- Volunteer Person of the Year
- Community Arts Award
- Local Hero Award
- Environment Award
- Commemorative Plaque
- Cultural Heritage Award
- Community Organisation of the Year
- Sports Person of the Year
- Young Sports Person of the Year
- All Abilities Sports Person of the Year

The outcome of the Minutes (Attachment 1) were sensitive in nature and required an embargo on the release of information.

All items raised in the Minutes of the Hawkesbury Civic and Citizenship Advisory Committee have no policy or financial implications for Council, and are presented for information only.

**ATTACHMENTS:**

**AT - 1**    Minutes - Hawkesbury Civic and Citizenship Advisory Committee - 26 November 2019.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

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**AT - 1 Minutes - Hawkesbury Civic and Citizenship Advisory Committee - 21 November 2019**

Minutes of the Meeting of the Hawkesbury Civic and Citizenship Committee held in the Large Committee Rooms, Council Offices, Windsor, on 26 November 2019, commencing at 4:05pm.

**ATTENDANCE**

Present: Councillor Patrick Conolly  
 Councillor Sarah Richards  
 Councillor Nathan Zamprogno  
 Mr Barry Adams, Community Representative  
 Ms Melissa Barry, Community Representative  
 Miss Elizabeth Hitches, Community Representative  
 Mrs Jan Barklely-Jack, Community Representative

Apologies: Mr David Bertenshaw, Hawkesbury Sports Council  
 Mr Ted Brill, Hawkesbury Historical Society

In Attendance: Mrs Suzanne Stuart, Corporate Communication Manager  
 Mrs Kaysie Cordi, Events and Community Engagement Co-ordinator  
 Ms Linda Perrine, Director City Planning  
 Mrs Tracey Easterbrook, Administrative Support Coordinator

**RESOLVED** on the motion of Elizabeth Hitches and seconded by Melissa Barry that the apologies be accepted.

**Attendance Register of Hawkesbury Civic and Citizenship Committee**

Member	09.04.2019	26.11.2019
Councillor Patrick Conolly	✓	✓
Councillor Sarah Richards	✓	✓
Councillor Nathan Zamprogno	✓	✓
Mr David Bertenshaw	✓	A
Mrs Melissa Barry	✓	✓
Mr Barry Adams	✓	✓
Ms Elizabeth Hitches	✓	✓
Prof Ian Jack	✓	*
Mr Ted Brill	X	A
Mrs Jan Barklely-Jack	-	✓

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

\* Professor Ian Jack passed away on 4 September 2019

Mrs Suzanne Stuart addressed the committee to discuss the following;

- Welcomed Mrs Jan Barklely-Jack to the Hawkesbury Civic-Citizenship Committee and;
- Provided the opportunity for committee members to express their condolences on the passing of Professor Ian Jack.

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- It was noted that Professor Ian Jack had been a member of the Hawkesbury Civic and Citizenship Committee for a number of years.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Patrick Conolly and seconded by Barry Adams that the Minutes of the Hawkesbury Civic and Citizenship Committee held on the 27 November 2018, be confirmed.

**MOTION:**

RESOLVED on the motion of Ms Barry, seconded by Mr Adams.

That standing orders be suspended and that Item 3 be brought forward in the agenda to be dealt with.

**SECTION 2 – Reports for Determination**

**Item: 1                      Review of Council Committees - (79351, 96972)**

**Directorate:**              General Manager

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**Review of Council Committees**

**Stage One – Engagement with committee members**

Council's Director City Planning attended the meeting and explained to committee members that Council will be reviewing the current committees and working groups to create an alignment with the Community Strategic Plan. A key part of this review is stage one - engaging with current committee and working group members to find out what is working and what could be improved in terms of the respective committees / working groups.

The Community Strategic Plan has five key directions being, Leadership, Environment, Assets, Community and Future

Council also need to ensure that there is a greater level of consistency between Committees which will be assisted through the development of a standard approach to systems and processes such as preparation of draft minutes which will be sent to the committee before reporting to Council.

Between now and the end of December all committees / working groups will have at least one meeting.

The committees and working groups being engaged in the process include:

- Waste Management
- Hawkesbury Access and Inclusion
- Heritage
- Tourism
- Infrastructure
- Human Services
- Civic and Citizenship
- Floodplain Risk Management
- Environmental Sustainability
- Reconciliation Action Plan, and
- Town Centres

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**Stage two will involve:**

- Considering the feedback from stage one.
- Engaging with Councillors.
- Considering if there is a transition phase eg. Waste Management and Environmental Sustainability take the opportunity to meet together.
- Completing the review and finalise the new committee structure ready for implementation in 2020.

Committee members were advised that an electronic survey will be distributed for completion.

---

**COMMITTEE RECOMMENDATION:**

That Hawkesbury Civic and Citizenship Committee members complete the electronic survey which will be distributed via email.

**Item: 2**                      **Distribution of Code of Conduct to Committee Members (95496, 96972)**

**Directorate:**              Support Services

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**DISCUSSION:**

The Manager of Corporate Communications was in attendance at the meeting and advised the Committee of the following:-

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

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- Council has also chosen to incorporate some new provisions relating to the use of social media which apply to all committee representatives.
- The Hawkesbury Civic and Citizenship Committee members that had not previously signed for copies of Council's new Code of Conduct and associated Procedures signed as received and noted..

**COMMITTEE RECOMMENDATION:**

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

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

**Item: 3                      Election of Chairperson and Deputy Chairperson - (96972)**

**Directorate:**              General Manager

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The Manager of Corporate Communications called for nominations for the position of Chairperson.

A nomination was received for Ms Elizabeth Hitches.  
Ms Elizabeth Hitches accepted the nomination.

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**COMMITTEE RECOMMENDATION:**

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

That an election for the position of Chairperson of the Hawkesbury Civic and Citizenship Committee for the 2019/2020 term of the Committee be carried out.

As there were no other nominations Mrs Stuart declared Ms Hitches as the Chairperson of the Hawkesbury Civic and Citizenship Committee for the 2019/2020 term of the Committee.

Mrs Stuart handed the meeting over to the incoming Chair.

Ms Hitches assumed the Chair.

Ms Hitches called for nominations for the position of Deputy Chairperson.

A nomination was received for Mr Barry Adams.  
Mr Barry Adams accepted the nomination.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Ms Barry, seconded by Ms Hitches.

That an election for the position of Deputy Chairperson of the Hawkesbury Civic and Citizenship Committee for the 2019/2020 term of the Committee be carried out.

As there were no other nominations Ms Hitches declared Mr Adams as the Deputy Chairperson of the Hawkesbury Civic and Citizenship Committee for the 2019/2020 term of the Committee.

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**Item: 4**                      **Selection of 2020 Hawkesbury Australia Day Award Recipients - (96972)**

**Directorate:**              General Manager

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Councillor Richards declared a less than significant non-pecuniary interest in this matter. She left the meeting and did not take part in voting or discussion on the Environmental Award and Local Hero Award nominations.

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**OFFICERS RECOMMENDATION:**

That the Hawkesbury Civic and Citizenship Advisory Committee:

1. Note the assessment criteria outlined in the report and adopt and use this criteria to assess nominations received for the 2020 Australia Day Awards.
  2. Accept nominations based on the adopted criteria and determine the award recipients.
- 

**DISCUSSION:**

- The Committee discussed the nominations for each category of awards.
- 

**COMMITTEES RECOMMENDATION:**

**Citizen of the Year**

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

That Malcolm Bobrige be awarded the Citizen of the Year.

**Community Organisation of the Year**

RESOLVED on the motion of Mr Adams, seconded by Ms Barry.

That Pink Finns be awarded the Community Organisation of the Year.

**Young Citizen of the Year**

RESOLVED on the motion of Councillor Conolly, seconded by Ms Hitches.

That Jesse Wijnans be awarded the Young Citizen of the Year.

**Environmental Award**

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

That Hawkesbury Remakery be awarded the Environmental Award.

**Local Hero Award**

RESOLVED on the motion of Ms Barry, seconded by Councillor Zamprogno.

That Richie Benson be awarded the Local Hero Award.

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RESOLVED on the motion of Mr Adams, seconded by Councillor Conolly.

That Michelle New also be awarded the Local Hero Award.

**Volunteer of the Year**

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

That Diane Sweeny be awarded the Volunteer of the Year.

**Community Arts Award**

RESOLVED on the motion of Ms Hitches, seconded by Mr Adams.

That Madyson Disbray be awarded the Community Arts Award.

**Cultural Heritage Award**

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

That The Hawkesbury Schools Harvest Project - Windsor High School be awarded the Cultural Heritage Award.

**Commemorative Plaque**

RESOLVED on the motion of Councillor Conolly, seconded by Ms Barry.

That no suitable nominations for the Commemorative Plaque Award were received, so the nominations were discarded.

**Sports Person of the Year**

RESOLVED on the motion of Ms Barry, seconded by Mr Adams.

That Madaline Boyle be awarded the Sports Person of the Year.

**Junior Person Sports of the Year**

RESOLVED on the motion of Ms Hitchens, seconded by Mr Adams.

That Jasper Sinclair be awarded the Junior Person of Sports of the Year.

**All Abilities Sports Person of the Year**

RESOLVED on the motion of Councillor Conolly, seconded by Ms Barry.

That Renee Hardy be awarded the All Abilities Sports Person of the Year.

RESOLVED on the motion of Ms Hitches, seconded by Mr Adams.

That Sandy Freeman also be awarded the All Abilities Sports Person of the Year.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 12 May 2020**

**SECTION 3 – Reports for Information**

**Item: 5**                      **Annual Report Hawkesbury Civic and Citizenship Committee - (96972)**

**Directorate:**              General Manager

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**MOTION:**

RESOLVED on the motion of Councillor Zamprogno, seconded by Mr Adams.

That the report be received and noted.

**Item: 6**                      **Civic and Citizenship and Councillor Workshop - (96972)**

**Directorate:**              General Manager

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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Ms Barry, seconded by Councillor Conolly.

That the information in this report be received and noted.

**SECTION 4 – General Business**

**2020 Australia on the Hawkesbury Update:**

- 2020 Sponsors: Windsor RSL, Richmond Club, Hillbilly Cider and SES.
- Local bands and performers will provide live entertainment on stage.
- Roving entertainment will be at the event.
- Emergency Service will be in attendance: SES, RAAF, Police and RFS.
- Size of event space has been reduced, and moved closer to the trees to provide shade.
- Potential activities: Dragon boat racing, Water Skiing and Jet Skiing.
- Food trucks will be onsite; additional tucks will be at the event to reduce waiting in line.
- Rides, waterslides and Remakery craft activities available.

The meeting terminated at 5:15pm.

Submitted to and confirmed at the next Hawkesbury Civic and Citizenship Committee.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 12 May 2020

**Item: 091**                      **ROC - Local Traffic Committee - 20 April 2020 - (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 20 April 2020. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

**RECOMMENDATION:**

That the Minutes of the Local Traffic Committee meeting held on 20 April 2020 be received and noted.

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**REPORT:**

**DISCUSSION**

The matters contained within the Minutes attached as Attachment 1 of this report of the Local Traffic Committee have no policy or financial implications to Council.

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

- Special Event Traffic – The 2020 Winterfest Sydney Medieval Fair - July 2020
- Special Event Traffic – Cancellation / Postponement of 2020 Special Events due to COVID-19

**ATTACHMENTS:**

**AT - 1**    Minutes of the Local Traffic Committee held on 20 April 2020



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 12 May 2020

**AT - 1 Minutes of the Local Traffic Committee held on 20 April 2020**

Minutes of the Meeting of the Local Traffic Committee held remotely on Monday, 20 April 2020.

**ATTENDANCE**

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

**Apologies:** Nil

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

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

**SECTION 1 – Minutes**

Item 1.1 Confirmation of Minutes

The Committee resolved on the Motion of Mr David Osborne, seconded by Mr Mark Rusev, that the Minutes from the previous meeting held on Monday, 10 February 2020 be confirmed.

Item 1.2 Business Arising

There was no Business Arising.

**SECTION 2 - Reports for Determination**

**Item: 2.1 LTC - Winterfest 2020 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 99871)**

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**REPORT:**

**Introduction**

An application has been received seeking approval (in traffic management terms) to conduct the Winterfest 2020 event within the Hawkesbury Showground, Clarendon to be held on Saturday, 4 and Sunday, 5 July 2020. 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), being in place until 29 June 2020.

The event organiser has advised:

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 12 May 2020

- Steps are being taken to be in a position to run the event should the community situation with COVID-19 ease. If the Public Health Order extends into July 2020 and beyond, the event will be postponed until 2021.
- The event has been held previously for 14 years at various locations including the Hawkesbury Showground, and this is the second year that the application has been submitted to Council relating to traffic management.
- The event is a nationally recognised Medieval Historical and Fantasy event with a focus on education, history and folk entertainment.
- The event will be conducted between 10am and 5pm for both days.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is located within the Hawkesbury Showground only.
- The event is expected to attract approximately 10,000 spectators over the two days.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area, and will be directed into the site via Gate 4, by accredited traffic controllers.
- Pedestrian Access will be restricted to Gate 1 only for guests arriving by public transport.
- Authorised RMS approved traffic controllers will be present during the event hours. Their duties will include spotting and assisting guests for access and egress into the event site, assisting with the safe placement of vehicles, assisting with mobility parking and directing pedestrians safety to designated access paths.

### **Discussion**

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site, and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser is anticipating that a high proportion of traffic is expected from the Hawkesbury Valley Way intersection. Both Hawkesbury Valley Way and Blacktown Road are main arterial roads.

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection.

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

The event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to. If the Public Health Order extends into July 2020 and beyond, the event will need to be cancelled/postponed until 2021.

The event organiser has submitted the following items in relation to the event: Attachment 3 (ECM Document Set ID No: 6874086):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,

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**SECTION 4 – Reports of Committees**

**Meeting Date:** 12 May 2020

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 Traffic Control/Management Plan,
5. Event Layout Plan and Traffic Movement Plan,
6. Copy of the application to the NSW Police Force.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council’s web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Winterfest 2020 event within the Hawkesbury Showground, Clarendon, to be held on Saturday, 4 July 2020 and Sunday, 5 July 2020 be classified as a “Class 2” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to. If the Public Health Order extends into July 2020 and beyond, the event will need to be cancelled/postponed until 2021.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

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

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

**Meeting Date:** 12 May 2020

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. 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;
- 4l. 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:**

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

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- 4o. 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);
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

**APPENDICES:**

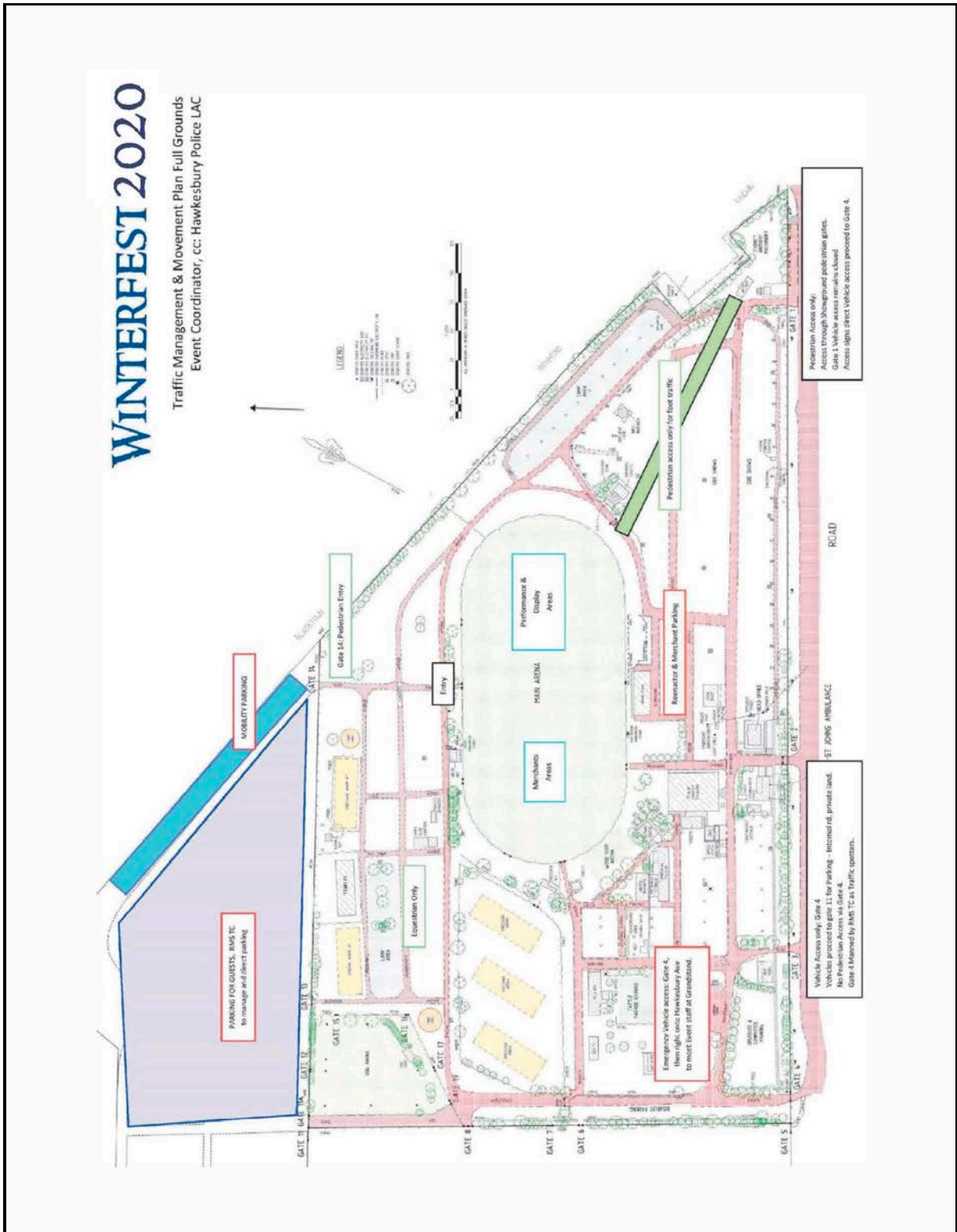
**AT - 1** Winterfest 2020 - Event Layout Plan.

**AT - 2** Winterfest 2020 – Traffic Movement Plan

**AT - 3** Special Event Application – (ECM Document Set ID No: 6874086 ) - *see attached*

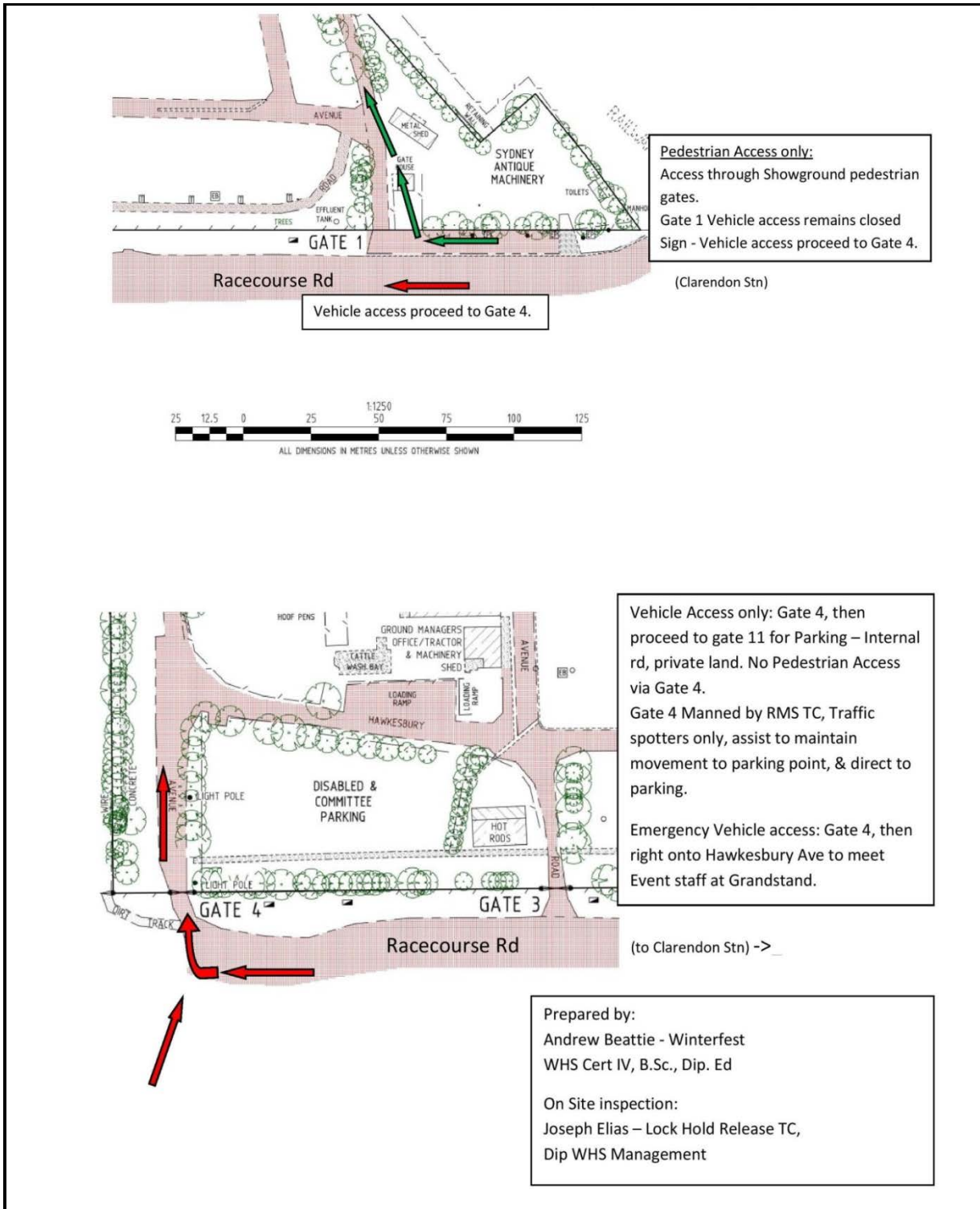
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**AT - 1 Winterfest 2020 - Event Layout Plan**



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**AT - 2 Winterfest 2020 – Traffic Movement Plan**



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 12 May 2020

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr David Lance, 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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Winterfest 2020 event within the Hawkesbury Showground, Clarendon, to be held on Saturday, 4 July 2020 and Sunday, 5 July 2020 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020 under the Public Health Act 2010 (NSW), as a minimum, is adhered to. If the Public Health Order extends into July 2020 and beyond, the event will need to be cancelled/postponed until 2021.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

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



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**SECTION 4 – Reports of Committees**

**Meeting Date:** 12 May 2020

- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. 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;
- 4l. 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:**

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

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

**Meeting Date:** 12 May 2020

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

**Item: 2.2 LTC - Cancellation / Postponement of 2020 Special Events due to COVID-19 - (Hawkesbury) - (80245)**

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**REPORT:**

Several events planned to be undertaken during 2020 within the Hawkesbury Local Government Area have either been cancelled or postponed due to the COVID-19 pandemic.

The current Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020 under the Public Health Act 2010 (NSW) is in place until 29 June 2020. Unless the community situation with COVID-19 improves, it is likely that the Public Health Order will extend into July 2020 and beyond.

The following events have either been cancelled, postponed or are to be reviewed closer to the event date subject to further progress and developments in relation to the Public Health Order and the overall community situation.

1. Polo International - Windsor Polo Club: 5 April 2020 - Cancelled.
2. Hawkesbury Show - Hawkesbury District Agricultural Association: 1 to 3 May 2020 - Cancelled.
3. Convict 100 Mountain Biking Event - Maximum Adventure Pty Ltd: 2 May 2020 – Rescheduled to 1 August 2020.
4. Bridge to Bridge Water Ski Classic - NSW Water Ski Federation Ltd: Event was rescheduled from 23 and 24 November 2019 to 23 May 2020 due to bush fires in late 2019 – Cancelled.
5. Parramatta Cycling Club Road Cycling Races 2020 - Oakville Events - Parramatta Cycling Club: April 4 and 18; May 2, 16 and 30; June 13, 21 and 27; July 12 and 25; August 8 and 22; September 5 and 19. Races to the end of May 2020 have been cancelled and other dates to be reviewed.
6. Q60 Endurance Ride Weekend - Zone One of the NSW Endurance Riders' Association: 11 and 12 July 2020 - Cancelled.
7. Mountain Lagoon Endurance Ride Weekend - Zone One of the NSW Endurance Riders' Association: 28 and 29 March 2020. Postponed until the proposed date of the Q60 Endurance Ride Weekend 11 and 12 July 2020.
8. Shahzada 400 kilometre Horse Endurance Ride - Shahzada Memorial Endurance Test Inc: 24 to 28 August 2020. Proposing to continue subject to Public Health Order.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date: 12 May 2020**

**APPENDICES:**

There are no supporting documents for this report.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr David Lance, seconded by Mr Mark Rusev.

Support for the Recommendation: Unanimous support

That the information be received.

**SECTION 3 - Reports for Information**

There were no Reports for Information.

**SECTION 4 - General Business**

There was no General Business.

**SECTION 5 – Next Meeting**

The next Local Traffic Committee meeting will be held on Monday, 11 May 2020 at 3pm in the Large Committee Room.

**oooO END OF REPORT Oooo**

ordinary

section 5

notices of motion

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 12 May 2020**

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 12 May 2020**

**SECTION 5 – Notices of Motion**

No Notices of Motion.

**ORDINARY MEETING**  
**Questions for Next Meeting**  
**Meeting Date: 12 May 2020**

**QUESTIONS FOR NEXT MEETING**

**Item: 092                      Councillor Questions with Notice**

**Question - 12 May 2020**

#	Councillor	Question	Requested	Response
1	Wheeler	<p>Requested an update on resolution 339 of 31 October 2017. Council resolved:</p> <p><i>"That a report be provided to Council regarding the options available for the establishment of a Local Government Leadership and Awareness Program that would involve inviting all local schools in the Hawkesbury to participate. This Program could involve Students attending Council Chambers to meet and engage with Councillors and Council staff. This Program may include various aspects, depending on the age group of students attending, but may contain participation in mock debates, Question and Answer segments or enjoying a short presentation on local government."</i></p>	28/04/2020	<p>The General Manager has advised that in relation to a Notice of Motion from Councillor Richards and Council resolution 339 of the 31 October 2017:</p> <ul style="list-style-type: none"> <li>• Council resolved that a report would be provided regarding the options available for the establishment of the program. This report has not been prepared at this stage.</li> <li>• Research was conducted regarding historical information in relation to a previous similar Council activity.</li> <li>• Education faculties at a number of Universities were contacted regarding the possibility of developing a short curriculum on Local Government that the local schools could take up. Responses were received from the faculties; however a subsequent discussion on the floor of Council confirmed that this was not the intention of the original motion.</li> <li>• Council then directed its focus to working directly with local schools, of which Hawkesbury has 7 High Schools and 34 Primary Schools.</li> <li>• Over time further discussions were arranged between the Mayor and staff to discuss options and their merits.</li> </ul>

**ORDINARY MEETING**

**Questions for Next Meeting**

**Meeting Date:** 12 May 2020

#	Councillor	Question	Requested	Response
		<p>When will Council be provided with this report?</p> <p>Earlier this year, the Mayor and Councillor Richards held a series of mock debate and morning tea sessions with local schools. When did Council determine that this program would be held?</p> <p>When were Councillors informed of it and invited to participate?</p> <p>How much did this program cost and from which cost centre was this paid?</p> <p>What has happened to the questionnaires the participants completed and when will this information be provided to all councillors?</p> <p>How will this information be stored and disposed of when no longer required?</p>		<p>1. 2019 Morning Teas</p> <p>In 2019 invitations were sent to each of the 7 High schools and 34 Primary Schools to participate in a series of Mayoral Morning Teas.</p> <p>4 High schools accepted the invitation. The events were hosted by the Mayor and the Member for Hawkesbury, Ms Susan Templeman MP. During the course of the event a mock debate was held and the three levels of Government were discussed.</p> <p>16 Primary Schools accepted the invitation. The events were hosted by the Mayor. During the course of the event a mock debate was held together with a discussion regarding government.</p> <p>Prior to attending the morning teas students were asked to complete a questionnaire with the following questions:</p> <ul style="list-style-type: none"> <li>- What is the best thing about the Hawkesbury?</li> <li>- How can the best thing about the Hawkesbury be made better?</li> <li>- If you were the Mayor what is something you would like to see done in the Hawkesbury in the future?</li> <li>- If you had the chance to come along to a Council meeting what would you share or talk about?</li> </ul> <p>The responses were reviewed by the Mayor and a letter acknowledging the responses and thanking the students for attending the morning teas was sent to the schools.</p> <p>The completed questionnaires and letters from 2019 are stored in Council's record system.</p>



**ORDINARY MEETING**  
**Questions for Next Meeting**  
**Meeting Date: 12 May 2020**

#	Councillor	Question	Requested	Response
				<p>2. 2020 Morning Teas</p> <p>Again in 2020 invitations were sent to each of the 7 High schools and 34 Primary Schools to participate in a series of Mayoral Morning Teas.</p> <p>6 High schools and 22 Primary Schools accepted the invitation. The events were hosted by the Mayor and Cr Richards - the mover of the motion in question.</p> <p>During the course of the events the Mayor and Cr Richards ran mock debates for the students and a Q&amp;A session.</p> <p>Prior to attending the morning teas students were asked to complete a questionnaire with the following questions:</p> <ul style="list-style-type: none"> <li>- What is the best thing about the Hawkesbury?</li> <li>- How can the best thing about the Hawkesbury be made better?</li> <li>- If you were the Mayor what is something you would like to see done in the Hawkesbury in the future?</li> <li>- If you had the chance to come along to a Council meeting what would you share or talk about?</li> </ul> <p>The responses were reviewed by the Mayor and a letter acknowledging the responses and thanking the students for attending the morning teas was sent to the schools.</p>

**ORDINARY MEETING**  
**Questions for Next Meeting**  
**Meeting Date: 12 May 2020**

#	Councillor	Question	Requested	Response
				<p>The completed questionnaires and letters from 2020 are stored in Council's record system.</p> <p>The total cost of catering the morning teas in 2019 and 2020 was between \$300 - \$400 each year. The costs were paid for from the Civic and Community cost centre within the Communication and Events budget. This budget is used to fund all of Council's civic and community events.</p>

oooO END OF REPORT Oooo



# ordinary meeting

# end of business paper

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