



Ordinary Meeting

Date of meeting: 25 January 2022
Location: By audio-visual link
Time: 6:30 p.m.

BUSINESS PAPER

Mission Statement

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

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ORDINARY MEETING
Procedural Matters
Meeting Date: 25 January 2022

PROCEDURAL MATTERS

Welcome

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

The General Manager will address the Council meeting, mentioning:

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

Attendance

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

Apologies and Leave of Absence

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

Declaration of Interest

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

Acknowledgement of Official Visitors to the Council

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

ORDINARY MEETING

Procedural Matters

Meeting Date: 25 January 2022

Ordinary

Section 1

Confirmation of minutes

ORDINARY MEETING
SECTION 1 - Confirmation of Minutes
Meeting Date: 25 January 2022

SECTION 1 - Confirmation of Minutes

1. Ordinary - 23 November 2021
2. Ordinary - 11 January 2022



Ordinary Meeting

Date of meeting: 23 November 2021
Location: By audio-visual link
Time: 6:30 p.m.

MINUTES

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ORDINARY MEETING

Minutes: 23 November 2021

Minutes of the Ordinary Meeting held by Audio-Visual Link, on 23 November 2021, commencing at 6:31pm.

Welcome

The Mayor, Councillor Patrick Conolly acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

- Recording of the Council Meeting
- Statement regarding people addressing the Meeting

ATTENDANCE

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

ALSO PRESENT: General Manager - Elizabeth Richardson, Director City Planning - Linda Perrine, Director Infrastructure Services - Will Barton, Director Support Services - Laurie Mifsud, Chief Financial Officer - Emma Galea, Manager Strategic Planning - Andrew Kearns, Manager Corporate Communication - Suzanne Stuart, Deputy Chief Financial Officer - Vanessa Browning, Manager Parks and Recreation - Sean Perry, Manager Corporate Services and Governance - Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

There were no apologies or requests for leave of absence received from Councillors.

Councillor Ross arrived at the meeting at 6:35pm.

DECLARATIONS OF INTEREST

Councillor Kotlash declared an interest on Items 229 and 242.

Councillor Lyons-Buckett declared an interest on Item 244.

Councillor Reynolds declared an interest on Items 225.

Councillor Richards declared an interest on Items 233, 240, 241, 244 and 245.

Councillor Wheeler declared an interest on Item 233.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING

Minutes: 23 November 2021

SECTION 1 - Confirmation of Minutes

287 RESOLUTION:

RESOLVED on the motion of Councillor Garrow and seconded by Councillor Rasmussen that the Minutes of the Ordinary Meeting held on the 9 November 2021, be confirmed.

Councillors wishing to address Council at the last meeting of term

Councillors Rasmussen and Tree addressed Council noting their reflections of their past terms on Council.

A PROCEDURAL MOTION was moved by Councillor Tree, seconded by Councillor Richards that the following items be brought forward in the agenda to be dealt with:

- Item 234
- Exception Report - Items Not Identified for Discussion and Decision
 - Items 227, 228, 235, 236, 237, 238, 239 and 241
- Items 224 and 229
- Confidential Items 244, 245 and 246.

The Procedural Motion was carried.

PRESENTATION - From Council's Auditors - Financial Statements for Year Ended 30 June 2021

A presentation was provided by Council's Auditor, Mr Kenneth Leung from the NSW Audit Office and Mr James Winter from Grant Thornton in respect to Council's General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2021.

ORDINARY MEETING

Minutes: 23 November 2021

SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 224 **CP - Planning Proposal to Amend Hawkesbury Local Environmental Plan 2012 - 2 Inverary Drive, Kurmond - (124414, 95498)**

Directorate: City Planning

Mr Glenn Apps addressed Council, speaking for the recommendation in the business paper.

Mr Michael Want addressed Council, speaking against the recommendation in the business paper.

MOTION:

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

Refer to RESOLUTION

288 RESOLUTION:

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

That Council:

1. Receive and note the outcome of consultation on the Planning Proposal and supporting documentation for Lot 2 DP 600414, 2 Inverary Drive, Kurmond.
2. Support the making of the plan to amend the Hawkesbury Local Environmental Plan 2012 in order to permit the subdivision of Lot 2 DP 600414, 2 Inverary Drive, Kurmond into a total of 11 lots with minimum lot size of not less than 4,000m², 1 hectare, or 2 hectares.
3. Submit the Planning Proposal and supporting documentation to the Department of Planning, Industry and Environment for the making of a plan to give effect to the Planning Proposal.
4. Publicly exhibit the Draft Voluntary Planning Agreement included as Attachment 2 to this report for a minimum of 28 days, with the Draft Voluntary Planning Agreement to be reported back to Council following public exhibition prior to finalisation.

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

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

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

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 225 **CP - Review of Hawkesbury Local Environment Plan 2012 - (95498, 124414)**

Previous Item: 146, Ordinary (11 August 2020)
 204, Ordinary (13 October 2020)

Directorate: City Planning

Councillor Reynolds made a special disclosure of interest in this matter as property owned by him is mentioned in and affected by the amendments to the Hawkesbury Local Environment Plan 2012. Councillor Reynolds relied on Clause 4.36 of the Code of Conduct to remain in the meeting during discussion and voting on the matter, and made a special disclosure in writing which was tabled at the meeting.

In the special disclosure Council Reynolds:

- Identified 10 Bridge Street, Windsor (the identified land) as the affected principal place of residence in which he has a proprietary interest
- Disclosed the identified land as the land that is subject to a change in zone/planning control in the LEP
- Disclosed the current zone/planning control as land reservation acquisition
- Disclosed the proposed change of zone/planning control as the removal of land reservation acquisition
- Disclosed the effect of the proposed change of zone/planning control on him as appreciable financial gain.

Councillor Reynolds remained in the meeting during discussion and voting on the matter.

Under Clause 4.36 of the Code of Conduct, Clause 4.29 (requirement to not be present at or in sight of, a Council meeting during consideration, discussion or voting on a matter in which a Councillor has disclosed a pecuniary interest) does not apply if:

- "a) *the matter is a proposal relating to:*
 - i) *the marking of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or*
 - ii) *the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and*
- b) *the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and*
- c) *the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting."*

Clause 4.37 of the Code of Conduct provides:

"A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:

- a) *be in the form set out in schedule 3 of this code and contain the information required by that form, and*
- b) *be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting."*

The Mayor, Councillor Conolly advised that a special disclosure of interest from Councillor Reynolds has been tabled.

ORDINARY MEETING

Minutes: 23 November 2021

MOTION:

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

Refer to RESOLUTION

289 RESOLUTION:

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

That:

1. Council endorse the preparation of the Planning Proposal included as Attachment 1 of the report to amend the Hawkesbury Local Environment Plan 2012 and commence the LEP Amendment process.
2. Council Seek advice from the Hawkesbury Local Planning Panel as required by the Environmental Planning and Assessment Act and Regulation.
3. Following consideration of the Hawkesbury Local Planning Panel:
 - a) A report be submitted to Council if changes are recommended by the Hawkesbury Local Planning Panel.
 - b) If no changes are recommended, Council submit the Planning Proposal to the Department of Planning, Industry and Environment, requesting a Gateway Determination.

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

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

Against the Motion: Councillors Conolly, Richards and Tree.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 226 **CP - New Hawkesbury Development Control Plan - (95498, 124414)**

Directorate: City Planning

Ms Matilda Julian addressed Council, speaking against the recommendation in the business paper.

MOTION:

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

Refer to RESOLUTION

290 RESOLUTION:

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

That Council:

1. Endorse the draft chapters included as part of stage 1 of the new Hawkesbury Development Control Plan included as Attachment 1 to this report, for the purposes of public exhibition.
2. Require public exhibition of the draft chapters included as part of stage 1 of the new Hawkesbury Development Control Plan be undertaken in accordance with Council's Community Participation Plan.
3. Receive a report on the outcome of public exhibition of the draft chapters included as part of stage 1 of the new Hawkesbury Development Control Plan prior to considering adopting those chapters.
4. Require that preparation of additional chapters of the Hawkesbury Development Control Plan continue, and be reported to Council by April 2022.

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

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

GENERAL MANAGER

Item: 227 **GM - Council Policy Review - (79351)**

Previous Item: 236, Ordinary (25 September 2018)
 132, Ordinary (30 July 2019)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

291 RESOLUTION:

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

That:

1. The Council Policy Framework, attached as Attachment 1 to this report, be received and noted.
2. Council endorse the Proposed Council Policies in the table in Attachment 2 to this report.

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

Against the Motion: Nil.

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

CITY PLANNING

Item: 228 CP - 2017-2021 End of Term Report, incorporating the 2020/2021 Annual Report and Audited Financial Statements - (79351, 124414)

Previous Item: 242, Ordinary (8 November 2016)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

292 RESOLUTION:

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

That:

1. The report regarding Council's 2017-2021 End of Term Report, incorporating the 2020/2021 Annual Report and Audited Financial Statements be received and noted.
2. The 2017-2021 End of Term Report, incorporating the 2020/2021 Annual Report and Audited Financial Statements, as attached as Attachment 1 and 2 to this report be forwarded to the Office of Local Government and placed on Council's website by 10 December 2021.

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

Against the Motion: Nil.

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 229 CP - Draft Hawkesbury City Council Submission - Warragamba Dam Wall Raising Environmental Impact Statement - (95498, 124414)

Previous Item: MM, Ordinary (26 October 2021)
221, Ordinary (9 November 2021)

Directorate: City Planning

Councillor Kotlash declared a significant non-pecuniary conflict of interest in this matter as she is a member of the Greater Blue Mountains World Heritage Area Advisory Committee. The Committee has recently been briefed on the EIS for this project. She therefore felt it was not appropriate to be involved in discussions and decisions about this matter. She left the meeting and did not take part in voting or discussion on the matter.

MOTION:

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

Refer to RESOLUTION

293 RESOLUTION:

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

That Council endorse the draft submission to the Water NSW Warragamba Dam Raising Environmental Impact Statement included as Attachment 2 to the report.

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

Against the Motion: Councillors Conolly, Richards and Tree.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

INFRASTRUCTURE SERVICES

Item: 230 **IS - Domestic Sullage - (95498, 112179)**

Previous Item: 119, Ordinary (29 June 2021)

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

294 RESOLUTION:

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

That Council:

1. Enter into discussions with Sydney Water regarding their strategic plans for the North West area.
2. Review the Sullage service prior to the expiration of the current contract in May 2023 and report back to Council on services and contract options, and the associated financial, environmental and regulatory considerations, including exploring the option of Council carrying out its own Sullage collection.
3. An update on the outcomes of Parts 1 and 2 to be reported to Council no later than June 2022.
4. Engage a consultant to develop education material regarding various technologies available in regard to split systems, including the criteria applicable for each system.
5. Receive and note the results of the survey of pump-out households.
6. Receive and note the comment included in the revised Development Control Plan in regard to effluent disposal.
7. Receive and note the information that Council provides to homeowners concerning inspections.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 231 **IS - Upper Colo Bridge Replacement Project - Various Initiatives - (95495)**

Previous Item: 181, Ordinary 28 September 2021

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

295 RESOLUTION:

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

That Council:

1. Keep Upper Colo Reserve closed in the short term.
2. Discuss the need for grading of local roads with affected residents.
3. Provide at least two Portaloo at Upper Colo Bridge.
4. Empty the garbage bins at least weekly.
5. Increase signage telling visitors to take their waste with them.
6. Investigate using local residents on a contractor basis to clean and maintain facilities at the site.
7. Be provided with a further report with long-term solutions including a potential Plan of Management.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 232 **IS - Potential Sites for a Skate Park or BMX Pump Track in Bligh Park - (95495, 79354)**

Previous Item: 202, Ordinary (26 October 2021)

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

296 RESOLUTION:

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

That Council:

1. Receive and note the information provided regarding potential sites for a skate park or BMX track in Bligh Park, and the associated costs and funding sources.
2. Commence engagement with the community on the option of either a skate park or BMX track and its preferred location within Bligh Park.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 233 **IS - Wilberforce RFS Brigade and Hawkesbury Fire Control Centre Project - (95495, 79398, 73600)**

Previous Item: 244, Ordinary (10 December 2019)

Directorate: Infrastructure Services

Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as she is a member of Hawkesbury Communications Rural Fire Brigade which operates outside of the mentioned building. She left the meeting and did not take part in voting or discussion on the matter.

Councillor Wheeler declared a less than significant non-pecuniary conflict of interest in this matter as she and her son are members of the Hawkesbury Communications Rural Fire Brigade and neither her or her son derive any personal or financial benefit from this project and no further action is required.

Mr Jeffrey Hudson addressed Council, speaking for the recommendation in the business paper.

MOTION:

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

Refer to RESOLUTION

297 RESOLUTION:

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

That Council:

1. Receive and note the information in this report regarding the current status of the new Wilberforce Rural Fire Brigade Station and Hawkesbury Fire Control Centre project.
2. Endorse the site of the new Wilberforce Rural Fire Brigade Station at the Council's Wilberforce Depot.
3. Endorse the site of the new Fire Control Centre at the Woodlands Reserve location off Sackville Road at 295, Sackville Road, Wilberforce (Ironbark Drive, opposite Woodlands Oval).
4. Endorse the commencement of the process to obtain the necessary planning approvals for the Wilberforce Rural Fire Brigade Station and Hawkesbury Fire Control project.
5. Undertake community engagement with relevant stakeholders as detailed information regarding the projects become available.

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

Against the Motion: Nil.

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

SUPPORT SERVICES

Item: 234 **SS - Audited Financial Statements for the year ended 30 June 2021 - (95496, 96332)**

Previous Item: Item 182, Ordinary (28 September 2021)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

298 RESOLUTION:

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

That Council:

1. Note the completion of the General Purpose and Special Purpose Financial Statements and Special Schedules for the period ended 30 June 2021, attached as Attachment 1 to this report.
2. Thank the representatives from The NSW Audit Office and Grant Thornton, for their presentation in respect of Council's 2020/2021 Financial Statements.

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

Against the Motion: Councillor Ross.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 235 **SS - September 2021 Quarterly Budget Review Statement - (95496, 96332)**

Previous Item: 118, Ordinary (29 June 2021)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

299 RESOLUTION:

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

That:

1. Council receive the information contained in this report and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, be adopted.
2. Council note the ongoing nature of the work being undertaken to restore public assets and infrastructure, and support the associated expenditure, with updates to be provided to Council in each Quarterly Budget Review Statement.

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

Against the Motion: Nil.

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 236 **SS - Investment Report - October 2021 - (95496, 96332)**

Previous Item: 097, Ordinary (25 May 2021)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

300 RESOLUTION:

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

That the Monthly Investment Report for October 2021 be received and noted.

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

Against the Motion: Nil.

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 237 **SS - Code of Conduct Complaints Statistics Report - 1 September 2020 to 31 August 2021 - (96496)**

Previous Item: 168, Ordinary (8 September 2020)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

301 RESOLUTION:

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

That the report under Clause 11.1 of the Council's Procedures for the Administration of the Code of Conduct, in respect of the Code of Conduct complaints statistics for the period from 1 September 2020 to 31 August 2021, be noted.

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

Against the Motion: Nil.

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 238 **SS - Pecuniary Interest and Other Matters Return - (95496, 96333)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

302 RESOLUTION:

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

That the Clause 4.21(c) Pecuniary Interests and Other Matters Return be received and noted.

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

Against the Motion: Nil.

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 239 **SS - Council Resolution Summary - January 2021 to June 2021 - (95496)**

Previous Item: 063, Ordinary (30 March 2021)
 188, Ordinary (29 September 2020)
 088, Ordinary (12 May 2020)
 190, Ordinary (29 October 2019)
 040, Ordinary (12 March 2019)
 213, Ordinary (28 August 2018)
 NM2, Ordinary (24 June 2014)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

303 RESOLUTION:

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

That:

1. The Council Resolution Summary for the period 1 January 2021 to 30 June 2021 attached as Attachment 1 to this report, be received and noted.
2. The Council Resolution Summary of Outstanding Council resolutions for the period 1 January 2018 to 31 December 2020, attached as Attachment 2 to this report, be received and noted.
3. Council adopt the recommendations contained in Attachment 3 to this report regarding outstanding resolutions for the period 1 January 2018 to 31 December 2020.

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

Against the Motion: Nil.

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 240 **SS - Third Party Reviews - (95496)**

Directorate: Support Services

Councillor Richards declared a less than significant non-pecuniary conflict of interest in this matter as she is Council's representative on the Hawkesbury Sports Council and no further action is required.

MOTION:

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

Refer to RESOLUTION

304 RESOLUTION:

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

That:

1. The information concerning the implementation of recommendations from reviews of Peppercorn Services Inc and the Hawkesbury River County Council be received and noted.
2. Council carry out a review of the Hawkesbury Sports Council Inc based on the methodology endorsed by Council's Audit Committee, with a focus on compliance, governance, and management of risk.

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

Against the Motion: Councillor Ross.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

SECTION 4 – Reports of Committees

Item: 241 **ROC - Local Traffic Committee - 8 November 2021 - (80245, 95495)**

Directorate: Infrastructure Services

Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as her partner's business is within this area. She left the meeting and did not take part in voting or discussion on the matter.

MOTION:

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

Refer to RESOLUTION

305 RESOLUTION:

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

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

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

Against the Motion: Nil.

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

SECTION 5 – Notices of Motion

Item: 242

NM1 - Warragamba Dam Water Level - (79351, 138880)

Councillor Kotlash declared a significant non-pecuniary conflict of interest in this matter as she is a member of the Greater Blue Mountains World Heritage Area Advisory Committee. The Committee has recently been briefed on the EIS for this project. She therefore felt it was not appropriate to be involved in discussions and decisions about this matter. She left the meeting and did not take part in voting or discussion on the matter.

Mr Robert Buchanan addressed Council, speaking for the recommendation in the business paper.

MOTION:

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

Refer to RESOLUTION

306 RESOLUTION:

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

That:

1. Council write to the relevant NSW Ministers urgently requesting amendments to NSW legislation covering operation of Warragamba Dam.
2. These amendments allow for the drawing down of the dam water level to preempt forecast rainfalls in the catchment area to help mitigate associated forecast flooding of the Hawkesbury Nepean River should the dam spill.

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

Against the Motion: Councillor Calvert.

Absent: Councillor Kotlash.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 243 NM2 - Colo Bridge Replacement - (79351, 138885)

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

That a Council report be provided as a matter of priority to the incoming elected Council detailing the following:

- a) Total area within the scope of the project including both banks and adjoining road network.
- b) A bridge design of at least 1:10 flood operating capability.
- c) Proposed bridge or viaduct extension(s) to permit safe heavy vehicle access from either direction of Upper Colo Road.
- d) Removal of 2020 flooding flotsam from Southern bank riparian zone.
- e) Planned community recreational facilities on both sides of the stream, including public conveniences, refuse bins, and vehicle parking areas.
- f) Projected key dates through to project completion.
- g) Funding avenues.

For the Motion: Councillors Garrow, Reynolds and Ross.

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

Absent: Nil.

The Motion was lost.

ORDINARY MEETING

Minutes: 23 November 2021

CONFIDENTIAL REPORTS

307 RESOLUTION:

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

That:

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

Item: 244 GM - Nominations for 2022 Australia Day Awards - (79351)

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

Item: 245 CP - Appointments to Hawkesbury Local Planning Panel - (95498)

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

Item: 246 CP - Legal Advice - Development Application No. DA0508-18 - Extractive Industries - 374, 395 and 415 Freemans Reach Road, Freemans Reach - (95498)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(g) of the Local Government Act, 1993 as it relates to legal advice concerning the means to lodge an appeal against the approval of the subject Development Application and the information is regarded as advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

308 RESOLUTION:

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

ORDINARY MEETING

Minutes: 23 November 2021

Item: 244 **GM - Nominations for 2022 Australia Day Awards - (79351)**

Directorate: General Manager

Councillor Lyons-Buckett declared a less than significant non-pecuniary conflict of interest as she has an association with nominees in award categories Citizen of the Year, Young Citizen of the Year and Volunteer of the Year. She left the meeting and did not take part in voting or discussion on these award categories.

Councillor Richards declared a less than significant non-pecuniary conflict of interest as she has an association with nominees in award categories Citizen of the Year, Young Citizen of the Year and Junior Sports Person of the Year. She left the meeting and did not take part in voting or discussion on these award categories.

A PROCEDURAL MOTION was moved by Councillor Lyons-Buckett, seconded by Councillor Garrow, that consideration of each award category be dealt with in seriatim.

The Procedural Motion was carried.

MOTION:

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

Refer to RESOLUTION

309 RESOLUTION:

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

That Council adopt the confidential recommendation developed in closed session of Council in regard to the recipient of the 2022 Citizen of the Year Award.

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

Against the Motion: Nil.

Absent: Councillors Lyons-Buckett, Kotlash and Richards.

ORDINARY MEETING

Minutes: 23 November 2021

MOTION:

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

Refer to RESOLUTION

310 RESOLUTION:

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

That Council adopt the confidential recommendation developed in closed session of Council in regard to the recipient of the 2022 Young Citizen of the Year Award.

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

Against the Motion: Nil.

Absent: Councillors Lyons-Buckett, Kotlash and Richards.

MOTION:

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

Refer to RESOLUTION

311 RESOLUTION:

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

That Council adopt the confidential recommendation developed in closed session of Council in regard to the recipient of the 2022 Volunteer of the Year Award.

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

Against the Motion: Nil.

Absent: Councillors Lyons-Buckett, Kotlash and Richards.

ORDINARY MEETING

Minutes: 23 November 2021

MOTION:

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Garrow.

Refer to RESOLUTION

312 RESOLUTION:

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Garrow.

That Council adopt the confidential recommendation developed in closed session of Council in regard to the recipient of the 2022 Local Hero Award.

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

Against the Motion: Nil.

Absent: Nil.

MOTION:

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

Refer to RESOLUTION

313 RESOLUTION:

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

That Council adopt the confidential recommendation developed in closed session of Council in regard to the recipient of the 2022 Community Organisation of the Year Award.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

MOTION:

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

Refer to RESOLUTION

314 RESOLUTION:

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

That Council adopt the confidential recommendation developed in closed session of Council in regard to the recipient of the 2022 Community Arts Award.

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

Against the Motion: Nil.

Absent: Nil.

MOTION:

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

Refer to RESOLUTION

315 RESOLUTION:

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

That Council adopt the confidential recommendation developed in closed session of Council in regard to the recipient of the 2022 Junior Sports Person of the Year Award.

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

Against the Motion: Nil.

Absent: Councillors Lyons-Buckett, Kotlash and Richards.

ORDINARY MEETING

Minutes: 23 November 2021

MOTION:

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

Refer to RESOLUTION

316 RESOLUTION:

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

That Council adopt the confidential recommendation developed in closed session of Council in regard to the recipient of the 2022 Sports Person of the Year Award.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 245 **CP - Appointments to Hawkesbury Local Planning Panel - (95498)**

Previous Item: 089, Ordinary (11 May 2021)
 056, Ordinary (30 March 2021)

Directorate: City Planning

Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as one nominee is working with her partner and another nominee is a member of her Rotary Club. She left the Meeting did not take part in voting or discussion on the matter.

MOTION:

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

Refer to RESOLUTION

317 RESOLUTION:

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

That:

1. Council select the following two community representatives for the pool of community members of the Hawkesbury Local Planning Panel for meetings of the Local Planning Panel until 31 December 2021:
 - Paul Rogers
 - Graham Edds
2. A report be provided to the first Council Meeting of the new Council Term in relation to the role of community representatives and to select any additional community representatives.
3. Council advise the Department of Planning, Industry and Environment of the community representatives appointed by Council to the Hawkesbury Local Planning Panel.
4. Council advise all applicants of Council's determination and thank them for their interest in this matter.

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

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

Absent: Councillor Richards.

ORDINARY MEETING

Minutes: 23 November 2021

Item: 246 CP - Legal Advice - Development Application No. DA0508-18 - Extractive Industries - 374, 395 and 415 Freemans Reach Road, Freemans Reach - (95498)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

318 RESOLUTION:

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

That Council:

1. Note the report regarding the legal advice obtained regarding the means to lodge an appeal against the approval of Development Application DA 0508/18 granted by the Sydney Western City Planning Panel at 374, 395 and 415 Freemans Reach Road, Freemans Reach on 14 September 2021.
2. Not proceed with an appeal of the decision granted by the Sydney Western City Planning Panel.

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

Against the Motion: Nil.

Absent: Nil.

The meeting terminated at 10:46pm.

Submitted to and confirmed at the Ordinary meeting held on 11 January 2022.

.....
Mayor



Ordinary Meeting

Date of meeting: 11 January 2022
Location: Council Chambers
Time: 6:30 p.m.

MINUTES

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ORDINARY MEETING

Minutes: 11 January 2022

ORDINARY MEETING

Minutes: 11 January 2022

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 11 January 2022, commencing at 6:33pm.

ELECTION OF CHAIRPERSON

In accordance with Section 369 of the Local Government Act 1993 and Council's Code of Meeting Practice, the first business of the meeting must be the election of a chairperson to preside at the meeting until a Mayor is elected.

The General Manager, Elizabeth Richardson, in accordance with Council's Code of Meeting Practice, conducted the election of the Chairperson.

The General Manager, called for nominations for the position of Chairperson.

The General Manager, received one nomination for the position of the Chairperson, being:

Councillor Barry Calvert	Nominated by Councillor Kotlash
	Seconded by Councillor Conolly

The Returning Officer, Elizabeth Richardson declared Councillor Barry Calvert to be the Chairperson until the election of the Mayor.

AFFIRMATION OR OATH OF OFFICE BY COUNCILLORS

The General Manager, Elizabeth Richardson advised that the Local Government Act 1993 requires all Councillors to make an affirmation of office or to take an oath of office at or before the first meeting of Council, after that Councillor is elected.

In accordance with Section 233A of the Local Government Act 1993, Councillors Calvert, Kotlash, Lyons-Buckett and Wheeler made an Affirmation of Office.

In accordance with Section 233A of the Local Government Act 1993, Councillors Conolly, Djuric, Dogramaci, Reardon, Richards, Sheather, Veigel and Zamprogno took an Oath of Office.

ATTENDANCE

PRESENT: Councillors Barry Calvert, Patrick Conolly, Shane Djuric, Eddie Dogramaci, Amanda Kotlash, Mary Lyons-Buckett, Jill Reardon, Sarah Richards, Les Sheather, Paul Veigel, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: General Manager - Elizabeth Richardson, Director City Planning - Linda Perrine, Director Infrastructure Services - Will Barton, Director Support Services - Laurie Mifsud, Manager Corporate Communications, Events and Services - Suzanne Stuart, Manager Corporate Services and Governance - Charles McElroy, Senior Governance Office - Karina Ward and Council Committee Officer - Amy Birks.

ORDINARY MEETING

Minutes: 11 January 2022

Welcome

The Chairperson, Councillor Calvert welcomed the members of the community and Councillors to the Ordinary meeting.

The Chairperson, Councillor 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

APOLOGIES AND LEAVE OF ABSENCE

There were no apologies or requests for leave of absence received from Councillors.

DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING

Minutes: 11 January 2022

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 001 **GM - Election of the Mayor - (79351, 95496)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

1 RESOLUTION:

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

That an election for the position of Mayor of Hawkesbury City Council for the January 2022 to January 2024 Mayoral Term be carried out.

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

Against the Motion: Nil.

Absent: Nil.

The Chairperson, Councillor Calvert vacated the Chair.

The General Manager, Elizabeth Richardson, in accordance with provisions of Clause 1 of Schedule 7 of the Local Government (General) Regulation 2021, acted as Returning Officer for the election of Mayor.

The Returning Officer advised that she had received one valid nomination for the position of Mayor, being:

Councillor Patrick Conolly	Nominated by Councillor Richards
	Seconded by Councillor Reardon

The Returning Officer declared Councillor Patrick Conolly as Mayor of Hawkesbury City Council for the January 2022 to January 2024 Mayoral Term.

Councillor Patrick Conolly assumed the Chair as Mayor.

ORDINARY MEETING

Minutes: 11 January 2022

Item: 002 **GM - Election of the Deputy Mayor - (79351, 95496)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

2 RESOLUTION:

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

That an election for the position of Deputy Mayor of Hawkesbury City Council for the January 2022 to January 2024 Mayoral Term be carried out.

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

Against the Motion: Nil.

Absent: Nil.

The Mayor, Councillor Patrick Conolly, vacated the chair.

The General Manager, Elizabeth Richardson, in accordance with provisions of Clause 1 of Schedule 7 of the Local Government (General) Regulation 2021, acted as Returning Officer for the election of Deputy Mayor.

The Returning Officer, advised that she had received two valid nominations for the position of Deputy Mayor, being:

Councillor Barry Calvert	Nominated by Councillor Kotlash Seconded by Councillor Conolly
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Councillor Nathan Zamprogno	Nominated by Councillor Djuric Seconded by Councillor Zamprogno
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The Returning Officer advised that it would be necessary for Council to determine the method of voting for the position of Deputy Mayor.

ORDINARY MEETING

Minutes: 11 January 2022

MOTION:

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

Refer to RESOLUTION

3 RESOLUTION:

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

That the election for the position of Deputy Mayor of Hawkesbury City Council for the January 2022 to January 2024 Mayoral Term be carried out by open voting.

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

Against the Motion: Councillors Djuric, Dogramaci and Zamprogno.

Absent: Nil.

The Returning Officer then conducted a ballot by open voting resulting in the candidates receiving the following votes:

Councillor Nathan Zamprogno	2 votes
Councillor Barry Calvert	9 votes

For Councillor Zamprogno: Councillors Djuric and Zamprogno.

For Councillor Calvert: Councillors Calvert, Conolly, Kotlash, Lyons-Buckett, Reardon, Richards, Sheather, Veigel and Wheeler.

Abstained: Councillor Dogramaci.

Absent: Nil.

The Returning Officer declared Councillor Barry Calvert elected as Deputy Mayor of Hawkesbury City Council for the January 2022 to January 2024 Mayoral Term.

Councillor Patrick Conolly assumed the Chair as Mayor.

ORDINARY MEETING**Minutes:** 11 January 2022

Item: 003 **GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

4 RESOLUTION:

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

That Council:

1. Appoint the following delegates and representatives to the following Committees for the period from January 2022 to January 2024.

Committee	Function	Councillor Representation
a) Committees of Council		
Community Services Committee	To provide advice to Council.	Calvert (Deputy Mayor) Lyons-Buckett Richards Sheather Wheeler
Environment Committee	To provide advice to Council.	Conolly (Mayor) Kotlash Lyons-Buckett Reardon Wheeler
Innovation and Partnerships Committee	To provide advice to Council.	Conolly (Mayor) Calvert (Deputy Mayor) Reardon Veigel Zamprogno
Heritage Committee	To provide advice to Council.	Djuric Lyons-Buckett Reardon Wheeler
Disaster and Emergency Committee	To provide advice to Council.	All Councillors
General Manager's Performance Review Panel	To review the performance of the General Manager.	Conolly (Mayor) Calvert (Deputy Mayor) Richards

ORDINARY MEETING**Minutes:** 11 January 2022

Committee	Function	Councillor Representation
Audit, Risk and Improvement Committee	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Conolly (Mayor)
b) Statutory Committees		
Local Traffic Committee	Committee responsible for considering and recommending requests for alterations to traffic facilities and other traffic related matters.	Lyons-Buckett
clubGrants Local Committee	To consider and rank applications received under the clubGrants Scheme.	Conolly (Mayor)
Bush Fire Management Committee	Committee established under Rural Fires Act to provide advice and knowledge on bushfire management for the fire district.	Resilience and Emergency Management Coordinator
c) Committees in which Council has a Financial Interest		
CivicRisk Mutual	Self-insurance agency established by consortium of participating Councils.	Veigel
McMahon Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahon Park.	Reardon Veigel (Alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities. In accordance with Council's adopted Operational Plan and excluding Recreation and Open Space Strategy, Capital Works Program and Sporting field lighting.	Sheather Zamprogno (Alternate)

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Committee	Function	Councillor Representation
Western Parkland Councils	A regional body comprising representatives of Commonwealth, State and Local Government established to implement the GSC Western District Plan and associated elements of the Western Sydney Deal.	Conolly (Mayor)
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).	Richards
Western Sydney Regional Organisation of Councils	Regional Body established to co-ordinate lobbying for Western Sydney.	Calvert (Deputy Mayor) Kotlash Zamprogno (Alternate)
Hawkesbury Sister City Association	Incorporated Body responsible for coordinating Sister City activities.	Lyons-Buckett Sheather Wheeler
Hawkesbury Western Sydney University	To be a representative on the Western Sydney University Selection Panel to decide the Hawkesbury Western Sydney University Scholarship.	Lyons-Buckett
d) Other Committees		
Forum on Western Sydney Airport (FOWSA)	To attend meetings and raise community concerns during the planning and construction of the Western Sydney Airport and inform Council of any issues relating to the airport development.	Dogramaci
NSW Public Libraries	Established to represent and support the interests of NSW public libraries.	Conolly (Mayor)
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney.	Richards

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Committee	Function	Councillor Representation
Greater Blue Mountains Area World Heritage Advisory Committee	To advise on matters relating to the protection, conservation, presentation and management of the Greater Blue Mountains Area including strategic policies about Australia's obligations under the World Heritage Convention.	Lyons-Buckett (if applicable)

2. Amend the Council Committee Constitution to appoint four Councillors as members to the Heritage Committee.
3. Seek expressions of interest for community membership of the Heritage Committee.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 11 January 2022

Item: 004 **GM - Election of Council Representatives on the Hawkesbury River County Council - (79351, 95496, 12212)**

Division: General Manager

MOTION:

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

Refer to RESOLUTION

5 RESOLUTION:

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

That an election of Council representatives on the Hawkesbury River County Council for the January 2022 to September 2024 Council term be carried out.

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

Against the Motion: Nil.

Absent: Nil.

The Mayor, Councillor Patrick Conolly vacated the Chair.

The General Manager, in accordance with the provisions of Part 2(4) of Schedule 9 of the Local Government (General) Regulation 2021, acted as Returning Officer for the election of Council Members on the Hawkesbury River County Council.

The Returning Officer, Elizabeth Richardson advised that she had received four valid nominations, being Councillors:

Councillor Eddie Dogramaci	Nominated by Councillor Dogramaci
Councillor Amanda Kotlash	Nominated by Councillor Calvert
Councillor Danielle Wheeler	Nominated by Councillors Kotlash and Lyons-Buckett
Councillor Nathan Zamprogno	Nominated by Councillor Djuric

A final call for nominations was made. On receiving no further nominations, the Returning Officer, declared the nominations closed.

The Returning Officer advised that as there were more candidates nominated than the number to be elected, an election by preferential ballot would be conducted.

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Round 1

An election by preferential ballot was conducted, resulting in the candidates receiving the following first preference votes:

Councillor Eddie Dogramaci	0 Votes
Councillor Amanda Kotlash	5 Votes
Councillor Danielle Wheeler	4 Votes
Councillor Nathan Zamprogno	2 Votes

One informal ballot paper.

Round 2

With the lowest first preference votes, Councillor Dogramaci (0 votes) was excluded, and his unexhausted ballot papers counted to the next candidate next in the order of the voter's preference:

Councillor Amanda Kotlash	5 Votes
Councillor Danielle Wheeler	4 Votes
Councillor Nathan Zamprogno	2 Votes

Round 3

With the lowest first preference votes, Councillor Zamprogno (2 votes) was excluded and his unexhausted ballot papers counted to the next candidate next in the order of the voter's preference as follows:

Councillor Amanda Kotlash	5 Votes
Councillor Danielle Wheeler	6 Votes

The Returning Officer, Elizabeth Richardson declared Councillor Danielle Wheeler and Councillor Amanda Kotlash elected as Members on the Hawkesbury River County Council for the January 2022 to September 2024 Council Term.

Councillor Patrick Conolly assumed the Chair as Mayor.

ORDINARY MEETING

Minutes: 11 January 2022

Item: 005 **GM - Countback Election to fill Casual Vacancies - (79351, 95496)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

6 RESOLUTION:

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

That:

1. Pursuant to Section 291A(1)(b) of the Local Government Act 1993 (the Act) Council declares that casual vacancies occurring in the office of Councillor within 18 months after the last ordinary election of councillors for the Council on 4 December 2021 are to be filled by a countback of votes cast at that election for the office of Councillor.
2. The General Manager notify the NSW Electoral Commission's Election Manager for Council's ordinary election held on 4 December 2021, of Council's decision within seven days.

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

Against the Motion: Councillor Dogramaci.

Absent: Nil.

ORDINARY MEETING

Minutes: 11 January 2022

Item: 006 **GM - 2022 Local Government NSW Special Conference - (79351, 79633)**

Previous Item: 171, Ordinary (4 September 2021)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

7 RESOLUTION:

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

That:

1. Council notify Local Government NSW that Council's voting delegates for the 2022 Local Government NSW Special Conference are:
 - Councillor Mary Lyons-Buckett
 - Councillor Danielle Wheeler
 - Councillor Nathan Zamprogno
2. Council consider whether to submit any motions to the 2022 Local Government NSW Special Conference.
3. Any proposed motions to the 2022 Local Government NSW Special Conference be submitted to the General Manager by 18 January 2022 and be reported to Council.

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

Against the Motion: Councillor Dogramaci.

Absent: Councillor Kotlash.

The meeting terminated at 7:36pm.

Submitted to and confirmed at the Ordinary meeting held on 25 January 2022.

.....
Mayor

Ordinary

Section **2**

Mayoral minutes

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ORDINARY MEETING
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SECTION 2 – Mayoral Minutes

Item: 007 **MM - Warragamba Dam Raising Project - (125610)**

RECOMMENDATION:

That Council:

1. Calls on the NSW Government to recognise that:
 - a) The Hawkesbury Valley has the largest unmitigated flood risk in New South Wales, if not Australia.
 - b) Infrastructure NSW and Water NSW have considered a number of flood mitigation infrastructure options, and the Warragamba Dam Raising Project (by 14m for flood mitigation purpose only) was identified as the option with the best cost-benefit ratio.
 - c) The risk to our community is significant and well documented, and that we need the Government to act urgently to address the risk.
 - d) Further delays to the Warragamba Dam Raising Project will continue to put our community in danger.
2. Write to the Premier, the Minister for Western Sydney and the Member for Hawkesbury in addition to the Chair of the Select Committee on the Proposal to Raise the Warragamba Dam Wall to advise them of our resolution.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF MAYORAL MINUTE Oooo

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Ordinary

Section 3

Reports
for determination

ORDINARY MEETING

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SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 008 **GM - 2022 Local Government NSW Special Conference - (79351, 79633)**

Previous Item: 171, Ordinary (14 September 2021)
6, Ordinary (11 January 2022)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider proposed motions for submission to the 2022 Local Government NSW Special Conference (Special Conference) to be held from 28 February 2022 to 2 March 2022.

EXECUTIVE SUMMARY:

Ordinarily, Local Government NSW holds an Annual Conference. The postponement of local government elections caused Local Government NSW to split the Annual Conference and hold two events - an Annual Conference on 29 November 2021 and a Special Conference to consider motions from 28 February 2022 to 2 March 2022.

At its meeting on 14 September 2021 Council resolved that any proposed motions to the Special Conference be submitted to the General Manager by 28 September 2021. No proposed motions were submitted within that timeframe.

At its meeting on 11 January 2022, Council resolved that any proposed motions to the Special Conference be submitted to the General Manager by 18 January 2022 and reported to Council.

The deadline for the submission of proposed Special Conference motions to Local Government NSW is 30 January 2022.

One proposed motion for the Special Conference has been received dealing with refining post-disaster approvals processes and is set out in the report for consideration.

RECOMMENDATION:

That Council submit to the 2022 Local Government NSW Special Conference Motion 1 as outlined in this report dealing with refining post-disaster planning approval processes.

BACKGROUND

The Local Government NSW Annual Conference is the annual policy-making event for NSW councils and an opportunity for councillors to come together to share ideas and debate issues that shape the way councils govern. The 2022 Special Conference will deal with policy motions normally dealt with at the Annual Conference toward the end of the calendar year.

In accordance with the Local Government NSW Rules, Council, as a member of Local Government NSW Council is entitled to have five voting delegates at the Annual Conference, the Special Conference and for the purpose of voting in the Local Government NSW Board Elections.

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At its meeting on 14 September 2021, Council resolved that its voting delegates for the LGNSW Annual Conference, Board Elections and the Special Conference be Councillors Conolly, Lyons-Buckett, Wheeler, Ross and Zamprogno. Subsequently, at its meeting on 11 January 2021 Council resolved that the delegates to the Special Conference be Councillors Lyons-Buckett, Wheeler and Zamprogno.

DISCUSSION

Conference Motions

The Special Conference from 28 February 2022 to 2 March 2022 will include the debate and resolution of motions setting the advocacy agenda for Local Government NSW for 2022.

Local Government NSW called for motions to be considered at the Special Conference. The cut-off date for the submission of motions to the Special Conference is 12 midnight (AEDT) on Sunday, 30 January 2022.

Local Government NSW has requested that proposed motions for the Special Conference relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions. They are debated and resolved by Special Conference delegates, with successful resolutions guiding Local Government NSW's advocacy priorities for the year ahead.

The Local Government NSW Board has resolved that motions will be included in the Business Paper for the Special Conference only where they:

1. Are consistent with the objects of Local Government NSW
2. Relate to local government in NSW and/or across Australia
3. Concern or are likely to concern local government as a sector
4. Seek to advance the local government policy agenda of Local Government NSW and/or improve its governance
5. Have lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws)
6. Are clearly worded and unambiguous in nature
7. Do not express preference for one or several members over one or several other members.

In the past Council has submitted motions dealing with the following matters:

2020

- Sex work - that NSW Health provide educational briefings to Councillors as referred to in the 2015 NSW Select Committee report on the Regulation of Brothels
- The criminalisation of coercive control
- Banning of puppy farms
- Including climate change considerations in the terms of reference for reviews and investigations by the Independent Pricing and Regulatory Tribunal.

2019

- The timing of announcements of Grant Funding by NSW Local Government and the Grants Commission
- Opposition to the proposed increase in Local Government Election charges as recommended by IPART
- The need for improved communication and teamwork between Local Government and the State Government and its agencies

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- The need for the Independent Pricing and Regulatory Tribunal (IPART) to have consistent and transparent sources of data in their assessment of various Developer Contribution Plans
- The development of a long-term Waste Strategy for Metropolitan Sydney
- Recognition of Local Government in the Australian Constitution.

2018

- The need for improved Community Engagement by the NSW State Government in relation to Infrastructure Projects
- The future of the IPART Report on 'Review of Local Government Rating System'.

On 14 September 2021 Council resolved that any proposed conference motions be submitted by Councillors to the General Manager by 28 September 2021 and reported to Council. No proposed motions have been received and on 11 January 2022 Council resolved

Attached as Attachment 1 to this report is as the Local Government NSW Special Conference Motions Submission Guide.

One motion has been provided to Council for consideration.

Motion 1:

Motion Category: planning

Motion Title: Refining post-disaster planning approval processes

Motion:

That LGNSW work with the NSW Department of Planning, Industry and Environment (DPIE) and affected local councils to create a more refined approvals process, including multi-agency cooperation, for people who are seeking approval to rebuild after natural disasters, or alternatively that DPIE and the NSW Govt support recovery and approval by paying for place-based planning documents that consider the issues affecting disaster-affected properties so that individual land owners can use these documents as part of the approvals process.

Background note:

In March 2021, the Hawkesbury LGA experienced flood damage on over 600 properties, including loss of homes, businesses and complete devastation of some properties. While there was discussion of a "fast track" approvals process similar to that which followed the 2019-20 bushfires, this did not eventuate. Council has held pre-lodgement meetings with some property owners and many have reacted strongly to the quantum of information required for development applications to be submitted to the Planning Portal for assessment, including flora and fauna, APZ, fire and flood, and koala habitat assessments.

It should be noted that these are replacement structures, on sites with previous approvals. Due to the now arduous and expensive nature of the approvals process, Council is aware that some property owners have chosen to undertake works without approval. In fact, some are saying that the cost of works and the potential fines are still less than the cost of preparing a DA. This undermines planning protections and creates significant ill-will between Council and its residents, as well as exacerbating dangers on the floodplain and long-term costs for all levels of governments, communities and insurers as poorly engineered works may not withstand future flood events.

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We need a way to address planning requirements that enable people to get back into their homes safely and lawfully, and without excessive costs. Either the State Govt and DPIE must provide the extensive studies the approvals process requires, which are out of the financial reach of many disaster-affected property owners, or the process for reestablishment approvals must be refined.

While this issue was highlighted by the significant flood event in the Hawkesbury LGA in 2021, other local government areas were also affected by that event. Natural disasters, particularly fires and floods, occur frequently and at times impact large parts of the state covering many local government areas, for example the fires of 2019/2020.

One of the criteria for the inclusion of motions on the Business Paper for the Special Conference is that they are consistent with the objects of the Local Government NSW:

Rule 4 of the Local Government NSW Rules says:

The objects of the Association shall be in New South Wales and elsewhere:

- a) *to encourage, promote, protect and foster an efficient and effective autonomous, democratic system of Local Government elected by and responsible to local communities with its position constitutionally guaranteed and with adequate resources including revenue from State and Commonwealth Governments;*
- b) *to promote, maintain and protect the interests, rights and privileges of Local Government in New South Wales and of the constituent members of the Association;*
- c) *to encourage and assist Local Government to seek out, determine, assess and respond to the needs and aspirations of its constituents;*
- d) *to encourage, assist, promote and foster the achievement and maintenance of the highest level of integrity, justice, competence, effectiveness and efficiency of Local Government;*
- e) *to develop, encourage, promote, foster and maintain consultation and co-operation between councils and Local, State and Commonwealth Governments and their instrumentalities;*
- f) *to develop, encourage, promote, foster and maintain the financial and economic well-being and advancement of Local Government and for such purposes to undertake, establish, acquire, conduct or dispose of any business, enterprise, undertaking or venture which in the opinion of the Association is necessary, desirable or convenient;*
- g) *to represent the members of the Association and Local Government generally in their dealings with State and Commonwealth Governments, with statutory and other corporations, with the media and with the public;*
- h) *to promote, support and encourage Local Government at a State and national level;*
- i) *to provide an industrial relations service to members including:*
 - I. *representing the interests of members in industrial matters before courts and tribunals;*
 - II. *assisting in negotiations relating to the settlement of disputes between members and their employees;*
 - III. *representing the interests of members in negotiating the establishment of and/or variation of industrial awards and agreements;*

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IV. *promoting training programs aimed at enhancing the performance of Local Government.*

j) *to undertake or promote any activity which the Board determines to be for the benefit and/or interest of members and local government in New South Wales.*

It is recommended that Motion 1 be submitted to the 2022 Local Government NSW Special Conference.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
 - 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
 - 1.3.3 Decisions relating to determining priorities will be made in the long-term interests of the community.
- 1.4 Reinforcing and establishing effective strategic partnerships – Build strong relationships and shared responsibilities.
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. Although the cost of the Special Conference is not yet known, the expenditure applicable to the attendance of delegates at the usual in person Local Government NSW Annual Conference is provided for in the 2021/2022 adopted Operational Plan.

ATTACHMENTS:

- AT - 1** Local Government NSW Special Conference Motions Submission Guide - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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INFRASTRUCTURE SERVICES

Item: 009 **IS - Local Roads and Community Infrastructure Program Phase 3 - Proposed Projects - (95495, 79344)**

Previous Item: 057, Ordinary (30 March 2021)
 151, Ordinary (11 August 2020)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to seek Council approval to forward the recommended list of projects under the Local Roads and Community Infrastructure Program Phase 3, to the Department of Infrastructure, Transport, Regional Development and Communications for approval.

EXECUTIVE SUMMARY:

Council has received notification from The Department of Infrastructure, Transport, Regional Development and Communications of a Grant offer in the amount of \$2,175,258 under Phase 3 of the Local Roads and Community Infrastructure Program (LRCI).

Following consideration of this report by Council the adopted list of projects will be forwarded to the Department for approval.

RECOMMENDATION:

That Council:

1. Subject to adjustments that may be necessary to achieve the greatest benefit to Council and the community as detailed in the report, adopts the list of projects as identified in Table 1 of this Report as its preferred program for the Local Roads and Community Infrastructure Program Phase 3 and submits this list to the Department of Infrastructure, Transport, Regional Development and Communications for approval; and
 2. Delegates to the General Manager, the authority to make amendments to the adopted projects for the purpose of meeting budget constraints.
-

BACKGROUND

The Grant is being provided under Phase 3 of the Local Roads and Community Infrastructure Program (LRCI). The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities to assist and manage the economic impacts of COVID-19.

Council has previously received funding under Phases 1 and 2 of the Program as follows:

- Phase 1 \$1,087,629 Program completed
- Phase 2 \$2,494,085 In Progress

Phase 1 attached as Attachment 1 to this report and Phase 2 attached as Attachment 2 to this report.

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The Phase 3 extension of the LRCI program is a temporary, targeted stimulus measure responding to the serious, ongoing economic impacts of COVID-19. The LRCI Program assists a community-led recovery by supporting local jobs, firms and procurement.

The intended outcomes of the LRCI Program are to:

- Provide stimulus to protect and create local short term employment opportunities
- Deliver benefits to communities such as improved road safety, accessibility and visual amenity.

Relevant Legislation

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

DISCUSSION

The LRCI Program represents a significant opportunity to secure grant funding to bring forward a number of works as well as undertake new projects that might have otherwise not been achieved through Council's own resources. Construction activity must be undertaken between 1 January 2022 and 30 June 2023.

The recommended list of projects focuses heavily on renewing Council's ageing assets, but not necessarily to the exclusion of any new works, which will have a further benefit of reducing or avoiding the future maintenance burden (costs) which would otherwise impact Council's operating budget.

The projects listed below have been selected on this basis and that of supporting the desired outcomes of the LRCI Program.

Table 1 – Recommended Projects

Location	Description
Windsor Street, Richmond	Reconstruct parking lane north side between East Market Street and raised crossing.
Colonial Drive, Bligh Park	New concrete path, between Alexander Street and George Street.
Southee Road, Richmond	Rehabilitate 70m section east of Castlereagh Road.
Slopes Road, The Slopes	Rehabilitate 100m section east of Single Ridge Road.
Peel Parade, Kurrajong	Rehabilitate section south of Overton Road.
Comleroy Road, Kurrajong	Rehabilitate 200m section north of Roxana Road.
Old Pitt Town Road, Oakville.	Rehabilitate 170m section west of Boundary Road.
Saunders Road, Oakville	Rehabilitate 70m section east of Old Stock Route Road.
Willow Glen Road Bridge, Kurrajong	Replace existing timber bridge with a concrete structure.
James Meehan Street, Windsor	Rehabilitate full length easterly from Harris Street.
Argyle Street, South Windsor	New footpath missing link north side adjacent to Macquarie Street.
Macquarie Street, South Windsor	New footpath missing link west side adjacent to Argyle Street.
Greens Road, Lower Portland	Seal sharp bends on steep inclines including guard rail.
Comleroy Rd, Kurrajong	Rehabilitate failed pavement section in the cuttings from No. 21 to No. 43 approximately.
Railway Road South, Mulgrave	Rehabilitate sections between Level Crossing Road and west of Groves Avenue South.

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COMMUNITY ENGAGEMENT

Community engagement will be undertaken in such a way as to conform with Council's Community Engagement Policy and in response to each project's particular impact.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Assets

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

FINANCIAL IMPACT

This report has direct financial implications. Funding from the grant will be incorporated into Council's 2021/2022 and 2022/2023 Operational Plans.

An emphasis has been placed on renewing assets, supporting Council to achieve positive or improved financial ratios and reducing or avoiding future maintenance costs.

On the basis of preliminary estimates, the projects listed in this report exhaust the full allocation under Phase 3. However, with the benefit of detailed investigation, scope definition and the passage of time, it may be necessary to adjust the scope (either expanding or contracting), or indeed remove particular projects to achieve the greatest benefit to Council and the community. Such adjustments, if required, are likely to be time sensitive and as such the final program to be delivered shall be subject to such adjustments as determined necessary.

ATTACHMENTS:

AT - 1 Projects Phase 1 - Local Roads and Community Infrastructure Program.

AT - 2 Projects Phase 2 - Local Roads and Community Infrastructure Program.

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AT - 1 Projects Phase 1 - Local Roads and Community Infrastructure Program

Location	Project
North Richmond	Charles Street footpath - east side from school to Bells Line of Road.
North Richmond	Riverview Street, south side from Pitt Lane to Grose Vale Road.
North Richmond	William Street - south side from Charles Street to Grose Vale Road.
Hobartville	Hereford Street - south side from Laurence Street to Castlereagh Road.
Hobartville	Lawrence Street - east side between roundabout and Harold Avenue.
Hobartville	Minchin Avenue - north side between Luttrell Street and Lawrence Street.
Hobartville	Thompson Avenue - south side between Douglas Street and Valder Avenue.
Richmond	Windsor Street - between Hobart Street and Pitt Street.
Windsor	Arndell Street - south side between George Street and Court Street.
Windsor	Court Street - both sides between Pitt Street and Arndell Street.
Pitt Town	Bathurst Street - north side between Buckingham Street and Eldon Street.
Pitt Town	Chatham Street - missing section between service station Garage and Eldon Street Shops.
Pitt Town	Eldon Street - south side between Somerset Street and Chatham Street.
McGraths Hill	Andrew Thompson Drive - from McGrath Road to Red House Crescent.
Freemans Reach	Kurmond Road Freemans reach road rehabilitation and resealing.
Mulgrave	Cuneen Street - rehabilitate section north of Curtis Road

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AT - 2 Projects Phase 2 - Local Roads and Community Infrastructure Program

Roadworks

Location	Description
Mileham Street, South Windsor	Rehabilitate 150m section south of Ham Street.
Kurmond Road, Wilberforce	Balance of funds required to complete rehabilitation between Blacktown and Lock Roads.
Grose Vale Road, North Richmond	Rehabilitate Pecks Road intersection.
Industry Road, Mulgrave	Mill and fill between Park Road and Groves Avenue.
Terrace Road, North Richmond	Rehabilitate approaches to Redbank Creek bridge.
Mill Road, Kurrajong	Rehabilitate 150m section north of Little Wheeny Creek.
Wire Lane, North Richmond	Rehabilitate section south of Kurmond Road.
Sanctuary Drive, Windsor Downs	Rehabilitate failing sections generally between Richmond Road and Willeroo Drive.

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Footpaving

Location	Description
Old Hawkesbury Road, McGraths Hill	Andrew Thompson Drive to Plimsoll Street.
Plimsoll Street, McGraths Hill	Old Hawkesbury Road to Wolseley Road.
Wolseley Road, McGraths Hill	Plimsoll Street to Pitt Town Road.
Pitt Town Road, McGraths Hill	Ivy Avenue to Windsor Road.
McGrath Road, McGraths Hill	Andrew Thompson Drive to Old Hawkesbury Road.
Ivy Avenue , McGraths Hill	Pitt Town Road to T-intersection.
Macquarie Street, Windsor	West side between Brabyn Street and Hawkesbury Valley Way.
Kurmond Road, Kurmond	West side from Kurmond Public School to existing path in front of new subdivision.
Bells Line of Road, Kurrajong Hills	Douglas Road to Warks Hill Road.
Walker Street, South Windsor	Argyle Street-to Ham Street.
Ham Street, South Windsor	Stewart Street to Walker Street.
Hawkesbury Street, Pitt Town	Johnston Street to Hall Street.
Argyle Street, South Windsor	Mileham Street to Fairey Road.

oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 010 **SS - Investment Report - November 2021 - (95496, 96332)**

Previous Item: 097, Ordinary (25 May 2021)

Directorate: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

This report indicates that Council held \$79.23 million in investments at 30 November 2021 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investment Report for November 2021 be received and noted.

BACKGROUND

Council held \$79.23 million in investments as at 30 November 2021. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

1. Composition of Investment portfolio

Tables 1 to 3 below provide details regarding the \$79.23 million in investments held as at 30 November 2021.

Table 1 – Summary of Council's Investment Portfolio as at 30 November 2021

Product Type	Face Value	% of Total
At Call Deposits	\$8,800,376	11.1%
Tcorp Cash Fund	\$2,132,936	2.7%
Term Deposits – Fixed Rate	\$68,300,000	86.2%
Grand Total	\$79,233,312	100.0%

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

Long Term Credit Rating	Face Value	% of Total
AA-	\$71,100,376	89.7%
BBB+	\$6,000,000	7.6%
NSW Tcorp Cash Fund	\$2,132,936	2.7%
Grand Total	\$79,233,312	100.0%

Table 3 – Fixed Term Deposits

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Bank of Queensland	BBB+	A-2	16-Dec-21	0.55%	\$500,000
			16-Dec-21	0.45%	\$2,000,000
ME Bank (part of BOQ)	BBB+	A-2	9-Dec-21	0.50%	\$2,000,000
			3-Jun-22	0.50%	\$1,500,000
Commonwealth Bank of Australia	AA-	A-1+	13-Jan-22	0.40%	\$1,000,000
			10-Feb-22	0.41%	*\$1,500,000
			23-Feb-22	0.43%	\$2,000,000
			17-Mar-22	0.40%	\$1,000,000
			29-Mar-22	0.30%	\$4,000,000
			7-Apr-22	0.40%	\$2,000,000
			21-Apr-22	0.42%	\$500,000
			27-Jun-22	0.34%	\$1,000,000
			21-Jul-22	0.41%	*\$2,000,000
			28-Nov-22	0.46%	\$2,000,000
			8-Dec-22	0.46%	\$1,000,000
			22-Feb-23	0.50%	\$2,000,000
National Australia Bank	AA-	A-1+	20-Nov-23	0.65%	\$1,000,000
	AA-	A-1+	13-Jan-22	0.45%	\$2,000,000
			27-Jan-22	0.42%	\$800,000
			17-Mar-22	0.29%	\$1,000,000
			27-Jun-22	0.32%	\$2,000,000
			7-Jul-22	0.35%	\$1,000,000
			22-Sep-22	0.35%	\$2,000,000
			29-Dec-22	0.45%	\$3,000,000
			8-Mar-23	0.50%	\$1,000,000
			8-Sep-23	0.60%	\$1,000,000
			19-Aug-24	0.75%	\$3,000,000
			10-Sep-24	0.80%	\$1,000,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			5-Mar-25	1.05%	\$1,500,000
			3-Nov-25	0.95%	\$500,000
			19-Nov-25	0.90%	\$500,000
			13-Jan-26	1.00%	\$500,000
			4-Mar-26	1.30%	\$1,500,000

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Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Westpac	AA-	A-1+	9-Dec-21	0.49%	*\$2,000,000
			10-Feb-22	0.21%	\$1,000,000
			28-Apr-22	0.36%	*\$1,000,000
			28-Apr-22	0.32%	\$2,000,000
			5-May-22	0.35%	*\$1,000,000
			5-May-22	0.33%	\$1,000,000
			22-Jun-22	0.35%	\$3,500,000
			7-Jul-22	0.35%	\$2,000,000
			30-Sep-22	0.34%	\$3,000,000
			10-Nov-23	1.11%	*\$1,000,000
Grand Total					\$68,300,000

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

2. Environmental, Social and Governance (ESG) Investments

Tables 4 and 5 below provide the details on Environment, Social and Governance (ESG) investments and the proportion compared to the total Investment Portfolio.

Table 4 – ESG Investments

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Commonwealth Bank of Australia	AA-	A-1+	10-Feb-22	0.41%	\$1,500,000
			21-Jul-22	0.41%	\$2,000,000
Westpac	AA-	A-1+	09-Dec-21	0.49%	\$2,000,000
			28-Apr-22	0.36%	\$1,000,000
			05-May-22	0.35%	\$1,000,000
			10-Nov-23	1.11%	\$1,000,000
Grand Total					\$8,500,000

Table 5 – Summary of Council's Investment Portfolio in Terms of ESG

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$8,500,000	12.45%
Other	\$59,800,000	87.55%
Grand Total	\$68,300,000	100.0%

3. Compliance to Investment Policy

Tables 6 to 7 below summarise Council's exposure limits to the credit ratings bands, term to maturity parameters and compliance with Council's Investment Policy.

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Table 6 – Exposure Limits to credit ratings bands

Long-Term Credit Rating	Exposure of Entire Portfolio		
	Actual	Maximum	Compliant
AAA to AA- or Major Bank and below	97.31%	100%	Yes
A+ to A- and below	7.57%	50%	Yes
BBB+ to BBB and below	7.57%	40%	Yes
BBB- and below	0%	10%	Yes
TCorp Cash Fund	2.69%	20%	Yes

Table 7 – Term to Maturity

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

4. Portfolio Return

Council's investment portfolio (excluding At Call Deposits and TCorp Cash Fund) provided a weighted average return (running yield) as shown in Table 8 below.

Table 8 – Portfolio Return

30 November 2021	Weighted Average Monthly Return
Hawkesbury City Council – Investment Portfolio	0.041%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.006%
Performance Relative to Benchmark	0.035%

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

Relevant Legislation

According to Clause 212 of the Local Government (General) Regulation 2021, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether investments have been made in accordance with the Act, the Regulation, and the Council's Investment Policy.

Investment Certification

I, Emma Galea (Responsible Accounting Officer), hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 January 2022

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Amicus, has reviewed Council's investments as at 30 November 2021 and has advised as follows:

- *Council's investment portfolio annual return is around 62bps above the Bank Bill index. This return excludes at Call Accounts and the NSW TCorp Cash Fund.*
- *Overall, exposures to individual entities and to credit limits have been well managed such that there is additional capacity to add exposures to any of the existing entities if an opportunity arises, or to absorb any downgrades. Amicus generally recommends its clients operate with "buffers" between policy limit maximums and minimums to provide flexibility and avoid breaches, which is the strategy adopted by Hawkesbury City Council. Council is operating well within these buffers and has capacity within its existing investment policy to expand its range of investments*
- *As per Amicus' interest rate commentary, the RBA may raise interest rates earlier than it would like. However the now earlier date is still most likely to be 2023 or late 2022 and there is almost no risk of an interest rate rise in the next six months. Amicus therefore favour locking in higher interest rates by purchasing high credit quality longer dated fixed rate securities to maintain current portfolio running yields where possible so long as liquidity considerations allow. Amicus views re-investment risk caused by interest rates remaining low as the greater risk compared with interest rate risk caused by buying fixed rate assets in a rising interest rate environment.*
- *In the current investment environment, Amicus suggests Council pursues the following investment strategies with regards to any excess liquidity:*
 - *Invest in the best Term Deposit rates available within the capacity of Policy limits. The most compelling Term Deposit offerings include:*
 - *AMP Term Deposits up to one year where the yields are in excess of 1.00% (once the rebated agency fee of 20bps from Amicus is factored in).*
 - *Westpac Green Term Deposits - Westpac is offering attractive rates and is temporarily offering "Green TD's" (i.e. ones where the proceeds are allocated only to environmentally positive projects) at the same rates as standard (non-Green) TDs. There is likely to be greater demand for ESG investments going forward so this is an opportunity to make your investment portfolio more ESG compliant/friendly while rates are still comparable. Amicus notes the recent uptake in percentage of ESG investments replacing those that matured recently.*
 - *Take limited exposures (no more \$4 million of the total portfolio per entity, obviously within policy limits of 10% with a buffer) to issuers outside the Major Banks in short-dated Term Deposits if rates are attractive. This is a very low risk strategy given the steps taken by the Reserve Bank of Australia to ensure no Authorised Deposit Taking Institutions will fail due to liquidity reasons in the short-term. In making these investments, Council should consider the likely lowest overall total size of the investment portfolio over the year to ensure that total exposures to an issuer outside the Major Banks does not exceed the 10% limit because the overall portfolio size has decreased since the initial investment was made.*
 - *Consider investing in Bonds and Floating Rate Notes where the yields and risks are attractive relative to Term Deposits. As per prior reports, the relative value of these two instruments varies with market conditions and there are commonly periods where one is more attractive than the other and vice versa.*

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- Consider investing in the NSW TCorp Long Term Growth Fund. A meeting with Council officers was held to discuss the advantages of this investment strategy. As per those discussions, Amicus suggests an initial \$1 million investment and later adding \$1 million investments each month or every two months depending on Council's comfort levels with the investment through time as Council sees early performance and prevailing market conditions (Amicus may recommend additional investments are suspended if markets become volatile). Amicus recommends up to a total value of \$5 million or \$6 million (around 10% of the portfolio).
- With current Term Deposit rates well below the average of Council's average annual yield investment returns will fall in the coming months and so Amicus recommends Council actively pursue the strategies outlined above to mitigate the coming impact on absolute returns.

Restriction of Funds

Council's total investment portfolio as at 30 November 2021 included funds that are restricted as to what they can be expended on.

Table 9 – Restriction of Funds

Restriction Type	Amount	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$12,773,633	16.12%
External Restrictions - Western Parkland City Liveability Program	\$2,976,704	3.76%
External Restrictions - Bushfire and Flood Grants	\$3,528,787	4.45%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$6,025,862	7.61%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$21,210,396	26.77%
Unrestricted	\$32,717,930	41.29%
Total	\$79,233,312	100.00%

Unrestricted funds, whilst not subject to a restriction for a specific purpose, are fully committed to fund operational and capital expenditure in line with Council's adopted Operational Plan. As there are timing differences between the accounting for income and expenditure in line with the Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining enough cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments where possible.

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions cannot be utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 7.11 and Section 7.12 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

Funds subject to an internal restriction refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation, and Elections.

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Liveability, Fire and Flood Funding

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

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

Table 9 (above) has been amended to provide the details of the proportions.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
- 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
 - 1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.
 - 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable is provided for in the 2021/2022 Adopted Operational Plan.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Meeting Date: 25 January 2022

Item: 011 **SS - Investment Report - December 2021 - (95496, 96332)**

Previous Item: 097, Ordinary (25 May 2021)

Directorate: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

This report indicates that Council held \$78.43 million in investments at 31 December 2021 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investment Report for December 2021 be received and noted.

BACKGROUND

Council held \$78.43 million in investments as at 31 December 2021. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

1. Composition of Investment portfolio

Tables 1 to 3 below provide details regarding the \$78.43 million in investments held as at 31 December 2021.

Table 1 – Summary of Council's Investment Portfolio as at 31 December 2021

Product Type	Face Value	% of Total
At Call Deposits	8,000,703	10.2%
Term Deposits - Fixed Rate	68,300,000	87.1%
Tcorp Cash Fund	1,133,227	1.4%
NSWTCorp Long Term Growth Fund	995,210	1.3%
Grand Total	\$78,429,140	100.0%

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

Long Term Credit Rating	Face Value	% of Total
AA-	71,300,703	90.9%
BBB+	5,000,000	6.4%
NSW Tcorp Cash Fund	2,128,437	2.7%
Grand Total	\$78,429,140	100.0%

Table 3 – Fixed Term Deposits

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Bank of Queensland ME Bank (part of BOQ)	BBB+	A-2	17-Mar-22	0.30%	2,500,000
	BBB+	A-2	03-Jun-22	0.50%	1,500,000
			09-Dec-22	0.70%	1,000,000
Commonwealth Bank of Australia	AA-	A-1+	13-Jan-22	0.40%	1,000,000
			10-Feb-22	0.41%	*1,500,000
			23-Feb-22	0.43%	2,000,000
			17-Mar-22	0.40%	1,000,000
			29-Mar-22	0.30%	4,000,000
			07-Apr-22	0.40%	2,000,000
			21-Apr-22	0.42%	500,000
			27-Jun-22	0.34%	1,000,000
			21-Jul-22	0.41%	*2,000,000
			28-Nov-22	0.46%	2,000,000
			08-Dec-22	0.46%	1,000,000
			22-Feb-23	0.50%	2,000,000
			20-Nov-23	0.65%	1,000,000
National Australia Bank	AA-	A-1+	13-Jan-22	0.45%	2,000,000
			27-Jan-22	0.42%	800,000
			17-Mar-22	0.29%	1,000,000
			11-May-22	0.45%	2,000,000
			27-Jun-22	0.32%	2,000,000
			07-Jul-22	0.35%	1,000,000
			22-Sep-22	0.35%	2,000,000
			29-Dec-22	0.45%	3,000,000
			08-Mar-23	0.50%	1,000,000
			08-Sep-23	0.60%	1,000,000
			19-Aug-24	0.75%	3,000,000
			10-Sep-24	0.80%	1,000,000
			19-Nov-24	0.75%	1,000,000
			15-Jan-25	0.80%	500,000
			05-Mar-25	1.05%	1,500,000
			03-Nov-25	0.95%	500,000
			19-Nov-25	0.90%	500,000
			13-Jan-26	1.00%	500,000
			04-Mar-26	1.30%	1,500,000

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Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Westpac	AA-	A-1+	10-Feb-22	0.21%	1,000,000
			28-Apr-22	0.36%	*1,000,000
			28-Apr-22	0.32%	2,000,000
			05-May-22	0.35%	*1,000,000
			05-May-22	0.33%	1,000,000
			22-Jun-22	0.35%	3,500,000
			07-Jul-22	0.35%	2,000,000
			30-Sep-22	0.34%	3,000,000
			07-Jun-23	0.90%	*1,000,000
			10-Nov-23	1.11%	*1,000,000
Grand Total					68,300,000

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

2. Environmental, Social and Governance (ESG) Investments

Tables 4 and 5 below provide the details on Environment, Social and Governance (ESG) investments and the proportion compared to the total Investment Portfolio.

Table 4 – ESG Investments

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Commonwealth Bank of Australia	AA-	A-1+	10-Feb-22	0.41%	\$1,500,000
			21-Jul-22	0.41%	\$2,000,000
Westpac	AA-	A-1+	28-Apr-22	0.36%	\$1,000,000
			05-May-22	0.35%	\$1,000,000
			07-Jun-23	0.90%	\$1,000,000
			10-Nov-23	1.11%	\$1,000,000
Grand Total					\$7,500,000

Table 5 – Summary of Council's Investment Portfolio in Terms of ESG

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$7,500,000	10.98%
Other	\$60,800,000	89.02%
Grand Total	\$68,300,000	100.0%

3. Compliance to Investment Policy

Tables 6 to 7 below summarise Council's exposure limits to the credit ratings bands, term to maturity parameters and compliance with Council's Investment Policy.

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Table 6 – Exposure Limits to credit ratings bands

Long-Term Credit Rating	Exposure of Entire Portfolio		
	Actual	Maximum	Compliant
AAA to AA- or Major Bank and below	97.29%	100%	Yes
A+ to A- and below	6.38%	50%	Yes
BBB+ to BBB and below	6.38%	40%	Yes
BBB- and below	0%	10%	Yes
TCorp Cash Fund	2.71%	20%	Yes

Table 7 – Term to Maturity

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

4. Portfolio Return

Council's investment portfolio (excluding At Call Deposits and TCorp Cash Fund) provided a weighted average return (running yield) as shown in Table 8 below.

Table 8 – Portfolio Return

31 December 2021	Weighted Average Monthly Return
Hawkesbury City Council – Investment Portfolio	0.041%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.004%
Performance Relative to Benchmark	0.037%

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

Relevant Legislation

According to Clause 212 of the Local Government (General) Regulation 2021, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether investments have been made in accordance with the Act, the Regulation, and the Council's Investment Policy.

Investment Certification

I, Emma Galea (Responsible Accounting Officer), hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

ORDINARY MEETING
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DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Amicus, has reviewed Council's investments as at 31 December 2021 and has advised as follows:

- *Council's investment portfolio annual return is around 58bps above the Bank Bill index. This return excludes at Call Accounts and NSW TCorp Managed Funds.*
- *Overall, exposures to individual entities and to credit limits have been well managed such that there is additional capacity to add exposures to any of the existing entities if an opportunity arises, or to absorb any downgrades. Amicus generally recommends its clients operate with "buffers" between policy limit maximums and minimums to provide flexibility and avoid breaches, which is the strategy adopted by Hawkesbury City Council. Council is operating well within these buffers and has capacity within its existing investment policy to expand its range of investments.*
- *In the current investment environment, Amicus suggests Council pursues the following investment strategies with regards to any excess liquidity:*
 - *Invest in the best Term Deposit rates available within the capacity of Policy limits. The most compelling Term Deposit offerings include:*
 - *AMP Term Deposits up to one year where the yields are in excess of 1.00% (once the rebated agency fee of 20bps from Amicus is factored in).*
 - *Westpac Green Term Deposits - Westpac is offering attractive rates and is temporarily offering "Green TD's" (i.e. ones where the proceeds are allocated only to environmentally positive projects) at the same rates as standard (non-Green) TDs. There is likely to be greater demand for ESG investments going forward so this is an opportunity to make your investment portfolio more ESG compliant/friendly while rates are still comparable. Amicus notes the recent uptake in percentage of ESG investments replacing those that matured recently.*
 - *Consider investing in longer dated fixed rate investments in the current yield curve environment that is relatively steep (as per our general report). While interest rates may rise, taking a limited exposure to longer dated fixed rate investments to enhance current portfolio is prudent so long as these investments are with high quality institutions (major banks and other ADI's rated "A" or above)*
 - *Take limited exposures (no more \$4 million of the total portfolio per entity, obviously within policy limits of 10% with a buffer) to issuers outside the Major Banks in short-dated Term Deposits if rates are attractive. This is a very low risk strategy given the steps taken by the Reserve Bank of Australia to ensure no Authorised Deposit Taking Institutions will fail due to liquidity reasons in the short-term. In making these investments, Council should consider the likely lowest overall total size of the investment portfolio over the year to ensure that total exposures to an issuer outside the Major Banks does not exceed the 10% limit because the overall portfolio size has decreased since the initial investment was made.*
 - *Consider investing in Bonds and Floating Rate Notes where the yields and risks are attractive relative to Term Deposits. As per prior reports, the relative value of these two*

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instruments varies with market conditions and there are commonly periods where one is more attractive than the other and vice versa.

- *Following the initial \$1 million investment in the NSW TCorp Long Term Growth Fund in December 2021, Council can consider later adding \$1 million investments each month or every two months depending on Council's comfort levels with the investment through time as Council sees early performance and prevailing market conditions (Amicus may recommend additional investments are suspended if markets become volatile). Amicus recommends up to a total value of \$5 million or \$6 million (around 10% of the portfolio).*
- *With current Term Deposit rates well below the average of Council's average annual yield investment returns will fall in the coming months and so Amicus recommends Council actively pursue the strategies outlined above to mitigate the coming impact on absolute returns.*

Restriction of Funds

Council's total investment portfolio as at 31 December 2021 included funds that are restricted as to what they can be expended on.

Table 9 – Restriction of Funds

Restriction Type	Amount	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$12,313,366	15.70%
External Restrictions - Western Parkland City Liveability Program	\$2,932,220	3.74%
External Restrictions - Bushfire and Flood Grants	\$3,454,893	4.41%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$4,787,064	6.10%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$21,201,020	27.03%
Unrestricted	\$33,740,577	43.02%
Total	\$78,429,140	100.00%

Unrestricted funds, whilst not subject to a restriction for a specific purpose, are fully committed to fund operational and capital expenditure in line with Council's adopted Operational Plan. As there are timing differences between the accounting for income and expenditure in line with the Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining enough cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments where possible.

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions cannot be utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 7.11 and Section 7.12 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

Funds subject to an internal restriction refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation, and Elections.

ORDINARY MEETING
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Liveability, Fire and Flood Funding

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

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

Table 9 (above) has been amended to provide the details of the proportions.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
 - 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
 - 1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.
 - 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable is provided for in the 2021/2022 Adopted Operational Plan.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 25 January 2022

Item: 012 **SS - Audit Committee Annual Report - September 2021 - (95496, 91369, 79351)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide to Council the Audit Committee's Annual Report for the period ending 22 September 2021.

EXECUTIVE SUMMARY:

The Audit Committee Charter requires an Annual Report of the Audit Committee's activities to be prepared for submission to the Audit Committee, and then to Council.

The Audit Committee's Annual Report for the period from 17 September 2020 to 22 September 2021 has been prepared and is attached as Attachment 1 to this report.

The Annual Report includes an assessment of the Audit Committee's performance in regard to compliance with the Committee Charter and provides a high level summary of the status of management actions arising out of audits undertaken and an overview of the type and number of reports received by the Committee.

RECOMMENDATION:

That the Audit Committee's Annual Report for the period ending 22 September 2021, attached as Attachment 1 to this report, be received and noted.

BACKGROUND

Clause 9.3(g) of the Audit Committee Charter states that the Secretariat of the Audit Committee is required to prepare an Annual Report of the Audit Committee's activities for submission to the Audit Committee, and then to Council.

An Annual Report for the period from 17 September 2020 to 22 September 2021 was prepared and considered at the Audit Committee meeting on 24 November 2021. The Annual Report includes an assessment of the Audit Committee's performance in regard to compliance with the Committee Charter. It also provides a summary of the Committee's work in regard to risk management, the control framework, external accountability, legislative compliance, and internal audit activities.

The Annual Report provides a high level summary of the status of management actions arising out of audits undertaken and an overview of the type and number of reports received by the Audit Committee in the 12 month period.

The Audit Committee's Annual Report for the period from 17 September 2020 to 22 September 2021 was considered by the Audit Committee at its meeting on 24 November 2021. At that meeting, the Audit Committee resolved as follows:

"That the Audit Committee Annual Report – September 2021, attached as Attachment 1 to this report be endorsed to be submitted to Council, subject to the first paragraph on page 7 of the Annual Report be amended to read as follows:

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- *The Committee reviews the effectiveness of the controlled environment through audit reports.”*

In accordance with the above resolution, the requested amendment was made to the Audit Committee Annual Report - September 2021, and is now submitted to Council.

The Audit Committee's Annual Report for the period from 17 September 2020 to 22 September 2021 is attached as Attachment 1 to this report.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

- 1.5 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.
- 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.

ATTACHMENTS:

- AT - 1** Audit Committee Annual Report – September 2021.

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AT - 1 Audit Committee Annual Report – September 2021



AUDIT COMMITTEE

ANNUAL REPORT

17 September 2020 – 22 September 2021

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INTRODUCTION

Hawkesbury City Council has in place an Audit Committee. Council established the Committee under Section 377 of the Local Government Act 1993. The Committee provides an independent assurance on risk management, control, governance and external accountability.

The term of the Audit Committee is four years from September 2016 to September 2020. The Audit Committee Charter states the Term will be four years to coincide with the Council's term of office. It is noted that due to the deferral of the local government election to December 2021, the term of the Committee has been extended to align with the election date.

The Committee Charter requires the Secretariat to prepare an Annual Report of the Audit Committee's activities for submission to the Audit Committee, who will, in turn, present such report to Council.

This Annual Report provides an overview of the Committee's operation and activities undertaken by the Audit Committee for the 12-month period from 17 September 2020 to 22 September 2021 and provides an assessment of the Committee's performance during this period.

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PROFILE OF COMMITTEE MEMBERS

Ms Nisha Maheshwari	Ms Ellen Hegarty	Mr Craig Bennett
<p>Nisha was appointed Chair of the Audit Committee in 2018. Nisha has experience in both conducting and managing various types of audits under Australian Auditing Standards and assessing the adequacy of internal audit functions and internal controls within organisations.</p> <p>Nisha has been an independent Committee member since 2010.</p> <p>Nisha's relevant experience and qualifications include:</p> <ul style="list-style-type: none"> Financial Controller at The Smith Family Manager at KPMG Member of Local Government Audit Committee Association Chartered Accountant Qualifications in audit, financial management and business advisory 	<p>Ellen has been an independent Committee member since 2013.</p> <p>Ellen's experience and qualifications include:</p> <ul style="list-style-type: none"> Finance Officer, Defence Finance Group Joint owner of Linus Finance Brokers Pty Ltd - Licensee of Kurmond Licensed Post Office NSW Cancer Council, MP Liaison Officer for the seat of Hawkesbury Vice Chairperson of Hawkesbury Cancer Support Network Nepean Blue Mountain Local Health District (NBMLHD) Consumer Advocacy Network; Consumer Representative to the Research Committee of Nepean Hospital Qualifications include Master of Applied Finance and certification in Internal Auditing and Quality Assurance. 	<p>Craig was appointed Deputy Chair of the Audit Committee in 2018.</p> <p>Craig's experience includes:</p> <ul style="list-style-type: none"> Investment Banking with Societe Generale Paris Director Hawkesbury Community Financial Services Franchisee for Local Community Bank Vice-President of Retirement Village Residents Association Inc. NSW.

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Councillor Paul Rasmussen	Councillor John Ross	Councillor Patrick Conolly (Alternate)
<p>Councillor Rasmussen is a Councillor member since September 2016. Councillor Rasmussen is a member of various Council Committees including Waste Management Advisory Committee, Floodplain Risk Management Advisory Committee and the Hawkesbury Tourism Advisory Committee in addition to the Audit Committee, represents Council on a number of external Committees and has served as Chairman of various organisations.</p> <p>Paul has dedicated many years of service to the community, including 30 years' service to RAAF and has completed tertiary training in:</p> <ul style="list-style-type: none"> • Science and Engineering • Finance • Leadership 	<p>Councillor Ross is a Councillor member since 2016. Councillor Ross is a member of the Hawkesbury Access and Inclusion Advisory Committee in addition to the Audit Committee. John is an active member of campaigns and has qualifications in Accounting.</p>	<p>Councillor Conolly is a Councillor member since 2013. Councillor Conolly is a member of various Council Committees including the McMahon's Park Management Committee and the Hawkesbury Sister City Association in addition to the Audit Committee. He has previously been a member on Council's Heritage Advisory Committee and Destination Hawkesbury Committee. Patrick has qualifications including a Master of Commerce and a Bachelor of Business and Commerce.</p>

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COMMITTEE REPORT CARD

Committee Meetings	<p>The Audit Committee met five times during the reporting period:</p> <ul style="list-style-type: none"> • 2 December 2020 • 24 February 2021 • 26 May 2021 • 11 August 2021 • 22 September 2021
Composition	<ul style="list-style-type: none"> • Three independent external members • Two Councillors • One Alternate Councillor
Broad range of skills and experience	<ul style="list-style-type: none"> • Independent external members have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public sector environment and/or financial, legal and business expertise.
Functional separation	<ul style="list-style-type: none"> • The Committee has no executive powers.
Sufficient time allocated to tasks	<ul style="list-style-type: none"> • The Committee agenda allows time for discussion of agenda items. The agenda is distributed one week before the meeting date.
Consultation	<ul style="list-style-type: none"> • Directors and Managers invited to address audit reports as required. The General Manager, the Director Support Services and the Chief Financial Officer also attend meetings of the Audit Committee.
Probity	<ul style="list-style-type: none"> • Members declare conflicts of interest if they arise.
Risk management	<ul style="list-style-type: none"> • The Enterprise Risk Framework has been established in the Pulse Enterprise Risk online module. This module contains the Enterprise Risk Register, the framework for identifying risks and rating the risk, the risk appetite for risk areas, reporting functionality, the process for developing mitigation actions for identified risks and a schedule of three monthly reviews of risks by risk owners. All additions or changes to the risk register are reported to the Audit Committee. • An Enterprise Risk Management Policy and more detailed framework will be developed to comply with, once finalised, The Office of Local Government's 'Risk Management and Internal Audit Framework for Councils and Joint Organisations'. The draft framework has stipulated that this must be completed by 30 June 2024, however it is anticipated it will be completed in the first half of 2022.

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Control framework	<ul style="list-style-type: none"> Review of controls and policies and procedures through audit reports and high-level briefings received. The 2021/2022 Internal Audit Program approved. The approved Program includes four audits to be carried out during 2021/2022
External accountability	<ul style="list-style-type: none"> Provided feedback on the annual Financial Statements. Annual General Purpose Financial Statements and Special Purpose Financial Statements for year ended 30 June 2021 presented to the Committee
Legislative compliance	<ul style="list-style-type: none"> Council maintains legislative compliance through a subscription to a service provided by a legal firm, through which updates on changes to legislation are provided to Council bi-annually. This allows appropriate changes to be made to staff delegations. Council is in the process of developing a Compliance Register which refers to the sources of compliance requirements with provision for periodic updates.
Internal audit	<ul style="list-style-type: none"> 2018/2019, 2019/2020 and 2020/2021 Internal Audit Programs: <ul style="list-style-type: none"> 2018/2019 contained four audit projects. All four of the audit projects have been finalised and reported to the Audit Committee. The 2019/2020 contained three audit projects. All three of the audit projects have been finalised and reported to the Audit Committee. The 2020/2021 contained three audit projects. Two of the audits, being the Payroll Audit and TfNSW DRIVES Compliance Audit have been completed and have been presented to the Audit Committee. One audit being The Internal Audit Function Review is in the final stages of completion. Other reports considered include: <ul style="list-style-type: none"> Internal Audit Management Actions Status Reports Council Financial Reports including monthly investment reports and quarterly review reports Tender for Provision of Internal Audit Services Council's Enterprise Risk Register Review of Council's Investment Policy Property matter investigation outcome. The Committee reviews progress reports from management in regard to the implementation of agreed operational improvements flowing from all internal audits conducted.
External audit	<ul style="list-style-type: none"> External Auditors attended the Audit Committee meetings.

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INTERNAL AUDIT

The Committee reviews the effectiveness of the controlled environment through audit reports.

The Committee receives auditor presentations on the audit report findings. Managers and Directors are also invited to discuss identified improvement opportunities. The implementation of management actions arising from internal audit reports is a critical element of an effective internal control framework.

Council's Executive Management Team has established a reporting process providing a structured yet flexible risk appetite to track the implementation of management actions. The Committee, through an Internal Audit Coordinator, periodically monitors the status of management actions items at each Committee meeting.

As at 13 October 2021, the status of the management actions from the audits carried out since September 2017 are outlined in the following table:

Audit Name	Actions	Completed	On Track	Overdue
Accounts Payable	50	50		
Commercial Leases and Property Management	20	11	8	1
Cyber Security Review	29	29		
Delegations Review	16	16		
Developer Contributions Review	22	19	3	
ICT Continuity and Recovery	11	11		
Plant and Equipment Review	16	14	2	
Regulatory Inspectorate Review	15	13		2
WMF & Environmental management plan compliance review	11	11		
Workers Compensation and Return to Work Review	8	8		
Provision of Information to the Public	23	22		1
Procurement	18	18		
Project and Contract Management	15	10		5
TfNSW RMS DRIVES Compliance (4 Audits)	9	9		
City Planning – Applications and Certificates	13	11	2	
Customer Service Standards and Complaints	16	1	15	
Payroll	4	3	1	
TOTAL	296	256	31	9

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COMMITTEE PARTICIPATION

Name	Role	Term	Meetings	
			Eligible	Attended
Nisha Maheshwari	Chair	September 2020 to September 2021	5	4
Craig Bennett	Deputy Chair	September 2020 to September 2021	5	5
Ellen Hegarty	Independent	September 2020 to September 2021	5	5
Paul Rasmussen	Councillor	September 2020 to September 2021	5	4
John Ross	Councillor	September 2020 to September 2021	5	4
Patrick Conolly	Councillor (Alternate)	September 2020 to September 2021	N/A	N/A

- Meetings held between 17 September 2020 to 22 September 2021.

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COMMITTEE GUESTS

Name	Organisation	Meeting Date
Ms Penelope Corkhill Mr James Winter Mr Kenneth Leung	Centium Pty Ltd Grant Thornton NSW Audit Office	2 December 2020
Ms Penelope Corkhill Ms Shirley Huang Mr James Winter	Centium Pty Ltd Grant Thornton Grant Thornton	24 February 2021
Ms Penelope Corkhill Ms Shirley Huang Mr James Winter Ms Lesley Yang	Centium Pty Ltd Grant Thornton Grant Thornton Grant Thornton	26 May 2021
Ms Penelope Corkhill Mr James Winter Ms Lesley Yang	Centium Pty Ltd Grant Thornton Grant Thornton	11 August 2021
Ms Penelope Corkhill Mr James Winter Ms Lesley Yang Mr Kenneth Leung	Centium Pty Ltd Grant Thornton Grant Thornton NSW Audit Office	22 September 2021

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COMMITTEE AND STANDING REPORTS

Meeting Date	Audit reports received	Standing reports received ⁽¹⁾	Other reports received ⁽²⁾
2 December 2020	1	4	6
24 February 2021	1	4	3
26 May 2021	1	4	4
11 August 2021	1	4	4
22 September 2021	0	0	3

- (1) Standing reports are information presented to the Committee e.g., internal audit management actions progress report, status of the current audit plan, finance reports, and updates to the Enterprise Risk Register.
- (2) Other reports are where the Committee was provided with reports on a particular audit matter.

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SUMMARY OF COMMITTEE WORK

Control Framework

Independent members appointed following Local Government elections in 2016.

The Committee is following actions as a result of audits performed to obtain assurance that internal controls were working effectively and that there was appropriate policies and procedures in place for the following:

1. Accounts Payable
2. Commercial Leases and Property Management
3. Cyber Security
4. Delegations
5. Developer Contributions
6. ICT Continuity and Recovery
7. Plant and Equipment
8. Regulatory Inspectorate
9. Waste Management Facility and Environmental Management Plan Compliance
10. Workers Compensation and Return to Work
11. DRIVES24 Compliance (2017/2018)
12. Provision of Information to the Public
13. Project and Contract Management
14. DRIVES24 Compliance (2018/2019)
15. Procurement
16. DRIVES24 Compliance (2019/2020)
17. City Planning Applications and Certificates
18. Customer Services Standards and Complaints
19. Payroll
20. TfNSW DRIVES Compliance (2020/2021)

The Committee established actions as a result of these audits and management is committed to having a sound and effective internal control framework through management's responses to audit recommendations and attendance at the Committee meetings.

External Accountability

Annual General Purpose Financial Statements and Special Purpose Financial Statements for year ended 30 June 2021 presented to the Committee.

Legislative Compliance

Council subscribed to a legal firm to provide Council with bi-annual updates on changes to legislation that impact on local government and on staff delegations.

Internal Audit

The Committee adopted the Three Year Internal Audit Program from 2021/2022 to 2023/2024 at its meeting on 11 August 2021.

The Committee considered internal audit reports that were presented in relation to audits completed during the year, and these reports were adopted. The progress on the status of management actions arising from internal audit reports were reviewed.

The Committee acted as a forum for communication between Council, the General Manager, senior management, and internal and external audit through discussions during the Committee meetings.

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External Audit

A representative of Council's External Auditor, The Audit Office of NSW, and the Auditor's nominated agent, Grant Thornton attended the Audit Committee meetings.

Risk Management

Council's Enterprise Risks are registered, rated and managed via a dedicated online database. Any additions or changes to the risk register are reported to the Audit Committee along with risk mitigation strategies and actions.

Other Matters

During the reporting period the Audit Committee also considered various other reports including the following:

- Management Actions Status Reports
- Internal Audit Program Status Reports
- Council Financial Reports including monthly investment reports and quarterly review reports
- Review of Council's Risk Registers
- Review of the General Purpose Financial Statements and Special Purpose Financial Statements
- Audit Committee Annual Report - September 2020
- Meeting Dates for 2021
- Election of Chairperson
- Election of Deputy Chairperson
- Audit Committee Charter Review
- NSW Audit Office Performance Audits 2020/2021 – NSW Local Government Sector
- Review of Council's Investment Policy
- Tender for the Provision of Internal Audit Services
- Proposed Three Year Internal Audit Program from 2021/2022 to 2023/2024
- Property Matter Investigation Outcome

During the reporting period the Audit Committee also considered a Cyber Security Presentation, presented by Council's Information Services Manager.

oooO END OF REPORT Oooo

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Item: 013 **SS - Code of Meeting Practice - (95496, 96333, 79351)**

Previous Item: 204, Ordinary (26 October 2021)
 41, Ordinary (23 February 2021)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to:

- Outline the process for the review and adoption of a Code of Meeting Practice within the first 12 months of the Council term
- Present a Draft Code of Meeting Practice, which incorporates the new mandatory and non-mandatory provisions of the Office of Local Government's Model Code of Meeting Practice
- Seek Council's endorsement to place the Draft Code of Meeting Practice on public exhibition.

EXECUTIVE SUMMARY:

Regulations made under the Local Government Act 1993 may prescribe a Model Code of Meeting Practice (Model Code) for the conduct of Council Meetings, and meetings of committees of which all the members are councillors.

The Model Code contains both mandatory and non-mandatory provisions.

Council must, within 12 months of an ordinary election, adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Code. Prior to the adoption of a Code of Meeting Practice, Council must publicly exhibit a draft and invite submissions.

Council's current Code of Meeting Practice was adopted by Council on 23 February 2021. A new Model Code was prescribed by the regulations in November 2021, and it contains new mandatory provisions, as well as non-mandatory provisions dealing with attendance by Councillors at meetings by audio-visual link.

The new mandatory provisions concern the following:

- Statement of ethical obligations in business papers
- Webcasting of meetings
- Attendance of the General Manager and staff at meetings by audio-visual link
- Acts of disorder at meetings.

The new non-mandatory provisions concern the following:

- The grounds on which meetings can be cancelled
- When a meeting can be held by audio-visual link
- Councillors attendance at meetings by audio-visual link.

This report recommends that Council approve a Draft Code of Meeting Practice for public exhibition and that in addition to the mandatory provisions, it include the non-mandatory provisions of the Model Code concerning attendance by attendance by Councillors at meetings by audio-visual link.

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RECOMMENDATION:

That:

1. The Draft Code of Meeting Practice, attached as Attachment 1 to this report, be placed on public exhibition for 28 days, with submissions being accepted from interested parties for 42 days.
2. At the expiration of the public notification period, a further report be submitted to Council

BACKGROUND

Council's Code of Meeting Practice provides a set of rules for the orderly and efficient conduct of business at Council and Committee meetings.

A Code of Meeting Practice must be adopted within 12 months of an ordinary election and can be adopted at other times in response to changes to the Model Code, or changes initiated by Council.

Council's adopted Code of Meeting Practice is based on the Model Code prescribed by the Regulations on 14 December 2018. On 28 May 2019 Council resolved to adopt the Code of Meeting Practice following a period of public exhibition.

On 23 February 2021 Council adopted a Code of Meeting Practice, which included changes to provisions dealing with the placement and frequency of Council meetings, the method of voting on resolutions, and including condolences as a standing item in the order of business.

New Model Code of Conduct

Clause 5.2 of Council's Code of Meeting Practice is as follows:

- 5.2 A councillor cannot participate in a meeting of the council or a committee of the council unless personally present at the meeting*

The requirement to be personally present means being physically present in the same location as other meeting participants.

In 2020 and 2021, in response to the COVID-19 Pandemic, changes were made to the Act and the Regulations to facilitate the attendance by Councillors at Council meetings by audio-visual link.

These changes included Councils being exempt from the requirement for Councillors to be personally present at meetings. This exemption was given effect by changes to the Regulations and it applies until 30 June 2022.

This is what currently allows Councillors to attend meetings by audio-visual link.

In 2021, the Office of Local Government released proposed changes to the Model Code concerning remote attendance by Councillors at Council meetings. The proposed changes included permitting remote attendance subject to the giving of the same notice as for business to be considered at Council meetings (seven days prior to the meeting).

Councils were invited to make submissions on the proposed changes, and at its meeting on 27 April 2021 Council endorsed a submission to the Office of Local Government which included a reduced notice period for remote attendance requests in unforeseen circumstances.

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Council also adopted Procedures for attendance by Councillors at meetings by audio-visual link, based on Draft Procedures issued by the Office of Local Government. The Procedures notice provisions consistent with Council's submission.

The Procedures are currently suspended, following advice from the Office of Local Government concerning the exemption from the requirement in the Code of Meeting Practice to attend meetings in person.

Following consultation, a new Model Code was prescribed by the regulations in November 2021. The Code of Meeting Practice now required to be adopted within 12 months of the election must be based on the mandatory provisions of the Model Code, with Council having a discretion to adopt non-mandatory provisions.

The new mandatory provisions are set out below. With the exception of those changes the mandatory provisions remain as contained within Council's current Code of Meeting Practice. They include the provisions dealing with questions asked at meetings.

The current provisions concerning questions reflect amendments made to the Model Code in 2018, which prevent a question being asked at a meeting unless it concerns a matter on the agenda of the meeting and the required notice has been given.

In this regard, Clause 9.14 of the Model Code is as follows. Clause 9.14 is mandatory:

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.16 and 3.19.*

In response to that provision in the Model Code, in 2019 Council adopted a provision which permitted questions with notice to be asked by notice of motion on 14 days' notice. Council resolved on 23 February 2021 to reduce this to 10 days' notice.

New Model Code – Mandatory Provisions

The new Model Code contains the following new mandatory provisions. References are to the clauses as numbered in the Model Code:

Statement of ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding Councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under council's code of conduct to disclose and appropriately manage conflicts of interest.*

This provision implements recommendation 6 in the Independent Commission Against Corruption's report in relation to its investigation of the former Canterbury City Council (Operation Dasha).

Webcasting of meetings

- 5.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.*
- 5.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:*
- (a) the meeting is being recorded and made publicly available on the council's website, and*
 - (b) persons attending the meeting should refrain from making any defamatory statements*

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5.36 *The recording of a meeting is to be made available on the council's website:*

- (a) at the same time as the meeting is taking place, or*
- (b) as soon as practicable after the meeting*

5.37 *The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.*

5.38 *Clauses 5.36 and 5.37 do not apply to any part of the meeting that has been closed to the public in accordance with section 10A of the Act.*

Note: Clauses 5.34 – 5.38 reflect section 236 of the Regulation

5.39 *Recordings of meetings may be disposed of in accordance with the State Records Act 1998.*

The Model Code previously contained provisions for the recording and webcasting of meetings, and the provisions in Council's Code of Meeting Practice are substantially similar, referring to meeting podcasts rather webcasts.

Attendance of the General Manager and other staff at meetings

5.44 *The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.*

Acts of disorder

15.11 *A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:*

- (d) insults, makes unfavourable personal remarks about or imputes improper motives to any other council official, or alleges a breach of the code of conduct*

This provision previously referred to the making of "personal reflections".

In relation to the provisions concerning unauthorised recording of meetings, the grounds on which a member of the public can be excluded from a meeting for disorderly conduct now include a breach or attempted breach of the prohibition on recording of meetings without prior authorisation.

There are a number of other minor wording changes to mandatory provisions which do not affect the substance of those provisions.

New Model Code – Non-Mandatory Provisions

The following is a summary of the new **non-mandatory** provisions in the Model Code. The text of these provisions is set out in the Draft Code of Meeting Practice attached as Attachment 1 to this report:

Cancellation of meeting

- Currently the Mayor may in consultation with the General Manager and each Councillor, cancel a meeting if the safety and welfare of Councillors, Council staff and members of the public may be put at risk by attending because of a natural disaster. The "health" of the relevant persons has been added as a criteria for consideration, and "Public Health Emergency" has been added to the existing ground of natural disaster.

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Meetings held by audio-visual link

- A meeting may be held by audio-visual link as determined by the Mayor because of natural disaster or public health emergency. The Mayor must be satisfied that attendance at the meeting in person may put the health and safety of Councillors and staff at risk.
- Administrative provisions around notice and steps to ensure Councillors can participate.

Attendance by Councillors at meetings by audio-visual link

- Councillors must be personally present at meetings “unless permitted to attend the meeting by audio-visual link under this code.”
- With approval of the Council (resolution)
- Request must be made in writing to the General Manager prior to the meeting, and can be for more than one meeting
- A request must provide the reasons the Councillor is prevented from attending in person
- Participation in a meeting is permitted until a request to attend by audio-visual link has been determined
- A resolution approving a request must state the meeting(s) the resolution applies to and the reason why, where it is on grounds other than illness, disability, or caring responsibilities
- Approval is at the discretion of Council but must be exercised reasonably
- A request may be refused where Council is satisfied a Councillor failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with the code when previously attending by audio-visual link
- Camera must be on
- Appropriate dress must be worn and there must be no items in site of the meeting inconsistent with the maintenance of order or that would bring Council into disrepute
- Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest in accordance with the Code of Conduct, and if a Councillor declares a pecuniary interest their audio-visual link to the meeting must be suspended or terminated
- Councillors attending must ensure that no other person is within sight or hearing of the meeting at any time it is closed to the public.

Process for adoption of a Code of Meeting Practice

The Act requires Council to take the following steps prior to the adoption of a Code of Meeting Practice:

- Prepare of a draft code
- Publicly exhibit the draft code for not less than 28 days
- Allow a period of 42 days from the commencement of the exhibition for submissions to made on the draft code
- Consider all submissions received concerning the draft code and decide whether to amend any non-mandatory provisions or adopt the draft code as the code of meeting practice (if any amendments are not substantial, further public exhibition is not required).

Relevant Legislation

Local Government Act 1993

Local Government (General) Regulation 2021

DISCUSSION

The mandatory provisions of the new Model Code must be included in the Code of Meeting Practice adopted by Council and have therefore been inserted unaltered in the Draft Code of Meeting Practice.

The non-mandatory provisions have been brought into the Model Code following a period of consultation.

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The main difference between the Model Code provisions and what was originally proposed by the Office of Local Government during the consultation phase, is that the Model Code provisions do not require notice of a request to attend by audio-visual link. Requests can be made in writing to the General Manager “prior to the meeting”.

It is open to Council to adapt the non-mandatory provisions to its own needs, including if necessary by specifying a period prior to a meeting when requests to attend by audio-visual link must be made to enable participation of Councillors by audio-visual link if required, Councillors would be encouraged to make applications as soon as practicable prior to the meetings.

There are no other provisions of the existing Code of Meeting Practice that have been identified for amendment.

It is recommended that Council endorse for public exhibition the Draft Code of Meeting Practice attached as Attachment 1 to this report. The Draft Code of Meeting Practice includes the new mandatory and non-mandatory provisions set out in the report and those provisions are highlighted in yellow.

Clause 3.1 of the Code of Meeting Practice provides that Council shall by resolution, set the frequency, time, date and place of its ordinary meetings.

At its meeting on 26 October 2022 Council resolved to Council set dates for the holding of ordinary meetings of Council for the months of January, February and March 2022.

When Council receives a further report on the outcome of the public exhibition of the Draft Code of Meeting Practice, it will include the setting of the ordinary meetings of Council for April to December 2022.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for community engagement under Council's Community Engagement Policy. It is proposed that the Draft Code of Meeting Practice attached as Attachment 1 to this report be place on public exhibition for 28 days, with submissions being accepted for 42 days, as required by Section 361 of the Act.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

- AT - 1** Draft Code of Meeting Practice - *(Distributed under separate cover).*

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 25 January 2022

Ordinary

Section **4**

Reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 January 2022

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

SECTION 4 – Reports of Committees

Item: 014 **ROC - Audit Committee - 24 November 2021 - (91369, 94596, 79351)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Audit Committee, held on 24 November 2021.

EXECUTIVE SUMMARY:

The Audit Committee considered nine items and General Business at its meeting on 24 November 2021.

All items and General Business have no policy or financial implications for Council and therefore, they are presented for information only.

RECOMMENDATION:

That Council receive and note the Minutes of the Audit Committee Meeting held on the 24 November 2021.

DISCUSSION

The Audit Committee met on 24 November 2021 and discussed the following items:

- Item 1 2020/2021 and 2021/2022 Internal Audit Programs Update
- Item 2 Status of Internal Audit Management Actions
- Item 3 Continuous Risk Improvement Program Audit
- Item 4 Updates to Council's Enterprise Risk Register and People and Wellness Risks
- Item 5 Audit Committee Annual Report - September 2021
- Item 6 Meeting Dates for 2022
- Item 7 Finance Report
- Item 8 Draft Guidelines for Risk Management and Internal Audit Framework for Local Councils in NSW
- Item 9 Confidential - Tender for Provision of Internal Audit Services
- General Business - Membership and Appreciation

The Minutes of the Audit Committee meeting held on 24 November 2021 are attached as Attachment 1 to this report.

The above items and General Business do not have any policy or financial implications for Council, and therefore they are presented for information only.

ATTACHMENTS:

AT - 1 Minutes of the Audit Committee held on 24 November 2021.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

AT - 1 Minutes of the Audit Committee held on 24 November 2021

Minutes of the Meeting of the Audit Committee held by Audio-Visual Link, on 24 November 2021, commencing at 4:06pm.

ATTENDANCE

Present: Councillor John Ross, Hawkesbury City Council
 Mr Craig Bennett, Community Representative
 Ms Ellen Hegarty, Community Representative
 Ms Nisha Maheshwari, Community Representative (Chairperson)

Apologies: Councillor Paul Rasmussen, Hawkesbury City Council
 Mr Kenneth Leung, NSW Audit Office

In Attendance: Ms Elizabeth Richardson, Hawkesbury City Council
 Mr Laurie Mifsud, Hawkesbury City Council
 Ms Penelope Corkill, Centium
 Mr James Winter, Grant Thornton
 Ms Lesley Yang, Grant Thornton
 Ms Vanessa Browning, Hawkesbury City Council
 Ms Rachel Ridges, Hawkesbury City Council
 Mr Conrad Webb, Hawkesbury City Council
 Ms Tracey Easterbrook - Minute Secretary, Hawkesbury City Council

Member	16/9/2020	2/12/2020	24/2/2021	26/05/2021	22/09/2021	24/11/2021
Councillor Paul Rasmussen	✓	✓	✓	✓	A	A
Councillor John Ross	✓	✓	A	✓	✓	✓
Councillor Patrick Conolly (Alternate)	N/A	N/A	N/A	N/A	N/A	N/A
Mr Craig Bennett	✓	✓	✓	✓	✓	✓
Ms Ellen Hegarty	A	✓	✓	✓	✓	✓
Ms Nisha Maheshwari (Chairperson)	✓	✓	✓	✓	A	✓

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

RESOLVED on the motion of Ms Ellen Hegarty and seconded by Councillor John Ross that the apologies be accepted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

DECLARATION OF INTERESTS

There were no Declarations of Interests made.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Craig Bennett and seconded by Ms Ellen Hegarty that the Minutes of the Audit Committee held on the 22 September 2021, be confirmed.

SECTION 2 - Reports for Determination

Item: 1 **AC - 2020/2021 and 2021/2022 Internal Audit Programs Update - (91369, 121470, 95496, 79351)**

Directorate: Support Services

OFFICER'S RECOMMENDATION:

That the progress on the 2020/2021 and the 2021/2022 Internal Audit Programs be received and noted.

DISCUSSION:

- The Director of Support Services advised:
 - There has been a delay with the Internal Audit Function Review due to the recent release of the Draft Guidelines for Risk Management and Internal Audit Framework for Local Councils in NSW. This review is to be completed within the next two weeks.
 - Council has recently appointed Centium Pty Ltd to complete the 2021/2022 Internal Audit Program. Centium will commence with the Child Protection Compliance Audit and Asset Planning and Management Audit.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That the progress on the 2020/2021 and the 2021/2022 Internal Audit Programs be received and noted.

Item: 2 **AC - Status of Internal Audit Management Actions - (91369, 121470, 95496, 79351)**

Directorate: Support Services

OFFICER'S RECOMMENDATION:

That the Audit Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 13 October 2021 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 13 October 2021 as outlined in Attachment 2 to this report.

ORDINARY MEETING
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3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.
4. Overdue Extreme Risk / High Risk Internal Audit Management Actions Report as outlined in Attachment 4 to this report.
5. Approved requests for Due Date Extension for Internal Audit Management Actions as outlined in Attachment 5 to this report.

DISCUSSION:

- The Director - Support Services provided an overview of Audit Management Actions:
 - 296 Management Actions have come from the Internal Audits conducted since 2017/2018
 - There are 40 Management Actions that have not been completed
 - 23 Management Actions have been completed since the last reporting period on 11 August 2021
 - There are two Management Actions that are overdue and high risk
 - There was no request for extension of due dates.
- Ellen Hegarty enquired as to whether Council has a plan to address the outstanding Management Actions from the 2017/2018 Commercial Leases and Property Management Audit. The Director - Support Services advised that most of the Actions are due to be completed next year. Council is currently in the process of advertising for a Manager - Property Management and Strategy. The Manager is critical to the development of the Property Management Policy.
- It was requested that the Management Actions assigned to the Manager - People and Performance be reviewed, with the intention to complete in early 2022 and a progress update be provided to the next Audit Committee Meeting.
- Nisha Maheshwari acknowledged the staff on completing a number of Management Actions since the last Audit Committee Meeting.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion by Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That the Audit Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 13 October 2021 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 13 October 2021 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.
4. Overdue Extreme Risk / High Risk Internal Audit Management Actions Report as outlined in Attachment 4 to this report.
5. Approved requests for Due Date Extension for Internal Audit Management Actions as outlined in Attachment 5 to this report.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

Item: 3 **AC - Continuous Risk Improvement Program Audit**

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That:

1. The Continuous Risk Improvement Program Audit report attached as Attachment 1 to the report be received and noted.
2. The proposed audit actions in Attachment 2 to the report, be endorsed.

DISCUSSION:

- The Manager - Enterprise Risk Systems outlined that there are 23 audit findings with three relating to fleet management, three relating to fraud management, one relating to project and asset management and the remaining findings relating to risk management.
- Nisha Maheshwari enquired as to whether the incident reporting could be provided to the Audit Committee. The Manager - Enterprise Risk Systems advised that the new Risk Framework outlines the Audit Committee involvement in monitoring risk.
- Nisha Maheshwari requested an update on how the organisation is tracking on these recommendations and a report be provided to the next Audit Committee meeting.
- The Committee noted the summary scores from the field audit conducted by InConsult, as a result of Council's participation in CivicRisk Mutual, indicated there were significant improvements required to Council's risk management. Nisha Maheshwari noted that a score of 49/60 had been awarded for "managing measurable risk".
- Ellen Hegarty asked management to consider not backloading management actions towards the end of FY22, but rather to bring them forward for actioning.
- Nisha Maheshwari queried the report's availability to the public and councillors.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Ellen Hegarty, seconded by Mr Craig Bennett.

That:

1. The Continuous Risk Improvement Program Audit report attached as Attachment 1 to the report be received and noted.
2. The proposed audit actions in Attachment 2 to the report, be endorsed.
3. The Audit Committee be updated in April 2022 on the progress of actioning the audit findings.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

Item: 4 **AC - Updates to Council's Enterprise Risk Register and People and Wellness Risks**

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That the update to the Council's Enterprise Risk Register and the People and Wellness risks as outlined in this report be received and noted.

DISCUSSION:

- The Manager - Enterprise Risk Systems advised that a risk regarding climate change had been incorporated into the Risk Register.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor John Ross, seconded by Mr Craig Bennett.

That the update to the Council's Enterprise Risk Register and the People and Wellness risks as outlined in this report be received and noted.

Item: 5 **AC - Audit Committee Annual Report - September 2021 - (95496, 91369, 79351, 121470)**

Directorate: Support Services

OFFICER'S RECOMMENDATION:

That the Audit Committee Annual Report – September 2021, attached as Attachment 1 to this report be endorsed to be submitted to Council.

DISCUSSION:

- Ellen Hegarty requested that the first paragraph on page 7 of the Annual Report be amended to read as follows:
 - The Committee reviews the effectiveness of the controlled environment through audit reports.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That the Audit Committee Annual Report – September 2021, attached as Attachment 1 to this report be endorsed to be submitted to Council, subject to the first paragraph on page 7 of the Annual Report be amended to read as follows:

- The Committee reviews the effectiveness of the controlled environment through audit reports.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

Item: 6 **AC - Meeting Dates for 2022 - (91369, 121470, 95496, 79351)**

Directorate: Support Services

OFFICER'S RECOMMENDATION:

That the Audit Committee meeting dates for 2022, as outlined in the report, be approved.

DISCUSSION:

- In accordance with Clause 9.1(a) of the Audit Committee Charter, meetings of the Audit Committee are to be held no less than four times per year.
- The proposed Audit Committee meeting dates for 2022 are as follows:
 - Wednesday – 4:00pm – 6 April 2022 *
 - Wednesday – 4:00pm – 25 May 2022
 - Wednesday – 4:00pm – 10 August 2022
 - Wednesday – 4:00pm – 23 November 2022

**Tentative, subject to establishment of an Audit, Risk and Improvement Committee*

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That the Audit Committee meeting dates for 2022, as outlined in the report, be approved.

Item: 7 **AC - Finance Report - (91369, 121470, 95496, 79351)**

Directorate: Support Services

OFFICER'S RECOMMENDATION:

That the Audit Committee receive and note the report on the September 2021 Investment Report.

DISCUSSION:

- It was requested that the Audit Committee Members be provided with a link to the Council Meeting Business Paper of 23 November 2021 for the Audited Financial Statements for the year ended 30 June 2021.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That:

1. The Audit Committee receive and note the report on the September 2021 Investment Report.
2. The Audit Committee noted that Council has drawn down a loan of \$16.5M for essential infrastructure relating to the Vineyard Precinct Release Area.

Item: 8 **AC - Draft Guidelines for Risk Management and Internal Audit Framework for Local Councils in NSW - (91369, 79351, 121470)**

Directorate: Support Services

OFFICER'S RECOMMENDATION:

That the information regarding the Draft Guidelines for Risk Management and Internal Audit Framework for Local Councils in NSW be received and noted.

DISCUSSION:

- The Director - Support Services advised the new Draft Guidelines have been released by the Office of Local Government on Risk Management and Internal Audit Framework for Local Councils in NSW. The Draft Guidelines have addressed some of the comments Council and the Audit Committee had included in our original submission.
- The Committee noted that the date to provide feedback to the Office of Local Government on the proposed model was 26 November 2021. Management indicated that there had been insufficient time to prepare a submission, and that whilst a submission on the original model had been submitted (in 2019), a submission on the revised model was not deemed necessary.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That the information regarding the Draft Guidelines for Risk Management and Internal Audit Framework for Local Councils in NSW be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

CONFIDENTIAL REPORTS

Item: 9 **AC - Tender for Provision of Internal Audit Services - (91369, 121470, 95496, 79351) CONFIDENTIAL**

Directorate: Support Services

REASON FOR CONFIDENTIALITY

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to the Tender for the Provision of Internal Audit Services and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

OFFICER'S RECOMMENDATION:

That the information regarding Council's resolution to enter into a contract with Centium Pty Ltd for the provision of internal audit services to Council be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That the information regarding Council's resolution to enter into a contract with Centium Pty Ltd for the provision of internal audit services to Council be received and noted.

SECTION 3 - General Business

A. Membership

Committee members enquired as to whether this was the last Audit Committee meeting for the Council Term. The Director - Support Services confirmed this is the last meeting.

B. Appreciation

The Director - Support Services took the opportunity to thank all the members of the Committee and showed his appreciation for their involvement, commitment and time and effort that they have contributed to the Audit Committee over the last five years.

Nisha Maheshwari, Chairperson of the Audit Committee on behalf of the Committee Members, also thanked the Management Team for their efforts and high standard of the delivery of business papers.

The meeting terminated at 5:39pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

Item: 015 **ROC - Local Traffic Committee - 10 January 2022 - (80245)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 10 January 2022. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

EXECUTIVE SUMMARY:

The Local Traffic Committee considered six items, contained within the Minutes of the Local Traffic Committee.

The Committee has been constituted for the purpose of providing technical review and advice on various traffic related matters, to Council in the exercising of its delegated functions as they relate to the regulation of traffic on the public road network, for which Council is the Roads Authority. The Committee has, however, no delegated authority in its own right and cannot bind Council.

The recommendations of the Committee are in line with the objectives of the Committee, as set out under the Delegation Instrument, and with established practices and procedures.

RECOMMENDATION:

That Council receive and note the recommendations in the minutes of the Hawkesbury City Council Traffic Committee meeting held on 10 January 2022.

DISCUSSION

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

- Special Event Update – Cancellation/Rescheduling of 2022 Special Events due to COVID-19
- Special Event Traffic – Pitt Town Anzac Day Memorial Service 2022
- Special Event Traffic – Mountain Lagoon Endurance Ride Weekend Event 2022
- Special Event Traffic – Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2022
- General Traffic Matter – Proposed Median Island Stop Treatment at the Intersection of Old Stock Route Road, Wolseley Road and Oakville Road, Oakville
- General Traffic Matter – Proposed Traffic Calming, Roundabout, Signposting and Line Marking for Yobarnie Avenue - Redbank, North Richmond DA0498/18

ATTACHMENTS:

AT - 1 Minutes of the Local Traffic Committee meeting held on 10 January 2022

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

AT - 1 Minutes of the Local Traffic Committee meeting held on 10 January 2022

Minutes of the Meeting of the Local Traffic Committee held remotely, on Monday, 10 January 2022, commencing at 3pm.

ATTENDANCE

Present: Mr Peter Bache, Transport for NSW
Mr Mark Rusev, representing Ms Robyn Preston, MP (Hawkesbury)

Apologies: Mr Steve Grady, Busways
Inspector Mark Harvey, NSW Police Force
Senior Constable Damien Mitchell, NSW Police Force

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

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

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

SECTION 1 – Minutes

Item 1.1 Confirmation of Minutes

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

Item 1.2 Business Arising

Mr Amit advised the Committee that Item 4.1 of the Local Traffic Committee meeting held on 8 November 2021 incorrectly referred to the intersection of Bells Line of Road and Grose Vale Road, Kurrajong. The correct intersection is Old Bells Line of Road and Grose Vale Road, Kurrajong.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Cancellation/Rescheduling of 2022 Special Events due to COVID-19 - (Hawkesbury) - (80245)

Previous Item: LTC 08 November 2021 – Item 2.4

REPORT:

Several Events planned to be undertaken during 2020 and 2021 within the Hawkesbury Local Government Area were either cancelled or rescheduled due to the COVID-19 pandemic.

The current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW) is continuing from 2021 into 2022.

The following event has been rescheduled:

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SECTION 4 – Reports of Committees
Meeting Date: 25 January 2022

1. Upper Hawkesbury Power Boat Club (UHPBC) Spectacular – Windsor 2022: The event was approved for Saturday, 15 and Sunday, 16 January 2022. **Event has been rescheduled to Saturday, 30 April and Sunday, 01 May 2022.** The conditions of approval granted for the original event dates are to apply to the rescheduled event dates.

RECOMMENDATION TO COMMITTEE:

That the information be received.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the information be received.

Item: 2.2 LTC - Pitt Town Anzac Day Memorial Service 2022 - (Hawkesbury) - (80245, 146679)

REPORT:

An application has been received from the Pitt Town Anzac Day Planning Committee seeking approval (in traffic management terms) to conduct the Pitt Town Anzac Day Memorial Service 2022, on Monday, 25 April 2022.

The event organiser is proceeding with the event based on the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW).

The event organiser has advised;

- The event is a Memorial Service commemorating Anzac Day.
- The event has been held in previous years and this is the fifth year an application relating to traffic management has been provided to Council.
- Approximately 500 spectators/participants are expected for the event.
- The event will be conducted between 7am and 12noon, which includes set up and packdown.
- The event location is adjacent to No. 81 Bathurst Street, Pitt Town (The Bird in The Hand – Inn).
- It is anticipated that the majority of people attending the event will walk to the site from surrounding residences and any parking of vehicles will be undertaken in surrounding streets.
- The following Road Closures are proposed;
 - Bathurst Street extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Eldon Street at Bathurst Street and Grenville Street.
 - Grenville Street at Eldon Street

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- Bathurst Street at Chatham Street.
 - Bathurst Street at Buckingham Street.
 - Traffic will be detoured around the event site.
 - Road Closures will be between 7am and 12noon.
- Authorised Traffic Controllers will be used to implement all traffic control measures.
 - No live traffic will be entering the event whilst it is taking place.
 - Consultation is to be undertaken with adjoining property owners along the proposed road closures, noting that in previous years concurrence has been provided by the property owners.
 - Existing access to private properties affected by the event shall be maintained during the event or alternative access arrangements acceptable to the property owners/tenants shall be made.

Details of the traffic control measures are contained in Attachment 1.

Discussion:

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

The following Road Closures are proposed for Monday, 25 April 2022, between 7am and 12noon;

- Bathurst Street extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
- Eldon Street at Bathurst Street and Grenville Street.
- Grenville Street at Eldon Street.
- Bathurst Street (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
- Bathurst Street at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street. Traffic from Church Street and Bathurst Street between Church Street and Buckingham Street will be permitted to travel in a northerly direction towards Buckingham Street.
- Traffic will be detoured around the event site utilising Buckingham Street and Chatham Street.
- Road Closures will be between 7am and 12noon.
- Adjoining property owners are to be consulted, noting that they have been supportive of the event in previous years.
- Access to adjacent properties will be maintained where possible in consultation with the property owners.
- The speed limit in the vicinity of the event site for the local roads is 50kph, with Bathurst Street and Chatham Street within the state network being 60kph.

The event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 7764723):

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

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2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP) from the 2019 event,
5. Road Closure Plan Traffic Control Plan for the proposed road closures – dated 2017.

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed road closures.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Pitt Town Anzac Day Memorial Service event planned for Monday, 25 April 2022 between 7am and 12noon be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; Bathurst Street, Pitt Town extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Road Closure; Eldon Street, Pitt Town at Bathurst Street and Grenville Street.
 - Road Closure; Grenville Street, Pitt Town at Eldon Street.
 - Road Closure; Bathurst Street, Pitt Town (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
 - Road Closure; Bathurst Street, Pitt Town at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street.
 - Road Closures only permitted for Monday, 25 April 2022, between 7am and 12noon.

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- No other road closures are permitted.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire 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. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as road closures are proposed; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCPs), which needs to include details such as the specific position of barriers, signs, measures to stop errant vehicles etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. 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, road closures, detour routes 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);
- 4h. 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;

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

During the event:

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

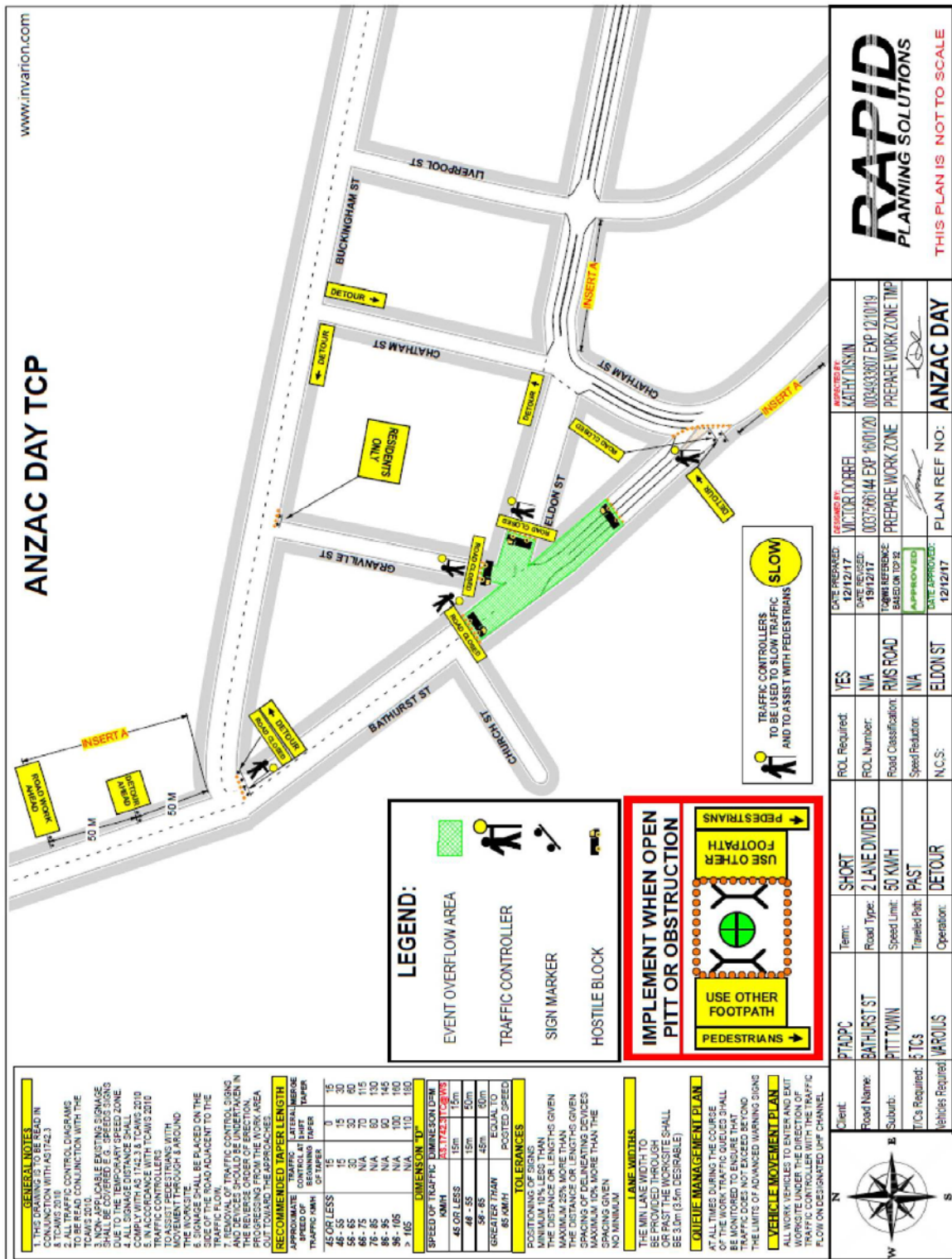
APPENDICES:

AT – 1 Pitt Town Anzac Day 2022 – Road Closure Plan

AT – 2 Special Event Application - (ECM Document Set ID No: 7764723) - *see attached*

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AT – 1 Pitt Town Anzac Day 2022 – Road Closure Plan



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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Pitt Town Anzac Day Memorial Service event planned for Monday, 25 April 2022 between 7am and 12noon be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; Bathurst Street, Pitt Town extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Road Closure; Eldon Street, Pitt Town at Bathurst Street and Grenville Street.
 - Road Closure; Grenville Street, Pitt Town at Eldon Street.
 - Road Closure; Bathurst Street, Pitt Town (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
 - Road Closure; Bathurst Street, Pitt Town at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street.
 - Road Closures only permitted for Monday, 25 April 2022, between 7am and 12noon.
 - No other road closures are permitted.

and the following conditions:

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Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire 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. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as road closures are proposed; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCPs), which needs to include details such as the specific position of barriers, signs, measures to stop errant vehicles etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. 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, road closures, detour routes 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);
- 4h. 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;

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

During the event:

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

Item: 2.3 LTC - Mountain Lagoon Endurance Ride Weekend - March 2022 - Mountain Lagoon and Upper Colo (Hawkesbury) - (80245, 85005, 82375)

REPORT:

Introduction

An application has been received from Zone One of The NSW Endurance Riders' Association seeking approval (in traffic management terms) to conduct the Mountain Lagoon Endurance Ride Weekend on Saturday, 26 and Sunday, 27 March 2022, in and around the Mountain Lagoon and Upper Colo area.

The event organiser is proceeding with the event based on the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW).

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The event organiser has advised:

- This is the fifth year for this event.
- Based at Mountain Lagoon, the event comprises of an offering of several different length ridden horse endurance events.
- The event is using the same ride base and similar tracks as the previous events since 2018.
- The Ride Base will be at 70 Sams Way, Mountain Lagoon (previously known as 1315 Mountain Lagoon Road, Mountain Lagoon) which is bounded by both Mountain Lagoon Road and Sams Way. Access to the course will be from Sams Way.
- Parking will be available at the Ride Base.
- The course is similar to other events held in this area.
- Both competitive and non-competitive events will be held over the weekend. On Saturday non-competitive introductory and training rides of shorter distances of 10 km, 20 km and 40 km will be held. On Sunday a competitive 80 km event will be held along with the non-competitive rides of shorter distances of 10 km, 20 km and 40 km.
- The event is timed and not a race.
- The event will commence at 7am on Saturday, 26 March 2022 and conclude at 5pm on Sunday, 27 March 2022.
- Approximately 200 Participants are expected for the event.
- Route for the Rides are:

80 Kilometre Ride:

First Leg = 40 Kilometres:

- Commence from the Ride Base located at 70 Sams Way and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left at Comleroy Road,
- Travel along Comleroy Road and turn right into Gees Arm Fire Trail North,
- Travel along Gees Arm Fire Trail North to the turn-around point and return along Gees Arm Fire Trail North and turn right into Comleroy Road,
- Travel along Comleroy Road to the Upper Colo Road junction and turn left into Upper Colo Road,
- Travel along Upper Colo Road to the Fire Shed and turn left to enter the Wards Track,
- Travel along Wards Track through the National Park and turn left into Males Ridge Track and then into Gaspers Track,
- Travel along Gaspers Track and follow the T3 Track into Sams Way,
- Travel along Sams Way back to the Ride Base.

Second Leg = 40 Kilometres:

- Commence from the Ride Base located at 70 Sams Way and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn right into No.1350 Mountain Lagoon Road,

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- Go through to the rear of the property and turn right into the National Park and travel along the boundary fence heading west,
- Follow the boundary to No. 1228 Mountain Lagoon Road and cut through the adjacent property back to Mountain Lagoon Road and turn left,
- Travel along Mountain Lagoon Road and turn left into North Wheeny Creek Fire Trail,
- Travel along North Wheeny Creek Fire Trail to the end and turn-around and return along North Wheeny Creek Fire Trail and turn right into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Tootie Creek Fire Trail,
- Travel along Tootie Creek Fire Trail to the end and turn-around and return along Tootie Creek Fire Trail and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Long Ridge Fire Trail,
- Travel along Long Ridge Fire Trail to the turn-around point and follow Long Ridge Fire Trail to the rear of No. 31 Bean Lane and go through the property to Bean Lane,
- Travel along Bean Lane to No 32 Bean Lane and go through to the rear of the property and follow the trail through private property to Sams Way.
- Turn left into Sams Way and travel along Sams Way back to the Ride Base.

40 Kilometre Ride:

- Same route as the second leg of the 80 Kilometre ride

20 Kilometre Ride:

- Commence from the Ride Base located at 70 Sams Way and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn right into No.1350 Mountain Lagoon Road,
- Go through to the rear of the property and turn right into the National Park and travel along the boundary fence heading west,
- Follow the boundary to No. 1228 Mountain Lagoon Road and cut through the adjacent property back to Mountain Lagoon Road and turn left,
- Travel along Mountain Lagoon Road and turn right into Tootie Creek Fire Trail,
- Travel along Tootie Creek Fire Trail to the end and turn-around and return along Tootie Creek Fire Trail and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Long Ridge Fire Trail,
- Travel along Long Ridge Fire Trail to the turn-around point and follow Long Ridge Fire Trail to the rear of No. 31 Bean Lane and go through the property to Bean Lane,
- Travel along Bean Lane to No 32 Bean Lane and go through to the rear of the property and follow the trail through private property to Sams Way.
- Turn left into Sams Way and travel along Sams Way back to the Ride Base.

10 Kilometre Ride:

- Commence from the Ride Base located at 70 Sams Way and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn right into No.1350 Mountain Lagoon Road,
- Go through to the rear of the property and turn right into the National Park and travel along the boundary fence heading west,
- Follow the boundary to No. 1228 Mountain Lagoon Road and cut through the adjacent property back to Mountain Lagoon Road and turn left,
- Travel along Mountain Lagoon Road and turn right into Long Ridge Fire Trail,
- Travel along Long Ridge Fire Trail to the turn-around point and follow Long Ridge Fire Trail to the rear of No. 31 Bean Lane and go through the property to Bean Lane,
- Travel along Bean Lane to No 32 Bean Lane and go through to the rear of the property and follow the trail through private property to Sams Way.
- Turn left into Sams Way and travel along Sams Way back to the Ride Base

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- Where the course covers trafficable roads, as with the previous event, the following will be in place:
 - A Marshall is to be in place to stop horses crossing whilst vehicles pass,
 - At any junction where horses cross or access roads that are main access gates, the Marshall is to notify Traffic of the conditions ahead,
 - Signage shall be in place stating the following: Horses on Road, Horses crossing. In areas where the road narrows or is windy; Drive Slowly Horses on Road is to be provided.
- Road Inventory
 - Comleroy Road – Unsealed,
 - Mountain Lagoon Road – Sealed/Unsealed,
 - Sams Way – Unsealed,
 - Upper Colo Road – Sealed/Unsealed,
 - Roads on private property and within the National Park,
 - The Colo River will not be crossed as part of the route.

Refer to Attachments 1 "Event Course Map – Mountain Lagoon Endurance Ride Weekend 2022".

Discussion

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

The event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 7741418):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Event outline referred to as a Traffic Management Plan for the 2019 event,
5. Event Course Map,
6. Copy of Insurance Policy which is valid to 01 January 2021,
7. Copy of the application to the NSW Police Force from 2020,
8. Copy of Consultation letter to Residents,
9. Copies of correspondence forwarded to the NSW Ambulance Service, NSW Rural Fire Service, Fire and Rescue NSW and SES.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and

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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 Mountain Lagoon Endurance Ride Weekend event in and around the Mountain Lagoon and Upper Colo area, planned for Saturday, 26 and Sunday, 27 March 2022 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 the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of Wollemi National Park; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4m. 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;
- 4n. 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 the resident has been submitted to Council;
- 4o. 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:

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4r. 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);
- 4s. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;

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

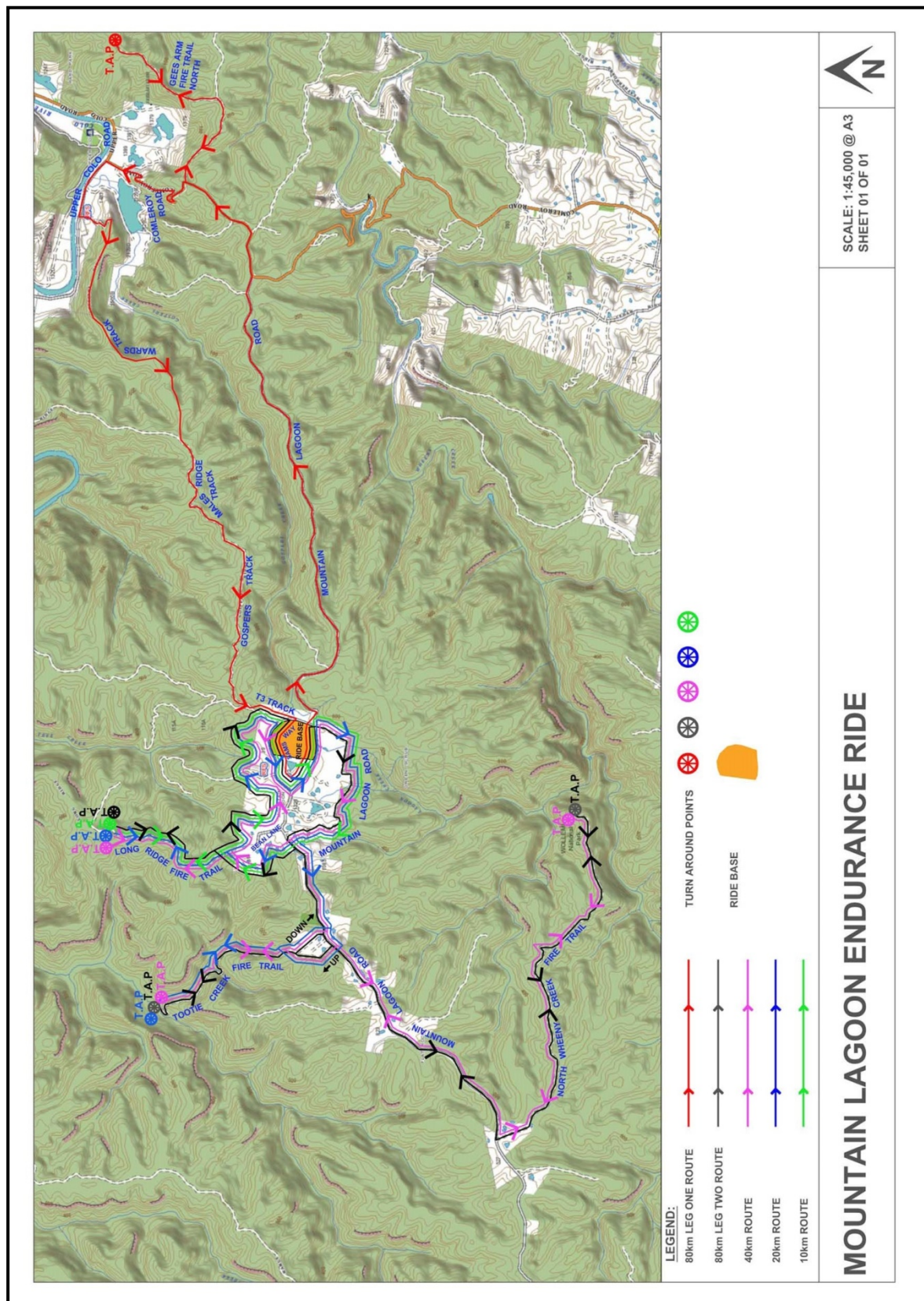
APPENDICES:

AT - 1 Event Course Map – Mountain Lagoon Endurance Ride Weekend 2022

AT - 2 Special Event Application - (ECM Document Set ID No. 7741418) - *see attached.*

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AT - 1 Event Course Map – Mountain Lagoon Endurance Ride Weekend 2022



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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Mountain Lagoon Endurance Ride Weekend event in and around the Mountain Lagoon and Upper Colo area, planned for Saturday, 26 and Sunday, 27 March 2022 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 the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 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 Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of Wollemi National Park; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4m. 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;
- 4n. 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 the resident has been submitted to Council;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

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During the event:

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4r. 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);
- 4s. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4w. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

Item: 2.4 LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2022 - (Hawkesbury) - (80245, 86185, 114819)

REPORT:

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over five days from Monday, 22 August 2022 to Friday, 26 August 2022.

The event organiser is proceeding with the event based on the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW).

The event organiser has advised:

- This is an annual event which has been held for over 40 years with the 2020 and 2021 events being cancelled due to COVID-19.
- It is a 400 kilometre horse endurance event, held over five days in conjunction with a 120 kilometre, three day training ride (mini marathon).
- The event is a time trial.
- The event will be undertaken between 4am and 5pm each day.

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- There will be approximately 130 horse riders participating.
- There will be no spectators.
- Start and end point for the event is within the St Albans village located in Bulga Street, St Albans between Wharf Street and Wollombi Road.
- Route/Course for the Rides:

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

– Monday, 22 August 2022:

- (Leg 1 – 52 kilometres – Red Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
- (Leg 2 – 35 kilometres – Red Markers): Turn right out of Bulga St into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing (crossing of the Macdonald River), then right into the Branch Road (Upper Macdonald Road). Turn left into McKechnie's, up the big hill and left into the Woomerah Path. Left into Jack's track, down the big hill and left into the Branch Road. Turn right into Joe's Crossing (crossing of the Macdonald River) then right into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.

– Tuesday, 23 August 2022:

- (Leg 1 – 47 kilometres – Black and White Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 12 kilometres to Shepherds Gully Road. Turn left up Shepherds Gully Road and left into the Great Northern Road, then left into the Eight Mile trail, through the Meadows and left into Wright's Creek Road. Turn right into Settlers Road for the 8 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
- (Leg 2 – 33 kilometres – Black and White Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 8 kilometres until Froggly's driveway about 100 metres past the Wrights Creek bridge, turn left up 3 Mile hill and turn right into the Great Northern Road then right down Shepherds Gully Road. Turn right into Settlers Road for the 12 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.

– Wednesday, 24 August 2022:

- (Leg 1 – 49 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomerah path. Turn right and along the Woomerah path and turn right down the big hill in McKechnies to the Branch Road. Turn left into the Branch Road and right after Clarie's bridge, over Prestons and follow the markers running parallel with Wollombi Road. Into Wollombi Road north of the lake to return to St Albans and left into Bulga Street.

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- (Leg 2 – 28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Turn left up Derwents track and right into the Transmission Road, past Blue Hill and left into Short Wellums. Turn right into Settlers Road for 2 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
 - Thursday, 25 August 2022:
 - (Leg 1 – 50 kilometres – Green Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and right into the Transmission Road and turning left into Brown's Road. Go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga Street.
 - (Leg 2 – 30 kilometres – Green Markers): Turn right out of Bulga St into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing (crossing of the Macdonald River), then left into the Branch Road and right up Jack's track. Turn left into the Woomeerah path then left down Bakers Creek track and left into St Albans Road for 5 kilometres (sealed road with no verges), then right across Word Of Life crossing (crossing of the Macdonald River). Left into Settlers Road for 4 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
 - Friday, 26 August 2022:
 - (Leg 1 – 52 kilometres – Gold/Yellow Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
 - (Leg 2 - 30 kilometres – Gold/Yellow Markers): Turn right out of Bulga St into Wollombi Road for 5.5 kilometres and turn right at the old quarry, up the Steps and along Browns Road, left into the Transmission Rd, left into Wollombi Road for 1 kilometre. Then right into the Common off the Wollombi Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street.
- 120 kilometre Training Ride (circa 130/132 klms) - Mini Marathon (MM). (3 Days):
- Tuesday, 23 August 2022:
 - (52 kilometres – Red and Blue Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Short Wellams track and turn right into Settlers Road and follow Settlers Road for 5 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga.
 - Wednesday, 24 August 2022:
 - (28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomeerah path. Turn right and along the Woomeerah path and turn right down the big hill

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in McKechnies and right into the Branch Road (Starting at the Branch Road, start following the *MINI MARATHON ONLY* sign). Turn left into Joe's Crossing (crossing of the Macdonald River) then right into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.

– Thursday, 25 August 2022:

- (52/50 kilometres – Gold/Yellow Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and turn right into the Transmission Road until Browns Road. The Mini Marathon Riders have **option 1 – (52 klm)**; of continuing on the Transmission Road then left into Wollombi Road for 1 kilometre. Then right onto the Common off Wollombi Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street. **or option 2 (50 klm)**; to turn left into Browns Road and go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga.
- Road Inventory

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

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

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- Wicems are at all checkpoints on the course, who will communicate with the ride base on the progress of all riders as they follow the course. This communication is also used to convey an emergency on the course.

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

Discussion:

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

The event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

The event organiser has submitted the following items in relation to the event: Attachment 6 (ECM Document Set ID No: 7758912):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Event outline referred to as a Traffic Management Plan from the 2020 event,
5. Copy of Insurance Policy, which is valid to 01 January 2022, however does not include Transport for NSW – TfNSW (formerly RTA/RMS) as an Interested Party,
6. Copy of the application to the NSW Police Force,
7. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, NSW Rural Fire Service, Fire and Rescue NSW and SES.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council’s web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 22 August 2022 to Friday, 26 August 2022 be classified as a “Class 2” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

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4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4h. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4i. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;

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- 4j. the event organiser is to obtain the relevant approval from the NSW Department of Planning, Industry and Environment (formerly Office of Environment and Heritage) to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of the Parr State Conservation Area, Dharug and Yengo National Parks and the Great Northern Road; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4m. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4n. the event organiser is to obtain approval from the respective Landowners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4o. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4q. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4r. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCPs, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);

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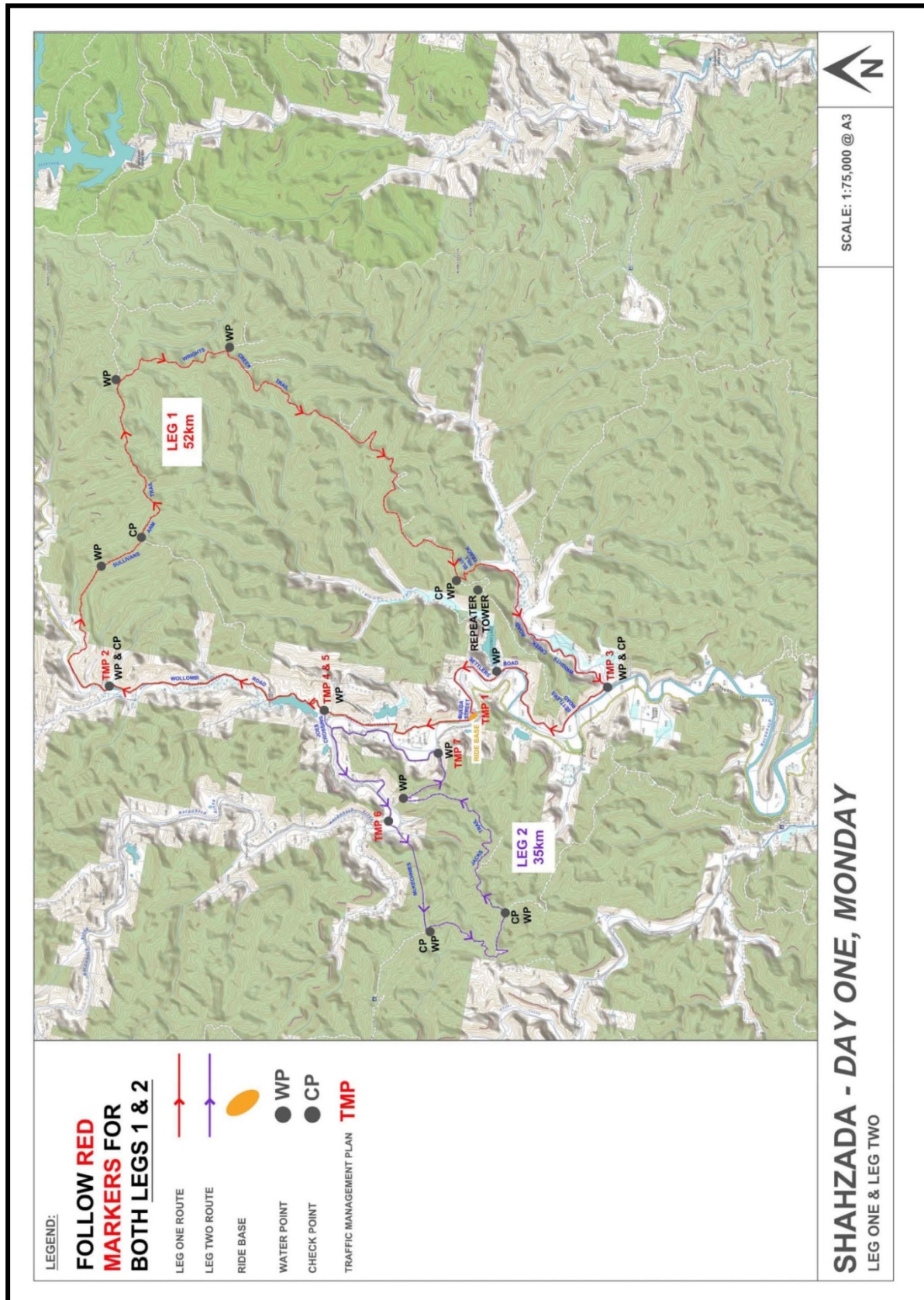
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

APPENDICES:

- AT – 1** Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres).
- AT - 2** Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres), Leg 2 (33 kilometres) and MM Leg (52 kilometres).
- AT - 3** Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres), Leg 2 (28 kilometres) and MM Leg (28 kilometres).
- AT - 4** Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres), Leg 2 (30 kilometres) and MM Leg Option 1 (52 kilometres) & Option 2 (50 kilometres).
- AT - 5** Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (52 kilometres) and Leg 2 (30 kilometres).
- AT - 6** Special Event Application - (ECM Document Set ID No: 7758912) - *see attached*

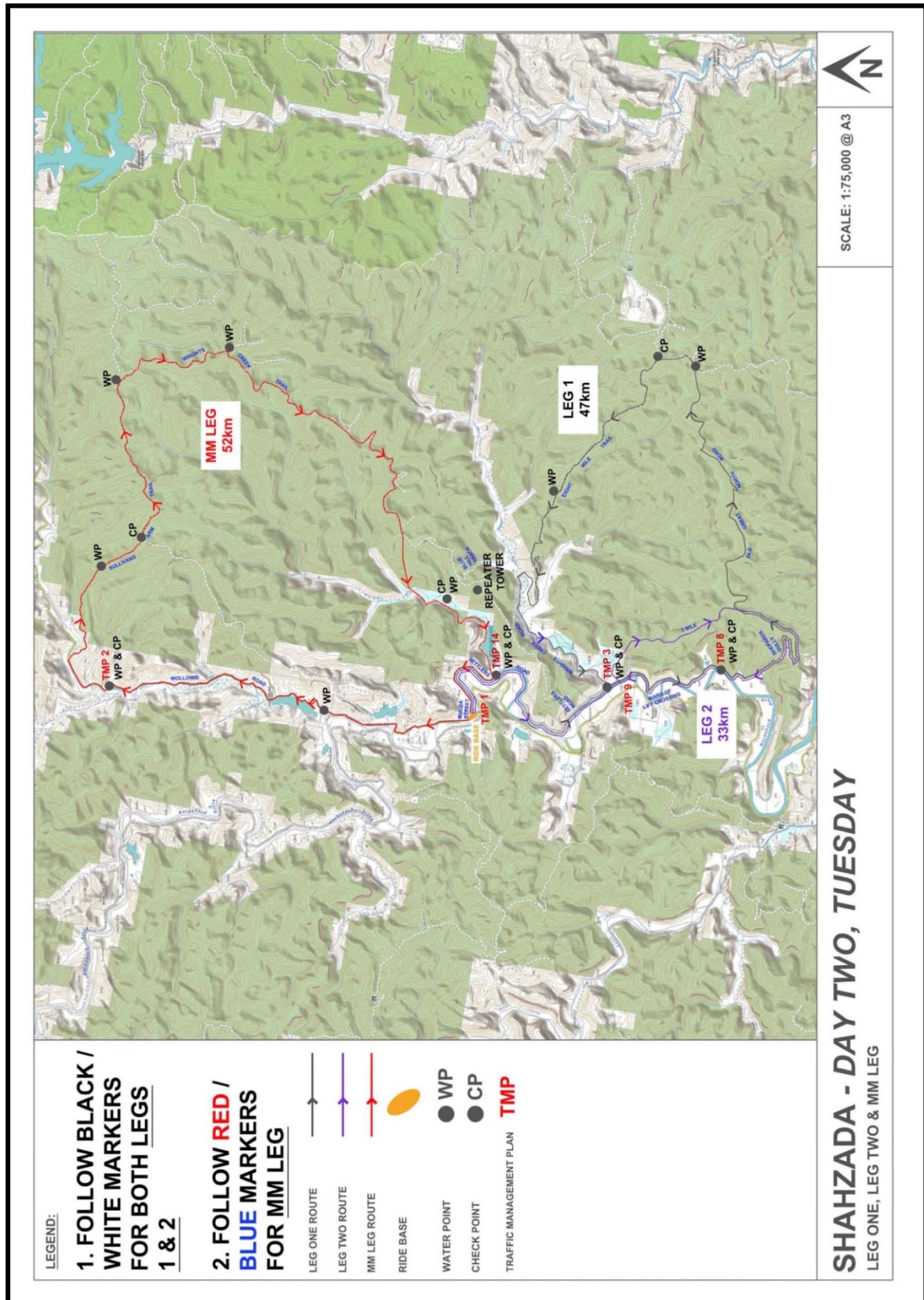
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AT – 1 Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres)



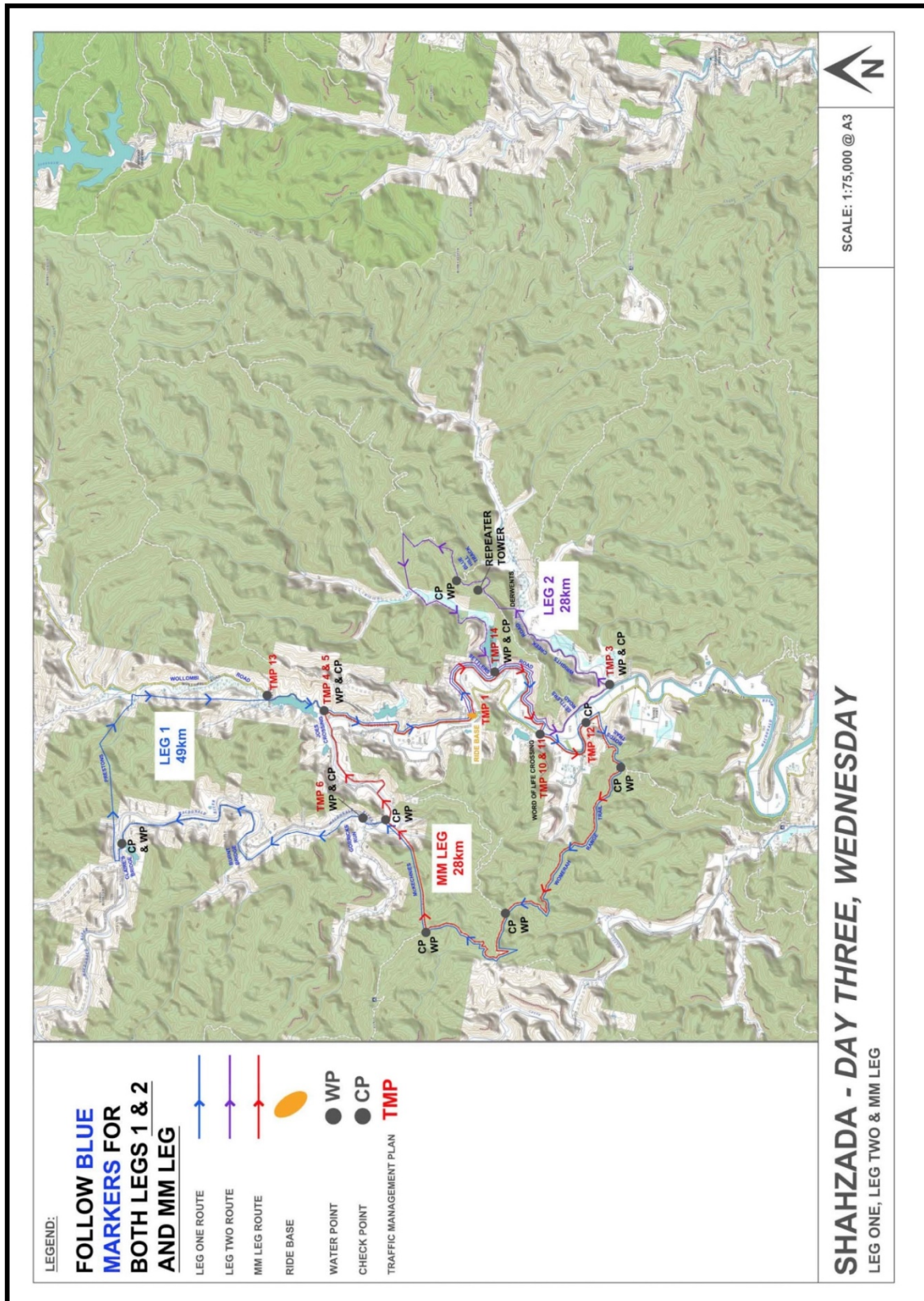
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AT - 2 Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres), Leg 2 (33 kilometres) and MM Leg (52 kilometres)



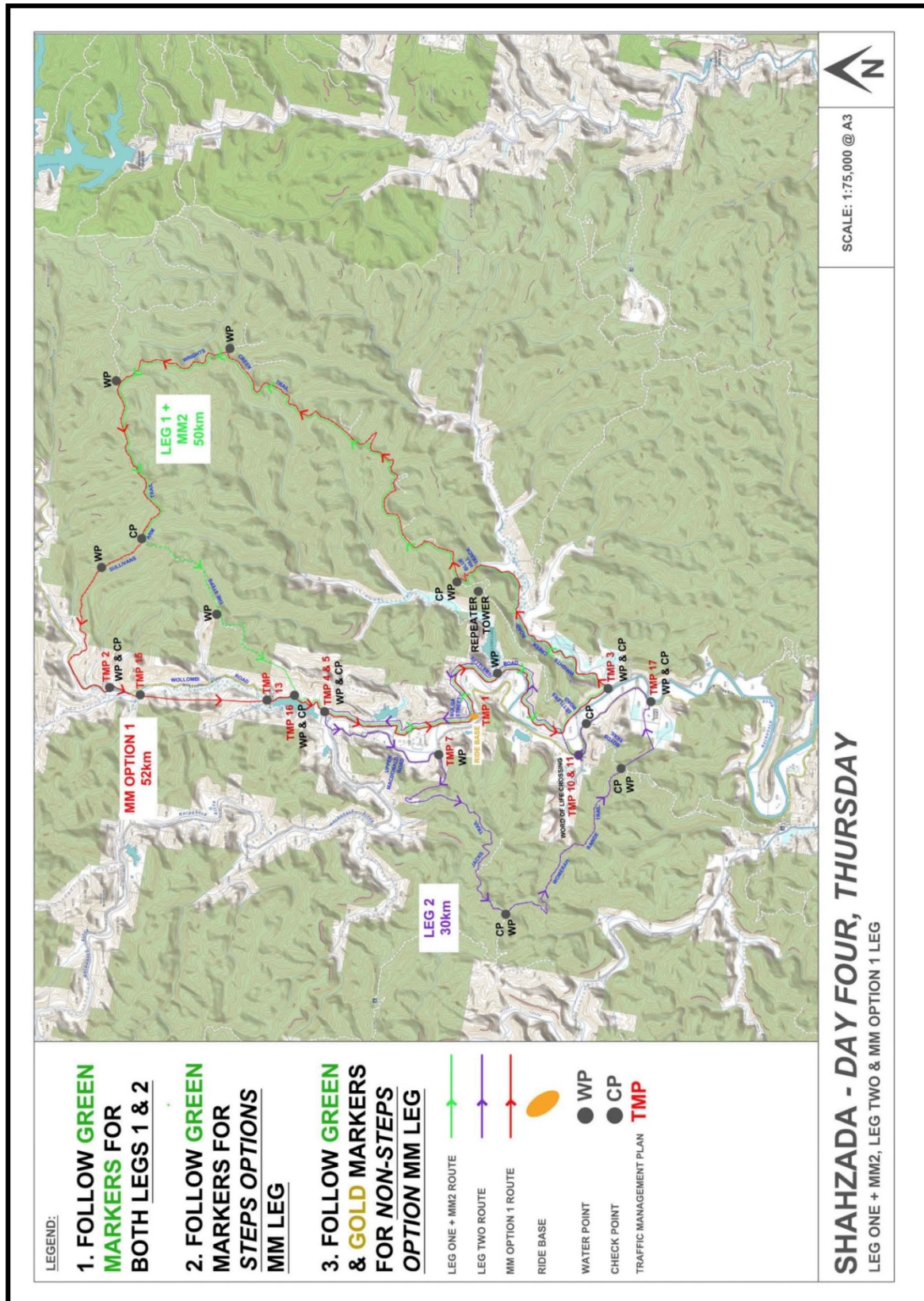
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AT - 3 Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres), Leg 2 (28 kilometres) and MM Leg (28 kilometres)



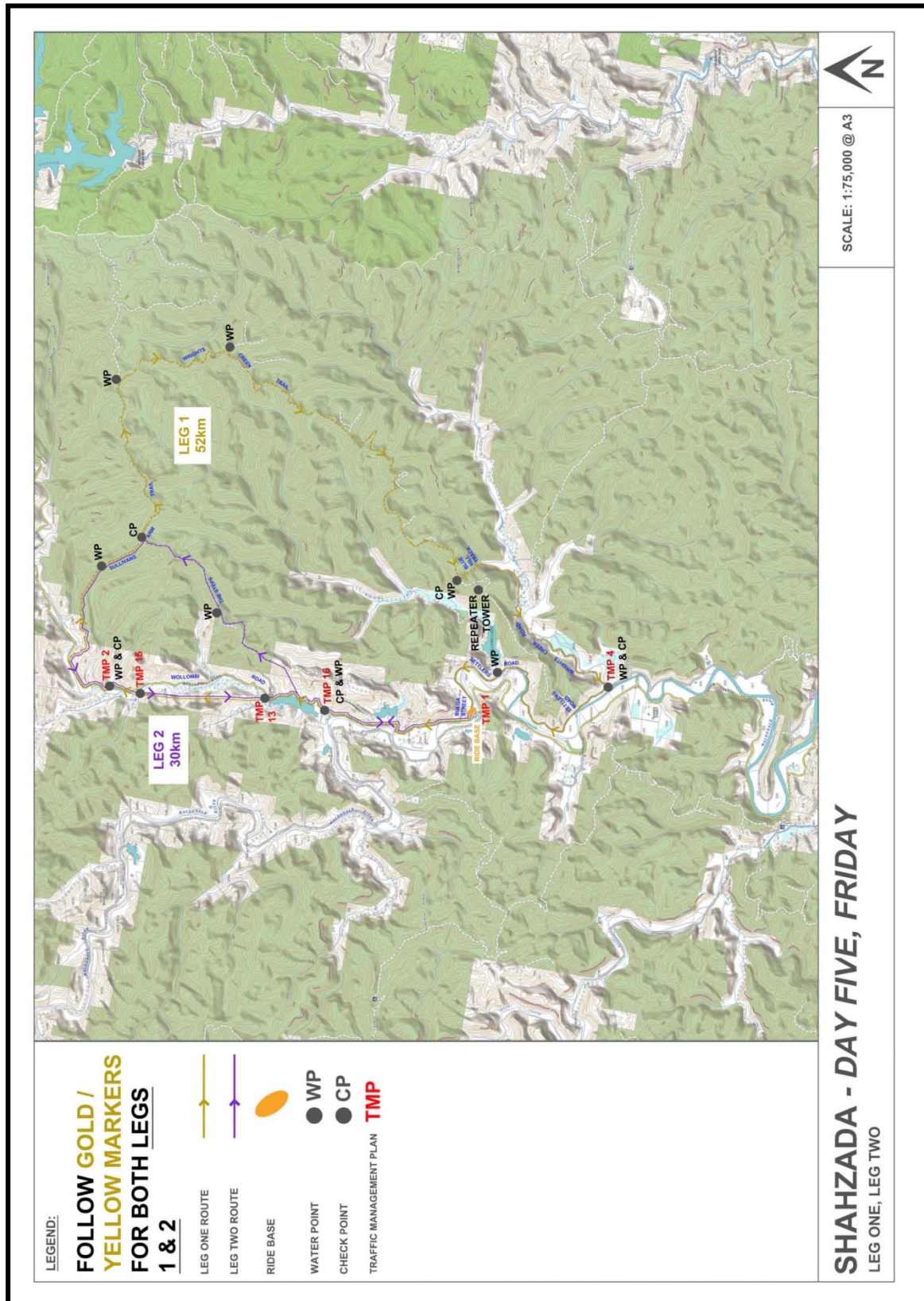
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AT - 4 Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres), Leg 2 (30 kilometres) and MM Leg Option 1 (52 kilometres) & Option 2 (50 kilometres)



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



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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 22 August 2022 to Friday, 26 August 2022 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4h. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4i. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain the relevant approval from the NSW Department of Planning, Industry and Environment (formerly Office of Environment and Heritage) to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of the Parr State Conservation Area, Dharug and Yengo National Parks and the Great Northern Road; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4m. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4n. the event organiser is to obtain approval from the respective Landowners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4o. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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

During the event:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCPs, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

Item: 2.5 LTC - Proposed Median Island Stop Treatment at the Intersection of Old Stock Route Road, Wolseley Road and Oakville Road, Oakville - (Hawkesbury) - (80245, 73625, 123265, 147643)

REPORT:

Funding to the value of \$300,000 has been provided under the 2021/2022 Safer Local Government Roads Program to improve the safety and functionality of the intersection of Old Stock Route Road, Wolseley Road and Oakville Road, Oakville.

This location, as a result of its injury crash history, has met the criteria for the funding. The works will include the installation of a Median Island Stop Treatment (MIST) which includes raised median traffic islands, pavement widening, line marking and signage.

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This intersection is a cross-junction intersection with Wolseley Road and Oakville Road having the priority through movement and Old Stock Route Road being the controlled movement with Giveway controls. The existing intersection control of Old Stock Route Road is based on the existing road geometry and road terrain, noting that Wolseley Road and Oakville Road is on a horizontal bend with a vertical rise into Wolseley Road.

The speed limit along the priority road of Wolseley Road and Oakville Road is 60km/h, with the speed limit along Old Stock Route Road being 70kph.



Figure 1: Intersection Location Diagram

The Crash pattern at this intersection is made up of Cross Traffic and Right/Right Crashes. There were three Injury Accidents recorded between 1/07/2014 and 30/06/2019.

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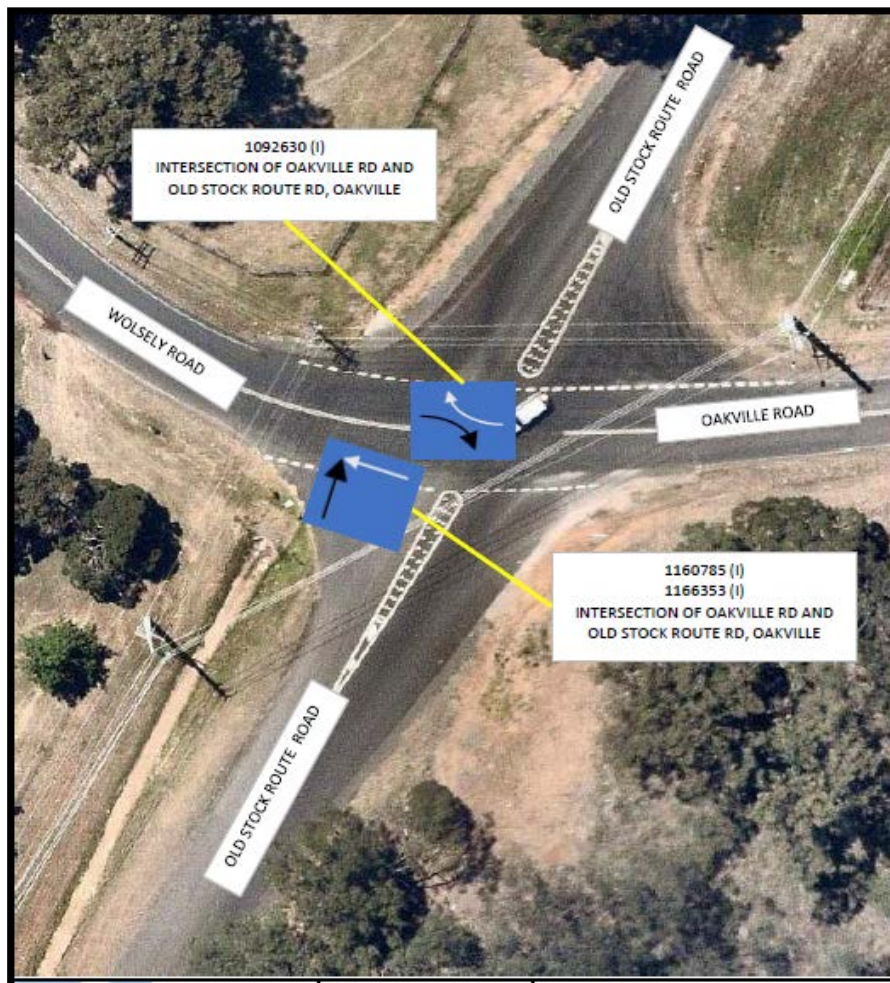


Figure 2: Intersection Crash Diagram

The provision of the central median island in Old Stock Route Road incorporating a Stop sign (MIST) and the associated works outlined in Attachment 1 will improve traffic safety through better definition of the intersection layout, vehicle turning paths as well as defining the termination of Old Stock Route Road at Wolseley Road and Oakville Road. Changing of the Giveway control with a Stop control for Old Stock Route Road is based on the skewed geometry of the intersection and the bend along the Wolseley/Oakville Road approach that restricts sight distance. The change also offers improved safety benefits based on the crash history and was part of the derived BCR with the road safety nomination.

The movement of traffic along Wolseley Road and Oakville Road will be further controlled and improved with the provision of slender median islands to better define the bend as well and separate oncoming traffic.

Details of the proposed intersection treatment work and turning paths is included in Attachments 1 and 2.

RECOMMENDATION TO COMMITTEE:

That the installation of a Median Island Stop Treatment, which includes the provision of raised median traffic islands, pavement widening, line marking, signage and associated works, at the intersection of Old Stock Route Road, Wolseley Road and Oakville Road, Oakville be undertaken in accordance with the details outlined in Attachment 1.

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APPENDICES:

- AT – 1** Old Stock Route Road, Wolseley Road and Oakville Road, Oakville – Signs and Linemarking - Plan No. 21012D08
- AT – 2** Old Stock Route Road, Wolseley Road and Oakville Road, Oakville – Turning Path Diagrams - Plan No. 21012D10

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Figure 1: Left turns from all direction. This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for left turns from all directions, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Figure 2: Right turn into Oakville Road from Old Stock Route Road (Southern Approach). This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for right turns from Old Stock Route Rd into Oakville Rd, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Figure 3: Right turn into Wolseley Road from Old Stock Route Road (Northern Approach). This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for right turns from Old Stock Route Rd into Wolseley Rd, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Figure 4: Right turn into Old Stock Route Road (Southern Approach) from Wolseley Road. This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for right turns from Wolseley Rd into Old Stock Route Rd, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Figure 5: Right turn into Old Stock Route Road (Northern Approach) from Wolseley Road. This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for right turns from Wolseley Rd into Old Stock Route Rd, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Figure 6: Prime mover and semi-trailer turning templates. This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for prime mover and semi-trailer vehicles, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Figure 7: Left turns from all direction. This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for left turns from all directions, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Figure 8: Right turn into Oakville Road from Old Stock Route Road (Southern Approach). This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for right turns from Old Stock Route Rd into Oakville Rd, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Figure 9: Right turn into Wolseley Road from Old Stock Route Road (Northern Approach). This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for right turns from Old Stock Route Rd into Wolseley Rd, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Figure 10: Prime mover and semi-trailer turning templates. This technical drawing shows a road intersection with Wolseley Rd and Old Stock Route Rd. It details the proposed median traffic island, turning paths for prime mover and semi-trailer vehicles, and the prime mover and semi-trailer turning templates. The drawing includes a north arrow and a scale bar.

Hawkesbury City Council		SHEET DESCRIPTION	
PROPOSED MEDIAN TRAFFIC ISLAND		TURNING PATHS	
INT OF OLD STOCK ROUTE ROAD, WOLSELEY ROAD		DIRECTORY: 6\DESIGN\BACK 2013\WOLSELEY	
AND OAKVILLE ROAD		FILE No. 2021012	
PRIME MOVER & SEMI-TRAILER TURNING PATHS		SHEET No. 10	
		PLAN No.	
		OF 10SHEETS 21012D10	

Surveyed	T.V	07/2017	DATUM : ASSUMED
Drawn	R.S	10/2021	ORIGIN WGA ZONE 56
Designed	R.S	10/2021	SCALE : AS SHOWN
Checked	A.S	11/2021	AT SHEET
Approved	C.A	11/2021	

11/2021	ISSUED FOR CONSTRUCTION	R/S
10/2021	PRELIMINARY ISSUE FOR COMMENTS	R/S
DATE	AMENDMENT	BY

<p align="center">ORDINARY MEETING</p> <p align="center">SECTION 4 – Reports of Committees</p> <p align="center">Meeting Date: 25 January 2022</p>

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Yobarnie Avenue is 11metres wide between kerbs. The treatments proposed include:

- Upgrade of Line marking which includes Centre Double Barrier lines, Edge lines and painted chevrons to assist with defining the trafficable lanes, intersections as well as defining kerb side parking.
- Upgrade of signposting to include No Stopping zones at intersections, access points and other locations to provide improved sight distance.
- Relocation and better definition of pram ramp locations complimented with No Stopping zones.
- Kerb Blister Islands at various locations as narrow points to assist with controlling speed.
- Roundabout at the intersection of Road No. 35 which is a Collector Road with a 11m wide carriageway.
- Bus Zones.
- Raised Wombat style Pedestrian Crossing which connects the Open Space and future Childcare Care Centre on the eastern side of Yobarnie Avenue to the future Neighbourhood Centre on the western side of Yobarnie Avenue.

The existing street lighting along Yobarnie Avenue will be upgraded to accommodate the proposed treatments which include the Roundabout at Road No. 35 and the Raised Wombat style Pedestrian Crossing.

Details of the proposed treatments including Swept/Turning paths are outlined in attachments 1 to 13 and also within the plans prepared by J.Wyndham Price - Project 110185-12 as listed below which also includes a modification required for Sheet CC952:

- Sheet No. CC949 - Revision B
- Sheet No. CC950 - Revision E
- Sheet No. CC951 - Revision E
- Sheet No. CC952 - Revision E – Required Modification - Extend the No Stopping zone from Ch330 to Ch320 both sides of the road.
- Sheet No. CC953 - Revision C
- Sheet No. CC954 - Revision D
- Sheet No. CC955 - Revision D
- Sheet No. CC956 - Revision C
- Sheet No. CC957 - Revision C
- Sheet No. CC958 - Revision E
- Sheet No. CC959 - Revision D
- Sheet No. CC960 - Revision C
- Sheet No. CC961 - Revision B
- Sheet No. CC961A - Revision A
- Sheet No. CC962 - Revision B
- Sheet No. CC963 - Revision A

The No Stopping zones outlined in Sheet No. CC952 in the vicinity of Ch330 needs to be extended to CH320, on the approach to the roundabout, to correspond with the end of the Kerb Blister Islands on both sides of Yobarnie Avenue.

The design plans undertaken by J. Wyndham Prince (Project 110185-12) have been submitted to the Local Traffic Committee for its concurrence and approval in accordance with the Development Consent conditions.

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Summary:

The No Stopping zones outlined in Sheet No. CC952 in the vicinity of Ch330 is required to be extended to CH320 to correspond with the end of the Kerb Blister Islands on both sides of Yobarnie Avenue.

The Traffic calming treatments along Yobarnie Avenue, North Richmond which includes a Raised Wombat style Pedestrian Crossing, Roundabout, Bus Zones, Signage and Line marking outlined in the plans prepared by J.Wyndham Price (Project 110185-12: Sheet Nos. CC949 to CC963 with varying revisions) associated with the Development Application DA0498/18 be implemented.

Committee Discussion:

The Committee members were advised that a Road Safety Audit (RSA) relating to the proposed works was submitted on 7 January 2022 by the Developer. The RSA was undertaken by BTE Consulting, Project BTE-210082 and Document BTE-210082-DOC-RSA-_DD_YOB_REPORT_FINAL_Rev 2, Dated 23 December 2021.

The RSA outlined Audit findings in the Corrective Action Report (CAR), with the following amendments required to the submitted Plans as listed below:

1. CAR 5: Replace the signs outlined in Sheets No. CC952 and CC953 from W6-3 and W8-210 to W6-2.
2. CAR 6: Extend the No Stopping zones outlined in Sheet No. CC952 in the vicinity of Ch330 to CH320 to correspond with the end of the Kerb Blister Islands on both sides of Yobarnie Avenue.
3. CAR 7: Widen the gaps in all the kerb blisters along Yobarnie Avenue (approaches to the roundabout at Road No. 35) as outlined in Sheet No. CC952, from 1.5metres to 2.5metres.

RECOMMENDATION TO COMMITTEE:

The Traffic calming treatments along Yobarnie Avenue, North Richmond which includes a Raised Wombat style Pedestrian Crossing, Roundabout, Bus Zones, Signage and Line marking outlined in the plans prepared by J.Wyndham Price (Project 110185-12: Sheet Nos. CC949 to CC963 and contained within Attachments 1 to 13), and associated with the Development Application DA0498/18, with modifications required to the plans taking into account modifications and actions outlined and required in the Road Safety Audit prepared by BTE Consulting – Project BTE-210082 – CAR 5, CAR 6 and CAR 7 with details of the Corrective Actions outlined in the report, be implemented.

APPENDICES:

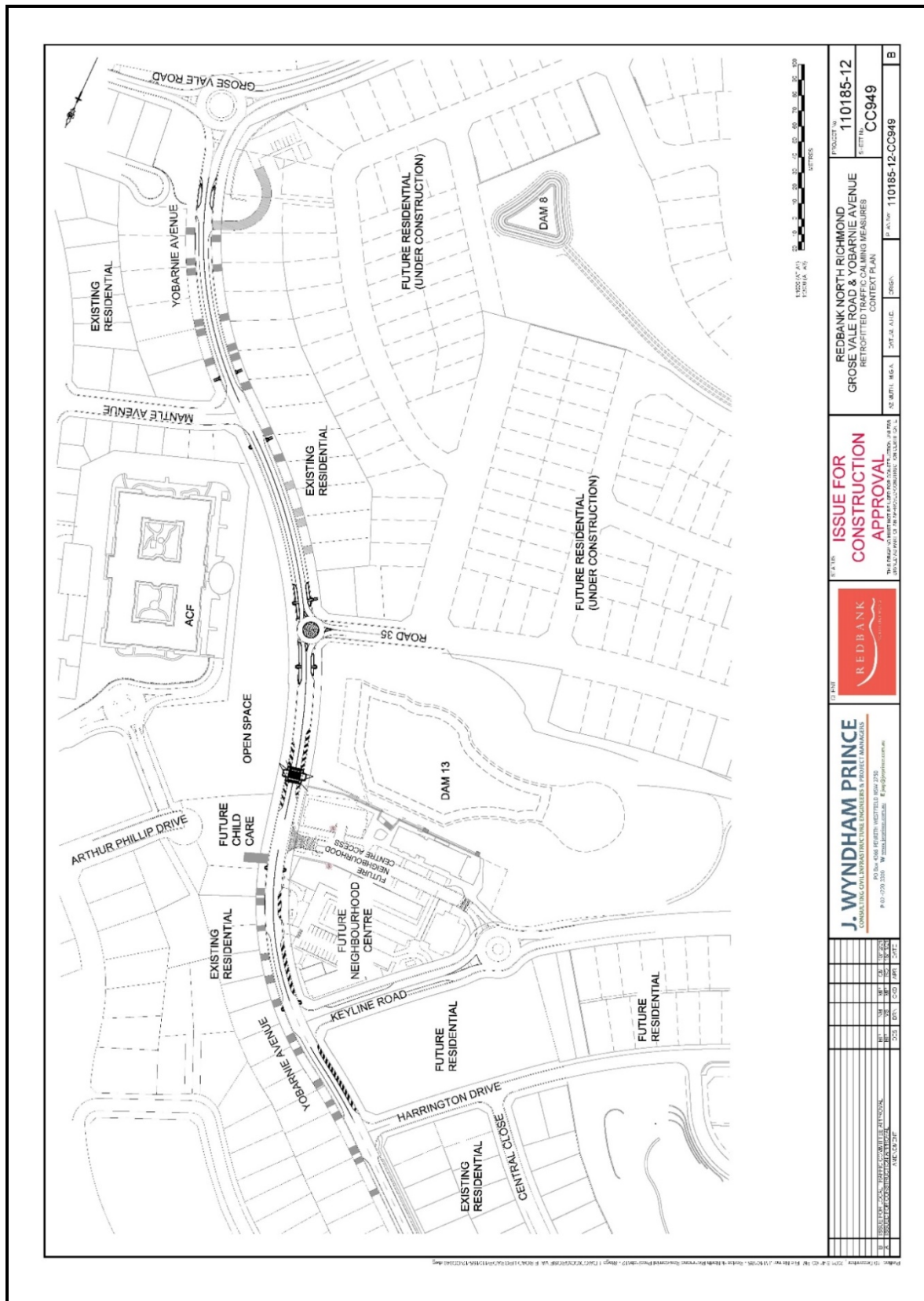
- AT - 1** Traffic Calming Measures – Context Plan - Yobarnie Avenue, North Richmond – Sheet No. CC949 – Revision B.
- AT - 2** Linemarking Plan - Sheet 1 - Yobarnie Avenue, North Richmond – Sheet No. CC950 – Revision E.
- AT - 3** Linemarking Plan - Sheet 2 - Yobarnie Avenue, North Richmond – Sheet No. CC951 – Revision E.
- AT - 4** Linemarking Plan - Sheet 3 - Yobarnie Avenue, North Richmond – Sheet No. CC952 – Revision E.
- AT - 5** Linemarking Plan Sheet 4 - Yobarnie Avenue, North Richmond – Sheet No. CC953 – Revision C.
- AT - 6** Linemarking Plan Sheet 5 - Yobarnie Avenue, North Richmond – Sheet No. CC954 – Revision D.

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- AT – 7** Typical Sections and Details - Yobarnie Avenue, North Richmond – Sheet No. CC955 – Revision D.
- AT - 8** Pavement Plan - Yobarnie Avenue, North Richmond – Sheet No. CC956 – Revision C.
- AT - 9** Swept Path Plan – Sheet 1 - Yobarnie Avenue, North Richmond – Sheet No. CC961 – Revision B.
- AT - 10** Swept Path Plan – Sheet 2 - Yobarnie Avenue, North Richmond – Sheet No. CC961A – Revision A.
- AT - 11** Swept Path Plan – Sheet 2 - Yobarnie Avenue, North Richmond – Sheet No. CC962 – Revision B.
- AT - 12** Swept Path Plan – Sheet 3 - Yobarnie Avenue, North Richmond – Sheet No. CC963 – Revision A.
- AT - 13** Redbank Traffic Calming Yobarnie Avenue North Richmond-DA0498-18 (*Design Plans provided under separate cover - see attached*)

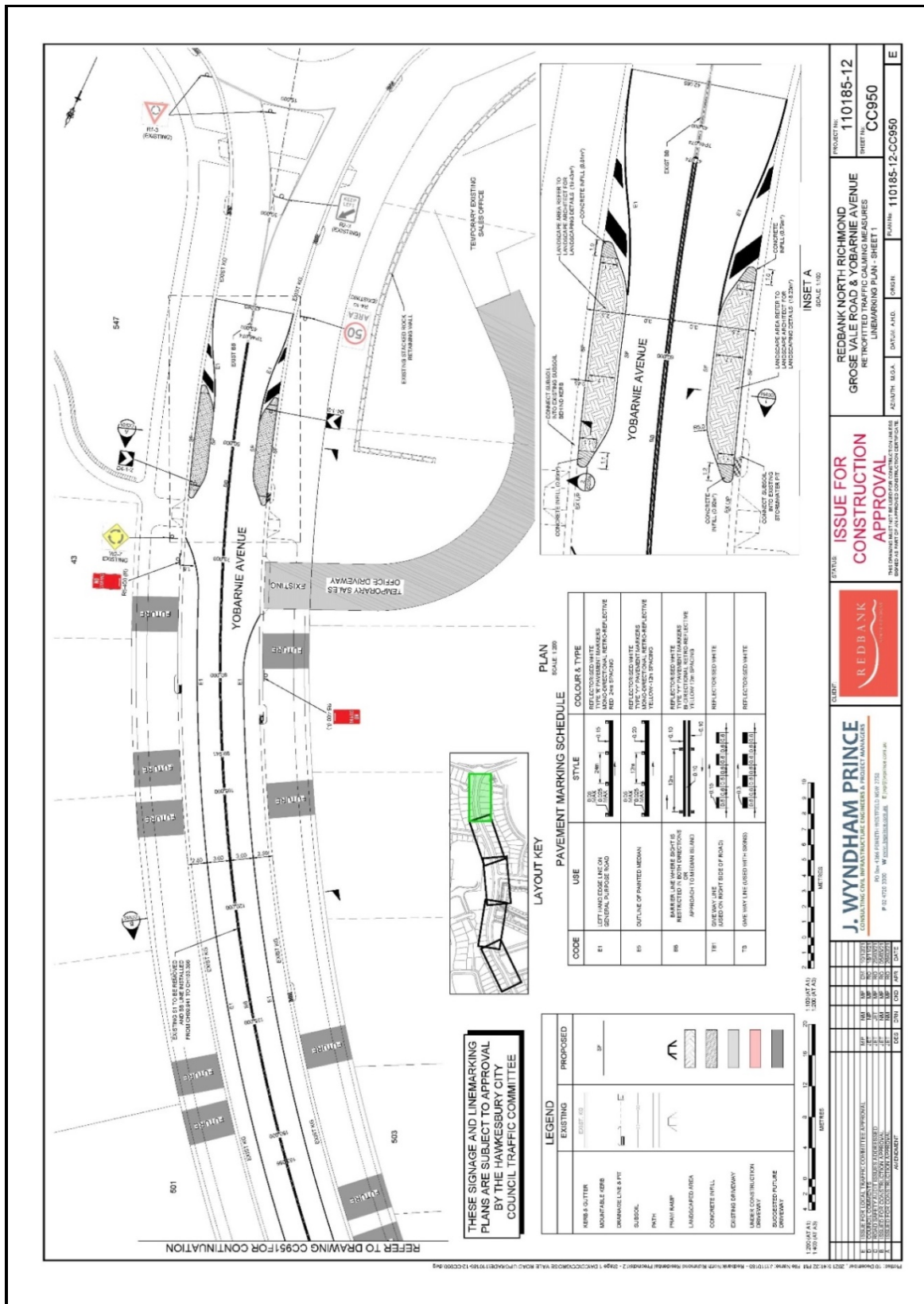
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AT - 1 Traffic Calming Measures – Context Plan - Yobarnie Avenue, North Richmond – Sheet No. CC949 – Revision B.

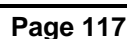


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AT - 2 Linemarking Plan - Sheet 1 - Yobarnie Avenue, North Richmond – Sheet No. CC950 – Revision E.

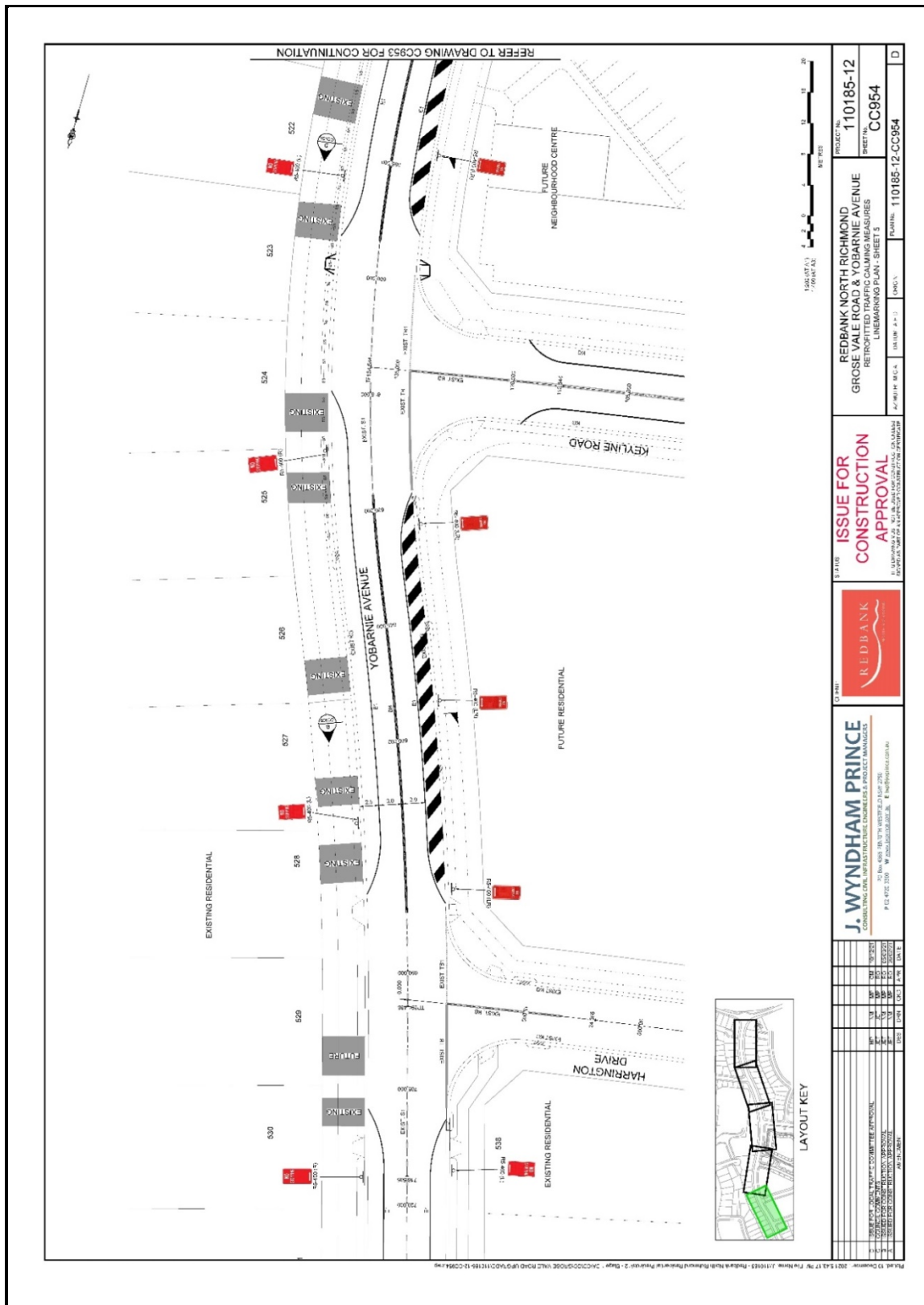


AT - 3 Linemarking Plan - Sheet 2 - Yobarnie Avenue, North Richmond – Sheet No. CC951 – Revision E.



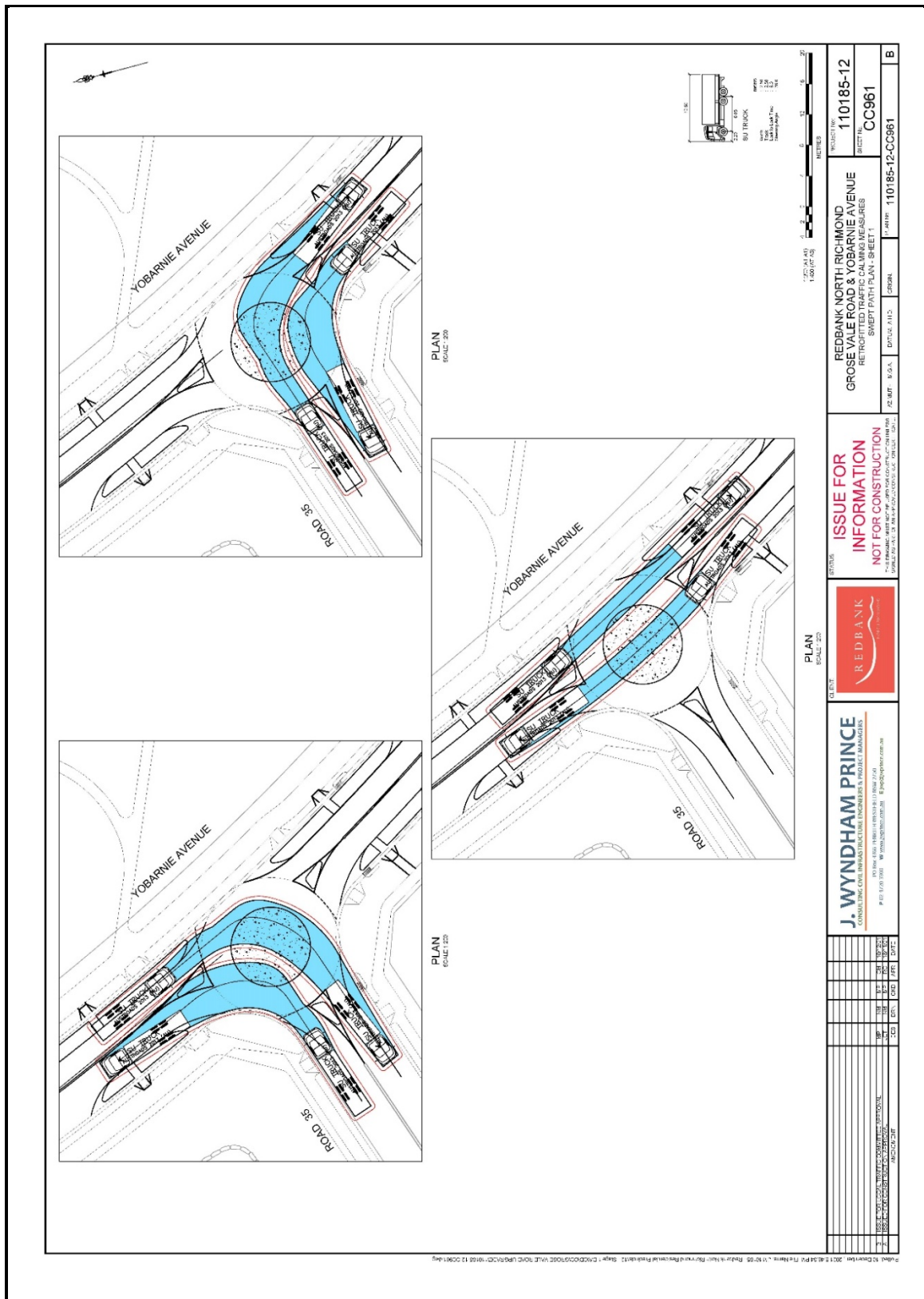
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**AT - 6 Linemarking Plan Sheet 5 - Yobarnie Avenue, North Richmond – Sheet No. CC954 –
Revision D.**



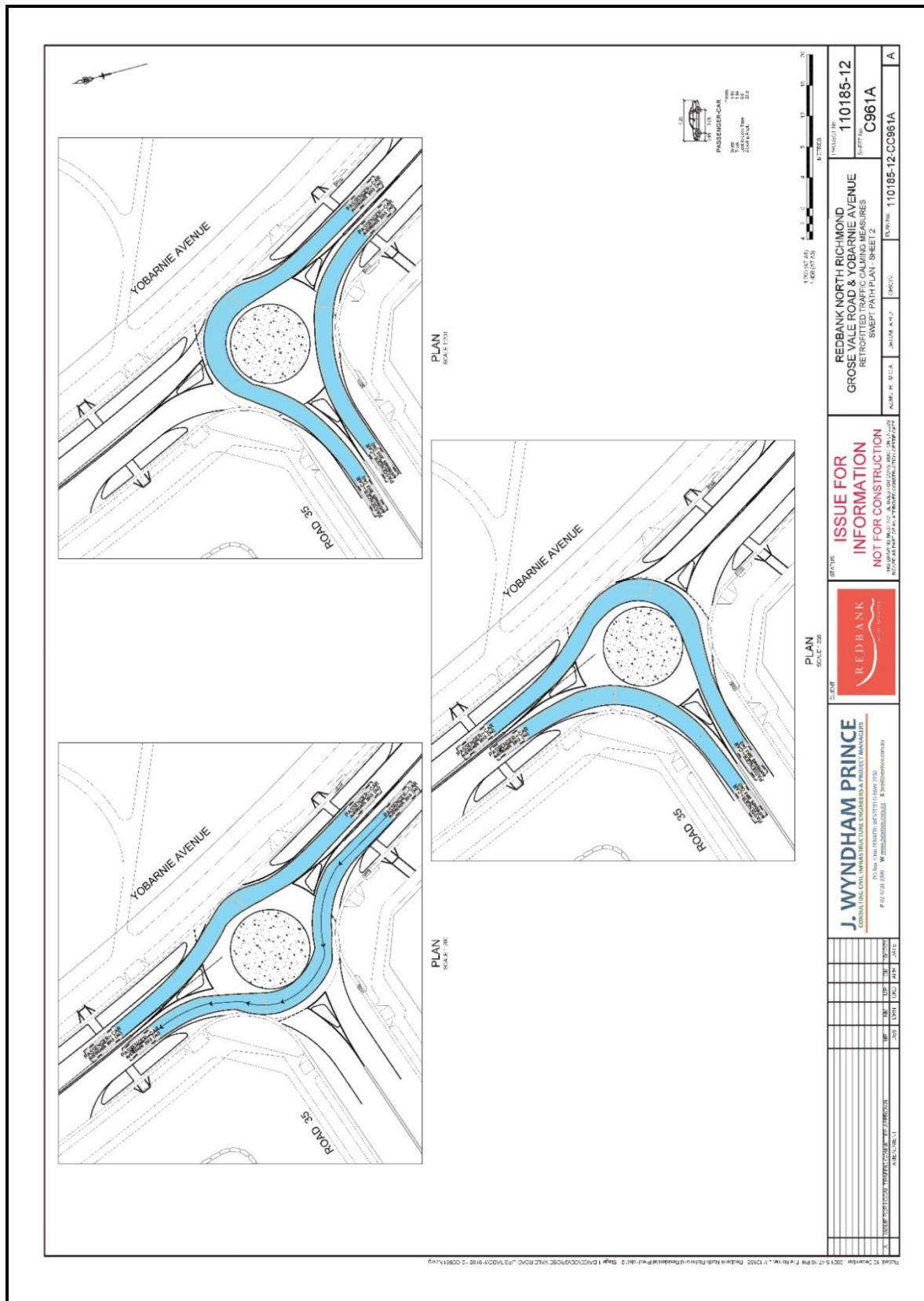
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AT - 9 Swept Path Plan – Sheet 1 - Yobarnie Avenue, North Richmond – Sheet No. CC961 – Revision B.



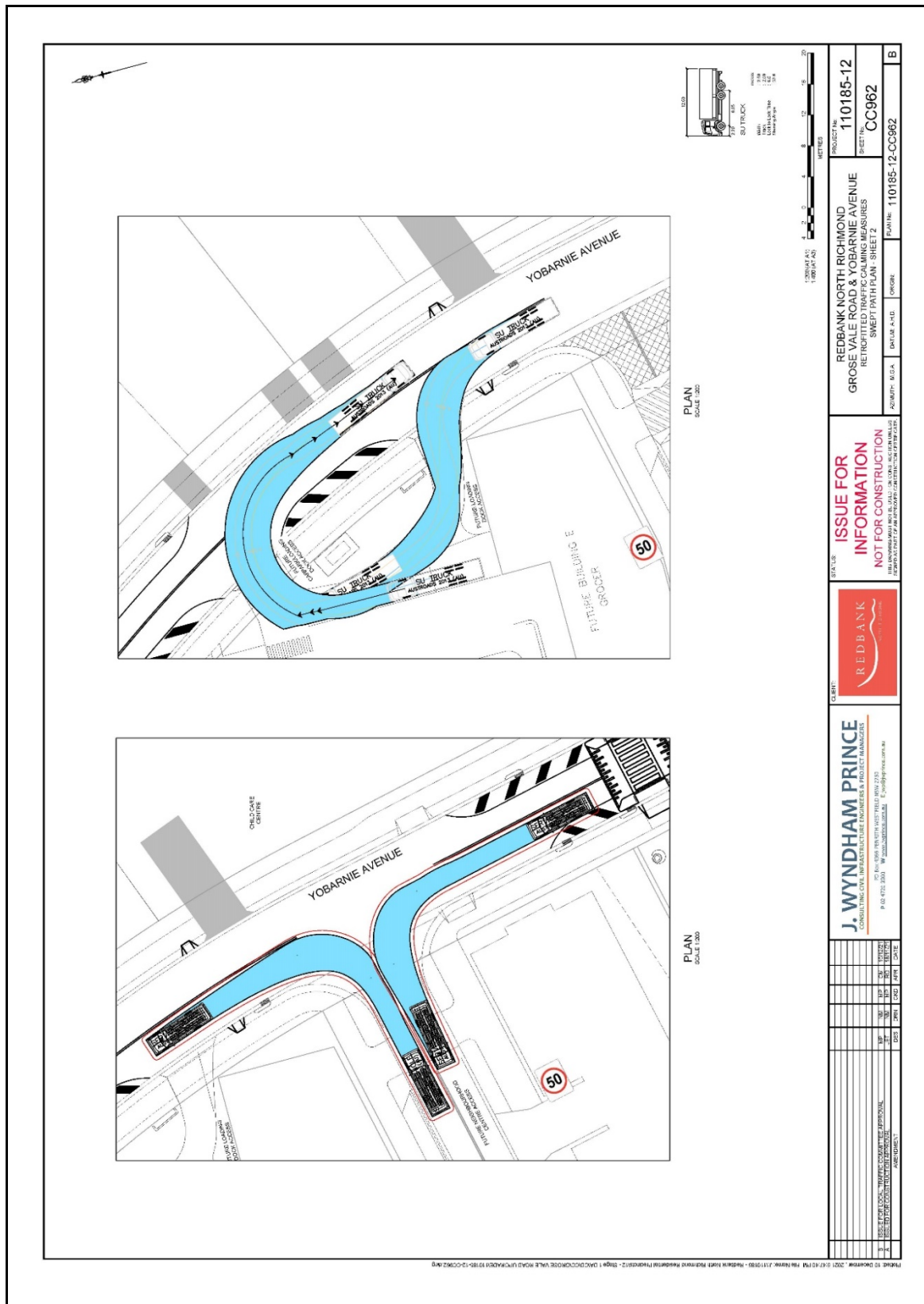
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AT - 10 Swept Path Plan – Sheet 2 - Yobarnie Avenue, North Richmond – Sheet No. CC961A – Revision A.



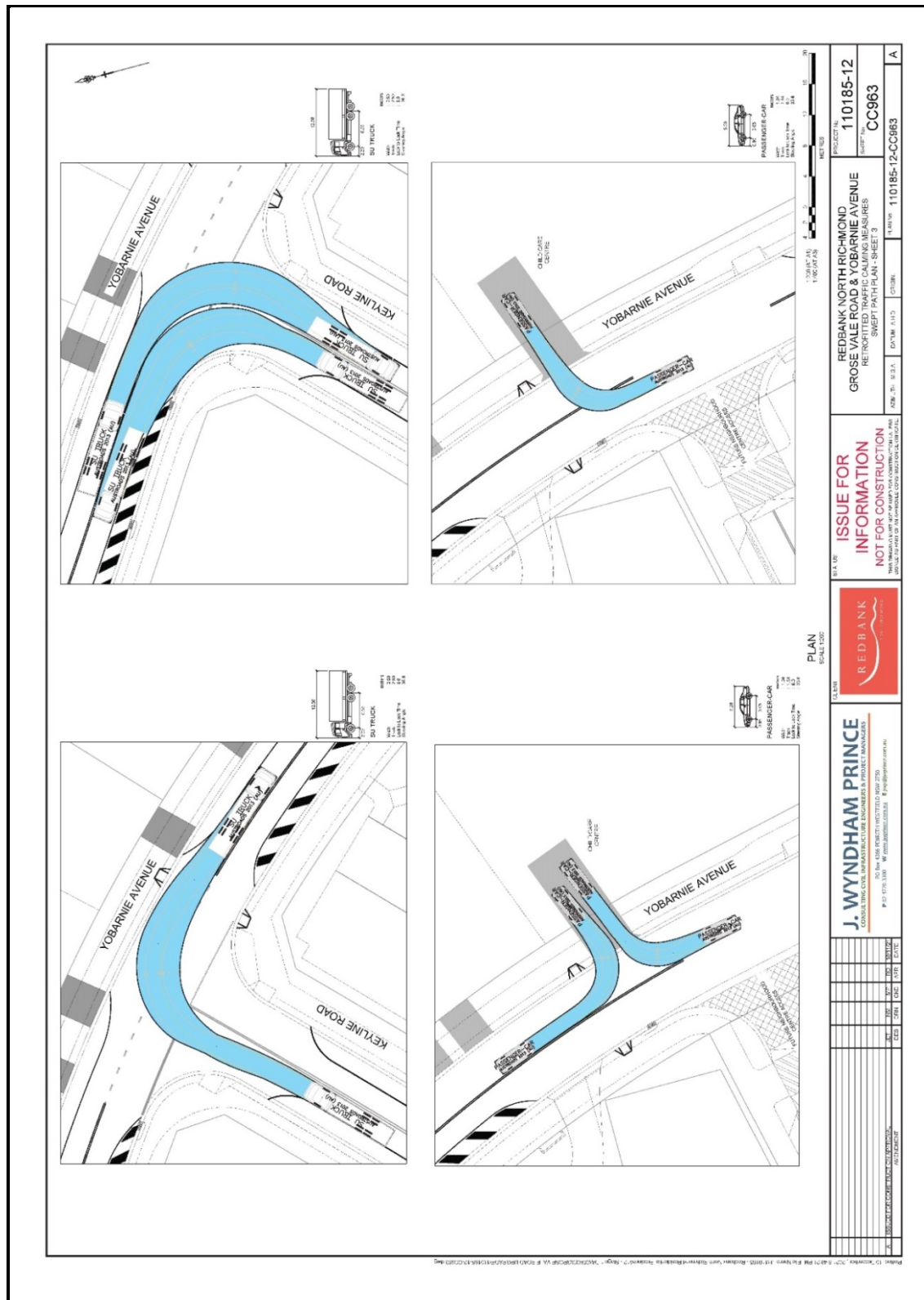
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**AT - 11 Swept Path Plan – Sheet 2 - Yobarnie Avenue, North Richmond – Sheet No. CC962 –
Revision B.**



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**AT - 12 Swept Path Plan – Sheet 3 - Yobarnie Avenue, North Richmond – Sheet No. CC963 –
Revision A.**



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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

The Traffic calming treatments along Yobarnie Avenue, North Richmond which includes a Raised Wombat style Pedestrian Crossing, Roundabout, Bus Zones, Signage and Line marking outlined in the plans prepared by J.Wyndham Price (Project 110185-12: Sheet Nos. CC949 to CC963 and contained within Attachments 1 to 13), and associated with the Development Application DA0498/18, with modifications required to the plans taking into account modifications and actions outlined and required in the Road Safety Audit prepared by BTE Consulting – Project BTE-210082 – CAR 5, CAR 6 and CAR 7 with details of the Corrective Actions outlined in the report, be implemented.

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, 14 February 2022 at 3pm in the Small Committee Room.

The meeting terminated at 3:25pm.

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 25 January 2022

Ordinary

Section 5

Notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 January 2022

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 January 2022

SECTION 5 – Notices of Motion

Item: 016 **RM1 - Review of Hawkesbury Local Environment Plan 2012 - (95498, 124414, 125610, 111628, 155349)**

Submitted by: Councillor Patrick Conolly
Councillor Jill Reardon
Councillor Paul Veigel

RESCISSION MOTION:

That resolution 289 from the Ordinary Meeting of Council on 23 November 2021 regarding Review of Hawkesbury Local Environment Plan 2012, be rescinded.

BACKGROUND

Council resolved in November to endorse the preparation of a planning proposal to amend the Hawkesbury LEP. I believe this resolution was premature, and that Council would be better informed to make this decision after it receives advice from the Hawkesbury Local Planning Panel, and from the Reference Group of Industry Experts that Council set up to inform the process.

SUBSTANTIVE MOTION:

That Council:

1. Council seek advice from the Hawkesbury Local Planning Panel in regards to the draft document.
2. Council provide the LEP/DCP Reference Group with the draft document and hold a briefing session so the members of the group can provide feedback directly to councillors
3. The matter be reported back to Council with this advice, for Council to consider whether to proceed with the preparation of a planning proposal.

NOTE BY MANAGEMENT:

Resolution 289 from the Ordinary Meeting of Council on 23 November 2021 regarding Review of Hawkesbury Local Environment Plan 2012 was as follows:

"That:

1. *Council endorse the preparation of the Planning Proposal included as Attachment 1 of the report to amend the Hawkesbury Local Environment Plan 2012 and commence the LEP Amendment process.*
2. *Council Seek advice from the Hawkesbury Local Planning Panel as required by the Environmental Planning and Assessment Act and Regulation.*
3. *Following consideration of the Hawkesbury Local Planning Panel:*
 - a) *A report be submitted to Council if changes are recommended by the Hawkesbury Local Planning Panel.*
 - b) *If no changes are recommended, Council submit the Planning Proposal to the Department of Planning, Industry and Environment, requesting a Gateway Determination."*

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 January 2022

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF RESCISSION MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 January 2022

Item: 017 **RM2 - Rural Boundary Clearing Code - (95498, 125610, 111628, 138879)**

Submitted by: Councillor Patrick Conolly
Councillor Jill Reardon
Councillor Sarah Richards

RESCISSION MOTION:

That resolution 262 from the Ordinary Meeting of Council on 12 October 2021 regarding the Rural Boundary Clearing Code, be rescinded.

SUBSTANTIVE MOTION:

That Council opt in to the NSW Rural Fire Service Rural Boundary Clearing Code.

NOTE BY MANAGEMENT:

Resolution 262 from the Ordinary Meeting of Council on 12 October 2021 regarding the Rural Boundary Clearing Code was as follows:

"That Council:

1. *Engages in consultation with the Hawkesbury community and relevant stakeholders in order to establish views of whether or not Council should opt in to the Rural Boundary Clearing Code.*
2. *Receive a report which includes the following:*
 - a) *The results of this consultation.*
 - b) *Advice about which Councils have chosen to opt-in, for those Councils given that discretion.*
 - c) *What resourcing would be required for Council to:*
 - i. *Provide landowners guidance on proposed land-clearing activities*
 - ii. *Provide an adequate compliance and enforcement regime.*
 - d) *Advice concerning what geospatial mapping tools Council possesses to measure tree coverage across the Local Government Area, changes to tree coverage over time, and reports on the merits of acquiring those tools if we do not have them.*
 - e) *Advice concerning whether the Rural Boundary Clearing Code can be opted into on a temporary basis.*
3. *Requests that the Rural Fire Service make available the Rural Boundary Mapping Tool to Council and Hawkesbury Rural Fire Service personnel to evaluate the impact of the Boundary Clearing Code on particular areas."*

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF RESCISSION MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 January 2022

Item: 018 **NM1 - Community Halls within the Hawkesbury Local Government Area - (125612)**

Submitted by: Councillor Lyons-Buckett

NOTICE OF MOTION:

That Council facilitate a meeting of representatives from community halls within the Local Government Area with the aim of:

1. Discussing potential sharing of resources, information, procurement and opportunities to access grant funding;
2. Preparing a register comprising contact details, descriptions of onsite facilities and equipment, and indicating areas where interactions and support can be offered between community halls;
3. Considering an ongoing mechanism for regular engagement of hall representatives with Council and each other; and
4. Identifying respective roles and responsibilities that will be reflected in a renewed agreement between Council and hall committees, to support optimal usage and improvements of these halls.

BACKGROUND

Community halls lie at the heart of our communities. They play a vital role in offering services and facilities, year-round but specifically in times of emergencies. Community halls differ from Community Centres which operate along different models, and which may require a separate review around their opportunities and functions.

There are potential advantages in ensuring that any opportunities to utilise these halls, including maximising any opportunities to seek funding for upgrades and improvements, are vigorously pursued.

We have seen the need and the value of community bases for residents on many occasions over the past few years. In becoming prepared and increasing our resilience, complete utilisation of these public assets (generally run by dedicated volunteer management groups) is essential.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 January 2022

Item: 019 **NM2 - Council Rating System - (138879)**

Submitted by: Councillor Richards

NOTICE OF MOTION:

That Council:

1. Notes the current rating system is considered unfair by many residents.
2. Requests a briefing to explain to all Councillors the options available to Council to levy rates, specifically covering the projected impact of moving to a 50% base rate for the residential category.

BACKGROUND

Staff led presentations on the rating system were given to Councillors in the previous term. In reviewing rates for this term, it is vital that new Councillors are briefed on the complex rating system before making rating decisions. As most of the necessary work for this briefing has already been done by staff last time, it would simply be a matter of bringing this information back for new Councillors to learn and as a refresher for returning Councillors. Any decisions on proposed rating structures can occur from there.

FINANCIAL IMPACT

There are no financial implications applicable to this report. Changes made to the rating structure do not alter the Notional Yield, which is the total rating income permitted to be raised. Changes impact the distribution of the Notional Yield between rateable properties, dependent upon rating category, land valuation and base amount.

NOTE BY MANAGEMENT

Council staff can provide Councillors with a briefing on the following:

- An overview of the legislation governing rates, including the reforms made as part of the Local Government Amendment Act 2021,
- The current rating structure,
- Options in relation to the inputs that determine a rating structure.

Due to the length of time since the last briefing was undertaken, modelling would need to be undertaken to determine the impact on ratepayers of any changes made to the rating structure. A further briefing can then be provided once this modelling has been completed, the timing of which will depend upon the number of changes and complexity of structures Councillors wish to consider.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 January 2022

Item: 020 **NM3 - Staff Bonuses - (155346)**

Submitted by: Councillor Dogramaci

NOTICE OF MOTION:

That Council award each staff member (excluding management) a quarterly bonus of not less than \$100.

BACKGROUND

A quarterly staff bonus would certainly be appreciated by the staff, one way of saying that "council appreciates your work, your tireless contributions".

The money will also be saved through advertising new staff, training, establishing, cost of the training, assisting etc. and further savings will be keeping the awarded-happy recognised staff working rather than leaving due to poor pay.

NOTE BY MANAGEMENT

Council's performance management system allows for progressive salary increases following annual performance review, in line with the current salary structure.

The financial estimate of this proposal is that approximately \$130,000 per year would be required. As Council's annual budget is not operating in surplus, funding would need to be sourced from another area of Council's existing budget.

An alternative is that Council consider the proposal further in the preparation of the 2022/2023 Operational Plan which could then be considered as part of the budget in April 2022.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 January 2022

Item: 021 **NM4 - Establishment of Economic Investment and Tourism Committee - (155346)**

Submitted by: Councillor Dogramaci

NOTICE OF MOTION:

That Council establish a new Economic Investment and Tourism Committee, and that staff report back to Council with Draft Terms of Reference for the Committee.

BACKGROUND

It is suggested that Council forms a committee to encourage business people- large, small or any size - to move to Hawkesbury. This along with tourism, combined would be attracting investments into our area, employing the unemployed and contribute further to our collective aim of earning money for the area.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

NOTE BY MANAGEMENT

Council provides a range of activities directed towards the business community including monthly newsletters, business training, tourism support and events.

Should Council seek it a comprehensive report on our existing activities and potential future opportunities can be provided.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 25 January 2022

Item: 022 **NM5 - Council Committee Review - (125612)**

Submitted by: Councillor Lyons-Buckett

NOTICE OF MOTION:

That Council:

Hold a Councillor workshop as soon as practicable to review the efficacy, transparency, and accountability of the Committee System, addressing but not limited to:

1. Community representation on committees or at committee meetings of Committees of Council.
2. Community input into committee agenda items.
3. System for Councillor representatives on external committees and organisations to ensure Council and Hawkesbury community are kept updated on the decisions, directions and proposals of those organisations.
4. Mechanism for how Council Communications will ensure significant decisions or proposals impacting Hawkesbury Council, and/or ratepayers/residents will be published.

BACKGROUND

In the recent Council election many candidates made a commitment to transparency, accountability, and community engagement.

It is timely with a newly formed Council to revisit this matter to review and potentially improve the level of community participation, as well as ensure systems are in place so our community is aware of how Council is being represented in third party and external organisations.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 25 January 2022

QUESTIONS FOR NEXT MEETING

Item: 023

Response to Councillor Question Taken on Notice at the Council Meeting - 23 November 2021 - (79351)

The following question was raised from a Councillor regarding matters on the Council Meeting Business Paper of 23 November 2021. The question was taken on notice and the response is provided below.

#	Councillor	Question	Response
1	Lyons-Buckett	What is the status of authorising local contractors for emergency road works and is there a system currently in place for this? If there is not, what mechanism would it take for us to have a system in place if we cannot get to these roads, how can we ensure that roads are accessible for the public?	<p>The Director of Infrastructure Services advised that there is no system in place to authorise local contractors to undertake road works in emergency situations, without having first been properly engaged by Council.</p> <p>The engagement of local contractors in emergency situations requires careful consideration to ensure the risk to Council, community and the contractor is adequately managed and that any costs to manage those risks, or the residual risk after reasonable and affordable measure are taken, is less than or are acceptable in the face of the benefits that will be realised to the community.</p> <p>This is a complex issue that has significant legal, civil liability, WHS liability and financial dimensions, both for Council and any individual or party undertaking any works, that must be considered and balanced against the social benefits that are to be obtained. The design and implementation of such a system is something which could be considered for incorporation into the draft 2022/2023 Operational Plan.</p>

oooO END OF REPORT Oooo

ORDINARY MEETING
Confidential Reports
Meeting Date: 25 January 2022

CONFIDENTIAL REPORTS

Item: 024 **SS - Appointments to Hawkesbury Local Planning Panel - (95496)**

Previous Item: 245, Ordinary (23 November 2021)
 089, Ordinary (11 May 2021)
 056, Ordinary (30 March 2021)

Directorate: City Planning

REASON FOR CONFIDENTIALITY

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(a) of the Act as it relates to personnel matters concerning particular individuals (other than councillors).

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

ORDINARY MEETING

Confidential Reports

Meeting Date: 25 January 2022

Item: 025 **SS - Migration of Council's Corporate Systems to Software as a Service - (95496, 79352)**

Directorate: Support Services

REASON FOR CONFIDENTIALITY

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

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



Ordinary Meeting

End of Business Paper

This business paper has been produced electronically to reduce costs, improve efficiency and reduce the use of paper. Internal control systems ensure it is an accurate reproduction of Council's official copy of the business paper.