



Ordinary Meeting

Date of meeting: 08 March 2022
Location: By audio-visual link
Time: 6:30 p.m.

BUSINESS PAPER

ORDINARY MEETING
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ORDINARY MEETING
Procedural Matters
Meeting Date: 08 March 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: 08 March 2022

Ordinary

Section 1

Confirmation of minutes

ORDINARY MEETING
SECTION 1 - Confirmation of Minutes
Meeting Date: 08 March 2022

SECTION 1 - Confirmation of Minutes

1. Extraordinary Meeting - 17 February 2022
2. Ordinary Meeting - 22 February 2022



Extraordinary Meeting

Date of meeting: 17 February 2022
Location: By audio-visual link
Time: 6:00 p.m.

MINUTES

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EXTRAORDINARY MEETING

Minutes: 17 February 2022

Minutes of the Extraordinary Meeting held by Audio-Visual Link, on 17 February 2022, commencing at 6pm.

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 Barry Calvert, Deputy Mayor and Councillors Shane Djuric, Eddie Dogramaci, Amanda Kotlash, Mary Lyons-Buckett, Jill Reardon, Sarah Richards, Les Sheather, Paul Veigel, Danielle Wheeler and Nathan Zamprognio.

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 Strategic Planning - Andrew Kearns, 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.

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.

EXTRAORDINARY MEETING

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SECTION 5 – Notices of Motion

Item: 033 **RM - Rural Boundary Clearing Code - (95498, 125612, 138882, 138884)**

Mr Morgan Philpott, Mr Stuart McKinlay, Mr Ross McKinlay and Mr Bill Shields addressed Council, speaking for the recommendation in the business paper.

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

That resolution 22 from the Ordinary Meeting of Council on 25 January 2022, being the substantive motion from Item 017, Rural Boundary Clearing Code, be rescinded.

An AMENDMENT was moved by Councillor Zamprogno.

That:

1. Resolution 22 from the Ordinary Meeting of Council on 25 January 2022, being the substantive motion from Item 017, Rural Boundary Clearing Code, be rescinded.
2. Council engage in consultation to inform the decision on whether or not Council should opt in to the Rural Boundary Clearing Code. Those stakeholders should include the RFS and RFS personnel, environmental groups, WIRES, Indigenous groups, National Parks, affected property owners and bushfire management experts.
3. Council receive a report by July 2022 which includes the following:
 - a) The results of this consultation.
 - b) Advice about what other peri-urban Councils have chosen to do, ie opt in or not, and their reasoning.
 - c) Council's responsibility and the additional resourcing 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 that details the overlap of koala habitat with affected rural zones and the adequacy of mapping and population information in these areas.
4. Council request 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.
5. Council receive advice on what funding is available for the Hawkesbury LGA under the recently announced \$50 million dollar Federal funding for koala recovery and if that funding can be used by Council for mapping and habitat management in rural zones.
6. Council receive advice on what additional Federal bushfire recovery funding is available and whether this funding could be used by Council for mapping, habitat and asset protection.
7. Council ensure Council's Emergency Management Committee receives a briefing regarding the Grose-Wollemi Strategic Fire Plan within the next three months.

EXTRAORDINARY MEETING

Minutes: 17 February 2022

The Mayor, Councillor Conolly ruled the Amendment out of order.

A MOTION OF DISSENT was moved by Councillor Zamprogno.

That a Motion of Dissent be moved regarding the ruling of the Chairperson, Councillor Conolly on the Amendment being ruled out of order.

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

Against the Motion: Councillors Conolly, Calvert, Dogramaci, Kotlash, Reardon, Richards, Sheather and Veigel.

Absent: Nil.

The Motion of Dissent was lost.

A PROCEDURAL MOTION was raised by Councillor Veigel.

That the Motion be put.

For the Motion: Councillors Conolly, Dogramaci, Reardon, Richards, Sheather and Veigel.

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

Absent: Nil.

The Motion was carried on the casting vote of the Mayor, Councillor Conolly.

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

That resolution 22 from the Ordinary Meeting of Council on 25 January 2022, being the substantive motion from Item 017, Rural Boundary Clearing Code, be rescinded.

For the Motion: Councillors Calvert, Djuric, Kotlash, Lyons-Buckett, Wheeler and Zamprogno.

Against the Motion: Councillors Conolly, Dogramaci, Reardon, Richards, Sheather and Veigel.

Absent: Nil.

The Motion was lost on the casting vote of the Mayor, Councillor Conolly.

The meeting terminated at 7:07pm.

Submitted to and confirmed at the Ordinary meeting held on 8 March 2022.

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Mayor



Ordinary Meeting

Date of meeting: 22 February 2022
Location: By audio-visual link
Time: 6:30 p.m.

MINUTES

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ORDINARY MEETING

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Minutes of the Ordinary Meeting held by Audio-Visual Link, on 22 February 2022, 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 Barry Calvert, Deputy Mayor and Councillors Shane Djuric, Eddie Dogramaci, Amanda Kotlash, Mary Lyons-Buckett, Jill Reardon, Sarah Richards, Les Sheather, 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 Strategic Planning - Andrew Kearns, Manager Corporate Communications, Events and Services - Suzanne Stuart, Chief Financial Officer - Emma Galea, 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.

The General Manager advised at the Council Meeting on 8 February 2022, Council resolved to approve an application from Councillor Paul Veigel for leave of absence from the Ordinary Meeting of Council on 22 February 2022.

DECLARATIONS OF INTEREST

Councillor Conolly declared an interest on Item 43.

Councillor Richards declared interests on Items 38 and 43.

Councillor Sheather declared an interest on Item 39.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING

Minutes: 22 February 2022

CONDOLENCES

MOTION:

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

Refer to RESOLUTION

38 RESOLUTION:

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

That Council:

1. Recognises the recent passing of Dick Petrikas of Tennyson, variously former Captain and Deputy Captain of the Tennyson RFS.
2. Express its condolences and gratitude for Dick's service, via letter, to the Petrikas family; and
3. Observe one minute's silence in respect of Dick's contribution to our community.

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

Against the Motion: Nil.

Absent: Councillor Veigel.

One minute's silence was observed in memory of Mr Petrikas.

SECTION 1 - Confirmation of Minutes

39 RESOLUTION:

RESOLVED on the motion of Councillor Reardon and seconded by Councillor Zamprogno that the Minutes of the Ordinary Meeting held on the 8 February 2022, be confirmed.

ORDINARY MEETING

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SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 034 CP - Draft Voluntary Planning Agreements for 79 Bells Lane, 95 Bells Lane and 457 Bells Line of Road, Kurmond - (95498, 124414)

Previous Item: 203, Ordinary (26 October 2021)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

40 RESOLUTION:

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

That Council:

1. Note the outcome of public exhibition of the Draft Voluntary Planning Agreements for Lot 38 DP 7565, 79 Bells Lane; Lot 12 DP 711049, 95 Bells Lane and Lot 31 DP 7565, 457 Bells Line of Road, Kurmond.
2. Endorse the Voluntary Planning Agreements associated with Lot 38 DP 7565, 79 Bells Lane; Lot 12 DP 711049, 95 Bells Lane and Lot 31 DP 7565, 457 Bells Line of Road, Kurmond attached as Attachments 1, 2 and 3 respectively.
3. Provide delegation to the Mayor and General Manager to execute the Voluntary Planning Agreements included as Attachments 1, 2 and 3 under the Seal of Council.

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, Djuric, Kotlash, Lyons-Buckett, Reardon, Richards, Sheather, Wheeler and Zamprogno.

Against the Motion: Councillor Dogramaci.

Absent: Councillor Veigel.

ORDINARY MEETING

Minutes: 22 February 2022

GENERAL MANAGER

Item: 035 **GM - 2022 National General Assembly of Local Government - (79351, 80426)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

41 RESOLUTION:

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

That Councillors forward any proposed motions for the 2022 National General Assembly of Local Government to the General Manager by Monday, 28 February 2022 to be included for consideration by Council at the Ordinary meeting on 8 March 2022.

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

Against the Motion: Councillor Dogramaci.

Absent: Councillor Veigel.

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Minutes: 22 February 2022

CITY PLANNING

Item: 036 **CP - Draft Hawkesbury City Council Submission - Infrastructure Contributions Reform - (124414, 95498)**

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

42 RESOLUTION:

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

That Council endorse the draft submission included at Attachment 1 to the report, to the NSW Governments reforms to the infrastructure contributions system.

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

Against the Motion: Councillor Dogramaci.

Absent: Councillor Veigel.

ORDINARY MEETING

Minutes: 22 February 2022

INFRASTRUCTURE SERVICES

Item: 037 **IS - Road Naming Proposal - Vineyard Precinct Stage 1 - (95495, 79346)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

43 RESOLUTION:

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

That Council:

1. In accordance with the requirements of the NSW Roads Act 1993, the road names listed in Attachment 2 to the report related to the Vineyard Precinct Stage 1 in Vineyard and Oakville, be publically advertised for a period of 28 days, seeking comment on the proposed names.
2. At the expiration of the public notification period outlined in Part 1 above, the following action be taken:
 - a) Should any submissions be received regarding the proposed Road Naming Proposal Vineyard Precinct Stage 1, a further report be submitted to Council, or
 - b) Should no submissions be received, Council adopt the Road Naming Proposal as shown in Attachment 2 to this report.

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

Against the Motion: Nil.

Absent: Councillor Veigel.

ORDINARY MEETING

Minutes: 22 February 2022

Item: 038 **IS - Flood Damage Report - Update on Major Road Projects - (95495)**

Previous Item: 181, Ordinary (28 September 2021)
 231, Ordinary (23 November 2021)

Directorate: Infrastructure Services

Councillor Richards declared a less than significant non-pecuniary conflict of interest in this matter as she is a Federal Candidate for Macquarie and Council will be writing to the State Government Agencies and no further action is required.

MOTION:

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

Refer to RESOLUTION

44 RESOLUTION:

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

That Council:

1. Note the Flood Damage Report - Update on Major Road Projects.
2. Endorse the community consultation process outlined in the report.
3. Write to the various funding bodies, to seek an update on the timing of approval and payments of claims lodged by Council in regard to the March 2021 Flood.
4. Receive an update on road infrastructure recovery projects in a form of a report to Council at least every two months.

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

Against the Motion: Councillor Dogramaci.

Absent: Councillor Veigel.

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Minutes: 22 February 2022

Item: 039 **IS - Draft McQuade Park Plan of Management and Masterplan - (95495, 79354)**

Directorate: Infrastructure Services

Councillor Sheather declared a less than significant non-pecuniary conflict of interest in this matter as he is a member of the Windsor RSL Sub-Branch and no further action is required.

Mr John Ross and Mr Geoffrey Brand addressed Council, speaking against the recommendation in the business paper.

MOTION:

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

Refer to RESOLUTION

45 RESOLUTION:

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

That:

1. Council refer the Draft McQuade Park Plan of Management to the Minister responsible for Crown Land for review, after making the following changes:
 - a) The Plan is to be amended to make allowance for a memorial of the type and scale proposed by the Windsor RSL Sub-Branch, to be located as identified in their proposal, at 10m from the western edge of the ornamental pond.
 - b) The conditions listed for the design of any future proposal for a memorial at the location are to be altered to:
 - i Protect local heritage values and vistas.
 - ii Protect the open visual quality and low-key character of the lake-side landscape setting.
 - iii Provide a safe, easily accessible space for large gatherings.
 - iv Consider including gardens/vegetation to soften any harsh edges.
 - v Exclude specific names of veterans.
 - vi Honour veterans from all conflicts, including Indigenous.
 - vii Be publicly exhibited extensively, giving the broader public the opportunity to comment on the proposal. The exhibited plans should be notified to all residents within 400m of the Park, a notice in the local paper and a notice on the land advising of the proposal and exhibition period. The Plans should be exhibited, and comments allowed to be received for a minimum 42 days to be consistent with the requirements for Plans of Management in the Local Government Act.
2. Upon receipt of approval from the Minister responsible for Crown Land, the Draft McQuade Park Plan of Management be placed on public exhibition.
3. The matter be reported back to Council following the public exhibition period.

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

Against the Motion: Nil.

Absent: Councillor Veigel.

SUPPORT SERVICES

Item: 040 **SS - Investment Report - January 2022**

Previous Item: 097, Ordinary (25 May 2021)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

46 RESOLUTION:

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

That the Monthly Investment Report for January 2022 be received and noted.

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

Against the Motion: Nil.

Absent: Councillor Veigel.

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Minutes: 22 February 2022

Item: 041 **SS - December 2021 Quarterly Budget Review Statement - (95496, 96332)**

Previous Item: 118, Ordinary (29 June 2021)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

47 RESOLUTION:

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

That Council:

1. 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. Write to the various funding bodies, to seek an update on the timing of approval and payments of claims lodged by Council in regard to the March 2021 Flood.

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

Against the Motion: Councillor Dogramaci.

Absent: Councillor Veigel.

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SECTION 5 – Notices of Motion

Item: 042 **NM1 - Tree Canopy - (138882, 79351)**

MOTION:

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

Refer to RESOLUTION

48 RESOLUTION:

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

That Council refers to Resolution 404 from the Ordinary Meeting of Council on 12 December 2017, Increased Tree Canopy to the Environment Committee to be actioned.

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

Against the Motion: Nil.

Absent: Councillor Veigel.

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Item: 043 NM2 - Loss of Key Courses at Richmond College of TAFE - (138882, 79351)

Councillor Conolly declared a significant non-pecuniary conflict of interest in this matter as his father is the NSW Parliamentary Secretary to the Minister for Education. He left the meeting and did not take part in voting or discussion on the matter.

Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as she is a Federal Candidate for Macquarie and TAFE receive Federal funding. She left the meeting and did not take part in voting or discussion on the matter.

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

Mr Phillip Chadwick, Ms Lindy Maurice and Ms Stephanie Calabornes addressed Council, speaking for the recommendation in the business paper.

MOTION:

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

Refer to RESOLUTION

49 RESOLUTION:

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

That Council:

1. Contact the Member for Hawkesbury, Ms Robyn Preston, and the Member for Macquarie, Ms Susan Templeman, as well as the Minister for Skills and Training, Alister Henskens, the Shadow Minister for Skills and TAFE, Mr Tim Crakanthorp, Greens Education and TAFE Spokesperson, Mr David Shoebridge, and Shooters, Fishers and Farmers Leader Mr Robert Borsak, outlining Council's concerns with the loss of key courses from Richmond TAFE. These concerns should include the temporary suspension of Cert III Conservation and Land Management due to teacher shortages, the cessation of Equine Studies at the end of 2022, and requests that they each pursue a reversal of these cuts and any further cuts to Richmond TAFE funding and service provision.
2. Include in the above correspondence, the following:
 - a) The potential impacts of the loss of the above courses on the equine industry locally, a key economic driver in the Hawkesbury, worth nearly \$160 million annually and employing approximately 700 people (Hawkesbury Local Strategic Planning Statement, 2021).
 - b) The temporary suspension due to teacher shortages of the Cert III Conservation and Land Management prevents local weed control authority, Hawkesbury River County Council, hiring trainees in 2022, reducing an already limited workforce and removing high quality training opportunities for local young people. The only comparable course is run at Tocal, 3 hours drive from Windsor. Council requests that TAFE takes all necessary steps to ensure continuity of the Cert III Conservation and Land Management in the future.
 - c) Richmond TAFE is an important component of Hawkesbury and Western Sydney's education mix, improving the lives and employment opportunities of people who live, work and study here.

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- d) The addition of a Connected Learning Point at Richmond does not provide the hands-on learning required by practical industries like equine and horticulture. Online and blended delivery models should only be used to enhance the teaching and learning experience and must not come at the cost of losing “hands-on” face-to-face learning options for students, as this will devalue Richmond as a learning centre.
3. Contact WSROC to tell them of the concerns expressed in point 2 and requests their help in lobbying for the retention of funding and courses at Richmond TAFE.
4. Invite the Member of Hawkesbury, Ms Robyn Preston, and the Member for Macquarie Ms Susan Templeman to meet with Councillors.

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

Against the Motion: Councillor Zamprogno.

Absent: Councillors Conolly, Richards and Veigel.

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

ORDINARY MEETING

Minutes: 22 February 2022

Item: 044 **NM3 - Council Consider Using Modular Infrastructure Biological Services Systems - (138881, 79351)**

MOTION:

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

Refer to RESOLUTION

50 RESOLUTION:

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

That:

1. Council notes Section 3.3.1 in our Community Strategic Plan that says:

"Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimization."

2. Council notes that work is underway to develop a Waste Strategy and asks that this Strategy considers the feasibility of using Modular Infrastructure Biological Services (MIBS) systems, (e.g. black fly maggots) to reduce the amount of food waste going to our landfill, reduce carbon emissions and to produce sustainable by-products.
3. Council notes that it will be in a better position to seek grant funding for projects such the use of MIBS systems when contained within a broader endorsed strategy.
4. Council requests that the Environment Committee provide advice to Council on the feasibility of the use of such systems and this advice be provided in consultation with waste experts from other government agencies and industry, WSROC, the hospitality and grocery industries and the like and the broader community.
5. In parallel to relying on grant funding, consideration be given for the funding of implementation of these types of biological systems (possibly in pilot form) in the 2022/2023 Operational Plan, as well as in the long-term planning to address landfill life extension and location shortages.

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

Against the Motion: Nil.

Absent: Councillor Veigel.

ORDINARY MEETING

Minutes: 22 February 2022

Item: 045 **NM4 - Review of Parking Controls in Town Centres - (125612, 79351)**

MOTION:

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

Refer to RESOLUTION

51 RESOLUTION:

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

That Council carry out a review of issues associated with parking controls and availability in our Town Centres (retail precincts) including, but not limited to:

1. Suitability of areas designated for various types of parking (general, loading zones, disabled parking spots).
2. Timed parking zones and adequacy of the time limits imposed.
3. Possibility of the introduction of a permit system for business operators, or provision of additional all day parking.
4. Seek this review to be put in for consideration in the 2022/2023 Operational Plan.

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

Against the Motion: Nil.

Absent: Councillor Veigel.

ORDINARY MEETING

Minutes: 22 February 2022

Item: 046 NM5 - Wastage on Projects and Grants - (155346, 79351)

A MOTION was moved by Councillor Dogramaci.

That Council:

1. Be provided:
 - a) The full expenditure, cost of the transfer of the sewage from the failed pump behind Windsor Toyota to the treatment plant. Including the full payment to the Council contracted companies.
 - b) Full details and the individual companies' details, names, number of trips from the pump station to the treatment plant, full details of the person/s in charge of checking the number of the trips-not limited but; how many trips, how many days and each trip cost to council.
 - c) The investigation - if carried out on the reason/s of this pump's (failure-out of 20 plus perhaps 30) regular maintenance if carried out and Council's actions regarding the preventative maintenance details.
2. Investigate the long term delivery options of wastewater services.
3. Be provided the reasons for donating \$3,000 to Cobargo Wellness Group.

There was no seconder for the motion and the motion lapsed.

Item: 047 NM6 - Pathway Construction - Pitt Town Road - (155346, 79351)

A MOTION was moved by Councillor Dogramaci.

That in relation to the construction of the footpath on Pitt Town Road, Council be provided:

1. Full details of the contractor;
2. Was the contractor paid for this project from Windsor Road to Ivy Avenue, or from Charles Street to Ivy Avenue.

There was no seconder for the motion and the motion lapsed.

ORDINARY MEETING

Minutes: 22 February 2022

QUESTIONS FOR NEXT MEETING

Item: 048

**Response to Councillor Question Taken on Notice at the Council Meeting 8
February 2022 - (79351)**

There was no comment on the response to the Question Taken on Notice at the Council Meeting on 8 February 2022.

ORDINARY MEETING

Minutes: 22 February 2022

CONFIDENTIAL REPORTS

52 RESOLUTION:

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

That:

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

Item: 049 SS - Property Matter - Lease to Urban City Consulting Pty Ltd - Johnson Wing, 4 Christie Street, Windsor - (112106, 95496, 85782)

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

Item: 050 SS - Proposed Road Closure Adjoining 24 Toll House Way, Windsor - (95496, 112106)

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

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.

53 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Wheeler that open meeting be resumed.

ORDINARY MEETING

Minutes: 22 February 2022

Item: 049 **SS - Property Matter - Lease to Urban City Consulting Pty Ltd - Johnson Wing, 4 Christie Street, Windsor - (112106, 95496, 85782)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

54 RESOLUTION:

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

That:

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

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

Against the Motion: Councillor Dogramaci.

Absent: Councillor Veigel.

ORDINARY MEETING

Minutes: 22 February 2022

Item: 050 **SS - Proposed Road Closure Adjoining 24 Toll House Way, Windsor - (95496, 112106)**

Previous Item: 157, Ordinary (10 August 2021)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

55 RESOLUTION:

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

That:

1. Council approve the sale of the road reserve adjoining 24 Toll House Way, Windsor, which comprises an area of 126m², as shown in Attachment 1 to the report, to Joanne Margaret Schembri, in the amount detailed in the report.
2. Authority be given for the sale, and any documentation in association with the matter to be executed under the Seal of Council.

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

Against the Motion: Councillor Dogramaci.

Absent: Councillor Veigel.

The meeting terminated at 10pm.

Submitted to and confirmed at the Ordinary meeting held on 8 March 2022.

.....
Mayor

Ordinary

Section **2**

Mayoral minutes

ORDINARY MEETING
SECTION 2 - Mayoral Minute
Meeting Date: 08 March 2022

SECTION 2 - Mayoral Minutes

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

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

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

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

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

Ordinary

Section 3

Reports
for determination

ORDINARY MEETING

SECTION 3 - Reports for Determination

Meeting Date: 08 March 2022

ORDINARY MEETING
SECTION 3 - Reports for Determination
Meeting Date: 08 March 2022

SECTION 3 - Reports for Determination

GENERAL MANAGER

Item: 051 **GM - 2021/2022 Event Sponsorship - Round 1 - (79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of applications for financial and in-kind assistance under Round 1 of the Events Sponsorship Program for 2021/2022.

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

EXECUTIVE SUMMARY:

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

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

Sponsorship for Round 1 of the 2021/2022 Program was delayed due to COVID-19 restrictions on holding events. Sponsorship was open from 1 November 2021 to 30 November 2021 for events generally proposed to be held between and early 2022 to late 2022. This report lists the applications received under Round 1 of the 2021/2022 Event Sponsorship Program, the outcome of their assessment against the adopted assessment criteria and the proposed level of financial assistance to be provided in respect of each of the successful applications.

There were ten applications received. Eight have met the assessment criteria and two were unsuccessful in their assessment. The recommended allocation for Round 1 of the Event Sponsorship Program is \$35,500.

At a Councillor Briefing Session on 15 February, 2022 it was noted that event organisers who cancelled their 2021 event due to COVID-19 restrictions retain the funding they have been allocated to use for their events in 2022. Of these six events, three proceeded and were held in 2021 and the remaining three events were postponed due to the restrictions and will be held in 2022/2023.

RECOMMENDATION:

That Council:

1. Under the 2021/2022 Event Sponsorship Program, agree to support the following organisations and individuals at the following levels:
 1. Hawkesbury 120 \$3,500
 2. Hawkesbury Canoe Classic \$3,000
 3. Collectors Plan Fair \$5,000
 4. Hawkesbury Home Show \$4,500

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- | | | |
|----|----------------------------|---------|
| 5. | Hawkesbury Show | \$5,000 |
| 6. | Hawkesbury Spotlight | \$5,000 |
| 7. | Music in the Park | \$4,000 |
| 8. | Richmond Good Food Markets | \$5,000 |
-
2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1 to 8 as identified in Table 1 and Attachment 1 of this report.
 3. Require all event organisers to prepare a COVID Safe Plan for sponsored events.
 4. Approve the funds distributed for the 2020/2021 sponsored events that were cancelled due to COVID-19 to be used for their 2022 events.
 5. Advise applicants numbered 9 and 10 as identified in Table 1 that their applications were not successful in accordance with the Event Sponsorship Assessment Criteria Matrix.

BACKGROUND

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

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

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

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

DISCUSSION

The Events Strategy was adopted by Council on 28 August 2018.

The objectives of the Events Strategy are to build:

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

Council has allocated \$65,000 in its 2021/2022 Operational Plan for the Event Sponsorship Program.

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Sponsorship for Round 1 of the 2021/2022 Program was delayed due to COVID-19 restrictions on holding events. Round 1 sponsorship was able to be opened from 1 November 2021 to 30 November 2021 for events generally proposed to be held between early 2022 to late 2022. A second round of Event sponsorship will be opened in mid-2022.

The two rounds of Event Sponsorship mean that the funding is roughly halved over Round 1 and Round 2.

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

2021/2022 Round 1 Applications Summary

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

#	Event Name	Event date/s at time of application	Status due to COVID-19	Submission of an application for event sponsorship 2021/2022	Comment/Recommendation
1	Hawkesbury 120	26/27 March 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.
2	Hawkesbury Canoe Classic	29/30 October 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.
3	Collectors Plant Fair	9/10 April 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.
4	Hawkesbury Home Show	September 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.
5	Hawkesbury Show	May 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.
6	Hawkesbury Spotlight	June 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.
7	Music in the Park	April 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.
8	Richmond Good Food Markets	Each Saturday in 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.
9	Fantasia Showstoppers Musical Theatre Drama	Term 1 and 2 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.
10	HCDC Inc Driven Graded Dressage Qualifier Series	4 June 2022 and 25 August 2022	Proceeding	Yes	Consider application in Event Sponsorship Round 1 2021/2022.

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

There are sufficient funds to cover the total recommended amount of \$35,500 for Round 1 of the 2021/2022 Event Sponsorship Program.

After a review of the Assessment Criteria Matrix, the Round 1 Applications can be described as:

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

Event Strategy Review

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

Overall, the development and implementation of the Event Sponsorship Program has been successful. The message is being shared across the community with around 25 applications for sponsorship each year, and almost the entire annual allocated budget of \$65,000 expended during 2018/2019, 2019/2020 and 2020/2021.

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

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

Council has been undertaking an ongoing review of the success of the Event Sponsorship Program. During the two rounds of sponsorship each year there has been an opportunity for Council to review the success of the Program and make refinements as required. As part of the ongoing review, and in response to feedback, two assessment criteria have been created, one for community events and one for commercial events. All events are now categorised as either a community event or business event and assessed against the relevant criteria. A further change which will be made at the completion of the 2021/2022 sponsorship will be the inclusion of a category for indigenous events.

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COMMUNITY ENGAGEMENT

Whilst the issues raised in this report concern matters that do not require community consultation under Council's Community Engagement Policy, information about Round 1 of the Event Sponsorship Program was:

- Available on Council's website from 1 November 2021 until 30 November 2021 with the Event Strategy and Event Sponsorship Application forms
- Advertised on Hawkesbury Events Facebook page on 1, 9, 15, 23 and 29 November 2021
- Promoted on the Hawkesbury City Council Facebook page on 1, 9, 15, 23 and 29 November 2021
- Emailed to groups and individuals who had previously held events in the Hawkesbury or had had previous discussions with Council about events they would like to hold. An Email sent on 1 November 2021.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Community

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

2.3.1 Encourage and facilitate community partnerships.

Our Community

- 2.3 Community partnerships continue to evolve

2.3.1 Encourage and facilitate community partnerships.

Our Future

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

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

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

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

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

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

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

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

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FINANCIAL IMPACT

The matters raised in this report have direct financial implications. Council has allocated \$65,000 in its 2021/2022 Operational Plan for the Event Sponsorship Program. There are sufficient funds to cover the total recommended amount of \$35,500 for Round 1 of the 2021/2022 Event Sponsorship Program with \$29,500 available for Event Sponsorship in Round 2.

ATTACHMENTS:

- AT - 1** Detailed summary of the applications received and the proposed level of financial assistance to be provided - (*Distributed under separate cover*).
- AT - 2** Assessment Criteria Matrix's for the ten Event Sponsorship Applications under Round 1 Event Sponsorship Program 2021/2022 - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 052 **GM - 2022 National General Assembly of Local Government - Proposed Motions and Attendance - (79351, 80426)**

Previous Item: 35, Ordinary (22 February 2022)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider the submission of motions and the attendance of Councillors at the 2022 National General Assembly of Local Government to be held in Canberra from Sunday, 19 June 2022 to Wednesday, 22 June 2022.

EXECUTIVE SUMMARY:

At its meeting on 22 February 2022, Council deferred consideration of attendance at the 2022 National General Assembly of Local Government and resolved that any proposed Conference motions be submitted to the General Manager by 28 February 2022 and reported to Council.

The deadline for the submission of proposed motions to the Conference is 25 March 2022.

A proposed conference motion has been received dealing with a Federal Disaster Recovery Fund and it is set out in the report for consideration.

RECOMMENDATION:

That:

1. Council consider submitting to the 2022 National General Assembly of Local Government a motion concerning Federal Disaster Recovery Fund as set out in the report.
 2. Consideration be given to the participation of nominated Councillors, and staff as considered appropriate by the General Manager, at the 2021 National General Assembly of Local Government from 19 to 22 June 2022.
 3. After participating in the 2022 National General Assembly, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Assembly relevant to Council business and/or the local community.
-

BACKGROUND

Consideration is required regarding attendance at the 2022 National General Assembly of Local Government which will be held in Canberra from 19 June to 22 June 2022.

Convened annually by the Australian Local Government Association, the National General Assembly (NGA) of Local Government is the peak annual event for Local Government.

This event provides a unique opportunity for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of our councils and our communities.

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At its meeting on 22 February 2022, Council resolved that:

"That Councillors forward any proposed motions for the 2022 National General Assembly of Local Government to the General Manager by Monday, 28 February 2022 to be included for consideration by Council at the Ordinary meeting on 8 March 2022."

Attendance

At its meeting on 22 February 2022 the report received by Council on this matter included the details for attendance at the Conference by Councillors, however Council did not resolve the issue of attendance pending this further report including any proposed conference motions.

There are two options for attendance at the National General Assembly, with approximate costings per delegate:

- Personal attendance at a cost of \$989 plus travel and accommodation expenses
- Virtual attendance at a cost of \$689.

There is also the option to participate in a specialised forum on regional issues at a cost of \$425 per delegate or \$225 per delegate if the delegate is also attending the National General Assembly.

DISCUSSION

Consideration should be given to the relevance of the National General Assembly to Council's business and available budget to cover costs of attendance.

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

As set out in Attachment 1 to this report, the proposed motions received by Councillors for the National General Assembly, contain sufficient background information to enable delegates, including those with no knowledge of the issue, to consider the issue.

Conference Motions

The Australian Local Government Association has called for motions to be considered at the National General Assembly and have asked councils to submit any motions by Friday, 25 March 2022.

Motions are to have a clear national objective, a summary of the key arguments in support of the motion as well as the endorsement of Council. Attached as Attachment 1 to this report is the Australian Local Government Association's Call for Motions Discussion paper for the Assembly. This document is also available by accessing the following link <https://alga.com.au/app/uploads/Discussion-Paper-2022.pdf>

The theme of the Conference is "*Partners in Progress*". The Discussion Paper contains information about the process for submission and consideration of proposed Conference motions, and the criteria for motions.

The Discussion Paper refers to the Conference theme and the aim of the Conference to "*focus on how partnerships, particularly between the Australian Government and Local Governments, can tackle immediate challenges facing communities as well as confidently facing the future.*"

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The Discussion Paper encourages councils, when submitting motions, to focus on how partnership can address national issues at the local level and new ways the Australian Government could partner to strengthen the local government sector. It also contains a series of questions under the following key focus areas:

- The Immediate Recovery Challenges (relating to the COVID-19 Pandemic)
- Jobs
- Building Back Better Businesses
- Opening Australia's Borders
- Workforce Shortages and Re-engineering Work
- Climate Change
- Natural Disasters
- Environment
- The Circular Economy
- Affordable Housing

To be eligible for inclusion in the National General Assembly Business Papers, and subsequent debate on the floor of the Assembly, motions must meet the following criteria set out in the Discussion Paper:

1. *Be relevant to the work of Local Government Nationally*
2. *Not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference*
3. *Be consistent with the themes of the National General Assembly*
4. *Complement or build on the policy objectives of your state and territory local government association*
5. *Be submitted by a council which is a financial member of their state or territory local government association*
6. *Propose a clear action and outcome i.e. call on the Australian Government to do something*
7. *Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.*

A proposed Conference motion has been received dealing with a Federal Disaster Recovery Fund, as follows:

That the ALGA calls on the Federal Government establish a Disaster Recovery Fund that can be immediately accessed by councils in the event of a natural disaster. The fund would be available to councils to undertake immediate emergency works, essential public asset reconstruction works and immediate clean up where applicable.

Background information:

The Hawkesbury local government area experienced a significant flood in March 2021. The flood resulted in significant damage to various road assets.

Following the flood in March 2021, Council was required to undertake emergency and immediate works and clean-up works, as well as other major and more complex reconstruction works to Council roads. Council is expected to expend in the vicinity of \$42million on these works, which Council is required to forward fund. The forward funding of these works causes significant pressure on Council's cash flows. This is particularly relevant to small metropolitan councils and regional councils. Whilst the majority of the works will be able to be claimed through State Government processes, Council has been experiencing delays in these claims being paid.

The establishment of a Disaster Recovery Fund would enable councils that experience a natural disaster like the March 2021 flood, to have access to funds prior to undertaking the necessary works to restore public assets. Access to assistance with project management is also critical, as Councils annual capital works program is unable to be delivered which efforts are dedicated to reconstruction

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works. This would enable repair works to be undertaken in a reasonable timeframe, minimising the impact of the disaster on the community. Such funding would also enable councils to continue to deliver other essential works and services as Council funds would not be redirected to restoring flood damage assets and undertaking other clean up and emergency works.

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.
 - 1.1.1 Council's elected leaders will actively connect and collaborate with 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. The expenditure applicable is provided for in the adopted 2021/2022 Operational Plan.

Cost of participation in the National General Assembly will be approximately per delegate, \$989 for personal attendance plus accommodation and expenses and \$689 for virtual attendance.

Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2020/2021	\$30,000
Expenditure to date	\$9,613
Outstanding Commitments	Nil
Budget balance as at 15 February 2022	\$20,387

Expenses for attendance at conferences, and related travel expenses are provided for in Council's Payment of Expenses and Provision of Facilities to Councillors Policy.

ATTACHMENTS:

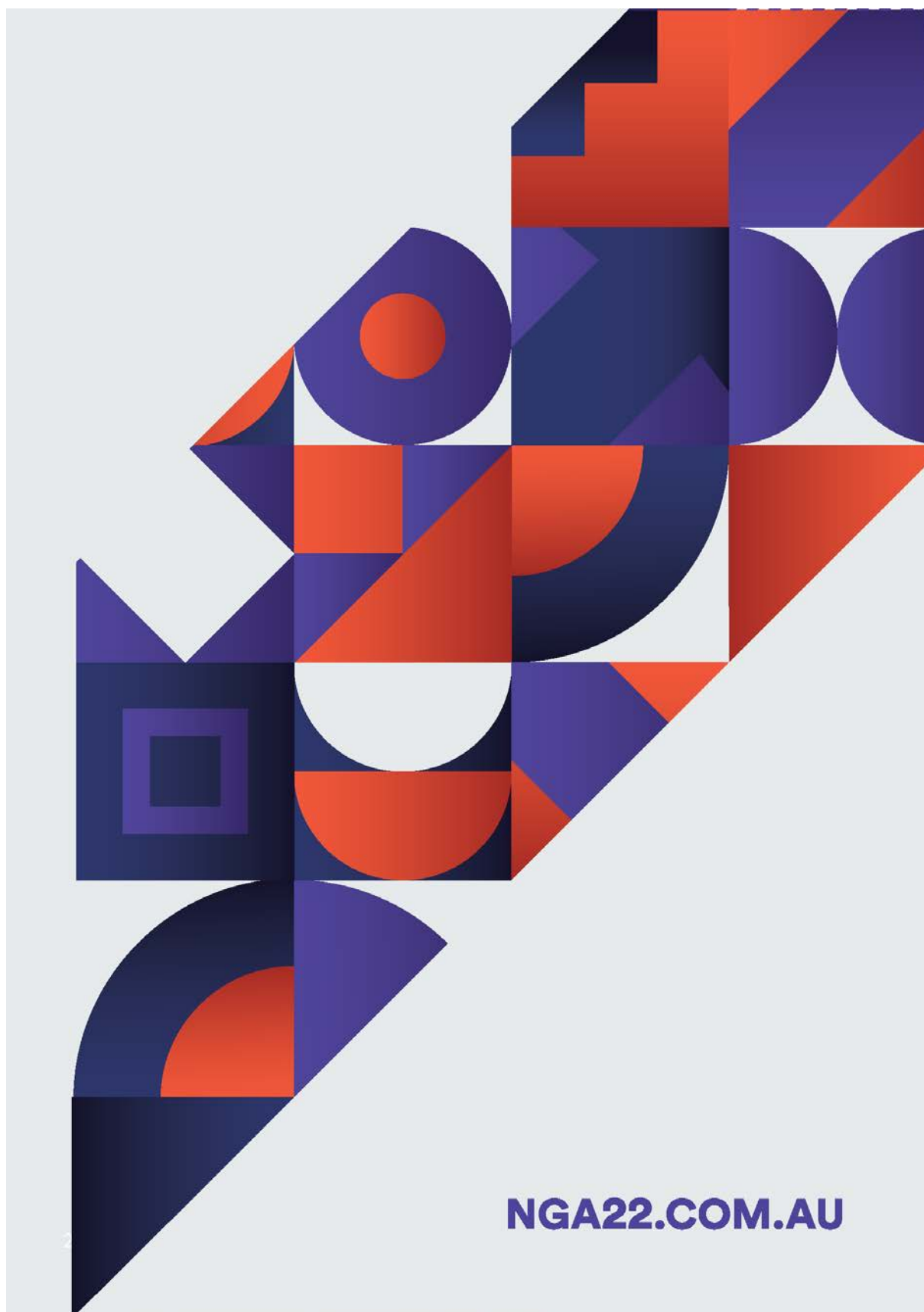
- AT - 1** Australian Local Government Association - Call for Motions Discussion Paper.

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AT - 1 Australian Local Government Association - Call for Motions Discussion Paper



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SUBMITTING MOTIONS

This discussion paper is a call for councils to submit motions for debate at the 2022 National General Assembly (NGA) to be held in Canberra 19 – 22 June 2022.

It has been prepared to assist you and your council in developing your motions. You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s can address one or more of the issues identified in the discussion paper.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au and received no later than 11:59pm AEST on Friday 25 March 2022.

The theme of the 2022 NGA is – Partners in Progress.

The NGA aims to focus on how partnerships, particularly between the Australian Government and Local Governments, can tackle immediate challenges facing communities as well as confidently facing the future.

In submitting your council's motion/s you are encouraged to focus on how partnership can address national issues at the local level, and new ways the Australia Government could partner to strengthen the local government sector to advance community well-being, local economic development, create jobs, address environmental challenges, climate change and complex social issues such as housing affordability.

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda and promote new ways of strengthening the local government sector and our communities.

Note: If your council does submit a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2022 NGA.



To submit your motion go to:
alga.asn.au/



KEY DATES

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association
6. propose a clear action and outcome i.e. call on the Australian Government to do something; and
7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs.

Motions should commence as follows - *This National General Assembly calls on the Australian Government to*

Example

This National General Assembly calls on the Australian Government to restore Local Government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.

OTHER THINGS TO CONSIDER

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the issue. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note that motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and relatively simple. Complex motions with multiple dot point can be difficult to implement and to advance.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received no later than 11:59pm AEST on Friday 25 March 2022.



Introduction

As Australia emerges from the crisis management phase of the COVID-19 global pandemic, attention now turns to rebuilding and to the future.

By the time of the NGA in June 2022, the next federal government and 47th Parliament of Australia, will almost certainly have been elected.

Prior to the election the major political parties will have campaigned on priorities and made numerous policy and programs commitments that will help shape our nation's future.

Invariably, in government, these policies and programs will need to be refined, developed and implemented. Almost certainly they will need to be adapted to meet changing circumstances, emerging issues and local and regional needs.

We know from previous elections that governments will not be able to achieve their policy agenda alone. They need reliable partners committed to playing their part in taking the nation forward, working together on mutual goals and advancing national prosperity for all.

During the election campaign, ALGA will be working extensively with state and territory local government association members, and many of you, to advance the national priorities highlighted in the Federal Election manifesto 'Don't' Leave Local Communities Behind'.

These priorities were significantly influenced by many of the resolutions of past NGAs.

Whether the Coalition Government is returned or a new Government formed, the 2022 NGA provides the first major opportunity to engage with relevant portfolio Ministers and key members of the new Government.

Most importantly, it provides you - the elected representatives of Australia's local councils and communities - with the opportunity to reaffirm our national priorities and to place new ideas on the national policy agenda.

The Immediate Recovery Challenges

Government at all levels have collaborated to avert the worst possible health and economic outcomes of the COVID-19 pandemic across Australia.

By November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold.

Every community was affected, some more than others, and local government has been at the forefront of developing local solutions to local challenges.

Given the economic and social impacts of the COVID pandemic on communities over the past 2 years, are there issues that need to be addressed by a new partnership between the Commonwealth Government and local governments?

Given the impacts of the COVID pandemic on your council and other councils around the country, are there issues that a partnership between the Commonwealth Government and local government should address?

Jobs

In September 2021 the national, seasonally adjusted unemployment rate, was 5.2% (ABS). The underemployment rate was 9.5% with monthly hours worked decreasing by 1 million hours. Roy Morgan's survey work suggests Australian unemployment (unadjusted) was 9.2% in October with underemployment at 8.6%.

National statistics however mask variations at the state, regional and local level. State and Territory unemployment ranged from 3.9% in Western Australia and the Northern Territory, 5.1% in Queensland and Tasmania, 5.3% in South Australia, NSW 5.4%, Victoria 5.6% and the Australian Capital Territory 6.6%. Similarly, regional and local community unemployment vary from the national average reflecting local circumstances and the different impact of the COVID-19 pandemic, lockdowns and their flow-on effects have on the local economy. Youth unemployment and Aboriginal and Torres Strait Islander unemployment is also consistently higher.

As an employer of staff and of contractors, as well as a facilitator of local economic development, local government can play a key role in addressing unemployment and underemployment.

In keeping with the ALGA Federal election manifesto, 'Don't Leave Local Communities Behind' local solutions are required for local circumstances.

What new partnership program could the Australian Government develop to take advantage of local government's knowledge of the local economy, geographic spread across the country and its ability to create jobs?

As an employer, what are the pre-requisites for councils to create more good quality, secure local jobs that build community capacity and address local workforce skills shortages?



Building Back Better Businesses

The economic shock of the past 2 years has caused unprecedented disruption to local businesses and communities. While many businesses have adapted to difficult circumstances, some have not survived. The current vacant shop fronts and offices of the streetscapes in our cities and towns is evidence of the challenges that our local businesses, local industry and communities have faced.

The capacity of the private sector, and small business in particular, to bounce back is untested.

What new partnership programs could the Australian Government introduce to take advantage of local government's role in economic development, including to support local businesses?

Opening Australia's Borders

As previously mentioned, by November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold. At this point, under the National Plan to Transition Australian National COVID-19 Response, governments were committed to introducing new measures such as opening international borders, minimising cases in the community without ongoing restrictions or lockdowns, Covid vaccination boosters encouraged and provided as necessary, and allowing uncapped inbound arrivals for all vaccinated persons, without quarantine.

As Australia opens-up its international borders economic recovery is expected to accelerate. The return of expats, international students, overseas migration and international tourism will increase population, supply of labour and demand for goods and services including for accommodation.

In the first instance, economic activity can be expected to return to pre-Covid levels. Over time, with appropriate support, it will grow.

The closure of borders and particularly international borders affected many parts of the tourism industry and the economies of many local communities. While domestic visitors helped fill a gap, recovery of many parts of the industry and the economy of communities that depend heavily on tourism will depend on the return of international travel.

To do this Australia must position itself to compete in international markets. This comes through offering high quality destinations, services and experiences that highlight the quality and value available in Australia. In addition to delivering a better visitor experience, this should also increase productivity, efficiency and innovation.

In the short term, what new partnership programs could the Australian Government introduce to assist local government meet the return of international students and stronger migration now and into the future?

What new programs could the Australian Government develop to partner with local government to facilitate tourism and the traveller economy?



Workforce Shortages and Re-engineering Work

In November 2021 business representatives report significant labour shortages particularly in the agriculture and hospitality sectors. The lack of backpackers, overseas students and migrant workers, combined with people not wanting to return to the workforce, are just some of the reasons attributed to these shortages.

While opening borders may increase the supply of labour, some argue that there is a more fundamental change in Australia's workforce and workplaces.

Although not reported in Australia yet, in the United States the post Covid workforce has been associated with what some have called the 'Great Resignation' as employees have adjusted their expectations, work life balance and priorities and simply not returned to their old jobs.

Many workers have been required to work from home for extended periods during the pandemic, including working remotely and now look for greater flexibility in their work. Technology and automation are transforming work and the workplace.

Many are prepared to change jobs to maximise this flexibility and the benefits derived from it. Traditionally this has led to wage pressure but coupled with demand for greater workplace flexibility employers need to be innovative to attract and retain employees. As an employer, councils are not immune and will also need to develop these strategies.

What new programs could the Australian Government develop to partner with local government to help support an influx of skilled migrants?

What new programs could the Australian Government develop to partner with local government to help councils attract and retain appropriately trained workers and employees?



Climate change

The United Nations Conference (COP) of Parties 26 held in Glasgow 2021 focused global attention on climate change and global and national efforts to achieve net zero emissions by 2050 and limit global warming to 1.5 degrees.

For decades local governments have played an important leadership role in addressing climate change. Councils have supported the adoption of a wide range of community-based programs and initiatives to lower the carbon footprint of local communities. As a sector, local government has led the debate for lowering carbon emissions, sourcing renewable energy, responded creatively to reduce greenhouse gas emissions from landfills, facilitated the construction of green buildings and water sensitive design of cities and towns.

Pragmatically, local government has been at the forefront to address the impacts of climate change and adaptation to climate change. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

*How do we work together to ensure that there is local adaptation to climate change and climate extremes?
What partnerships are available to achieve climate neutrality?*



Natural Disasters

With the high-risk weather season commencing, many councils will be engaging with their communities about disaster preparedness, resilience and recovery. Not only have we experienced one of Australia's worst bushfire seasons in 2019-20, but some councils also had to deal with multiple disaster events within a 12 month period. Some councils have had to deal with bushfires, followed by storms, flooding, hailstorms, more flooding and COVID-19. These multiple disasters have had a devastating effect on many councils' financial sustainability and their ability to fund mitigation measures for the upcoming high risk weather season. Smaller rural and regional councils are further financially challenged and require help with preparedness and mitigation, as they currently have zero capacity to fund major mitigation projects.

The Royal Commission into National Natural Disaster Arrangements recognised that councils need help. It concluded that without assistance many local governments cannot undertake the roles and responsibilities allocated to them by their State/ Territory Governments.

What new programs could the Australian Government develop to partner with local government to help to address natural disasters to assist in recovery and build resilience?



Environment

Local government plays a critical role in environmental management including environment protection.

"Australia's Strategy for Nature 2019 – 2030" recognises that we all have a role in securing nature as the foundation of our existence. It is an overarching framework for all national, state and territory and local strategies, legislation, policies and actions that target nature. It has 3 goals:

1. Connecting all Australians with nature:
2. Care for nature in all its diversity, and
3. Share and Build knowledge.

To achieve these goals there are a variety of options for joint action to reduce threats and their impacts include ensuring the design and management of the protected area network considers and accommodates future threat scenarios and establishes robust mechanisms to respond effectively to new and emerging threats. The strategy suggests there are opportunities to '... improve planning, regulation, environmental impact assessment and approvals processes. In addition, threat abatement activities could include targeted pest management, ecosystem restoration (integrated fire management, revegetation), pollution control, greenhouse gas emissions management and climate change adaptation'.

How could the Australian Government partner with local government to help support the implementation of the Australian Strategy for Nature 2019 – 2030 and take advantage of local knowledge?

What new programs could the Australian Government develop to partner with local government to help to reduce threats and risks to nature and build resilience?



The Circular Economy

The 2019 National Waste Policy Action Plan applies principles of a circular economy to waste management to support better and repeated use of our resources. The circular economy principles for waste are:

1. Avoid waste
2. Improve resource recovery
3. Increase use of recycled material and build demand and markets for recycled products
4. Better manage material flows to benefit human health, the environment and the economy
5. Improve information to support innovation, guide investment and enable informed consumer decisions.

Councils play a major role in the management of household and domestic waste. Therefore, local government has a critical role to play in further developing the circular economy.

How could the Australian Government partner with local government to advance the circular economy?

What new programs could the Australian Government partner with local government to progress these objectives?

ORDINARY MEETING
SECTION 3 - Reports for Determination
Meeting Date: 08 March 2022

Item: 053 **GM - Ordinary Council Meetings - (79351)**

Previous Item: 204, Ordinary (26 October 2021)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to provide information to assist Council in resolving to set the frequency, time, date and place of its ordinary meetings for April to December 2022.

EXECUTIVE SUMMARY:

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

Council is required to schedule its ordinary meetings in accordance with Council's Code of Meeting Practice, adopted at its Ordinary Meeting on 23 February 2021.

At its meeting on 26 October 2021 Council resolved to fix its Ordinary Meetings for January, February and March 2022.

Council is required to adopt a Code of Meeting Practice within 12 months of the declaration of the ordinary election.

At its meeting on 25 January 2022 Council resolved to place a Draft Code of Meeting Practice on public exhibition in accordance with the requirements of the the Act.

Due to the requirements for public exhibition, the Draft Code of Meeting Practice will not be reported back to Council until 29 March 2022. As the Code of Meeting Practice does not need to be amended for Council to set the frequency, time, date and place of ordinary meetings, it is suggested that meeting dates be set for the remainder of the year before the Code of Meeting Practice is adopted.

RECOMMENDATION:

That:

1. Council set dates for the holding of ordinary meetings of Council for the months of April to December 2022, and consider draft schedules of meetings contained in Attachment 1 and Attachment 2 to the report.
 2. The set ordinary meetings for the months of April to December 2022 commence at 6.30pm and take place in the Council Chambers, or by audio-visual link to the extent permitted by law.
-

BACKGROUND

Code of Meeting Practice

Council's Code of Meeting Practice contains the rules for the conduct of meetings of Council and Council Committees the members of which are all Councillors. It is based on the Model Code of Meeting Practice

ORDINARY MEETING
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(Model Code) prescribed under the Local Government (General) Regulation 2021 to provide a uniform set of rules to help ensure accessible, orderly, effective and efficient meetings.
Council's Code of Meeting Practice provides as follows in regard to the timing of ordinary council meetings:

- "3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.*
- 3.2 In addition to the meeting cycle adopted, the council may resolve to hold additional meetings as considered necessary.*
- 3.3 Additional meetings of the council convened by resolution of the council are subject to the three days' notice rule and must also be advertised in accordance with clause 3.9 of this Code of Meeting Practice.*
- 3.4 Generally, the council will recess during school holiday periods.*
- 3.5 Council meetings will generally commence at 6:30pm, but this commencement time may vary for particular meetings if the council resolves.*
- 3.6 Public notice will be given as to the time of the meeting. However, the meeting schedule may be amended by the mayor, general manager, or resolution of Council if circumstances necessitate. Such circumstances would include public holidays, the Local Government Conference, or decisions to revise meeting times, etc. Public notification must be given prior to altering the meeting schedule, time or venue."*

Prior to 2020, the Code of Meeting Practice required Council to meet on the second and last Tuesday of each month except for January and December. When the Code of Meeting Practice changed in 2020 to require Council to set the frequency, time, date and place of its ordinary meetings, Council continued the practice of meeting on the second and last Tuesday of each month except January and December.

Council at its meeting on 26 October 2021 set the schedule of meetings for January to March 2022.

While it was originally intended that the adoption of the Code of Meeting Practice and the setting of the dates for Council meetings for April to December 2022 be done at the same time, for practical reasons it is suggested the remaining dates for 2022 be fixed now as outlined in this report, and the Code of Meeting Practice be adopted separately.

Relevant Legislation

- The Local Government Act 1993
- The Local Government (General) Regulation 2021

DISCUSSION

Schedule of Council Meetings for 2022 – January to 31 March 2022

The schedule of Council Meetings for 2021 contained meetings on the second and last Tuesday of every month, (except for January and December) with allowance made for Council's legislative reporting requirements. For example, Council Meetings were moved in April and June to provide adequate time to report on the 2021/2022 Operational Plan.

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At its meeting on 26 October 2021 Council resolved as follows:

"That:

1. *Council set dates for the holding of ordinary meetings of Council for the months of January, February and March 2022, as contained in Attachment 1 to this report.*
2. *The set ordinary meetings for the months of January, February and March 2022 commence at 6.30pm and take place in the Council Chambers, or by audio-visual link to the extent permitted by law.*
3. *A further report be submitted to Council in January 2022 regarding a review of Council's Code of Meeting Practice."*

Attachment 1 to the report of 26 October 2021 was as follows:

COUNCIL MEETING DATES 2022

JANUARY

Tuesday,	11	Ordinary	<i>Proposed subject to declaration of poll of local government election held on 4 December 2022 Election of Mayor, Deputy Mayor</i>
Tuesday	25	Ordinary	

FEBRUARY

Tuesday	8	Ordinary
Tuesday	22	Ordinary

MARCH

Tuesday	8	Ordinary
Tuesday	29	Ordinary

Council is now required to set the frequency, time, date and place of Council meetings for the period April to December 2022.

It is open to Council to set a different frequency of meetings, provided it complies with the legislative requirement to meet at least ten (10) times per year, each time in a different month, and Council's legislative reporting requirements are able to be met.

The Code of Meeting Practice allows for additional meetings to be convened by resolution. There are no proposed changes to those provisions Draft Code of Meeting Practice currently on public exhibition.

The following two options have been developed for proposed Council Meetings for April to December 2022, taking into account the matters discussed below:

Options for Council Meetings 2022

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

- 2022/2023 Operational Plan and Budget
- Quarterly Budget Reviews
- Annual Report including Audited Financial Statements

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However there is an occasion within the schedules where the meeting will not take place on the second Tuesday of the month due to the need to take into account the legislative requirements referred to above, and the flow on effect for the proximity of meetings.

For example, 8 November 2022 is the second Tuesday of the month, but Council would need to meet on 15 November 2022 to receive a report on the 2022/2023 Annual Report including Audited Financial Statements to allow sufficient time to submit to the Office of Local Government by 30 November 2022.

Option 1 - Second and last Tuesday of every month

The schedule of meetings referred to in Attachment 1 to this report reflects "business as usual" meetings on the second Tuesday of every month and on the last Tuesday of every month (except December), a total of 17 meetings.

Option 2 - One meeting a month - Second Tuesday of the month

The schedule of meetings referred to in Attachment 2 to this report reflects "one meeting a month" meetings on the second Tuesday of every month, a total of nine meetings between April and December 2022.

It is recommended that Council consider a shift to a monthly meeting cycle for Ordinary Council meetings.

Council's current fortnightly meeting cycle places a considerable administrative burden on the Executive Team and governance staff with very tight deadlines between meetings. The current fortnightly meeting cycle provides very little time to action items from one meeting before reports are due for the next meeting. A shift to monthly meetings would allow greater opportunity for staff to brief Councillors through workshops on matters of strategic importance and community interest.

Analysis has also indicated that considerable efficiencies would also be obtained by holding monthly meetings. Excluding the preparation of reports and the Council meeting itself, an average of 56 staff hours (including the Executive and governance staff) are expended each meeting in the preparation and editing of the Business Paper, the pre-meeting administration; and the preparation, finalising and publishing the meeting minutes. This equates to approximately \$7,600 in staff time per meeting, or \$76,000 per annum that would be saved by a monthly meeting cycle.

For comparison purposes, only four (including Hawkesbury) of the 32 metropolitan councils hold Ordinary Meetings fortnightly.

Councils holding monthly Ordinary Meetings

City of Sydney, Northern Beaches, Bayside, Georges River, Canterbury-Bankstown, Inner West, Penrith, Campbelltown, Liverpool, Sutherland Shire, Blacktown, Blue Mountains, Ku-ring-gai, Fairfield, Camden, Hornsby, Wollondilly, Ryde, Willoughby, Lane Cove, North Sydney, Mosman, Woollahra, Waverley, Randwick, Burwood, Strathfield, Canada Bay, Hunters Hill.

Councils holding fortnightly Ordinary Meetings

Hawkesbury, The Hills, Parramatta, Cumberland.

These options are provided for Council's consideration, although it is open to Council to resolve to meet other than in accordance with the two options provided.

COMMUNITY ENGAGEMENT

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

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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

- 1.1 Local leadership and effective governance - Provide representative, responsive and accountable governance

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

FINANCIAL IMPACT

There are no financial implications for the proposal in this report.

ATTACHMENTS:

- AT - 1** Draft Schedule of Council Meetings April to December 2022 - Option 1 - Second and last Tuesday of every month.
- AT - 2** Draft Schedule of Council Meetings April to December 2022 - Option 2 - One meeting a month - Second Tuesday of every month.

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AT - 1 Draft Schedule of Council Meetings April to December 2022 - Option 1 - Second and last Tuesday each month

APRIL

Tuesday	12	Ordinary	<i>Draft Operational Plan - Exhibition</i>
Tuesday	26	Ordinary	

MAY

Tuesday	10	Ordinary	
Tuesday	31	Ordinary	

JUNE

Tuesday	14	Ordinary	<i>Draft Operation Plan - Adoption</i>
Tuesday	28	Ordinary	

JULY

Tuesday	12	Ordinary	
Tuesday	26	Ordinary	

AUGUST

Tuesday	9	Ordinary	
Tuesday	30	Ordinary	

SEPTEMBER

Tuesday	13	Ordinary	
Tuesday	27	Ordinary	

OCTOBER

Tuesday	11	Ordinary	
Tuesday	25	Ordinary	

NOVEMBER

Tuesday	15	Ordinary	Annual Report and Audited Financial Statements
Tuesday	29	Ordinary	

DECEMBER

Tuesday	13	Ordinary	
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ORDINARY MEETING
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AT - 2 Draft Schedule of Council Meetings April to December 2022 - Option 2 - One meeting a month - Second Tuesday of every month

APRIL

Tuesday	12	Ordinary	<i>Draft Operational Plan - Exhibition</i>
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MAY

Tuesday	10	Ordinary	
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JUNE

Tuesday	14	Ordinary	<i>Draft Operation Plan - Adoption</i>
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JULY

Tuesday	12	Ordinary	
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AUGUST

Tuesday	9	Ordinary	
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SEPTEMBER

Tuesday	13	Ordinary	
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OCTOBER

Tuesday	11	Ordinary	
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NOVEMBER

Tuesday	15	Ordinary	Annual Report and Audited Financial Statements
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DECEMBER

Tuesday	13	Ordinary	
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oooO END OF REPORT Oooo

ORDINARY MEETING
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CITY PLANNING

Item: 054 **CP - Progress Report on the 2021/2022 Operational Plan for Period 1 July to 31 December 2021 - (95498)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council of progress in implementing Council's 2021/2022 Operational Plan for the period 1 July 2021 to 31 December 2021.

EXECUTIVE SUMMARY:

Local councils in NSW are required to undertake their planning and reporting activities in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2021. The Progress Report provides Council's six monthly update on the organisation's progress and performance in delivering actions outlined in Council's 2021/2022 Operational Plan.

RECOMMENDATION:

That Council receive and note the Six-Month Progress Update on the 2021/2022 Operational Plan.

BACKGROUND

The Operational Plan is a key plan for the Hawkesbury. It translates Council's priorities and services set out in 'The Hawkesbury 2036: It's Our Future' Community Strategic Plan and four-year Delivery Program, into measurable actions for the full financial year.

This report has been prepared in accordance with the Office of Local Government's Integrated Planning and Reporting Framework. It provides Council's six monthly update on the organisation's progress and performance during the period 1 July 2021 to 31 December 2021 in delivering actions outlined in Council's 2021/2022 Operational Plan.

The progress report provides a snapshot of achievements under the five focus areas set out in the Community Strategic Plan:

- Our Leadership
- Our Community
- Our Environment
- Our Assets
- Our Future

The snapshot is followed by detailed updates on key programs the organisation is progressing in line with the 2021/2022 Operational Plan.

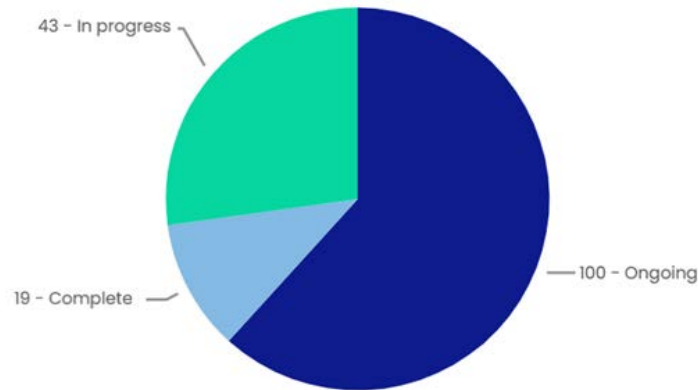
Relevant Legislation

- The Local Government Act 1993
- The Local Government (General) Regulation 2021

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DISCUSSION

The attached progress report provides details of Council's progress in achieving the 162 actions listed in Council's 2021/2022 Operational Plan for the period 1 July 2021 to 31 December 2021. The below chart shows a high level status report of the 162 actions listed in the plan. It is important to note that this report does not contain an update on every service and activity provided by Council.



COMMUNITY ENGAGEMENT

This report does not require community consultation.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Future

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

5.1.1 Council's planning is integrated and long term.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

- AT - 1** Progress Report on the 2021/2022 Operational Plan for period 1 July 2021 to 31 December 2021
- *(Distributed under separate cover).*

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 - Reports for Determination
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INFRASTRUCTURE SERVICES

Item: 055 **IS - Heavy Vehicle Movement Increase in the Hawkesbury Local Government Area - (95495, 79346)**

Previous Item: 038, Ordinary (27 February 2018)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide a response to the issues raised relating to heavy vehicle movements in the Hawkesbury Local Government Area (LGA).

EXECUTIVE SUMMARY:

The movement of heavy vehicles within the Hawkesbury LGA is in keeping with the overall area and its aspect.

Many properties across the LGA require services provided by heavy vehicles. These heavy vehicles can range from rigid trucks, truck and dog combinations and semi-trailers (largely classified as general access vehicles) and in some instances B-Doubles and other truck and dog configurations (largely classified as restricted access vehicles). The services provided include the delivery of potable water to fill water tanks, removal of Sullage from septic tanks, movement of building products, movement of agricultural products and raw construction materials and general truck movements.

The proportion of Heavy Vehicles overall along Hawkesbury Roads is in keeping with the road environment, land use and general trends for the area.

RECOMMENDATION:

The information as contained in this report regarding heavy vehicles in the Hawkesbury Local Government Area be received and noted.

BACKGROUND

This report responds to Council's resolution of 27 February 2018 relating to Heavy Vehicle Movement Increase in the Hawkesbury LGA:

- "1. Subsequent to receipt of the soon to be received traffic study, council officers investigate the potential costs associated with road maintenance for local roads being used as thoroughfares, particularly for heavy vehicles.*
- 2. Upon completion of their investigations, Council Officers report their findings to the Infrastructure Committee."*

The catalyst for this were representations from residents regarding a progressive increase, perception or otherwise, in the number of heavy vehicle movements across Council's local road network and whether heavy vehicles were using alternate routes to the main roads. The concerns revolved around:

- Size and length of trucks
- Frequency of truck movements
- Noise associated with the truck movements including exhaust breaking
- Impacts of the heavy vehicles on the road network's condition, and

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- The cost of maintaining Council's road network.

DISCUSSION

Context

The Hawkesbury LGA consists of residents living in urban and rural communities spread across an area of approximately 2,800 square kilometers, with a road network of over 1,000 kilometers, making it the largest local government area in metropolitan NSW.

The region has a long agricultural history and the area currently leads production in vegetables, cultivated turf, poultry, meat and eggs. The agricultural sector is heavily reliant on the movement of trucks within the LGA.

In addition to the agriculture sector, many properties across the LGA require services reliant on truck movements. These heavy vehicles can range from rigid trucks, truck and dog combinations and semi-trailers (largely classified as general access vehicles) and in some instances B-Doubles and other truck and dog configurations (largely classified as restricted access vehicles). The function of the trucks can range from general pickup and deliveries, vehicles passing through or vehicles being housed within the Hawkesbury itself. A heavy vehicle is defined as a motor vehicle or trailer that has a Gross Vehicle Mass (GVM) of more than 4.5 tonnes.

The urban and rural communities are reliant on environment health services such as potable drinking water, a sewage system and garbage services. Most urban areas within the Hawkesbury LGA have this infrastructure in place. The rural areas rely on the delivery of potable water to fill onsite water tanks and the removal of sillage from septic tanks. The rural areas are reliant on the movement of trucks to provide these services. In addition to this, truck movements are also required to provide garbage services to both urban and rural communities to ensure quality public health living.

The Hawkesbury Traffic Study undertaken recently looked at the movement of traffic across the LGA from a strategic point of view. This included traffic data at specific locations. This did not however track journey trips such as the origin and destination of vehicles and in particular heavy vehicles.

The Study did provide an overview of the movement of heavy vehicles across the network based on the data captured to input into the Traffic Model. The Traffic Study identified that the movement of vehicles across the Hawkesbury was along its State Road network with a contributing factor being the limited river crossing points. There is some cross regional traffic through areas such as Blaxlands Ridge, Kurmond, Scheyville and Yarramundi with some of these roads being Regional Roads. The distribution of Heavy vehicles and the ratio of Heavy Vehicles to Light Vehicles varied across the whole network.

Two key localities along the state road network were at Bridge Street in Windsor and Bells Line of Road in North Richmond. At these localities Heavy Vehicles accounted for 10.6% and 5.5% of all traffic movements, respectively. This variation observed is consistent across the LGA and in keeping with the expected ratios for an area which has diverse land use.

Heavy Vehicle Regulation

The heavy vehicle fleet can be broadly categorised into two classifications: general access vehicles (rigid trucks, specific truck and trailer configurations and 19m articulated vehicles or semi-trailers) and restricted access vehicles (B-doubles, unorthodox truck and trailer configurations and other high productivity vehicles).

The former are legally permitted to travel across the road network (restricted only by signage such as weight limited roads or bridges), while the latter are limited to the restricted access vehicle network, a network of roads approved for specific restricted access vehicles. There are also various permit schemes that operate in various parts of the State.

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Of increasing popularity with both regulators and the industry are performance based specification vehicles (PBS vehicles), which are heavy vehicles that sit outside of the prescribed specification for heavy vehicles, but which meet 11 performance criteria. There is a growing push to open more of the road network to these vehicles.

Heavy Vehicle Analysis

Traffic count data has been analysed across several sites across the Hawkesbury LGA. These sites include, Local, Regional and State Roads with data collected at intersections and along sections of certain roads (locations known as “mid-block”).

The data demonstrates that heavy vehicles account for between 5% and 15% of all vehicle movements across the road network within the Hawkesbury. This can be compared to and is in keeping with the traffic study data at key intersections such as Bridge/George Street at Windsor and Bells Line of Road/Grose Vale Road/Terrace Road, North Richmond.

Within the Hawkesbury, as expected the majority of vehicle movements are on the State Road network (refer to the network map at Attachment 2), however there remain considerable vehicle movements on the Regional Road network and indeed some roads within the local road network such as Comleroy/Blaxlands Ridge Road, Kurmond Road, King/Sackville Roads and The Driftway, to name a few.

The proportion of Heavy Vehicles overall along the road network is in keeping with the road environment, land use and general trends for the area.

The road network with its pavement structure and treatment types considers the make-up of vehicle usage. This information is built into the asset system and accordingly is one of the inputs into the on-going maintenance and pavement rehabilitation treatments.

The traffic data is outlined in the table (refer to Attachment 1) with the locations presented spatially in Attachment 2 to this report.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Assets

- 4.1 Transport infrastructure and connections - Creating an integrated and well maintained transport system is an important local priority
 - 4.1.1 Our roads and other transport infrastructure will be planned and provided to ensure connected, efficient and safe movement for all modes of transport.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

AT - 1 Traffic Data Light Vehicle (LV) and Heavy Vehicle (HV) Distribution.

AT - 2 Map of Vehicle Movements on the State Road network - (*Distributed under separate cover*).

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AT - 1 Traffic Data Light Vehicle (LV) and Heavy Vehicle (HV) Distribution

Site No.	Road Name	Intersecting Road / Locality	Suburb	Road Status	LV % - Total	HV % - Total
1	Bells Line of Road	1km west of Val Wheeler Dive	Kurrajong Heights	State	92.1%	7.9%
2	Bells Line of Road	700m south of Grose Vale Road	North Richmond	State	93.8%	6.2%
3	Bells Line of Road	Comleroy Road	Kurrajong	State	94.4%	5.6%
4	Bells Line of Road	Mill Road	Kurrajong	State	94.5%	5.5%
5	Bells Line of Road	Terrace Road/Grose Vale Road	North Richmond	State	94.5%	5.5%
6	Blacktown Road	George Street	Bligh Park	State	92.8%	7.2%
7	Blaxlands Ridge Road	Putty Road to Titus Road	Blaxlands Ridge	Regional	92.0%	8.0%
8	Blaxlands Ridge Road	Weatherboard Ridge Road to Applegum Grove	Blaxlands Ridge	Regional	92.0%	8.0%
9	Bridge Street	200m north of George Street	Windsor	State	89.4%	10.6%
10	Castlereagh Road	180m north of Springwood Road	Agnes Banks	State	94.3%	5.7%
11	Castlereagh Road	Crowleys Lane	Agnes Banks	State	94.9%	5.1%
12	Comleroy Road	Merindah Way to Single Ridge Road	Kurrajong	Regional	90.0%	10.0%
13	Crooked Lane	Bells Line of Road to Slopes Road	North Richmond	Local	95.0%	5.0%
14	Crooked Lane	Kurmond Road to Maddens Lane	North Richmond	Local	95.0%	5.0%
14A	Crowleys Lane	Yarramundi Lane to Castlereagh Road	Agnes Banks	Local	95.0%	5.0%
15	Eldon Street	Cattai Road	Pitt Town	State	88.3%	11.7%
16	George Street	Colonial Drive	Bligh Park	State	92.2%	7.8%
17	Greggs Road	Grose Vale Road to Redbank Road	Kurrajong	Local	91.0%	9.0%

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Site No.	Road Name	Intersecting Road / Locality	Suburb	Road Status	LV % - Total	HV % - Total
18	Grose Vale Road	Buckett Place to Drummond Road	Kurrajong	Regional	92.0%	8.0%
19	Grose Vale Road	Elizabeth Street to Pecks Road	North Richmond	Regional	84.5%	15.5%
20	Grose Vale Road	Grose River Road	North Richmond	Regional	96.6%	3.4%
21	Grose Vale Road	Pecks Roads to Highland Estate	North Richmond	Regional	90.5%	9.5%
22	Hawkesbury Valley Way	550m east of Day Street	Windsor	State	92.3%	7.7%
23	Hawkesbury Valley Way	Macquarie Street	Windsor	State	93.2%	6.8%
23A	Inalls Lane	Yarramundi Lane to Drift Road	Richmond	Local	93.0%	7.0%
24	King Road	Putty Road to Castlereagh Road	Wilberforce	Regional	84.0%	16.0%
25	Kurmond Road	Creek Ridge Road to Gorricks Lane	Freemans Reach	Regional	90.0%	10.0%
26	Kurmond Road	Crooked Lane to Gadds Lane	Kurmond	Local	87.0%	13.0%
27	Kurmond Road	Martins Lane to Gorricks Lane	Freemans Reach	Local	87.0%	13.0%
28	Kurmond Road	Tennyson Road to Crooked Lane	North Richmond	Local	91.0%	9.0%
29	Kurmond Road	Terrace Road	Freemans Reach	Local	94.4%	5.6%
30	Kurmond Road	Terrace Road to Wire Lane	Freemans Reach	Local	88.0%	12.0%
31	Kurmond Road	Tierney Road to Bells Line of Road	Kurmond	Local	90.0%	10.0%
32	Kurrajong Road	Bosworth Street	Richmond	State	94.5%	5.5%
33	Kurrajong Road	Yarramundi Lane	Richmond	State	94.7%	5.3%
34	Londonderry Road	250m south of The Driftway	Londonderry	State	94.9%	5.1%
35	Macquarie Street	Argyle Street	South Windsor	State	91.7%	8.3%

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Site No.	Road Name	Intersecting Road / Locality	Suburb	Road Status	LV % - Total	HV % - Total
36	Macquarie Street	Drummond Street	South Windsor	State	90.2%	9.8%
37	Maddens Lane	Crooked Lane to Slopes Road	North Richmond	Local	95.0%	5.0%
38	Old Bells Line of Road	Bells Line of Road to Kurrajong Road	Kurrajong	Local	94.0%	6.0%
39	Old Bells Line of Road	Kurrajong Road to Woodburn Road	Kurrajong	Regional	91.5%	8.5%
40	Old Pitt Town Road	Midson Road to Saunders Road	Oakville	Local	86.1%	13.9%
41	Old Stock Route Road	Garfield Road to Oakville Road	Oakville	Local	89.0%	11.0%
42	Old Stock Route Road	Oakville Road to McKenzies Creek	Oakville	Local	89.0%	11.0%
43	Pecks Road	Hayman Street to Arnold Street	North Richmond	Local	87.0%	13.0%
44	Putty Road	1.14km north of Kurmond Road	Wilberforce	State	90.9%	9.1%
45	Redbank Road	Bells Line of Road to Greggs Road	North Richmond	Local	92.0%	8.0%
46	Richmond Road	2.5km south of St Marys Road	Windsor Downs	State	87.4%	12.6%
47	Richmond Road	The Northern Road	Bligh Park	State	92.2%	7.8%
48	Sackville Road	Post Office Road to Tizzana Road	Ebenezer	Regional	80.0%	20.0%
49	Sackville Road	Tizzana Road to Wymarks Lane	Ebenezer	Regional	90.0%	10.0%
50	Saunders Road	Old Pitt Town Road to Oakville Road	Oakville	Local	81.0%	19.0%
51	Saunders Road	Pitt Town Road to Old Stock Route Road	Oakville	Regional	93.0%	7.0%
52	Scheyville Road	Neich Road to Pitt Town Dural Road	Scheyville	Regional	90.0%	10.0%
53	Scheyville Road	Old Pitt Town Road - East	Scheyville	Regional	94.6%	5.4%

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Site No.	Road Name	Intersecting Road / Locality	Suburb	Road Status	LV % - Total	HV % - Total
54	Scheyville Road	Old Pitt Town Road - West	Scheyville	Regional	94.2%	5.8%
55	Slopes Road	Maddens Lane to Crooked Lane	North Richmond	Local	95.0%	5.0%
56	Springwood Road	1km west of Castlereagh Road	Agnes Banks	State	94.8%	5.2%
57	Terrace Road	Bells Line of Road to Wire Lane	North Richmond	Regional	90.0%	10.0%
58	Terrace Road	Wire Lane to Gormley Street	North Richmond	Local	95.0%	5.0%
58A	The Driftway	East of Londonderry road	Richmond	Local	90.0%	10.0%
58B	The Driftway	West of Londonderry Road	Richmond	Local	90.0%	10.0%
59	Wilberforce Road	Freemans Reach Road	Windsor	State	92.3%	7.7%
60	Windsor Road	600m east of Boundary Road	Oakville	State	83.5%	16.5%
61	Windsor Road	Boundary Road	Oakville	State	92.5%	7.5%
62	Windsor Road	Chapman Road	Oakville	State	92.1%	7.9%
63	Windsor Road	Curtis Road	McGraths Hill	State	92.6%	7.4%
64	Windsor Road	Macquarie Street	Windsor	State	92.2%	7.8%
65	Windsor Road	Pitt Town Road	McGraths Hill	State	92.2%	7.8%
66	Yarramundi Lane	Crowleys Lane to Inalls Lane	Agnes Banks	Local	89.5%	10.5%
67	Yarramundi Lane	Kurrajong Road to Inalls Lane	Richmond	Local	92.5%	7.5%

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SUPPORT SERVICES

Item: 056 **SS - Audit Risk and Improvement Committee (ARIC) - (95496)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to:

1. Provide information on the new Risk Management and Internal Audit Framework for Local Councils in NSW.
2. Recommend the establishment of an Audit, Risk and Improvement Committee (ARIC) comprising of one independent chair, two independent members and one non-voting Councillor member, in accordance with Draft Guidelines issued by the NSW Office of Local Government.
3. Recommend the endorsement of the Terms of Reference for Council's Audit, Risk and Improvement Committee, attached as Attachment 2 to this report.
4. Recommend fees payable per meeting to the external independent members reflecting the increased responsibilities outlined in the Terms of Reference for Council's Audit, Risk and Improvement Committee.
5. Recommend the endorsement of Council to commence an expression of interest for external independent members.

EXECUTIVE SUMMARY:

During the previous Council term, Council had in place an Audit Committee comprising of one voting independent chair, two voting independent members and two voting Councillor members. The Audit Committee operated in accordance with a Charter adopted by Council. Membership of the Audit Committee as constituted during the previous Council ceased on 3 December 2021 at the end of the Council term.

In 2016, the Local Government Act 1993 (the Act) was amended to strengthen the obligations of councils concerning risk management and internal audit, with each council required to establish an Audit, Risk and Improvement Committee. This requirement must be met by 4 June 2022.

In August 2021, the Draft Guidelines on Risk Management and Internal Audit for local councils in NSW were released. Under the Draft Guidelines Council is required to establish an Audit, Risk and Improvement Committee prior to 4 June 2022 comprising of three to five voting members from the NSW Government prequalification scheme and an optional one non-voting Councillor that meets the eligibility criteria for Councillor members.

The NSW Government's prequalification scheme is currently under review and is not available to Council, however under the Draft Guidelines, Council has until 2027 to comply with the membership requirements. It is expected that the prequalification scheme will be available later in 2022.

Finalised Guidelines have not yet been issued following consultation on the Draft Guidelines. The Office of Local Government has indicated that councils do not need to comply with the contents of the Draft Guidelines pending their finalisation, however, it is best business practice to attempt to comply with as much of the content as possible. Based on the Draft Guidelines, it is anticipated that the finalised Guidelines will give councils until 2027 to meet the membership requirements for Audit, Risk and Improvement Committees.

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The Draft Guidelines include Model Terms of Reference for Audit, Risk and Improvement Committees. These have been amended to suit the proposed Audit, Risk and Improvement Committee to be established by Council and to meet the requirements of Section 428A of the Act. Draft Terms of Reference are attached as Attachment 2 to this report for Council's consideration.

RECOMMENDATION:

That Council:

1. Endorse the establishment of an Audit, Risk and Improvement Committee (ARIC) with three voting members comprising of one independent chair, two independent members and one non-voting Councillor member.
2. Endorse the Draft Model Terms of Reference for Council Audit, Risk and Improvement Committees, attached as Attachment 2 to this report.
3. Endorse the fees payable per meeting to the external independent members as outlined in the report.
4. Commence the process for seeking expressions of interest for external independent members of the Audit Risk and Improvement Committee.

BACKGROUND

In October 2008, the then Division of Local Government (DLG) released "Internal Audit: A Guidance Paper" in which it recommended that councils consider the establishment of an Audit Committee. In considering the DLG's Guidance Paper, Council resolved to establish an Audit Committee. The Audit Committee has operated under the Audit Committee Charter adopted in accordance with the Guidelines under Section 23A of the Act, issued in September 2010. In accordance with the Charter, membership of the Audit Committee comprised one voting independent chair, two voting independent members and two voting Councillor members. Council's practice has been to appoint members to the Audit Committee for each term of Council. Membership of the Audit Committee ceased at the end of the previous Council term on 3 December 2021.

The Office of Local Government has been consulting with councils on proposed changes to risk management and internal audit requirements for councils since 2019. In August 2021, the Office of Local Government released Draft Guidelines on Risk Management and Internal Audit for local councils in NSW. The Draft Guidelines are attached as Attachment 1 to this report. It is expected that the Draft Guidelines will be finalised in June 2022. The Office of Local Government has indicated that Council does not need to comply with the contents of the Draft Guidelines pending finalisation, however, it is considered best business practice to attempt to comply to the extent possible now. It is also suggested that the Audit, Risk and Improvement Committee be established in a way that best allows Council to comply later with those parts of the Draft Guidelines which are not yet mandatory.

Legislative requirements

Council is required to comply with Section 428A of the Act which is as follows:

428A Audit, Risk and Improvement Committee

(1) A council must appoint an Audit, Risk and Improvement Committee.

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(2) *The Committee must keep under review the following aspects of the council's operations—*

- (a) compliance,*
- (b) risk management,*
- (c) fraud control,*
- (d) financial management,*
- (e) governance,*
- (f) implementation of the strategic plan, delivery program and strategies,*
- (g) service reviews,*
- (h) collection of performance measurement data by the council,*
- (i) any other matters prescribed by the regulations.*

(3) *The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.*

Under Section 428A of the Act, all councils are required to have an Audit, Risk and Improvement Committee. Under the transitional provisions of the Act, all councils must have established an Audit, Risk and Improvement Committee before 4 June 2022.

DISCUSSION

Council previously appointed members of the Audit Committee for the Council term. Council is also now required to meet the requirements of the new Draft Risk Management and Internal Audit Framework for NSW councils. It is recommended Council take the opportunity to establish an Audit, Risk and Improvement Committee that complies with the Draft Guidelines and Section 428A of the Local Government Act 1993.

Draft Guideline requirements for an Audit, Risk and Improvement Committee

Terms of Reference

The Local Government (General) Regulation 2021 (the Regulation) requires Council's Audit, Risk and Improvement Committee to operate according to terms of reference consistent with the approved Model Terms of Reference provided in the Draft Guidelines.

The move toward a more regulated and comprehensive framework for Audit Risk and Improvement Committees represents a fundamental shift for Council, and Council is not currently equipped to implement all of the changes required by the Draft Guidelines and reflected in the Model Terms of Reference. This is particularly so when it comes to the resourcing of the operation of the Audit, Risk and Improvement Committee. Accordingly, changes have been made to some aspects of the Model Terms of Reference to give Council some additional flexibility as the Audit, Risk and Improvement Committee is established. These changes include the removal of the Committee having unfettered authority to use any Council resources it needs.

The Model Terms of Reference contained in the Draft Guidelines have been amended to suit Council and comply with Section 428A of the Local Government Act 1993.

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The amendments that have been made to the Model Terms of Reference are as follows:

1. Authority - the following has been removed:
 - *use any Council resource it needs*
2. Authority - obtain external legal or other professional advice, the following has been inserted:
 - *subject to prior approval from the General Manager and appropriate funding in Council's budget.*
3. Composition and tenure - Councillor member (non-voting), the following has been removed:
 - *(cannot be the Mayor)*
4. Composition and tenure - the following has been inserted:
 - *Upon appointment, the Terms of Reference will be updated with the names of the Chair and members of the Committee*
5. Composition and tenure - All Committee members are to meet the independence and eligibility criteria prescribed in the Guidelines for risk management and internal audit in local councils in NSW, has been amended as follows:
 - *All Committee members are to meet the independence criteria and eligibility criteria for non-prequalified members set out in the Guidelines for risk management and internal audit in local councils in NSW.*
6. Composition and tenure - Members will be appointed for a four-year period. The following has been inserted:
 - *".....excluding the initial appointment of the commencement of Council's Audit, Risk and Improvement Committee where members will be appointed up until September 2024, or the date of the first election after the appointment of Council's first Audit, Risk and Improvement Committee."*
7. Conduct - the following has been removed:
 - *Prequalified Committee members are also required to comply with the Code of Conduct governing the NSW Government's Audit and Risk Committee Independent Chairs and Members Prequalification Scheme.*
8. Workplans – the following has been inserted
 - *Subject to the allocation of available resources by the General Manager.*
9. Resignation and dismissal of members - the following has been removed:
 - *Breached the conditions of, or become ineligible under the NSW Governments Audit and Risk Committee Independent Chairs and Members Prequalification Scheme.*

The Draft Terms of Reference for the Audit, Risk and Improvement Committee are attached as Attachment 2 to this report for Council's consideration.

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Size and Composition

Each council, county council and joint organisation has been categorised in the Draft Guidelines as either a Tier 1 (smallest), Tier 2 (middle) or Tier 3 (largest) council for the purposes of determining the size and composition of their Audit Risk and Improvement Committee. The tiers are based on factors such as population, proximity to an urban or regional centre and financial status (including operating revenue and expenses). Council has been categorised as a Tier 3 Council, accordingly Council is required to have an Audit, Risk and Improvement Committee with the following structure:

- *3 – 5 voting members comprising:*
 - *1 independent chair prequalified under the NSW Government's prequalification scheme*
 - *A minimum of 2 independent members prequalified under the NSW Government's prequalification scheme, and*
- *(optional) 1 non-voting Councillor that meets the eligibility criteria for Councillor members.*

Other Tier 3 Councils include Blacktown, Blue Mountains, Campbelltown, Canterbury-Bankstown, The Hills and Penrith. Council is on the smaller side of the Tier 3 councils and it is suggested that Council establish an Audit, Risk and Improvement Committee (ARIC) with three voting members comprising of one independent chair, two independent members and one non-voting Councillor member.

Eligibility Requirements

Councils must ensure that the Chair and other members of the Council's Audit, Risk and Improvement Committee meet the eligibility criteria. A Tier 3 Council is required to have a Chair and members that meet the independence requirements listed in the Draft Guidelines and are also prequalified under the NSW Government's prequalification scheme.

The NSW Governments prequalification scheme is a NSW State run scheme which is currently under review. At present the prequalification scheme is unavailable to Council and it is anticipated the scheme will be available later in 2022. The Draft Guidelines have provided an extensive timeframe for compliance of the Chair and members being sourced from the prequalification scheme and allow until 2027 for Council to meet the eligibility criteria for membership.

Non-voting Councillor members must satisfy eligibility criteria to be appointed as an Audit, Risk and Improvement Committee member. The Mayor cannot be appointed as a Councillor member on Council's Audit, Risk and Improvement Committee under the Draft Guidelines, however as the Draft Guidelines have not been finalised at present this is an option that may be taken up. At its meeting on 11 January 2022, Council considered a report concerning the Appointment of Committees, Delegates and Representatives, and resolved to appoint the Mayor, Councillor Conolly, as a Councillor representative on the Audit, Risk and Improvement Committee. The Draft Terms of Reference for Council, attached as Attachment 2 to this report have been amended to reflect this to allow the appointment of the Mayor.

Appointment

The Audit, Risk and Improvement Committees Chair and Members are appointed by resolution of Council.

As the Draft Guidelines have not been finalised at present it is recommended Council advertise an expression of interest to recruit the independent members of the Audit, Risk and Improvement Committee and that the results of be reported to Council for consideration and appointment by resolution of the Audit, Risk and Improvement Committees Chair and independent members.

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Membership Terms

Pursuant to the Draft Guidelines, Councils are to ensure that chairs and members are rotated periodically to maintain a fresh approach and avoid any perceptions of bias or conflicts of interests.

The initial term of Council's Audit, Risk and Improvement Committee will be the remainder of the Council Term, expiring September 2024. The Draft Terms of Reference attached as Attachment 2 to this report have been amended to reflect the reduced term. Council can then rotate one member at a time and obtain new members from the prequalification scheme ensuring compliance with both rotation of member terms and eligibility criteria by 2027.

Fees

Chairs and members can serve on a Committee on a voluntary basis if they choose to do so. Historically Council has not paid committee members, however, under the prequalification scheme there is a schedule of fees payable, notwithstanding Council is not yet required to appoint pre-qualified members. At present there is one standard fee for all councils per meeting with an annual fee for the chair.

Part of the prequalification scheme review is a review of the fees payable and a scale of fees payable dependant on Council size will be suggested. Currently under the Guidelines with Council being classified as a Tier 3 council it is indicating Council's Chair be paid \$20,920 per annum and the independent members \$2,092 per meeting day.

As Council is unable to access members from the prequalification scheme at present it is recommended that the fee Council pays to its chair and independent voting members reflect the time, commitment and responsibility involved in service on the Committee and the responsibilities outlined in the Draft Terms of Reference for Council's Audit, Risk and Improvement Committee, attached as Attachment 2 to this report.

It is recommended Council commences the Expression of Interest process offering a fee per meeting of \$1,200 for the Chair and \$1,000 for the independent members. The annual Audit, Risk and Improvement Committee fee expense to Council based on four meetings per annum would be \$12,800.

The recommended fee has been calculated using comparisons as follows:

1. Audit, Risk and Improvement Committee fees paid by other councils in New South Wales range from \$489 to \$5,230 for the Chair and \$296 to \$2,800 for independent members, however metropolitan councils such as Camden, Campbelltown City, City of Ryde and Sutherland Shire pay fees of \$1,200 for the Chair and \$1,000 for independent members in line with Council's recommended fee.
2. An estimated preparation and meeting time commitment provided by the Audit, Risk and Improvement Committee Members is four hours. Based on reasonable remuneration for the responsibilities outlined in the Terms of Reference the fee equates as follows:
 - Chair - \$1,200 being the equivalent of \$300 per hour.
 - Independent members - \$1,000 being the equivalent of \$250 per hour.
3. Local Planning Panel fees per meeting are as follows:
 - Chair - \$ 2,000
 - Independent expert members - \$1,500
 - Community members - \$500

The skills required for the Audit, Risk and Improvement Committee in comparison to the Local Planning Panel vary, however at present Council views the comparison to be a fair and reasonable assessment for the commencement of an Audit, Risk and Improvement Committee prior to appointment of members from the prequalified scheme.

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Market demand will drive Audit, Risk and Improvement Committee independent chair and member fees in the future when the pre-qualification scheme is available and the requirement to obtain members from the pre-qualification scheme becomes mandatory. However, at present obtaining independent members that are suitability qualified and not from the pre-qualification scheme the recommended range is considered by Council to be fair and reasonable compensation for the time, commitment and responsibilities required under the new obligations contained in Section 428A of the Act and the Terms of Reference.

Summary of Audit Risk and Improvement Committee Implementation

1. Council is required to establish an Audit, Risk and Improvement Committee before 4 June 2022.
2. Council is required to adopt the Model Terms of Reference for Audit, Risk and Improvement Committees to comply with Section 428A of the Local Government Act.
3. The initial term of the Audit, Risk and Improvement Committee will be the Council Term.
4. The Audit, Risk and Improvement Committee will consist of one independent chair, two independent members and one non-voting Councillor member.
5. Commence an expression of interest process for external Audit, Risk and Improvement Committee Members.
6. Refer the expression of interest process to Council.

Future Requirements under the Draft Guidelines

The Draft Guidelines outline all the requirements of the Audit, Risk and Improvement Committee, the key dates for future compliance are outlined in Table 1, Audit, Risk and Improvement Committee Implementation Timeline.

Table 1 - Audit, Risk and improvement Committee Implementation Timeline

Audit Risk and Improvement Committee Implementation Timeline	
Requirement	Due Date
Appoint an Audit, Risk and Improvement Committee	4 June 2022
Establish Risk Management Framework	2024
Establish Internal Audit Function	2024
ARIC membership complies with the Guidelines	2027
Attestation Commences	2027

The Draft Guidelines attached as Attachment 1 to this report contains comprehensive details of all future requirements. When the Draft Guidelines are finalised and mandatory Council will be provided with further information.

CONCLUSION

Council will comply with the requirements under Section 428A of the Local Government Act by establishing an Audit, Risk and Improvement Committee by 4 June 2022. To ensure the deadline is met it is considered that Council should establish an Audit, Risk and Improvement Committee and follow the Draft Guidelines to ensure Council is well placed to comply with the requirements under the Draft Guidelines when they become mandatory.

COMMUNITY ENGAGEMENT

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

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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

The proposal is consistent with the following Focus Area, Directions 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.
- 1.6 Corporate Services - Support the operation of the organisation through the provision of effective and efficient corporate support services.
 - 1.6.1 Council will seek to attract, develop and retain highly skilled staff and a highly capable workforce.
 - 1.6.2 Council's workforce, systems and processes will support high performance and optimal service delivery for our community.

FINANCIAL IMPACT

The matters raised in this report will have direct financial implications. Council has provided funding in Service 141 – Internal Audit within the 2021/2022 Adopted Operational Plan and in the 2022/2023 Draft Operational Plan to provide fee payments to the Chair and the external independent members of the Audit, Risk and Improvement Committee.

ATTACHMENTS:

- AT - 1** Draft Guidelines Risk Management and Internal Audit for local councils in NSW, August 2021 - *(Distributed under separate cover).*
- AT - 2** Draft Terms of Reference Hawkesbury City Council's Audit, Risk and Improvement Committee. - *(Distributed under separate cover).*

oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 057 **SS - Pecuniary Interest Returns - Designated Person - (95496, 96333)**

Directorate: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

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

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

RECOMMENDATION:

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

BACKGROUND

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

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

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

As it was not practicable to report this matter to the Ordinary Council meeting on 22 February 2022, it is being reported to this Ordinary meeting.

Policy considerations

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

"440AAB Register and tabling of returns

- (1) *The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.*

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

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

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

DISCUSSION

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

Position	Return Date	Date Lodged
Director Infrastructure Services	15 November 2021	15 February 2022

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

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

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

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

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Section **4**

Reports
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ORDINARY MEETING

SECTION 4 - Reports of Committees

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SECTION 4 - Reports of Committees

Item: 058 **ROC - Local Traffic Committee - 14 February 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 14 February 2022. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

EXECUTIVE SUMMARY:

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

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 adopt the recommendations contained in the minutes of the Hawkesbury City Council Traffic Committee meeting held on 14 February 2022.

DISCUSSION

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

- Special Event Traffic – Convict 100 Mountain Biking Event 2022
- General Traffic Matter – Proposed Roundabout George Street and Brabyn Street, Windsor
- General Traffic Matter – Kurrajong Town Centre Traffic Calming Options Community Consultation Review Feedback and Proposed Raised Pedestrian Crossing at Kurrajong Public School, Kurrajong
- General Traffic Matter – Proposed Scope of Works for the Liveability Project Richmond, South Windsor and Windsor Town Centre.

ATTACHMENTS:

AT - 1 Minutes of the Local Traffic Committee held on 14 February 2022.

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AT - 1 Minutes of the Local Traffic Committee held on 14 February 2022

Minutes of the Meeting of the Local Traffic Committee held remotely on Monday, 14 February 2022, commencing at 3pm.

ATTENDANCE

Present: Councillor Mary-Lyons Buckett, Hawkesbury City Council
Mr Mark Rusev, representing Ms Robyn Preston, MP (Hawkesbury)
Ms Thera Hobbs, representing Ms Robyn Preston, MP (Hawkesbury)
Mr Peter Bache, Transport for NSW
Mr Steve Grady, Busways

Apologies: Senior Constable Damien Mitchell, NSW Police Force
Inspector Mark Harvey, NSW Police Force

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

RESOLVED on the motion of Councillor Mary Lyons-Buckett, seconded by Mr Mark Rusev that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the Motion of Mr Mark Rusev, seconded by Mr Peter Bache, that the Minutes from the previous meeting held on Monday, 10 January 2022 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Convict 100 Mountain Biking Event 2022 - St Albans - (Hawkesbury) - (80245, 85193)

REPORT:

An application has been received from Maximum Adventure Pty Ltd seeking approval (in traffic management terms) to conduct the Convict 100 Mountain Biking Event 2022 - St Albans, on Saturday 07 May 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 Mountain Bike (Cycling) Endurance Race in and around the St Albans and Macdonald Valley areas.
- The event has been held for 16 years and was previously known as the Dirk Works 100 Kilometre Classic.

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- The event gets its name from the old Convict trail it traverses.
- The event is run predominantly on trails through the Parr, Dharug and Yengo National Parks.
- The event enjoys the continued support of the St Albans RFS and local community.
- The event will be undertaken between 5:30am and 6pm.
- Approximately 1200 participants are expected for the event.
- Approximately 30 spectators and their vehicles are expected. Parking will be available on private land.
- There are 3 courses for the event; 100, 68 and 44 kilometres.
- The start and finish of the race will be in the town of St Albans, on Wharf Street.
- The event route is similar to previous years.
- It is proposed to close a section of Wharf Street, between Bulga Street and Wollombi Road, St Albans (100 metre long sealed section), commencing from 9am, Friday 06 May 2022, through to 6pm, Saturday 07 May 2022.
- Alternate access is available via Wollombi Road and Bulga Street.
- Route/Course for the three Rides:
 - Convict 100 kilometre Course
 - Commence at Wharf Street (0.05klm) and enter the course by turning right onto Wollombi Road and travel along Wollombi Road (4klm) and turn left into the Road Reserve just past No. 529 Wollombi Road and onto Joes Crossing (0.55klm).
 - Cross the Macdonald River at the first River Crossing Point and onto the Road Reserve adjacent to No. 476 Upper Macdonald Road and then turn left onto Upper Macdonald Road and travel along Upper Macdonald Road (3.3klm) and turn right onto Jacks Track.
 - Travel along Jacks Track (7.4klm) and turn left onto Womerah Range Trail.
 - Travel along Womerah Range Trail (11.8klm) and turn left onto Webbs Creek Mountain Road.
 - Travel along Webbs Creek Mountain Road (0.45klm) and turn left onto St Albans Road.
 - Travel along St Albans Road (4.6klm) and turn right into No. 934 St Albans Road and travel through this property (0.5klm) crossing the Macdonald River at the Second River Crossing and entering and traveling through No. 916 Settlers Road (0.15klm) and turning right onto Settlers Road.
 - Travel along Settlers Road (1.2klm) and turn left onto Shepherds Gully Road.
 - Travel along Shepherds Road (2.3klm) and turn left onto the Great Northern Road
 - Travel along the Great Northern Road (31.7klm) and turn left onto Sullivans Arm Trail.
 - Travel along Sullivans Arm Trail (4.3klm) and turn left onto Wrights Creek Trail.
 - Travel along Wrights Creek Trail (14.2klm) and turn left onto Blue Hill Track.
 - Travel along Blue Hill Track (2.0klm) and turn right onto Wrights Creek Road.
 - Travel along Wrights Creek Road (4.3klm) and turn right onto Settlers Road.
 - Travel along Settlers Road (6.8klm) into Bulga Street (0.35klm) and turn left onto Wharf Street return to the end point.
 - Convict 68 kilometre Course
 - Commence at Wharf Street (0.05klm) and enter the course by turning right onto Wollombi Road and travel along Wollombi Road (4klm) and turn left into the Road Reserve just past No. 529 Wollombi Road and onto Joes Crossing (0.55klm).

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- Cross the Macdonald River at the first River Crossing Point and onto the Road Reserve adjacent to No. 476 Upper Macdonald Road and then turn left onto Upper Macdonald Road and travel along Upper Macdonald Road (3.3klm) and turn right onto Jacks Track
- Travel along Jacks Track (7.4klm) and turn left onto Womerah Range Trail.
- Travel along Womerah Range Trail (11.8klm) and turn left onto Webbs Creek Mountain Road.
- Travel along Webbs Creek Mountain Road (0.45klm) and turn left onto St Albans Road.
- Travel along St Albans Road (4.6klm) and turn right into No. 934 St Albans Road and travel through this property (0.5klm) crossing the Macdonald River at the Second River Crossing and entering and traveling through No. 916 Settlers Road (0.15klm) and turning right onto Settlers Road.
- Travel along Settlers Road (1.2klm) and turn left onto Shepherds Gully Road.
- Travel along Shepherds Gully Road (2.3klm) and turn left onto the Great Northern Road
- Travel along the Great Northern Road (9.6klm) and turn left onto Eight Mile Trail.
- Travel along Eight Mile Trail (9.4klm) which links to Blue Hill Trail (1.0klm) and turn left onto Wrights Creek Road.
- Travel along Wrights Creek Road (4.5klm) and turn right onto Settlers Road.
- Travel along Settlers Road (6.8klm) into Bulga Street (0.35klm) and turn left onto Wharf Street return to the end
- Convict 44 kilometre Course
 - Commence at Wharf Street (0.05klm) and enter the course by turning right onto Wollombi Road and travel along Wollombi Road (4klm) and turn left into the Road Reserve just past No. 529 Wollombi Road and onto Joes Crossing (0.55klm).
 - Cross the Macdonald River at the first River Crossing Point and onto the Road Reserve adjacent to No. 476 Upper Macdonald Road and then turn left onto Upper Macdonald Road and travel along Upper Macdonald Road (3.3klm) and turn right onto Jacks Track.
 - Travel along Jacks Track (7.4klm) and turn left onto Womerah Range Trail.
 - Travel along Womerah Range Trail (11.8klm) and turn left onto Webbs Creek Mountain Road.
 - Travel along Webbs Creek Mountain Road (0.45klm) and turn left onto St Albans Road.
 - Travel along St Albans Road (4.6klm) and turn right into No. 934 St Albans Road and travel through this property (0.5klm) crossing the Macdonald River at the Second River Crossing and entering and traveling through No. 916 Settlers Road (0.15klm) and turning left onto Settlers Road.
 - Travel along Settlers Road (10.8klm) into Bulga Street (0.35klm) and turn left onto Wharf Street return to the end.
- The event will impact on residents of Wharf Street between Wollombi Road and Bulga Street accessing their properties.
- Consultation is currently in progress with the adjoining property owners, who have previously provided support in writing, relating to the proposed road closure. Arrangements will be made with these residents to allow access when requested.
- Participants will compete on a two-leaf clover route format, covering approximately 100 kilometres of fire trail, single track and dirt roads through the National Parks, private properties and public roads.
- The course will be clearly marked for riders to follow.
- Marshalls with high visibility vests and radios will be positioned at junctions, warning cyclists of on-coming traffic and the track ahead.
- Signs will be positioned throughout the course to warn other users of the event.
- The event route will cross the Macdonald River at the two points shown on the Event Route Plan contained in Attachment 1. Crossing of the Macdonald River will be undertaken either by walking

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across if the water level is ankle deep and safe to do so or alternatively utilising a 'pontoon bridge' configuration at each location.

- The property owners located at No. 934 St Albans Road and No.916 Settlers Road, which are the properties on either side of the river at the second river crossing point, are currently being consulted and have previously provided consent to access their properties.
- Spectators and participants can park in the day parking area on private land along Settlers Road as indicated in Attachment 3.

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 closure along the specified route, and there may be a low scale disruption to the non-event community.

The endurance mountain biking event is predominantly on tracks within the Parr State Conservation Area, Dharug and Yengo National Parks, private properties and on the following public roads;

- Bulga Street – Sealed Road.
- Settlers Road – Sealed and Unsealed Road.
- Shepherds Gully Road – Unformed Road.
- St Albans Road – Sealed Road.
- Upper Macdonald Road – Unsealed Road.
- Webbs Creek Mountain Road - Unsealed Road
- Wharf Street – Sealed Road.
- Wollombi Road – Sealed and Unsealed Road.
- Wrights Creek Road - Unsealed Road.
- Macdonald River – Two river crossing points

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).

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) is to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed road closure of Wharf Street, between Bulga Street and Wollombi Road, St Albans (100 metre long sealed section).

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 5 (ECM Document Set ID No. 7811780):

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 Information including Traffic Control Plans (TCPs) and an Emergency Management Plan,
5. Event Route Plans from the 2021 event,
6. Road Closure/Detour Plan from the 2021 event.
7. Copy of Insurance Policy which is valid to 28 January 2022.

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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 Convict 100 Endurance Mountain Biking Event 2022 - St Albans, event planned for Saturday, 07 May 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 – which includes the road closure of a section of Wharf Street between Bulga Street and Wollombi Road, St Albans, commencing from 8am, Friday 06 May 2022, through to 6pm, Saturday 07 May 2022; 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 obtain approval from Transport for NSW – TfNSW (formerly TMC) as a road closure is proposed for a section of Wharf Street between Bulga Street and Wollombi Road, St Albans commencing from 8am, Friday 06 May 2022, through to 6pm, Saturday 07 May 2022; 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 route/event incorporating the submitted Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence;
- 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 involves the closure of a public road and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close 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 cross the Macdonald River from Transport for NSW – TfNSW (formerly RTA/RMS and NSW Maritime); 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, road closure, detour route 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 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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- 4q. 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, road closure, detour route 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;
- 4r. 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 closure, detour route 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;
- 4s. 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:

- 4t. access is to be maintained for businesses, residents and their visitors;
- 4u. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4v. 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);
- 4w. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4x. in accordance with the submitted TMP and associated TCPs, appropriate advisory signs and traffic control devices are to be placed along the route, including the road closure points, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4y. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4z. 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,
- 4aa. 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.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mary Lyons-Buckett, seconded by Mr Mark Rusev.

Support for the Recommendation: Unanimous support

That

- 1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your->

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[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 Convict 100 Endurance Mountain Biking Event 2022 - St Albans, event planned for Saturday, 07 May 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 – which includes the road closure of a section of Wharf Street between Bulga Street and Wollombi Road, St Albans, commencing from 8am, Friday 06 May 2022, through to 6pm, Saturday 07 May 2022; 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 obtain approval from Transport for NSW – TfNSW (formerly TMC) as a road closure is proposed for a section of Wharf Street between Bulga Street and Wollombi Road, St Albans commencing from 8am, Friday 06 May 2022, through to 6pm, Saturday 07 May 2022; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;

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- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating the submitted Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence;
- 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 involves the closure of a public road and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close 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 cross the Macdonald River from Transport for NSW – TfNSW (formerly RTA/RMS and NSW Maritime); 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, road closure, detour route 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 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;
- 4q. 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, road closure, detour route 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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- 4r. 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 closure, detour route 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;
- 4s. 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:

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

Item: 2.2 LTC - Proposed Roundabout George Street and Brabyn Street, Windsor - (Hawkesbury) - (80245, 123265)

REPORT:

Background:

Funding to the value of \$260,000 has been provided under the 2021/2022 Safer Local Government Roads Program to improve the safety and functionality of the intersection of George Street and Brabyn Street, Windsor.

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 single lane roundabout.

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This intersection is a cross-junction intersection with George Street having the priority through movement and Brabyn Street being the controlled movement with Stop controls. George Street provides a connection between Windsor and South Windsor, with this intersection being in close proximity to Windsor Railway Station. This area is a mix of residential and commercial, with a bus service that travels along George Street between Windsor Station and Hawkesbury Valley Way towards the Windsor Business district.

The speed limit along both George Street and Brabyn Street is 50km/h.

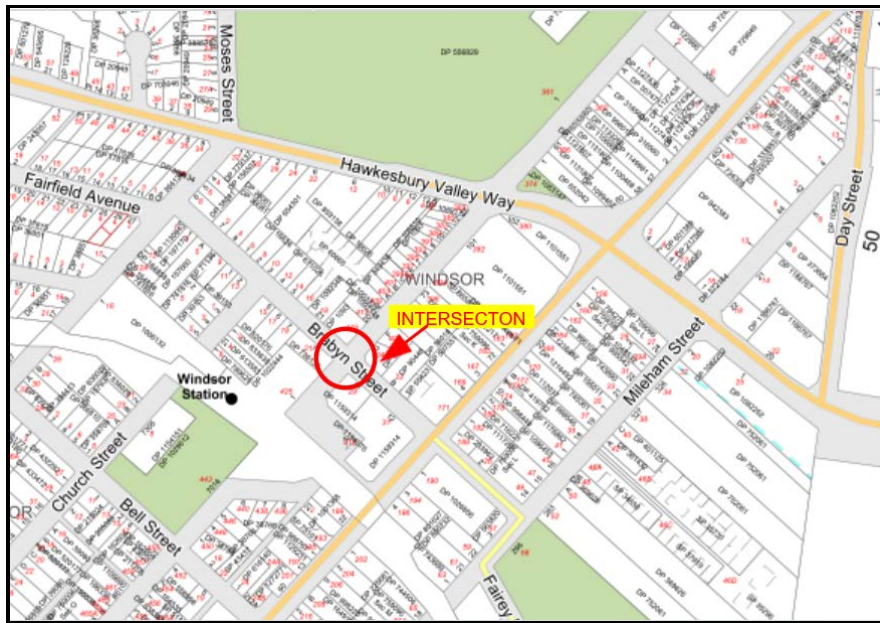


Figure 1: Intersection Location – George Street and Brabyn Street, Windsor

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

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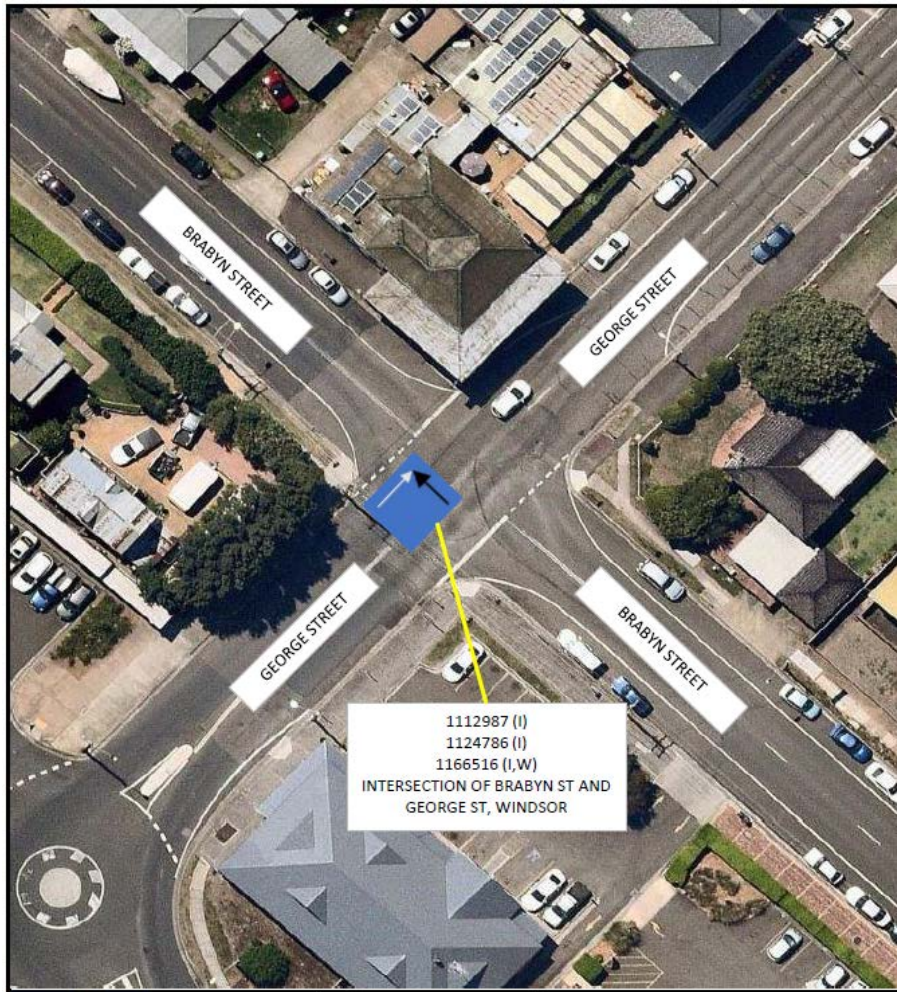


Figure 2: Intersection Crash Diagram

The design for the roundabout has been undertaken which includes, traffic calming devices, pedestrian refuge facilities, line marking, lighting and signage. As part of the design process a road safety audit has also been undertaken. Details of the roundabout and associated works is included in Attachment 1.

As part of the intersection improvements, the functionality of the intersection and its approach roads will alter. This will result in changes to the existing on-street parking in both George Street and Brabyn Street. Changes to the existing parking zones are required in George Street and Brabyn Street to improve safety at this location as well as allow the roundabout to function.

The movement of pedestrians at this location is mainly along the north western side of George Street between the Railway Station and the Business district and there is a strong desire line over Brabyn Street. The existing crossing points (kerb ramps) near the kerb returns will be repositioned further into Brabyn Street and supplemented with a Pedestrian Refuge to improve pedestrian safety. To ensure that pedestrians use the Refuge and not take the shortest crossing path available, pedestrian fencing is proposed along both corners (northern and western). The movement of pedestrians along the south eastern side of George Street is considerably less and the provision of the pedestrian fencing is not warranted.

Details of the turning paths in relation to the proposed intersection works are included in Attachment 2. Bus movements are only in a straight direction along George Street and do not turn into or out of Brabyn Street. Vehicles currently using this intersection will be able to negotiate the intersection with the proposed roundabout.

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Consultation:

Consultation was undertaken during January 2022 with properties adjacent to where parking restrictions are proposed to be altered along George Street and Brabyn Street. A copy of the signs and linemarking plan (Attachment 1) was included.

No objections were received in relation to the proposed parking restrictions along George Street and Brabyn Street.

Summary:

It is proposed that the installation of a single lane roundabout, which includes the provision of traffic calming, pedestrian refuge facilities, linemarking, signage and lighting, at the intersection of George Street and Brabyn Street, Windsor be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 21009D10).

RECOMMENDATION TO COMMITTEE:

That the installation of a single lane roundabout, which includes the provision of traffic calming, pedestrian refuge facilities, linemarking, signage and lighting, at the intersection of George Street and Brabyn Street, Windsor be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 21009D10).

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mary Lyons-Buckett, seconded by Mr Mark Rusev.

Support for the Recommendation: Unanimous support

That the installation of a single lane roundabout, which includes the provision of traffic calming, pedestrian refuge facilities, linemarking, signage and lighting, at the intersection of George Street and Brabyn Street, Windsor be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 21009D10).

Item: 2.3 LTC - Kurrajong Town Centre Traffic Calming Options Community Consultation Review Feedback and Proposed Raised Pedestrian Crossing at Kurrajong Public School, Kurrajong - (Hawkesbury) - (80245, 73625, 123265)

Previous Item: LTC Item 2.4 (10 May 2021)
 LTC Item 4.1 (08 November 2021)

REPORT:

Background:

A review of traffic in the Kurrajong Village which included Grose Vale Road and Old Bells Line of Road between Bucket Place and Kurrajong Road was reported to the Local Traffic Committee on 10 May 2021 with the following recommendation adopted by Council on 25 May 2021.

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"That:

1. *The information be received.*
2. *Traffic Calming devices not be provided in McMahon's Park Road, Kurrajong based on the results of the traffic counts undertaken and the speeds recorded being well below the posted speed limit.*
3. *Consultation be undertaken with the Kurrajong community in relation the following measures along Grose Vale Road and Old Bells Line of Road, Kurrajong:*
 - a. *Site 1: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Grose Vale Road near Buckett Place and adjacent to Nos. 1085, 1088 and 1090 Grose Vale Road.*
 - b. *Site 2: Convert the existing 'at-grade' wombat pedestrian crossing to a raised wombat pedestrian crossing along Grose Vale Road near Kurrajong Public School and adjacent to Nos. 1122 and 1123 Grose Vale Road.*
 - c. *Site 3: Install a new raised wombat style pedestrian crossing along Old Bells line of Road near the shopping arcade and adjacent to Nos 64 and 77 Old Bells Line of Road.*
 - d. *Site 4: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Old Bells Line of Road west of Kurrajong Road and adjacent to Nos. 54 and 63 Old Bells Line of Road."*

The section of Grose Vale Road and Old Bells Line of Road between Bucket Place and Kurrajong Road is a Regional Road and carries traffic through the town centre and is part of the 40kph High Pedestrian Activity Area (HPAA).

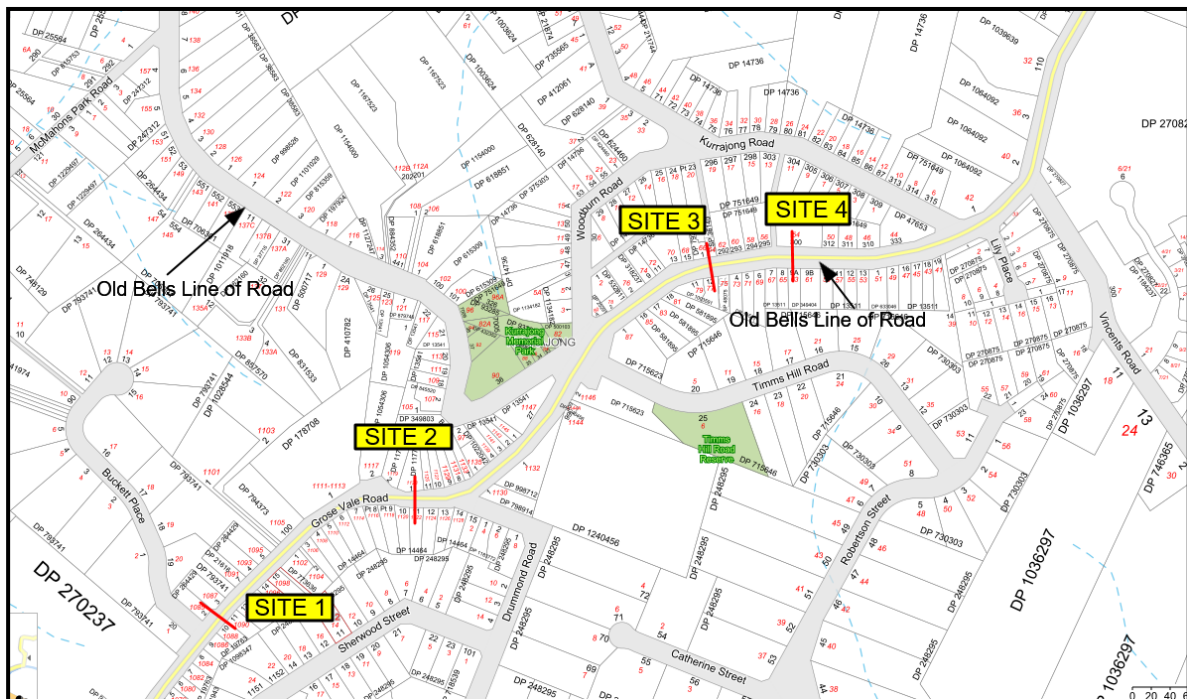


Figure 1: Location of Proposed Treatment Sites

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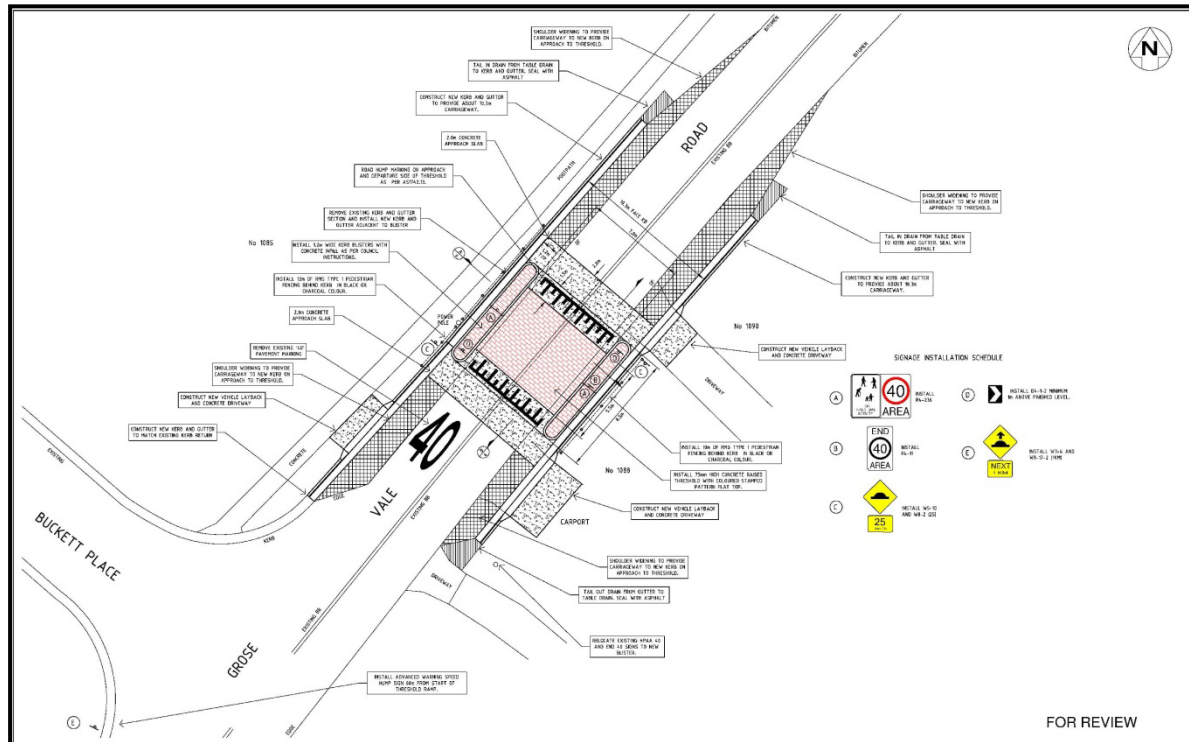


Figure 2: Site 1 – Proposed Raised Threshold Gateway Treatment

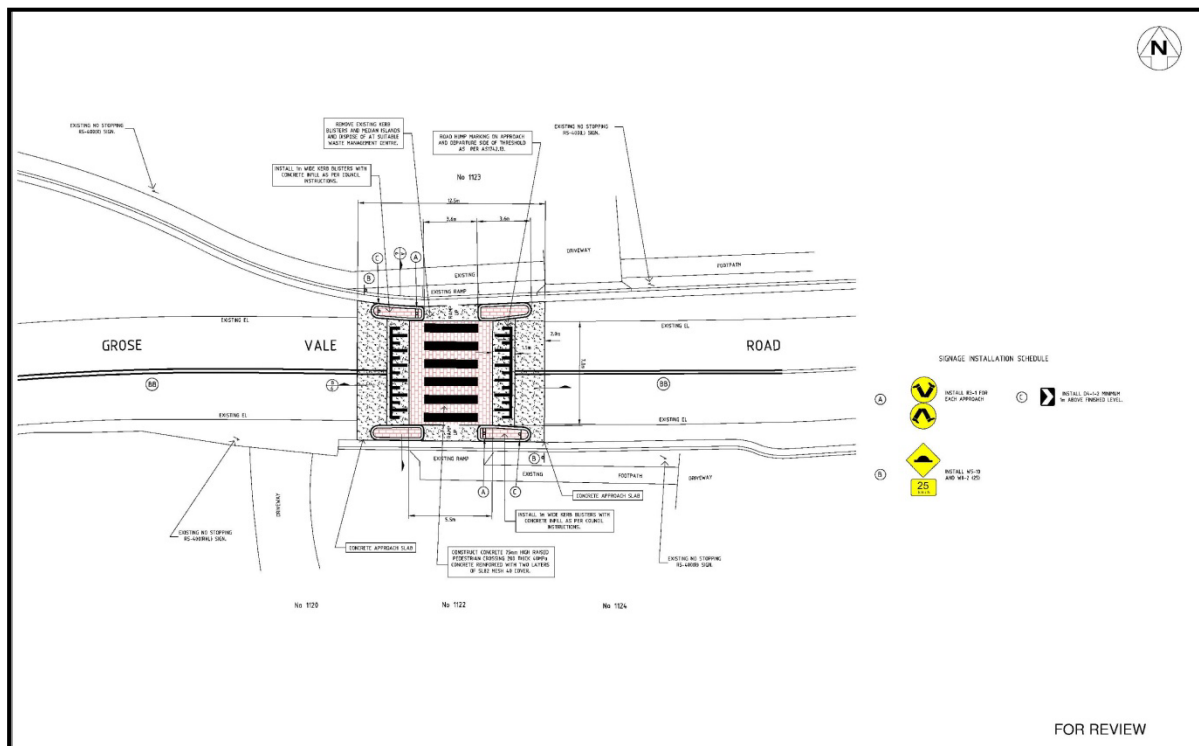


Figure 3: Site 2 – Proposed Raised Wombat Pedestrian Crossing

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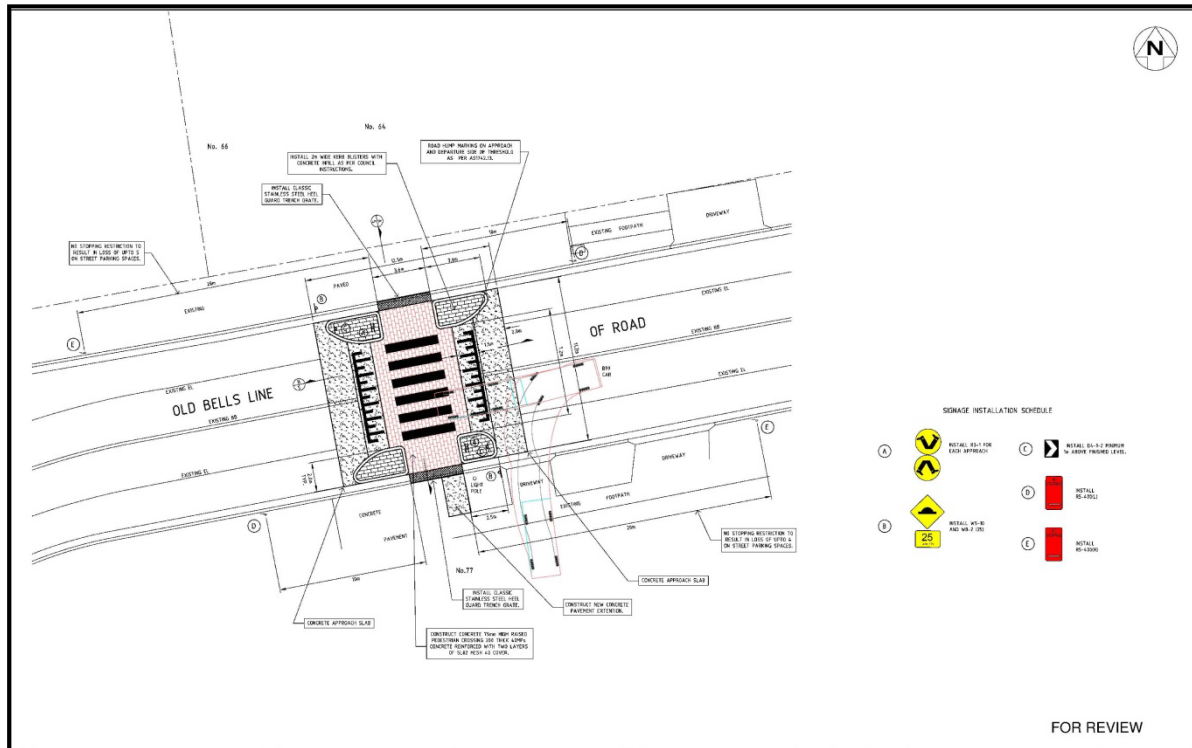


Figure 4: Site 3 - Proposed Raised Wombat Style Pedestrian Crossing

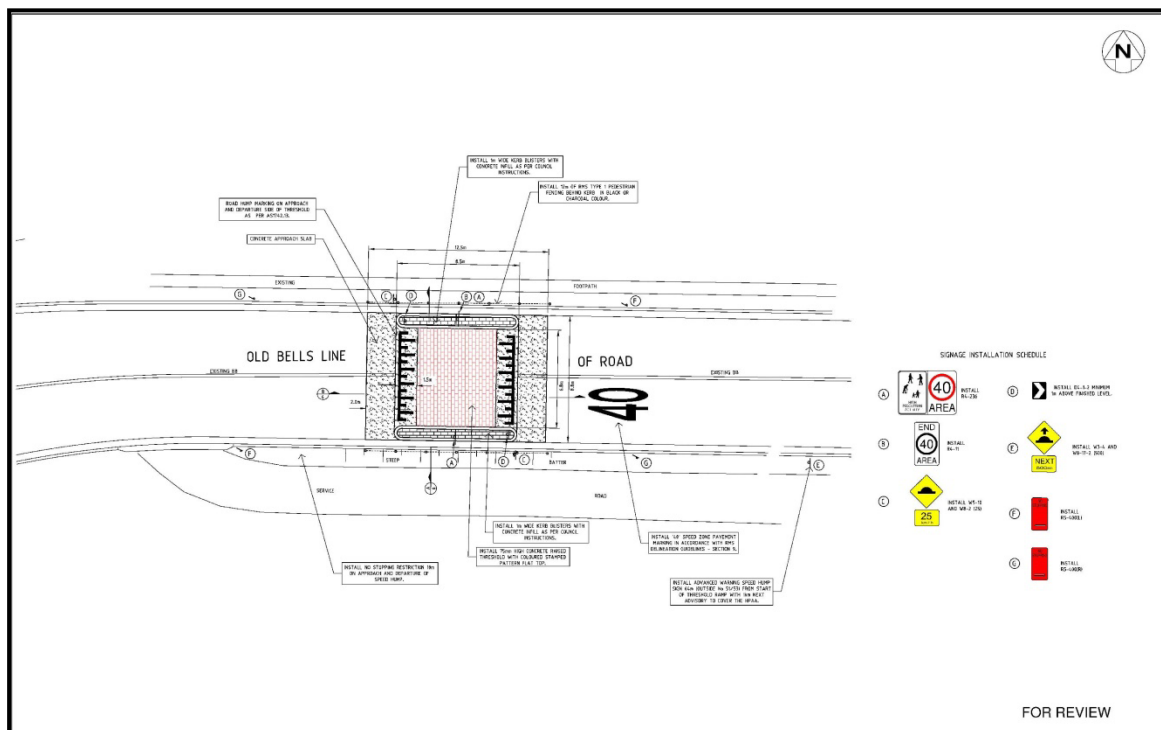


Figure 5: Site 4 - Proposed Raised Threshold Gateway Treatment

The measures identified at Sites 1 to 4 would be short to medium term options to reduce speed at the entry points and through the town centre. These measures will better facilitate and self-regulate the existing 40kph speed limit through the town centre. The pedestrian facility within the town centre (Site 3) whilst

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resulting in the loss of approximately 10 parking spaces (subject to warrant assessment and detailed design) will provide pedestrians with a safe crossing point. The treatments at the four sites will require some upgrading of lighting. Providing a raised wombat pedestrian crossing adjacent to Kurrajong Public School, when constructed in 1999, was not supported by nearby residents due to potential noise issues.

In addition to the Sites 1 to 4, a long term option to further reduce speed through the town centre and to provide an amenity for traffic to turn around within the town centre would be the provision of a roundabout at the intersection of Grose Vale Road, the two legs of Old Bells Line of Road and south of Timms Hill Road.

Currently, funding to the value of \$150,000 is available to undertake the works at Site 2 which is funded by Transport for NSW under the Federal Government Stimulus Commitment Road Safety Program (School Zone Infrastructure). The Road Safety Program funding will prioritise the development and delivery of road safety infrastructure projects across NSW. Kurrajong Public School has been included in this list where facilities are to be upgraded. This safety requirement is in keeping with pedestrian crossings fronting Schools needing to be raised wombat crossings. These works are proposed to improve safety of pedestrians using the pedestrian crossing and reducing the speed of vehicles travelling through this section of road. The upgrade will also ensure that the lighting at the crossing conforms to the Australian Standard.

For the Sites 1, 3 and 4, funding options may be sought through Transport for NSW as part of the 40kph High Pedestrian Activity Area. It should be noted that with these options of raised (speed hump) options and the provision of the crossing point adjacent to the shopping arcade will result in the loss of some on-street parking. The off-set is reduced speeds at the entry points and through the town centre and improved safety for pedestrians. The cost to undertake the works at each site is in the order of \$200,000 each.

The initial step in this process in accordance with the Council resolution from 25 May 2021 was to undertake consultation with the community to ascertain its views in relation to the proposed treatments. The consultation has been undertaken and the result of the community feedback is outlined further in the report.

Consultation:

Consultation has been undertaken with residents along both Grose Vale Road and Old Bells Line of Road between Bucket Place and Kurrajong Road with Community feedback sought in relation to the following proposals:

1. Implementation of the proposed upgrade works at Site 2 based on available funding.
2. Implementation of the proposed upgrade works at Sites 1, 3 and 4 subject to future funding being available.

Feedback has been received which provides both support and objection to the treatments proposed. A summary of the comments is listed below:

- Welcome the control of speed through the village.
- Do not support the loss of parking in the village area as the available parking is limited.
- The provision of the pedestrian crossing at Site 3 is not supported due to the potential loss of parking (10 spaces).
- The provision of the pedestrian crossing at Site 3 is supported as it will provide a safe location to cross the street near the shops.
- Object to the pedestrian crossing in the village area as it will make the main strip more congested.
- The pedestrian crossing in the village will turn the area into an ugly urban metropolis and lose its village appeal.
- Changes to the Wombat Crossing at the School is supported.

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Based on the feedback received from the consultation process, in summary:

- Site 1 – Support
- Site 2 – Support
- Site 3 – Objection
- Site 4 – Support

Review of Pedestrian movements along Old Bells Line of Road:

In addition to the review of Sites 1 to 4, pedestrian safety along the northern side of Grose Vale Road and Old Bells Line of Road crossing Old Bells Line of Road and Woodburn Road was discussed at the Local Traffic Committee on 08 November 2021 with the following recommendation adopted by Council on 30 November 2021.

“That:

Council undertake an investigation to include pedestrian and traffic counts in the vicinity of the intersection of Old Bells Line of Road and Grose Vale Road, Kurrajong to determine various types of improvements that could assist with the safety of pedestrians including a pedestrian refuge or crossing, warning signage or other measures.”

An independent assessment has been undertaken with a view to investigating traffic and pedestrian behaviour and recommending options to improve functionality and safety at these two locations.

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

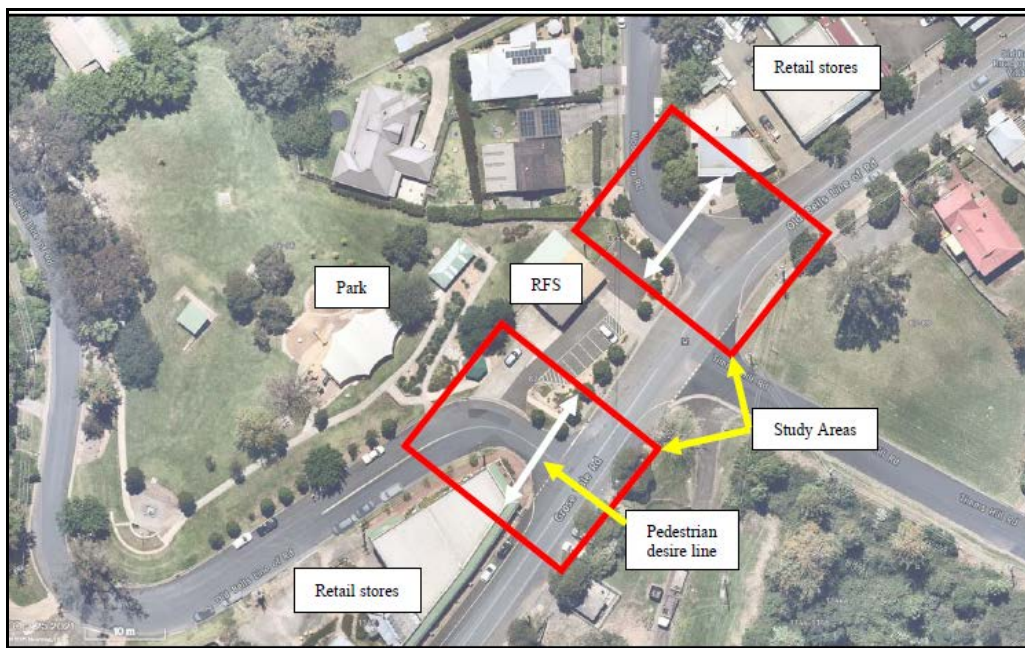


Figure 6: Locality Map and Surrounding Features

Pedestrian surveys were undertaken at the Old Bells Line of Road/Grose Vale Road and Woodburn Road/Old Bells Line of Road intersections on Wednesday 17 November 2021. Peak morning and afternoon periods were identified between 9:30am - 10:30am and 12:30pm - 1:30pm with the pedestrian volumes presented in Figure 7.

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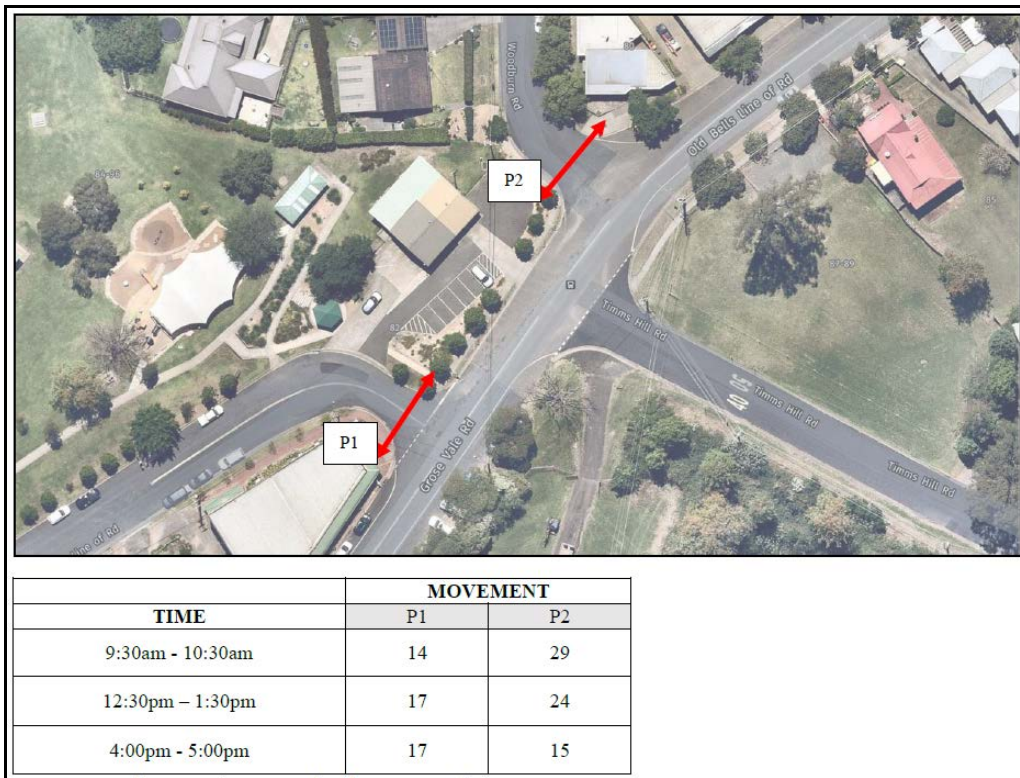


Figure 7: Pedestrian Volumes - Wednesday 17 November 2021

The Old Bells Line of Road/Grose Vale Road and Woodburn Road/Old Bells Line of Road intersections are T-junctions operating under a Stop and Give Way control respectively. Both intersections feature a 60-degree bend on the minor road approach and are within the 40kph High Pedestrian Activity Area (HPAA) speed zone. Kerb ramps and footpath linkages exist at the intersection throats which are utilised by the north-south pedestrian desire line travelling between the retail stores, school and park.

A review of the most recent 5-year crash data (July 2015 – June 2020) provided by the NSW Centre for Road Safety has revealed one crash at the Old Bells Line of Road/Grose Vale Road intersection with a road user movement (RUM) of 48 'From footpath'. This crash involved conflict between a northbound car and westbound cyclist and resulted in minor injury.

Both intersections accommodate similar pedestrian demand, with slightly higher volumes observed crossing the Woodburn Road approach at the time of the surveys. The pedestrian volumes recorded do not meet the PV warrant requirements for a pedestrian crossing as set by TfNSW 'Supplement to Austroads Guide to Traffic Management Part 10: Traffic Control and Communication Devices (2016)'. The general warrant for a Pedestrian Crossing such as this site, which is not directly outside a School, would require $P \geq 30$ and $V \geq 500$ and a product of $PV \geq 60,000$.

Under the RTA's Guide to Traffic Generating Developments (2002), the recommended maximum peak hour volume on a residential collector road is 300vph as the environmental goal with an absolute maximum of 500vph. Both side roads are functioning below their maximum environmental capacity and hence not considered to have a significant detrimental impact on residential amenity.

Vehicle and pedestrian behaviour were noted whilst conducting the surveys. Key observations include:

- Vehicle speeds along the minor approaches were generally low (less than 30km/hr) largely due to the 60-degree bends providing a traffic calming effect.
- Vehicle traffic was low, with volumes at each side street below the environmental goals defined in RTA's Guide to Traffic Generating Development (2002).

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- Some pedestrians were observed walking into the roadway before crossing to improve sight distance around the bend. The poor crossing sight distance (CSD) resulted in many pedestrians being cautious and observant of surrounding vehicle movements.
- Sightlines were obstructed by foliage at the north and south side of each intersection.

A key issue at both intersections is the limited pedestrian CSD along the minor road approach. CSD compliance can be improved by decreasing the crossing distance, reducing the approach speeds of vehicles, and removal of sightline obstructions. Decreasing the crossing distance requires the construction of a pedestrian device, such as a centre refuge treatment or kerb extensions. The road geometry of both intersections is restrictive. The Old Bells Line of Road/Grose Vale Road intersection caters for Bus movements into the side road of Old Bells Line of Road. As outlined in Figure 8, there is conflict between opposing 12.5metre bus movements, which precludes the provision of a pedestrian facility that would reduce the lane width for pedestrians.

The road width of Woodburn Road at its intersection with Old Bells Line of Road is also limited and precludes the provision of a centre road pedestrian facility. An alternative is to provide a concrete kerb blister adjacent to the northern kerb ramp, provided the centre line is offset to the south. A kerb blister is beneficial to reduce the crossing distance and provides protection for pedestrians who step into the roadway before crossing to improve sight distance, which is consistent with the observed behaviour.

The slight curvature and widening of Old Bells Line of Road along the northern approach to its intersection with Woodburn Road allows for the construction of an additional kerb blister to set forward the holding line. This will assist with improving the sight distance and protect motorists at the holding line from through movements along Old Bells Line of Road. The preference is for the kerb blister to be a raised concrete structure and not a painted island as this will provide adequate driver protection, noting it does not obstruct turning movements.

Whilst the location of the existing No Stopping sign fronting 80 Old Bells Line of Road is to remain, the preference is to extend this zone by 6metres. It should be noted that previous adjustments to the No Stopping zone at this location was not supported by the community when signage improvements were undertaken along intersections in the Kurrajong town centre, due to the loss of the parking space.

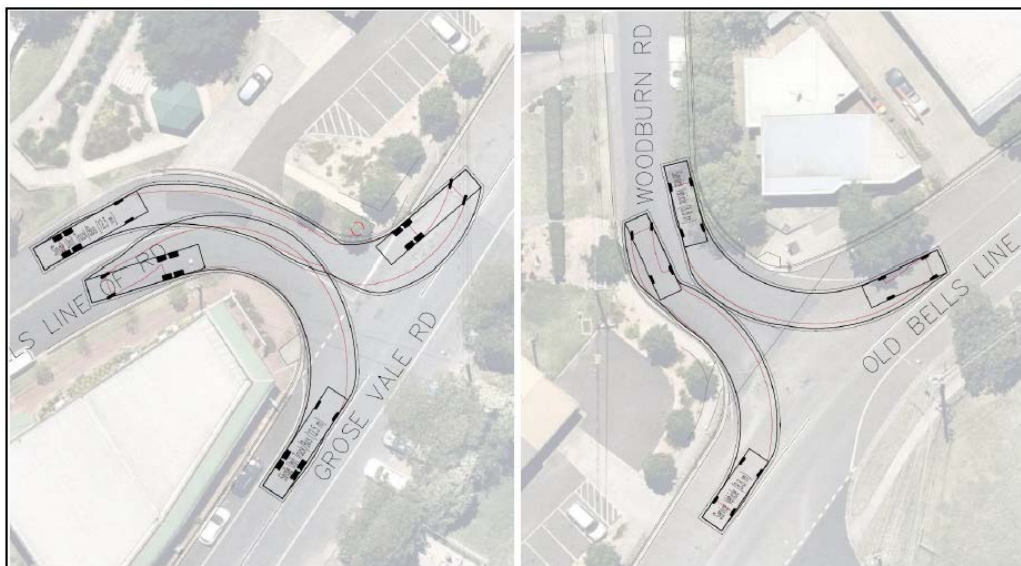


Figure 8: Design vehicle swept paths at Old Bells Line of Road/Grose Vale Road (left) and Woodburn Road/Old Bells Line of Road (right)

It is proposed to construct at-grade threshold treatments along the minor road approach of both intersections. This will be coloured and textured to contrast the adjacent roadway and highlight the pedestrian desire line to motorists. Also proposed are concrete kerb blisters at the Woodburn Road/Old

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Bells Line of Road intersection to reduce pedestrian crossing distance and advance the Give Way holding line, as well as the removal of obstructions and foliage. These measures aim to improve CSD compliance by decreasing the pedestrian crossing distance, reducing vehicle approach speeds, removing sightline obstructions and alerting drivers of the HPAA environment. Details of the treatments are outlined in Figures 9 and 10.



Figure 9: Proposed Treatment at Old Bells Line of Road/Grose Vale Road

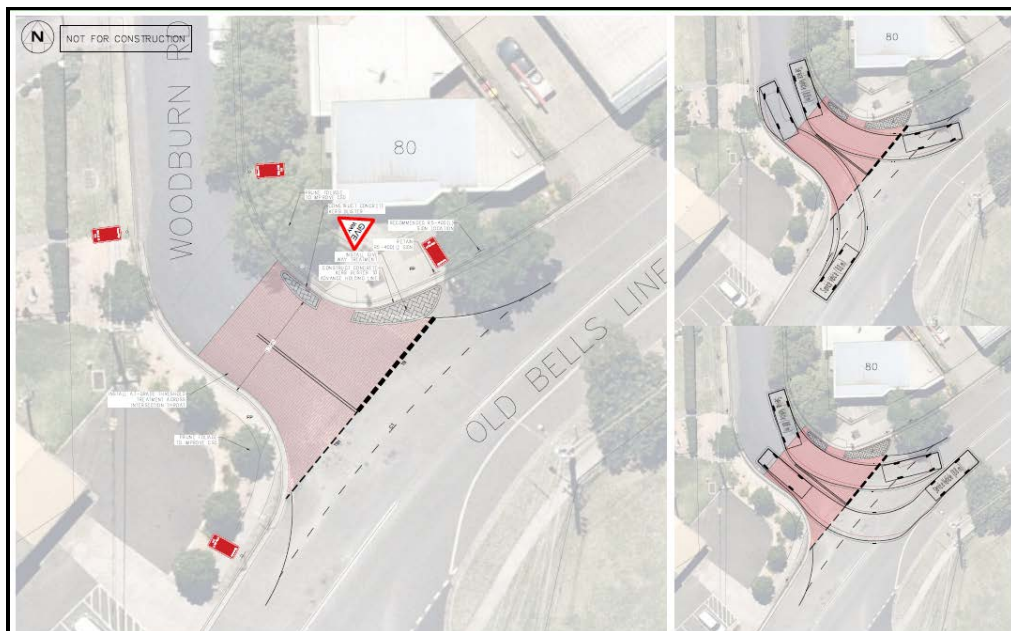


Figure 10: Proposed Treatment at Woodburn Road/Old Bells Line of Road

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Summary of treatments proposed:

1. Old Bells Line of Road/Grose Vale Road:
 - a. Construction of an at-grade threshold treatment consistent with the HPAA environment.
2. Woodburn Road/Old Bells Line of Road:
 - a. Construction of an at-grade threshold treatment consistent with the HPAA environment.
 - b. Construction of two concrete kerb blisters at the northern kerb return to reduce pedestrian crossing distance and advance the Give Way holding line
 - c. Review extent of No Stopping zone on northern kerb side.
 - d. Improvement delineation measures.

The provisional cost estimate for these works at each site is in the order of \$100,000 each and is subject to a detailed survey and design prior to finalising the cost estimate.

Summary:

Based on the feedback received from the consultation process, there is support for the treatments at Sites 1, 2 and 4 with objection to the treatment at Site 3.

Summary of Actions for Sites 1 to 4:

- a. **Support - Site 1:** *Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Grose Vale Road near Buckett Place and adjacent to Nos. 1085, 1088 and 1090 Grose Vale Road.*
- b. **Support - Site 2:** *Convert the existing 'at-grade' wombat pedestrian crossing to a raised wombat pedestrian crossing along Grose Vale Road near Kurrajong Public School and adjacent to Nos. 1122 and 1123 Grose Vale Road.*
- c. **Objection - Site 3:** *Install a new raised wombat style pedestrian crossing along Old Bells line of Road near the shopping arcade and adjacent to Nos 64 and 77 Old Bells Line of Road.*
- d. **Support - Site 4:** *Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Old Bells Line of Road west of Kurrajong Road and adjacent to Nos. 54 and 63 Old Bells Line of Road."*

Based on the available funds to undertake the works adjacent to Kurrajong Public School (Site 2) and no objections received in converting the existing pedestrian crossing to a raised pedestrian crossing, that these works proceed.

The installation of a new raised wombat style pedestrian crossing (Site 3) not be undertaken along Old Bells line of Road near the shopping arcade and adjacent to Nos 64 and 77 Old Bells Line of Road on the basis of community objection.

Funding for the treatments at Site 1 and Site 4 be listed for consideration by Council in a future works program.

Funding for the two treatment sites at the intersections of Old Bells Line of Road/Grose Vale Road and Woodburn Road/Old Bells Line of Road be listed for consideration by Council in a future works program

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RECOMMENDATION TO COMMITTEE:

That:

1. The existing 'at-grade' wombat pedestrian crossing (Site 2) be converted to a raised wombat pedestrian crossing along Grose Vale Road near Kurrajong Public School and adjacent to Nos. 1122 and 1123 Grose Vale Road, in accordance with Figure 3 of this report.
2. The installation of a new raised wombat style pedestrian crossing (Site 3) not be undertaken along Old Bells line of Road near the shopping arcade and adjacent to Nos 64 and 77 Old Bells Line of Road, on the basis of community objection.
3. Funding for the treatments at Site 1 and Site 4, outlined below, be listed for consideration by Council in a future works program:
 - a. Site 1: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Grose Vale Road near Buckett Place and adjacent to Nos. 1085, 1088 and 1090 Grose Vale Road.
 - b. Site 4: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Old Bells Line of Road west of Kurrajong Road and adjacent to Nos. 54 and 63 Old Bells Line of Road.
4. Funding for the two treatment sites at the intersections of Old Bells Line of Road/Grose Vale Road and Woodburn Road/Old Bells Line of Road be listed for consideration by Council in a future works program.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That

1. The existing 'at-grade' wombat pedestrian crossing (Site 2) be converted to a raised wombat pedestrian crossing along Grose Vale Road near Kurrajong Public School and adjacent to Nos. 1122 and 1123 Grose Vale Road, in accordance with Figure 3 of this report.
2. The installation of a new raised wombat style pedestrian crossing (Site 3) not be undertaken along Old Bells line of Road near the shopping arcade and adjacent to Nos 64 and 77 Old Bells Line of Road, on the basis of community objection.
3. Funding for the treatments at Site 1 and Site 4, outlined below, be listed for consideration by Council in a future works program:
 - a. Site 1: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Grose Vale Road near Buckett Place and adjacent to Nos. 1085, 1088 and 1090 Grose Vale Road.
 - b. Site 4: Convert the existing 'at-grade' Gateway Treatment to a Raised Threshold Gateway Treatment along Old Bells Line of Road west of Kurrajong Road and adjacent to Nos. 54 and 63 Old Bells Line of Road.
4. Funding for the two treatment sites at the intersections of Old Bells Line of Road/Grose Vale Road and Woodburn Road/Old Bells Line of Road be listed for consideration by Council in a future works program.

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Item: 2.4 LTC - Proposed Scope of Works for the Liveability Project Richmond, South Windsor and Windsor Town Centre – (80245)

REPORT:

Background:

Council is upgrading the public domains of Richmond, South Windsor and Windsor town centres with funding from the Western Parkland City Liveability Program.

The project is supported by the Western Parkland City Liveability Program and funded by all three levels of government via the Western Sydney City Deal. The Western Parkland City Liveability Program is a key commitment of the Western Sydney City Deal. The City Deals Liveability Program was established to enable each Council to implement a project to provide infrastructure improvements that will improve the built and natural environments and enable economic and social prosperity.

In December 2020 Council engaged the services of Place Design Group to undertake the design phase for the three town centres. The design aims to address the Hawkesbury's underperforming, non-compliant and declined town centres by undertaking public space rejuvenation, leveraging the rich historic and natural amenity of the Hawkesbury's towns and villages.

The design package is being submitted to the traffic committee prior to moving into the construction phase.

The construction and redevelopment of the three separate town centres are situated at;

1. Richmond Town Centre - Windsor Street, Richmond between Bosworth Street and Toxana Street and Richmond Oval.
2. South Windsor Town Centre George Street, South Windsor between Campbell Street and Argyle Street and Mullinger Lane between Campbell Street and Argyle Street.
3. Windsor Town Centre – George Street, from Windsor Train Station at Brabyn Street through to New Bridge Road at Thompson Square. This includes the two sections of the Windsor Mall - Windsor Mall South between Fitzgerald and Kable Streets and Windsor Mall North between Kable and Baker Streets.

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Figure 1 Richmond Town Centre Scope of works



Figure 2 South Windsor Town Centre Scope of works

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Figure 3 Windsor Town Centre Scope of works

Various treatments for each of the town centres are proposed as part of this project. This includes:

- Upgrades of existing wombat crossings:

Six existing wombat crossings are proposed to be upgraded in the three town centres. In Richmond, there are two along Windsor Street - one between Bosworth and West Market Street, the other is between West Market and East Market Street. In South Windsor, the upgraded wombat is on George Street (between Campbell and Argyle Street). In Windsor, they are all located along George Street, one is between New Street and Johnston Street, one is between Tebbutt Street and Christie Street, and another is at the intersection of Kable Street (intersection with the Mall). They are all proposed to be upgraded to suit the Australian standards. This will improve pedestrian safety.

- Lighting upgrades

Lighting upgrades in line with the current Australian Standards and new lighting is proposed to new and upgraded crossings (to be installed on Endeavour Energy network)

- Pedestrian Refuge Islands

Four new pedestrian refuge islands are proposed, In Richmond, one is at the intersection of West Market Street (south) and Windsor Street. In South Windsor, one is on Campbell Street (north) at its intersection with George Street and the other is on Bell Street (north) at its intersection with George Street. In Windsor, it is on New Street, which will enhance the pedestrian connection and provide a route of travel from the train station to both South Windsor and Windsor town centres.

- Kerb Blisters:

Kerb Blisters are proposed to encourage traffic calming close to pedestrian crossings and provide significant greening to the streetscape. The Blisters are off-set from the kerbs to prevent any impacts to heritage kerb and gutter and drainage.

The landscape approach to planting in blisters adjacent crossings is as follows:

1. High density of ground cover planting will minimize maintenance and provide an attractive weed-free appearance. The selection of ground cover planting will be maximum 400mm high to not impede sightlines.

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2. Tree species selected are medium in size (at maturity) and have a good history of survival in urban areas and can be maintained with a high crown. Trees that impede sightlines adjacent crossings will be removed upon further review.

- Mullinger Lane Carpark, South Windsor

It is proposed to reconfigure the existing parking layout to provide a safer shopping experience that reduces wide vehicle turning circles and provides opportunities for planting. This will also narrow the lane to reduce traffic speed and highlight the arcade with a widened footpath between the entries and a pedestrian crossing outside the western side entry point.

Improvements are to be undertaken to the Pedestrian/Loading zones, adjacent parking bays and accessible parking spaces adjacent to the mall entry points, that will meet current Australian standards.

- Loss of Carparking Spaces

The proposed upgrades to the existing pedestrian crossing will result in the loss of carparking spaces as follows and presented in tables 1 and 2 below:

Table 1 shows the overall car parking forfeiture (along the main road section).

Table 2 shows the car park forfeiture that strictly occurs at each crossing (please refer to the table for detailed reasons) and it includes the car park forfeiture on the side streets.

Table 1: Parking overview

Town Centre	Calculation area/boundary	Existing car parking spaces	Proposed car parking spaces	Total loss of car parking
Richmond	Bosworth Street to Toxana street	106	102	4
South Windsor	George Street	48	43	5
	Mullinger Lane	76	72	4
Windsor	Tebbutt Street to Fitzgerald Street	87	79	8
	Hawkesbury Valley Way to Tebbutt Street	31	29	2
Macquarie Street Council Carpark (cnr of Macquarie and Kable Street)	Proposed Substation	126	123	3

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Table 2: Detailed breakdown of parking loss at each crossing

Crossing Number	Location	Type of crossing	Lighting Included (Yes/No)	(New/Upgraded existing)	Loss of parking
Richmond					
1	Windsor Street (between Bosworth and West Market Street)	Wombat	Yes	Upgraded	1 Space – due to compliance with Australian Standards
2	Intersection of West Market and Windsor Street (south)	Refuge Island	Yes	New	1 Space – due to swept path investigation
3	Windsor Street (between West Market and East Market Street)	Wombat	Yes	Upgraded	None
South Windsor					
5	Intersection of Campbell and George Street (north) The car park loss occurs on Campbell Street (side street)	Refuge Island	Yes	New	2 spaces – due to swept path investigation
6	George Street (between Campbell and Argyle Street)	Wombat	Yes	Upgraded	2 spaces– due to compliance with Australian Standards
7	George Street (Between Argyle and Bell Street)	Speed hump	No	New	3 spaces – due to new proposed speed hump
8	Intersection of Bell and George Street (Car Park loss occurs on Bell Street (side street)	Refuge Island	Yes	New	2 spaces – due to swept path investigation

Crossing Number	Location	Type of crossing	Lighting Included (Yes/No)	(New/Upgraded existing)	Loss of parking
Windsor					
9	George Street (Between Hawkesbury Valley Way and Tebbutt Street)	Speed hump	No	New	2 spaces – due to new proposed speed hump
10	George Street (between Tebbutt Street and Christie Street)	Wombat	Yes	Upgraded	1 space – due to new proposed tree
12	Intersection of George and New Street (North) (Car Park loss occurs on New Street (side street)	Refuge Island	Yes	New	2 spaces – due to swept path investigation
13	George Street (between New and Johnston Street)	Wombat	Yes	Upgraded	None
15	Intersection of George and Fitzgerald Street	Zebra	Yes	Upgraded	None
16	Kable Street (intersection with the Mall)	Wombat	Yes	Upgraded	None
17	Intersection of George and Baker Street	Zebra	Yes	Upgraded	None

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Richmond Town Centre:

No new pedestrian crossings are proposed, only upgrades to the existing pedestrian crossings. Minimal Car space losses are required to ensure compliance and maintaining No Stopping zone clearance requirements on approach and on exit as per Australian Standard requirements AS1742.10 (Manual of uniform traffic control devices - Part 10: Pedestrian control and protection).

A 'long-term' solution for West Market Street (north) where it intersects Windsor Street is being investigated. This area will be resolved at a future stage which may involve decommissioning/relocating the power pole and resolving drainage/level issues at the corner to Windsor Street. As part of the Liveability Upgrades to improve accessibility (including adding tactile indicators to help differentiate the transition between the existing crossing and existing footpath) will be addressed as a short term solution.

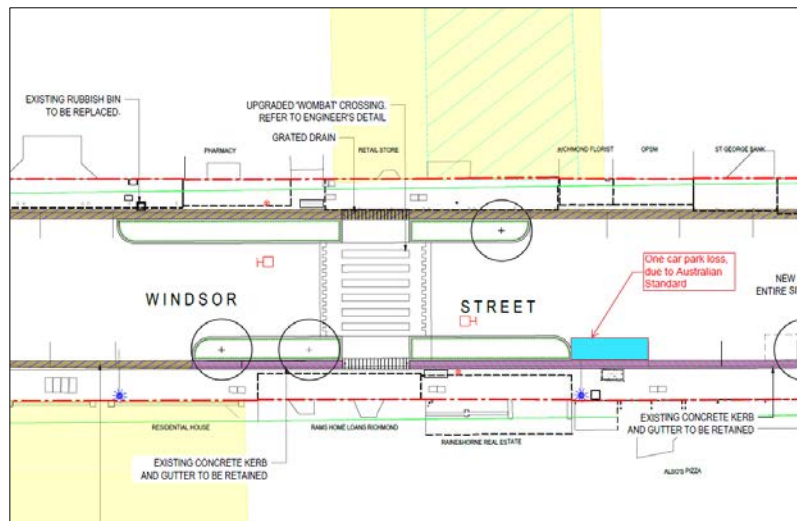


Figure 4: Richmond loss of parking spots

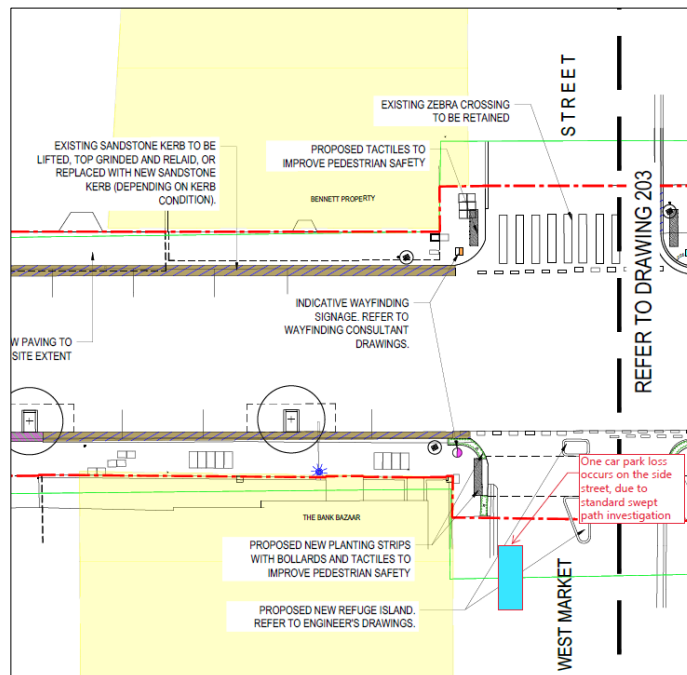


Figure 5: Richmond loss of parking spots

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South Windsor:

No new pedestrian crossings are proposed, only upgrades to the existing pedestrian crossing. Minimal Car space losses are required to ensure compliance and maintaining No Stopping zone clearance requirements on approach and on exit as per Australian Standard requirements. AS1742.10 (Manual of uniform traffic control devices - Part 10: Pedestrian control and protection).

Due to the reconfiguration of Mullinger Lane and Improvements to the Pedestrian/Loading Zone, adjacent parking bays and accessible parking spaces adjacent to the mall entry points that meet current Australian standards, four (4) car spaces have been reduced.

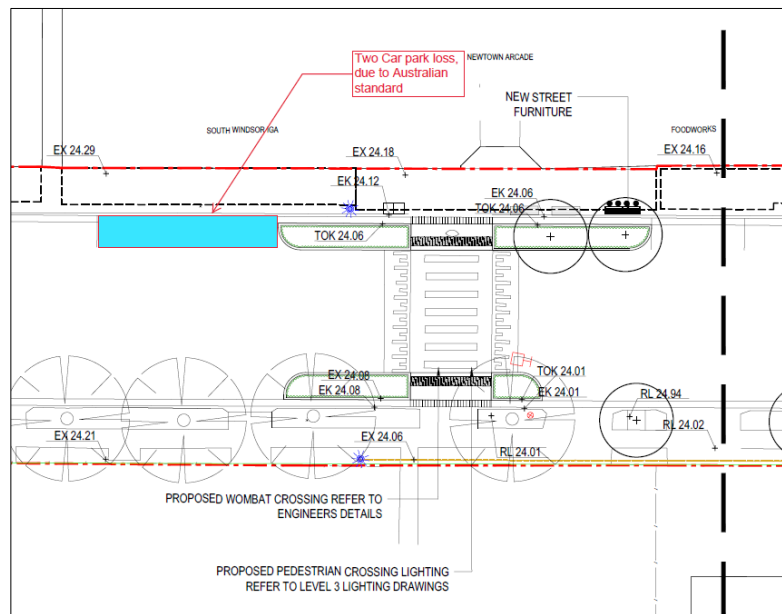


Figure 6: South Windsor loss of parking spots

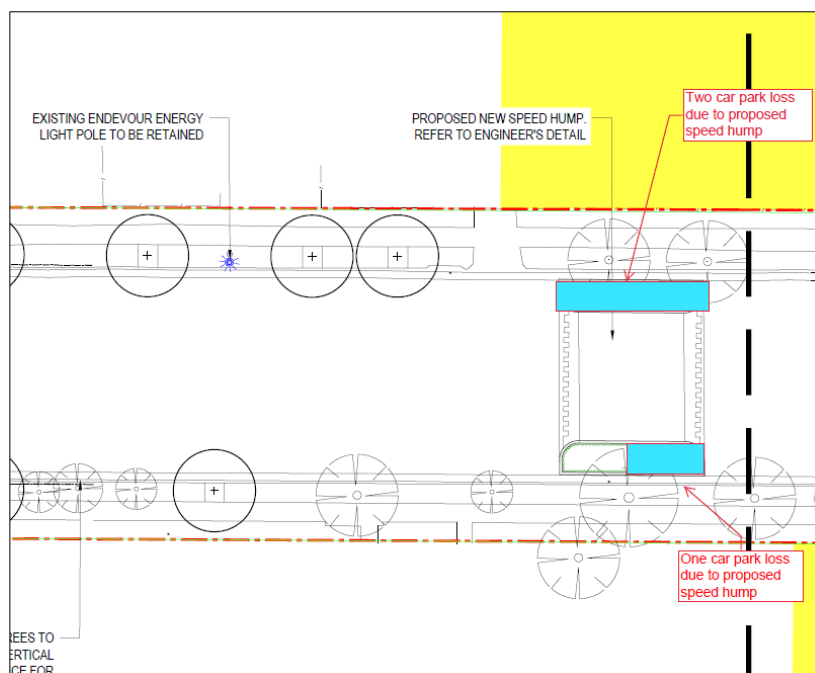


Figure 7: South Windsor loss of parking spots

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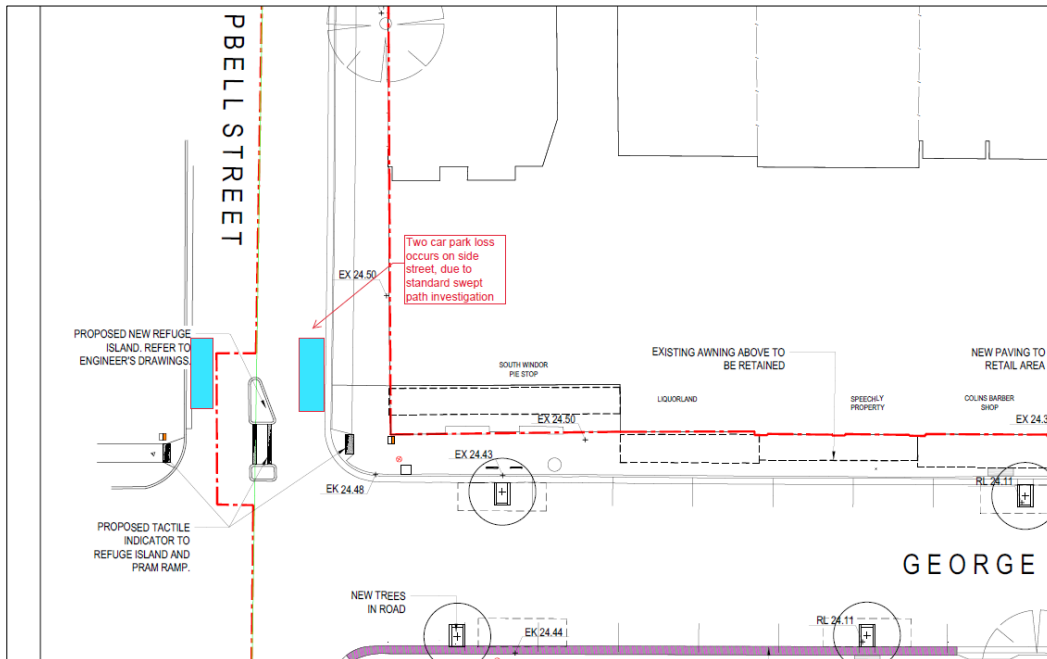


Figure 8: South Windsor loss of parking spots

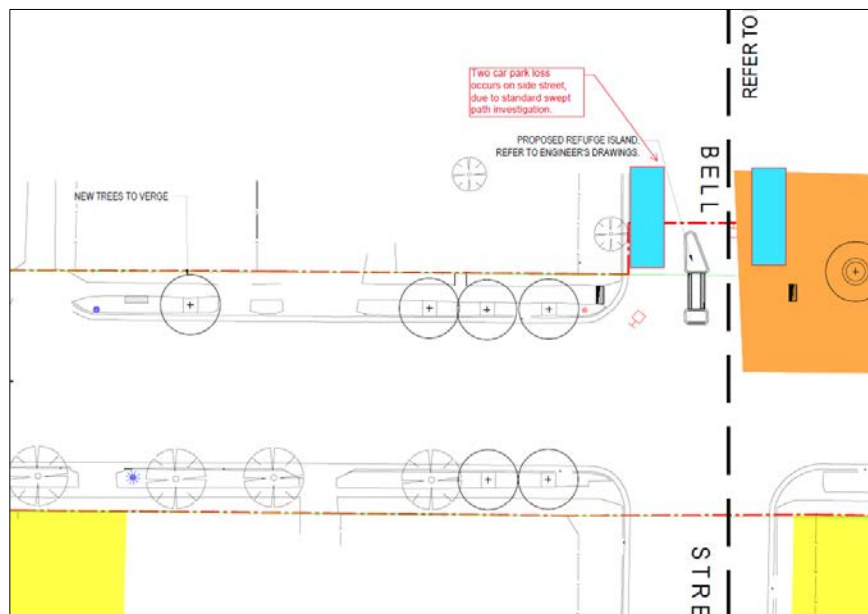


Figure 9: South Windsor loss of parking spots

Windsor:

No new pedestrian crossings are proposed, only upgrades to the existing pedestrian crossings. Minimal Car space losses are required to ensure compliance and maintaining No Stopping zone clearance requirements on approach and on exit as per Australian Standard requirements AS1742.10 (Manual of uniform traffic control devices - Part 10: Pedestrian control and protection).

Furthermore, the new proposed speed hump to be located at George Street from Hawkesbury Valley Way to Tebbutt Street is deemed essential as it is part of the Gateway Entry Improvement Scheme. This will aid in motorists entering George Street from Hawkesbury Valley Way from a 60km zone to a 40km zone High Pedestrian Activity Area (HPAA). The benefits of safety for pedestrians far outweigh the loss of two car parking spaces.

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Lastly, a substation is required to be installed to supply power to Windsor Mall. The optimal location is the Macquarie Street Council carpark, corner of Macquarie and Kable Streets as it represents the shortest trenching requirements, therefore minimising impacts to surrounding area. Due to Endeavour Energy compliance requirements, a new substation also needs to be located along the front boundary for ease of access.

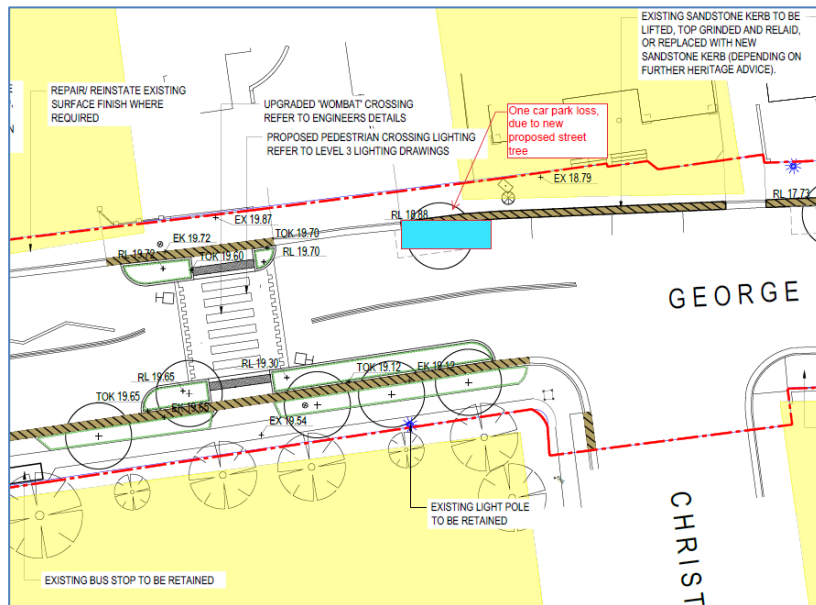


Figure 10: Windsor loss of parking spots

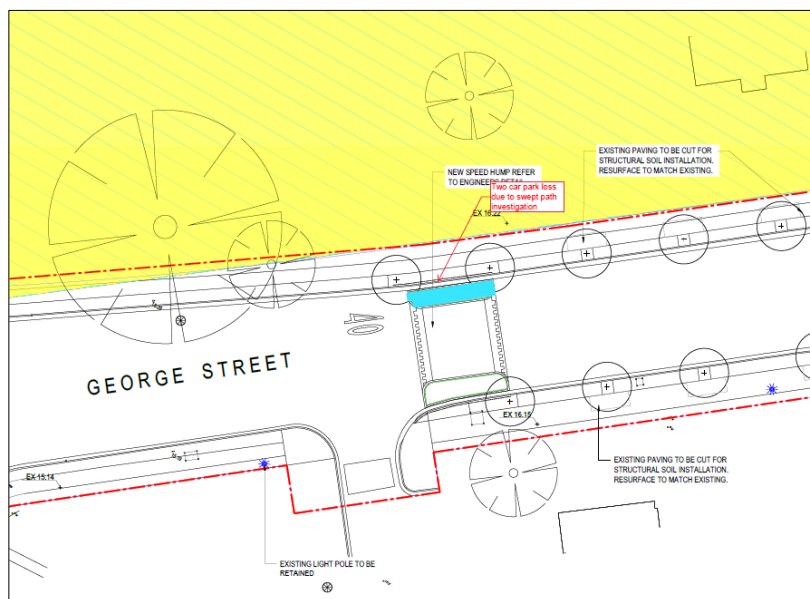


Figure 11: Windsor loss of parking spots

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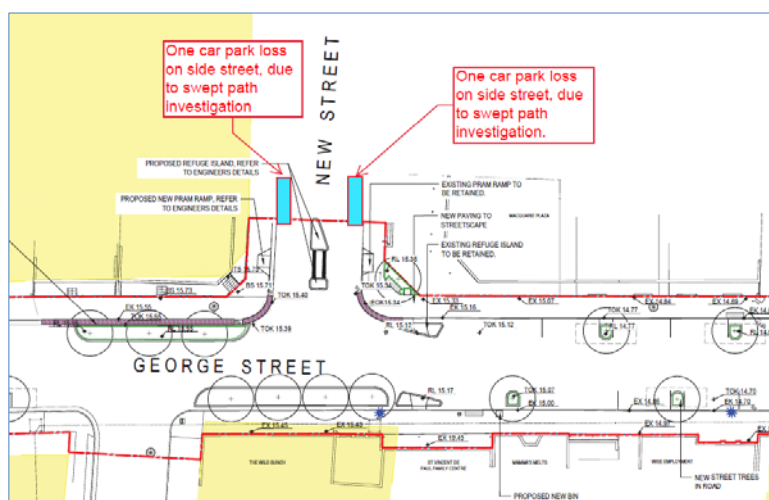


Figure 12: Windsor loss of parking spots

Consultation and Key Stages

The outcomes of engagement previously undertaken for the Community Strategic Plan, Place Score Card and the Local Strategic Planning Statement provided high level understanding of community values and issues. Engagement for the Liveability project has been more targeted and specific to practical improvements in the three town centres.

Consultation has been undertaken since October 2019 with the community at regular intervals as well as with TfNSW, Place Design Group (Designers), Stantec (Traffic Engineers) and Council staff. TfNSW have closed out on all proposed works. The public has been notified about the loss of carparking spaces.

Key steps undertaken to date include:

Liveability Key Stages	
Action	Status
Placemore Consultation – Findings 1. Local history, heritage buildings and features 2. Cleanliness of public space 3. Natural environment (views, vegetation, topography, water etc.) 4. Overall visual character of the area 5. Vegetation and natural elements (street trees and planting)	Complete February 2018
Council confirm project to be submitted for Liveability funding – Richmond, South Windsor and Windsor masterplans and public domain plans	Complete. Council report 25 September 2018
Liveability grant submission	Complete Nov 2018
Breakdown of stages of the \$18.75m funding provided to State Government	Complete Feb 2019
Expression of Interest followed by tender process to engage consultants to assist in the development of the masterplan and public domain plans.	Complete March to Sept 2019
Engaged Urbis. Urban Design and Place Analysis Urbis completed a comprehensive analysis of the town centres including urban design elements and numerous strategic plans, policies and studies. Community and Stakeholder Engagement A variety of engagement activities were undertaken in the community including: <ul style="list-style-type: none"> Business Street Walks (over 150 businesses); Stakeholder Workshops (including Council's Town Centre Working 	Complete October 2019 to March 2020

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<p>Group, the Project Control Group, Chamber of Commerce, local businesses, clubs and education providers);</p> <ul style="list-style-type: none"> • Pop-up engagement stalls in each town centre; • Social media posts (100+ comments); • Online survey (337 responses); • Dedicated email line (10 emails); • Dedicated phone line (1 call); and • Postcards (850 distributed). 	
Councillor briefing - outline of community engagement process and call for suggestions / project ideas	Complete April 2020
<p>Indigenous engagement</p> <p>Engagement with the local Aboriginal community was undertaken during the months of June and July 2020 to support the creation of a Vibrant Towns and Villages Masterplan, which focuses on the towns of Richmond, Windsor and South Windsor.</p>	Complete July 2020
<p>Big Ideas documented</p> <p>Separate to the work undertaken by Urbis, Council staff have collected Councillor suggestions, reviewed other relevant work and studies and added in some other concept ideas for consideration - as outlined in the "Big Ideas" document.</p> <p>The projects included in the Big Ideas document are intended to build on the foundation work proposed under the Liveability Program and enable Council to undertake feasibility studies or apply for future funding opportunities.</p>	Complete July 2020
Draft masterplan and public domain plans submitted to Council meeting 28 July 2020 to place on exhibition.	Complete July 2020
Draft Master Plan and Public Domain Plan Interactive Summary Document developed for use during the public exhibition period August 2020.	Complete August 2020
<p>Public exhibition –</p> <p>The Liveability Project Public Exhibition process ran from 1 to 31 August 2020.</p>	Complete August / September 2020
Present draft master plans and public domain plans to Council for adoption.	Complete September 2020
Procurement Process – Tender to Engage contractors to undertake detail design	Complete 31 July 2020 to 30 November 2020
Applied for and successfully secured the Greening Our City Grant \$1,244,000	Complete December 2020
Engaged consultants Place Design Group – Signing of contracts.	Complete December 2020
<p>Place Design Group commenced and undertaken:</p> <ul style="list-style-type: none"> • Detailed review of all documentation • Inception Meeting with Council and Site Visit • Detailed Site Surveys undertaken of each town centre • Aboriginal Due Diligence Assessment (ADDA) (including background research, field investigations, reporting and mapping) • Historic Heritage Assessment for each town centre • Engineering Assessment • Flood Risk Analysis by Hydraulic Engineers • Stakeholder Engagement x 10 meetings • Meetings with specialists. These include: • Custom furniture materials and structures suppliers, advanced stock tree suppliers, Street tree root system technology suppliers (underground root soil cells), play/water play suppliers etc. • Detail Concept cost Estimates • Concept Design Plans developed 	January 2021 to April 2022 – Current Stage

ORDINARY MEETING
SECTION 4 - Reports of Committees
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RECOMMENDATION TO COMMITTEE:

That the proposed treatments for each of the three town centres of Richmond, South Windsor and Windsor, which will include upgrades of existing wombat crossings, lighting upgrades in line with the current Australian Standards, four new pedestrian refuge islands and the adjustments to existing parking restrictions are supported, in Principal, as outlined in Attachments 1, 2 and 3 which includes the design plans and supporting Road Safety Audits and Actions to be undertaken in accordance with the Corrective Actions and the final plans be submitted back to the LTC for final concurrence.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the proposed treatments for each of the three town centres of Richmond, South Windsor and Windsor, which will include upgrades of existing wombat crossings, lighting upgrades in line with the current Australian Standards, four new pedestrian refuge islands and the adjustments to existing parking restrictions are supported, in Principal, as outlined in Attachments 1, 2 and 3 which includes the design plans and supporting Road Safety Audits and Actions to be undertaken in accordance with the Corrective Actions and the final plans be submitted back to the LTC for final concurrence.

ATTACHMENTS:

AT – 1 – Richmond Town Centre Civil Drawings (N0200932_R prepared by JN), Road Safety Audit and Corrective Actions (Prepared by Stantec Australia Pty LTD) (Attachment Provided Separately)

AT – 2 – South Windsor Town Centre Civil Drawings, (N0200932_SW prepared by JN), Road Safety Audit and Corrective Actions (Prepared by Stantec Australia Pty LTD) (Attachment Provided Separately)

AT - 3 - Windsor Town Centre Civil Drawings, (N0200932_W prepared by JN), Road Safety Audit and Corrective Actions (Prepared by Stantec Australia Pty LTD) (Attachment Provided Separately)

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 March 2022 at 3pm in the Small Committee Room.

The meeting terminated at 4pm.

oooO END OF REPORT Oooo

Ordinary

Section 5

Notices of motion

ORDINARY MEETING
SECTION 5 - Notices of Motion
Meeting Date: 08 March 2022

ORDINARY MEETING
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SECTION 5 - Notices of Motion

Item: 059 **NM - Establishment of a Disaster and Emergency Sub-Committee - (125612, 79351)**

Submitted by: Councillor Lyons-Buckett

NOTICE OF MOTION:

That:

1. Council establish of a Floodplain Risk Management Working Group under the Disaster and Emergency Committee.
2. The composition of the Working Group would be as outlined in the Draft Flood Risk Management Manual, including:
 - Elected members of Council
 - Council staff involved in Flood Risk Management including Engineering, Emergency Management, Land use Planning, Community Development and Environment disciplines.
 - Representatives of Local Community. This may include local flood affected landholders (residential and business), relevant industry bodies (e.g Chambers of Commerce) and environment groups
 - Other key stakeholders such as owners or managers of infrastructure or land that may influence flood behaviour
 - Government representatives/technical experts from lead agencies for Floodplain Risk Management, SES and other emergency management agencies
 - Specialist consultants, on occasions if required to address FRM Committee.
3. The Working Group report to the bi-monthly Disaster and Emergency Committee.

BACKGROUND

NSW Flood Planning Policy provides for best practice in terms of how studies and plans are undertaken, as outlined below:

Flood Prone Land Policy

The primary objective of the NSW Governments Flood Prone Land Policy is to reduce the impact of flooding and flood liability on individual owners and occupiers of flood prone land, and to reduce private and public losses resulting from floods.

The Flood Prone Land Policy identifies that management of flood prone land is primarily the responsibility of Council.

The Floodplain Development Manual was developed to provide the framework for the implementation of the NSW Government's Flood Prone Land Policy to achieve its primary objective. The current version of the NSW Floodplain Development Manual has existed since 2005, and has been reviewed and open for public comment.

Legislation and Liabilities

A council does not incur any liability under section 733 of the Local Government Act 1993 for advice furnished in good faith relating to the likelihood of any land being flooded or the nature or extent of any

ORDINARY MEETING
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such flooding. This applies to a range of planning and development decisions including the preparation or making of an environmental planning instrument, including a planning proposal, or a development control plan, or the granting or refusal of consent to a development application, or the determination of an application for a complying certificate, and the imposition of any condition in relation to development applications. It also applies to advice furnished in planning certificates and any other thing done or omitted to be done in the exercise of a council's functions under the Local Government Act 1993 or any other Act. This indemnity applies to the council, councillors, and council staff.

Council is, unless the contrary is proved, taken to have acted in good faith for the purposes of section 733 if the advice was furnished, or the thing was done or omitted to be done substantially in accordance with the principles contained in the Floodplain Development Manual (2005).

Floodplain Development Manual (2005)

In terms of the Floodplain Development Manual:

- The Floodplain Development Manual provides best practice guidance for the management of floodplains in NSW.
- The Manual supports the NSW Government's Flood Prone Land Policy by providing for the development of sustainable strategies for managing human occupation and use of the floodplain considering best practice risk management principles.
- State Agencies have a lead role in the development of regional strategies and plans under the EP&A Act. (DP&E, OEH, INSW, SES) e.g. the Hawkesbury-Nepean Flood Risk Management Strategy.
- The most effective means of achieving sound flood risk management outcomes is to formulate and implement management plans.
- The Manual provides a guideline for the preparation and implementation of floodplain risk management plans.
- As part of the process of developing floodplain risk management plans, the Manual requires the formation of a Floodplain Risk Management Committee in accordance with Appendix D of the Manual.

Floodplain Risk Management Committee

Given the complexity and range of issues to be addressed in the process of developing floodplain risk management plans, the committee needs to be able to coordinate and disseminate the interests, advice and expertise available from State and Commonwealth Government agencies and the local community. The expertise necessary to address the diverse issues involved need to be drawn from a variety of sources, including:

- The local council itself (both elected representatives and council staff);
- The local community
- Key industry groups;
- Environmental interest groups;
- State and Commonwealth Government Agencies; and
- Specialist consultants, as engaged.

The Floodplain Development Manual identifies that local community representatives would include local flood affected landholders (residential and business), relevant industry bodies (eg the chamber of commerce), and environmental groups. Community representatives play an important role in:

- Linking the committee and the local community
- Providing historical advice on local problems and perceived solutions
- Considering the implications of matters that impact on the local community

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- Facilitating formal representations to the committee on behalf of the public.

The local community, both flood prone and otherwise, has a key role to play in the development, implementation and success of a management plan. If it is to be accepted and successful, it is essential that clear and concise communications flow between the committee and the community so that affected individuals and community groups can 'have their say' and learn of their roles and responsibilities.

Summary

To minimise Councils liabilities relating to flooding, Flood Studies and Floodplain Risk Management Plans undertaken by Council, should be carried out in accordance with the Floodplain Development Manual. In this regard, the process required to be followed by the Manual includes the establishment of a Committee that includes representation from the local community and other public/government agencies.

Given the importance of floodplain risk management in the Hawkesbury, engagement with the community will contribute to the acceptance and success of any floodplain risk management plan. This may be better facilitated if the community is involved in the process including through representation on the Committee.

In order to ensure compliance with the NSW Floodplain Development Manual it is recommended that a working group be formed of the required members to act as a working group to Council's Disaster and Emergency Committee.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
Confidential Reports
Meeting Date: 08 March 2022

CONFIDENTIAL REPORTS

Item: 060 **SS - Licence Agreements - Old Hawkesbury Hospital - 6 Christie Street, Windsor - (95496, 112106)**

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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

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

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



Ordinary Meeting

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.