



Ordinary Meeting

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

BUSINESS PAPER

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Procedural Matters

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PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Sarah McMahon 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.

Statement of Ethical Obligations

On 11 January 2022 in accordance with Section 233A of the Local Government Act 1993, Councillors took an oath or made an affirmation of office to undertake the duties of the office of Councillor in the best interests of the people of the Hawkesbury City Council Local Government Area and the Hawkesbury City Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in Councillors under the Local Government Act 1993 or any other Act to the best of their ability and judgment.

Council's Code of Conduct requires Councillors to disclose and appropriately manage conflicts of interest.

Apologies and Leave of Absence or Attendance by Audio-Visual Link

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.

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Procedural Matters

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Ordinary

Section **1**

Confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 11 October 2022

SECTION 1 - Confirmation of Minutes



Ordinary Meeting

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MINUTES

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Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 13 September 2022, commencing at 6:31pm.

Welcome

The Mayor, Councillor Sarah McMahon acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

ATTENDANCE

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

ALSO PRESENT: General Manager - Elizabeth Richardson, Acting Director City Planning - Meagan Ang, Director Corporate Services - Laurie Mifsud, Director Infrastructure Services - Will Barton, Manager Communications and Events - Suzanne Stuart, Manager Strategic Planning - Andrew Kearns, Manager City Design and Economic Development - Amanda Kearney, Place Making Officer - Belinda Bathis, Manager City Services - Christopher Amit, Manager Governance - Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK

There were no apologies or leave of absences received from Councillors.

DECLARATIONS OF INTEREST

Councillor Sheather declared an interest on Item 166.

Councillor McMahon declared an interest on Item 167.

Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

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A PROCEDURAL MOTION was moved by the Mayor, Councillor McMahon, seconded by Councillor Reardon that Condolences be brought forward in the agenda to be deal with.

The Procedural Motion was carried.

CONDOLENCES

The Mayor, Councillor McMahon acknowledged the passing of Her Majesty Queen Elizabeth II.

One minute's silence was observed in memory of Queen Elizabeth II.

SECTION 1 - Confirmation of Minutes

186 RESOLUTION:

RESOLVED on the motion of Councillor Calvert and seconded by Councillor Veigel that the Minutes of the Ordinary held on the 23 August 2022, be confirmed.

ADJOURNMENT OF MEETING

The Mayor, Councillor McMahon adjourned the meeting at 11:06pm for a short break. The meeting resumed at 11:16pm.

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SECTION 2 – Mayoral Minutes

Item: 151 MM - Hawkesbury Local Government Area Roads - (138879)

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

MOTION:

RESOLVED on the motion of the Mayor, Councillor McMahon.

Refer to RESOLUTION

187 RESOLUTION:

RESOLVED on the motion of the Mayor, Councillor McMahon.

That Council receive a report on the current status of Hawkesbury Roads to the October 2022 Council meeting, outlining the following:

1. The current state of the management of the Hawkesbury road network;
2. The plan to address the immediate state of potholes across the Local Government Area;
3. An update on the 2022/2023 roads program including anticipated timing and funding sources;
4. An update on the flood recovery program;
5. The longer term plan to adequately resource the management of the road network;
6. Council's strategy to increase its capacity to deliver into the future.

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

Against the Motion: Nil.

Absent: Nil.

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SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 152 **CP - Draft Amended Redbank Voluntary Planning Agreement - Proposed Grose River Bridge - Post Exhibition Report - (95498, 124414)**

Previous Item: 123, Ordinary (19 July 2022)
 152, Ordinary (10 August 2021)
 11, Ordinary (11 February 2020)
 294, Ordinary (11 December 2018)
 124, Ordinary (29 May 2018)
 118, Ordinary (27 June 2017)
 99, Ordinary (24 June 2014 – deferred 1 July 2014)
 54, Ordinary (25 March 2014)
 223, Ordinary (12 November 2013)

Directorate: City Planning

Mr Peter Reynolds addressed Council speaking for the recommendation in the business paper.

Ms Stephanie Calabornes, Mr Michael Want and Mrs Marian Wilcox addressed Council speaking against the recommendation in the business paper.

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

That Council:

1. Endorse the amended Redbank Voluntary Planning Agreement and Explanatory Note included as Attachment 1 to the report, including the variation to the Voluntary Planning Agreement Milestone for practical completion of Peel Park as set out below:

Reference	Activity	Current Milestone	Proposed Amended Milestone
Refer VPA Schedule 2, Item 1.7, Page 5 of 9	Practical completion of Peel Park	901 st urban lot	915 th urban lot

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

That:

1. Council supports the intent of the revised VPA to construct a bridge over the Grose River at the location indicated in Annexure E, plus approach roads connecting Grose Vale Road and Springwood Road.
2. Council endorses the variation of the milestone relating to the Practical Completion of Peel Park, from the 901st urban lot, to the 915th urban lot (Schedule 2, Item 1.7)
3. Council acknowledges concerns raised in 256 of the 377 submissions during the VPA exhibition process, and resolves that the road alignment in the vicinity of the dwelling at 1 Ashtons Road be re-examined.

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4. Consideration be given in the ongoing negotiations to:
 - a) The ability of the Maunsell 1986 design commissioned by the then-DMR to deliver an AusRoads compliant road which also delivers on the 1:100 flood immunity.
 - b) Places no constraint on the examination of an alternative route passing through adjacent properties.
 - c) Determines the number of properties requiring partial acquisition if an alignment passing just to the east of the dwelling at 1 Ashtons Road were constructed.
5. The matter be further reported to 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 amendment, the results of which were as follows:

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

Against the Amendment: Councillors McMahon, Conolly, Dogramaci, Sheather and Veigel.

Absent: Nil.

The Amendment was carried.

MOTION:

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

Refer to RESOLUTION

188 RESOLUTION:

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

That:

1. Council supports the intent of the revised VPA to construct a bridge over the Grose River at the location indicated in Annexure E, plus approach roads connecting Grose Vale Road and Springwood Road.
2. Council endorses the variation of the milestone relating to the Practical Completion of Peel Park, from the 901st urban lot, to the 915th urban lot (Schedule 2, Item 1.7).
3. Council acknowledges concerns raised in 256 of the 377 submissions during the VPA exhibition process, and resolves that the road alignment in the vicinity of the dwelling at 1 Ashtons Road be re-examined.
4. Consideration be given in the ongoing negotiations to:
 - a) The ability of the Maunsell 1986 design commissioned by the then-DMR to deliver an AusRoads compliant road which also delivers on the 1:100 flood immunity.
 - b) Places no constraint on the examination of an alternative route passing through adjacent properties.
 - c) Determines the number of properties requiring partial acquisition if an alignment passing just to the east of the dwelling at 1 Ashtons Road were constructed.

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5. The matter be further reported to 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 Calvert, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Wheeler and Zamprogno.

Against the Motion: Councillors McMahon, Conolly, Dogramaci and Veigel.

Absent: Nil.

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Item: 153 **CP - Planning Proposal to Amend the Hawkesbury LEP 2012 Zoning Map from SP2 Infrastructure (Water Supply Infrastructure) to R5 Large Lot Residential - 4 Hall Street, Pitt Town - (124414, 95498)**

Directorate: City Planning

Mr Nigel White addressed Council speaking for the recommendation in the business paper.

MOTION:

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

Refer to RESOLUTION

189 RESOLUTION:

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

That:

1. Based on assessment of the planning proposal, and the advice of the Hawkesbury Local Planning Panel, Council supports this planning proposal with a requirement that connection to a sewer system is provided prior to granting the provisions to amend the Hawkesbury Local Environmental Plan 2012.
2. Council forward the Planning Proposal to the Department of Planning and Environment for a Gateway Determination.

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

For the Motion: Councillors McMahon, Calvert, Conolly, Djuric, Dogramaci, Kotlash, Reardon, Sheather and Veigel.

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

Absent: Nil.

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Item: 154 **CP - Planning Proposal to Amend the Hawkesbury LEP 2012 to reduce the Minimum Lot Size provisions from 2,500m² to 1,000m² - 30A, 30B, 30C and 34 Mitchell Road, Pitt Town - (124414, 95498)**

Previous Item: 233, Ordinary (26 November 2013)
 223, Ordinary (25 November 2014)

Directorate: City Planning

Mr Christopher Bell addressed Council speaking for the recommendation in the business paper.

Mr Bassam Ghantous and Mr Matt Owens addressed Council speaking against the recommendation in the business paper.

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

That based on the advice of the Hawkesbury Local Planning Panel, Council does not support the planning proposal to amend the Minimum Lot Size provision of 1,000m² for the subject site given:

1. The planning proposal has not adequately demonstrated that the only feasible means of delivering part of the Pitt Town Flood Evacuation Route is by reducing the minimum lot size of the subject site to 1,000m².
2. Such a significant reduction in lot sizes does not have strategic or site specific merit or is in the public interest, and it would be more appropriate for other options for the delivery of the Pitt Town Flood Evacuation Route to be explored, including:
 - public funding opportunities, for example, existing contributions, grant funding and the like, to deliver the full extent of the Pitt Town Flood Evacuation Route, or
 - public funding of the marginal cost difference between the flood evacuation route design standard and a local road design standard or
 - if such options are not available, consideration may be given to undertaking detailed feasibility assessment of private delivery of this section of the Pitt Town Flood Evacuation Route through lot sizes marginally smaller than the existing standard, but more consistent with the surrounding lots sizes than the current proposal.

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

That Council defer consideration of the matter to allow the applicant to have a meeting with Council staff to discuss the feasibility of the development.

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 amendment, the results of which were as follows:

For the Amendment: Councillors McMahon, Conolly, Dogramaci, Kotlash, Reardon and Sheather.

Against the Amendment: Councillors Calvert, Djuric, Lyons-Buckett, Veigel, Wheeler and Zamprogno.

Absent: Nil.

The Amendment was carried on the casting vote of the Mayor, Councillor McMahon.

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MOTION:

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

Refer to RESOLUTION

190 RESOLUTION:

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

That Council defer consideration of the matter to allow the applicant to have a meeting with Council Staff to discuss the feasibility of the development.

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 McMahon, Conolly, Dogramaci, Kotlash, Reardon and Sheather.

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

Absent: Nil.

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

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GENERAL MANAGER

Item: 155 **GM - Review of Delegations of Authority under Section 377 of the Local Government Act 1993 - (79351)**

Previous Item: 129, Ordinary (25 July 2017)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

191 RESOLUTION:

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

That Council resolve to confirm the delegations attached as Attachment 1 to this report, with the delegation to the General Manager's Performance Review Panel amended as follows:

- That Council delegate authority to the General Manager's Performance Review Panel to undertake, in consultation with Councillors, the whole process of performance review and performance management, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

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

Against the Motion: Councillor Dogramaci.

Absent: Nil.

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Item: 156 **GM - Motions - 2022 Local Government NSW Annual Conference - (79351, 79633)**

Previous Item: 126, Ordinary (19 July 2022)
 139, Ordinary (9 August 2022)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

192 RESOLUTION:

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

That:

1. The report be received and noted.
2. In addition to the motion Council resolved at its meeting on 9 August 2022 to submit to the 2022 Local Government NSW Annual Conference, Council submit to the 2022 Local Government NSW Annual Conference motions regarding:
 - a) Removal of State-based duties and taxes on insurance premiums.
 - b) Establishment of a Betterment Fund to be made available post-natural disasters to impacted Local Government Areas.
 - c) Rapid relief funding for flood affected Local Government Areas.
 - d) Movement to a risk-based planning system, and implementation of a State-wide program for provision of fire, flood and extreme heat risk information for property owners.

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

Against the Motion: Nil.

Absent: Nil.

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CITY PLANNING

Item: 157 **CP - Outcome of Public Exhibition - Draft Destination Management Plan - (95498, 124414, 147666)**

Previous Item: 104, Ordinary (14 June 2022)

Directorate: City Planning

Ms Karen Anderson addressed Council, speaking for the recommendation in the business paper.

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

That Council:

1. Defer adoption of the Destination Management Plan to a Councillor Briefing;
2. In this Briefing, also discuss the following:
 - a) The previous Hawkesbury Horizons report, with the aim to incorporate this into the final Destination Management Plan;
 - b) Showcase elements of the Hawkesbury that are limited in the report, but are essential to encouraging tourism in the area, such as the Hawkesbury Show, Ski Racing and other river events, a sporting calendar, etc;
 - c) Ask staff for a status update regarding Council's former resolution to seek Expressions of Interest for a Holiday Park at Macquarie Park;
 - d) The potential to create 'pop-up' Hawkesbury Visitor Information stands, to busy town centre locations such as Richmond or Windsor, where out of town visitors to the markets or main street for example, can browse or book visitor experiences at their leisure;
 - e) The point made on page 36 of the Draft Destination Management Plan, which states 'It is suggested that a dedicated, experienced tourism resource for ongoing delivery of destination management should be considered' – Council does need an allocated staff member dedicated to tourism to tie this all together.
3. Once Council adopt the final Destination Management Plan, send a copy to every small business in the Hawkesbury in the tourism, food/beverage, entertainment sector, so that they are aware of Council's objectives to encourage and promote local tourism.

An AMENDMENT was moved by Councillor Wheeler, seconded by Councillor Lyons-Buckett.

That Council:

1. Adopt the Destination Management Plan attached as Attachment 1 to this report.
2. Refer the matter to a Councillor Briefing Session regarding the Destination Management Plan to discuss the following:
 - a) The previous Hawkesbury Horizons report, with the aim to incorporate this into the final Destination Management Plan;
 - b) Showcase elements of the Hawkesbury that are limited in the report, but are essential to encouraging tourism in the area, such as the Hawkesbury Show, Ski Racing and other river events, a sporting calendar, etc;
 - c) Ask staff for a status update regarding Council's former resolution to seek Expressions of Interest for a Holiday Park at Macquarie Park;

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- d) The potential to create 'pop-up' Hawkesbury Visitor Information stands, to busy town centre locations such as Richmond or Windsor, where out of town visitors to the markets or main street for example, can browse or book visitor experiences at their leisure;
 - e) The point made on page 36 of the Draft Destination Management Plan, which states 'It is suggested that a dedicated, experienced tourism resource for ongoing delivery of destination management should be considered' – Council does need an allocated staff member dedicated to tourism to tie this all together.
3. Send a copy of the adopted Destination Management Plan to every small business in the Hawkesbury in the tourism, food/beverage, entertainment sector, so that they are aware of Council's objectives to encourage and promote local tourism.

For the Amendment: Councillors McMahon, Calvert, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Veigel, Wheeler and Zamprognio.

Against the Amendment: Councillors Dogramaci and Sheather.

Absent: Nil.

The Amendment was carried.

MOTION:

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

Refer to RESOLUTION

193 RESOLUTION:

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

That Council:

1. Adopt the Destination Management Plan attached as Attachment 1 to this report.
2. Refer the matter to a Councillor Briefing Session regarding the Destination Management Plan to discuss the following:
 - a) The previous Hawkesbury Horizons report, with the aim to incorporate this into the final Destination Management Plan;
 - b) Showcase elements of the Hawkesbury that are limited in the report, but are essential to encouraging tourism in the area, such as the Hawkesbury Show, Ski Racing and other river events, a sporting calendar, etc;
 - c) Ask staff for a status update regarding Council's former resolution to seek Expressions of Interest for a Holiday Park at Macquarie Park;
 - d) The potential to create 'pop-up' Hawkesbury Visitor Information stands, to busy town centre locations such as Richmond or Windsor, where out of town visitors to the markets or main street for example, can browse or book visitor experiences at their leisure;
 - e) The point made on page 36 of the Draft Destination Management Plan, which states 'It is suggested that a dedicated, experienced tourism resource for ongoing delivery of destination management should be considered' – Council does need an allocated staff member dedicated to tourism to tie this all together.

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3. Send a copy of the adopted Destination Management Plan to every small business in the Hawkesbury in the tourism, food/beverage, entertainment sector, so that they are aware of Council's objectives to encourage and promote local tourism.

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

Against the Motion: Councillor Dogramaci.

Absent: Nil.

Item: 158 CP - Draft Waste and Resource Strategy 2032 - (95498)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

194 RESOLUTION:

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

That Council:

1. Endorse the Draft Waste and Resource Recovery Strategy 2032, included as Attachment 1 to this report, for the purpose of public exhibition for a period of at least 28 days.
2. Receive a report on the outcome of public exhibition of the Draft Waste and Resource Strategy 2032.

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

Against the Motion: Nil.

Absent: Nil.

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CORPORATE SERVICES

Item: 159 **CS - Investment Report - July 2022 - (95496)**

Previous Item: 129, Ordinary (19 July 2022)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

195 RESOLUTION:

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

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

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

Against the Motion: Nil.

Absent: Nil.

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Item: 160 **CS - Pecuniary Interest Returns - Designated Persons - (95496, 96333)**

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

196 RESOLUTION:

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

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

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 13 September 2022

Item: 161 **CS - Proposed Road Dedication and Road Closure - Bismark Street, McGraths Hill - (95496, 112106)**

Previous Item: Ordinary, 110 (14 June 2022)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

197 RESOLUTION:

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

That:

1. Council approve the dedication of Bismark Street, McGraths Hill as shown in Attachment 1 to this report, as a public road, and action be taken to dedicate the road by placement of a notice in the NSW Government Gazette, in accordance with Section 16 of the Roads Act, 1993.
2. After the publication of the Dedication Notice as outlined in Part 1, Council publicly exhibit and notify adjoining owners of the proposed road closure of an area of approximately 6,850m² within Colbee Park, McGraths Hill as shown in the location plan attached as Attachment 1, to this report.
3. At the expiration of the public exhibition period outlined in Part 2, the following action be taken:
 - a) Should any submissions be received regarding the proposed road closure a further report be submitted to Council, or
 - b) Should no submissions be received:
 - i. Council approve the road closure as shown in Attachment 1 to this report, being part of the closed portion of the road reserve within Colbee Park, McGraths Hill.
 - ii. Authority be given for the Road Closure Plan, and any documentation in association with the matter to be executed under the Seal of Council.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 13 September 2022

Item: 162 **CS - Relocation of Stormwater Discharge - 295 Sackville Road, Wilberforce - (95496, 31583, 140668)**

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

198 RESOLUTION:

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

That:

1. Council approve the relocation of existing stormwater discharge point into 295 Sackville Road, Wilberforce (Lot 252 DP 1004592) as shown in Attachment 1 to this report, and as detailed 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 the resolution be conveyed to the applicant together with the advice that Council is not and will not be bound by the terms of its resolution until such time as appropriate documentation to put such resolution into effect has been agreed to and executed by all parties.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 13 September 2022

INFRASTRUCTURE SERVICES

Item: 163 **IS - Richmond Lowlands Drainage Works - (95495)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

199 RESOLUTION:

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

That, pursuant to Section 67(2)(b) of the Local Government Act, 1993, Council undertake the localised repair of the Richmond Lowlands drain, as defined in the report, at nil cost to the landowner(s).

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 13 September 2022

Item: 164 **IS - Road Naming Proposal Private Road - Right of Way/Easement for Services off Yengo Drive, Putty - (95495)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

200 RESOLUTION:

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

That Council:

1. In accordance with the requirements of the NSW Roads Act 1993, place on public exhibition the road name of Myles Way which is for a Private Road off Yengo Drive, Putty (Lots 4-11 DP 786523) for a period of 28 days.
2. At the expiration of the public notification period outlined in Part 1 above, the following action be taken:
 - a) Should any material submissions of objection be received regarding the proposed Road Naming Proposal, a further report be submitted to Council, or
 - b) Should no material submissions of objection be received, Council adopt the Road Naming Proposal.
3. Consult with Local First Nations People on the road naming proposal.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 13 September 2022

Item: 165 **IS - Road Naming Proposal Associated with DA0420/18 (68 to 82 Fairey Road) South Windsor - (95495)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

201 RESOLUTION:

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

That Council:

1. In accordance with the requirements of the NSW Roads Act 1993, places on public exhibition the road names of Acacia Street and Banksia Place associated with Development Application 0420/18 (66 to 82 Fairey Road, South Windsor) for a period of 28 days.
2. At the expiration of the public notification period outlined in Part 1 above, the following action be taken:
 - a) Should any material submissions of objection be received regarding the proposed Road Naming Proposal, a further report be submitted to Council, or
 - b) Should no material submissions of objection be received, Council adopt the Road Naming Proposal.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 13 September 2022

SECTION 4 – Reports of Committees

Item:166 **ROC - Local Traffic Committee - 8 August 2022 - (95495, 80245)**

Directorate: Infrastructure Services

Councillor Sheather declared a less than significant non-pecuniary conflict of interest in this matter as he is a finish coordinator for the Bridge to Bridge event and no further action is required.

MOTION:

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

Refer to RESOLUTION

202 RESOLUTION:

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

That Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Traffic Committee meeting held on 8 August 2022.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

Minutes: 13 September 2022

SECTION 5 – Notices of Motion

Item: 167 NM1 - Restoration of Windsor Mall Gas Lamps - (155345)

The Mayor, Councillor McMahon declared a less than significant non-pecuniary conflict of interest in this matter as she has previously made declarations concerning the Liveability Project due to interests in Richmond. No further action is required as this is a specific matter in Windsor.

Mr Paul Caleo and Mr Grant Gerrish addressed Council, speaking for the recommendation in the business paper.

MOTION:

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

Refer to RESOLUTION

203 RESOLUTION:

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

That Council:

1. Restore the Windsor Mall gas lamps to run on gas as they were originally intended.
2. Look into fitting emission reducing mantles and other fittings to help Council's drive toward net zero emissions.
3. Liaise with specialists such as gas fitters, gas network employees, gas engineers, lamp manufacturers, and historical lamp experts, so that Windsor's gas lamps are appropriately and respectfully restored, whilst minimising running costs and emissions.
4. Complete the restoration during the Windsor Mall revamp.

For the Motion: Councillors McMahon, Djuric, Dogramaci, Reardon, Sheather, Veigel and Zamprogno.

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

Absent: Nil.

204 RESOLUTION:

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

That the meeting continue past 11pm to allow the Business Paper to be completed.

ORDINARY MEETING

Minutes: 13 September 2022

Item: 168 **NM2 - Establishment of a Floodplain Management Sub-Committee to the Disaster and Emergency Committee - (125612)**

MOTION:

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

Refer to RESOLUTION

205 RESOLUTION:

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

That Council establish a dedicated Floodplain Management Committee or sub-committee of the Disaster and Emergency Committee to address flood-related issues, and

1. To incorporate the existing resolutions which established working groups to look at flood-related issues;
2. Invite expressions of interest for representatives to participate from flood-impacted areas including MacDonald Valley/St Albans, Upper Colo, Windsor, Pitt Town, South Windsor, McGraths Hill, Richmond Lowlands, North Richmond, Lower Portland, Cumberland Reach and any other areas suffering the impacts of floods;
3. Include relevant agencies from State Government and Emergency Services as per the Floodplain Management Manual.

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

Against the Motion: Councillors McMahon, Conolly, Calvert, Dogramaci and Kotlash.

Absent: Nil.

ORDINARY MEETING

Minutes: 13 September 2022

CONFIDENTIAL REPORTS

206 RESOLUTION:

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

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 Chambers during consideration of the following item:

Item: 169 GM - Organisation Structure - (79351)

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

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

207 RESOLUTION:

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

ORDINARY MEETING

Minutes: 13 September 2022

Item: 169 **GM - Organisation Structure - (79351)**

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

208 RESOLUTION:

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

That Council endorse the Organisation Structure as provided in Attachment 1 to the report.

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

Against the Motion: Councillor Dogramci.

Absent: Nil.

The meeting terminated on Wednesday, 14 September 2022 at 12:55am.

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

.....
Mayor

Ordinary

Section **2**

Mayoral minutes

ORDINARY MEETING

SECTION 2 – Mayoral Minute

Meeting Date: 11 October 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: 11 October 2022

ORDINARY MEETING
SECTION 3 – Reports for Determination
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SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 170 **CP - Proposed Standard Instrument (Local Environmental Plan) Amendment (Agritourism) Order - (95498, 124414)**

Previous Item: 072, Ordinary (12 April 2022)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council of changes to the Department of Planning and Environment’s Local Environmental Plan provisions relating to Agritourism following consultation by the NSW Government, and representations made by various stakeholders, including Council.

EXECUTIVE SUMMARY:

In order to support the recovery and resilience of regional communities and farming landholdings, the NSW Government is growing emerging industries that are supplementary to, or based on, agriculture. The NSW planning system had proposed certain amendments through the Standard Instrument (Local Environmental Plan) Order 2006, the State Environmental Planning Policy (Primary Production and Rural Development) 2019, and the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

The Department of Planning and Environment have now proposed further amendments to the Agritourism provisions which are outlined in this report. Each council has been requested to nominate additional land use zones that Agritourism provisions will apply to by October 2022.

Based on consideration of the matter, it is recommended that at this stage, Council not nominate any additional zones for the Agritourism provisions to apply, other than the RU1- Primary Production, RU2 – Rural Landscape, and RU4 – Primary Production Small Lots zones which apply automatically following the changes to be implemented by the Department of Planning and Environment.

RECOMMENDATION:

That Council:

1. Receive the update on the revised amendments to the agritourism and small-scale agricultural development provisions prepared by the Department of Planning and Environment
2. Not nominate at this stage additional zones other than the RU1- Primary Production, RU2 – Rural Landscape, and RU4 – Primary Production Small Lots zones for the Agritourism provisions to apply.

BACKGROUND

In March 2021, the Department of Planning and Environment released an Explanation of Intended Effect for ‘Agritourism and small-scale agriculture development’, a series of proposed amendments to the NSW planning system that aimed to:

- Better enable ‘Agritourism’ and small-scale agricultural development to be approved, and;

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- Respond to natural disasters such as droughts and bushfires, and to simplify planning approvals for development or activities that have no or low environmental impact.

This State legislation proposed to introduce a new defined land use known as Agritourism in order to support farm businesses and regional economies.

Between December 2021 and March 2022, the Department of Planning and Environment provided councils with the details of proposed amendments.

Figure 1 below illustrates the timeline of the proposed Agritourism amendments to date:



Figure 1: Timeline of Agritourism Amendments

Source: Department of Planning and Environment

The previous proposed changes to the Department of Planning and Environment's Local Environmental Provisions were considered at Council's Ordinary Meeting on 12 April 2022. Within these proposed changes by the NSW Government were clauses related to the number of patrons and the size and numbers of buildings permitted on 'Farm gate premises' and 'Farm Stay Accommodation' respectively. Rather than prescribe a numerical development standard, the Department of Planning and Environment provided councils with a 'permitted range', and the discretion to determine its preferred value within the permitted range.

A copy of the proposed amendments from the 12 April 2022, Council resolution are included as Attachment 1, with the sections shown in yellow highlight where there was an opportunity for Council to adopt a numerical standard within a range provided by the Department of Planning and Environment.

Representatives from the Agritourism sector addressed Council at its Ordinary Meeting on 12 September 2022, and indicated that the Agritourism sector was concerned that the parameters provided by the Department of Planning and Environment for each council to select from were too limited, and should be reconsidered.

Based on the representations received from the Agritourism sector, Council subsequently made representations to the Minister for Planning with respect to the proposed provisions and numerical standards provided by the Department of Planning and Environment.

Council wrote to the Minister for Planning to advise that following Council's resolution to opt in to the new Standard Instrument clauses, it had received representations from Agritourism businesses and representative groups within the Hawkesbury Local Government Area, and that these representations had

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raised issues in terms of the viability for Agritourism businesses with respect to the numerical standards applicable within the new Standard Instrument clauses.

The letter requested that the Minister place a pause on the proposed program and that the Department of Planning and Environment undertake targeted consultation with the Agritourism sector prior to finalising these amendments (which had been anticipated to be finalised in July 2022). Following this representation, a pause was placed on the implementation of these provisions by the Department of Planning and Environment, and Council has since been advised of (new) proposed changes.

The new proposed Agritourism provisions are outlined below:

Standard Instrument (LEP) Order

The new terms introduced in the Standard Instrument Order includes 'Agritourism' and its subsets 'Farm experience premises' and 'Farm gate premises'. 'Cellar door' is a subset of Farm gate premises.

Pick-your-own produce has been re-categorised from 'Farm experience premises' to 'Farm gate premises' as it relates directly to farm produce.

Under all council LEPs, Agritourism (farm gate premises and farm experience premises) will be permitted where agriculture is permitted and in the RU1, RU2 and RU4 zones. Cellar door premises will be permissible where it is currently permissible and where Agritourism is permissible. Councils can nominate additional zones where Agritourism, farm stay accommodation, cellar door premises and roadside stalls will be permitted in their LGA.

The new Local Environmental Plan provisions do not include any numerical standards, and as such where development applications are triggered, assessment will be undertaken on a merit basis.

Changes to the Exempt and Complying Provisions

Farm gate premises

- Pick-your-own fruit is now permitted under 'Farm gate premises' along with farm produce sales, tasting, café or restaurant, workshops, and processing of produce.
- Visitor numbers have increased from 50 to 100 people at any one time, with no cap on the number of days per year.
- Hours of operation reduced to 8am-5pm, except 7am-5pm Saturday.

Farm experience premises

- The land uses now includes tours, school visits, small weddings, conferences, interest classes, yoga and horse riding.
- The visitor numbers and days have been simplified to 50 guests (instead of 30 guests) per event for a maximum of 52 days a year. The total days can include a maximum of 4 days past 6pm if there is amplified noise.
- School groups, tours and horse-riding tours will be exempt from visitor number and days.
- Hours of operation reduced to 8am-6pm, except 8am-12am Friday and Saturday

Farm stay accommodation:

- Land use includes camping in tents, caravans, campervans, camper trailers and glamping.
- Farm stay accommodation in buildings include 2 guests over the age of 12 per bedroom or 2 guests over the age of 12 if the building doesn't have bedrooms.
- Limit of maximum 6 caravans / campervans on a landholding introduced
- Platforms and decks for camping introduced – maximum 6 depending on landholding size
- Maximum length of stay increased from 14 to 21 consecutive days

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Other additional standards to the exempt and complying development controls include:

- Setbacks from other buildings, neighbours, boundaries, waterways and intensive uses.
- Access to the premises cannot be from a road that is classified as a highway, freeway or tollway.
- Parking must be on the property except for roadside stalls which may use the road if certain standards are met.
- Standards to address bush fire and flood prone land for exempt development e.g. evacuation plan and sign.
- Land exclusions for special areas in drinking water catchments to protect water quality.

Existing Agritourism Businesses

Many Agritourism businesses have traditionally been considered to be ancillary development to agricultural uses.

The Agritourism changes will not apply to existing businesses that are operating lawfully.

Existing Agritourism operations operate lawfully if:

- In accordance with a valid development consent or approval
- The use is exempt development
- The use is an ancillary development to another lawful use that has development consent or approval, or does not require approval.

Small-scale agriculture proposals not proceeding

The following agricultural proposals will not proceed as part of the Agritourism amendment:

- Recreational beekeeping as exempt development.
- Farm dams clarifications.
- Small-scale processing plants as complying development.
- Increasing setbacks for rural dwellings from intensive uses.
- Increasing thresholds for poultry farms without approval.

Next Steps

The changes to the Standard Instrument Order, Codes SEPP and Primary Production SEPP were made in August 2022. Councils have until October 2022 to advise the Department of Planning and Environment of any further changes to the LEP zones under delegation or through council resolution.

Model DCP provisions were to be released by the Department of Planning and Environment in September 2022 together with the guidance materials for farmers. To date these have not been provided by the Department of Planning and Environment.

The Department of Planning and Environment have advised that councils can commence preparation of DCP provisions as needed, but as noted above, to date the model DCP provisions have not been released by the NSW Government. Changes to each councils LEP will be made in November 2022, and the Agritourism provisions will commence from the end of November 2022.

Relevant Legislation

Standard Instrument Order 2006
Exempt and Complying Development SEPP (CODES SEPP)
Primary Production SEPP
Hawkesbury Local Environmental Plan 2012

DISCUSSION

Changes to the Standard Instrument LEP Amending Order

The numerical standards relevant to maximum number of guests, gross floor area and the number of movable dwellings set out in the previous optional clauses for Farm stay accommodation and Farm gate premises have been removed through the revised proposal provided by the Department of Planning and Environment. This allows Council to undertake a merit assessment where development applications are triggered

Pick-your-own

'Pick-your-own' is one of the popular tourist related attractions and activities among the tourists and guests who visit local farms in the Hawkesbury LGA. Reclassification of 'Pick-your-own' under the definition of Farm gate premises is a more logical placement and is supported.

Key changes to development standards

The proposed changes to exempt development provisions (Farm gate premises) to increase visitor numbers from 50 to 100 people at any one time; and lifting the cap on the number of days per year are considered to be reasonable.

The following proposed changes for 'Farm experience premises' are supported:

- To exempt visitor numbers and days relevant to tours, school visits and horse-riding tours.
- To simplify visitor numbers and event days per year to 50 guests per event for maximum 52 days a year.

COMMUNITY ENGAGEMENT

Council has engaged with the Agritourism sector at various stages in the preparation of these provisions by the Department of Planning and Environment. It is noted that the amendments to Local Environmental Planning provisions are proposed by the NSW Government, who have undertaken consultation with respect to the matter.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Strong Economy

- 3.2 Increase the range of local industry opportunities and provide effective support to continued growth.
- 3.3 Promote our community as the place to visit, work and invest.
- 3.4 Support the revitalisation of our town centres and growth of our business community.

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Reliable Council

4.7 Encourage informed planning, balanced growth and community engagement.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

Planning Decision

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

ATTACHMENTS:

AT -1 Copy of LEP clause endorsed at the Council Meeting on 12 April 2022 – Numerical Standards for Agritourism.

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**AT -1 Copy of LEP clause endorsed at the Council Meeting on 12 April 2022 –
Numerical Standards for Agritourism**

5.23 Farm stay accommodation

- (1) The objective of this clause are –
 - (a) to diversity the agricultural use of the land without adversely impacting the principle use of the land for a primary production business, and
 - (b) to balance the impact of tourism and related commercial uses with the use of land for primary production, the environment, scenic values, infrastructure and adjoining land uses
 - (c) to ensure that farm stay accommodation has no adverse impact on the amenity of the locality due to visual impacts, loss of character, noise or traffic generation
 - (d) to ensure that development is suitable having regard to the characteristics and constraints of the land including biodiversity values, water quality, and bushfire and flooding impacts
 - (e) to ensure that development is compatible with surrounding land uses and will not create land use conflicts
- (2) Development consent must not be granted to development for the purposes of farm stay accommodation on a land holding unless the consent authority is satisfied that –
 - (a) the maximum number of guests accommodated in bedrooms at any one time will not be more than greater of –
 - (i) 3 times the number of bedrooms permitted under clause 5.4(5), or
 - (ii) 20 guests, and
 - (b) the gross floor area of a building used to accommodate guests will not be more than 60m², and
 - (c) the maximum number of guests accommodated in moveable dwellings on the landholding will not be more than 10 people at any one time, and
 - (d) the maximum number of moveable dwellings used for the accommodation of guests will not be more than 2, and
 - (e) all buildings or moveable dwellings used to accommodate guests will be –
 - (i) on the same lot as an existing lawful dwelling house, or
 - (ii) on a lot –
 - (A) for which a minimum size is shown for a dwelling house on the Lot Size Map, and
 - (B) the size of which is not less than the minimum size shown
- (3) Subclause 2(b) does not apply if the development is the change of use an existing dwelling to farm stay accommodation

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- (4) Development consent must not be granted to development for the purposes of farm stay accommodation on land unless consent authority has considered –
- (a) whether the development will result in noise or pollution that will have significant adverse impacts on the following on or near the land –
 - (i) residential accommodation,
 - (ii) primary production operations,
 - (iii) other land uses, and
 - (b) whether the development will have significant adverse impact on the following on or near the land –
 - (i) the visual amenity, heritage or scenic,
 - (ii) native or significant flora or fauna,
 - (iii) water quality,
 - (iv) traffic,
 - (v) the safety of persons, and
 - (c) whether the development on bushfire prone land or flood prone land, and
 - (d) the suitability of the land for the proposed development, and
 - (e) the compatibility of the development with nearby land uses.

5.24 Farm gate premises

- (1) The objectives of this clause are –
- (a) *to allow for small scale tourism and related commercial use on land used for primary production without adversely impacting the principal use of the land for primary production, and*
 - (b) *to balance the impact of tourism and related commercial uses with the use of land for primary production, the environment, scenic values, infrastructure and adjoining land uses*
 - (c) *to retain value and character of rural lands within the Hawkesbury.*
 - (d) *to foster and promote economic viability and diversity of rural land while retaining primary production on the land as the principal use.*
 - (e) *to ensure that the land has the environmental capability to accommodate the development*
 - (f) *to enable development that is ancillary to the principal use of the land for primary production*
 - (g) *to ensure that development does not create any land use conflicts and adverse impacts on adjoining land or the locality.*

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- (2) Development consent must not be granted to development for the purposes of farm gate premises on a landholding unless the consent authority is satisfied that –
- (a) the gross floor area of a building for farm gate premises will not be more than 200m², and
 - (b) the maximum number of persons that will be permitted on the landholding at any time for the purposes of the farm gate premises will not be more than 50 persons.
- (3) Development consent must not be granted to development for the purposes of the farm gate premises on land unless the consent authority has considered –
- (a) Whether the development will result in noise or pollution that will have significant adverse impacts on the following on or near the land –
 - (i) residential accommodation,
 - (ii) primary production operations,
 - (iii) other land uses, and
 - (b) whether the development will have significant adverse impact on the following on or near the land-
 - (i) the visual amenity, heritage or scenic values,
 - (ii) native or significant flora and fauna,
 - (iii) water quality,
 - (iv) traffic,
 - (v) the safety of persons, and
 - (c) whether the development is on bushfire prone land or flood prone land, and
 - (d) the suitability of the land for the proposed development and,
 - (e) the compatibility of the development with nearby land uses.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 11 October 2022

CITY PLANNING

Item: 171 **CP - Fernadell Park Draft Masterplan and Plan of Management - Fernadell Park, Pitt Town - (95498, 124414)**

Previous Item: 90, Ordinary (11 May 2021)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Masterplan and Plan of Management for Fernadell Park, Pitt Town to Council for adoption.

EXECUTIVE SUMMARY:

Fernadell Park is a 9 hectare greenfield site within the Pitt Town development area. The Park will be the major sports recreation area for Pitt Town and surrounding areas, and will include passive recreation areas and a community centre.

A Draft Masterplan and Plan of Management have been developed in consultation with the community and key stakeholders to guide the development and management of Fernadell Park.

Following consultation and public exhibition of the draft plans in August 2021, the Masterplan was amended in response to feedback received from the community. The amended Masterplan and Plan of Management were publicly exhibited from 2 May 2022 to 12 June 2022.

Council has secured a \$3.3 million grant to develop the Park, in addition to funding through the Section 7.11 Contributions Plan. Further grant funding has been applied for through the West Invest Program.

RECOMMENDATION:

That Council:

1. Categorise Fernadell Park as Sportsground, Park and General Community Use.
2. Adopt the Draft Fernadell Park Masterplan and Plan of Management as shown in Attachments 2 and 3 with the following amendments:
 - a) Masterplan:
 - Inclusion of a small play space between the sports amenity building and the courts
 - Investigate option to partially pipe the N-S channel to increase the amount of parking. Subject to funding, pipe entire drain with overflow path
 - Amend the key:
 - (1) Remove soccer in the field description – they are for any sport
 - (4) Replace the word 'Training Field' with 'Modified Field' as the field will be used for games as well as training.
 - 'Path' should be 'shared pathway'.
 - b) Plan of Management:
 - Change training field to modified field in Table 6, page 31
 - Indicate modified field is "minimum" 70m x 50m
 - Amend Section 4.2.6 Table 15:

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- Delete Harvest Stormwater for irrigating sports fields and associated text
- Replace wording with the effect of “Utilise existing recycled water (purple pipe) infrastructure for all irrigation requirements”.
- Remove reference to stormwater on page 35. (last dot point)
- Water harvesting for toilets

BACKGROUND

Fernadell Park is a greenfield site of just over 9 hectare in the new Pitt Town development, at 7 Fernadell Street, Pitt Town. The space will be a district level recreational facility for Pitt Town and surrounding communities, catering for active and passive recreation pursuits.

Within the curtilage of the site are four drainage channels and detention basin. The site also includes an area allocated for a 1,000m² community centre.

The Section 7.11 Contribution Plan for Pitt Town, specifies the minimum requirement for the site that includes, but is not limited to:

- Multi-purposed building
- Playing fields
- District level playground
- Shelters and BBQ's
- Toilet, Change rooms and Kiosk
- Sports lighting
- Seating and bubblers
- A 50 spaces carpark
- Associated landscape works, including irrigation

A Draft Masterplan and Plan of Management have been developed in consultation with the community and key stakeholders to guide the development and future operations of the park. These Draft Plans were considered by Council at its ordinary meeting on 11 May 2021, where Council resolved:

"That:

1. *Council approve the public exhibition of the Draft Fernadell Park Masterplan and Plan of Management distributed under separate cover as Attachments 1 and 2 to this report for a period of 42 days.*
2. *Council develop thresholds for the commencement of Stages 2 and onward of the Fernadell Park Masterplan, and that these thresholds be incorporated into the report coming back to Council at the end of the exhibition period.*
3. *The matter be reported back to Council following the exhibition period."*

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Location Plan



Relevant Legislation

Local Government Act 1993

DISCUSSION

The Masterplan and Plan of Management has been subject to a series of separate periods of public exhibition as outlined below:

Public Exhibition #1

The Draft Fernadell Park Masterplan and Plan of Management documents were publicly exhibited from 21 May 2021 to 8 July 2021. Responses to this public exhibition were a mixture of people being supportive of the development, and people being against the development of the park.

There were submissions that suggested altering the design to achieve improved outcomes.

A summary of the feedback received for the first Masterplan and Plan of Management are attached as Attachment 1 to the report.

In response to the feedback received during the public exhibition of the Draft Fernadell Park Masterplan and Plan of Management, the Masterplan was modified to achieve improved outcomes - are referenced in Table 1.

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Table 2 – Changes to the Draft Masterplan

Drainage	<ul style="list-style-type: none">• Pipe the northern drainage channel to allow for greater use of the site.
Sports Infrastructure:	<ul style="list-style-type: none">• Relocate the multi-use courts to the northern side of the Park, closer to the sports amenities building and parking.• Amend the multi-use courts to be used for basketball or netball with no fencing• Add cricket practice nets adjacent to the field and off street parking area• Increase the modified field from 70x40 metres to 70x50 metres to allow for junior competition games• Relocate the modified field further north, away from the community centre to avoid potential conflict with community building users.
Parking:	<ul style="list-style-type: none">• Increased off-street parking at Bootles Lane from approximately 40 spaces to 93 spaces*.• Reduced 90 degree parking on Bootles Lane from approximately 65 spaces to 58 spaces*• Increased 90 degree parking off Fernadell Drive from approximately 40 spaces to 42 spaces* <p>* The parking quantity able to be achieved will be subject to detailed design.</p>
Passive recreation:	<ul style="list-style-type: none">• Co-locate the outdoor gym, play space and youth space• Relocate play space adjacent to the picnic area to be closer to public toilets at the community building• Replace the deck over the waterbody with a sandstone viewing platform• Delete future structure over water body• Divide the fenced dog off leash area into areas for small and large dogs.

Public Exhibition #2

A revised Draft Masterplan and Plan of Management for Fernadell Park was placed on public exhibition from 2 May 2022 to 12 June 2022 to allow the community the opportunity to provide comment on the amended plans.

A total of 122 submissions were received in response to the public exhibition of the Draft.

Whilst the majority of responses were favourable and support the Draft plans for the park, there were suggestions for minor tweaks to the Draft Masterplan and there were nine submissions received that were not in favour of developing the park. Table 2 summarises the key issues raised.

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Table 3 – Second Round of Consultation Draft Masterplan and Plan of Management (2 May to 12 June 2022)

Topic	Description	Staff comment
Park development	<p>Many of the submissions addressed the need for Council to commence construction of the facility immediately. There is a strong need for sporting facilities in the district and the community want to see the development of the park which was part of the appeal of the development and influenced many people to purchase property there.</p> <p>An opposing view point that was expressed; where some residents do not wish for the development due to the potential impact it will have on traffic, parking and views over the open landscape.</p>	<p>Once the Masterplan and Plan of Management are adopted, staff will commence detailed design and then construction of Stage 1 of the design – sporting fields and amenities building.</p> <p>Fernadell Park Sporting facility and Community Centre are identified in the Section 94 Plan for the Pitt Town development and it is Council's responsibility to provide these facilities for the Pitt Town community.</p> <p>Every endeavour has been made to reduce impacts to neighbouring residents, including location of the sports amenities building and majority of parking on the Bootles Lane side of the park where there are no residents adjoining.</p>
Fields	<p>The majority of comments received addressed the need for additional sporting fields in the Hawkesbury and in particular at Pitt Town.</p> <p>Submissions addressed the need to consider the inclusion of drainage and lighting.</p> <p>2022 in particular has been a terrible season for field sports, with fields being closed for weeks on end due to rain and fields being too sodden to play upon due to weather.</p> <p>In response to the poor season, some submissions addressed the need for the fields to be adequately drained and some people requested that a synthetic surface be installed to ensure that the facility could meet demand year round regardless of wet weather.</p> <p>There were many requests (25) for the fields to be allocated to Pitt Town Football Club to use as their home ground.</p> <p>There was a request that one of the fields be used for soccer and the other for football.</p>	<p>The Masterplan shows two full size fields and one modified field which would be suitable to be used for football games and training.</p> <p>All field areas will be developed with suitable irrigation, drainage and lighting to ensure the maximum usage and quality of the playing surface.</p> <p>It is suggested that the drainage system to be installed consists of a series of drainage cells below turf cells that provide instantaneous drainage without drying out the playing surface.</p> <p>Staff do not recommend synthetic turf for use as Fernadell Park due to the high replacement and disposal costs at end of life (10 years) and environmental impact (heat reflection and burden to landfill).</p> <p>It is recommended that the sporting facilities be managed by Hawkesbury Sports Council who will be responsible for field allocation.</p>

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Topic	Description	Staff comment
Playground	<p>With the district playground being positioned on the opposite side of the park to the playing fields, it has been requested that Council consider installing a small play space next to the canteen facilities so that parents can supervise their children whilst also watching children playing games (sport), maximising their experience as a family utilising the park.</p> <p>There is a suggestion that the district level children’s play space should be located on Bootles Lane side of the park as the intersection of Fernadell Drive and Buckingham Street is a busy intersection.</p> <p>There is a request to make the children’s play space larger and with more children’s activities catered for.</p>	<p>Installation of a small play space between the sports amenity building and the multi-use courts is supported.</p> <p>There will be a fence around the main (district level) play space to keep young children from running to the road or water body. This location was chosen as it is close to the youth hub, picnic facilities and public toilets which will be located at the community centre. It will also be closer to the Pitt Town Primary School than a play space on Bootles Lane.</p> <p>The proposed play space will be a district level play space and will be larger than play spaces found in local parks. Equipment will be provided to suit a range of ages in the playground and there will also be an area suitable for teens.</p>
Dog Park	<p>The comments that related to the dog park include:</p> <ul style="list-style-type: none"> • Dog parks should be located away from younger kids and sporting areas • Concern about dogs escaping from the dog park and interfering with performance horses in the adjacent paddock. There is a request for the fence to be 7 foot (2.1m) • One person does not want the dog park. 	<p>The dog park is proposed to be located away from all other facilities, in the corner between the detention basin and the boundary.</p> <p>Council typically installs a fence that is 1.5m high, with no gaps beneath, for all its fenced dog parks. To stop any potential escapees from entering the adjoining property, it is proposed to install screening along the boundary between the dog park and the private property and if necessary, the boundary fencing may be reinforced in this location.</p>
Community Centre	<p>There were two comments relating specifically to the community centre. One comment indicated that there is no need for a community hall as there are other halls already in other towns that do not get used. The other comment indicated that the community centre is needed.</p>	<p>Fernadell Park Sporting facility and Community Centre are identified in the Section 94 Plan for the Pitt Town development and it is Council’s responsibility to provide these facilities for the Pitt Town community.</p> <p>The proposed community centre will include meeting rooms as well as spaces that can be used for offices. There has been community support shown for a community centre throughout the consultation.</p>
Skate Park	<p>It was expressed that a skate park would be more beneficial for teens than an outdoor gym.</p>	<p>It is recommended to include skate elements within the detailed design of the park. There may be insufficient space for a skate park but this can also be investigated further provided there will be no impact to adjoining residents.</p>
Pump Track	<p>Request for a pump track.</p>	<p>There is insufficient space within this park to accommodate a pump track and there is proposed to be a pump track built at Colbee Park which is 5 kms away.</p>

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Topic	Description	Staff comment
Gym	One person indicated that there isn't a need for an outdoor gym as many people have gym membership or home gyms.	Outdoor gyms are proposed as they provide opportunities for older people and those with lower incomes access to the benefits of exercise.
Running Track	Tartan Running Track – There was one request for a synthetic running track 100-200m in length as there are no running tracks in the Hawkesbury.	Council has recently applied for grant funding to develop a synthetic running track at Tamplin Field, Hobartville. Due to space restrictions and a lower population around Pitt Town, a synthetic track at Fernadell Park is not supported.
Aboriginal Culture	There is a request to incorporate Country and cultural elements into the design and to acknowledge Traditional Custodians, the Darug people.	Agreed. Staff will look at opportunities to incorporate Country and Aboriginal cultural elements into the detailed design, including engagement with Aboriginal artists.
Stormwater Harvesting	Request to amend Section 4.2.6 Table 15 to delete reference to stormwater harvesting and instead replace with utilisation of available high quality recycled water.	Amendment recommended. As there is availability of recycled water that is of suitable quality for irrigation of public open space it is recommended to continue irrigation of Fernadell Park with this water supply. This will eliminate the need to top up irrigation tanks with drinking water, will be a reliable source of water during drought and is expected to be more cost effective. Use of recycled water is consistent with Council's adopted Net Zero Emissions and Water Efficiency Strategy.
Drainage Channels and stormwater detention wetland	<p>It is believed that the capacity of the drainage system is inadequate to manage the stormwater from the Pitt Town development. Water floods the neighbouring property when the drains and detention basin within Fernadell Park overflows.</p> <p>The spillway for the basin is directed onto private property and causes flooding down stream. There was a request that the spillway come out to Buckingham Street and not on to the adjoining property.</p> <p>There was a request at the community meeting for Council to consider turning the detention basin (wetland) into a dry basin so that it has greater water holding capacity. Alternatively, the outlet of the basin could be set lower to release water earlier.</p> <p>It was suggested that the sporting fields could be used to hold capacity in times of heavy rain.</p> <p>There is a request to properly maintain the detention basin (wetland).</p>	<p>Capacity of the basin is 22,600m². Capacity will be reviewed to determine if additional storage capacity is available.</p> <p>Release of the water from the basin/wetland is required to follow the pre-development flow path and will not be directed onto Buckingham Street.</p> <p>The wetland is designed to capture and treat stormwater and trap sediment. It is a requirement of the development that all stormwater be treated before release into the natural drainage system. Further investigation can be made to use the basin as a dry basin however this would impact water quality and aesthetics.</p> <p>It is not desirable to utilise the sporting fields for water holding as this can reduce the function of the grounds for sport. There is a detention basin on site and this should be utilised for all water holding requirements.</p>

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Topic	Description	Staff comment
	<p>This is a request to maintain the drain on Buckingham Street as it is full of weeds. There are several requests to pipe this drain and provide kerb and gutter as part of the project.</p> <p>Whilst there is preference by some to pipe the N-S drain it was requested that if this remains an open channel that it be minimum width, located as close to the boundary as possible and be well designed functionally and aesthetically. Another request is to partially pipe and cover this N-S drain to minimise the impact on the park.</p> <p>It is requested to reduce or remove the overland flow and risers in the centre section of the park where the stormwater comes down from Stable Street and Boston Street. Another suggestion is to remove the overland flow risers until the underground pipe has passed the line of the sports fields about 50% of the way to maximise the area available for the sports fields.</p> <p>Sports Council have requested that the northern swale be left as a natural overland water flow.</p>	<p>It is recommended to pipe the drain on Buckingham street as part of the development of Fernadell Park to reduce future maintenance, provide additional parking and provide easier access to the passive recreation facilities of Fernadell Park.</p> <p>Piping of the North/South drain will be included in design elements, but the delivery of this is subject to funding.</p> <p>The position and extent of the N-S drainage channel will be considered at detailed design phase. Items to consider include determining if it is possible to move it closer to the boundary and if it can be partially piped e.g. to increase parking capacity.</p> <p>The location and position of overflow for the central channel will be considered at detailed design phase. Every effort will be made to maximise the usability of the area between the fields.</p> <p>Sediment from eroded channels as part of this work we need to remove sediment and redesign edges.</p>
Water Quality	<p>There is currently no vegetation/reeds within the basin to cleanse/treat the water.</p> <p>There is concern that the open drains will lead to poorer water quality outcomes e.g. at Colbee Park as the drains are never cleaned out and required ongoing maintenance.</p> <p>It was suggested that there is already significant opportunity for water to be filtered on its way to the Hawkesbury River/Pitt Town Lagoon after leaving the detention basin and therefore the basin does not need to treat water.</p> <p>How is sediment trapped and removed?</p>	<p>Revegetation of the wetland is proposed to be included in the redesign.</p> <p>The detention basin (wetland) and drainage channels will be on a regular maintenance regime to remove sediment and weeds. There should be no stagnant water within the drainage channels.</p>
Native Trees / Wildlife Corridor	<p>There is a request to plant native trees and shrubs where possible to support wildlife and provide shade, particularly forming a green corridor from the bushland to the north.</p>	<p>Native Trees and shrubs will be planted within the park, particularly along the eastern boundary. The plants on the eastern boarder will function as a wildlife corridor connecting to the bushland to the north of the park. See Section 4.2.6 Table 15 of the draft Fernadell Park Plan of Management.</p>

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Topic	Description	Staff comment
Roads	<p>There are a few comments relating to the local roads not being able to accommodate increased traffic that would be generated and to not develop the park until the roads are improved.</p> <p>There is a comment regarding the dangerous traffic condition where people entering Buckingham Street from Fernadell Drive do not stop or give way to vehicles even when there is signage there.</p>	<p>This is outside the scope of the park development however road upgrades will be considered as part of Council's operational plan.</p> <p>This issue is related to roads and has been referred to the relevant section of Council for consideration</p>
Connectivity	<p>There was a question about how the proposed works will join with the planned pathway through the woodland to the north of the park, There is concern that there is a car park opposite where the path would terminate and this could be a safety issue.</p>	<p>The bushland opposite and to the north of Fernadell Park is privately owned and Council is not aware of any proposed pathway through the bushland.</p> <p>There is no other suitable alternative location with the park for off street parking. No change is proposed.</p> <p>Any future pathway should be designed to link with the Fernadell Park pathway system. It is unlikely that there will be enough pedestrian traffic to justify a pedestrian crossing. A pedestrian refuge may be considered appropriate in future.</p>
Café/shop	<p>There is a request for a café/coffee shop to be included.</p>	<p>The draft Fernadell Park Plan of Management allows for a canteen, kiosk or cafe to be run from the sports amenities building. Short term leases for mobile food/beverage vans are authorised. The community hub may include an outdoor café area.</p>
Maintenance	<p>There is a request that all parts of the park be maintained and mown as currently there are parts of the park that aren't maintained and have weeds such as blackberry.</p>	<p>Once the land is developed into a park it will be maintained and managed as parkland. All areas within the park, other than gardens, will be mown.</p>
Noise and Lighting	<p>There is a request that the noise levels and lighting of the playing fields be reasonable for adjoining residents.</p> <p>There is a request for lighting of the field to be competition level as the soccer club have two teams entered in Friday night competitions.</p>	<p>Floodlighting of the sporting fields and courts will be required to be turned off by 9.30pm – see page 39 of the draft Fernadell Park Plan of Management. All lighting will be designed to minimise glare and light spill.</p> <p>Lighting will be a minimum of 100lux which will be suitable for amateur competition.</p> <p>Noise will be managed through usage agreements.</p>

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Topic	Description	Staff comment
Path	There is a request that there be an extra wide and fully paved walking track that is a complete loop. Also that the path be wide enough to accommodate family groups or so that two prams can pass safely. The proximity of the path to the waterbody should be considered for the safety of small children.	It is intended that the pathways will be shared pathways with a minimum width of 2.5m. Wording on the Masterplan will be amended to reflect this. The Masterplan contains a circuit path around the wetland with other multiple pathways providing opportunities for smaller loops.
Toilets	There was a question asking how the community building will be managed to allow the public to use the toilets. Hawkesbury Sports Council have asked for additional toilets to be located to service the modified field.	Public toilets will be accessible from the outside of the community building and will not impact on the community members inside utilising the building. These public toilets will also service the people that will be using the modified field.
Sports Amenity Building	Hawkesbury Sports Council have requested that the sports amenity building be located further east where the multi-use courts are and the multi-use courts be located either side of the building so users of both large fields have equal access to the amenities building. It was requested that the sports amenity building be level with the fields (not raised).	It is believed that the sports amenity building is better in its current proposed location for the following reasons: <ul style="list-style-type: none"> • It is closer to the modified field and therefore there is less distance to carry portable goals • It is in the least flood liable part of the park – above the 1 in 100 year flood level • It allows for a small play space between the building and the sports courts • The number of multi-use courts to be provided can be retained. If move to the proposed location only courts could be provided as there is insufficient room to move the courts further west. • The current proposed location is supported by the Pitt Town Soccer Club • The canteen and toilets are closer to the tiered spectator seating area and modified fields. <p>If the building is to be moved where the multi-use courts are, the building would be more susceptible to flood and provide a reduced recreation outcome.</p> <p>The scope for the design of the building will include the requirement for the building to be at ground level.</p>
Storage	The Pitt Town Football Club have outlined their need for storage for goals, flags, training gear etc.	Storage areas for sporting equipment will be included in the sporting amenity building or associated pavilion. There may be an opportunity to include some smaller storage area for portable goals at the community centre. Further consultation will be undertaken at the detailed design phase.

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Topic	Description	Staff comment
Change Rooms	There is a request for four change rooms to be provided rather than two to allow for the changeover between games and to accommodate all teams utilizing the two full fields at the same time.	This will be considered at the detailed design phase.
Club Room	The Pitt Town Football Club have requested consideration be given to providing a club room within the community building that could be used by the sports clubs.	Meeting rooms will be included within the Community Hub. If no meeting space is to be provided in the sports amenity building, then the group that holds the lease or licence to use sporting facilities is to be given free use of the meeting rooms at the community hub – see page 41 of the Draft Plan of Management.
Parking	Hawkesbury Sports Council would like to see more off street parking in undeveloped areas: in particular, in the location opened up by relocating the proposed sports amenity building along Stables Street adjacent to the modified field.	Stables Street residents have been opposed to the development of parking along Stables Street. Should the North-South drainage line be partially piped, this may allow for expansion of the on-site parking off Bootles Lane. It is recommended that there be no restricted parking on adjacent streets.
Fencing	The Pitt town Football Club have requested additional ball stop fencing to protect residents and participants from stray balls.	This will be considered at detailed design phase. The Masterplan shows high fencing in key areas to stop balls.
Funding	There was an enquiry about how the project will be funded, what grants have been secured and how the works will be staged.	The funding available to deliver the project is as follows: <ul style="list-style-type: none"> • \$2 million– S57 Plan for the Pitt Town Area or S7.11 Contributions • \$3.3 million – Multi-Sport Community Facility Fund • \$4,560,689 – West Invest guaranteed funds It is anticipated that the available funding will enable the project to be delivered in full with the exception of the piping of the North-South drain. This will be included in the design with deliver subject to future funding availability.
Quality	There was question asking if the project is capable of providing a unique and state of the art reserve that rivals those in surrounding LGAs and have the aesthetics that match the median house prices of the area. Examples were given of parks that are well planned and well executed – John Wearn Reserve (Parramatta LGA) and Glenwood Community Hub (Blacktown LGA).	It is intended to provide State of the Art facilities within the park. Consultants have been engaged to develop detailed designs that have significant experience in the design and construction of high quality facilities.

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Topic	Description	Staff comment
Further consultation	<p>There is a request to include a member from the Pitt Town Football Club in any stakeholder meetings that may be held to address any remaining concerns and at the detailed design phase.</p> <p>The Pitt town Progress Association requests that a community representative be include on any Council planning team from this point forward.</p>	<p>During detailed design of key elements such as the Sports Amenity Building and Community Centre, further consultation will be undertaken and meetings with all stakeholders arranged.</p>

The Draft Plans are provided for Councils Consideration subject to the following amendments:

- Inclusion of a small play space between the sports amenity building and the courts
- Investigate option to partially pipe the N-S channel to increase the amount of parking. If feasible, pipe entire drain with overflow path
- Amend the key:
 - (1) Remove soccer in the field description – they are for any sport
 - (4) Replace the word 'Training Field' with 'Modified Field' as the field will be used for games as well as training.
 - 'Path' should be 'shared pathway'.

Plan of Management subject to the following amendments

- Change training field to modified field in Table 6, page31
- Indicate modified field is “minimum” 70m x 50m
- Amend Section 4.2.6 Table 15:
 - Delete Harvest Stormwater for irrigating sports fields and associated text
 - Replace wording with the effect of “Utilise existing recycled water (purple pipe) infrastructure for all irrigation requirements”.
 - Remove reference to stormwater on page 35. (last dot point)
- Water harvesting for toilets.

COMMUNITY ENGAGEMENT

This matter has been subject to extensive community consultation and engagement as detailed in the report.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

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Protected Environment and Valued History

- 2.1 Value, protect and enhance our historic built environment as well as our relationship to Aboriginal and non-Aboriginal history.
- 2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2022/2023 Adopted Operational Plan.

\$2,000,000 - Section 7.11 Contribution Plan funds

\$3,310,104 - Grant funding - Multi-sport Facility Fund (confirmed)

\$4,560,689 - Grant funding - West Invest (application submitted).

A condition of the multi-sport facility fund grant, is that works are to commence construction in 2022 and be completed by June 2025.

ATTACHMENTS:

AT - 1 Table 1 - Submissions of First Round Exhibition period - 21 May 2021 to 8 July 2021.

AT - 2 Masterplan - Fernadell Park.

AT - 3 Plan of Management - Fernadell Park – *(Distributed under separate cover)*.

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AT - 1 Table 1 - Submissions of First Round Exhibition period - 21 May 2021 to 8 July 2021

Topic	Comment/Issue relating to the 2021 Draft Masterplan and Plan of Management	Addressed in the revised 2022 Draft Masterplan and Plan of Management	Response to the submissions
<p>Athletics</p> <p>Running Track</p> <p>School athletics</p>	<p>Is there a way that a running track be incorporated into the plans. The closest running track is at Blacktown or Kurrajong heights. Running is a major part of so many sports it would be a massive accomplishment for the area.</p> <p>Request for long jump, discus, javelin etc.</p> <p>School athletics area to be included as school oval has been built out with classrooms.</p>	No	<p>There is very little demand for an athletics track compared to the need to provide fields for soccer/football in this area. Due to land constraints it is not possible to co-locate multiple football fields with an athletics track and there are limited opportunities to be able to provide for field events such as javelin, discus and shot put.</p>
<p>Bike trails and footpaths</p>	<p>Request for cycle and footpaths.</p>	Yes	<p>Footpaths and cycle paths will be provided.</p>
<p>BBQs</p>	<p>Consider deleting BBQs and other discretionary items that will require ongoing maintenance at Council's expense.</p> <p>Concern about the location of the BBQ facilities.</p>	NA	<p>BBQ facilities will be considered as part of stage 3 works, dependent upon funding available.</p>
<p>Cricket Training Nets</p>	<p>A minimum of 2 training nets would be good, considering that there is cricket pitch to be provided.</p> <p>Request for nets to include a generous roof coverage and rubber matting around the sides and rear of the stumps (metal stumps).</p>	Yes	<p>Cricket practice nets are proposed to be provided.</p>
<p>Community centre</p>	<p>Request to investigate other sites for the community centre, such as the Wellesley Street Memorial Park opposite the BP garage. This would free up more area on the Fernadell site for sporting activities and have less impact on neighbouring residents.</p> <p>Request to build the community centre off-site.</p> <p>Request to not put the community hall near residents on Buckingham Street. The street is already busy and elderly residents reside there. Concern about noise.</p>	NA	<p>At this stage, it is not proposed to investigate an alternative site for the community centre.</p> <p>Council has resolved to re-categorise the land originally designated for the community centre to operational, with the view to selling the lot to help fund the development of Fernadell Park.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 11 October 2022

Topic	Comment/Issue relating to the 2021 Draft Masterplan and Plan of Management	Addressed in the revised 2022 Draft Masterplan and Plan of Management	Response to the submissions
	<p>Concern about the community hall position being too close to residents. Perhaps more centred along Bootles Lane, away from residents and out of the flood zone. Concern about security of the hall and surrounds and noise. Concern about lights affecting residents. Traffic generated is undesirable as the corner of Fernadell and Stables Street is already busy.</p> <p>Agreement that the inclusion of the community centre/facilities at the park lot allowing for further separation from residential properties is warranted, it was not agreed that lot 6028/7 DP1169449 has not been included for development within this masterplan. This lot was designated in the subdivision masterplan as land for community facilities and should be considered and developed as part of this masterplan; to ensure there is a holistic approach to the design and use of the spaces and to ensure their integration and ability to better allow for use of all the land.</p> <p>Request that the community hall not be staged, it needs to be developed as part of the park development.</p>		
Courts – multi-use	Request for Basketball Courts Support for netball courts.	Yes	Three courts will be provided which can be used for either basketball or netball.
Disc Golf Course	Request for a disc golf course.	No	This is not considered appropriate for the site
Dog-off Leash Area	Support fenced area for dogs Some people suggest to locate the off-leash area to Brinsley Park Suggestion that the dog park should have 2 sections for small and large dogs.	Yes	A dog off-leash area which includes separate areas for small and large dogs is accommodated at location 9 of the Masterplan.
Gym Equipment	Request for fitness equipment to be provided (1).	Yes	An outdoor gym area is proposed adjacent to the play space.
Fencing	Suitable safety fencing and or barricading must be provided around the detention lake.	No	Access to the edge of the detention basin will be restricted by landscaping measures such as use of plants and rocks.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 11 October 2022

Topic	Comment/Issue relating to the 2021 Draft Masterplan and Plan of Management	Addressed in the revised 2022 Draft Masterplan and Plan of Management	Response to the submissions
Fields	<p>Request for synthetic or artificial sport fields.</p> <p>Request that provision of fields, irrigation, drainage, lighting, amenities, and parking should be the priority for stage one.</p> <p>Please light all fields.</p>	Partial	<p>Synthetic fields are too expensive to install and replace at end of life, particularly when there are limited funds.</p> <p>Fields will have lighting, irrigation and drainage.</p> <p>Fields, courts and amenities are proposed for stage 1. Parking for sport is proposed in Stage 3.</p>
Field - training	<p>Move training field further away from the community centre building and provide some landscaping between the two facilities to make a clear distinction between the Community Centre and the playing fields.</p>	Yes	<p>The field has been moved further from the community centre. Landscaping details can be determined at detailed design stage.</p>
Flooding	<p>Having undertaken a preliminary review of the Fernadell Park Masterplan, the accompanying survey plan shows the overlay of the upper limit of the 1 in 100 year flood level. It is noted that a significant volume of fill and changes to the natural landform will be required to achieve the level playing fields. Has this been considered from the perspective of the anticipated displacement of the flood water? Introducing changes to level the playing fields will displace a volume of flood storage capacity which will contribute to exacerbating the flooding impacts downstream and upstream. Has there been any flood analysis or modelling undertaken to consider these impacts?</p>	NA	<p>There will be no additional fill brought to site. It is not anticipated that there is likely to be any displacement of flood water, however downstream flood impacts will be considered at detailed design phase.</p>
Parking – Bootles Lane	<p>The car park along Bootles Lane should be increased in size (doubled) to accommodate the anticipated number of vehicles associated with planned sporting activities. Either the drain area parallel to Bootles Lane or the covered north-south drain could be used for this purpose if all drains are piped and covered as suggested.</p>	Yes	<p>The car park off Bootles Lane has been increased in size from approximately 40 vehicles to 93.</p> <p>90 degree parking on Bootles Lane has been reduced from 65 to 58 spaces.</p> <p>A total of 46 spaces has been gained.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 11 October 2022

Topic	Comment/Issue relating to the 2021 Draft Masterplan and Plan of Management	Addressed in the revised 2022 Draft Masterplan and Plan of Management	Response to the submissions
Parking – Buckingham Street	Optional item “Existing stormwater beyond property boundary (on Buckingham Street east of Fernadell Drive) – pipe existing channel to create approximately 18 kerbside parking spaces” should be included in the project.	NA	This remains an option however the benefit of achieving 18 parking spaces versus a cost of approximately \$153,000 needs to be weighted, particularly when there may be insufficient funds for recreation facilities.
Parking - generally	More off-street parking should be provided.	Yes	A total of 46 spaces has been gained.
Passive Recreation	Reviewing the masterplan I've noted the locations of the BBQ area, playground and toilet amenities (4, 5, 6 and 12) are not in close proximity of each other. Ideally, they would be close by for families to access.	Yes	The playground is now adjacent to the picnic and BBQ facilities and within 160m of toilets located at the community centre.
Playground	<p>Children’s play area with swings to be included in eye sight of the community centre so that when area is hired out for parties, kids can play close or within the community centre borders.</p> <p>Request for the playground to be inclusive and have facilities suitable for children with disabilities.</p> <p>Consider playground for all ages, teens/tweens, not just younger children.</p> <p>Fenced, especially near the water body.</p> <p>Youth need something constructive to do. A multi-use court will not solve the problem.</p> <p>Seating, BBQ facilities should be near the playground.</p> <p>Maybe swap 6 & 7 (Playground and youth space).</p> <p>Request for playground near 4 & 12 – in perfect sight of parents enjoying lunch or a party.</p>	Yes	<p>The children’s play area would be inclusive and would be fenced. Play would be provided for all ages from toddler through to teens and youth.</p> <p>The play spaces are co-located and are near picnic areas</p> <p>The play space is not near the community centre.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 11 October 2022

Topic	Comment/Issue relating to the 2021 Draft Masterplan and Plan of Management	Addressed in the revised 2022 Draft Masterplan and Plan of Management	Response to the submissions
Public Toilets	<p>External public toilets should be incorporated into the Community Centre Building.</p> <p>Concern about the distance of the playground to the toilets.</p> <p>Toilets are needed near the picnic ad BBQ area.</p>	Yes	<p>External public toilets will be included into the community centre and would be approximately 160m from the playground. The picnic area would be slightly closer to the toilets.</p>
Rugby League	<p>Request for inclusion of ruby league/union goalposts on at least one of the football fields.</p> <p>Request for Rugby League Fields.</p>	NA	<p>Field allocation has not been determined at this stage. The field configuration would suit soccer or rugby games.</p>
Skate Park	<p>Request to not put a skate park near residents on Buckingham Street. The street is already busy and elderly residents reside there. Concern about noise and young people loitering.</p> <p>Request / support for a skate park. There is nothing locally. (17).</p>	No	<p>At this stage, it is not proposed to develop a skate park as part of the youth area. There are concerns from the public about the noise and potential anti-social behaviour. The skate park would also not cater to a broad spectrum of users.</p> <p>Some ideas to be considered for older children/youth include outdoor ping pong table, social seating, mini climbing wall, half court.</p>
Spectators	<p>More area for spectators around playing fields</p>	Yes	<p>The area between the sports amenities building and the courts would be able to accommodate spectators.</p>
Soccer	<p>There are many requests for Pitt Town Soccer Club to be given use of the fields. They are a large club >600 players and currently have to play over 4 locations. They would ideally like 2 large fields and 2 small fields.</p>	Partial	<p>Field allocation has not been determined at this stage. The field configuration would suit soccer or rugby games.</p> <p>Two full size fields and one mod field will be provided.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 11 October 2022

Topic	Comment/Issue relating to the 2021 Draft Masterplan and Plan of Management	Addressed in the revised 2022 Draft Masterplan and Plan of Management	Response to the submissions
Sport	10 people objected to developing Fernadell Park for sport. Most concerns centred around parking along Stables Street and the park being noisy on weekends. They would like the park to be used for passive recreation only.	NA	The master planning for the Pitt Town development has always proposed that Fernadell Park would be for sporting purposes.
Sport Amenities	Request that change room configuration accommodate female players as well as male players. Consider a outdoor covered area for BBQ off the canteen. The sports amenities should be convenient to the courts as well as the field users.	Yes	Unisex change rooms will be provided. Covered areas etc. will be considered at detailed design phase. The courts are now closer to the sports amenity building.
Sports Amenity Building	The Sports amenity building should be centrally located to provide more convenient access by players using any of the sports fields.	No	The sports amenity building has been located off Bootles Lane to limit impact on Stables Street residents.
Storage	Request to consider a caged storage area or designated area for shipping containers for club storage.	No	All storage should be within the designated sports amenities building. There are to be no shipping containers to be used on site.
Stormwater Drains	Request that all 3 stormwater drains be piped and covered so that: <ul style="list-style-type: none"> • Sport facilities, car park or buildings can be situated above the drains • Remove safety issue with young children <p>there is a significant separation within the master plan via the overland flow path essentially creating 2 distinct recreation spaces; thought should be given to connection between these spaces to maximise the use of the facilities and connection of the land use.</p>	Partial	Two of the three stormwater drains will be piped which will provide greater use of the park. The central open channel overland flow path draining from Boston Street is provided for a 1 in 100 year storm but only if the 1,200 mm diameter pipes blocks. The 1,200 mm pipe should take a 1 in 100 year storm. Common practice is to provide a shallow overland flow path for such emergency situations. The eastern stormwater channel, if left open, could provide water

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 11 October 2022

Topic	Comment/Issue relating to the 2021 Draft Masterplan and Plan of Management	Addressed in the revised 2022 Draft Masterplan and Plan of Management	Response to the submissions
			<p>treatment benefits if planted with appropriate vegetation. To fill/cover this area would require placing multi cell box culverts (six off, side by side 1.5m wide by 1.5m high) and is estimated to cost approximately \$500,000. It is felt that the cost of the works would not be justified for the gain of a relatively small area.</p> <p>A 3 metre high fence is proposed along the length of the eastern drainage channel to restrict entry and prevent balls from that area.</p> <p>Cost of gabions and fencing is approximately \$204,500.</p>
Trees	Request that only native trees be used, not exotic trees.	NA	This detail will be provided at detailed design stage.
Tennis	Tennis is already provided for in Pitt Town and another one is not needed.	Yes	The multi-use court will now provide for netball and basketball only.
Viewing Platform	<p>Request that the viewing platform over the lake be located in front of the community centre site.</p> <p>Query about the relevance of having a deck – is it needed.</p>	Partial	The viewing platform will now be constructed from sandstone rather than a timber deck. The current location is thought to be the best location as it is central to the picnic area.
Youth Area	Consider swapping the youth space (area 7 with the off-leash dog area (area 9). The reasons for this is, that there is a likelihood that the youth area will be used for extended hours into the night, it has the possibility of being noisy with eth use of skateboards and bikes and possibly attract a reasonable number of persons.	No	<p>It is better to have the youth area within an area that is highly visible to reduce potential issues with behaviour.</p> <p>At this stage, the youth area will not include a skate park and therefore noise should not be an issue to neighbouring residents.</p>

ORDINARY MEETING
SECTION 3 – Reports for Determination
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AT - 2 Masterplan - Fernadell Park

FERNADELL PARK, PITT TOWN MASTER PLAN

Howkesbury City Council COMPLETE



CONCEPT

- Maximised sporting facilities (Three soccer fields with cricket / AFL overlay and three multi-purpose courts)
- Two stormwater channels with underground piping, one open channel and one optional underground piping
- 450m² Amenities building
- 1000m² Community Hub
- Total of 273 car parking spaces
- * Conformity to S84 requirements (excludes athletics track)

KEY

- 1 Multi-purpose Sporting Fields (two 105x68m soccer fields with 120x110m cricket overlay)
- 2 Multi-purpose Courts (netball/basketball)
- 3 Cricket Practice Net (3,5x21.0m)
- 4 Training Field (70x30m) / Event Space
- 5 Amenities Building
- 6 Community Hub
- 7 Fenced District Level Playground with Shade Sails
- 8 Outdoor Gym Area
- 9 Youth Space
- 10 Sandstone Viewing Platform
- 11 Picnic / BBQ Facilities
- 12 Fenced Off-leashed Dog Area (A: Large Dog, B: Small Dog)
- 13 Suspended boardwalk over drainage channel
- 14 New parking area (83 parking spaces)
- 15 90° Parking directly off Bootsles Lane (88 parking spaces)

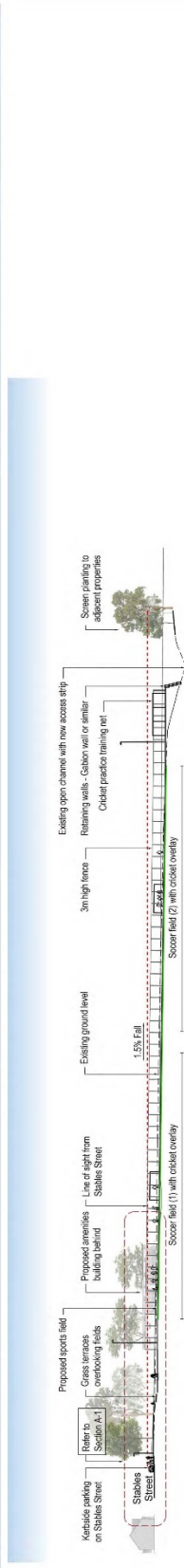
LEGEND

- Main Water Body
- Grassed Area / Sports Field
- Grass Swale
- Environmental Reeds Planting / Habitat
- Boardwalk
- Sandstone Viewing Platform
- Path
- Retaining wall - Gabion wall or similar
- Fence
- Proposed Tree - Deciduous / Semi-formal
- Proposed Tree - Native / Screen Planting
- Gate entry to sports field
- Scour Protection
- Table Drain
- Design 100 Year Flood Level
- Underground Drainage Pipe and Pit
- Drainage Headwall

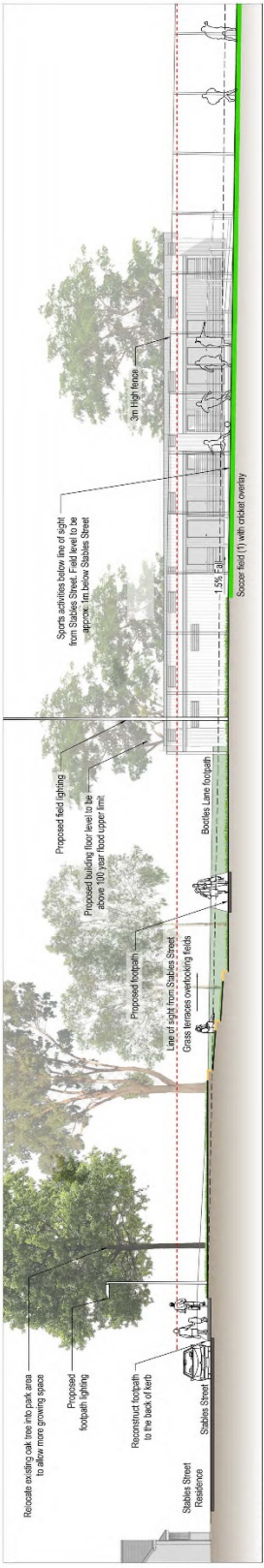
FERNADELL PARK, PITT TOWN MASTER PLAN Preferred Option - Sections

Howkesbury City Council COMPLETE

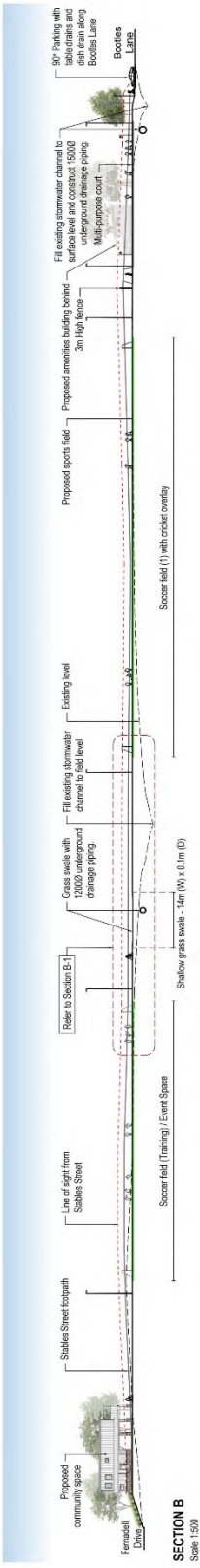
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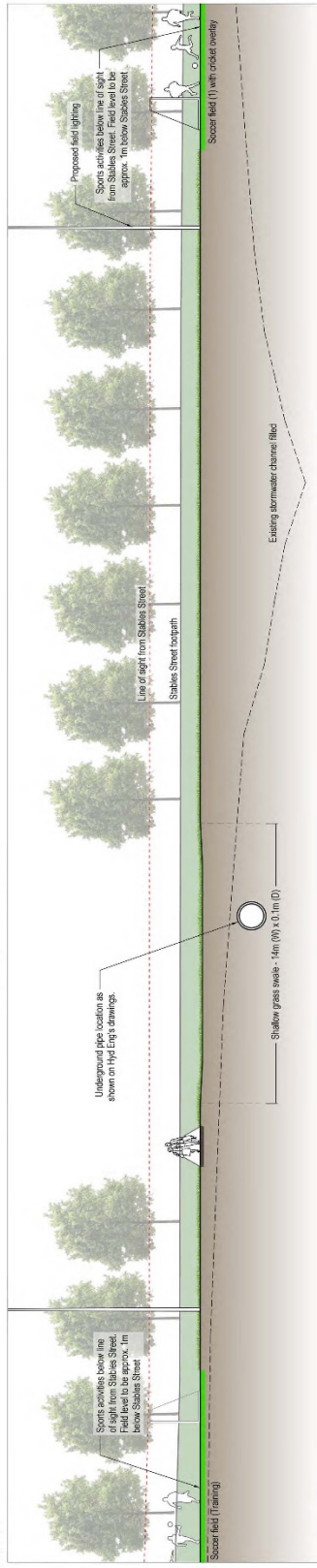
SECTION A
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SECTION A-1
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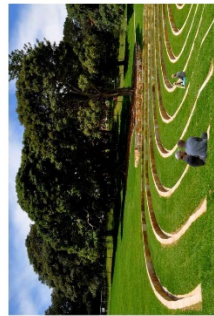
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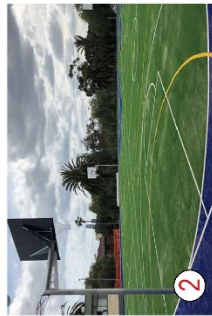
SECTION B-1
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ORDINARY MEETING
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FERNADELL PARK, PITT TOWN MASTER PLAN REFERENCE IMAGES AND DESIGN EXAMPLES - GENERAL



GRASS TERRACE OVERLOOKING THE FIELD



MULTI-PURPOSE COURTS
(NETBALL/BASKETBALL)



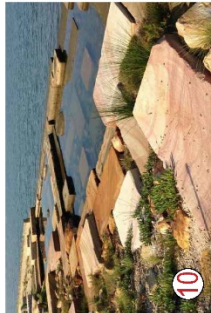
YOUTH SPACE
REFER TO YOUTH SPACE REFERENCE IMAGES



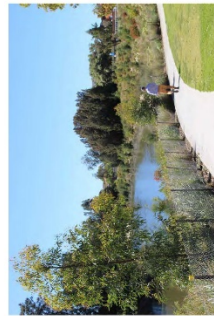
WATER BODY EDGE TREATMENT



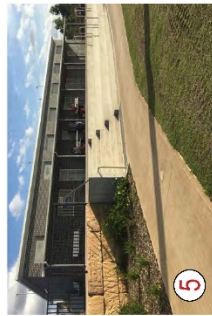
CRICKET PRACTICE TRAINING NET



SANDSTONE VIEWING PLATFORM



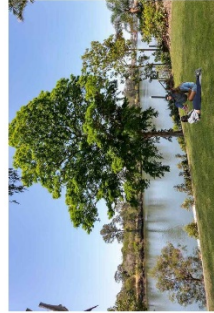
PERIMETER WALKING/EXERCISE CIRCUIT



AMENITIES BUILDING



FENCED OFF-LEASHED DOG AREA



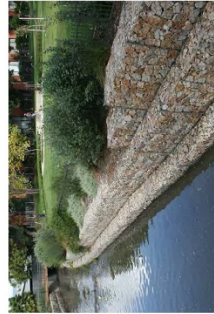
TERRACE OVERLOOKING THE POND



DISTRICT LEVEL PLAYGROUND
REFER TO PLAYGROUND REFERENCE IMAGES



90° PARKING DIRECTLY OFF BOOTLES LANE



GABION WALL ALONG DRAINAGE CHANNEL



OUTDOOR GYM AREA



PARK SIGNAGE AND WAYFINDING

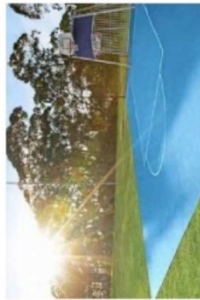
ORDINARY MEETING
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FERNADELL PARK, PITT TOWN MASTER PLAN REFERENCE IMAGES AND DESIGN EXAMPLES

YOUTH SPACE



MULTI-PURPOSE STAGE AREA WITH PUBLIC ART - MANDELA, WILGA PARK



MULTI-PURPOSE HALF COURT



OUTDOOR PING PONG TABLE



WORKOUT PARKOUR FOR ALL SKILL LEVELS - OUTDOOR CALISTHENICS EQUIPMENT



CLIMBING NET



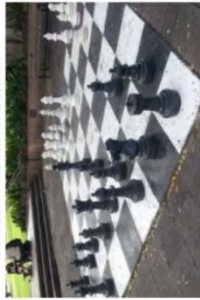
MINI CLIMBING WALL



SOCIAL SEATING AREA WITH HANDICAP ACCESSIBLE SEATING



PICNIC SHELTER



OUTDOOR CHESS



LEGAL GRAFFITI MURAL WALL

PLAYGROUND



ACTIVITY TOWER



SENSORY PLAY EQUIPMENTS



SPINPOINT



TRAMPOLINE



INCLUSIVE WEB SWING



SPRING PLAY



SLIDES



ROPE PLAY

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 11 October 2022

Item: 172 **CP - Draft Masterplan and Plan of Management - McMahon Park, Kurrajong - (95498, 124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Draft Masterplan and Plan of Management for McMahon Park, Kurrajong, with the view to obtaining consent to refer each document to the Minister responsible for Crown Lands for review and endorsement prior to public exhibition.

EXECUTIVE SUMMARY:

The McMahon Park Plan of Management has been developed in response to the Crown Land Management Act 2016 which requires Council Crown Land Managers to develop plans of management for all Crown reserves under their management. The Plan of Management provides a framework for managing the land and sets out how the park is intended to be used, managed, maintained, and enhanced in the future. A site-specific Plan of Management, and a Masterplan have been developed for McMahon Park due to the complex nature of its use and the proposed improvement works.

This report outlines the key considerations for preparation of the Masterplan and Plan of Management for McMahon Park, Kurrajong, and seeks Council's endorsement to refer each document to the Minister responsible for Crown Lands for review and endorsement ahead of publicly exhibiting the draft documents and reporting the matter back to Council following the completion of public exhibition.

RECOMMENDATION:

That Council:

1. Request the Minister responsible for Crown Lands to consider adding an additional purpose to McMahon Park which would allow for ongoing use of the community centre, and upgrade to the bus garage.
 2. Refer the McMahon Park Plan of Management and Masterplan draft documents (attached as Attachments 1 and 2 to the report) to the Minister responsible for Crown Land for review.
 3. Upon receipt of approval from the Minister responsible for Crown Lands, publicly exhibit the Draft Masterplan and McMahon Park Plan of Management.
 4. Report the matter back to Council following public exhibition.
-

BACKGROUND

The Local Government Act 1993 requires councils to develop Plans of Management for all land classified as community land. All community land must be categorised as: Park; Sportsground; Natural Area; General Community Use and/or Cultural Significance, and multiple categories may apply to each site. Each category of land has a core objective and management actions on the land are to be guided by these core objectives.

The Crown Land Management Act 2016 requires all Council Crown Land Managers to develop Plans of Management for all Crown reserves under their management that are categorised as community land.

ORDINARY MEETING

SECTION 3 – Reports for Determination

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Crown Land is to be managed as per the Local Government Act, and in accordance with Crown Land Principles.

Plans of Management guide how the community land may be used, managed, and improved in the future. This report provides an update on the progress associated with preparation of a Masterplan and Plan of Management for McMahon Park, Kurrajong, located on Crown reserve categorised as community land.

McMahon Park is a district level park located at 30 McMahons Park Road, Kurrajong. The Park is comprised of 6.34 hectares catering to a diverse range of uses including sport, passive recreation and community services.

McMahon Park is a Crown reserve owned by the State and managed by Council. Whilst the reserve was initially gazetted as a "Public Recreation Ground", the reserve purpose is recorded as 'Park'. An enquiry has been made with Crown Lands to confirm the reserve purpose is recorded correctly as all activities on the reserve must be consistent with the reserve purpose. A response from Crown Lands remains outstanding.

McMahon Park is managed by the McMahon Park Management Association, a Section 377 Committee (Local Government Act) of Council. The Committee is responsible for overseeing the management and maintenance of the park, including the Kurrajong Community Centre. The income generated from usage of the Park and community centre is to be used solely for the maintenance and improvement of the Park.

Facilities within the Park include:

- A large sports oval that is used weekly for Little Athletics and cricket
- Outdoor gym and exercise equipment
- Children's play space
- Picnic shelters, BBQ areas, tables and benches
- McMahon Park Nature Walk through bushland down to Little Wheeny Creek (<1km in length)
- Concrete circuit path
- Amenities Block
- Sports Storage Shed
- Community Centre, including community hall
- Community Garden
- Double Bay garage.

The community centre is leased to Hawkesbury Community Outreach Services, a not for profit organisation which provides a range of services including:

- Information and referral services
- Photocopying and fax services
- Community Development
- Child, Youth and Family service
- Mobile Pre-School
- Playgroup
- Before and After School Care
- Vacation Care
- Mobile Minders service
- Seniors service
- Various skills and health programs.

Hawkesbury Community Outreach Services own three mini buses that they use to deliver their services. These buses are housed in a double garage/shed within McMahon Park that was previously approved by the McMahon Park Committee. Hawkesbury Community Outreach Services have approached Council requesting to extend this shed to accommodate an additional parking bay.

ORDINARY MEETING

SECTION 3 – Reports for Determination

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Advice received from Crown Lands is that a bus shelter/shed does not meet the purposes of recreation, and therefore should not be approved. Should Council however wish to give consideration to this request, this can only be achieved by addressing it in the Plan of Management. It may be necessary to request an additional purpose such as “Community Services” being allocated to the park. However, no guarantee can be given to such purpose being approved by the Minister.

Location Plan



Figure 1: McMahon Park and surrounds

Relevant Legislation

Crown Land Management Act 2016
Local Government Act 1993

DISCUSSION

The Vision for McMahon Park

McMahon Park will continue to act as the community and sport centre of Kurrajong and as an important district park within Hawkesbury City Local Government Area, providing services, facilities, and amenities for users of all ages and abilities, now and in the future. Future development should retain and reinforce the parks natural features, including the mature native trees, the bushland, and the creek.

Bus Shed

The existing shed is currently located in a visually prominent position along the main entrance way drive before the main car park. Consulting Landscape Architects for this project have advised that this is in a poor location from a visual perspective, and have proposed that it should be relocated to the boundary of the reserve. Figure 2 shows the existing shed at McMahon Park.



Figure 2 – Existing Bus Shed, McMahon Park, Kurrajong

To extend the bus shed to a three-bay garage in its current location would give it greater dominance in the landscape.

Given the cost to relocate this structure and provide for the construction of an additional bay along the boundary, Hawkesbury Community Outreach Services have advised that they would prefer that the shed remain in its existing location. The Draft Masterplan and Plan of Management provide for both options, and are attached as Attachments 1 and 2 to the report.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

ORDINARY MEETING

SECTION 3 – Reports for Determination

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Protected Environment and Valued History

- 2.1 Value, protect and enhance our historic built environment as well as our relationship to Aboriginal and non-Aboriginal history.
- 2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The expenditure associated with preparation of the Masterplan and Plan of Management is provided for in the 2022/2023 Adopted Operational Plan.

Development and endorsement of the Plan of Management and Masterplan does not represent a formal commitment to funding. Upgrade works identified in the plans will be considered by the Section 377 Committee to fund. Any works outside the capacity for the Section 377 Committee to fund or deliver may be considered for inclusion in Council's Operational Plans in accordance with the identified priorities, the financial allocations identified in the Long-term Financial Plan and external funding opportunities as they arise from time to time.

ATTACHMENTS:

- AT - 1** Draft Masterplan - McMahon Park, Kurrajong - *(Distributed under separate cover)*.
- AT - 2** Draft Plan of Management - McMahon Park, Kurrajong - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 11 October 2022

CORPORATE SERVICES

Item: 173 **CS - Investment Report - August 2022 - (95496)**

Previous Item: 129, Ordinary (19 July 2022)

Directorate: Corporate Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

This report indicates that Council held \$71.4 million in investments as at 31 August 2022 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION:

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

BACKGROUND

Council held \$71.4 million in investments as at 31 August 2022. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

1. Composition of Investment portfolio

Tables 1 to 3 below provide details regarding the \$71.4 million in investments held as at 31 August 2022.

Table 1 – Summary of Council's Investment Portfolio as at 31 August 2022

Product Type	Face Value	% of Total
At Call Deposits	\$9,014,578	12.6%
Term Deposits - Fixed Rate	\$61,500,000	86.1%
NSWTCorp Long Term Growth Fund	\$907,845	1.3%
Grand Total	\$71,422,423	100.0%

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

Long Term Credit Rating	Face Value	% of Total
AA-	\$63,514,578	88.9%
BBB+	\$7,000,000	9.8%
NSWTCorp Managed Funds	\$907,845	1.3%
Grand Total	\$71,422,423	100.0%

Table 3 – Fixed Term Deposits

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Bank of Queensland	BBB+	A-2	28-Oct-22	1.95%	\$2,500,000
			09-Nov-22	2.50%	\$1,500,000
			04-Mar-24	1.70%	\$2,000,000
ME Bank (part of BOQ)	BBB+	A-2	09-Dec-22	0.70%	\$1,000,000
Commonwealth Bank of Australia	AA-	A-1+	29-Sep-22	0.52%	\$1,000,000
			29-Sep-22	2.44%	\$1,000,000
			12-Oct-22	2.42%	\$2,000,000
			28-Nov-22	0.46%	\$2,000,000
			08-Dec-22	0.46%	\$1,000,000
			02-Mar-23	0.85%	\$2,000,000
			21-Apr-23	2.20%	\$2,000,000
			05-May-23	3.08%	\$2,000,000
			08-Jun-23	3.68%	\$1,500,000
			20-Nov-23	0.65%	\$1,000,000
National Australia Bank	AA-	A-1+	10-Apr-24	3.01%	\$2,000,000
			22-Sep-22	0.35%	\$2,000,000
			29-Sep-22	2.28%	\$1,000,000
			29-Dec-22	0.45%	\$3,000,000
			22-Feb-23	0.50%	\$2,000,000
			08-Mar-23	0.50%	\$1,000,000
			08-Sep-23	0.60%	\$1,000,000
			19-Aug-24	0.75%	\$3,000,000
			10-Sep-24	0.80%	\$1,000,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			05-Mar-25	1.05%	\$1,500,000
			03-Nov-25	0.95%	\$500,000
19-Nov-25	0.90%	\$500,000			
13-Jan-26	1.00%	\$500,000			
04-Mar-26	1.30%	\$1,500,000			
Westpac	AA-	A-1+	30-Sep-22	0.34%	\$3,000,000
			11-Jan-23	0.79%	**\$3,000,000
			25-Jan-23	3.10%	\$2,000,000
			10-Feb-23	0.88%	**\$2,000,000
			11-Apr-23	1.86%	\$1,500,000
			09-Jun-23	0.90%	**\$1,000,000
			27-Jun-23	3.81%	\$3,500,000
10-Nov-23	1.11%	**\$1,000,000			
Grand Total					\$61,500,000

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

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2. Environmental, Social and Governance (ESG) Investments

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

Table 4 – ESG Investments

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Westpac	AA-	A-1+	11-Jan-23	0.79%	\$3,000,000
	AA-	A-1+	10-Feb-23	0.88%	\$2,000,000
			09-Jun-23	0.90%	\$1,000,000
			10-Nov-23	1.11%	\$1,000,000
Grand Total					\$7,000,000

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

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$7,000,000	11.4%
Other	\$54,500,000	88.6%
Grand Total	\$61,500,000	100.0%

3. Compliance to Investment Policy

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

Table 6 – Exposure Limits to credit ratings bands

Long-Term Credit Rating	Exposure of Entire Portfolio		
	Actual	Maximum	Compliant
AAA to AA- or Major Bank and below	88.9%	100%	Yes
A+ to A- and below	0.0%	50%	Yes
BBB+ to BBB and below	9.8%	40%	Yes
BBB- and below	0.0%	10%	Yes
NSWTCorp Funds	1.3%	20%	Yes

Table 7 – Term to Maturity

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

4. Portfolio Return

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

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Table 8 – Portfolio Return

31 August 2022	Monthly Return	Annual Return
Hawkesbury City Council – Investment Portfolio	0.124%	0.807%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.155%	0.369%
Performance Relative to Benchmark	-0.031%	0.438%

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

Relevant Legislation

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

Investment Certification

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

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Amicus Advisory Pty Ltd has reviewed Council's investments as at 31 August 2022 and has advised as follows:

- *Council's investment portfolio annual return is around 51bps above the Bank Bill index. This return excludes at Call Accounts and NSW TCorp Managed Fund. As explained in recent Amicus reports under the "News of Interest" section, the benchmark index is of shorter duration than the portfolio and therefore responds (rises) more quickly in a rising interest rate environment. It also contains a large negative mark to market which will unwind in the coming months. While absolute investment portfolio performance has risen as per the chart above, performance relative to the benchmark has fallen and we expect these trends to continue in coming months.*
- *Council's exposure to Bank of Queensland (BoQ) of around 9.8% of total portfolio is just under the 10% limit. Amicus therefore recommends Council to reinvest maturing BoQ TDs with other ADIs for diversification purposes.*
- *Overall, exposures to individual entities and to credit limits have been well managed. Amicus generally recommends its clients operate with "buffers" between policy limit maximums and minimums to provide flexibility and avoid breaches.*
- *Progress has been made in investing in ESG investments as part of the overall portfolio. However, to increase current levels, Council will need to aggressively pursue opportunities when they arise as Westpac is currently not offering "Green" Term Deposits.*
- *Amicus suggests Council pursues the following investment strategies with regards to any excess liquidity:*

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- *Invest in a major bank or other highly rated Floating Rate Note (FRN) at the next available opportunity so long as the credit margin is above 100bps. The rationale being:*
 - *FRN's are currently offering better value than Term Deposits.*
 - *It is part of the overall agreed investment strategy to invest in Term Deposits when they offer better value than FRN's and vice versa, but in practice this policy cannot be implemented until Council is willing to invest in FRNs.*
 - *New issue FRN's offer the best value but the timeframes for making an investment decision are around one half day (or one full day at most) and so Hawkesbury needs to have the internal processes in place to respond within these timeframes.*
 - *Usually once a Council has purchased its first FRN, the subsequent purchases are much easier because everyone involved in the process within Council is far more familiar and comfortable with the process, but this level of familiarity and comfort cannot be gained until the first purchase is made.*
 - *While this is a short term objective it is of longer term strategic value effectively opening up this area of the market for ongoing investments for Council to be accessed when FRN's offer better value than Term Deposits.*
- *Invest in the best Term Deposit rates available within the capacity of Policy limits.*
- *Take limited exposures to issuers outside the Major Banks in short-dated Term Deposits if rates are attractive. No more \$4 million of the total portfolio per entity is recommended based on the assumption the portfolio size will not fall below \$40 million and cause a breach of the 10% limit, i.e. \$4 million / \$75 million = 5.3% (current portfolio size), \$4 million / \$39 million = 10.3%. This is a very low risk strategy given the steps taken by the Reserve Bank of Australia to ensure no Authorised Deposit Taking Institutions will fail due to liquidity reasons in the short-term.*
- *Consider investing in longer dated fixed rate investments. While interest rates may rise, taking a limited exposure to longer dated fixed rate investments to enhance current portfolio is prudent so long as these investments are with high quality institutions (Major Banks and other ADI's rated "A" or above).*
- *We see an urgency to pursue the strategies above because as can be seen from the returns this month Council has under-performed the benchmark index over the last month. While under-performance in a single month is not a concern, if this extends to multiple months such that on a rolling 12 month basis the portfolio is under-performing the index this should become a concern.*
- *Since the benchmark index was returning less than 1bp per month up until earlier this year, effectively each additional monthly rise in the index adds to the rolling 12 month return and so Amicus expects the 12 month rolling performance of the investment portfolio relative to the index to fall over the coming months, but hopefully a situation where the rolling 12 month performance is negative relative to the index can be avoided.*

Restriction of Funds

- Council's total investment portfolio as at 31 August 2022 included funds that are restricted as to what they can be expended on.

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Table 9 – Restriction of Funds

Restriction Type	Amount	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$15,919,851	22.29%
External Restrictions - Western Parkland City Liveability Program	\$4,007,004	5.61%
External Restrictions - Bushfire and Flood Grants	\$7,400,122	10.36%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$10,536,855	14.75%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$20,677,751	28.96%
Unrestricted	\$12,880,840	18.03%
Total	\$71,422,423	100.00%

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

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

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

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 2022-2042

The proposal is consistent with the following Long-Term Community Objective set out within the CSP.

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable was provided for in the 2022/2023 Adopted Operational Plan.

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 174 **CS - Financial Statements for the Year Ended 30 June 2022 - (95496)**

Directorate: Corporate Services

PURPOSE OF THE REPORT:

The purpose of this report is to refer the General Purpose Financial Statements and Special Purpose Financial Statements (Financial Statements) for the financial year 2021/2022, to audit.

EXECUTIVE SUMMARY:

Section 413(1) of the Local Government Act 1993 (the Act) requires that *“a council must prepare financial reports for each year and must refer them for audit as soon as practicable.”* The unaudited Annual Financial Statements for 2021/2022 have been completed and are ready for audit.

It is to be noted that impairments relating to flood damage from the March/April 2022 floods are yet to be finalised and will be available within the audited Financial Statements to be tabled at the 15 November 2022 Council Meeting.

For the financial year ending 30 June 2022, Council’s net operating result before capital grants and contributions was a surplus of \$21.5 million. Contributing to the net operating surplus is a range of grants and contributions that have been received that relate to natural disasters, where the expenditure is capital in nature, was incurred in 2020/2021, or will be incurred in future financial years.

The other main contributor to the result is the fair valuation adjustment to Investment Properties. A full revaluation of Council Investment Property Portfolio was undertaken by a qualified, external valuer and an increase in the fair value of \$11 million has been recognised. It is to be noted that this increase is not realised, in that unless properties are sold, this increase of value does not result in additional cash available to Council.

The Financial Statements are prepared in accordance with Australian Accounting Standards and the Local Government Accounting Code. These requirements include non-cash accounting entries such as revaluations and fair value adjustments. These requirements are to be taken into consideration when using Financial Statements to evaluate Council’s performance against the annual Budget.

As shown in Attachment 3 to this report, Council’s Bottom Line Result for the year ended 30 June 2022 is a surplus of \$11.2 million, arising from the net impact of the Investment Property revaluation. It is to be noted that once the flood impairments have been processed, it is likely that this result will become negative due to the extent of damage incurred.

RECOMMENDATION:

That:

1. Council note the following Statement in respect of Section 413(2)(c) of the Local Government Act 1993 as to its Annual Financial Statements:
 - a) Council’s Annual Financial Statements for 2021/2022 have been drawn up in accordance with:
 - (i) The Local Government Act 1993 (NSW) (as amended) and the Regulations made thereunder;

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- (ii) The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board; and
 - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
- b) The Statements present fairly the Council’s financial position and operating result for the year.
 - c) The Statements are in accordance with the Council’s accounting and other records.
 - d) The signatories do not know of anything that would make these Statements false or misleading in any way.
- 2. Council sign the “Statements by Councillors and Management”. The Statements are to be signed by the Mayor, Deputy Mayor, General Manager, and the Responsible Accounting Officer.
 - 3. Council note the endorsement made by the Audit and Risk Improvement Committee to submit the Financial Statements to Council.
 - 4. Council seek a presentation from the NSW Audit Office, or its representative, at a Council Meeting following the completion of the audit.

BACKGROUND

Section 413(1) of the Act requires that “a council must prepare financial reports for each year and must refer them for audit as soon as practicable.” Section 416(1) of the Act requires a council’s financial reports for a year to be prepared and audited within four months after the end of the year concerned.

The unaudited Financial Statements for the year ended 30 June 2022 (Attachment 1) have been completed and are ready for audit. It is to be noted that impairments relating to flood damage from the March/April 2022 floods are yet to be finalised and will be available within the audited Financial Statements to be tabled at the 15 November 2022 Council Meeting.

The unaudited Financial Statements were circulated to the Audit and Risk Improvement Committee on the 28 September 2022 for their consideration and comments were received and responded to with no changes required.

A copy of the audited Financial Statements for the year ended 30 June 2022 will be submitted for adoption at the Council Meeting on 15 November 2022. A detailed explanation on these key results will be included in the report presented at that meeting. At that meeting, a presentation relating to the Financial Statements will be given by the NSW Audit Office and Grant Thornton, who have been subcontracted to perform the audit, by the NSW Audit Office.

Statements by Councillors and Management on Council’s Financial Statements in the prescribed format must be signed to refer the Financial Statements to audit. These Statements are attached in Attachment 2 to this report.

Clause 215(1) of the Local Government (General) Regulation 2021 (Regulation) determines the format of the Statement by Councillors and Management. The Statement must:

- “a) *Be made by resolution of Council; and*
- b) *Be signed by:*
 - (i) *the Mayor, and*
 - (ii) *at least one other member of the Council, and*
 - (iii) *the Responsible Accounting Officer, and*
 - (iv) *the General Manager”*

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Clause 215(2) of the Regulation also requires that the Statement must indicate:

- a) *Whether or not Council's annual financial reports have been drawn up in accordance with:*
- *The Local Government Act, 1993 (NSW) (as amended) and the Regulations made thereunder,*
 - *The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and*
 - *The Local Government Code of Accounting Practice and Financial Reporting.*
- b) *Whether or not those reports present fairly the Council's financial position and operating result for the year;*
- c) *Whether or not those reports are in accordance with the Council's accounting and other records; and*
- d) *Whether or not the signatories know of anything that would make those statements false or misleading in any way."*

Relevant Legislation

Local Government Act, 1993
 Local Government (General) Regulation 2021

DISCUSSION

Overview of Key Financial Information

Income Statement

Provided below is a summary of Council's financial results for the period ended 30 June 2022.

Statement of Financial Performance	2021/2022 \$'000	2020/2021 \$'000	Movement Increase /(Decrease) \$'000
Income from Continuing Operations	143,736	103,877	39,859
Expenses from Continuing Operations	101,677	107,682	(6,005)
Net Operating Result for the Year	42,059	(3,805)	45,864
Capital Grants and Contributions	20,528	12,302	8,226
Net Operating Result before Capital Grants and Contributions	21,531	(16,107)	37,638

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Income from Continuing Operations	2021/2022 \$'000	2020/2021 \$'000	Movement Increase /(Decrease) \$'000
Rates and Annual Charges	69,096	67,039	2,057
User Charges and Fees	6,942	6,241	701
Other Revenue	1,412	2,981	(1,569)
Grants and Contributions – Operating	31,347	11,188	20,159
Grants and Contributions – Capital	20,528	12,302	8,226
Interest and Investment Income	625	667	(42)
Other Income	13,786	3,459	10,327
Total Income from Continuing Operations	143,736	103,877	39,859

Expenses from Continuing Operations	2021/2022 \$'000	2020/2021 \$'000	Movement Increase /(Decrease) \$'000
Employee Costs	31,497	32,865	(1,368)
Materials and Services	39,336	32,154	7,182
Borrowing Costs	287	219	68
Depreciation, Amortisation and Impairment	24,236	25,889	(1,653)
Other Expenses	5,882	5,710	172
Loss on Sale or Disposal of Assets	439	10,845	(10,406)
Total Expenses from Continuing Operations	101,677	107,682	(6,005)

Statement of Financial Position

Provided below is a summary of Council's financial position as at 30 June 2022.

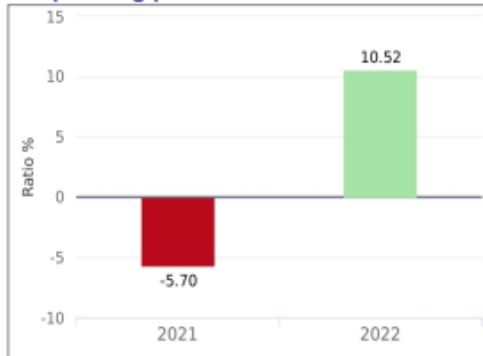
Statement of Financial Position	2021/2022 \$'000	2020/2021 \$'000	Movement Increase /(Decrease) \$'000
Current Assets	108,789	78,544	30,245
Non-Current Assets	1,506,419	1,523,940	(17,521)
Total Assets	1,615,208	1,602,484	12,724
Current Liabilities	44,582	25,366	19,216
Non-Current Liabilities	27,315	13,579	13,736
Total Liabilities	71,897	38,945	32,952
Net Assets	1,543,311	1,563,539	(20,228)
Equity	1,543,311	1,563,539	(20,228)

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Performance Indicators

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

1. Operating performance ratio



Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Purpose of operating performance ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Commentary on 2021/22 result

2021/22 ratio 10.52%

The ratio improved from the previous year, predominantly as a result of unbudgeted operating grants and contributions that recouped expenditure relating to the March 21 flood. Also contributing a grants received for the March 2022 flood, of which a program of delivery is underway. Prepayments of the Financial Assistance Grant (75%) and a grant for the Emergency Service Levy for 2022/23 were also received.

The ratio is better than the benchmark.

Ratio achieves benchmark

Ratio is outside benchmark

2. Own source operating revenue ratio



Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Purpose of own source operating revenue ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

Commentary on 2021/22 result

2021/22 ratio 60.92%

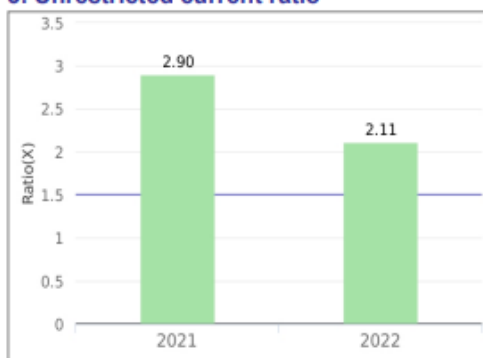
The ratio declined from the previous year, as a result of the unbudgeted grants and prepaid grants outlined above.

The ratio is better than the benchmark.

Ratio achieves benchmark

Ratio is outside benchmark

3. Unrestricted current ratio



Benchmark: — > 1.50x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Purpose of unrestricted current ratio

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Commentary on 2021/22 result

2021/22 ratio 2.11x

The ratio declined as a result of the level of current assets less all external restrictions decreasing from the previous reporting period. Unexpended grants have increased, which are restricted.

The ratio is better than the benchmark.

Ratio achieves benchmark

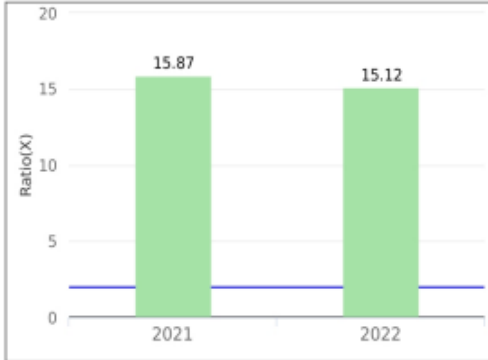
Ratio is outside benchmark

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4. Debt service cover ratio



Purpose of debt service cover ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

Commentary on 2021/22 result

2021/22 ratio 15.12x

The ratio slightly declined due to a decrease in available cash to service debt costs, in conjunction with an increase in debt costs from the previous period. Council took out a \$16.5M loan for infrastructure associated with the Vineyard Precinct Release Area, of which only a small portion was expended.

The ratio is better than the benchmark.

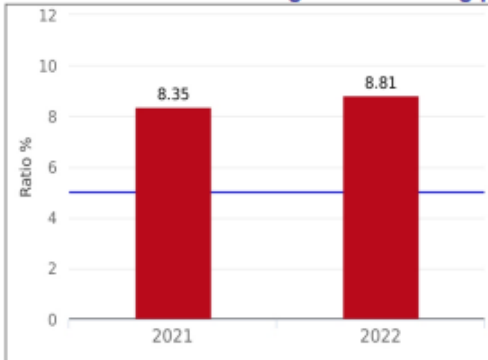
Benchmark: — > 2.00x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

5. Rates and annual charges outstanding percentage



Purpose of rates and annual charges outstanding percentage

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

Commentary on 2021/22 result

2021/22 ratio 8.81%

The ratio deteriorated as outstanding rates and annual charges increased in order to support the community with the economic impacts of COVID-19 and recurring floods. The ratio does not account for payment arrangements, the impact of Council not taking legal action on pensioners, or that Council is peri-urban and experiences many of the challenges of a rural council.

The ratio needs improvement.

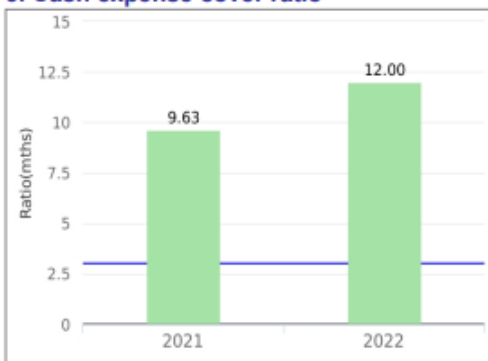
Benchmark: — < 5.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

6. Cash expense cover ratio



Purpose of cash expense cover ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Commentary on 2021/22 result

2021/22 ratio 12.00 mths

The ratio improved as a result of an increase in the cash inflows associated with operating and financing activities. This increase is mostly attributable to the impacts of the grant payments for prior year expenditure relating to the March 2021 floods, grants paid for assisting in responding to the March 2022 floods, and advance payments of the Financial Assistance Grant and Emergency Services Levy Grant.

The ratio is better than the benchmark.

Benchmark: — > 3.00mths

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

Interpretation of Financial Results

Council's operating result improved from a deficit of \$3.8 million in 2020/2021 to a surplus of \$42 million in 2021/2022. The net operating result before capital grants and contributions was a surplus of \$21.5 million in 2021/2022, compared to a \$16.1 million deficit in 2020/2021, mainly because of a significant increase in grant funding and the revaluation of Council's Investment Property Portfolio.

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Council's cash and current investments increased from \$62.3 million to \$80.8 million during the reporting period and included restricted and unrestricted funds. The increase in cash and current investments is predominantly a result of the increase in cash due to the draw-down of a \$16.5M loan for Vineyard Precinct Infrastructure.

Council's Unrestricted Current Ratio at 30 June 2021 is 2.11 and remained significantly above the accepted industry benchmark of 1.5. The Debt Service Ratio was 15.12 and remains better than the accepted industry benchmark of 2.

The Own Source Operating Revenue Ratio declined due to the receipt of grant funding mainly associated with bushfire and flood recovery, being 60.92% as against 77.28% for 2020/2021. This result is still better than the 60% benchmark.

The Rates Outstanding Ratio increased to 8.81% of collectables. Council's Debt Recovery Policy allows for ratepayers to enter a payment arrangement with Council and has special provisions limiting debt recovery action taken regarding amounts outstanding by Pensioners. These Policy provisions restrict debt recovery action to some extent and result in a higher ratio than would otherwise be the case. Additionally, Council aided those impacted by floods. The exclusion of amounts on payment arrangements, and amounts owed by Pensioners, results in this ratio being 6.3%.

Matters of Note

1. *Revaluation of Council Investment Property Portfolio*

In line with accounting standards, Council undertook a full revaluation of Investment Properties to ascertain the fair valuation through engaging an external qualified valuer, APV Pty Limited. The value of investment properties was determined through either capitalisation of rental income with reference to the value of similar properties within the area.

The revaluation resulted in a \$11 million increase in the fair valuation of Investment Properties. This is reflected within Other Income in the Income Statement. It is to be noted that this increase is not realised, in that unless properties are sold, this increase of value does not result in additional cash available to Council.

Indexation of the value of Investment Properties is undertaken in between full revaluations, which are conducted every three years. An overview of fair valuation adjustments are provided in Note E2-1 Fair Valuation Measurement commencing page 71 of the Financial Statements.

2. *Revaluation of Infrastructure Assets*

Council reviews the fair valuation of all infrastructure assets annually to determine if a material difference to the fair value and the written down value has arisen. This assessment considers changes in costs associated with gross replacement values (the cost to replace the asset), and the remaining useful lives of these assets.

It is to be noted that generally revaluation adjustments do not impact Council's operating result and are reflected as changes in the IPPE Revaluation Reserve within the Statements of Financial Position.

A full revaluation of Open Space Assets was undertaken by APV Pty Limited and resulted in a \$7.3 million increase in the fair value of these assets. In line with the Local Government Accounting Code, Sewer assets were increased by the index issued by the NSW Office of Water.

The remaining fair valuation adjustments were undertaken through indexations applying to Buildings, Roads and associated infrastructure and Stormwater Drainage categories provided by APV Pty Limited, totalling a reduction in the fair valuation of \$75.2 million. Most of this decrease in value is attributable to roads (\$65 million), which reflects the increase in accumulated depreciation as a result of a review in the remaining useful lives of these assets being greater than the increase in the gross replacement cost.

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The methodologies used for each asset category outlined above are outlined in Note E.2 Fair Valuation Measurement.

3. *Flood damage asset impairments and disposals*

At the time of preparation of this report, the evaluation of the impairment arising from flood damages to infrastructure assets was being finalised. Adjustments for impairments are likely to result in a reduction in the value of Property Infrastructure, Property, Plant and Equipment and a reduction in the IPPE Revaluation Reserve, both of which are included in the Statement of Financial Position. The finalised impairments will be incorporated into the audited Financial Statements to be presented to Council at its meeting in November 2022.

Budget Performance – Bottom Line Result

The Financial Statements are prepared in accordance with Australian Accounting Standards and the Local Government Accounting Code. However, Financial Statements do not provide insight into the performance of Council against its budgeted Bottom Line Result. The Bottom Line Result reflects the sum of all income received less all expenditure. This result also reflects the use of restricted cash (Reserves) and removes the impact of depreciation and impairment. Council aims for a balanced Bottom Line Result (\$0) to ensure that expenditure does not exceed all funding available.

It is to be noted that the Financial Statements only refer to the Original Budget and do not incorporate the changes made to the budget throughout the year during Quarterly Budget Reviews.

As shown in Attachment 3 to this report, Council's Bottom Line Result for the year ended 30 June 2021 is a surplus of \$11.2 million. This is predominantly a reflection of the impact of the revaluation of Council's Investment Property Portfolio.

Conclusion

Council's Financial Statements have been prepared in accordance with the requirements detailed in Clause 215(2) (a) to (c) of the Regulation, as outlined above. Council's Chief Financial Officer, as the Responsible Accounting Officer, considers that these Financial Statements fairly present Council's financial position.

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 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Reliable Council

- 4.2 Encourage an informed community.
- 4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

There are no financial implications applicable to this report. The Statements are the mechanism by which the financial performance over the 12 months ending 30 June 2022 and the financial position as at the same date are reported. Any observed concerning trends are noted and addressed by management.

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ATTACHMENTS:

- AT - 1** Financial Statements for the year ended 30 June 2022 - (*Distributed under separate cover*).
- AT - 2** Statements by Councillors and Management.
- AT - 3** Performance against Budget for year ended 30 June 2022.

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AT - 2 Statements by Councillors and Management

Hawkesbury City Council

General Purpose Financial Statements
for the year ended 30 June 2022

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 11 October 2022.

Sarah McMahon
Mayor
11 October 2022

Barry Calvert
Deputy Mayor
11 October 2022

Elizabeth Richardson
General Manager
11 October 2022

Vanessa Browning
Responsible Accounting Officer
11 October 2022

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Hawkesbury City Council

Special Purpose Financial Statements

for the year ended 30 June 2022

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 11 October 2022.

Sarah McMahon
Mayor
11 October 2022

Barry Calvert
Deputy Mayor
11 October 2022

Elizabeth Richardson
General Manager
11 October 2022

Vanessa Browning
Responsible Accounting Officer
11 October 2022

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AT - 3 Performance against Budget for year ended 30 June 2022

(\$'000)	Original Budget 2021/2022	Amended Budget 2021/2022	Actuals 2021/2022
Income from Continuing Operations			
Revenue			
Rates and Annual Charges	(69,164)	(69,071)	(69,096)
User Charges and Fees	(6,954)	(6,166)	(6,942)
Other Revenues	(1,750)	(1,197)	(1,412)
Grants and Contributions provided for Operating Purposes	(8,446)	(16,690)	(31,347)
Grants and Contributions provided for Capital Purposes	(9,791)	(6,458)	(20,528)
Interest and Investment Revenue	(649)	(562)	(625)
Other Income	(3,030)	(2,792)	(13,786)
Total Income from Continuing Operations	(99,785)	(102,935)	(143,736)
Expenses from Continuing Operations			
Employee Benefits and On-Costs	32,592	32,645	31,497
Materials and Services	30,997	39,780	39,336
Borrowing Costs	358	266	287
Depreciation and Amortisation and Impairment of IPP&E	25,855	25,912	24,236
Other Expenses	5,238	5,085	5,882
Net Losses from the Disposal of Assets	0	0	439
Total Expenses from Continuing Operations	95,040	103,688	101,677
Net Operating Result for the Year	(4,744)	753	(42,059)
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	5,047	7,211	(21,531)
Source of capital funding (excluding reserves)			
Proceeds from the sale of capital assets	(1,049)	(1,861)	(1,141)
Depreciation, Amortisation and Impairment of IPP&E	(25,855)	(25,912)	(24,216)
Grants and Contributions - Capital	(9,791)	(6,458)	(20,528)
	(36,696)	(34,233)	(45,885)
Application of Capital Funding			
Land, Building and Land Improvements	2,048	5,033	5,049
Roads, Bridges, Footpaths and Drainage	33,315	29,191	33,490
Sewer Infrastructure	6,632	2,574	5,436
Parks Assets and Other Structures	3,536	10,033	3,016
Other Assets	484	3,329	8,863
Plant and Equipment	3,474	5,182	4,352
	49,489	55,342	60,207
Net Capital Expenditure	12,794	21,109	14,322
Retained (surplus)/deficit from prior years			
Transfer from Reserves	(70,268)	(77,280)	(82,693)
Transfer (to) Reserves	52,458	48,960	78,740
	(17,841)	(28,320)	(3,953)
Retained (surplus)/deficit available for general funding purposes	-	-	(11,162)

oooO END OF REPORT Oooo

ORDINARY MEETING
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Meeting Date: 11 October 2022

Item: 175 **CS - Disclosure of Pecuniary Interests and Other Matters Returns - (95496)**

Directorate: Corporate Services

PURPOSE OF THE REPORT:

The purpose of this report is to table the required Pecuniary Interest Returns lodged by Councillors and Designated Persons.

EXECUTIVE SUMMARY:

Council's Code of Conduct details the statutory requirements in respect of the lodgement of Disclosure of Pecuniary Interests and Other Matters Returns by Councillors and Designated Persons. This report provides information regarding Returns recently lodged with the General Manager by Councillors and Designated Persons.

RECOMMENDATION:

That Council note that the Disclosures of Pecuniary Interests and Other Matters Returns, lodged with the General Manager, have been tabled.

BACKGROUND

Sections 4.21 to 4.27 of Council's Code of Conduct (the Code) relate to the register of Pecuniary Interest Returns and the tabling of these Returns, which have been lodged by Councillors and Designated Persons. Section 4.21 of the Code is as follows:

"4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in Schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in Schedule 1 to this code within 3 months after:

- (a) becoming a councillor or designated person, and*
- (b) 30 June of each year, and*
- (c) the councillor or designated person becoming aware of an interest they are required to disclose under Schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b)."*

As required by Section 4.24 of the Code, a register of all Returns to be completed under Section 4.21 is kept by Council.

In accordance with Section 4.25, all Returns lodged by Councillors and Designated Persons under Section 4.21(b) must be tabled at the first meeting of the Council after the last day the return is required to be lodged.

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With regard to Section 4.25, the following Returns have been lodged under Section 4.21(b):

Councillor	Return Period	Date Lodged
Councillor Barry Calvert	30 June 2021 – 30 June 2022	27 September 2022
Councillor Patrick Connolly	30 June 2021 – 30 June 2022	19 July 2022
Councillor Shane Djuric	30 June 2021 – 30 June 2022	30 September 2022
Councillor Eddie Dogramaci	30 June 2021 – 30 June 2022	22 September 2022
Councillor Amanda Kotlash	30 June 2021 – 30 June 2022	2 September 2022
Councillor Mary Lyons-Buckett	30 June 2021 – 30 June 2022	20 September 2022
Councillor Sarah McMahon	30 June 2021 – 30 June 2022	30 August 2022
Councillor Jill Reardon	30 June 2021 – 30 June 2022	25 July 2022
Councillor Leslie Sheather	30 June 2021 – 30 June 2022	23 September 2022
Councillor Paul Veigel	30 June 2021 – 30 June 2022	27 September 2022
Councillor Danielle Wheeler	30 June 2021 – 30 June 2022	27 July 2022
Councillor Nathan Zamprogno	30 June 2021 – 30 June 2022	28 September 2022

Position	Return Period	Date Lodged
General Manager	30 June 2021 – 30 June 2022	27 September 2022
Manager Corporate Communications, Events and Services	30 June 2021 – 30 June 2022	27 September 2022
City Design and Economic Development Manager	30 June 2021 – 30 June 2022	16 September 2022
Strategic Planning Manager	30 June 2021 – 30 June 2022	23 September 2022
Coordinator Environmental Sustainability	30 June 2021 – 30 June 2022	16 September 2022
Strategic Land Use Planning Co-ordinator	30 June 2021 – 30 June 2022	30 September 2022
Senior Strategic Planner – Land Use	30 June 2021 – 30 June 2022	20 September 2022
Senior Strategic Planner – Land Use	30 June 2021 – 30 June 2022	27 September 2022
Coordinator Development Engineering	30 June 2021 – 30 June 2022	26 September 2022
Senior Subdivision and Development Engineer	30 June 2021 – 30 June 2022	18 September 2022
Senior Subdivision and Development Engineer	30 June 2021 – 30 June 2022	28 September 2022
Senior Subdivision and Development Engineer	30 June 2021 – 30 June 2022	23 September 2022
Town Planning Co-ordinator	30 June 2021 – 30 June 2022	27 September 2022
Senior Town Planner	30 June 2021 – 30 June 2022	27 September 2022
Senior Town Planner	30 June 2021 – 30 June 2022	27 September 2022
Senior Town Planner	30 June 2021 – 30 June 2022	27 September 2022
Town Planner	30 June 2021 – 30 June 2022	28 September 2022
Town Planner	30 June 2021 – 30 June 2022	26 September 2022

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Position	Return Period	Date Lodged
Duty Officer	30 June 2021 – 30 June 2022	26 September 2022
Development Services Support Officer	30 June 2021 – 30 June 2022	27 September 2022
Building and Development Co-ordinator	30 June 2021 – 30 June 2022	27 September 2022
Senior Building and Development Officer	30 June 2021 – 30 June 2022	29 September 2022
Building and Development Officer	30 June 2021 – 30 June 2022	25 September 2022
Environmental Health Co-ordinator	30 June 2021 – 30 June 2022	21 September 2022
Environmental Health Officer	30 June 2021 – 30 June 2022	20 September 2022
Environmental Health Officer	30 June 2021 – 30 June 2022	23 September 2022
Environmental Health Officer	30 June 2021 – 30 June 2022	20 September 2022
Environmental Health Officer	30 June 2021 – 30 June 2022	21 September 2022
Coordinator Compliance	30 June 2021 – 30 June 2022	30 September 2022
Compliance Investigation Specialist	30 June 2021 – 30 June 2022	29 September 2022
Parking Patrol Officer	30 June 2021 – 30 June 2022	26 September 2022
Parking Patrol Officer	30 June 2021 – 30 June 2022	19 September 2022
Team Leader Sewerage Management Facility	30 June 2021 – 30 June 2022	23 September 2022
Technical Officer - SMF	30 June 2021 – 30 June 2022	29 September 2022
Technical Officer - SMF	30 June 2021 – 30 June 2022	29 September 2022
Technical Officer - SMF	30 June 2021 – 30 June 2022	30 September 2022
Team Leader Companion Animals	30 June 2021 – 30 June 2022	19 September 2022
Companion Animals Officer	30 June 2021 – 30 June 2022	20 September 2022
Community Enforcement Officer – Animal Management	30 June 2021 – 30 June 2022	29 September 2022
Director Infrastructure Services	30 June 2021 – 30 June 2022	27 September 2022
Executive Manager Operations	30 June 2021 – 30 June 2022	18 September 2022
Building and Associated Services Manager	30 June 2021 – 30 June 2022	19 September 2022
Building Services Co-ordinator	30 June 2021 – 30 June 2022	29 September 2022
Building Services Officer	30 June 2021 – 30 June 2022	29 September 2022
Building Services Officer	30 June 2021 – 30 June 2022	23 September 2022
Building Services Officer	30 June 2021 – 30 June 2022	27 September 2022
Construction and Maintenance Engineer	30 June 2021 – 30 June 2022	26 September 2022
Asset Management Systems Engineer	30 June 2021 – 30 June 2022	19 September 2022
Manager Parks and Recreation	30 June 2021 – 30 June 2022	16 September 2022
Parks Officer – Land Management	30 June 2021 – 30 June 2022	26 September 2022
Pool Superintendent	30 June 2021 – 30 June 2022	26 September 2022
Waste Management Manager	30 June 2021 – 30 June 2022	26 September 2022

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Position	Return Period	Date Lodged
Trade Waste Technical Officer	30 June 2021 – 30 June 2022	19 September 2022
Wastewater Project/Works Engineer	30 June 2021 – 30 June 2022	20 September 2022
Design and Mapping Services Manager	30 June 2021 – 30 June 2022	23 September 2022
Design and Investigation Coordinator	30 June 2021 – 30 June 2022	29 September 2022
Design Investigation Engineer	30 June 2021 – 30 June 2022	19 September 2022
Project Engineer	30 June 2021 – 30 June 2022	19 September 2022
Project Engineer	30 June 2021 – 30 June 2022	23 September 2022
Spatial Information Services Coordinator	30 June 2021 – 30 June 2022	19 September 2022
Director Support Services	30 June 2021 – 30 June 2022	19 September 2022
Manager Community Planning and Partnerships	30 June 2021 – 30 June 2022	19 September 2022
Manager Corporate Services and Governance	30 June 2021 – 30 June 2022	16 September 2022
Property Services Lead	30 June 2021 - 30 June 2022	30 September 2022
Property Officer	30 June 2021 – 30 June 2022	21 September 2022
Publishing Manager	30 June 2021 – 30 June 2022	27 September 2022
Deputy Chief Financial Officer	30 June 2021 – 30 June 2022	20 September 2022
Financial Accountant	30 June 2021 – 30 June 2022	28 September 2022
Procurement Coordinator	30 June 2021 – 30 June 2022	19 September 2022
Procurement Officer	30 June 2021 – 30 June 2022	19 September 2022
Information Services Manager	30 June 2021 – 30 June 2022	19 September 2022
Corporate Systems and Database Coordinator	30 June 2021 – 30 June 2022	16 September 2022
Senior Network Administrator	30 June 2021 – 30 June 2022	23 September 2022
Manager Cultural Services	30 June 2021 – 30 June 2022	19 September 2022
Library Coordinator	30 June 2021 – 30 June 2022	19 September 2022
Local History Librarian	30 June 2021 – 30 June 2022	27 September 2022
Customer Services Librarian	30 June 2021 – 30 June 2022	26 September 2022

The above Councillors and Designated Persons have lodged their Section 4.21(b) Returns prior to the due date of 30 September 2022, as required by the Code for the receipt of the Returns.

With regard to Section 4.25, the following Return has been lodged under Section 4.21(a):

Position	Return Date	Date Lodged
Property Officer	4 July 2022	29 September 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 Return.

The above details are now tabled in accordance with Section 4.25 of the Code, and the Returns are available for inspection, if requested.

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COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Reliable Council

4.1 Provide representative, responsive and accountable governance.

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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Item: 176 **CS - Payment of Expenses and Provision of Facilities to Councillors Policy - (95496)**

Previous Item: 142, Ordinary (9 August 2022)

Directorate: Corporate Services

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the outcome of the public exhibition of the Draft Payment of Expenses and Provision of Facilities to Councillors Policy, and to seek adoption of the Policy.

EXECUTIVE SUMMARY:

Council adopted its current Payment of Expenses and Provision of Facilities to Councillors Policy on 26 October 2021.

Council is required to adopt a Payment of Expenses and Provision of Facilities to Councillors Policy within 12 months after an ordinary election under Section 252 of the Local Government Act 1993.

A Draft Policy was prepared and at its meeting on 9 August 2022 Council resolved to place the Draft Policy on exhibition. The Draft Policy was publicly exhibited for 42 days, from 24 August 2022 to 5 October 2022.

No submissions were received during the public exhibition period.

RECOMMENDATION:

That Council adopt the Payment of Expenses and Provision of Facilities to Councillors Policy, attached as Attachment 1 to the report.

BACKGROUND

At its meeting on 15 June 2021, Council considered a Notice of Motion in relation to a review of the Payment of Expenses and Provision of Facilities to Councillors Policy to reflect the current needs of Councillors and to create a more flexible Policy.

The current 'Payment of Expenses and Provision of Facilities to Councillors' Policy was adopted by Council at its meeting on 26 October 2021.

The adopted Policy made the following changes to the previous Policy adopted on 11 October 2016:

Part B – Expenses

- Removal of the reference to payment of annual fees. Policies concerning expenses and facilities are not required to deal with Councillors' annual fees, although it is acknowledged that there is likely to be some correlation between the annual fees paid to Mayors and Councillors and the level and scope of expenses and facilities required and provided for in a Councillor expenses and facilities policy.
- Removal of sacrificing annual fees to complying superannuation funds. Advice was obtained from the Office of Local Government to the effect that Councils are not required to include provisions concerning annual fees and superannuation contributions in the Policy.

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- In Clause 7, 'Specific expenses', additional flexibility was added to enable Councillors to choose information and communications technology resources from categories of resources which Council would otherwise make available.

Part C – Facilities

- Enhanced facilities for the Councillor Office adjacent to the Council Chambers to enable the holding of meetings for small groups.
- Re-ordering of provisions concerning reimbursement of call and data charges and reimbursement provisions.
- Removal of provisions concerning installation of land lines or fax machines for Councillors, and supply of Council Meeting recordings have been removed. Podcasts of Council meetings since podcasting commenced in November 2017 remain on Council's website.

Part D – Processes

- Clarifies the timeframe for reimbursement of expenses with all claims required to be made within three months of the expense being incurred.

Section 252 of the Local Government Act 1993 (the Act) requires each council, within the first 12 months of each term of Council, to adopt a policy concerning the payment of expenses and provision of facilities to the Mayor, the Deputy Mayor, and Councillors in relation to discharging the functions of civic office.

A Draft Policy was prepared and at its meeting on 9 August 2022 Council resolved to place the Draft Policy on exhibition. The Draft Policy was exhibited for 42 days, from 24 August 2022 to 5 October 2022.

The public exhibition of the Draft Policy was advertised by newspaper and through Your Hawkesbury Your Say on Council's website.

No submissions were received during the public exhibition period.

Legislative requirements

The Act provides that a policy concerning the payment of expenses and provision of facilities to Councillors must:

- Prior to adoption, be publicly exhibited for at least 28 days
- Comply with the provisions of the Act, the regulations and any relevant guidelines issued under Section 23A of the Act.

Guidelines for the Payment of Expenses and Provision of Facilities were issued by the then Division of Local Government in 2009 (the Guidelines).

Council must not pay any expenses incurred or to be incurred by, or provide facilities to, Councillors otherwise than in accordance with a policy made under the Act.

The Draft Policy follows the format of the Office of Local Government's suggested template policy.

The Office of Local Government advises that the template has been prepared to be consistent with the Act and Local Government (General) Regulation 2021, and that the template has been designed to be amended to suit local needs and circumstances.

In preparing the Draft Policy, consideration has been given to the mandatory provisions of the Guidelines and Council's past practices with respect to some aspects of the payment of expenses and provision of facilities. Using the format of the Office of Local Government's template has meant the inclusion of some

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explanatory and facilitative provisions and the rewording of some provisions concerning expenses and facilities.

DISCUSSION

Draft Payment of Expenses and Provision of Facilities to Councillors Policy

Since the adoption of the current Policy on 26 October 2021, Council has reviewed the Policy for the purpose of the Policy being adopted within 12 months of the ordinary election.

One of the changes made when the current Policy was adopted was to give Councillors the option to purchase information technology equipment, rather than to have the equipment provided by Council.

It was recommended that Clause 7.25 be amended to include "...and reasonable ancillary accessories directly related to the devices and services." Clause 7.25 now says:

"Council will provide or reimburse Councillors for expenses associated with appropriate ICT devices and services up to a limit of the maximum cost of providing the equipment in Clause 7.26 during the term for each Council. This may include mobile phones and tablets, mobile phone and tablet services and data home internet costs and reasonable ancillary accessories directly related to the devices and services."

This amendment would permit Councillors to purchase accessories related to the equipment which Councillors may choose to purchase instead of having Council supply that equipment. This is considered to be a reasonable application of Council resources consistent with the objectives of the Policy.

Since the Policy was placed on exhibition, further consideration has been given to this provision, along with Clause 7.29 which says:

"Where Councillors choose to provide their own equipment they will be responsible for the cost of associated consumables such as printer cartridges, and for technical support and repairs."

Councillors are entitled to be reimbursed for devices and services and reasonable ancillary accessories directly related to those devices and services, up to the limit of the cost of Council providing IT equipment specified in the Policy. It is proposed that Clauses 7.25 and 7.29 be amended as follows:

Clause 7.25: *"Council will provide or reimburse Councillors for expenses associated with appropriate ICT devices and services up to a limit of the maximum cost of providing the equipment in Clause 7.26 during the term for each Council. This may include mobile phones and tablets, mobile phone and tablet services and data home internet costs and reasonable ancillary accessories directly related to the devices and services. Ancillary accessories can include printer cartridges."*

Clause 7.29: *"Where Councillors choose to provide their own equipment they will be responsible for the cost purchase of associated consumables such as printer cartridges, (unless claimed as accessories under Clause 7.25) and technical support and repairs."*

This proposed amendment confirms that where Councillors purchase their own equipment they are responsible for associated consumables and technical support and maintenance costs, but permits printer cartridge costs to be included in the capped amount that can be reimbursed.

A further amendment was required in relation to mobile phone allowances to reflect changes in Council's mobile phone contract with Telstra. In early 2022, Council renegotiated and renewed their State Government Telecommunications Agreement contract with Telstra. The revised contract arrangements included:

- All voice services (Councillor and staff mobile telephones) being moved to a \$15 monthly plan which includes unlimited standard calls and messages.

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- All data services being moved to a \$25 per 10 gigabyte monthly plan.

The current Policy provides that Council will pay for all Council related call and data charges, applicable to a Councillor, to a maximum of \$150 per month, applicable to the Mayor to a maximum of \$300 per month, and applicable to the Deputy Mayor to a maximum of \$225 per month; and rental/line charges. Councillors are responsible for reimbursing Council for amounts in excess of these limits, in addition to personal calls.

As Councillor mobile services are now subject to the \$15 per month unlimited plan, it was proposed that the Policy be amended to reflect the fact that the cost to Council of the current plan is significantly lower than the amounts contained in the current provision.

Clause 7.33 has been amended to now say:

“Council will pay all Council related call and data charges, applicable to a Councillor, to a maximum of the cost to Council of mobile phone and data under Council’s mobile phone contract (currently \$15 per month for mobile phones and \$25 per month for data).”

A further change was proposed in relation to the motor vehicle provided for use by the Mayor. It is proposed that the clause regarding the Mayor’s vehicle be amended to be consistent with Council’s motor vehicle fleet procurement policy as to the use of vehicles which align with Council’s Net Zero Emissions and Water Efficiency Strategy.

Clause 11.1 has been amended to now say:

“Council will provide to the Mayor a maintained vehicle up to the value of the applicable Australian Taxation Office’s Luxury Car Tax Thresholds, with a fuel card for all official and personal use. The vehicle provided to the Mayor will be consistent with the types of vehicles available under Council’s internal policies and procedures and Net Zero Emissions and Water Efficiency Strategy.”

After the Draft Policy was exhibited, some minor changes to spelling and capitalisation have been made.

Accordingly, the Payment of Expenses and Provision of Facilities to Councillors Policy to be considered for adoption is attached as Attachment 1 to this report.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objective set out within the CSP.

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.

FINANCIAL IMPACT

Financial implications arising from the payment of expenses and provision of facilities to Councillors, as detailed in the Policy, as proposed, are applicable and are provided for in the 2022/2023 Adopted Operational Plan.

ATTACHMENTS:

- AT - 1** Draft Payment of Expenses and Provision of Facilities to Councillors Policy - *(Distributed under separate cover).*

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 11 October 2022

INFRASTRUCTURE SERVICES

Item: 177 **IS - Status of Hawkesbury Roads - (95495)**

Previous Item: 151, Ordinary (13 September 2022)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to respond to the resolution of Council at its meeting on 13 September 2022, where Council resolved:

"That Council receive a report on the current status of Hawkesbury Roads to the October 2022 Council meeting, outlining the following:

1. *The current state of the management of the Hawkesbury road network;*
2. *The plan to address the immediate state of potholes across the Local Government Area;*
3. *An update on the 2022/2023 roads program including anticipated timing and funding sources;*
4. *An update on the flood recovery program;*
5. *The longer term plan to adequately resource the management of the road network;*
6. *Council's strategy to increase its capacity to deliver into the future."*

EXECUTIVE SUMMARY:

Almost 40% of Council's budget each year is allocated to road and drainage infrastructure, representing the largest single spend area of Council's operations, by some significant margin.

Council manages an extensive, diverse and complex road network of 1,063kms in length which provides transport services to the community, visitors and industry. In recent years, there has been a rapid deterioration of the network owing to two primary factors.

Firstly and most obviously has been the prevailing wet weather and five acute flood events since 2020. This would have placed any road network under immense pressure, let alone one which has suffered from a lack of sophistication with respect to the various systems and processes required to manage it and shortfall in investment.

Secondly, the systems and processes necessary to provide for the adequate management of the road network lack sophistication and maturity, meaning that decisions on the management of the network are not based in sound, real-life data that reflect what is actually happening on the network. This also leads to inefficient application of resources and funding and poor practices.

To address this, there is a need to sustain and where there is the ability to, increase, the already increased maintenance response. Recently, Council has been operating at 150% of baseline productivity with respect to pothole patching and other maintenance tasks, as well as long-term systemic change to elevate Council's broad road infrastructure asset management. There are challenges to achieving these on several fronts, including the extensive impact of natural disasters across the entire NSW road network, which has seen roads authorities – councils and Transport for NSW – competing for contract and labour within the same market.

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In support of the long-term change, Council has commenced a service review of its Operational area, with a heavy emphasis on roads, with the objective of identifying the actions necessary across all facets of the management of the network – including maintenance activities, maintenance management, capital works planning, contract management and depot and plant optimisation – to achieve a sustainable delivery model.

Recent changes to Council's organisation structure, provide dedicated Branches each responsible for asset management, operations (maintenance) and capital delivery to support the systemic change required. There will be a priority on developing Council's asset management capability, new asset management plans and supporting policy position over the coming calendar year.

Council's communication with its community has also been steadily improved since mid-2021, and continues to be improved to provide the community with the most relevant and updated information. The next iteration will seek to include interactive mapping to provide a greater level of transparency and information flow to the community.

RECOMMENDATION:

That Council:

1. Receives and notes the report on the status of Hawkesbury Roads.
2. Endorses a plan to ensure long-term and systematic improvements to Council's road network that includes:
 - a) Prioritisation of the development of Council's asset management maturity;
 - b) A comprehensive review of Council's operational service areas;
 - c) Regular reporting to Council on the progress of the capital works program, including flood recovery works;
 - d) Development of a Local and Regional Road Risk Management Policy; and
 - e) Mapping tools for the community on Council's capital works programs

BACKGROUND

The Road Network

Council is responsible for the management – which includes the operation, maintenance and construction – of a road network that measures 1,063km in length, consisting of 778km of sealed roads and 285km of unsealed roads. A further breakdown is provided in Table 1. The most recent valuation, undertaken at 30 June 2022, provides for a gross current replacement cost of \$959.4m.

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Table 1: Road lengths by Classification and Hierarchy (errors due to rounding)

Road Classification	Asset Hierarchy	Sealed Roads	Unsealed Roads	Total (km)
		Centerline length (km)	Centerline length (km)	
Local Road	Local Access	464	236	700
	Local Collector	137	2	139
	Primary Collector	73	12	85
Regional Road	Arterial	104	35	139
Total		778	286	1,063

These roads range from single lane wheel tracks (Unsealed Local Access roads) in the most remote parts of the Local Government Area, through to highly engineered urban arterial roads (Sealed Arterial roads) and are supported also by various bridges, stormwater and auxiliary infrastructure such as lighting, signage, fencing, barriers and traffic facilities (pedestrian refuges, medians, roundabouts, etc). The fundamental purpose of this network is to provide transport services for light and heavy vehicles supporting economic, social, educational and health outcomes for the community.

Relationship to the Integrated Planning & Reporting Framework

With the changes to the Integrated Planning and Reporting Framework (IP&RF), which requires councils to develop a suite of planning documents including the Community Strategic Plan, Delivery Program and Operational Plan, the requirement for the development of a suite of asset management documents was introduced. Relevantly, councils are required to develop asset management plans for each of its asset categories, supported by an Asset Management Policy and an Asset Management Strategy and which are required to be updated on a regular basis, in line with the IP&RF.

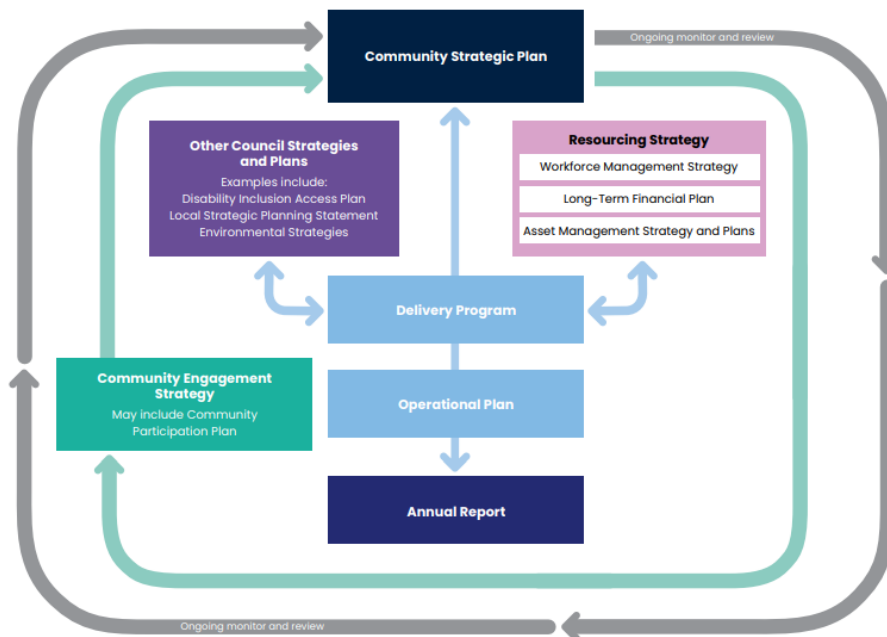


Figure 1: IP&R Framework

Relevant to this report, the Transport Asset Management Plan, which includes road assets, was last adopted in 2017, five years ago and prior to the most recent period of natural disasters which have included drought, bushfires, five floods and various storm events. At the time of adopting that Plan, the road network was valued at \$557.8m, 58% of the current valuation.

Supporting Organisational Structure

Within the organisation, prior to the most recent restructure, there was no centralised asset management function within Council; each business unit with asset ownership and/or responsibilities undertook its own asset management practices which resulted in considerable inconsistencies between asset classes in respect of the maturity with which assets were managed, accounted for and the reporting of how the assets were being managed. Importantly, there was only 1 full time equivalent staff member dedicated to asset management within the organisation.

Following the restructure, which was completed in August 2022, the asset management function was centralised and now consists of a business unit of 11 full time equivalent staff, with responsibility for the whole-of-organisation and consistent management of all infrastructure assets, with the exception of wastewater assets which remains a part of the Wastewater Business Unit. Dedicated Branches have also been established for infrastructure project delivery, infrastructure recovery and operations (maintenance). Although not entirely relevant to this report, the remaining Branches are dedicate to Wastewater, Resource Recovery and City Services. Figure 2 outlines the new structure of the Infrastructure Services Department.



Figure 2: Infrastructure Services Structure

Relevant Legislation

Local Government Act, 1993

DISCUSSION

The following outlines responses directly to the issues identified in Council's previous resolution.

1. The current state of the management of the Hawkesbury road network

Before considering the operational aspects of operating and maintenance activities, that is the performance of the actual activities undertaken on the road network, it is important to outline the broader system of management, which ultimately has a significant influence over the condition of the network.

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The management of a road network, particularly one as large, diverse and expansive as Hawkesbury's, is a complex undertaking, relying on robust and interconnected systems to maximise the value of a council's investment of both operational and capital funding. A shortcoming in one system will have ongoing impacts to the whole and significantly undermine or compromise the condition and performance of the road network.

Broadly, there are four key processes and/or systems that support the proper functioning of the road network, which are:

- Maintenance Management System
- Capital Delivery processes – including quality assurance
- Financial System
- Asset Management System.

Separate to this are the prevailing environmental conditions which have a direct influence on the performance of Council's road network.

A brief assessment of the current state of each is provided, but in summary, the systems and processes being utilised have fallen behind that of the industry more broadly. There are plans in place to address this and elevate the maturity of those systems and processes, however it will take at least 18 months to make the significant progress that is required.

Maintenance Management System

Maintenance and operational activities are vital to keep the road network in a safe and functional state and to achieve, or hopefully exceed, the design life of the asset. They require coordination, adequate supervision and supporting standards, specifications and systems.

A best practice maintenance management system is the collective processes for proactively inspecting, identifying and recording defects on the network, assessing these defects against adopted levels of service/intervention standards and the scheduling of repairs of defects.

Council has not previously developed a fit-for-purpose maintenance management system; the present system lacks the level of sophistication required to adequately manage the road network.

Council relies almost exclusively on receiving reports from the community about defects, or from ad hoc, reactive reports from staff. There are several significant draw backs to this approach:

- Without an understanding of the broader demand and spatial distribution of defects, resources cannot be applied in the most efficient way to achieve value for money.
- Defects reported by the public are often of such a scale that they have exceeded cost effective repairs
- Road inspections and defect detection are a skillset in their own right; the minor defect, for example, of a buildup of loose material or vegetation on a road's shoulder will lead to pavement deformation and failure in time, but the public will only report the latter, which is generally far more expensive and involved to repair.

In the weeks leading up to the March 2022 Flood event, the first steps were taken in the development of a proactive maintenance schedule for unsealed roads. The ensuing floods have seen resources diverted away from this, to recovery efforts and reactive tasking.

Capital Delivery processes

Capital delivery, simply defined as activities which creates or renews assets, can be broadly defined as renewal works which replace an existing asset and restore its previous capacity and function, or new/upgrade works which create new assets where none previously existed, or create assets with a new or greater function or capacity.

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To illustrate these definitions with examples, reconstructing Kurmond Road, sustaining a two-lane, two-way design is an example of *renewal*, while the sealing of Packer Road is an example of upgrade works and the construction of a new road in Vineyard is an example of *new works*.

There are two critical aspects of capital delivery which have a direct impact on the current state of the road network:

- On-time delivery – all assets – including roads – have a useful life, which ultimately ends with the failure of that asset. If the renewal/upgrade of an asset isn't delivered as programmed, there is a greater likelihood of that asset deteriorating further, or completely failing, requiring additional operating/maintenance activities, and expenses, to attempt to maintain the asset in a serviceable condition. In extreme cases, to adequately manage risk, the asset may be decommissioned or otherwise isolated from use.
- Delivering to specification – when renewal and new/upgrade projects are undertaken, there ought to be a design and/or specification which governs the quality of the final product. This in turn, and along with maintenance activities, will determine the life of the asset, with poorly designed/constructed assets failing prematurely. If an asset fails prematurely, this increases the overall backlog and will likely exceed Council's ability to respond to it, considering both financial and personnel resources.

Historically, as is the case with virtually all councils in NSW, there has been a gap between the funding required to renew the network and the budget available. At the State level, the most recent Road Asset Benchmarking Report lists the shortfall at \$350m annually.

Recognising the shortfall, Council was successful in applying for its SRV, however the additional funding has not flowed through to an equivalent asset delivery due to the impact of natural disasters, the COVID-19 Pandemic, inadequate staffing resources and related systems which again lack the sophistication required to support delivery. Figure 3 demonstrates the relatively static value of delivered works for the period 2016/2017 to 2020/2021 and the growing value of incomplete works (carry overs).

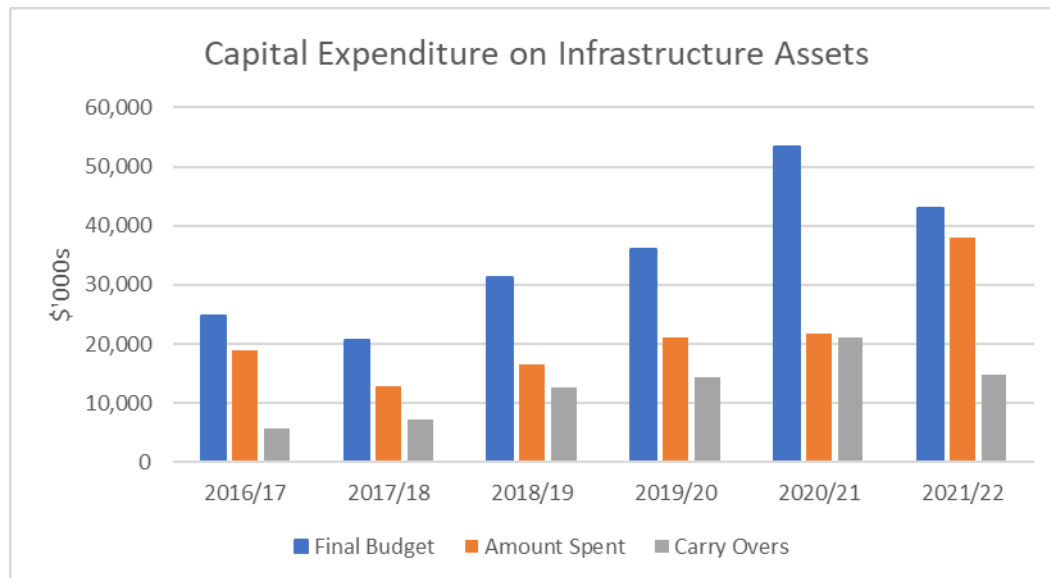


Figure 3 - Historical capital spend

Compounding this, Council has not previously had an adequate quality assurance system in place to ensure that road assets are delivered to the required specification. This has led to road assets which have not met the necessary quality specification, which in turn has led to built road assets deteriorating faster than would otherwise be the case, placing an increased burden on maintenance activities.

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Financial System

Council's financial system has the necessary functionality and resources to adequately track expenditure against assets.

Asset Management System

The asset management system sits at the core of the management of the road network. It brings together data from maintenance management system, condition audits, asset information and financial information to model the future performance of the road network.

This was recently the subject of an internal audit, and while this report does not seek to present the findings of this audit to Council, relevant to the purpose of this report, it found substantial shortcomings with the application of the asset management system which have served to detract from the performance of the road network.

As well as the actual system, the data necessary for utilisation within the system is of utmost importance. To this end, the previous condition audit is now well out of date and an updated condition audit is necessary to provide a baseline of conditions across Council's network which reflects the reality experienced by the community. This is scheduled for completion in this financial year.

Environmental Conditions

There is an obvious and direct causal link between the flooding events and the damage and destruction of road assets that were directly impacted through inundation by floodwaters.

However, the prevailing wet weather, commencing in February 2020 and continuing now for some two and half years, have resulted in wetter surface conditions and much higher than average deep soil moisture (deep soil being 0.1m to 1m depth in the soil profile), in fact 2022 has so far been in the top 1% of all observed years. The resultant impacts are significantly weakened subgrades – the natural material upon which roads are built.

These weakened subgrades have a much lower failure threshold, and a broad deterioration of the network, including roads which are not subject to inundation directly, can be expected in response to such conditions.

Overall, shortcomings in any one of the supporting systems or processes would be likely to lead to a substandard performance of the road network. That three of the four supporting systems/processes lack sophistication or otherwise are deficient along with the coinciding record moisture in the landscape has severely compromised the performance of the road network.

Turning attention to past practices, it has been the case that both maintenance and reconstruction activities have not necessarily been delivered in a coordinated manner to maximise the value of the funding invested.

There has historically been a lack of preventative maintenance, specifically in relation to the management of stormwater along road corridors. With the prevailing wet weather, this has now meant that there have been higher rates of water infiltration, which is the key mechanism driving pavement failure.

As the rates of pavement failure have increased, reactive renewals have in some cases failed to adequately address the failure or have failed to achieve the necessary asset life, with the result being widespread network failures which are in many instances beyond the ability of routine maintenance to address.

2. *The plan to address the immediate state of potholes across the Local Government Area*

With such widespread deterioration, there is no single thing that Council can do to address the issue that is potholes. Indeed, widespread potholing of the road network across NSW has been a feature of the previous 18 months or so, with local road authorities – councils and Transport for NSW – facing a very challenging operating environment.

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Prior to examining the future, it is worth noting the significant past maintenance effort of Council's staff and contractors. Table 2 outlines the quantity of the various sealed road maintenance activities completed by Council's staff and contractors, for the period mid-July to mid-September.

Table 2: Road Maintenance Activity - mid-July to mid-September 2022

Maintenance Activity	Quantity	Unit of Measure
Sealed road repairs (including patching)	17,735	m ²
Temporary pavement repair (flood related)	45	km
Debris removal, road maintenance (flood related)	135	km
Potholes	7,400	Each
Unsealed roads grading	77	km

Focusing on potholes, from the data available and considering the lack of sophistication in the systems presently utilised, in an average year, 7,400 potholes filled would represent 5 months' work effort, meaning that in the majority of instances Council's staff have increased their productivity, in response to the increased demand, by 150%.

This has been achieved through various means including increasing the number of crews focusing on pothole repairs, increased working hours and supplementation with additional contractors. Yet despite this increased effort, it has not been able to keep up with the increased demand for maintenance.

Taking a longer view of the past, and acknowledging the considerable limitations of the systems, in the previous financial year, Council's sealed road maintenance expenditure increased 233% from an average of \$1.18m per annum for the period 2017/2018 to 2019/2020, to \$3.93m in 2021/2022.

Looking toward the future, Council has a significant capital works program for road construction and reconstruction, including resurfacing, in progress (this will be expanded further). As these works commence, this will relieve some of the maintenance burden, allowing for the same resources to be applied to a smaller area, thus increasingly concentrating Council's maintenance effort.

Additionally, Council continues to attempt to source suitable contractors to undertake pothole repairs. However, given the widespread extent of road damage on the NSW road network, there are extensive wait times for short windows of service. In one instance, Council has had to wait four months to obtain the services of a road patching machine and even then, has only been able to secure six days of service.

Prior to March 2022, Council routinely utilised four contractors to undertake various road construction/repair works. Since March, an additional three contractors have been incorporated into Council's operations, however this has not been without its issues, including the ability of those contractors to attract and retain staff (which is also an issue for Council), having sufficient supervisors to oversee the works undertaken by contractors and poor quality, customer experience and conduct outcomes.

A further two contractors have been requested to perform services, however both have declined due to a lack of availability.

It is anticipated that elevated occurrences of potholing will continue to be an issue across the network through the remainder of this and the next calendar year and even longer if the prevailing wet weather conditions continue. Over the longer term, addressing potholes will require a much greater level of sophistication and maturity in the broad management of the road network.

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3. An update on the 2022/2023 roads program including anticipated timing and funding sources

Council's 2022/2023 roads program excludes the reconstruction activities associated with the flood recovery arising from the March 2021, March/April 2022 and July 2022 Flood events.

This program is predominantly funded by Council's own source revenue, that is revenue generated from rates, fees and charges. This is then supplemented with grant funding from various programs.

This can be further split into the funding generated from the baseline rate income (plus grants) and the rate income that has been generated from the special rate variation in 2018, which was used to enable an infrastructure borrowings program. This split is summarised in **Table 3**. Additionally, Council receives various grants such as Roads to Recovery, Local Roads & Community Infrastructure, Blackspot and Safer Roads. At the present time, not every grant program is represented in the table below, owing to the timing of execution of funding agreements.

Table 3: 2022/2023 Roads Program Summary

Funding Category	Value of Road Construction
Baseline Rates and Grant Funding (excl. flood and Stormwater Levy)	\$16.3m
Infrastructure Borrowings Program - Gravel Road Sealing	\$2.8m

Attached as Attachment 1 to the report is a complete list of the road capital program, incorporating both 2022/2023 projects and projects continuing from 2021/2022. The "Quarter Commencing" and "Quarter Finish" – referring to financial year quarters - are both subject to change driven primarily by the impacts of weather and contractor/resource availability. There may also be the need to adjust the program through the year to account for changes in priorities, to reflect budgetary constraints, or to incorporate as yet unaccounted grant funded projects.

Alternate procurement practices, with the objective of reducing the time taken to procure services, are also being utilised including select tendering from State panels and Local Government panels.

4. An update on the flood recovery program

Across the local road network, damage has been recorded on 191 of Council's roads (of 991 roads and streets across the entire LGA) from the March/April 2022 and July 2022 flood events. The estimated cost of road damage is approximately \$190m and incorporates the significantly increased damage to the former drain at Cornwallis, additional damage to Greens Road, Lower Portland and the various failures in proximity to the Thomas James Bridge, Lower MacDonald. Major works and their status are attached as Attachment 2 to this report.

Funding for the repair to these roads will be claimed under the State and Federal Government's Disaster Recovery Funding Arrangements (DRFA). This funding is not necessarily guaranteed, with various conditions and evidence being required to support Council's claim. To this end, a separate and dedicated Infrastructure Recovery Team was established following the March/April 2022 flood to provide Council with the necessary resources to support this and the recovery effort that will be required over the coming two years.

The DRFA only permits reconstruction of assets on a like-for-like or modern standard basis, meaning that it isn't necessarily possible to reconstruct an asset to a higher standard. Notwithstanding, Council has been successful in increasing the standard of reconstructed assets, notably Greens Road, Lower Portland and Colo Bridge, Upper Colo.

5. The longer-term plan to adequately resource the management of the road network

As previously mentioned, Council is required to have regard to the long-term management of all its infrastructure assets, via the Asset Management Policy, Asset Management Strategy and individual Asset Management Plans, one each for each major asset class (e.g. roads, buildings, stormwater).

Previously, asset management practices have not necessarily been implemented in a manner consistent with the Plans. This, along with the previously outlined constraints of systems/ processes, flood events and prevailing climatic conditions means that Council now finds itself far removed from where it would have expected to be following the adoption of those plans in 2017.

With a dedicated Branch now responsible for asset management across all asset classes, Council is in a position to focus on maturing and improving its asset management systems and practices. Supporting this change in structure, an internal audit of Council's asset management has recently been conducted and while this remains in draft format, the management actions, along with achieving legislative conformance, will provide the foundation work plan for the establishment of this new Branch. It is likely that this will require additional resourcing, which will be reflected in a future Quarterly Budget Review.

Notwithstanding this, it remains the case however that "adequate resourcing" is a balancing of two competing demands, being the level of service provided by the assets and the community's preparedness to pay.

Exploring these two elements will take a considerable period of time, once the Branch is established and has a full complement of staff. The first iteration of the new Transport Asset Management Plan will be developed in the coming calendar year, utilising updated condition audits as a starting point and reflecting the considerable degradation of the road network that has occurred since 2017 and which existed prior to 2017 but had not been recognised.

In addition to this, despite it having been an action within the 2017 Asset Management Plan, there has been no adoption of levels of service for road assets.

Levels of service are defined in the International Infrastructure Management Manual as "the service quality for a particular service provided by an asset, against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost document the agreed standard".

Having adopted levels of service articulates Council's position and what is agreed to be provided to the community. The development of levels of service, for roads assets in particular, will be a priority for the Asset Systems and Planning Branch. In conjunction with this is the need to adopt an appropriate policy position to adequately manage risk on Council's road network.

As system and process improvements are made, the data inputs described in this report will be utilised to refine the Plan as well as improve the physical management of the road network. It is too early to yet put a timeline on this body of work, but it will be ongoing and iterative into the future.

6. Council's strategy to increase its capacity to deliver into the future

Capacity to deliver must consider both the overall quantum of works that can be funded, but also the ability to fully deliver those works that have been budgeted for and committed to.

With respect to the overall quantum, Council's ability to increase its capacity is limited by its ability to generate income, which in turn is capped annually by the rate peg amount set by the Independent Pricing and Regulatory Tribunal.

On the issue of capacity to deliver, as well as the structure changes already referred to in this report, the introduction of a Project Management Framework, and a dedicated Infrastructure Recovery team will increase the Council's ability to fully deliver its annual capital works program, and the flood recovery works over the next two years.

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Notwithstanding either of these two elements, there is also opportunity for productivity and efficiency gains on the activities and processes already undertaken. The appropriate mechanism for broadly identifying and implementing such gains is a service review.

Council has commenced a service review of its Operational area, following the restructuring of it in August 2022.

This service review includes the construction, maintenance and management of the road network, as well as other areas such as open space. The timeline for this review has it concluding early next calendar year, with recommended improvements to be progressively implemented.

Given the impact of this service on Council's broader operations and the importance of it for the community, it is intended that a summary of the progress be reported to Council at the completion of the first stage of the report and at its conclusion.

COMMUNITY ENGAGEMENT

Community satisfaction levels with the road network have always performed poorly and while the physical condition is the primary driver of this low score, Council's past communication to the community also contributes to this.

Since late 2021, Council has progressively made improvements to the frequency, content and quality of its communications.

At the present time, there is now a dedicated Flood Recovery page on Council's website, as well as a daily listing of where maintenance crews will be operating. Council has also worked to generate more targeted communications utilising email distribution lists for project updates, as well as SMS technology to provide immediate notification to effected communities of closures of Greens Road and the Thomas James Bridge.

There is still scope to improve the manner in which Council communicates with its community, particularly on its business as usual capital program (attached as Attachment 1 to the report). In respect of this, there is ongoing development of a comprehensive mapping tool which will be available on Council's website which will identify the location of proposed works as well as project updates. The Flood Recovery Program will be the first program to be included and once refined, this will be used as the proof of concept for other capital programs in time.

Prior to releasing this, it is intended that it be the subject of a future briefing.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.

Strong Economy

- 3.1 Creating an integrated and well-maintained transport system is an important local priority.
- 3.3 Promote our community as the place to visit, work and invest.

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Reliable Council

- 4.2 Encourage an informed community.
- 4.3 Build strong financial sustainability for now and future generations.
- 4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

FINANCIAL IMPACT

While this report does not, in its own right, have any direct financial impact, the ongoing management of the road network, including the flood recovery task, will have a direct impact on Council's financial position.


It is expected that these impacts will be reflected in future Quarterly Budget Reviews as the impacts become better defined and Council's systems improve the ability of staff to accurately forecast future demand.

ATTACHMENTS:

- AT - 1** 2022/2023 Road Capital Program - *(Distributed under separate cover)*.
- AT - 2** Infrastructure Recovery Program Summary.

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AT - 2 Infrastructure Recovery Program Summary

 INFRASTRUCTURE RECOVERY PROGRAM SUMMARY \$190,844,615				
PROJECT	VALUE	CURRENT STATUS	FY QUARTER COMMENCING	FY QUARTER FINISHING
Thomas James Bridge - Monitoring and Repair	\$ 5,000,000.00	Concept plan being forwarded to Heritage NSW for assessment Bridge being monitored autonomously 24/7 Traffic Control	Q3	Q1 (FY24)
Cornwallis Road - Riverbank & Drain Reconstruction - Stages 1 and 2	\$ 45,000,000.00	Tender for construction - with NSW Government for approval	TBC	Q4
Colo Heights Road - New Bridge	\$ 3,700,000.00	Contractors resumed onsite to build working platform to remove old bridge and reconstruct new bridge	Q4 (FY22)	Q3
Greens Road - Lower Portland	\$ 16,500,000.00	In Construction	Q4 (FY22)	Q3
1096 Settlers Road Landslip	\$ 750,000.00	Completed	N/A	N/A
Upper Colo Road Landslip at the end of upper Colo Road		Completed	N/A	N/A
Huilberts Road	\$ 700,000.00	In Design for another 4 weeks	Q2	Q2
Upper Colo Road Minor Landslips	\$ 250,000.00	Currently in construction, approx 3 slips have been completed out of 6	Q1	Q2
Upper Colo Road Major Landslips x2	\$ 500,000.00	In Design. Completion estimated for 4 weeks.	Q1	Q2
Valley Way Tennyson	\$ 250,000.00	Design Complete, waiting for procurement to start	Q2	Q2
Old Stock Route Road	\$ 50,000.00	Completed.	N/A	N/A
Bowen Mountain Road Landslip	\$ 106,900.00	Procurement work in progress to engage contractor.	Q2	Q2
TOTAL	\$ 72,806,900.00			
PACKAGE 1				
Bensons Lane, Cornwallis	\$ 1,000,000.00	Procurement for Construction	Q2	Q2
Cornwallis Road, Richmond Lowlands	\$ 580,000.00		Q2	Q2
Cornwells Lane, Cornwallis	\$ 340,000.00		Q2	Q2
Culpitts Lane, Cornwallis	\$ 1,500,000.00		Q2	Q2
Grono Farm Road, Wilberforce	\$ 300,000.00		Q2	Q2
Pitt Town Bottoms Road, Pitt Town	\$ 1,500,000.00		Q2	Q2
Sackville Road, Sackville	\$ 330,000.00		Q2	Q2
West Portland Road, Sackville	\$ 460,000.00		Q2	Q2
TOTAL	\$ 6,010,000.00			
PACKAGE 2				
Comleroy Road, Kurrajong	n/a	In Design	Q2	Q3
Mountain Lagoon Road, Bilpin	\$ 60,000.00		Q2	Q3
Percival Road, Clarendon	\$ 220,000.00		Q2	Q3
Tizzana Road, Sackville	\$ 400,000.00		Q2	Q3
Webbs Creek Road, Webbs Creek	\$ 500,000.00		Q2	Q3
TOTAL	\$ 1,180,000.00			
PACKAGE 3				
Bratbyn Street	\$ 675,000.00	Procurement for Design	Q3	Q3
Laws Farm Road	\$ 138,000.00		Q3	Q3
Mitchell Park Road	n/a		Q3	Q3
Mulgrave Road, Mulgrave	\$ 4,000.00		Q3	Q3
Onus Lane	\$ 1,925,000.00		Q3	Q3
Palmer Street, Windsor	\$ 1,350,000.00		Q3	Q3
Park Road South, Mulgrave	n/a		Q3	Q3
Pitt Town Ferry Road	\$ 37,500.00		Q3	Q3
Railway Road South Mulgrave	\$ 269,000.00		Q3	Q3
Ridges Lane	\$ 20,000.00		Q3	Q3
Saunders Road, Oakville	\$ 336,000.00		Q3	Q3
Wheelbarrow Ridge Road, Colo Heights	n/a		Q3	Q3
TOTAL	\$ 4,750,500.00			
PACKAGE 4 - MAJOR LANDSLIPS				
Chaseling Road North	\$ 150,000.00	Procurement for Construction	Q3	Q3
Grono Farm Road	\$ 108,000.00		Q3	Q3
Grose Vale Road	\$ 262,500.00		Q3	Q3
Reedy Road	\$ 70,000.00		Q3	Q3
Settlers Road	\$ 3,697,500.00		Q3	Q4
St Albans Road	\$ 9,718,000.00		Q3	Q4
Tennyson road	\$ 840,000.00		Q3	Q3
Tizzana Road	\$ 2,500,000.00		Q3	Q3
Upper Macdonald Road	\$ 7,373,500.00		Q3	Q4
Wollombi Road	\$ 3,096,000.00		Q3	Q4
TOTAL	\$ 27,815,500.00			
PACKAGE 5 - MINOR LANDSLIPS				
Colo Heights Road	\$ 106,000.00	Procurement for Design	TBC	TBC
Crab Tree Gully Road	\$ 3,000,000.00		TBC	TBC
Greens Road	\$ 7,613,000.00		TBC	TBC
Grose River Road	\$ 262,500.00		TBC	TBC
Lower Colo Road	\$ 2,804,250.00		TBC	TBC
Settlers Road	\$ 2,675,500.00		TBC	TBC

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St Albans Road	\$ 2,184,700.00		TBC	TBC
Upper Colo Road	\$ 7,270,000.00		TBC	TBC
Webbs Creek Road	\$ 250,000.00		TBC	TBC
TOTAL	\$ 26,164,950.00			
PACKAGE 6 - SEALED ROADS				
Argyle Reach Road	\$ 265,000.00		TBC	TBC
Berger Road	\$ 406,250.00		TBC	TBC
Blacktown Road	\$ 472,500.00		TBC	TBC
Brabyn Street	\$ 675,000.00		TBC	TBC
Caldwell Street	\$ 552,500.00		TBC	TBC
Church Street	\$ 573,625.00		TBC	TBC
Cordners Lane	\$ 300,000.00		TBC	TBC
Cox Street	\$ 487,500.00		TBC	TBC
Drummond Street	\$ 218,750.00		TBC	TBC
Erina Place	\$ 263,000.00		TBC	TBC
Fairey Road	\$ 2,621,100.00		TBC	TBC
George Street	\$ 2,100,000.00		TBC	TBC
Gorricks Lane	\$ 345,000.00		TBC	TBC
Greenfield Place	\$ 112,000.00		TBC	TBC
Grose River Road	\$ 328,600.00		TBC	TBC
Ham Street	\$ 130,000.00		TBC	TBC
Harpur Crescent	\$ 925,000.00		TBC	TBC
Hibberts Lane	\$ 1,000,000.00		TBC	TBC
Inalls Lane	\$ 350,000.00		TBC	TBC
James Meehan Street	\$ 1,050,000.00		TBC	TBC
Kable Street	\$ 72,000.00		TBC	TBC
Mograith Road	\$ 160,000.00		TBC	TBC
Mileham Street	\$ 475,000.00		TBC	TBC
Nutmans Road	\$ 179,200.00		TBC	TBC
Old Kurrajong Road	\$ 350,000.00		TBC	TBC
Old Stock Route Road	\$ 1,010,500.00		TBC	TBC
Pamela Crescent	\$ 40,500.00	In Design	TBC	TBC
Pitt Town Dural Road	\$ 1,266,500.00		TBC	TBC
Racecourse Road	\$ 462,500.00		TBC	TBC
Railway Road South	\$ 261,000.00		TBC	TBC
Reedy Road	\$ 381,800.00		TBC	TBC
Rickaby Street	\$ 212,500.00		TBC	TBC
Rifle Range Road	\$ 777,500.00		TBC	TBC
Riverside Drive	\$ 150,000.00		TBC	TBC
Schofield Road	\$ 216,000.00		TBC	TBC
Slopes Road	\$ 945,000.00		TBC	TBC
Smith Road	\$ 175,000.00		TBC	TBC
St Albans Road	\$ 9,347,800.00		TBC	TBC
Stannix Park Road	\$ 1,325,400.00		TBC	TBC
Tennyson Road	\$ 1,045,000.00		TBC	TBC
Terrace Road	\$ 382,575.00		TBC	TBC
The Driftway	\$ 157,500.00		TBC	TBC
The Terrace	\$ 249,200.00		TBC	TBC
Tizzana Road	\$ 561,300.00		TBC	TBC
Upper Colo Road	\$ 7,635,000.00		TBC	TBC
Valley Way	\$ 300,000.00		TBC	TBC
Walmsley Road	\$ 625,000.00		TBC	TBC
Webbs Creek Road	\$ 637,500.00		TBC	TBC
Whitmore Road	\$ 136,500.00		TBC	TBC
Wimbow Place	\$ 206,250.00		TBC	TBC
Wolseley Road	\$ 525,000.00		TBC	TBC
Woods Road	\$ 1,418,000.00		TBC	TBC
Yarramundi Lane	\$ 937,000.00		TBC	TBC
TOTAL	\$ 45,799,850.00			
PACKAGE 7 - GRAVEL ROADS				
Doyles Creek Road	\$ 153,000.00		TBC	TBC
Webbs Creek Road	\$ 99,000.00		TBC	TBC
Argyle Reach Road	\$ 252,000.00		TBC	TBC
Avondale Road	\$ 102,000.00		TBC	TBC
Bicentenary Road	\$ 64,500.00		TBC	TBC
Brewers Lane	\$ 60,000.00		TBC	TBC
Brickfield Road	\$ 37,200.00		TBC	TBC
Colo Heights Road	\$ 971,362.50		TBC	TBC
Comleroy Road	\$ 43,500.00		TBC	TBC
Fairey Road	\$ 109,260.00		TBC	TBC
Garfield Street	\$ 114,240.00		TBC	TBC
Geakes Road	\$ 300,000.00		TBC	TBC
Gorricks Run	\$ 367,500.00		TBC	TBC
Greens Road	\$ 40,890.00		TBC	TBC
Hall Street	\$ 133,350.00		TBC	TBC
Hendrens Road	\$ 600.00		TBC	TBC
Jones Road	\$ 360,000.00		TBC	TBC
Kandeer Road	\$ 82,200.00	In Procurement for Construction	TBC	TBC
Kolora Road	\$ 51,000.00		TBC	TBC
Laws Farm Road	\$ 3,180.00		TBC	TBC
Lower Colo Road	\$ 533,238.00		TBC	TBC
Mitchell Park Road	\$ 64,800.00		TBC	TBC
Mountain Lagoon Road	\$ 350,000.00		TBC	TBC
Old Hawkesbury Road	\$ 155,520.00		TBC	TBC
Pauli Street	\$ 27,000.00		TBC	TBC
Post Office Road	\$ 1,650.00		TBC	TBC

ORDINARY MEETING

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Punt Road	\$ 182,400.00	TBC	TBC
Sams Way	\$ 372,000.00	TBC	TBC
Tizzana Road	\$ 160,000.00	TBC	TBC
Triangle Lane	\$ 78,120.00	TBC	TBC
Upper Colo Road	\$ 562,080.00	TBC	TBC
Upper MacDonald Road	\$ 182,330.00	TBC	TBC
Webbs Creek Mountain Road	\$ 120,000.00	TBC	TBC
Wollombi Road	\$ 74,995.00	TBC	TBC
Wrights Creek Road	\$ 30,000.00	TBC	TBC
Yarramundi Lane	\$ 78,000.00	TBC	TBC
TOTAL	\$ 6,316,915.50		

oooO END OF REPORT Oooo

ORDINARY MEETING

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Ordinary

Section **4**

Reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 11 October 2022

SECTION 4 – Reports of Committees

Item: 178 **ROC - Heritage Committee - 28 July 2022 - (95498, 80242)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Heritage Committee, held on 28 July 2022.

EXECUTIVE SUMMARY:

Three matters – Items 3, 4 and 6, contained within the minutes of the Heritage Committee have policy or financial implications to Council. They therefore require specific consideration by Council, the details of which are discussed in the report below.

In relation to Items 1, 2 and 5, as they have no policy or financial implications for Council, they are presented for information only.

RECOMMENDATION:

That in relation to the Minutes of the Heritage Committee Meeting held on the 28 July 2022:

1. Council receive and note the Heritage Committee Minutes in respect to Items 1, 2 and 5.
2. Council endorse the Heritage Committee Recommendations in respect of Item 3 (Wayfinding and Signage – Heritage Interpretive Trail), namely:

"That the Heritage Committee provide additional areas to be investigated for inclusion in the Wayfinding and Signage Strategy:

- Windsor Court House
- Remains of the Police Barracks and Fort
- Windsor Catholic Cemetery (located next to the Hawkesbury River)
- Windsor Railway Station and Former Goods Yard
- Thompson Square (brick wall remaining)
- Richmond Hill
- John Tebbutts Observatories"

3. Council endorse the Heritage Committee Recommendations in respect of Item 4 (Update on Preparation of Hawkesbury Community Based Heritage Study), namely:

"That the Heritage Committee:

1. *Establish a Working Group to assist the completion of the Hawkesbury Community Based Heritage Study.*
2. *Committee Members nominated as members of the Working Group:*
 - Ms Deborah Hallam
 - Mr Graham Edds
 - Ms Michelle Nichols
 - Mr Michael Edwards
 - Ms Jan Barkley-Jack

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

- *Councillor Danielle Wheeler (Chair)*"
4. Council endorse the Heritage Committee Recommendations in respect of Item 6 (Update on Various Heritage Related Matters), namely:

"That the Heritage Committee establish the following two Working Groups:

1. *Macquarie Towns State Heritage Working Group, Committee Members nominated as members of the Working Group:*
 - *Mr Graham Edds*
 - *Ms Jan Barkley-Jack*
 - *Mr Michael Edwards*
 - *Councillor Wheeler (Chair)*
2. *Windsor Bridge Artefacts Working Group, Committee Members nominated as members of the Working Group:*
 - *Ms Erin Wilkins*
 - *Ms Cheryl Ballantyne*
 - *Ms Cindy Laws*
 - *Mr Michael Edwards*
 - *Councillor Djuric*
 - *Councillor Wheeler (Chair)"*

DISCUSSION

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

Item 3 – Wayfinding and Signage – Heritage Interpretive Trail

"That the Heritage Committee recommend that:

1. *The Heritage Committee provide additional areas to be investigated for inclusion in the Wayfinding and Signage Strategy:*
 - *Windsor Court House*
 - *Remains of the Police Barracks and Fort*
 - *Windsor Catholic Cemetery (located next to the Hawkesbury River)*
 - *Windsor Railway Station and Former Goods Yard*
 - *Thompson Square (brick wall remaining)*
 - *Richmond Hill*
 - *John Tebbutt Observatories"*

The Committee received a presentation by Helen Punton and Kate Follington from The Blueprint in respect to the signage content for the heritage interpretive trail.

Following the presentation, the Heritage Committee provided input that additional areas should be investigated for inclusion in the Wayfinding and Signage Strategy.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

Item 4 – Update on Preparation of Hawkesbury Community Based Heritage Study

"That the Heritage Committee:

1. *Establish a Working Group to assist on the completion of the Hawkesbury Community Based Heritage Study.*
2. *Committee Members be nominated as members of the Working Group:*
 - *Ms Deborah Hallam*
 - *Mr Graham Edds*
 - *Ms Michelle Nichols*
 - *Mr Michael Edwards*
 - *Ms Jan Barkley-Jack*
 - *Councillor Danielle Wheeler (Chair)"*

The working group can be formed in order to assist and advise Council on the completion of the Hawkesbury Community Based Heritage Study.

Item 6 – Update on Various Heritage Related Matters

"That the Heritage Committee recommend that:

The Heritage Committee establish the following two Working Groups:

1. *Macquarie Towns State Heritage Working Group, Committee Members nominated as members of the Working Group:*
 - *Mr Graham Edds*
 - *Ms Jan Barkley-Jack*
 - *Mr Michael Edwards*
 - *Councillor Wheeler (Chair)"*
2. *Windsor Bridge Artefacts Working Group, Committee Members nominated as members of the Working Group:*
 - *Ms Erin Wilkins*
 - *Ms Cheryl Ballantyne*
 - *Ms Cindy Law*
 - *Mr Michael Edwards*
 - *Councillor Djuric*
 - *Councillor Wheeler (Chair)"*

The Heritage Committee considered the report which related to a number of heritage matters that are currently being considered, and resolved that additional support by Committee Members was needed to provide input and advice regarding the Macquarie Towns State Heritage Listing proposal, and the Windsor Bridge Artefacts.

ATTACHMENTS:

AT - 1 Minutes of the Heritage Committee Meeting held on 28 July 2022.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

AT - 1 Minutes of the Heritage Committee Meeting held on 28 July 2022

Minutes of the Meeting of the Heritage Advisory Committee held in Council Chambers and By Audio-Visual Link, Windsor, on 28 July 2022, commencing at 5:00pm.

ATTENDANCE

Present: Councillor Danielle Wheeler, Hawkesbury City Council
 Councillor Shane Djuric, Hawkesbury City Council
 Councillor Mary Lyons-Buckett, Hawkesbury City Council
 Ms Cheryl Ballantyne, Community Representative
 Ms Jan Barkley-Jack, Community Representative
 Mr Graham Edds, Community Representative
 Mr Michael Edwards, Community Representative
 Ms Deborah Hallam, Community Representative
 Ms Cindy Laws, Community Representative
 Ms Michelle Nichols, Community Representative
 Ms Erin Wilkins, Community Representative
 Ms Gaye Wilson, Community Representative

Apologies: Councillor Jill Reardon, Hawkesbury City Council
 Mr John Moxon

In Attendance: Mr Andrew Kearns, Hawkesbury City Council
 Mr Christopher Reeves, Hawkesbury City Council
 Ms Tracey Easterbrook - Minute Secretary, Hawkesbury City Council

Attendance Register of Heritage Committee

Member	28/07/2022
Councillor Danielle Wheeler (Chairperson)	✓
Councillor Shane Djuric	✓
Councillor Mary Lyons-Buckett	✓
Councillor Jill Reardon	A
Ms Cheryl Ballantyne	✓
Ms Jan Barkley-Jack	✓
Mr Graham Edds	✓
Mr Michael Edwards	✓
Ms Deborah Hallam	✓
Ms Cindy Laws	✓
Mr John Moxon	A
Ms Michelle Nichols	✓
Ms Erin Wilkins	✓
Ms Gaye Wilson	✓

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

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

ITEM: 2 **HC - Implementation of Hawkesbury Aboriginal Cultural Heritage Study - (80242, 95498, 124414)**

Previous Item: HC - Item A (1 August 2019)
 HC - Item 5 (6 August 2020)
 HC - Item 1 (29 October 2020)
 HC – Item 4 (22 July 2021)

Directorate: City Planning

OFFICER’S RECOMMENDATION:

That the Heritage Committee considers the Hawkesbury LGA Aboriginal Cultural Heritage Study and provides guidance on priorities and opportunities for potential partnership arrangements that may exist for Council to implement the Study.

COMMITTEE RECOMMENDATION:

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

That the Heritage Committee recommends:

1. That a request be made for the Local Darug and Darkinjung Community representatives to consider the Cultural Heritage Study and discuss priorities, actions and opportunities for partnerships.
2. A further report be provided to the Heritage Committee listing the priorities and potential partnership opportunities.

ITEM: 3 **HC - Wayfinding and Signage - Heritage Interpretive Trail - (80242, 95498, 124414)**

Previous Item: **9 HC (22 July 2021)**
 1 HC (28 October 2021)

Directorate: City Planning

A presentation was provided by Helen Punton and Kate Follington from The Blueprint, in respect to the signage content for the heritage interpretive trail.

OFFICER’S RECOMMENDATION:

That the Heritage Committee provide input into the proposed signage content for the heritage interpretive trail content.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

COMMITTEE RECOMMENDATION:

That the Heritage Committee provided additional areas to be investigated for inclusion in the Wayfinding and Signage Strategy:

- Windsor Court House
- Remains of the Police Barracks and Fort
- Windsor Catholic Cemetery (located next to the Hawkesbury River)
- Windsor Railway Station and Former Goods Yard
- Thompson Square (brick wall remaining)
- Richmond Hill
- John Tebbutt Observatories

ITEM: 4 **HC - Update on Preparation of Hawkesbury Community Based Heritage Study - (80242, 95498, 124414)**

Directorate: City Planning

Councillor Wheeler declared a significant non-pecuniary conflict of interest in this matter as she has a property within the area of the study. She remained in the meeting but did not take part in voting on this matter.

Mr Edds declared a less than significant non-pecuniary conflict of interest in this matter as his architecture practice is mentioned in the report and no further action is required.

The Chair Councillor Wheeler declared a pecuniary interest in this item and stepped down as Chairperson, Mr Michael Edwards acted as Chairperson.

OFFICER'S RECOMMENDATION:

That a working group of the Heritage Committee be formed in order to assist and advise Council on the completion of the Hawkesbury Community Based Heritage Study.

COMMITTEE RECOMMENDATION:

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

That the Heritage Committee:

1. Establish a Working Group to assist the completion of the Hawkesbury Community Based Heritage Study.
2. Committee Members nominated as members of the Working Group:
 - Ms Deborah Hallam
 - Mr Graham Edds
 - Ms Michelle Nichols
 - Mr Michael Edwards
 - Ms Jan Barkley-Jack
 - Councillor Danielle Wheeler (Chair)

Councillor Wheeler, resumed the chair.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

ITEM: 5 **HC - Hawkesbury Local Heritage Assistance Fund 2021/2022 Completion and 2022/2023 - (80242, 95498, 124414)**

Directorate: City Planning

Mr Edwards declared a pecuniary interest in this matter as he is a grant recipient, and did not take part in the discussion on the matter.

Ms Nichols declared a pecuniary interest in this matter as a relative is a possible grant recipient, and did not take part in the discussion on the matter.

OFFICER’S RECOMMENDATION:

That the Heritage Committee:

1. Notes the outcome of the Local Heritage Assistance Program for 2021/2022.
2. Provides advice to Council on the 2022/2023 Local Heritage Assistance Program.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Edds, seconded by Councillor Djuric.

That the Heritage Committee:

1. Notes the outcome of the Local Heritage Assistance Program for 2021/2022.
2. Provides advice to Council on the 2022/2023 Local Heritage Assistance Program.

ITEM: 6 **HC - Update on Various Heritage Related Matters - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER’S RECOMMENDATION:

That the Heritage Committee provides advice with respect to the various heritage related matters within the Table, including consideration of forming a Windsor Bridge Artefacts working group.

COMMITTEE RECOMMENDATION:

That the Heritage Committee establish the following two Working Groups:

1. Macquarie Towns State Heritage Working Group, with the following Committee Members nominated as members of the Working Group:
 - Mr Graham Edds
 - Ms Jan Barkley-Jack
 - Mr Michael Edwards
 - Councillor Wheeler (Chair)

ORDINARY MEETING

SECTION 4 – Reports of Committees

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2. Windsor Bridge Artefacts Working Group, with the following Committee Members nominated as members of the Working Group:

- Ms Erin Wilkins
- Ms Cheryl Ballantyne
- Ms Cindy Laws
- Mr Michael Edwards
- Councillor Djuric
- Councillor Wheeler (Chair)

It is noted that the establishment of a Windsor Bridge Artefacts Working Group is a consequence of a Council resolution that also requires the inclusion of other interested organisations.

The meeting terminated at 7:30pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

Item: 179 **ROC - Local Traffic Report - 12 September 2022 - (95495, 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 12 September 2022.

EXECUTIVE SUMMARY:

The Local Traffic Committee considered three 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 the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Traffic Committee meeting held on 12 September 2022.

DISCUSSION

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

- Special Event Matter - Item 2.1 - Australia Day on the Hawkesbury Event
- Special Event Matter - Item 2.2 - 2022 Light Up Windsor Street Fair
- Special Event Matter - Item 2.3 - Cancellation / Rescheduling of 2022 Special Events.

ATTACHMENTS:

AT - 1 Minutes of the Local Traffic Committee held on 12 September 2022.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

Minutes of the Local Traffic Committee held on 12 September 2022

Minutes of the Meeting of the Local Traffic Committee held remotely, on 12 September 2022, commencing at 3:00pm.

ATTENDANCE

Present: Councillor Mary Lyons-Buckett, Hawkesbury City Council
Ms Anu Mohandas, Transport for NSW (TfNSW)
Ms Thera Hobbs, (Office of Member for Hawkesbury)

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

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

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Ms Hobbs, that the apologies be accepted.

DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the Motion of Councillor Lyons-Buckett, seconded by Ms Hobbs, that the Minutes from the previous meeting held on 8 August 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 - Australia Day on the Hawkesbury 2023 Event - Governor Phillip Park, Windsor (Hawkesbury) - (80245, 79341)

REPORT:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Australia Day on the Hawkesbury 2023 Event within Governor Phillip Park, Windsor, on Thursday, 26 January 2023.

The event organiser is proceeding with the event based on the current Public Health (COVID-19 General) Order 2022 under the Public Health Act 2010 (NSW).

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

The event organiser has advised:

- This is an annual event with the initial event being held in 2018.
- This is a Community free family friendly event which includes food and beverages, stalls, live music, roving entertainment, rides, outdoor games, attendances from the local emergency services and a fireworks display on the river.
- The event will be conducted between 5pm and 9:30pm. The set up and pack down times are between 9am and 11pm.
- The event will be held within Governor Phillip Park located at the northern end of George Street, Windsor.
- The event is expected to attract approximately 5,000 spectators.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park and there may be considerable impacts on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road.
- It is expected that residents on George Street, Palmer Street, North Street, Arndell Street and Court Street may be affected due to the increased traffic flow.
- Parking will be in the field adjacent to Governor Phillip Park, with access to the Event Parking area provided from Palmer Street.
- Traffic controllers will manage the entry into the event car parking in Palmer Street and to manage event patrons crossing the internal access road within the park.
- Traffic controllers will manage entry into Governor Phillip Park which will be restricted only for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.
- Vehicles can approach the access point into the Event Parking area from the direction of either George Street or Court Street.
- With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed.
- With the installation of the new traffic signals, to maintain traffic flow in Bridge Street, the right turn from Bridge Street (northbound) into George Street (eastbound) is now prohibited and all traffic is required to turn right at Court Street at the uncontrolled intersection.
- As Bridge Street is effectively one lane at Court Street, allowing event traffic to turn right at this location has the potential to increase congestion and as such it is proposed to ban the right turn into and out of Court Street at Bridge Street between 5pm and 9:30pm on Thursday, 26 January 2023.
- Traffic that would normally turn right into Court Street will be detoured over the Windsor Bridge to perform a U-turn at the new roundabout at Freemans Reach Road, return back over the Bridge and then turn left into George Street.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street and Bridge Street.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.

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- A detour route will be signposted to direct vehicles travelling from the south to continue north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road to travel south along the Bridge and turn left into George Street.
- Vehicles travelling from the west along Macquarie Street will turn right at Bridge Street and then left into Court Street.
- VMS signs will be used to inform traffic and detour routes signposted. A VMS plan with four VMS boards located at key locations and detour plan that guides event traffic and local road network traffic has been prepared.
- Some on-street parking along George Street near its intersection with Palmer Street may be taken out to allow safe vehicular movements in this vicinity. The adjoining property owners will be advised of this proposal.
- Advance warning with VMS shall be installed 2 weeks prior to the event and will be located at;
 - Bridge Street, Windsor – northbound at Court Street,
 - Bridge Street, Windsor – northbound at George Street,
 - Bridge Street, Windsor – southbound before George Street,
 - Macquarie Street, Windsor – eastbound in the Car Park at Kable/Macquarie Street,.
- Approval by way of exclusive use has been sought to utilise Governor Phillip Park for the event.

Refer to Attachments 1 to 3 for details on the Road Closures and Traffic Detours.

Discussion

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

With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed. The Management measures proposed have been previously discussed between Police, TfNSW and Council to ensure that traffic movement is not compromised in particular at the intersection of Bridge Street and Court Street.

A summary of the traffic management measures is listed below:

- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street (State Road) to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A traffic control vehicle will be parked in the centre of Court Street with barrier boards and traffic cones used to delineate and enforce the No Right Turn restrictions.
- A detour route will be signposted to direct vehicles travelling from the south to travel north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road and then travel south along Bridge Street to turn left into George Street at the new traffic signals.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street and Bridge Street via either Arndell Street or Palmer Street.
- Vehicles travelling from the west along Macquarie Street will turn right at Bridge Street and then left into Court Street.

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- VMS signs will be used to inform traffic and all detour routes signposted.

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

The event organiser is to ensure that the current Public Health (COVID-19 General) Order 2022 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 4 (ECM Document Set ID No: 8073235):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Special Event Traffic Management Plan and Traffic Control Plan,
5. Copy of Insurance Policy which is valid to 31 October 2022,
6. Copy of the application to the NSW Police Force.
7. Copy of correspondence to the NSW Fire and Rescue, Hawkesbury RFS, Hawkesbury Ambulance Service, Hawkesbury SES, Hawkesbury Local Area Command and Busways.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council’s web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Australia Day on the Hawkesbury 2023 event within Governor Phillip Park, Windsor, on Thursday, 26 January 2023 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 2022 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures
 - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 5pm and 9:30pm on Thursday 26 January 2023. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.

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- Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 5pm and 9:30pm on Thursday 26 January 2023, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) due to the traffic movements and restrictions along Bridge Street (State Road) and its intersections with George Street and Court Street, Windsor and the proposed turn restrictions at the intersection of Bridge Street and Court Street between 5pm and 9:30pm on Thursday 26 January 2023 where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event involves the closure and occupation 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;
- 4g. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;

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

During the event:

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

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

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

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RTA/RMS) “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package.

2. The Australia Day on the Hawkesbury 2023 event within Governor Phillip Park, Windsor, on Thursday, 26 January 2023 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 2022 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures
 - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 5pm and 9:30pm on Thursday 26 January 2023. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
 - Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 5pm and 9:30pm on Thursday 26 January 2023, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

and the following conditions:

Prior to the event:

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

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- at the intersection of Bridge Street and Court Street between 5pm and 9:30pm on Thursday 26 January 2023 where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
 - 4f. as the event involves the closure and occupation 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;
 - 4g. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;
 - 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
 - 4i. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
 - 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
 - 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
 - 4l. the event organiser is to submit the completed " Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

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- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

Item: 2.2 LTC - 2022 Light Up Windsor Street Fair Event - (Hawkesbury) - (80245, 94012)

REPORT:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the 2022 Light Up Windsor Street Fair Event, on Saturday, 03 December 2022.

The event organiser is proceeding with the event based on the current Public Health (COVID-19 General) Order 2022 under the Public Health Act 2010 (NSW).

The event organiser has advised;

- The event will be undertaken along George Street, Windsor in the vicinity of Thompson Square between Bridge Street and Baker Street, connecting with Windsor Mall between Baker Street and Fitzgerald Street.
- This is a Christmas Event in the Windsor Town Centre which includes a Christmas street fair that has market stalls, roving and live entertainment, workshops, lighting and snow installations.
- This is the fourth year the event is being undertaken by Hawkesbury City Council. In previous years the Windsor Business Group Inc. have undertaken the event in the vicinity of Windsor Mall between Baker Street and Kable Street as well as the Thompson Square park area.
- Approximately 50 to 100 participants and 7000 spectators are expected for the event.
- Event times for the event are between 5pm and 9pm with setup commencing at 12 noon with packdown until 12 midnight.
- All shops within the precinct have been notified and a majority of them will be open on the evening. This includes their support in relation to the temporary road closures proposed.
- Parking areas are available within Council car parks and on-street parking, all within walking distance to the Event.
- Additional parking will be available at Governor Phillip Park. Pedestrians will be directed up to Bridge Street along George Street. The new traffic lights at this intersection will allow pedestrians to cross at this point.
- Parking will be in the field adjacent to Governor Phillip Park, with access to the Event Parking area provided from Palmer Street.
- Traffic controllers will manage the entry into the event car parking in Palmer Street and to manage event patrons crossing the internal access road within the park.
- Vehicles can approach the access point into the Event Parking area from the direction of either George Street or Court Street
- With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed.

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- With the installation of the new traffic signals, to maintain traffic flow in Bridge Street, the right turn from Bridge Street (northbound) into George Street (eastbound) is now prohibited and all traffic is required to turn right at Court Street at the uncontrolled intersection.
- As Bridge Street is effectively one lane at Court Street, allowing event traffic to turn right at this location has the potential to increase congestion and as such it is proposed to ban the right turn into and out of Court Street at Bridge Street on the event day.
- Traffic that would normally turn right into Court Street will be detoured over the Windsor Bridge to perform a U-turn at the new roundabout at Freemans Reach Road, return back over the Bridge and then turn left into George Street.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street and Bridge Street.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A detour route will be signposted to direct vehicles travelling from the south to continue north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road to travel south along the Bridge and turn left into George Street.
- Vehicles travelling from the west along Macquarie Street will turn right at Bridge Street and then left into Court Street.
- VMS signs will be used to inform traffic and detour routes signposted. A VMS plan with four VMS boards located at key locations and detour plan that guides event traffic and local road network traffic has been prepared.
- Some on-street parking along George Street near its intersection with Palmer Street may be taken out to allow safe vehicular movements in this vicinity. The adjoining property owners will be advised of this proposal.
- Advance warning with VMS shall be installed 2 weeks prior to the event and will be located at;
 - Bridge Street, Windsor – northbound at Court Street,
 - Bridge Street, Windsor – northbound at George Street,
 - Bridge Street, Windsor – southbound before George Street,
 - Macquarie Street, Windsor – eastbound in the Car Park at Kable/Macquarie Street,.
- The following road closures are proposed to accommodate the overall extent of the event:
 - George Street closed between Bridge Street and Baker Street. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Thompson Square road closed between George Street and The Terrace.
 - Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
 - The road closures are required from 12 noon to 12 midnight on Saturday, 03 December 2022.

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- The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing.
- Traffic in George Street will be detoured via Bridge Street and Macquarie Street.
- Traffic in Baker Street will be turned around in the car park at No. 8 Baker Street.
- Traffic controllers will manage traffic exiting the Woolworths car park and loading dock into Baker Street and exit via The Terrace. Traffic controllers will also manage the access from the Doctors Surgery in Thompson Square.
- To ensure that parked cars are not parked in the closed sections, parking patrol will close the parking lanes from 10am with traffic cones and inform motorists of the closure for the event.
- Traffic controllers will be deployed in Bridge Street at George Street to ensure pedestrian safety for patrons.
- Traffic controllers will be used to manage pedestrians at the pedestrian crossing in Kable Street at Windsor Mall (George Street) and Fitzgerald Street at Windsor Mall (George Street)
- Buses may be affected along Kable Street, Fitzgerald Street and The Terrace. The Bus operators will be advised of the proposed traffic arrangements.
- The proposed road closures will improve the overall safety at the event.
- Businesses have been advised, due to the road closures, to arrange for deliveries before 12noon and to let their customers know of the access changes.
- Traffic will be monitored at all times with any build ups cleared immediately. Traffic controllers will be on site to implement any changes required.
- Emergency vehicles will be given priority at all times.

Refer to Attachments 1 and 2 for details on the Road Closures and Traffic Detours.

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 on major traffic and transport systems due to the proposed road closures and there may be a low scale disruption to the non-event community.

The event road closures are supported. The road closures will allow for the free flow of pedestrians in and around the event site. Details of the road closures include:

- George Street is to be closed between Bridge Street and Baker Street and extending across Thompson Square road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street. There may be an impact to traffic along Bridge Street wishing to turn into George Street which will require approval from Transport for NSW – TfNSW (formerly TMC). The State road traffic will need to be detoured accordingly.
- Thompson Square road closed between George Street and The Terrace.
- Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street. There may be an impact to traffic along Macquarie Street which will require approval from Transport for NSW – TfNSW (formerly TMC). The State road traffic will need to be detoured accordingly. The Baker Street car park will be utilised as a turnaround point to assist

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patrons from the Macquarie Arms Hotel and those wishing to utilise the Macquarie Arms Hotel drive through bottle shop, due to the exit onto George Street being closed.

- Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
- Road closures are required from 12 noon until 12 midnight on Saturday, 03 December 2022.
- The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing. There are other private car parks which will be controlled by traffic controllers after 12 noon until the event commences.

The regulatory speed limit in the vicinity of the event is 50kph.

With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed. The Management measures proposed have been previously discussed between Police, TfNSW and Council to ensure that traffic movement is not compromised in particular at the intersection of Bridge Street and Court Street.

A summary of the traffic management measures is listed below:

- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street (State Road) to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A traffic control vehicle will be parked in the centre of Court Street with barrier boards and traffic cones used to delineate and enforce the No Right Turn restrictions.
- A detour route will be signposted to direct vehicles travelling from the south to travel north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road and then travel south along Bridge Street to turn left into George Street at the new traffic signals.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street and Bridge Street via either Arndell Street or Palmer Street.
- Vehicles travelling from the west along Macquarie Street will turn right at Bridge Street and then left into Court Street.
- VMS signs will be used to inform traffic and all detour routes signposted.

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 closures. The road closure of George Street at Bridge Street and Baker Street at Macquarie Street is subject to approval from the TfNSW.

The event organiser is to ensure that the current Public Health (COVID-19 General) Order 2022 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 3 (ECM Document No: 8071492):

8. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
9. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
10. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),

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11. Special Event Traffic Management Plan (TMP) – requires updating for the Class of the event and other information listed in the main application,
12. Copy of Insurance Policy which is valid to 31 October 2022,
13. Proposed Road Closure Plan and Detour Plan,
14. Copy of the application to the NSW Police Force.
15. Copy of correspondence to the NSW Fire and Rescue, Hawkesbury RFS, Hawkesbury Ambulance Service, Hawkesbury SES, Hawkesbury Local Area Command and Busways.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The 2022 Light Up Windsor Street Fair Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 03 December 2022 between 12 noon and 12 midnight 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 2022 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Road Closure; Thompson Square road, Windsor between George Street and The Terrace.
 - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
 - Road Closures are only permitted for Saturday, 03 December 2022, between 12 noon and 12 midnight.
 - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street during the event on 03 December 2022. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.

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- No other road closures are permitted.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to 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) due to the following measures required on Saturday 03 December 2022:
 - a. traffic movements and restrictions along Bridge Street, Windsor (State Road) which affects the intersections of George Street and Bridge Street as well as the proposed road closures which includes the road closure of George Street at Bridge Street and Baker Street at Macquarie Street,
 - b. traffic movements and restrictions along Bridge Street, Windsor (State Road) and its intersections with George Street and Court Street and the proposed turn restrictions at the intersection of Bridge Street and Court Street where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street;a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;

ORDINARY MEETING

SECTION 4 – Reports of Committees

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- 4g. as the event involves the closure and occupation 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 obtain written approval from Council for the use of Thompson Square Park and Governor Phillip Park;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

ORDINARY MEETING
SECTION 4 – Reports of Committees

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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The 2022 Light Up Windsor Street Fair Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 03 December 2022 between 12 noon and 12 midnight 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 2022 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Road Closure; Thompson Square road, Windsor between George Street and The Terrace.
 - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
 - Road Closures are only permitted for Saturday, 03 December 2022, between 12 noon and 12 midnight.
 - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street during the event on 03 December 2022. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
 - No other road closures are permitted.

ORDINARY MEETING

SECTION 4 – Reports of Committees

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and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
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- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
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- 4r. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
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ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

Item: 2.3 **LTC - Cancellation/Rescheduling of 2022 Special Events (Hawkesbury) - (80245)**

Previous Item: LTC 08 August 2022 – Item 2.1

REPORT:

Several Events planned to be undertaken in 2022 within the Hawkesbury Local Government Area have been impacted by the recent weather events and flooding during February, March and July 2022.

The following event has been cancelled:

1. The 2022 Bridge to Bridge Water Ski Classic event: Due to the flood event in July 2022 and its impact on the condition of the Hawkesbury River, the event has been cancelled for 2022.

RECOMMENDATION TO COMMITTEE:

That the information be received.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the information be received.

SECTION 3 - Reports for Information

There were no reports for Information.

SECTION 4 - General Business

There was no general business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 10 October 2022 at 3:00pm.

The meeting terminated at 3:30pm.

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 11 October 2022

Ordinary

Section **5**

Notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 11 October 2022

SECTION 5 – Notices of Motion

No Notices of Motion.

ORDINARY MEETING

Confidential Reports

Meeting Date: 11 October 2022

CONFIDENTIAL REPORTS

Item: 180 **CS - Acquisition of Part of 39 Sam's Way, Mountain Lagoon - (95496, 112106, 31659, 31657, 31660)**

Directorate: Corporate 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.