



Ordinary Meeting

Date of meeting: 29 March 2022
Location: Council Chambers
Time: 6:30 p.m.

BUSINESS PAPER

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ORDINARY MEETING
Procedural Matters
Meeting Date: 29 March 2022

PROCEDURAL MATTERS

Welcome

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

The General Manager will address the Council meeting, mentioning:

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

Attendance

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

Apologies and Leave of Absence

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

Declaration of Interest

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

Acknowledgement of Official Visitors to the Council

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

ORDINARY MEETING

Procedural Matters

Meeting Date: 29 March 2022

Ordinary

Section 1

Confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 29 March 2022

SECTION 1 - Confirmation of Minutes



Extraordinary Meeting

Date of meeting: 15 March 2022
Location: By audio-visual link
Time: 6:30 p.m.

MINUTES

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EXTRAORDINARY MEETING

Minutes: 08 March 2022

Minutes of the Extraordinary Meeting held by Audio-Visual Link, on 15 March 2022, commencing at 6:33pm.

Welcome

The Mayor, Councillor Patrick Conolly acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

ATTENDANCE

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

ALSO PRESENT: General Manager - Elizabeth Richardson, Director City Planning - Linda Perrine, Director Infrastructure Services - Will Barton, Director Support Services - Laurie Mifsud, Manager Corporate Communications, Events and Services - Suzanne Stuart, Manager Design and Mapping Services - Christopher Amit, Manager Corporate Services and Governance - Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

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

DECLARATIONS OF INTEREST

Councillor Lyons-Buckett declared an interest on Item 51.

Councillor Richards declared interests on Items 52, 58 and 61.

Councillor Wheeler declared an interest on Item 55.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

EXTRAORDINARY MEETING

Minutes: 08 March 2022

SECTION 1 - Confirmation of Minutes

56 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Zamprogno that the Minutes of the Extraordinary Meeting held on the 17 February 2022, be confirmed.

57 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash and seconded by Councillor Lyons-Buckett that the Minutes of the Ordinary Meeting held on the 22 February 2022, be confirmed.

A PROCEDURAL MOTION was moved by the Mayor, Councillor Conolly that Item: 061 - 2022 Flood Emergency be brought forward in the agenda to be dealt with.

The Procedural Motion was carried.

EXTRAORDINARY MEETING

Minutes: 08 March 2022

SUPPLEMENTARY

SECTION 2 - Mayoral Minutes

Item: 061 **MM - 2022 Flood Emergency - (125610, 79351)**

Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as it relates to Federal Funding and she is a Federal Candidate for Macquarie. She left the Meeting and did not take part in voting or discussion on the matter.

MOTION:

RESOLVED on the motion of the Mayor, Councillor Conolly.

Refer to RESOLUTION

58 RESOLUTION:

RESOLVED on the motion of the Mayor, Councillor Conolly.

That Council:

1. Request that the NSW Government provide its operational and financial assistance for flood waste removal until the 31 August 2022.
2. Request additional support from the NSW Government in the form of funding for dedicated Infrastructure Recovery staff for the next year.
3. Request that the Local Emergency Management Committee adopt suitable protocols for the provision of sandbags and/or sandbag supplies on previously agreed trigger points.
4. Extend the existing waivers of development application fees for flood affected properties until 30 June 2023.
5. If needed, make an appropriate adjustment in the March 2022 Quarterly Budget Review.
6. Request that the NSW Government provide the streamlined process that was promised a year ago for the approval of applications for riverbank restoration.
7. Hold an event to thank the volunteers and emergency services personnel for their efforts in dealing with the Bushfires, COVID-19 Pandemic and Floods over the past three years.

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

Against the Motion: Nil.

Absent: Councillor Richards.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

SECTION 3 - Reports for Determination

GENERAL MANAGER

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

Directorate: General Manager

Councillor Lyons-Buckett declared a less than significant non-pecuniary conflict of interest in this matter as she is a public officer of an applicant and no further action is required.

MOTION:

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

Refer to RESOLUTION

59 RESOLUTION:

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

That Council:

1. Under the 2021/2022 Event Sponsorship Program, agree to support the following organisations and individuals at the following levels:

1.	Hawkesbury 120	\$3,500
2.	Hawkesbury Canoe Classic	\$3,000
3.	Collectors Plant Fair	\$5,000
4.	Hawkesbury Home Show	\$4,500
5.	Hawkesbury Show	\$5,000
6.	Hawkesbury Spotlight	\$5,000
7.	Music in the Park	\$4,000
8.	Richmond Good Food Markets	\$5,000
2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1 to 8 as identified in Table 1 and Attachment 1 of this report.
3. Require all event organisers to prepare a COVID Safe Plan for sponsored events.
4. Approve the funds distributed for the 2020/2021 sponsored events that were cancelled due to COVID-19 to be used for their 2022 events.
5. Advise applicants numbered 9 and 10 as identified in Table 1 that their applications were not successful in accordance with the Event Sponsorship Assessment Criteria Matrix.

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

Against the Motion: Nil.

Absent: Nil.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

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

Previous Item: 35, Ordinary (22 February 2022)

Directorate: General Manger

Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as it relates to Federal Funding and she is a Federal Candidate for Macquarie. She left the Meeting and did not take part in voting or discussion on the matter.

MOTION:

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

Refer to RESOLUTION

60 RESOLUTION:

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

That:

1. Council approve submitting to the 2022 National General Assembly of Local Government a motion concerning Federal Disaster Recovery Fund as set out in the report.
2. Staff as considered appropriate by the General Manager and the following Councillors be nominated to attend the 2021 National General Assembly of Local Government from 19 to 22 June 2022:
 - a) Mayor, Councillor Conolly and Councillor Zamprogno attend the National General Assembly of Local Government.
 - b) Councillor Lyons-Buckett attend the Specialised Forum on Regional Issues on Sunday, 19 June 2022.
3. After participating in the 2022 National General Assembly, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Assembly relevant to Council business and/or the local community.
4. Council request additional support from the NSW Government in the form of funding for dedicated Infrastructure Recovery staff for the next year.

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

Against the Motion: Nil.

Absent: Councillor Richards.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

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

Previous Item: 204, Ordinary (26 October 2021)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

61 RESOLUTION:

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

That:

1. Council set dates for the holding of ordinary meetings of Council for the months of April to December 2022, in accordance with Attachment 2 (One meeting a month, second Tuesday of every month) to the report.
2. The set ordinary meetings for the months of April to December 2022 commence at 6.30pm and take place in the Council Chambers, or by audio-visual link to the extent permitted by law.

For the Motion: Councillors Conolly, Calvert, Kotlash, Reardon, Richards and Veigel.

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

Absent: Nil.

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

EXTRAORDINARY MEETING

Minutes: 15 March 2022

CITY PLANNING

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

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

62 RESOLUTION:

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

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

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

Against the Motion: Nil.

Absent: Nil.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

INFRASTRUCTURE SERVICES

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

Previous Item: 038, Ordinary (27 February 2018)

Directorate: Infrastructure Services

Councillor Wheeler declared a less than significant non-pecuniary conflict of interest in this matter as her she resides in a property in King Road, Wilberforce which is a road of discussion and no further action is required.

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

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

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

That:

1. The information as contained in this report regarding heavy vehicles in the Hawkesbury Local Government Area be received and noted.
2. This matter be forwarded to the Innovation and Partnerships Committee for consideration and further report back to Council.

For the Amendment: Councillors Calvert, Djuric, Kotlash, Reardon, Richards, Veigel, Wheeler and Zamprogno.

Against the Amendment: Councillors Conolly, Dogramaci, Lyons-Buckett and Sheather.

Absent: Nil.

The Amendment was carried.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

MOTION:

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

Refer to RESOLUTION

63 RESOLUTION:

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

That:

1. The information as contained in this report regarding heavy vehicles in the Hawkesbury Local Government Area be received and noted.
2. This matter be forwarded to the Innovation and Partnerships Committee for consideration and further report back to Council.

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

Against the Motion: Nil.

Absent: Nil.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

SUPPORT SERVICES

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

Directorate: Support Services

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

MOTION:

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

Refer to RESOLUTION

64 RESOLUTION:

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

That Council:

1. Endorse the establishment of an Audit, Risk and Improvement Committee (ARIC) with three voting members comprising of one independent chair, two independent members and one non-voting Councillor member.
2. Endorse the Draft Terms of Reference for Council Audit, Risk and Improvement Committees, attached as Attachment 2 to this report, with an amendment to the effect that a non-voting Councillor member of the Audit, Risk and Improvement Committee cannot be the Mayor.
3. Endorse the fees payable per meeting to the external independent members as outlined in the report.
4. Commence the process for seeking expressions of interest for external independent members of the Audit Risk and Improvement Committee.
5. Consider nominations for a non-voting Councillor member of the Audit, Risk and Improvement Committee when the response to the expressions of interest for external independent members is reported to Council.

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

Against the Motion: Councillor Dogramaci.

Absent: Nil.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

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

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

65 RESOLUTION:

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

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

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

Against the Motion: Councillor Dogramaci.

Absent: Nil.

EXTRAORDINARY MEETING

Minutes: 08 March 2022

SECTION 4 - Reports of Committees

Item: 058 **ROC - Local Traffic Committee - 14 February 2022 - (80245)**

Directorate: Infrastructure Services

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

MOTION:

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

Refer to RESOLUTION

66 RESOLUTION:

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

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

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

Against the Motion: Councillor Dogramaci.

Absent: Councillor Richards.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

SECTION 5 - Notices of Motion

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

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

That:

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

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

That:

1. The Disaster and Emergency Committee meet as soon as possible. This meeting should be solely about flooding and involve all relevant Council staff and all other agencies involved in floodplain risk management (e.g. SES, Infrastructure NSW, Resilience NSW).
2. The local community (including but not limited to - flood affected residents, businesses, Chambers of Commerce, relevant industry bodies, owners or managers of infrastructure or land that may influence flood behaviour) be invited to attend or send written submissions to the meeting.
3. At this meeting the formation of working groups should be addressed. A working group should only be set up to address a particular issue and have a start and an end date.

For the Amendment: Councillors Conolly, Calvert, Kotlash, Reardon, Richards, Sheather and Veigel.

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

Absent: Nil.

The Amendment was carried.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

A PROCEDURAL MOTION was moved by Councillor Wheeler, seconded by Councillor Zamprogno that this item be dealt with in seriatim.

The Procedural Motion to deal with in seriatim was lost.

MOTION:

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

Refer to RESOLUTION

67 RESOLUTION:

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

That:

1. The Disaster and Emergency Committee meet as soon as possible. This meeting should be solely about flooding and involve all relevant Council staff and all other agencies involved in floodplain risk management (e.g. SES, Infrastructure NSW, Resilience NSW).
2. The local community (including but not limited to - flood affected residents, businesses, Chambers of Commerce, relevant industry bodies, owners or managers of infrastructure or land that may influence flood behaviour) be invited to attend or send written submissions to the meeting.
3. At this meeting the formation of working groups should be addressed. A working group should only be set up to address a particular issue and have a start and an end date.

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

Against the Motion: Councillors Lyons-Buckett and Wheeler.

Absent: Nil.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

CONFIDENTIAL REPORTS

68 RESOLUTION:

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

That:

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

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

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

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

69 RESOLUTION:

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

EXTRAORDINARY MEETING

Minutes: 15 March 2022

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

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to 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.

MOTION:

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

Refer to RESOLUTION

70 RESOLUTION:

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

That:

1. Council agree to enter into new licence agreements with existing tenants of the property known as the Old Hawkesbury Hospital, 6 Christie Street, Windsor, as outlined in this report, as well as any new tenants that are secured.
2. The General Manager be authorised to approve minor amendments to the licence agreements, if necessary.
3. Authority be given for the licence agreements and any other relevant documentation in association with this matter to be executed under the Seal of Council.
4. Details of Council's resolution be conveyed to the proposed tenants, together with the advice that Council, is not and will not be bound by the terms of its resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

EXTRAORDINARY MEETING

Minutes: 15 March 2022

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

Against the Motion: Councillor Dogramaci.

Absent: Nil.

The meeting terminated at 9:41pm.

Submitted to and confirmed at the Ordinary meeting held on 29 March 2022.

.....
Mayor

Ordinary

Section **2**

Mayoral minutes

ORDINARY MEETING
SECTION 2 - Mayoral Minute
Meeting Date: 29 March 2022

SECTION 2 - Mayoral Minutes

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

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

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

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

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

Ordinary

Section 3

Reports
for determination

ORDINARY MEETING
SECTION 3 - Reports for Determination
Meeting Date: 29 March 2022

ORDINARY MEETING
SECTION 3 - Reports for Determination
Meeting Date: 29 March 2022

SECTION 3 - Reports for Determination

GENERAL MANAGER

Item: 062 **GM - Code of Conduct and Procedures - (79351)**

Previous Item: 128, Ordinary (25 July 2017)
 037, Ordinary (12 March 2019)
 168, Ordinary (8 September 2020)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to recommend the adoption by Council of a Code of Conduct and Procedures for the Administration of the Code of Conduct.

EXECUTIVE SUMMARY:

Council adopted its current Code of Conduct on 8 September 2020, based on the Model Code of Conduct 2020 (the Model Code) prescribed by the Office of Local Government.

Council is required to adopt a Code of Conduct within 12 months after an ordinary election under Section 440 of the Local Government Act 1993 (the Act).

Council is also required to adopt a procedure that incorporates the provisions of the Model Procedure prescribed under the Act. Council adopted its current Procedures for the Administration of the Code of Conduct on 8 September 2020.

There are no proposed amendments to Council's Code of Conduct or the Procedures.

RECOMMENDATION:

That Council:

1. Adopt the Code of Conduct attached as Attachment 1 to the report.
 2. Adopt the Procedures for the Administration of the Code of Conduct for Local Councils in NSW attached as Attachment 2 to the report.
-

BACKGROUND

Council is required to adopt a Code of Conduct that incorporates the provisions of the Model Code under Section 440(3) of the Act.

Council's Code of Conduct, based on the Model Code, sets the minimum standards of conduct for Council officials. It is prescribed by regulation to assist Council officials to:

- Understand and comply with the minimum standards of conduct that are expected of them
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence
- Act in a way that enhances public confidence in local governance.

ORDINARY MEETING
SECTION 3 - Reports for Determination
Meeting Date: 29 March 2022

The Code of Conduct applies to Councillors, Council staff and delegates and members of Council committees other than wholly advisory Committees.

Council must, within 12 months after each ordinary election, review its adopted Code under Section 440(7) of the Act. At other times during a Council term, if amendments are made to the Model Code of Conduct, Council will be required to adopt a Code which incorporates the amendments.

Council is also required to adopt a procedure that incorporates the provisions of the Model Procedure prescribed by the Local Government (General) Regulation 2021.

Section 440AA(3) of the Act states:

"A council must adopt a procedure that incorporates the provisions of the model procedure. The adopted procedure may include provisions that supplement the model procedure."

The Office of Local Government last reviewed the Model Code of Conduct and Procedures in 2020 and released updated versions of the Model Code and Procedures on 7 August 2020. They came into effect on 14 August 2020.

Council reviewed and updated the Model Code of Conduct and Procedures on 8 September 2020, in accordance with the Act.

Relevant Legislation

Local Government Act 1993
Local Government (General) Regulation 2021

DISCUSSION

In accordance with the Act, Council must adopt a Code of Conduct. Section 440(3) of the Act says:

"A council must adopt a code of conduct that incorporates the provisions of the model code. The adopted code may include provisions that supplement the model code."

Section 440(7) of the Act says:

"A council must, within 12 months after each ordinary election, review its adopted code and make such adjustments as it considers appropriate and as are consistent with this section."

When the Model Code of Conduct and Procedures were last reviewed and amended by the Office of Local Government in 2020, Councillors received a briefing on the amendments and a report was presented to Council.

Council's current Code of Conduct and the Procedures are consistent with the Model Code and Procedures. Council does not propose any amendments to its current Code of Conduct, or the Procedures for the Administration of the Code of Conduct.

It is recommended that Council adopt:

- The Code of Conduct attached at Attachment 1 to this report.
- The Procedures for Administration of the Code of Conduct attached as Attachment 2 to this report.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not provide a trigger for community engagement under Council's Community Engagement Policy.

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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

- AT - 1** Code of Conduct - *(Distributed under separate cover).*
- AT - 2** Procedures for the Administration of the Code of Conduct for Local Councils in NSW - *(Distributed under separate cover).*

oooO END OF REPORT Oooo

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INFRASTRUCTURE SERVICES

Item: 063 **IS - Dinner by the River - (95495)**

Previous Item: 076, Ordinary (27 April 2021)
 52, Ordinary (30 March 2021)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to seek approval for an exclusive use event to be held at Macquarie Park on 21 May 2022.

EXECUTIVE SUMMARY:

An application has been received from Utopian Touring to hold a 'Dinner by the River' event at Macquarie Park on 21 May 2022.

This is the third time this event is being held, with the previous two events being held at Governor Phillip Park. Utopian Touring are seeking exclusive use of an area within Macquarie Park (see map under location plan). The event proposes a music and dinner concept for 2,000 people to be held between 3.30pm and 10.30pm.

RECOMMENDATION:

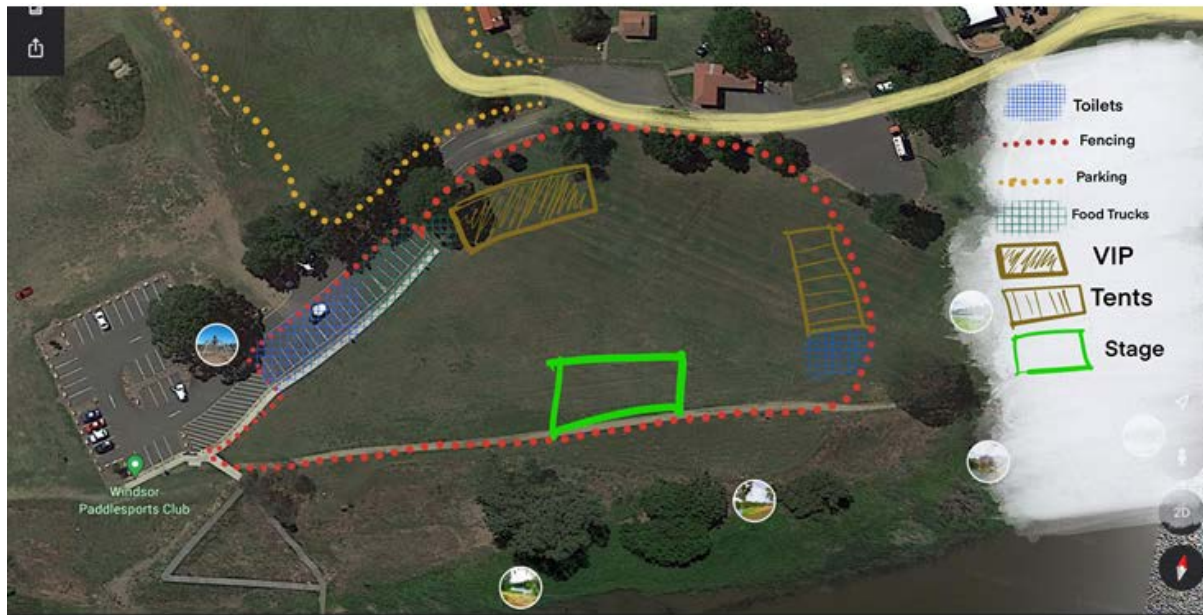
That:

1. Approval be granted to Utopian Touring for "exclusive use" of Macquarie Park for 'Dinner by the River' to be held on Saturday, 21 May 2022.
2. The approval be subject to the following conditions/documents:
 - a) Council's General Park Conditions.
 - b) Council's Fees and Charges.
 - c) The Windsor Foreshore Plan of Management.
 - d) The applicant undertaking an assessment of the event to determine if an application under the Traffic Management for Special events is required.
 - e) Preparation of the COVID-19 Safe Plan for the event
 - f) Provision of the Event Liquor License
 - g) Provision of Event Approval by Hawkesbury Local Area Command
 - h) Event Food vendors to be registered under Council 's Temporary Food Premises and Food Vending Application
 - i) Adherence to the Protection of the Environment Operations General Regulations noise guidelines for Large Outdoor Activities
 - j) Preparation of a flyer distributed to surrounding landowners/residents notifying of the event, traffic and noise impacts.
3. As the applicant have not advised alternative dates in the event of inclement weather or other circumstances, the General Manager be given authority to negotiate exclusive use on an alternate date, if required by the applicant.

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Map of Macquarie Park Set Up



Relevant Legislation

Local Government Act 1993
Crown Lands Act 2016

DISCUSSION

Utopian Touring have held two similar events, both in Governor Phillip Park, Windsor. The first was held on 28 September 2019 and the second was held on 6 June 2021 (Flood Relief Concert). Both these events went well and were well attended.

They have requested to move the event to Macquarie Park as this site was always their intended location however prior to the bridge upgrade, access into and out of the Macquarie Park was too difficult.

Dinner by the River received \$3,300 in Round 2 of the 2020/2021 Hawkesbury City Council Event Sponsorship Program. The event was due to take place at Governor Phillip Park in May 2021 but due to COVID-19 Pandemic the event did not proceed. All events that were cancelled due to the Pandemic have had their sponsorship funds rolled over to 2022. The organisers have decided to relocate the event to Macquarie Park.

Whilst the Windsor Foreshore Plan of Management does allow for large scale events at Macquarie Park this Plan is currently being updated in accordance with the Crown Lands Act 2016. Macquarie Park has been used for many events such as the Canoe Classic, Ride to Conquer Cancer and Rural Fire Service training days. Given that events have been undertaken on this site over many years the event 'Dinner by the River' would fall within this category of use of the Park.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that the Organiser be conditioned to undertake a community engagement process to identify and resolve all issues prior to the event being undertaken.

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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Future

5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers.

5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. All costs associated with the conduct of the event will be borne by the applicant. Council's fees and charges will apply.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 064 **IS - The Late John Miller - (95495)**

Previous Item: 116, Ordinary (29 June 2021)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to outline a location of an appropriate plaque or memorial for the late John Miller.

EXECUTIVE SUMMARY:

Council resolved to acknowledge the contribution of the late John Miller to the Hawkesbury community by installing a plaque or other suitable memorial of his life and achievements in a public space.

In respect to his memory, the three children of the late John Miller have been contacted regarding the location and type of memorial they felt was appropriate to honour his memory.

A memorial at Streeton Lookout was the final determination.

RECOMMENDATION:

That Council:

1. Endorse the erection of a memorial, consisting of a bronze plaque on a sandstone plinth, within Streeton Lookout to acknowledge the contribution of the late John Miller to the Hawkesbury community.
 2. Develop a Memorials Policy to guide future decision making on such requests.
-

BACKGROUND

The late John Miller was a stalwart of the Hawkesbury community. His many achievements and contributions included advocacy for flood mitigation and other infrastructure, promotion of our tourism potential, and researching and documenting our local history.

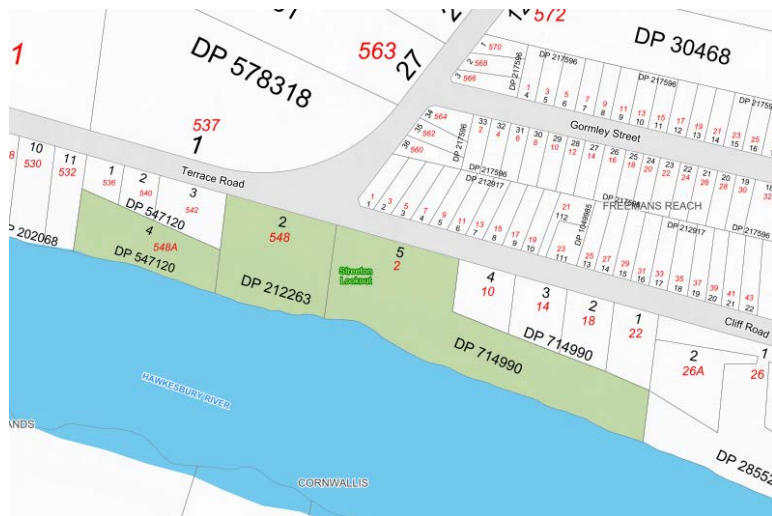
Council at its meeting of 29 June 2021 resolved:

"That:

1. *Council acknowledge the contribution of the late John Miller to the Hawkesbury community by installing a plaque or other suitable memorial of his life and achievements in a public space.*
2. *A report be provided to Council outlining a location of an appropriate plaque or memorial, the costs of the plaque or memorial and how it could be funded."*

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Location Plan – Streeton Lookout



Relevant Legislation

The matters raised in this report are subject to the Local Government Act 1993.

DISCUSSION

John Miller was an enthusiastic and energetic member of the Hawkesbury Historical Society and was recognised as an authority on Hawkesbury history. Mr Miller set up and ran the successful Hawkesbury Valley Heritage Tours and Windsor Ghost Tours that promoted the local heritage of the Hawkesbury. Mr Miller had a passion for both European and Aboriginal history and was instrumental in the installation of a memorial on Pitt Town Bottoms commemorating the first meeting between Captain Arthur Phillip and the Aborigines as well as being prominent in identifying the site of the first burial ground in Windsor which almost certainly contains the graves of the nine convicts who perished in the Battle of Vinegar Hill in 1804.

Outside of his contribution to Hawkesbury history, Mr Miller was also deeply involved in other community projects. He was Chief Warden of Hawkesbury State Emergency Services for 10 years. He was also a driving force in the Hawkesbury/ Nepean Flood Mitigation organisation in their attempt to reduce the risk of major flooding in the Valley.

Mr Miller received recognition of service to his community through the presentation of an OAM and being named as an Ambassador of the Hawkesbury by Hawkesbury City Council.

In respect to his memory, the three children of the late John Miller have been contacted regarding the location and type of memorial they felt was appropriate to honour his memory. The feedback was that Streeton Lookout be the chosen site and when it came to a memorial, it was originally suggested that a seat be erected in his honour at this location. Further discussions indicated that there are already numerous seats at this site and therefore perhaps a memorial outlining his achievements may be more appropriate. The family's preference is to have a bronze plaque outlining their father's achievements. This would be placed on a sandstone plinth and provided with an appropriately prominent location.

Wording is currently being developed however it is envisaged the plaque would be a 300mm by 300mm bronze plaque at a cost of \$500. The size of the plaque can be amended subject to the final wording. To provide a sandstone plinth and have it installed is around \$2,000. These costs can be covered from the adopted 2021/2022 Operational Plan.

Requests for Plaques and Memorials Generally

Council does not currently have a policy on the placement of memorials within our parks and accordingly each request is assessed on its merits and on the basis of the ongoing costs associated with the

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maintenance and upkeep in isolation from other memorials. This gives rise to a risk of uncontained maintenance expenses and reputational damage in the event that memorials are not adequately funded for maintenance and upkeep.

Memorials within a community setting, such as plaques, memorial bench seats and the like are not the only opportunity to commemorate the contribution of those who have made a significant contribution and now passed away.

There is also the current provision for the dedication of plaques acknowledging people with historical significance that can be awarded an Australia Day honour and these plaques are placed at the front entrance of the Council office building at 366 George Street, Windsor. There are criteria already established by the Australia Day Council for the awarding of such recognition.

In order to make informed decisions, having regard to not only the specifics of any individual request, but also the cumulative impacts of such requests, and to convey to the community the threshold for commemoration, it is recommended that a Memorials Policy be developed and that this be incorporated as an action in a future Operational Plan.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Community

- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future.
 - 2.3.1 Encourage and facilitate community partnerships.
 - 2.3.2 Support and expand active volunteering.
 - 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.
- 2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage.
 - 2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications.

It is estimated that the memorial, as described in this report, has an estimated cost of \$3,000. This would be funded through the Parks Capital Budget set aside for memorials.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 065 **SS - Investment Report - February 2022 - (95496, 96332)**

Previous Item: 040, Ordinary (22 February 2022)

Directorate: Support Services

PURPOSE OF THE REPORT:

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

EXECUTIVE SUMMARY:

This report indicates that Council held \$69.88 million in investments as at 28 February 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 February 2022 be received and noted.

BACKGROUND

Council held \$69.88 million in investments as at 28 February 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 \$69.88 million in investments held as at 28 February 2022.

Table 1 – Summary of Council's Investment Portfolio as at 28 February 2022

Product Type	Face Value	% of Total
At Call Deposits	\$2,802,031	4.0%
Term Deposits - Fixed Rate	\$65,000,000	93.0%
NSWTCorp Cash Fund	\$1,133,422	1.6%
NSWTCorp Long Term Growth Fund *	\$947,077	1.4%
Grand Total	\$69,882,530	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-	\$62,802,031	89.9%
BBB+	\$5,000,000	7.1%
NSWTCorp Managed Funds	\$2,080,499	3.0%
Grand Total	\$69,882,530	100.0%

*** NSWTCorp Long Term Growth Fund**

Council has \$1M (purchase price) invested in the NSWTCorp Long Term Growth Fund (LTGF). The current Face Value is \$947,076.49.

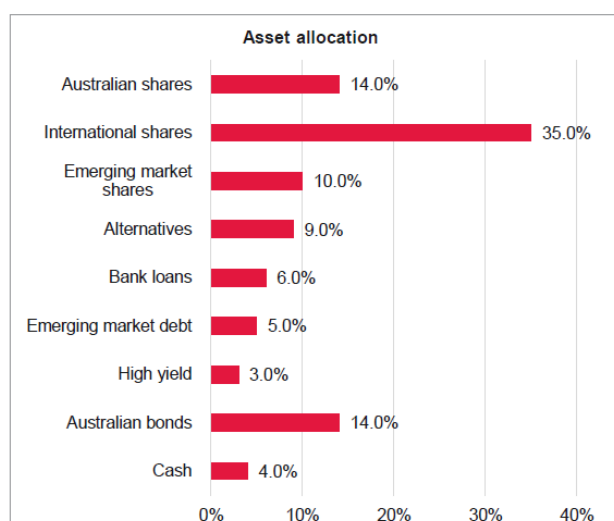
This LTGF aims to provide high exposure to growth assets, with high return potential over the long term, with a high risk of negative annual returns. It is intended to be at least a seven year investment, with occasion periods of negative monthly returns. The long run expectation of the fund is to provide a return of CPI + 3.5% p.a. over rolling 10 year periods (on an after fees and expenses basis).

The LTGF's asset allocation ranges (effective 11 March 2022) is as follows:

Asset Allocation	Ranges (%)
Equity	30 - 70
Credit	5 - 30
Fixed Income	0 - 35
Cash	0 - 15
Other Assets	0 - 25

The Australian cash and fixed interest asset exposures are managed internally by TCorp's in-house investment cash and fixed interest team. The rest of the asset classes are invested through external local and international investment managers to provide diversification across securities, asset classes, investment styles and investment managers.

As at month end, the LTGF's actual asset allocation and asset class performance are as follows:



Asset class performance	Actual return	
	1 month %	FYTD %
Australian shares	1.53	(0.45)
International shares	(2.73)	4.63
Emerging market shares	(2.85)	(6.64)
Alternatives	(0.84)	(1.70)
Bank loans	(0.65)	1.94
Emerging market debt	(3.95)	(5.48)
High yield	(0.78)	(0.16)
Australian bonds	(1.07)	(2.93)
Cash	0.02	0.01

LTGF Performance (Source: NSWTCorp)

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The LTGF Performance as an overall Fund, achieved -0.89% in the 2021/2022 financial year to date, against a benchmark of 4.8%. In the 12 month period ending February 2022, the overall Fund outperformed the benchmark of 6.65%, achieving 7.61%. The benchmark is based on the 10 year rolling CPI plus 2.5%.

Table 3 – Fixed Term Deposits

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Bank of Queensland	BBB+	A-2	17-Mar-22	0.30%	\$2,500,000
ME Bank (part of BOQ)	BBB+	A-2	03-Jun-22	0.50%	\$1,500,000
			09-Dec-22	0.70%	\$1,000,000
Commonwealth Bank	AA-	A-1+	17-Mar-22	0.40%	\$1,000,000
			29-Mar-22	0.30%	\$4,000,000
			07-Apr-22	0.40%	\$2,000,000
			21-Apr-22	0.42%	\$500,000
			27-Jun-22	0.34%	\$1,000,000
			21-Jul-22	0.41%	**\$2,000,000
			28-Nov-22	0.46%	\$2,000,000
			08-Dec-22	0.46%	\$1,000,000
			22-Feb-23	0.50%	\$2,000,000
			20-Nov-23	0.65%	\$1,000,000
	National Australia Bank	AA-	A-1+	17-Mar-22	0.29%
			11-May-22	0.45%	\$2,000,000
			27-Jun-22	0.32%	\$2,000,000
			07-Jul-22	0.35%	\$1,000,000
			22-Sep-22	0.35%	\$2,000,000
			29-Dec-22	0.45%	\$3,000,000
			08-Mar-23	0.50%	\$1,000,000
			08-Sep-23	0.60%	\$1,000,000
			19-Aug-24	0.75%	\$3,000,000
			10-Sep-24	0.80%	\$1,000,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			05-Mar-25	1.05%	\$1,500,000
			03-Nov-25	0.95%	\$500,000
			19-Nov-25	0.90%	\$500,000
			13-Jan-26	1.00%	\$500,000
			04-Mar-26	1.30%	\$1,500,000
Westpac	AA-	A-1+	28-Apr-22	0.36%	**\$1,000,000
			28-Apr-22	0.32%	\$2,000,000
			05-May-22	0.35%	**\$1,000,000
			05-May-22	0.33%	\$1,000,000
			22-Jun-22	0.35%	\$3,500,000
			07-Jul-22	0.35%	\$2,000,000
			30-Sep-22	0.34%	\$3,000,000
			11-Jan-23	0.79%	**\$3,000,000
			10-Feb-23	0.88%	**\$2,000,000
			07-Jun-23	0.90%	**\$1,000,000
			10-Nov-23	1.11%	**\$1,000,000
Grand Total					\$65,000,000

**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
Commonwealth Bank	AA-	A-1+	21-Jul-22	0.41%	\$2,000,000
Westpac	AA-	A-1+	28-Apr-22	0.36%	\$1,000,000
			05-May-22	0.35%	\$1,000,000
			11-Jan-23	0.79%	\$3,000,000
			10-Feb-23	0.88%	\$2,000,000
			07-Jun-23	0.90%	\$1,000,000
			10-Nov-23	1.11%	\$1,000,000
Grand Total					\$11,000,000

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

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$11,000,000	16.9%
Other	\$54,000,000	83.1%
Grand Total	\$65,000,000	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	97.0%	100%	Yes
A+ to A- and below	7.2%	50%	Yes
BBB+ to BBB and below	7.2%	40%	Yes
BBB- and below	0%	10%	Yes
NSWTCorp Funds	3.0%	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

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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.

Table 8 – Portfolio Return

28 February 2022	Weighted Average Monthly Return
Hawkesbury City Council – Investment Portfolio	0.044%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.005%
Performance Relative to Benchmark	0.039%

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

Relevant Legislation

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

Investment Certification

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

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Amicus has reviewed Council's investments as at 28 February 2022 and has advised as follows:

- *Council's investment portfolio annual return is around 52bps above the Bank Bill index. This return excludes at Call Accounts and NSWTCorp Managed Funds.*
- *Overall, exposures to individual entities and to credit limits have been well managed such that there is additional capacity to add exposures to any of the existing entities if an opportunity arises, or to absorb any downgrades. Amicus generally recommends its clients operate with "buffers" between policy limit maximums and minimums to provide flexibility and avoid breaches, which is the strategy adopted by Hawkesbury City Council. Council is operating well within these buffers and has capacity within its existing investment policy to expand its range of investments.*
- In the current investment environment, Amicus suggests Council pursues the following investment strategies with regards to any excess liquidity:
 - *Invest in the best Term Deposit rates available within the capacity of Policy limits. The most compelling Term Deposit offerings include:*
 - *AMP Term Deposits up to one year where the yields are in excess of 1.00% (once the rebated agency fee of 20bps from Amicus is factored in).*

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- *Westpac Green Term Deposits - Westpac is offering attractive rates and is temporarily offering "Green TD's" (i.e. ones where the proceeds are allocated only to environmentally positive projects) at the same rates as standard (non-Green) TDs. There is likely to be greater demand for ESG investments going forward so this is an opportunity to make your investment portfolio more ESG compliant/friendly while rates are still comparable. Amicus notes the recent uptake in percentage of ESG investments replacing those that matured recently.*
- *Consider investing in longer dated fixed rate investments in the current yield curve environment that is relatively steep. While interest rates may rise, taking a limited exposure to longer dated fixed rate investments to enhance current portfolio is prudent so long as these investments are with high quality institutions (major banks and other ADI's rated "A" or above).*
- *Take limited exposures (no more \$4 million of the total portfolio per entity, obviously within policy limits of 10% with a buffer) to issuers outside the Major Banks in short-dated Term Deposits if rates are attractive. This is a very low risk strategy given the steps taken by the Reserve Bank of Australia to ensure no Authorised Deposit Taking Institutions will fail due to liquidity reasons in the short-term. In making these investments, Council should consider the likely lowest overall total size of the investment portfolio over the year to ensure that total exposures to an issuer outside the Major Banks does not exceed the 10% limit because the overall portfolio size has decreased since the initial investment was made.*
- *Consider investing in Bonds and Floating Rate Notes where the yields and risks are attractive relative to Term Deposits. As per prior reports, the relative value of these two instruments varies with market conditions and there are commonly periods where one is more attractive than the other and vice versa. Currently FRN's are offering the more attractive margins.*
- *With current Term Deposit rates well below the average of Council's average annual yield investment returns will fall in the coming months and so Amicus recommends Council actively pursue the strategies outlined above to mitigate the coming impact on absolute returns.*

Restriction of Funds

Council's total investment portfolio as at 28 February 2022 included funds that are restricted as to what they can be expended on.

Table 9 – Restriction of Funds

Restriction Type	Amount	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$11,789,826	16.9%
External Restrictions - Western Parkland City Liveability Program	\$2,859,216	4.0%
External Restrictions - Bushfire and Flood Grants	\$3,007,617	4.3%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$4,485,889	6.4%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$22,437,191	32.1%
Unrestricted	\$25,302,791	36.3%
Total	\$69,882,530	100.0%

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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 2017-2036

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

Our Leadership

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

FINANCIAL IMPACT

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 066 **SS - Code of Meeting Practice - (95496, 96333, 79351)**

Previous Item: 013, Ordinary (25 January 2022)
 204, Ordinary (26 October 2021)
 041, Ordinary (23 February 2021)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the outcome of the public exhibition of the Draft Code of Meeting Practice, and to seek adoption of the Code of Meeting Practice.

EXECUTIVE SUMMARY:

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

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

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

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

Council at its meeting on 25 January 2022 resolved to place the Draft Code of Meeting Practice on public exhibition. The Draft Code contained the new mandatory and non-mandatory provisions from the Model Code. The public exhibition and period during which submissions could be made on the Draft Code ended on 16 March 2022.

No submissions were received.

RECOMMENDATION:

That Council adopt the Code of Meeting Practice, attached as Attachment 1 to the report.

BACKGROUND

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

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

Council's adopted Code of Meeting Practice is based on the Model Code prescribed by the Regulations on 14 December 2018.

Council last adopted a Code of Meeting Practice on 23 February 2021.

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

At its meeting on 25 January 2022, Council resolved to place on exhibition a Draft Code of Meeting Practice, which is attached as Attachment 1 to this report. The exhibited Draft Code of Meeting Practice contained new mandatory provisions concerning the following:

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

The exhibited Draft Code of Meeting Practice contained new non-mandatory provisions concerning the following:

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

In relation to attendance at meetings by audio-visual link, Clause 5.2 of Council's Code of Meeting Practice is as follows:

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

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

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

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

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

The non-mandatory provisions were inserted into the Model Code prescribed in November 2021 following consultation with Councils during 2021. As the exemption from the requirement to be personally present at meetings expires on 30 June 2022, Councils that do not adopt the non-mandatory provisions concerning attendance by audio-visual link by that date will be able to meet only with all Councillors personally present.

The Draft Code of Meeting Practice was publicly exhibited for 42 days from 3 February to 16 March 2022. The exhibited Draft Code included the new mandatory and non-mandatory provisions set out in the report.

No submissions were received in response to the public exhibition.

New Model Code – Mandatory Provisions

The new Model Code contains the following new mandatory provisions.

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Statement of ethical obligations

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

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

Webcasting of meetings

- 5.33 *Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.*
- 5.34 *At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:*
- (a) the meeting is being recorded and made publicly available on the council's website, and*
 - (b) persons attending the meeting should refrain from making any defamatory statements*
- 5.35 *The recording of a meeting is to be made available on the council's website:*
- (a) at the same time as the meeting is taking place, or*
 - (b) as soon as practicable after the meeting*
- 5.36 *The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.*
- 5.37 *Clauses 5.35 and 5.36 do not apply to any part of the meeting that has been closed to the public in accordance with section 10A of the Act.*

Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation

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

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

Attendance of the General Manager and other staff at meetings

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

Acts of disorder

- 15.11 *A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:*
- (d) insults, makes unfavourable personal remarks about or imputes improper motives to any other council official, or alleges a breach of the code of conduct*

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

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

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

New Model Code – Non-Mandatory Provisions

The following is a summary of the new **non-mandatory** provisions in the Model Code:

Cancellation of meeting

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

Meetings held by audio-visual link

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

Attendance by Councillors at meetings by audio-visual link

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

Process for adoption of a Code of Meeting Practice

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

- Prepare of a draft Code
- Publicly exhibit the draft Code for not less than 28 days

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

Relevant Legislation

Local Government Act 1993
Local Government (General) Regulation 2021

DISCUSSION

The mandatory provisions of the new Model Code must be included in the Code of Meeting Practice adopted by Council and were therefore inserted unaltered in the Draft Code of Meeting Practice placed on public exhibition.

The non-mandatory provisions concerning attendance by audio-visual link were brought into the Model Code following a period of consultation.

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

If Council adopts the non-mandatory provisions concerning attendance by audio-visual link, Councillors would be encouraged to make applications as soon as practicable prior to the meetings.

The current Code of Meeting Practice was reviewed, and it has been amended as outlined in this report, prior to being placed on public exhibition. The Draft Code of Meeting Practice has not been amended in response following the public exhibition and opportunity to provide submissions as no submissions were received.

Accordingly, it is recommended that Council adopt the Code of Meeting Practice attached as Attachment 1 to this report.

COMMUNITY ENGAGEMENT

The issues raised in this report do not concern matters which constitute a trigger for further community engagement under Council's Community Engagement Policy.

Information about the Draft Code of Meeting Practice was:

- Publicly exhibited for 42 days. The Draft Code of Meeting Practice was available on Council's website on the YourHawkesbury-YourSay page.
- Advertised by Social Media.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

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

Our Leadership

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

1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.

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

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

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

oooO END OF REPORT Oooo

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Ordinary

Section **4**

Reports
of committees

ORDINARY MEETING

SECTION 4 - Reports of Committees

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SECTION 4 - Reports of Committees

Item: 067 **ROC - Local Traffic Committee - 14 March 2022 - (80245)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 14 March 2022. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

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

DISCUSSION

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

- Special Event Traffic – Hawkesbury Show 2022
- Special Event Traffic – All Holden Day – Holden Display Day 2022
- General Traffic Matter – Proposed Upgrade Works and Intersection Control measures to Brennans Dam Road, Old Stock Route Road, Commercial Road and Old Hawkesbury Road, Vineyard.

ATTACHMENTS:

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

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

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

ATTENDANCE

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

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

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

RESOLVED on the motion of Councillor Mary Lyons-Buckett, seconded by Ms Thera 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 Mary Lyons-Buckett, seconded by Ms Thera Hobbs, that the Minutes from the previous meeting held on Monday, 14 February 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 - Hawkesbury Show 2022 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 74207, 123265)

REPORT:

An application has been received on behalf of the Hawkesbury District Agricultural Association seeking approval (in traffic management terms) to conduct the Hawkesbury Show between 06 to 08 May 2022 within the Hawkesbury Showground, Clarendon.

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

The event organiser has advised:

- The Hawkesbury Show is a major community event, featuring agricultural displays, rides, show bags, sideshows, business promotions and arts and craft shows that have been held at the showground for over 130 years. The event was held in 2021.

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- The times for operation are proposed from 9am to 11:30pm for both Friday, 06 and Saturday, 07 May, and 9am to 5pm for Sunday, 08 May 2022.
- It is expected that the exhibitors and workers will start to arrive at the site from 6am daily and will come and go until 11:30pm on Friday and Saturday nights. The final pack-down of the Show will occur after the Sunday closing time of 5pm, with vehicular movements expected to continue up to 6pm.
- The showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is expected to attract approximately 3,500 participants.
- The event is expected to attract approximately 70,000 visitors over the three days it will operate.
- It is estimated approximately 26% of the total number of visitors will attend the show on Friday, 42% will attend the show on Saturday and 32% will attend the show on Sunday.
- It is anticipated that most visitors (an estimated 85%) will travel by car. They will park within the Hawkesbury Showground car parking area, the UWS Hawkesbury Campus/Clarendon paddock, the Hawkesbury Equestrian Centre (Racecourse), or in the road reserve areas of Hawkesbury Valley Way and Racecourse Road and walk to one of the pedestrian entry gates.
- An additional train will be provided by Sydney Trains on the Saturday and Sunday, with the train terminating at Clarendon Station and returning towards Blacktown. The additional train will not affect traffic crossing the railway line.
- Due to the excessive traffic delays experienced in 2021, the traffic management for the site has been reviewed and changes proposed to better control access to and from the event site. This has included meeting with the various stakeholders involved with the event.
- Patrons travelling by train will use the Gates 1, 2 and 3 which are accessed from Racecourse Road. It is likely that Gate 1 will be the main point of access for commuters to gain access – which is located at the northern point of the Showground.
- Traffic controllers will be used near the railway level crossing to safely manage pedestrians that either travel by train to Clarendon Station, park within the Racecourse or along Racecourse Road near Gate 1. In addition to this the Railway parking area on the western side of Racecourse Road, north of Gate 1 will be closed off and used as a pedestrian holding area. This will separate pedestrians and moving traffic along Racecourse Road.
- Traffic controllers will manage the movement of pedestrians in the vicinity of the railway line and from the railway station, crossing Racecourse Road to Gate 1. The Traffic controllers will control traffic along Racecourse Road and the access road to the Racecourse.
- In addition to the roadway areas, accredited traffic controllers will be used within the showground to manage pedestrian movements between the event parking and pedestrian entry gates 7 and 13.
- Vehicle access to and from the Showground car park for the 2022 event will be changed from previous years. This will result in turn restrictions and traffic control points being established/implemented along several of the access roads:
 - Hawkesbury Valley Way – Ban the right turn into Racecourse Road between 8am to 9pm for both Friday, 06 and Saturday, 07 May, and 8am to 3pm on Sunday 08 May 2022.
 - Traffic controllers to manage the right turn out of Racecourse Road onto Hawkesbury Valley Way between 8am to 11:30pm for both Friday, 06 and Saturday, 07 May, and 8am to 6pm on

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- Sunday 08 May 2022. The Traffic controllers to ensure that traffic along Hawkesbury Valley Way is not held for more than 1 minute.
- Traffic controllers to manage traffic queues in Racecourse Road and prevent queuing across the Railway level crossing and pedestrians crossing Racecourse Road.
 - Blacktown Road – Ban the right turn into Racecourse Road between 8am to 11:30pm for both Friday, 06 and Saturday, 07 May, and 8am to 6pm on Sunday 08 May 2022. This will result in left in and left out movements at Racecourse Road.
 - Blacktown Road at the University Private Road will operate under traffic control for the entry and exit sequencing for event traffic.
-
- An alternate Bypass route will be available for motorist to travel between Richmond and Windsor and avoid Hawkesbury Valley Way near Racecourse Road. The bypass route will be along Bourke Street, Francis Street, Jersey Street, Dight Street and Percival Street. A number of VMSs will be provided to guide the traffic along this route for traffic travelling in both directions.
 - The majority of the visitors will park within the Hawkesbury Showground in the dedicated Hawkesbury Showground Car Park adjacent to the western boundary of the Showground. Access will be from either Racecourse Road or Blacktown Road.
 - Access from Racecourse Road to the Showground carpark for patrons will be mainly from Gate 4 along Racecourse Road with early entry from Gate 5.
 - Event early entry will operate between 6am to 8am for all the three days from Gate 5.
 - Event general entry will operate between 8am to 11:30pm for both Friday, 06 and Saturday, 07 May, and 8am to 6pm on Sunday 08 May 2022 from Gate 4.
 - The access road from Gate 4 will allow for two-way traffic flow.
 - Event general exit from the Showground carpark onto Racecourse Road will be from Gate 5. This will be permitted between 8am to 11:30pm for both Friday, 06 and Saturday, 07 May, and 8am to 6pm on Sunday 08 May 2022.
 - Access to and from the Showground Road for Staff, Stall Holders, Trade, Livestock Floats and Catering will be from Racecourse Road.
 - Entry will be through Gates 2 and 3 and will operate between 6am to 8am for all the three days.
 - Exit will be through Gate 4 with the access road operating to allow two-way traffic flow and will operate between 8am to 11:30pm for both Friday, 06 and Saturday, 07 May, and 8am to 6pm on Sunday 08 May 2022.
 - Access from Blacktown Road to the Showground carpark for patrons will be from the University Private Road and the access road will operate as a one way road for entry and exit depending on the times of operation.
 - Event entry will operate between 6am and 9pm for both Friday, 06 and Saturday, 07 May, and 8am to 3pm on Sunday 08 May 2022.
 - Event exit will operate between 9pm and 11:30pm for both Friday, 06 and Saturday, 07 May, and 3pm to 6pm on Sunday 08 May 2022.
 - The splitting of the access points compared to the 2021 event will prevent the queuing of vehicles along the access roads such as Hawkesbury Valley Way, Blacktown Road and Racecourse Road.
 - It is expected that there will be impacts on traffic during the opening hours and for 1 to 2 hours before and after closing times. The impact generally will be in the form of traffic delays in the vicinity of the site, as vehicles enter and leave the event, and negotiate the intersections with adjoining roads, with moderate delays expected during peak traffic times. It is anticipated that the changes proposed for the 2022 event will minimise the traffic delays experienced during the 2021 event.
 - It is expected that approximately 20,000 vehicles will travel to this area during the three days of the Show.

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- Parking is available for more than 20,000 vehicles each day
- 'Free Parking' signs are to be located at Hawkesbury Valley Way, Blacktown Road and Racecourse Road directing vehicular traffic into the Hawkesbury Showground.
- To prevent significant vehicular traffic congestion whether entering or leaving Racecourse Road between Hawkesbury Valley Way and the Clarendon Railway Crossing, it is proposed to provide a temporary fence around the 'triangle' Reserve Land located in this area. This will prevent the unauthorised parking of motor vehicles in this area. The concrete pedestrian path adjacent to Hawkesbury Valley Way will not be obstructed or the required sight distance for vehicles exiting Racecourse Road.
- Mobile VMS Units will be erected along March Street, Castlereagh Road, Lennox Street, Hawkesbury Valley Way, Blacktown Road, and Racecourse Road notifying motorists of the access points for the event parking and alternative/bypass route around the event site.
- Certified Traffic Controllers are to be used at all intersecting points with additional Traffic Controllers being available as required to direct traffic.
- Application has been made with Transport for NSW – TfNSW (formerly RTA/RMS) for the following speed limit reductions to improve safety around the event precinct;
 - Hawkesbury Valley Way, speed reduction from 70km/h to 60km/h extending approximately 200 to 300metres either side of Racecourse Road.
 - Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street.
 - Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of Racecourse Road and The Driftway with the speed zone also extending into these roads for approximately 100 to 200metres.
 - Blacktown Road, speed reduction from 80km/h to 60km/h extending approximately 300 to 400metres either side of the University Private Road and Campus Road with the speed zone also extending into these roads for approximately 100 to 200metres.

Details of the Event Site Plan, Traffic Control Plans for Intersection Controls, Entry and Exit into the Showground, Alternate Bypass Route Plan and VMS Location Plan are contained in Attachments 1 to 9.

Discussion

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor distributor rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser has indicated that access to the showground will be split with access from both Racecourse Road via Hawkesbury Valley Way and the University Private Road via Blacktown Road. Both Hawkesbury Valley Way and Blacktown Road are state roads.

The splitting of the access points compared to the 2021 event will prevent the queuing of vehicles along the access roads such as Hawkesbury Valley Way, Blacktown Road and Racecourse Road.

Pedestrian movements are expected along Racecourse Road from Clarendon Station or those patrons who park in the road reserve areas of Racecourse Road and Hawkesbury Valley Way as well as the Hawkesbury Equestrian Centre.

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. There will be traffic impacts along Blacktown Road as well. The turn bans proposed along Hawkesbury Valley Way and Blacktown Road will assist with the movement of traffic along these roads and traffic flow into the car park. To improve traffic and pedestrian safety around the event precinct, the

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event organiser has applied to Transport for NSW – TfNSW (formerly RTA/RMS) for the following speed limit reductions:

- Hawkesbury Valley Way, speed reduction from 70km/h to 60km/h extending approximately 200 to 300metres either side of Racecourse Road.
- Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street.
- Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of Racecourse Road and The Driftway with the speed zone also extending into these roads for approximately 100 to 200metres.
- Blacktown Road, speed reduction from 80km/h to 60km/h extending approximately 300 to 400metres either side of the University Private Road and Campus Road with the speed zone also extending into these roads for approximately 100 to 200metres

The provision of the alternate bypass route will allow motorist to avoid the event area along Hawkesbury Valley Way when traveling between Richmond and Windsor. The bypass route along Bourke Street, Francis Street, Jersey Street, Dight Street and Percival Street may have a minor impact to the local community along these roads. The event organiser will be required to undertake a letter box drop to all affected properties within the event precinct which also includes the alternate bypass route.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed traffic control measures along Hawkesbury Valley Way, Blacktown Road, Racecourse Road and the surrounding road network that will affect the movement of traffic along these roads as well as the potential impact across the railway level crossing at Clarendon Station.

It would be appropriate to classify the event as a “Class 1” 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 which includes the Speed Zone reductions and traffic control on the nominated State roads, and there may be significant disruption to the non-event community.

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

The event organiser has submitted the following items in relation to the event: Attachment 10 (ECM Document Set ID No: 7842195):

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. Transport Management Plan – referred to in the application as Special Event Traffic Management Plan (TMP) and Traffic Control Plans (TCP),
5. Copy of the Road Occupancy License Application and Speed Zone Authorisation Application forms submitted to Transport for NSW – TfNSW (formerly RTA/RMS).

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

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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 Hawkesbury Show 2022 planned for between 06 to 08 May 2022, within the Hawkesbury Showground, Clarendon, be classified as a “Class 1” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation’s web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire 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 application including the TMP, and the associated TCP is to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation as this is a Class 1 event.
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a “Class 1” event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads) as well as the proposed temporary speed reductions required for the following roads;
 - Hawkesbury Valley Way, speed reduction from 70km/h to 60km/h extending approximately 200 to 300metres either side of Racecourse Road.
 - Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street.

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- Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of Racecourse Road and The Driftway with the speed zone also extending into these roads for approximately 100 to 200metres.
- Blacktown Road, speed reduction from 80km/h to 60km/h extending approximately 300 to 400metres either side of the University Private Road and Campus Road with the speed zone also extending into these roads for approximately 100 to 200metres.

a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;

- 4f. as the event requires traffic control on public roads and the provision of the Crossing Points, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event and along the alternate bypass route, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Transport for NSW – TfNSW (formerly TMC and RTA/RMS) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);

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- 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 Mary Lyons-Buckett, seconded by Ms Thera 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 Hawkesbury Show 2022 planned for between 06 to 08 May 2022, within the Hawkesbury Showground, Clarendon, be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
- 3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
- 4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 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 application including the TMP, and the associated TCP is to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation as this is a Class 1 event.
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a "Class 1" event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads) as well as the proposed temporary speed reductions required for the following roads;
- Hawkesbury Valley Way, speed reduction from 70km/h to 60km/h extending approximately 200 to 300metres either side of Racecourse Road.
 - Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street.
 - Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of Racecourse Road and The Driftway with the speed zone also extending into these roads for approximately 100 to 200metres.
 - Blacktown Road, speed reduction from 80km/h to 60km/h extending approximately 300 to 400metres either side of the University Private Road and Campus Road with the speed zone also extending into these roads for approximately 100 to 200metres.
- a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. as the event requires traffic control on public roads and the provision of the Crossing Points, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event and along the alternate bypass route, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

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- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Transport for NSW – TfNSW (formerly TMC and RTA/RMS) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed 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.

Item: 2.2 LTC - All Holden Day - Holden Display Day 2022 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 114515)

REPORT:

Introduction

An application has been received from All Holden Day Inc. seeking approval (in traffic management terms) to conduct the All Holden Day – Holden Display Day 2022 within the Hawkesbury Showground, Clarendon, on Sunday, 07 August 2022, which includes a 2 day Swap Meet to be held on Saturday, 06 August and Sunday, 07 August 2022.

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

The event organiser has advised:

- The event has been held for the past 32 years.
- The event is a display day for all original and modified Holden vehicles.
- The event includes a swap meet on Saturday, 06 August and Sunday, 07 August 2022.
- The event will be conducted between 6am and 5pm for both days.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.

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- The event is located within the Hawkesbury Showground only.
- The event is expected to attract approximately 800 entrant's vehicles (capped) and 12,000 visitors.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area and will be directed into the site via Gate 4, by accredited traffic controllers. Exit from the showground will be via Gate 1.
- There may be an increase to traffic flow on Hawkesbury Valley Way and Racecourse Road on the Sunday morning, with the majority of vehicles arriving between 6am and 8am. Traffic controllers will monitor queue lengths along Racecourse Road to ensure vehicles do not queue across the Railway level crossing.
- Traffic controllers will monitor the exit of vehicles from the showground. If there are issues with vehicles turning right into Hawkesbury Valley Way from Racecourse Road due to heavy traffic on Hawkesbury Valley Way that may result in vehicles queuing across the railway tracks, vehicles will be directed to run right out of Gate 1 onto Racecourse Road and travel towards Blacktown Road.
- Advance warning with VMS shall be installed at 5 locations which include Windsor Road, Hawkesbury Valley Way and Blacktown Road.

Details of the Event Layout Plan, Traffic Movement Plan and VMS Messaging Plans are contained in Attachments 1 to 4.

Discussion

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

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter the parking area from Gate 4. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCPs) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road as well as the potential impact across the railway level crossing at Clarendon Station.

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 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

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The event organiser has submitted the following items in relation to the event: Attachment 5 (ECM Document Set ID No: 7846444):

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. Transport Management Plan – referred to in the application as Special Event Traffic Management Plan (TMP) and Traffic Control Plans (TCPs),
5. Event and Parking Layout for the Showground,
6. VMS Location plans for Blacktown Road, Hawkesbury Valley Way and Windsor Road.
7. Copy of the application to the NSW Police Force,
8. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Richmond and Windsor Fire Brigade (Fire & Rescue NSW) and SES.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The All Holden Day – Holden Display Day 2022 event within the Hawkesbury Showground, Clarendon, on Sunday, 07 August 2022, which includes a 2 day Swap Meet to be held on Saturday, 06 August and Sunday, 07 August 2022 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & 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.

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(information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating the submitted Traffic Control Plans (TCPs) to Council and Transport for NSW – TfNSW (formerly RTA/RMS) for acknowledgement and concurrence respectively;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 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 notify the details of the event to the NSW Rural Fire Service 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 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;
- 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 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;

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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 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);
- 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.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mary Lyons-Buckett, seconded by Ms Thera 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.
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3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
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- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating the submitted Traffic Control Plans (TCPs) to Council and Transport for NSW – TfNSW (formerly RTA/RMS) for acknowledgement and concurrence respectively;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
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- 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);
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- 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 and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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- 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 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 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);
- 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.

Item: 2.3 LTC - Proposed Upgrade Works and Intersection Control measures to Brennans Dam Road, Old Stock Route Road, Commercial Road and Old Hawkesbury Road, Vineyard - (Hawkesbury) - (80245, 73625, 123265, 147643)

REPORT:

Road upgrades are being undertaken as part of the 2021/2022 Operational Plan along Brennans Dam Road, Old Stock Route Road, Commercial Road and Old Hawkesbury Road in Vineyard. Three of these roads converge at one common intersecting point in the vicinity of the Killarney Chain of Ponds.

The approaches to the intersection of Brennans Dam Road, Old Stock Route Road and Commercial Road in the vicinity of Killarney Chain of Ponds are unsealed. In addition to this, an unsealed section of Old Hawkesbury Road intersects with the unsealed section of Brennans Dams Road.

The upgrade works consist of constructing and sealing the approaches to the intersection of Brennans Dam Road, Old Stock Route Road, Commercial Road and a small section of Old Hawkesbury Road. Whilst the sealing of the roads is primarily at the respective intersections, the works in Brennans Dam Road and Old Stock Route will extend to the existing sealed sections of these roads in the order of 140metres and 270metres respectively. The road network is outlined in Figure 1.

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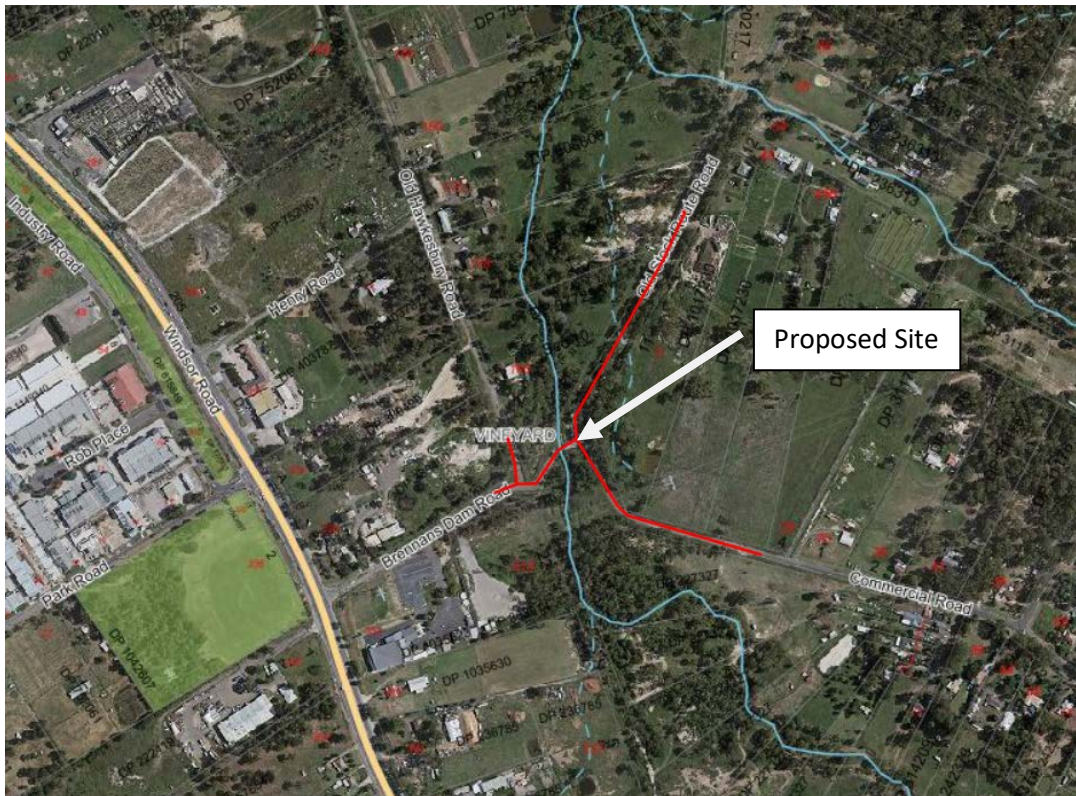


Figure 1: Intersection Location Diagram

The current layout of the intersection is that Brennans Dams Road forms a T-Junction with Old Stock Route Road and Commercial Road, with Give Way controls only in the Commercial Road approach. The three road approaches comprise of two lanes with the Culvert in Brennans Dams Road being a single lane culvert consisting of triple 375mm diameter pipes. The upgrade works do not include widening the existing single lane culvert across the Killarney Chain of Ponds.

The upgraded roads will comprise of a minimum width of 7 metres of seal, with 3 metre travelling lanes narrowing to 2.5metres on the approach to the single lane culvert which is approximately 4 metres in width. Giveway controls will be provided in Brennans Dam Road, Commercial Road and Old Hawkesbury Road with Old Stock Route Road having the priority movement with Brennans Dam Road the secondary movement. Commercial Road and Old Hawkesbury Road will act as side roads. The overall works will improve user comfort and road safety for current traffic, property access, street drainage flows and reduce the need for additional future maintenance.

This is low speed and low traffic environment and trucks negotiating this area are mainly 8.8m Service Vehicles. The existing turning capacity for vehicles at the intersection will remain. Longer vehicles are also capable of negotiating this area and would do so under the allowances of the Australian Road Rules.

The speed limit along Old Stock Route Road and Commercial Road is 70kph, with the other roads not signposted with speed limits, with Brennans Dam Road accessed from Windsor Road which has a speed limit of 80kph. The existing single lane culvert acts as a traffic calming device as vehicles can only negotiate this in a one-way direction.

The Crash pattern at this intersection is made up of Off Carriageway Crashes. There were two non-Injury Accidents recorded in the 5 year period between 1/07/2014 and 30/06/2019. As part of the design process a road safety audit has also been undertaken which concurs the measures outlined in Attachment 1.

Details of the proposed intersection treatment work is included in Attachment 1.

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RECOMMENDATION TO COMMITTEE:

That the road upgrade works, which includes the Giveway controls, pavement widening and sealing, line marking, signage and associated works, at the intersection of Brennans Dam Road, Old Stock Route Road, Commercial Road and Old Hawkesbury Road, Vineyard be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 20008D16).

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the road upgrade works, which includes the Giveway controls, pavement widening and sealing, line marking, signage and associated works, at the intersection of Brennans Dam Road, Old Stock Route Road, Commercial Road and Old Hawkesbury Road, Vineyard be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 20008D16).

SECTION 3 - Reports for Information

There were no Reports for Information.

SECTION 4 - General Business

There was no General Business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 11 April 2022 at 3pm in the Small Committee Room.

The meeting terminated at 3:35pm.

oooO END OF REPORT Oooo

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Ordinary

Section 5

Notices of motion

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SECTION 5 - Notices of Motion

Item: 068 **NM1 - Retention of Iconic Features of Windsor Mall - (155345, 79351)**

Submitted by: Councillor Djuric

NOTICE OF MOTION:

That:

1. During the implementation of the liveability project, Council retains, in situ, such iconic items as:
 - a) The rotunda in front of 156 George Street
 - b) The rotunda wisteria plants
 - c) The water wheel
 - d) The gas lamps
 - e) The platanus trees that line the Mall toward the water wheel.
2. Council remove the raised pavers around the base of the wisteria plants and replace them with a suitable safety matting.

BACKGROUND

Due to the upcoming implementation of the Liveability Project, Community Groups, Business Owners and Community Members are passionately voicing their concerns on the importance of retaining and protecting the unique features in our Windsor Mall.

These unique features are as equally important as our historical features, which together draw in valuable tourism dollars for the security and growth of our small business sector, who in turn employ members of our local families.

I believe these features are now earmarked to be removed and therefore is the driving force of community concern and particularly a feeling of a lack of adequate consultation where members of the public believed the issue of retention of these items was secured in earlier Council meetings.

This matter has been put forward in response to a broad concern that the community wants these elements preserved because they believe it is extremely important to maintain the valuable aesthetics of one of the oldest European settlements in Australia.

NOTE BY MANAGEMENT

The following management response will aim to summarise the work that has been undertaken since 2018 in regard to the Western Parkland City Liveability Program.

Background

The Western Parkland City Liveability Program is a key commitment of the Western Sydney City Deal. The City Deals Liveability Program was established to enable each Council to implement a project to provide infrastructure improvements that will improve the built and natural environments and enable economic and social prosperity. The total value of the Liveability Program is \$18.75 million per Council comprising \$15 million from the Commonwealth and State Government and a further matching \$3.75 million from Council. In September 2018, under this Program, Council resolved to undertake town centre improvements in Richmond, South Windsor and Windsor. Originally the City Deal funding was required to be expended by

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April 2022, however this has now changed to June 2023 due to impact of natural disasters and COVID-19 Pandemic.

Please note that following a thorough Assurance process with the State and Federal funding bodies Council has committed to meeting key milestones for the delivery of the project.

In addition to the Liveability Grant Council also secured a Greening Our City Grant valued at \$1,244,000. This money is to be expended by December 2022.

Windsor Mall officially opened as a pedestrian mall and closed to vehicular traffic in 1985. (Facebook Group called Windsor Mall History Group - <https://www.facebook.com/groups/441844786003090> this site contains photos of the official opening and some comments regarding the mall going into decline as soon as it was closed to vehicular traffic).

Since 1985 Council has spent minimal funds with a focus on essential maintenance only. The area has been in decline for many years with many businesses complaining about the lack of attention and neglect. This is part of the reason why Windsor was considered for the Liveability Grant.

There have been key stages to the project as outlined below:

- Securing the grant
- Developing a Masterplan and Public Domain Plan, including community and stakeholder engagement
- Exhibiting the Masterplan and Public Domain Plan and stakeholder engagement
- Undertaking detail design, including community and stakeholder engagement
- Preparing the tender for construction

Secure the Grant	
Council confirm project to be submitted for Liveability funding – Richmond, South Windsor and Windsor masterplans and public domain plans.	Complete Nov 2018
Liveability grant submission to State Government.	Complete Feb 2019
Breakdown of stages of the \$18.75m funding provided to State Government.	Complete March to Sept 2019
Masterplan	
Expression of Interest followed by tender process to engage consultants to assist in the development of the masterplan and public domain plans.	Complete October 2019 to March 2020
Engaged Urbis.	
Urban Design and Place Analysis Comprehensive analysis of the town centres including urban design elements and numerous strategic plans, policies and studies.	Complete April 2020
Community and Stakeholder Engagement: <ul style="list-style-type: none"> • Business Street Walks (over 150 businesses); • Stakeholder Workshops (including Council's Town Centre Working Group, the Project Control Group, Chamber of Commerce, local businesses, clubs and education providers); • Pop-up engagement stalls in each town centre; • Social media posts (100+ comments); • Online survey (337 responses); • Dedicated email line (10 emails); • Dedicated phone line (1 call); and • Postcards (850 distributed). 	
Councillor briefing - outline of community engagement process and call for suggestions/project ideas.	Complete July 2020
Indigenous engagement Engagement with the local Aboriginal community was undertaken during the months of June and July 2020.	Complete July 2020

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Exhibition of the Draft Masterplan and Public Domain Plans	
Draft masterplan and public domain plans submitted to Council meeting 28 July 2020 to place on exhibition. Draft Master Plan and Public Domain Plan Interactive Summary Document developed for use during the public exhibition period.	Complete July 2022
<p>The Liveability Project Public Exhibition from 1 to 31 August 2020. The following activities were undertaken:</p> <ul style="list-style-type: none"> • Business Street Walks; • Stakeholder workshops (including Council's Town Centre Working Group, the Project Control Group, Chamber of Commerce, local businesses, clubs and education providers); • Dedicated Project Information page on Your Hawkesbury Your Say (1,218 visitors); • An interactive summary digital version of the Master Plan foundation document was prepared for use during the public exhibition period (439 views/downloads); • Project fact sheet (109 views/downloads); • Online survey (397 responses); • Hard copy surveys and documents for perusal located at the main Library at Windsor, Richmond Library and at the Customer Service area in the Administration building; • Face to face engagement stalls in each town centre; • Social media posts (19 posts with 280 comments); • Direct email to the Business Database and inclusion in the Business Newsletter; • Written submissions (3 responses received); • Postcards (800 distributed). 	Complete August 2020
<p>The master plan adopted by Council at Ordinary meeting of 29 September 2020 and the project moved into detailed design.</p> <p>The detail design plans have focussed on the prioritised projects as identified by Councillors at the Council meeting 29 September 2020 across all 3 centres.</p>	September 2020

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Detail Design	
Procurement Process – Tender to Engage contractors to undertake detail design.	Complete December 2020
Applied for and successfully secured the Greening Our City Grant \$1,244,000.	Complete December 2020
Engaged consultants Place Design Group.	February 2021
Place Design Group have undertaken the following: <ul style="list-style-type: none"> Detailed review of all documentation Inception Meeting with Council and Site Visit Detailed Site Surveys undertaken of each town centre Aboriginal Due Diligence Assessment (ADDA) (including background research, field investigations, reporting and mapping) Historic Heritage Assessment for each town centre Engineering Assessment Safety and Accessibility Assessments Road Safety Audit Flood Risk Analysis by Hydraulic Engineers Stakeholder Engagement x 10 meetings including Meetings with specialists. These include furniture materials and structures suppliers advanced stock tree suppliers, Street tree root system technology suppliers (underground root soil cells), traffic engineers, Accessibility Consultant etc. Detail Concept cost Estimates Concept Design Plans finalised Statement of Heritage Impacts Reports Undertake underground utility assessment and mapping Final Design Package Heritage NSW approvals. <p>A variety of engagement continued through this detailed stage. As above</p>	March 2021 – to Current
<ul style="list-style-type: none"> Tender for tree supply and holding. Awarding tender to specified supplier Tree impact. 	September 2021
Conducted a pilot Parklet trial in both in November and December 2021 in Richmond. During this time Council officers sought feedback on the trial and undertook further one on one discussions with businesses	November/December 2021
<ul style="list-style-type: none"> Expressions of interest process run to seek potential panel contractors Shortlisted contractors selected to participate in the tender process for the construction of 3 x Town centres. 	December 2021
Traffic Committee Approval.	March 2022
Tender and Construction	
Currently inviting tender responses for construction for South Windsor and Richmond.	April 2022
Plan to commence construction for South Windsor and Richmond Town Centres.	May 2022
Plan to undertake tender for construction for Windsor (once heritage NSW approved).	Mid-2022
Commence construction for Windsor Town Centre.	June 2022
Finalise expenditure of the grant. This is dependent on weather, and any potential issues that may arise once construction commences.	June 2023

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Feedback from Community and Business Engagement

Below summarises all the comments received through the various engagement stages:

Master Plan - Community and Stakeholder Consultation

Feedback included a mixture of macro and micro level thoughts and ideas including:

- Cleaning up and revitalising the Mall
- The Mall open to vehicular traffic
- Street trees and planting
- Place to sit
- Water play
- Space for the community gather
- Encourage farmers market
- Encourage tourism and create a campaign
- Make it easier for 'pop ups', little festivals, events and buskers
- Create a "tourist" route and use tourist buses to generate income
- Fill the empty shops
- Attract diverse café's and businesses
- Show off our heritage and beauty (like Berry does)
- More intensive production for agribusiness
- Shouldn't re open the Mall for through traffic - leave it closed
- Small businesses are great for the area -keep them here
- Unsafe at night - make it safe
- Activate Windsor through the week
- Keep the rural and country charm (don't become suburbia)
- More trees and more shade
- Pollen
- Do up heritage listed buildings including post office and banks etc
- Rundown buildings need to be fixed
- Windsor and surrounding area is a major food bowl. This strength should be maximised through creating a brand and economy around horticulture
- Green boulevards down George Street from Thompson Square to the train station
- Get rid of the Mall because a main street or high street cannot thrive with a Mall. The population cannot support the Mall
- Windsor's heritage component is what makes it delightful
- Through traffic in the mall to increase passive surveillance and vibrancy
- Capacity building programs.

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The following image is from the master planning document specific to Windsor.

WHAT WE HEARD

WINDSOR

WHAT YOU LIKED

- The community feel
- Heritage buildings
- Wide, open spaces
- Variety of shops
- People who care about their shops and the mall space

WHAT YOU DIDN'T LIKE

- The mall area looks dirty and is dated
- Tourists not spending money in the town, just passing through
- Open disrespect for the law in a public space
- The approvals for Coles and Woolworths which has reduced foot traffic and spending in the main streets
- No food or beverage options past 3:00pm
- Parking restrictions make it hard for people to spend longer time here
- High number of vacant tenants in the mall

YOUR BIG IDEAS

- Open the end of the mall near Fitzgerald Street to cars and allow traffic through.
- Put a play area in the mall between Kable Street and Baker Street
- Water play area in the mall between Kable Street and Baker Street
- More greenery for the mall area
- Alfresco dining spaces in the mall
- Night markets and food stalls

IN THE PEOPLE'S VOICE

- "Please don't open the road all the way – keep an area at the end for family and children"
- "We need more police presence to discourage the breaking of the law, especially regarding drugs."
- "Get some buskers in the area and lighten the place up."
- "This mall used to be great, now its old, run down and tired."
- "Get the building owners to start taking care of the place."



A number of other constraints that were raised by Urbis included:

- Movement and walkability of the centre (a long distance in hot conditions from station to Thompson Square)
- Given the strong car dependency in the Hawkesbury, streets are primarily designed to accommodate cars rather than people. As a result Windsor has a relatively low pedestrian experience with limited shade, lighting, street furniture, and signage, as well as narrow and poor quality footpaths. The Mall has particularly low foot traffic and appears to be struggling as a retail strip. Improving the pedestrian experience particularly along George Street through amenity, comfort, way-finding and safety is key to transforming the experience and appeal of the town centre
- The quantity and quality of heritage buildings concentrated in the town creates a sense of authenticity that can be maximised and amplified by clearing sightlines.
- Accessibility and safety (this was also raised by the community).

Separate to the above, one on one discussions have been held with business owners/operators and the issues raised from location of street bins, gas lights, signage, seats. Issues and solutions have been discussed and agreed and where possible included in the design.

Please note the retention of the wisteria was raised in February 2022.

Design Outcomes for the Mall

The design for all three centres have included an assessment of many factors as outlined above and to deliver the adopted masterplan vision for a more vibrant, collaborative community lifestyle. The design aim is to celebrate existing heritage, while introducing greener town centres that facilitate a healthy, inclusive way of living through public domain upgrades, placemaking and activation initiatives. The aim is to reenergize the charm of the Hawkesbury region. Below outlines some of the key issues that were investigated for Windsor.

- **Heritage** - A heritage consultancy has been engaged to work with the design team to ensure that the design for the Windsor Mall is sensitive to heritage and the cultural significance of the area. From

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the initiation of the project, the design has been sympathetic to the heritage of the area to ensure that every measure is being taken to protect and enhance the heritage.

- The heritage consultants, Biosis have referred to the Burra charter in the Statement of Heritage Impacts (SoHI). This is referenced throughout the report.
- Heritage assessment criteria in NSW fall broadly within the **four significance values outlined in the Burra Charter. The Burra Charter** has been adopted by State and Commonwealth heritage agencies as the recognised document for guiding best practice for heritage practitioners in Australia.

The four significance values are:

- Historical significance (evolution and association).
- Aesthetic significance (scenic/architectural qualities and creative accomplishment).
- Scientific significance (archaeological, industrial, educational, research potential and scientific significance values).
- Social significance (contemporary community esteem).
- **The Burra Charter** Article 22. New work
22.1 New work such as additions or other changes to the place may be acceptable where it respects and does not distort or obscure the cultural significance of the place, or detract from its interpretation and appreciation.
- 2013 practice note: New work should respect the significance of a place through consideration of its siting, bulk, form, scale, character, colour, texture and material. Imitation should generally be avoided
- Events/Markets - The design has been created to allow for the continued running of the markets and allow for place activations and events to occur which was raised during the consultation as an important element to the community.
- Emergency access - One of the key design requirements to be addressed during the detailed design has been to ensure we address sightlines and emergency vehicle access which includes the necessity to provide a compliant ingress and egress path through the mall.
- Economic development - The revamp of the Mall is aimed at supporting the range of businesses, support local employment, enable outdoor dining and add to the tourism dollar.
- Meeting Disability access requirements - Currently the Mall does not meet disability access requirements. Council was required to ensure that the detail design addressed disability access. Therefore, all detailed design drawings have been reviewed and an Access Design Review Report was prepared. Structures can be potential obstacles for people with vision impairment raising safety risks. It was recommended to reduce obstacles. All recommendations from the accessibility review were incorporated into the design.
- Meeting Australian Standards - The design has to meet Australian Standards including lighting, pedestrian crossings, safety and sightlines.
- Urban heat - The installation of trees is aimed at reducing urban heat and encouraging pedestrian movements.
- Trees - 35 new trees are being planted and the species have been chosen based on their ability to survive in urban areas and that can be maintained with a high crown that do not impede sightlines. Furthermore due to the work, health and safety Issues associated with the uplift of pavers and continuous maintenance, a new technology will be implemented. Stratavaults is a structural cell that supports roads and footpaths while allowing space below these hard surfaces for root growth. This allows for optimal conditionals for a tree to grow in (i.e. healthy root growth) and prevents damage to

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pavements and roads where roots may otherwise crack and cause uplifting of these surfaces without room for their roots below ground.

Features in the Mall

- The water wheel is being retained.
- The gas lamps are being retained but some will have to be slightly repositioned in order to achieve the above mentioned design objectives. The gas will not be connected but rather lighting that resembles gas lighting will be used as this supports our Net Zero Strategy and targets.
- The plane trees are being removed - A number of cafés in the north end of the Mall have requested that the plane trees be removed, as the pollen falls into their patron's food and the community had concerns regarding allergens from the pollen. An arborist was engaged to undertake an assessment of all trees and the advice provided was to remove the plane trees as they are located within the construction area and the works will encroach into the tree root zone. Technical experts have been engaged to supply the trees for the three town centres early in the project to ensure the correct tree species is selected for the right locations. Technical advice suggests that plane trees are not suitable to built environments.
- Wisteria - It is proposed to move the wisteria to Howe Park and replace the one that was there previously. The advice re the wisteria is that it best to not retain in an urban environment due to damage from their roots on pavers, walls, buildings or pathways.
- Rotunda - Through discussions with some members of the community and businesses it was proposed and agreed that it be removed and used in one of the parks. This idea was supported and as such the detail design process continued with it being removed.

Grant Accountability

Staff underwent an extensive Assurance process with the State and Federal Government representatives regarding the expenditure of the grant and milestones. Council now has until June 2023 to complete the project.

Council is at tender stage for construction. Any changes to the design at this late stage could lead to project delays putting at risk the construction works for Windsor.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

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Item: 069 **NM2 - WSROC Heat Smart Program and Holding of Committee Meetings - (80093, 79351)**

Submitted by: Councillor Calvert

NOTICE OF MOTION:

That:

1. Council convene a meeting of the Community Services Committee as soon as possible to make recommendations to Council regarding the implementation of WSROC's Heat Smart Program in the Hawkesbury. Council recognises that staff have already been working on this Program and asks the Committee to work alongside staff to build on this work and to make recommendations on how to achieve greater community input.
2. Council also requests that the Committee specifically considers whether Council should appoint a delegated staff officer as the Heat Coordinator.
3. Any outstanding matters held over by the previous committees also be considered, including reports from Working Groups such as the Dementia Working Group.
4. Where possible, all Council Committee Meetings be held on the last Tuesday of the month which has now become available because Council meetings will be held monthly.

BACKGROUND

An outline of the Heat Smart Program is attached as Attachment 1 to this notice of motion.

FINANCIAL IMPACT

There are no financial implications applicable to this notice of motion.

ATTACHMENTS:

AT - 1 WSROC Heat Smart Program.

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AT - 1 WSROC Heat Smart Program



Heat Smart Western Sydney

PROJECT OVERVIEW

Extreme heat is Australia's most deadly natural hazard – unfortunately we don't take heatwaves as seriously as we do fire, flood and storm. With projections for more frequent, severe, and prolonged heatwave events in future, there is a need to ensure that our cities and communities are prepared.

Heat Smart Western Sydney looks at what processes and structures are needed for the city to manage future heatwave emergencies, with a focus on supporting our most vulnerable. Heat Smart Western Sydney is funded by Resilience NSW and has been delivered in partnership with Western Sydney councils and Western Sydney Local Health Districts.

The Heat Smart Western Sydney project has two key components:

1. **Governance and policy improvement:** Following extensive consultation with regional stakeholders, including Council staff, community organisations and health partners, a range of recommendations for improving heatwave management in Western Sydney have been developed. These recommendations are published as a Heat Smart Resilience Framework.
2. **Community resilience building:** A range of resources have been developed to ensure communities and frontline staff, have the knowledge and tools needed to successfully manage heat risks. These resources have been piloted with communities and local organisations across the region in a series of workshops run in partnership with the Australian Red Cross.



Figure 1. Heat Smart Western Sydney project overview

Hawkesbury City Council is on the Heat Smart steering committee and WSROC has been grateful for the input of Council's emergency management, sustainability, resilience, and community development staff in the development of the resilience framework and for assisting engagement

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with local organisations and communities such as Peppercorn Services and Hawkesbury Neighbour Aid.

PROJECT OUTCOMES TO DATE

1. Governance and policy improvement

The Heat Smart Resilience Framework has been presented to Resilience NSW, whose directors have committed to chairing a Taskforce for implementation of the Framework.

Key recommendations for implementation include:

1. Define a lead agency in NSW for heatwave emergency risk management
2. Update the NSW Heatwave Sub-Plan to include prevention and preparedness actions
3. Improve clarity of roles and responsibilities for local government and community organisations in heatwave emergency planning
4. Develop a suite of standard procedures, tools and guidelines to enhance heatwave planning
5. Measure and quantify health risks of heat
6. Conduct local heatwave risk assessments
7. Improve identification and understanding of vulnerable individuals and facilities
8. Integrate urban heat island mitigation into land use planning controls
9. Design homes for passive survivability
10. Investigate improvements to social and community housing to ensure safe, liveable conditions
11. Support the transition to renewable energy sources
12. Implement targeted awareness campaigns
13. Enhance heatwave warning systems to ensure they are locally tailored and targeted
14. Provide localised temperature monitoring to help inform decision-making
15. Improve local government emergency management capacity
16. Enhance capacity of community service providers and improve integration with EM arrangements
17. Investigate the provision of heatwave planning within aged care facilities and service providers
18. Support small business continuity planning
19. Engage with real estate and property management industry
20. Improve infrastructure resilience to heatwave
21. Improve electricity affordability for vulnerable groups



Figure 2. Heat Smart Resilience Framework

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22. Provide cooled water facilities where practicable
23. Provide outreach programs during heatwave events
24. Plan for the provision of cooling shelters and integration of partner organisations
25. Evaluation of heatwave risk management strategies.

2. Community resilience building

To date the Heat Smart project has engaged with hundreds of community members, local organisations and GPs on heatwave preparedness, including over 20 local community organisations servicing the Hawkesbury.

WSROC's partnership with the Australian Red Cross has seen the development and testing of heatwave preparedness workshop content, which will be available for councils to access free-of-charge on an ongoing basis.

A range of other program partners including Local Health Districts, Primary Health Networks, NSW Council of Social Services and Western Sydney Community Forum have also promoted the Heat Smart content to their members including GPs, health service providers and community organisations.



Figure 3. Examples of Heat Smart resources

NEXT STEPS

WSROC will be working with Resilience NSW and other partners to look at how Heat Smart Resilience Framework recommendations can be implemented across the region.

Heat Smart's recommendations strongly outline the role of the NSW Government in developing clear guidance and resourcing for heatwave emergency management and resilience building, however, there are many actions that Councils may wish to investigate in partnership with their communities, or support via advocacy.

Examples include:

- Conduct local heat risk assessments

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- Improve identification of vulnerable individuals and facilities (all-hazards)
- Develop local heatwave planning (e.g. Consequence Management Guides, cool refuge policy)
- Improve integration of community organisations into local emergency planning for heatwave.
- Continue heatwave awareness and preparedness campaigns (future summers)
- Provide cooled water facilities in public spaces.
- Plan for the provision of cooling shelters in partnership with local organisations.
- Improve local infrastructure resilience to heatwave.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Confidential Reports

Meeting Date: 29 March 2022

CONFIDENTIAL REPORTS

Item: 070 SS - Acquisition of Road Reserve by Sydney Water - Part of Earl Street,
Wilberforce - (112106, 95496, 79380)

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) and (g) of the Act as it relates to details concerning the sale of property by the Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and further, as it relates to legal advice concerning compensation for compulsory acquisitions, the information is regarded as advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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.