



ORDINARY MEETING

Date of meeting: 14 May 2024
Location: Council Chambers
Time: 6:30 PM

BUSINESS PAPER

ORDINARY MEETING

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ORDINARY MEETING
1. PROCEDURAL MATTERS
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1. PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Sarah McMahon will acknowledge the Indigenous Heritage.

The General Manager will address the Council meeting, mentioning:

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

Attendance

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

Statement of Ethical Obligations

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

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

Apologies and Leave of Absence

The Mayor will ask for any Apologies or Leave of Absence Requests for the meeting.

Declaration of Interest

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

Acknowledgement of Official Visitors to the Council

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

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2. CONFIRMATION OF MINUTES

Meeting Date: 14 May 2024

2. CONFIRMATION OF MINUTES



ORDINARY MEETING

Date of meeting: 9 April 2024
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MINUTES

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ORDINARY MEETING
PROCEDURAL MATTERS
Meeting Date: 9 April 2024

1. PROCEDURAL MATTERS

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 9 April 2024, commencing at 6:30pm.

Welcome

The Mayor, Councillor Sarah McMahon acknowledged the Indigenous Heritage.

The Acting General Manager addressed the Council meeting, mentioning:

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

ATTENDANCE

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

ALSO PRESENT: Acting General Manager – Laurie Mifsud, Director City Planning - Meagan Ang, Director Infrastructure Services - Will Barton, Manager Governance and Risk – Patricia Krzeminski, Chief Financial Officer – Vanessa Browning, Manager Communications and Events – Suzanne Stuart, Corporate Planning and Performance Strategist – Miles Carter, Administrative Support Coordinator – Melissa Ryan.

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

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

DECLARATIONS OF INTEREST

Councillor McMahon declared an interest in Item 4.2.6.

Councillor Lyons-Buckett declared an interest in Item 4.3.2.

Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

ORDINARY MEETING

2. CONFIRMATION OF MINUTES

Meeting Date: 9 April 2024

2. CONFIRMATION OF MINUTES

47 RESOLUTION:

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Conolly that the minutes of the Ordinary Meeting held on 12 March 2024, be confirmed.

ORDINARY MEETING
3. MAYORAL MINUTES
Meeting Date: 9 April 2024

3. MAYORAL MINUTES

LATE SUPPLEMENTARY

3.1.1. MM – Flood Mitigation in the Hawkesbury

MOTION:

MOVED on the motion of Mayor, Councillor Sarah McMahon.

Refer to RESOLUTION

48 RESOLUTION:

RESOLVED on the motion of Mayor, Councillor Sarah McMahon.

That Council:

1. Acknowledge the devastating consequences of the flood event over the weekend across the Hawkesbury for residents, farmers, small business owners and local sporting groups, as well as the damaging emotional, social and economic impacts that are associated with such a natural disaster.
2. Recognise the response by the State and Commonwealth Governments to declare the Hawkesbury a Natural Disaster Area, allowing financial assistance to flow to those affected, and in addition acknowledge the NSW Environmental Protection Agency for waiving the waste levy for 90 days and the speed with which this decision was made.
3. Write to the NSW Premier Chris Minns to request an urgent meeting in the Hawkesbury with the Mayor, State MP for Hawkesbury and Federal MP for Macquarie, to discuss short and long term flood mitigation options for the Hawkesbury-Nepean Valley floodplain, as well as a broad discussion around water policy and any necessary legislative changes that may assist with immediate mitigation.
4. Write to the Minister for Transport, Jo Haylen, to request an urgent response as to why the safety rails on Richmond Bridge were once again not lowered before the Bridge went underwater and seek assurances that adequate plans are in place to prevent this from occurring again and to ask for their plan for the ferries in our Local Government Area when it floods.
5. Extend our gratitude to the relevant agencies for their assistance during this crisis, including the NSW State Emergency Service, NSW Police, NSW Rural Fire Service, NSW Fire and Rescue, NSW Ambulance and Department of Communities and Justice and associated volunteers, as well as Hawkesbury City Council staff and other response agencies from the NSW Government. We would also like to thank the Hawkesbury community for their preparedness, diligent community spirit, ongoing resilience and for following official advice as the crisis unfolded.
6. Continue our advocacy in expediting construction of the Grose River Crossing and the Richmond Bridge Duplication.

ORDINARY MEETING

3. MAYORAL MINUTES

Meeting Date: 9 April 2024

7. Assist the community in recovering from this natural disaster by supporting residents through:
- a) The waiving of interest on overdue Rates and Annual Charges on flood impacted properties, for a period of six months, ending 31 October 2024.
 - b) The cessation of debt recovery activity on flood impacted properties, for a period of six months, ending 31 October 2024.
 - c) The waiving of tipping fees for 90 days in relation to green-waste generated by flood activity from residential and urban properties.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4. REPORTS FOR DETERMINATION

4.2. GENERAL MANAGER

4.2.1. GM - Amendment to the Schedule of Ordinary Council Meetings for 2024 - (79351)

Previous Item: 4.2.2, Ordinary (12 December 2023)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

49 RESOLUTION:

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

That Council amend the schedule of Ordinary Council Meetings for 2024 as follows:

1. Cancel the following meeting dates:
 - 2 July 2024
 - 24 September 2024
 - 8 October 2024.
2. Set the following new meeting dates:
 - 9 July 2024
 - 15 October 2024 (election of Mayor and Deputy Mayor - subject to declaration of poll)
 - 29 October 2024.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.2.2. GM - Draft 2024/2025 Operational Plan, Draft 2024-2034 Long Term Financial Plan and Draft 2024-2034 Asset Management Strategy - (79351,96332,159586)

Previous Item: 4.2.2, Ordinary (20 June 2023)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

50 RESOLUTION:

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

That:

1. The Draft 2024/2025 Operational Plan, Draft 2024-2034 Long-Term Financial Plan and Draft 2024-2034 Asset Management Strategy attached as Attachments 1, 2 and 3 to the report be approved for public exhibition and that Council give public notice of the exhibition of the draft documents for a minimum of 28 days, in accordance with Sections 405 and 406 of the Local Government Act, 1993.
2. The documents exhibited in accordance with Part 1, be reported back to Council, post the public exhibition period, to consider any public submissions received and to consider the adoption of the documents and to make and fix rates and charges for the year ended 30 June 2025.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.2.3. GM - 2024 Floodplain Management Australia National Conference - (79351, 80286)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

51 RESOLUTION:

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

That:

1. The report be received and noted.
2. Councillor Sheather be nominated, and staff as considered appropriate by the General Manager, to attend the 2024 Floodplain Management Australia National Conference at an approximate cost of \$1,250 plus travel, accommodation and incidental expenses.
3. After participating in the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.2.4. GM - 2024 National General Assembly of Local Government - Submission of Motions - (79351)

Previous Item: 4.2.2, Ordinary (12 March 2024)

Directorate: General Manager

MOTION:

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

Refer to RESOLUTION

52 RESOLUTION:

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

That Council submit the following motion to the 2024 National General Assembly of Local Government:

Motion:

That the Australian Local Government Association request that the Australian Government review the current delivery and operational framework of community transport with a goal to better integrate these services to ensure all people with support needs can readily access community transport at a time that they need to live the life that they chose.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.2.5. GM - Event Sponsorship Policy - (79351, 15988)

Previous Item: (79351, 15988), Ordinary (21 November 2023)

Directorate: General Manager

MOTION:

MOVED on the motion of Councillor Sheather, seconded by Councillor Reardon.

Refer to RESOLUTION

53 RESOLUTION:

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

That:

1. Council adopt the Event Sponsorship Policy, as attached as Attachment 1 to this report with the following amendments:
 - a) The Accessibility criteria become a separate assessment matrix criteria.
 - b) The word 'Venue' under Objective be changed to 'Event'.
 - c) The score range under 'Council Support' be changed to 0,1,2 rather than 1,2,3.
2. The General Manager be given delegated authority to make minor amendments to the Community Assessment Criteria Matrix and the Commercial Assessment Criteria Matrix, that are part of the Event Sponsorship Policy, as required.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.2.6. GM - Sister City Program 2022/2023 - (79351, 15988)

Previous Item: 216, Ordinary (10 November 2020)

Directorate: General Manager

Councillor McMahon declared a significant non-pecuniary interest being that her partner's daughter is attending this year's Sister City Program. Councillor McMahon left the Chamber and did not take part in the discussion or voting on the matter.

In the absence of the Mayor, Councillor McMahon, the Deputy Mayor, Councillor Calvert in accordance with Section 369 (1) of the Local Government Act 1993, acted as Chairperson for this Item.

MOTION:

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

Refer to RESOLUTION

54 RESOLUTION:

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

That the 2022/2023 annual report of the Hawkesbury Sister City Association for the Sister City Program be received and noted.

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

Against the Motion: Nil.

Absent: Councillor McMahon.

Councillor McMahon returned to the Chamber and resumed as the Chair.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.3. CITY PLANNING

4.3.1. CP - Draft Disability Inclusion Action Plan 2023-2026 - (95498)

Directorate: City Planning

MOTION:

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

Refer to RESOLUTION

55 RESOLUTION:

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

That Council adopt the Disability Inclusion Action Plan 2023-2026 attached as Attachment 1 to the report.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.3.2. CP - Fire Safety Complaint - (95498)

Directorate: City Planning

Councillor Lyons-Buckett declared a less than significant non-pecuniary interest being that she owns property within the vicinity of the property mentioned in this item. She remained in the Chamber during discussion and voting on the matter.

MOTION:

MOVED on the motion of Councillor Conolly, seconded by Councillor Kotlash.

Refer to RESOLUTION

56 RESOLUTION:

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

That Council receive and note the Inspection Report regarding 340 Windsor Street, Richmond, from the Commissioner of Fire and Rescue NSW provided as Attachment 1 to this report.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.4. CORPORATE SERVICES

4.4.1. CS - Proposed Road Closure Part of Contour Way, North Richmond - (95496, 159585)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

57 RESOLUTION:

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

That:

1. Council publicly exhibit and notify adjoining owners of the proposed road closure of an area of approximately 712m² of Contour Way, North Richmond as shown in the location plan attached as Attachment 1 to this report.
2. At the expiration of the public exhibition period outlined in Part 1, the following action be taken:
 - a) Should any submissions be received regarding the proposed road closure a further report be submitted to Council, or
 - b) Should no submissions be received:
 - i) Council approve the road closure as shown in Attachment 1 to this report, being part of Contour Way, North Richmond.
 - ii) Authority be given for the Road Closure Plan, and any documentation in association with the matter to be executed under the Seal of Council.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.4.2. CS - Disclosure of Interests in Written Return - (95496)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

58 RESOLUTION:

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

That Council note that the Disclosure of Interests in Written Return, lodged with the General Manager, has been tabled.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 9 April 2024

4.4.3. CS - Investment Report - February 2024 - (95496, 96332)

Previous Item: 4.4.2, Ordinary (20 June 2023)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

59 RESOLUTION:

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

That the Monthly Investment Report for February 2024 be received and noted.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 9 April 2024

5. REPORTS OF COMMITTEES

5.1.1. ROC - Enhancing the Arts in the Hawkesbury Working Group - 19 March 2024 – (142931)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

60 RESOLUTION:

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

That Council adopt the recommendations contained in the Minutes of the Enhancing the Arts in the Hawkesbury Working Group meeting held on 19 March 2024.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 9 April 2024

5.1.2. ROC – Local Traffic Committee – 11 March 2024 – (95495, 80245)

Directorate: Infrastructure Services

MOTION:

MOVED 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 the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 11 March 2024.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
6. NOTICES OF MOTION
Meeting Date: 9 April 2024

6. NOTICES OF MOTION

6.1.1. NM1 - Floodplain Management Sub-Committee

MOTION:

MOVED on the motion of Councillor Conolly seconded by Councillor Kotlash.

Refer to RESOLUTION

62 RESOLUTION:

RESOLVED on the motion of Councillor Conolly seconded by Councillor Kotlash.

That:

1. The Floodplain Management Sub-Committee become a Committee of Council, instead of the Disaster and Emergency Management Committee.
2. The Floodplain Management Sub-Committee Minutes be reported to Council as soon as possible after each meeting.
3. The Floodplain Management Sub-Committee is an Advisory Committee. Every briefing that the Committee receives should also be the subject of a briefing to Council, along with the Floodplain Management Sub-Committee's feedback on the matter.
4. The Disaster and Emergency Management Committee will only be convened on an ad-hoc basis following natural disasters or a motion put to it by a Committee member.
5. The General Manager be given delegated authority to amend the Terms of Reference for the Floodplain Management Sub-Committee and the Constitution for the Disaster and Emergency Committee, to reflect Parts 1 to 4 of the resolution.
6. Council not fill the vacancy created by the resignation of Councillor Kotlash from the Floodplain Management Sub-Committee, and the Business Paper of the Floodplain Management Committee be circulated to all Councillors with the ability for interested Councillors to attend the meetings.

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

Against the Motion: Councillors Dogramaci and Zamprogno.

Absent: Nil.

Note: Councillor Dogramaci did not vote and is taken to having voted against the decision on this matter.

ORDINARY MEETING

7. QUESTIONS FOR NEXT MEETING

Meeting Date: 9 April 2024

7. QUESTIONS FOR NEXT MEETING

**7.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting -
12 March 2024**

There were no comments or further questions to the Questions Taken on Notice at the Council Meeting on 9 April 2024.

ORDINARY MEETING
7. QUESTIONS FOR NEXT MEETING
Meeting Date: 9 April 2024

7.1.2. Questions With Notice – 9 April 2024

Comments were provided to the Question with Notice listed in the Business Paper of 9 April 2024.

ORDINARY MEETING
8. CONFIDENTIAL REPORTS
Meeting Date: 9 April 2024

8. CONFIDENTIAL REPORTS

63 RESOLUTION:

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

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

8.3.1. CS – Proposed Sale of Part of 7 Fernadell Drive, Pitt Town (112106, 95496)

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 sale of property by the Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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.

64 RESOLUTION:

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

ORDINARY MEETING
8. CONFIDENTIAL REPORTS
Meeting Date: 9 April 2024

8.3. CORPORATE SERVICES

8.3.1. CS – Proposed Sale of Part of 7 Fernadell Drive, Pitt Town (112106, 95496)

Previous Item: 251, Ordinary (30 October 2018)
4.4.6, Ordinary (21 November 2023)

Directorate: Corporate Services

MOTION:

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

Refer to RESOLUTION

65 RESOLUTION:

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

That:

1. The General Manager be granted delegated authority to execute the Contract for Sale for the sale of part of 7 Fernadell Drive, Pitt Town (Lot 1 in Deposited Plan 1291976) if an offer is received within the range outlined in this report.
2. The Seal of Council be affixed to the Contract for Sale and any other relevant documentation.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
8. CONFIDENTIAL REPORTS
Meeting Date: 9 April 2024

Meeting terminated at 8:39pm.

Submitted to and confirmed at the Ordinary meeting on 14 May 2024.

.....
Mayor



Ordinary Meeting

End of Minutes

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.

ORDINARY MEETING
2. CONFIRMATION OF MINUTES
Meeting Date: 14 May 2024

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ORDINARY MEETING
3. MAYORAL MINUTES
Meeting Date: 14 May 2024

3. 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 MEETING
3. MAYORAL MINUTES
Meeting Date: 14 May 2024

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ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

4. REPORTS FOR DETERMINATION

4.1. PLANNING DECISIONS

Nil reports.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION
Meeting Date: 14 May 2024

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ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

4.2. GENERAL MANAGER

4.2.1. GM – 2023/2024 Event Sponsorship Program - Round 2 (79351, 15988)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of applications received for financial and in-kind assistance under Round 2 of the Events Sponsorship Program for 2023/2024.

The report assesses the applications against the adopted assessment criteria and recommends financial and in-kind assistance.

EXECUTIVE SUMMARY:

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

The Events Sponsorship Program comprises of two rounds of event sponsorship per annum. The Program also establishes a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria. Two assessment criteria have been created to assess the event applications, one for community events and one for commercial events. All events are now categorised as either a community event or commercial event and assessed against the relevant criteria.

Round 2 of the 2023/2024 Event Sponsorship Program was open from 19 February 2024 to 15 March 2024 for events generally proposed to be held between late 2024 and early 2025. This report lists the seven applications received. Five applications received met the assessment criteria and were successful in their assessment and two applications did not meet the assessment criteria.

The proposed allocation for Round 2 of the Event Sponsorship Program is \$16,000.

RECOMMENDATION:

That Council:

- Under Round 2 of the 2023/2024 Event Sponsorship Program, agree to support the following organisations for events at the following level:

No	Event Name	Name of Organisation	Recommended amount (\$) and inclusions (Ex GST)
<u>Community Applications</u>			
1	Burralow Bush Run	Hawkesbury Trail Runners (co-run by Running Wild)	\$4,000
2	Music In the Park	Kurrajong Community Forum	\$3,000
3	Pitt Town Anzac Day	Pitt Town Progress Association	\$3,000

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

No	Event Name	Name of Organisation	Recommended amount (\$) and inclusions (Ex GST)
Commercial Applications			
4	A Garden of Lights A Vivid Event	Crowne Plaza - Hawkesbury Valley	\$3,000
5	Hawkesbury 120 Ski Race Classic	Ski Racing NSW	\$3,000

2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1-3 (Community) and 4-5 (Commercial) as identified in Table 1 and Attachment 1 of this report.
3. Advise Sydney Sheepdog Club Inc that their application was not successful in accordance with the Event Sponsorship Assessment Criteria Matrix and advise Link Wentworth that their application cannot be considered as the event was held prior to the closing date of the 2023/2024 Event Sponsorship Program – Round 2.

BACKGROUND:

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

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

- Eligibility Criteria – Council will only support event sponsorship applications that meet the criteria in the Eligibility Criteria.
- Assessment Criteria Matrix – Council will assess each event application against the Community and Commercial Assessment Criteria Matrix to provide objectivity and a guide to applicants about the criteria Council will be using when making a decision about whether to support the event. The event 'score' is a good guide as to whether Council will be working to support the event. It is anticipated that a community event which 'scores' 40 or above would receive sponsorship and that a commercial event which 'scores' 50 or above would receive sponsorship.
- Event Evaluation Framework – After an event Council will evaluate the event against the Event Evaluation Framework to identify opportunities for continuous improvement.

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

A review of the Event Sponsorship Policy was recently undertaken and an updated Event Sponsorship Policy including the Community Event Sponsorship Assessment Matrix Criteria and the Commercial Event Sponsorship Assessment Matrix Criteria was adopted at the 9 April 2024 Council Meeting and will apply in Round 1 Event Sponsorship 2024/2025. The assessment of this round of

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

event sponsorship, Event Sponsorship Round 2 2023/2024, was conducted using the original Community Event Sponsorship Assessment Matrix Criteria and the Commercial Event Sponsorship Assessment Matrix Criteria.

DISCUSSION:

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

The objectives of the Events Strategy are to build:

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

Council has allocated \$65,000 in its 2023/2024 Operational Plan for the Event Sponsorship Program.

There are two rounds of Event Sponsorship during the year with half of the funding generally allocated across the two rounds. In Round 1, more than half of the funding was allocated due to the number of applications received.

Seven applications were submitted under Round 2 of the 2023/2024 Event Sponsorship Program. The details of the four applications for Community events are summarised as follows in Table 1:

Table 1 - 2023/2024 Round 2 Event Sponsorship Applications Community Events

No	Applicant Name/Organisation/ Business	Event Name	Event Date/s at time of application	Submission of an application for event sponsorship 2023/2024	Comment/ Recommendation
1	Hawkesbury Trail Runners (co-run by Running Wild)	Burralow Bush Run	4 August 2024	Yes	Consider application in Event Sponsorship Round 2 2023/2024
2	Kurrajong Community Forum	Music In The Park	18 May 2024	Yes	Consider application in Event Sponsorship Round 2 2023/2024
3	Pitt Town Progress Association	Pitt Town Anzac Day	25 April 2025	Yes	Consider application in Event Sponsorship Round 2 2023/2024
4	Sydney Sheepdog Club Inc.	Hawkesbury Showground	23-26 May 2024	Yes	Consider application in Event Sponsorship Round 2 2023/2024

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

It is noted that the that the maximum score possible under the Assessment Criteria for the Community events is 64. As noted in the Event Sponsorship Program an applicant is deemed eligible for consideration by Council for sponsorship if the applicant receives a score of 40 or more.

The details of the three applications for Commercial events are summarised in Table 2.

The maximum score possible under the Assessment Criteria for Commercial events is 75. The applicant is deemed eligible for consideration by Council for sponsorship if the applicant receives a score of 50 or more.

Table 2 - 2023/2024 Round 2 Event Sponsorship Applications Commercial Events

No	Applicant Name/Organisation/ Business	Event Name	Event Date/s at time of application	Submission of an application for event sponsorship 2023/2024	Comment/ Recommendation
5	Crowne Plaza - Hawkesbury Valley	A Garden of Lights A Vivid Event	First two weekends in June (31 May - 1 June, 7 June - 8 June)	Yes	Consider application in Event Sponsorship Round 2 2023/2024
6	Ski Racing NSW	Hawkesbury 120 Ski Race Classic	20 October 2024	Yes	Consider application in Event Sponsorship Round 2 2023/2024
7	Link Wentworth	International Women's Day	8 March 2024	Yes	The event was held prior to the closing date of the Event Sponsorship Round 2 2023/2024 and therefore is not eligible for Sponsorship.

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

The Dogpro Plus Sydney Sheepdog Championships and Yard Trail event held by the Sydney Sheepdog Club Inc. was assessed as not eligible for Community event sponsorship with a score of 37, below the criteria of 40 as the event did not include First Nations involvement, art, cultural, food production or musical aspects.

The International Women's Day event by Link Wentworth was assessed as not eligible for Commercial event sponsorship as the event was held prior to the closing date of the Event Sponsorship 2023/2024 – Round 2 and in accordance with the Event Sponsorship Program requirements is not eligible for sponsorship.

Council staff will contact applicants who were unsuccessful in Round 2 and advise them that their applications were not successful and provide guidance that may support future grant opportunities.

There are sufficient funds to cover the total recommended amount of \$16,000 for Round 2 of the 2023/2024 Event Sponsorship Program.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

After a review of the Assessment Criteria Matrix, the Round 2 Applications received can be described as:

- Diverse in nature, ranging from bush trail runs, music, ski racing, winter and Anzac Day events.
- Community and commercial based events, supported by volunteers in relation to activities such as sporting, music, commemorative and seasonal events.
- Consistent with Council's stated objectives of providing financial assistance to volunteer groups, community organisations and individuals for works and projects that will build community capacity, the ability to self-organise and develop resilience.

Event Strategy Review

Council is committed to continuing to review and refine the Events Sponsorship Program to incorporate the ongoing findings from the implementation of the Events Strategy. Since the adoption of the Events Strategy and the Event Sponsorship Program in August 2018 there have been eleven rounds of event sponsorship determined by Council and this current sponsorship (Round 2 - 2023/2024).

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

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

Council has been undertaking an ongoing review of the success of the Event Sponsorship Program. During the two rounds of sponsorship each year there has been an opportunity for Council to review the success of the Program and make refinements as required. A revised Event Sponsorship Policy, which informs the Events Strategy was adopted by Council at its meeting on 9 April 2024. The recent updates to this Policy will be included in the Events Strategy, the Community Assessment Matrix Criteria and the Commercial Assessment Matrix Criteria.

COMMUNITY ENGAGEMENT

Whilst the issues raised in this report concern matters that do not require community consultation under Council's Community Engagement Policy, information about Round 2 of the Event Sponsorship Program was:

- Available on Council's website from 19 February 2024 until 15 March 2024 with the Event Strategy and Event Sponsorship Application forms
- Advertised on Hawkesbury Events Facebook page on 19 February 2024, 4 March 2024, 13 March 2024 and 14 March 2024.
- Promoted on the Hawkesbury City Council Facebook page on 19 February 2024, 5 March 2024, 13 March 2024 and 14 March 2024.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

- Emailed to groups and individuals who had previously held events in the Hawkesbury or had had previous discussions with Council about events they would like to hold. An email sent on 19 February 2024.
- Hawkesbury City Council sent out a media release promoting the Round 2 sponsor in open on 19 February 2024.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

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

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. Council has allocated \$65,000 in its 2023/2024 Operational Plan for the Event Sponsorship Program. There are sufficient funds to cover the total recommended amount of \$16,000 for Round 2 of the 2023/2024 Event Sponsorship Program.

ATTACHMENTS:

- AT - 1** Detailed summary of the application received and the proposed level of financial assistance to be provided - (*Distributed under separate cover*).
- AT - 2** Community and Commercial Events Assessment Criteria Matrix for the Event Sponsorship Application under Round 2 Event Sponsorship Program 2023/2024 - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

4.2.2. GM – Additional Council Meeting – 28 May 2024 - (79351)

Previous Item: 4.2.1, Ordinary (9 April 2024)

4.2.2, Ordinary (12 December 2023)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to seek Council approval to amend the schedule of Ordinary Council Meetings for 2024 by calling an additional Ordinary Council Meeting in accordance with Clause 3.2 of the Code of Meeting Practice.

EXECUTIVE SUMMARY

The Local Government Act 1993 (the Act) requires all Councils to meet at least ten times each year, each time in a different month. The Code of Meeting Practice provides a mechanism for Council to resolve to hold additional meetings as considered necessary.

This report proposes to hold an additional Council Meeting in the month of May 2024, to consider a large volume of business of the Council.

RECOMMENDATION

That Council hold an additional Ordinary Council Meeting on Tuesday, 28 May 2024 in the Council Chambers, commencing at 6:30pm.

BACKGROUND

Council's Code of Meeting Practice contains the rules for the conduct of meetings of Council and Council Committees. It is based on the Model Code of Meeting Practice (Model Code) prescribed under the Local Government (General) Regulation 2021 to provide a uniform set of rules to ensure accessible, orderly, effective and efficient meetings.

Council, at its meeting of 12 December 2023, set the dates for the Ordinary Meetings of Council for 2024. At its meeting of 9 April 2024, Council amended its schedule of Ordinary Council Meetings to resolve conflicts with dates associated with the 2024 National General Assembly of Local Government and anticipated timelines associated with declaring the results for the 2024 Local Government Elections.

DISCUSSION

At the Councillor Briefing held on 7 May 2024, the General Manager advised Councillors of the large volume of Council business to be considered by Council during the month of May 2024.

At that Briefing, it was proposed that Council hold an additional Council Meeting on Tuesday, 28 May 2024, in the Council Chambers, commencing at 6:30pm to deal with the large volume of business of the Council.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

There is provision within the Code of Meeting Practice to hold additional Council Meetings. Clause 3.2 of the Code states:

"3.2 In addition to the meeting cycle adopted, the Council may resolve to hold additional meetings as considered necessary."

This report seeks Council's approval to hold an additional Council Meeting for the month of May 2024.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. The community engagement process associated with calling an additional Council Meeting includes providing public notice of the additional Council Meeting in accordance with the usual practices of the Council.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

Reliable Council

4.1 Provide representative, responsive and accountable governance.

FINANCIAL IMPACT

The matters raised in this report have indirect financial implications. Expenditure in the form of resources will be incurred in association with these matters.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

4.3. CITY PLANNING

4.3.1. CP - Crown Land Status - McMahon Park - Kurrajong - (95498)

Previous Item: 172, Ordinary (11 October 2022)

127, Ordinary (9 July 2019)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to seek Council's re-endorsement of its previous decisions to lodge a request with the Minister responsible for Crown Lands seeking Council's appointment as Crown Land Manager of McMahon Park, Kurrajong to allow Crown Lands to declare the land as Crown Reserve and appoint Council as the Crown Land Manager.

EXECUTIVE SUMMARY

Since 2019, Council has been seeking appointment as the Crown Land Manager of McMahon Park, Kurrajong through a number of Council reports and Council resolutions, and subsequent correspondence with the Crown Lands Department requesting such appointment.

Council also submitted a Draft Masterplan and Plan of Management for McMahon Park, Kurrajong, to Crown Lands in October 2022 requesting its review and endorsement prior to it being placed on public exhibition.

The most recent advice received from Crown Lands in late 2023 was that McMahon Park does not appear to be Crown land under the Crown Land Management Act 2016. However, it is 'land of the Crown' (a broader category of land, which can include, but is not limited to Crown land).

Council has been advised by Crown Lands that as the land is not designated as Crown Reserve, it is unable to appoint Council as the Crown Land Manager, nor is it able to consider the Masterplan and Plan of Management for McMahon Park until the matter of the land being declared Crown Reserve has been resolved.

Following Crown Lands obtaining legal advice on how to progress the matter, Council has recently been advised by Crown Lands, that a solution to the outstanding issues of the land being a Crown Reserve and Council being appointed as Crown Land Manager would be for Council to pass various resolutions as detailed in this report, and advise Crown Lands and Public Spaces in writing once these resolutions are obtained.

Accordingly, the matter is presented to Council for consideration of passing various resolutions, so that these can be forwarded to Crown Lands in order to designate the McMahon Park lands as Crown Reserve, and then to appoint Council as the Crown Land Manager.

ORDINARY MEETING
4. REPORTS FOR DETERMINATION
Meeting Date: 14 May 2024

RECOMMENDATION

That Council:

1. Consent to the declaration of McMahon Park (30 McMahons Park Road, Kurrajong), as Crown Land in writing to Crown Lands.
2. Agree to the land known as McMahon Park, Kurrajong, being reserved for the purpose of Public Recreation and Community Purposes.
3. Provide a written request to Crown Lands to be appointed as Crown Land Manager for the new reserve.

BACKGROUND

Since 2019, Council has been seeking appointment as the Crown Land Manager of McMahon Park, Kurrajong through a number of Council reports and Council resolutions, and subsequent correspondence with the Crown Lands Department requesting such appointment.

Correspondence was forwarded to Crown Lands on 23 July 2019, requesting that Council be appointed as the Crown Land Manager for McMahon Park, Kurrajong. Further follow up correspondence seeking an update was also sent on 21 October 2019, with a response received on 28 November 2019 advising that the request was being considered.

A report was submitted to Council's Ordinary Meeting on 11 October 2022, regarding the preparation of a Draft Masterplan and Plan of Management for McMahon Park, Kurrajong, requesting Council's endorsement to refer the Draft Plan of Management documents to the Minister responsible for Crown Lands for review and endorsement prior to public exhibition.

Council resolved to refer the McMahon Park Plan of Management and Masterplan draft documents to the Minister responsible for Crown Lands for review which was submitted on 17 October 2022, with confirmation of receiving the documentation from Crown Lands on 21 October 2022.

The most recent advice received from Crown Lands in late 2023 was that McMahon Park does not appear to be Crown land under the Crown Land Management Act 2016. However, it is 'land of the Crown' (a broader category of land, which can include, but is not limited to Crown land).

Council has been advised by Crown Lands that as the land is not designated as Crown Reserve, it is unable to appoint Council as the Crown Land Manager, nor is it able to consider the Masterplan and Plan of Management for McMahon Park until the matter of the land being declared Crown Reserve has been resolved.

This is contrary to Council's previous understanding that after previous Council resolutions at its Ordinary Meeting on 9 July 2019 to "request the Department of Industry - Lands and Water, seeking consent for appointment as Crown Land Manager of McMahon Park (R1028108)" that the land had been previously dedicated as Crown Land.

Given Crown Lands recent advice, the position is such that McMahon Park is held by a Minister of the NSW Government but doesn't fit the definition of 'Crown land'. It is not subject to a current Crown reserve or dedication, but is subject to the control and management of the Council as a public recreation ground.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

The land was purchased in fee simple by the Minister for Lands as Constructing Authority for, and on behalf of His Majesty King George V. Internal advice received by Crown Lands indicated the conversion action that names Hawkesbury City Council as the current registered proprietor is incorrect and that the notation saying the land is dedicated is in error.

Therefore, Crown Lands was unable to proceed with the assessment of the draft Masterplan and Plan of Management, and had placed that review on hold until the Crown Lands status of the land is resolved.

Location Plan



Figure 1: McMahon Park and surrounds

Relevant Legislation

Crown Land Management Act 2016

Local Government Act 1993

DISCUSSION

Following Crown Lands obtaining legal advice on how to progress the matter, Council has recently been advised by Crown Lands, that a solution to the outstanding issues of the land being a Crown Reserve and Council being appointed as Crown Land Manager would be for Council to provide the following Council resolutions and advise Crown Lands and Public Spaces in writing once completed:

1. Council's consent in writing to the making of the declaration.
2. Council's agreement to the land being reserved for the purpose of Public Recreation and Community Purposes.
3. A written request from Council to be appointed as Crown Land Manager for the new reserve.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

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Accordingly, the matter is presented to Council for consideration of passing the above resolutions, so that these can be forwarded to Crown Lands in order to designate the McMahon Park lands as Crown Reserve, and then to appoint Council as the Crown Land Manager.

Once these two issues have been resolved, Crown Lands can then review the draft Masterplan and Plan of Management for McMahon Park, Kurrajong, in order to consider its endorsement prior to the documents being placed on public exhibition.

COMMUNITY ENGAGEMENT

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

The McMahon Park Management Association have been advised of this matter being presented to Council, including the reasons as to why this is necessary.

A member of the Association also attended a recent meeting with Council and Crown Lands Officers to discuss this matter, and a pathway forward so that consideration of the draft Masterplan and Plan of Management could be undertaken and subsequently planned improvements undertaken subject to necessary approvals.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

McMahon Park is managed by the McMahon Park Management Association, a Section 377 Committee (Local Government Act) of Council. The Committee is responsible for overseeing the management and maintenance of the park, including the Kurrajong Community Centre. The changes proposed in this report will not result in any changes to the management and maintenance of the Park, and therefore there are no financial implications associated with this report.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

4.3.2. CP - Place Plans - (95498)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to advise Council of the outcome of the public exhibition of the Draft Place Plans, inclusive of the historical engagement that informed the content of the Draft Place Plans. The report outlines the feedback received from the community through the public exhibition process and earlier report to Council and the subsequent amendments that were made to the Draft Place Plans to reflect the community feedback that was received.

The updated Draft Place Plans are now presented to Council.

EXECUTIVE SUMMARY

Place Plans are a high-level long-term plan that provides a strategic road map to guide future planning in local centres, such as for towns or village masterplans. A series of Draft Place Plans for the towns and villages across the Hawkesbury Local Government area have been developed to celebrate the unique local characteristics of each place.

The Draft Place Plans, at a high level, aim to improve the sense of place, ensure local business has the conditions to thrive and create places that instil pride in the community. The Draft Place Plans link to Council's other strategic documents, such as the Local Strategic Planning Statement, and contain information which assists with development of Local Character Statements. This ensures consistency across the Council's suite of documents.

At its Ordinary Meeting 9 May 2023, Council resolved to place the Draft Place Plans on public exhibition.

The Draft Place Plans were publicly exhibited for a period of 28 days from Wednesday, 24 May 2023 to Wednesday, 21 June 2023. In total, 36 responses were received during the exhibition period and the issues raised have been summarised in this report.

The Draft Place Plans were subsequently amended to reflect relevant feedback provided by the community and the updated Draft Plans are now presented to Council.

It has been clear through the public exhibition process that town and village communities have a desire for more detailed planning specific to each area. This would occur as part of the development of future detailed designs or Masterplans for each town and village. The Place Plans serve as a high-level document that broadly represent the community's sense of place and future aspirations. Future development and infrastructure needs in these town centres are guided and informed by Local Character Statements and detailed Masterplans respectively.

Having Place Plans in place positions a council to apply for grants to assist with undertaking a more detailed design process for each town centre or village, that in turn will guide and direct infrastructure delivery and possible funding streams for completion of the work.

Based on the feedback received during the consultation process, the towns and villages of Bilpin and Kurrajong indicated a high interest for a detailed master planning process. In the absence of

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

additional grant funding to assist with the development of detailed designs and masterplans, funding for this work will be a consideration for future operational plans on a priority basis.

As part of the future engagement for the Masterplanning process, a detailed engagement plan would be developed to ensure consistency in future engagement across all towns and villages.

Officers are requesting that the Council note the Draft Place Plans attached as Attachment 2 to this report.

RECOMMENDATION

That Council:

1. Note that community consultation on the Draft Place Plans has been completed and that the Draft Plans have been amended where applicable.
 2. Endorse the Draft Place Plans as high level documents that will inform future detailed designs and master plans for towns and villages.
 3. Note the amended Hawkesbury Towns and Villages Place Plans attached as Attachment 2 to this report.
 4. Note the development of detailed designs and Masterplans for towns and villages in future Operational Plans.
-

BACKGROUND

At its Ordinary Meeting on 9 May 2023, Council considered a report regarding the Draft Place Plans.

At this time Council resolved: -

“That:

The Draft Hawkesbury Place Plans, attached as Attachment 1 to this report, be placed on public exhibition for a period of 28 days.

1. *At the expiration of the public notification exhibition process outlined in Part 1 above, a further report be submitted to Council including plans for a second phase of consultation, where required, with relevant community groups in the towns named in the Place Plans.”*

Council at its meeting on 12 March 2024, further considered a report regarding the Draft Place Plans and resolved as follows:

“That:

1. *Council defer consideration of this matter to the Council Meeting on 9 April 2024.”*

DISCUSSION

Council at its meeting on the 9 May 2023 resolved to place the Draft Place Plans on public exhibition for a period of 28 days from 24 May 2023 to 21 June 2023.

ORDINARY MEETING

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The draft document was circulated via Council's website, media releases, advertisement in Council Notices, through Council's social media platforms, by way of Council's online community portal *Your Hawkesbury Your Say*, promoted in the business newsletter and via direct emails to the Tourism Business Operators, Industry Engagement Sessions and the Business Mentoring Program. Hard copies were also made available at the Council's Administration Building, Richmond and Windsor libraries.

During the exhibition period 36 responses were received. A summary of the comments received and Council staff responses to the submissions can be found in Attachment 1 to this report.

The Draft Place Plans are presented for Council's information and have been amended to reflect the matters raised through the public exhibition period of the Draft Place Plans. The historical engagement and consultation that has been undertaken in the development of the Place Plans is outlined within the Community Engagement section of this report.

Although the Draft Place Plans have been developed as a high-level strategic document that is aimed to assist with securing future funding, it has been clear through the public exhibition process that towns and villages have a desire for more detailed planning. This was evident by the high ratio of submissions that either provided or desired more detail within the Draft Place Plans. Therefore, it is proposed that as part of the development of future detailed designs or masterplans for each town and village, there would be extensive community engagement in each site as these are developed. This would ensure that the level of detail required by the community is captured in the development of any future masterplans. Based on the level of interest during the submission period for the Bilpin and Kurrajong villages, it would be proposed that consideration be given in future operational plans to these areas as a priority for the development of detailed designs and master planning. The Place Plans serve as a high-level document that will assist in applying for future grants for these areas when undertaking the more detailed design process.

The development of detailed designs and master planning will be a consideration for future operational plans on a priority basis.

As part of the future engagement for the master planning process, a detailed engagement plan would be developed to ensure consistency in future engagement across all towns and villages.

COMMUNITY ENGAGEMENT

On 9 May 2023, Council received a report which outlined previous engagement in the lead up to the development of the draft Place Plans.

Feedback from the community during the following processes;

- The Place Score Report (2018)
- Community Strategic Plan engagement (original 2017, updated in 2022)
- The Local Strategic Planning Statement (2020)
- Liveability Master Plans and engagement undertaken to inform the development (2020); and
- Bushfire and flood recovery efforts (2019-present).

Prior to the Draft Place Plans being developed, Council had worked in partnership with the emergency services, State and Federal Government agencies, charities and others to engage with the community and deliver assistance through the following means:

- Listening Posts

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- Community Engagement Forums
- Town Centre Care Factor Surveys
- Town Centre Place Experience Surveys
- Online Engagement Surveys

Council subsequently undertook further engagement prior to exhibition of draft Place Plans which included:

- Pop up engagement stalls in places across the Hawkesbury to provide a face to face opportunity to provide feedback and input into the process
- Business engagement through business newsletter and Industry Engagement Sessions
- Online engagement surveys
- Stakeholder meetings with Transport for NSW.

After consideration of the above item on the 9 May 2023, Council resolved to place the Draft Place Plans on public exhibition. The Draft Place Plans were publicly exhibited for a period of 28 days from Wednesday, 24 May 2023 to Wednesday, 21 June 2023.

The draft document was then circulated via the following means for public exhibition;

- Council's website
- Media releases
- Advertisement in Council Notices
- Through Council's social media platforms
- By way of Council's online community portal Your Hawkesbury Your Say
- Specific Place Plan EDM to 4,000+ business database contacts
- Promoted in the business newsletter and to Tourism Business Operators
- Industry Engagement Sessions and the Business Mentoring Program (through BRP).
- Hard copies were also made available at the Council's Administration Building, Richmond and Windsor libraries.

Community consultation has been undertaken in line with Council's Community Engagement Policy.

Further extensive consultation will occur when future development of detailed designs or masterplans occur for each specific town or village location. This will include a community engagement strategy to ensure consistency across all areas when being completed.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

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Great Place to Live

- 1.1 Encourage a shared responsibility for community resilience, community safety, and disaster management.
- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.5 Provide the right places and spaces to serve our local community.
- 1.6 Build on a sense of community and wellbeing.

Strong Economy

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

Reliable Council

- 4.7 Encourage informed planning, balanced growth and community engagement.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS

- AT - 1** Submissions Received and Outcomes - (*Distributed under separate cover*).
- AT - 2** Hawkesbury Town and Villages Place Plans - (*Distributed under separate cover*).

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4.3.3. CP - 2023/2024 Community Sponsorship Program - Round 2 - (95498, 96328)

Previous Item: 4.3.2, Ordinary (21 November 2023)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to advise Council of applications received for financial assistance under Round 2 of the 2023/2024 Community Sponsorship Program. The applications received under Round 2 of the Program have been scored against the assessment criteria in the Community Sponsorship Strategy.

The report provides Council with the outcome of the assessment of applications and makes a recommendation based on this assessment as to what applications meet the funding criteria and therefore should receive funding under the Community Sponsorship Program.

EXECUTIVE SUMMARY

Council received 27 applications for sponsorship under Round 2 of the 2023/2024 Community Sponsorship Program.

The applications received under Round 2 of the Program have been assessed in accordance with the assessment criteria in the Community Sponsorship Strategy. This report provides details of each application and the assessment of each application against the criteria within the Community Sponsorship Strategy. It is recommended that 21 of the 27 applications received for sponsorship meet the funding criteria and therefore are recommended for funding under Round 2 of the 2023/2024 Community Sponsorship Program.

RECOMMENDATION

That Council:

1. Approve payments for Section 356 Financial Assistance to the individuals and organisations listed in this report and at the level of funding recommended in this report.
 2. Approve the execution of Council's standard Sponsorship Agreement for those applications where the approved level of funding is over \$500.
 3. Advise the six applicants, Mentoring Men, Link Wentworth, Mountains for Wildlife, Royal Life Saving of Australia (NSW), Sydney Region Endurance Riding Club and Windsor High School Parent and Citizens Association, that their applications were not successful as listed in this report.
-

BACKGROUND

The Community Sponsorship Program provides the opportunity for community groups and individuals to seek financial assistance from Council. The Program provides for three categories for financial assistance:

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- a) Participation: funding to enable the participation of residents who have been selected to represent their community in regional, national or international sporting and cultural events (\$150 per individual or \$750 for a team of five or more).
- b) Access: funding to subsidise half (50%) of the cost of hiring a Council or community facility (to a maximum Council contribution of \$750).
- c) Building a Connected, Healthy, Inclusive and Resilient Hawkesbury: funding to the cost of an activity or project which will assist the community to come together to plan and deliver activities that support a connected, healthy, and resilient Hawkesbury (up to \$3,000).

In accordance with the schedule for funding rounds within the 2023/2024 Community Sponsorship Program, Round 2 of the Program closed on 31 March 2024. The Community Sponsorship Program was promoted:

- Online on Council's website, Facebook page, and Hawkesbury e-News;
- At network and interagency meetings including Hawkesbury Connect, Hawkesbury Youth Interagency, and;
- Through Hawkesbury Community Team - face to face and online updates.

DISCUSSION

Assessment of Round 2 - 2023/2024 Applications

In total 27 applications are presented for Council's consideration under Round 2 of the 2023/2024 Community Sponsorship Program. Of these applications, seven relate to financial assistance under the Participation category, five applications relating to financial assistance under the Access to Facilities category and 15 relate to financial assistance under the Building a Connected, Healthy, Inclusive and Resilient Hawkesbury category.

The following three tables summarise the applications received and the proposed level of financial assistance to be granted.

Participation Category

There were seven applications for the Participation category. This category provides for Council to contribute \$150 per individual or \$750 per team of five or more who have been selected to represent their community in regional, state, national or international sporting competition or cultural event.

Applicant	Proposal	Recommended Amount
1	NSW Indoor Netball, Qld	\$150
2	Netball Academy Games	\$150
3	Netball Academy Games	\$100
4	Netball Academy Games	\$150
5	International Netball Festival – Team Participation	\$750
6	International Soccer Program	\$150
7	Kokoda Track	\$150

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There were five applications received under this Category. The Community Sponsorship Strategy provides for Council to subsidise half (50%) of the cost of hiring a Council or community facility, with a maximum Council contribution of \$750.

Applicant	Proposal	Recommended Amount
Colo Heights Progress Association	Use of Colo Heights Horrie Eley Memorial Hall	\$135.50
Hawkesbury Beekeepers Inc	Use of Hawkesbury Leisure and Learning Centre	\$693.00
Pitt Town Sip and Stitch	Use of Pitt Town Public School	\$280.00
Merana Aboriginal Community Association for the Hawkesbury Inc	Use of Windsor Function Centre	\$750.00
Upper Colo Progress Association Inc	Use of Colo Heights Horrie Eley Memorial Hall	\$144.00

Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Category

15 applications were received under this Category. The Community Sponsorship Strategy provides for Council to fund the cost of an activity or project which will assist the community to come together to plan and deliver activities that support a connected, healthy, and resilient Hawkesbury (up to \$3,000).

Applicant	Proposal	Score on Matrix	Recommended Amount
Bilpin Rural Fire Service	Funding for the Bilpin RFS to hold a 'Furies Family Fun Day' to connect community and encourage community partnership by hosting a healthy, active and inclusive event.	31	\$2,200
Macdonald Valley Association	Funding for 'Strings at St Albans', an annual weekend workshop that attracts amateur strings players to visit and stay at St Albans. The weekend culminates in a free community orchestral concert. The program aims to promote wellbeing and inclusiveness, targeting older residents and school children who have the opportunity to experience the magic of live music with a full orchestra.	39	\$2,500
St Albans School of the Arts	Funding for adult and child exercise classes. This will promote the newly refurbished facilities and renovations of the Historic School of Arts Hall. The exercise classes ensure that the Hall is constantly in use, and to create a space where the locals feel safe and supported. It assists in creating a healthy community and promotes well-being.	32	\$2,200

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Applicant	Proposal	Score on Matrix	Recommended Amount
Bligh Park Community Services Inc	Funding for the annual Halloween Event at Tiningi Hall, Bligh Park. This is a free community event, showcasing local artists with a Halloween art display, and utilising local small businesses for supplies, food trucks and market stalls. The event will instill the community connectedness and inclusivity of the Hawkesbury.	30	\$2,200
Mentoring Men	Mentoring Men seeks funding to provide free long-term one-to-one life mentoring for men in facing challenges in the Hawkesbury LGA. Through trained volunteer mentors, the program aims to improve mental health literacy, promote help-seeking behaviour, and increase social connections. By engaging with local leaders and facilitating community events, we will foster resilience and support networks within the community.	0	Partial allocation of Council funding to this application would not guarantee project delivery. Therefore, the application was deemed ineligible.
Lowland Wanderers Soccer Club	Funding for a new line marking machine for the soccer fields. This will help the volunteers in marking the fields, saving time for the volunteers and improving the grounds for community sport. Funding will help reduce the membership fees which helps provide affordable participation to members.	30	\$2,200
Kurrajong Volunteer Gardeners Inc	Funding for extending the watering systems including hose protectors (to remove trip hazards), purchase of safety vests for our Volunteers and extending the use of mulch through the gardens to maintain soil water levels. Materials will be purchased through local businesses. The project will create and maintain volunteering and residents' involvement. An attractive streetscape contributes to local community spirit and is appealing to visitors.	35	\$2,262
HART Youth	Funding to host a 'HART Youth Drama Showcase,' an evening of captivating performances at a local RSL club, where young talents and drama classes present drama acts. This event offers a secure, inviting environment for individuals under 25 to creatively express themselves through drama, engaging an audience comprising families, friends, and anyone interested in experiencing the vibrant local youth culture.	37	\$1,795

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Applicant	Proposal	Score on Matrix	Recommended Amount
Hawkesbury Remakery	Funding for 'Art with Heart' fortnightly craft lessons for Hawkesbury residents. The Hawkesbury Remakery is focused on building opportunities for everyday makers in the Hawkesbury. This gives residence the ability to find creativity and improve their health and wellbeing along with income generation and self-worth.	30	\$2,200
Link Wentworth	Funding for two neighbour events for social housing residents, that promote Link Wentworth's 'Ready Residents Disaster Preparedness Handbook" and preparedness actions. The events will involve emergency agencies and local organisations, including Council and Peppercorn for P-CEP conversations.	0	Not recommended for sponsorship.
Mountains for Wildlife	Funding to establish community group. The focus is to connect the community with the aim of better protecting local wildlife through community education, advocacy and practical action. Mountains for Wildlife is a connected volunteer community for a common purpose: reduce the road deaths of wildlife locally, create better education around cat & dog ownership, reduce the deaths of native animals through secondary rat bait poisoning.	22	Applicant did not score above the minimum threshold for funding.
Royal Life Saving of Australia (NSW)	Funding for five Lifesaving Skills Refresher workshops that will engage 90 people, age 60 + in the Hawkesbury. The workshops aim to teach/refresh seniors in how to confidently respond to emergency situations through providing CPR and AED training.	0	Not recommended for sponsorship.
Sydney Region Endurance Riding Club	Funding to go towards a two-day endurance ride at Mountain Lagoon in the Hawkesbury. An eco ride base and camp site will be established at Mountain Lagoon for riders and their horses. The event attracts riders and supporters from across NSW and interstate and feeds into the Shahzada ride in St Albans.	29	Applicant did not score above the minimum threshold for funding.
The Trustee for St Albans Common Trust	Funding for the 200th Anniversary dinner on the Common. The dinner will celebrate this milestone under a marquee situated opposite the heritage listed Common wetlands. A bonfire and band will add to the night's celebration. The dinner will bring together residents from farms, the village and surrounding areas together.	33	\$2,200

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Applicant	Proposal	Score on Matrix	Recommended Amount
Windsor High School Parents and Citizens Association	Funding for a shed to keep garden tools in for the rejuvenated Bush Tucker Garden. This would minimise time taken collecting tools and maximise time spent working in the garden. Funding would also be used for the entrance to the garden with two free form pieces of sandstone.	23	Applicant did not score above the minimum threshold for funding.

The analysis of each application under this Category against the Assessment Criteria Matrix is attached as Attachment 1 to this report – it is noted that the maximum score possible under the Matrix for each application is 52. As noted in the Community Sponsorship Strategy an applicant is deemed eligible for consideration by Council for sponsorship if the applicant received score of 30 or more.

Mentoring Men was assessed as not eligible for sponsorship. The Mentoring Men application proposed that the total program cost would be \$33,250, including salaries of \$24,400. The Community Sponsorship Program is not intended to subsidise recurrent project costs or salaries. Furthermore, partial allocation of Council funding to this application would not guarantee project delivery. Therefore, the application was deemed ineligible.

Link Wentworth and Royal Life Saving of Australia (NSW) was assessed as not recommended for sponsorship. Due to the large number of applications and the inability to fund all of the projects, Link Wentworth and Royal Life Savings of Australia (NSW) are being assessed as not recommended for sponsorship. Council is already running similar projects in this financial year. Both applicants will be encouraged to apply for the 2024/2025 Community Sponsorship Program.

Mountains for Wildlife, Sydney Region Endurance Riding Club and Windsor High School Parent and Citizens Association were assessed as not eligible for sponsorship due to not receiving a score of 30 or more in the assessment matrix.

Council staff will work with applicants that were unsuccessful in Round 2 of the 2023/2024 Community Sponsorship Program to provide assistance that may support future grant opportunities, including grants writing training and referral to alternate grant programs where available.

Category	Amount
Participation	\$ 1,650
Access to Facilities	\$ 2,002.50
Building a Connected, Healthy, Inclusive and Resilient	\$ 19,757
TOTAL RECOMMENDED UNDER ROUND 2	\$ 23,409.50

Policy considerations

The primary reference document relevant to Council's decision in relation to Round 2 of the 2023/2024 Community Sponsorship Program is the Community Sponsorship Strategy, considered by Council at its Ordinary meeting 30 April 2019 and adopted following the public exhibition period. The process to assess applications and the recommendations contained in this report are consistent with the adopted Community Sponsorship Strategy.

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COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.6 Build on a sense of community and wellbeing.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the Adopted 2023/2024 Operational Plan.

The 2023/2024 Operational Plan made provision for a budget of \$42,149. Council resolved to fund Round 1 of the Community Sponsorship Program 2023/2024 applications to the total of \$12,394.

A budget of \$29,755 is available to eligible applicants in Rounds 2 and 3 of the Program in 2023/2024. The total financial assistance requested in applications that have been assessed as eligible for funding total \$28,709.50. The report recommends partial allocation to the applicants, as noted in the table above, rather than the \$3,000, to ensure that there is funding available for Round 3.

Should Council resolve to fund the Round 2 of the Community Sponsorship Program 2023/2024 applications as recommended in this report, to the total of \$23,409.50, there will be \$6,345.50 for Round 3.

ATTACHMENTS

AT - 1 Analysis of Applications – Round 2 – 2023/2024 Community Sponsorship Program - *(Distributed under separate cover).*

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4.4. CORPORATE SERVICES

4.4.1. CS - Investment Report - March 2024 - (95496, 96332)

Previous Item: 4.4.2, Ordinary (20 June 2023)

Directorate: Corporate Services

PURPOSE OF THE REPORT

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

EXECUTIVE SUMMARY

This report indicates that Council held \$88.4 million in investments as at 31 March 2024 and outlines that all investments were made in accordance with the Local Government Act, 1993, the Local Government (General) Regulation, 2021 and Council's Investment Policy.

RECOMMENDATION

That the Monthly Investment Report for March 2024 be received and noted.

BACKGROUND

Council held \$88.4 million in investments as at 31 March 2024. 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 4 below provide details regarding the \$88.4 million in investments as at 31 March 2024.

Table 1: Summary of Council's Investment Portfolio as at 31 March 2024

Product Type	Face Value	% of Total
Term Deposits - Fixed Rate	\$73,000,000	83%
Floating Rate Notes	\$1,300,000	1%
NSW TCorp Long Term Growth Fund	\$1,084,907	1%
At Call Deposits	\$13,000,000	15%
Grand Total	\$88,384,907	100%

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

Long Term Credit Rating	Face Value	% of Total
AA	\$54,000,000	61%
A	\$13,300,000	15%
BBB	\$20,000,000	23%
NSW TCorp Long Term Growth Fund	\$1,084,907	1%
Grand Total	\$88,384,907	100%

Table 3 – Fixed Term Deposits

Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
Bank of Queensland	BBB+	24-Apr-24	5.20%	\$3,000,000
		08-May-24	5.20%	\$3,000,000
		22-May-24	5.20%	\$3,000,000
		05-Jun-24	5.20%	\$4,000,000
		16-Oct-24	5.15%	\$2,000,000
		6-Nov-24	5.10%	\$2,000,000
		20-Nov-24	5.15%	\$2,000,000
		30-Mar-28	4.80%	\$1,000,000
Commonwealth Bank	AA-	10-Apr-24	3.01%	\$2,000,000
		24-Apr-24	4.38%	\$5,000,000
National Australia Bank	AA-	10-Apr-24	5.10%	\$3,000,000
		10-Apr-24	5.05%	\$2,000,000
		24-Apr-24	5.05%	\$1,000,000
		15-May-24	5.05%	\$1,000,000
		15-May-24	4.60%	\$3,000,000
		3-Jul-24	5.10%	\$3,000,000
		7-Aug-24	5.10%	\$2,000,000
		19-Aug-24	0.75%	\$3,000,000
		19-Aug-24	5.14%	\$4,000,000
		10-Sep-24	0.80%	\$1,000,000
		10-Sep-24	5.20%	\$1,000,000
		10-Sep-24	5.20%	\$2,000,000
		19-Nov-24	0.75%	\$1,000,000
		15-Jan-25	0.80%	\$500,000
		5-Mar-25	1.05%	\$1,500,000
		3-Nov-25	0.95%	\$500,000
		19-Nov-25	0.90%	\$500,000
		13-Jan-26	1.00%	\$500,000
4-Mar-26	1.30%	\$1,500,000		

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Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
Suncorp	A+	24-Apr-24	5.28%	\$1,000,000
		8-May-24	5.41%	\$3,000,000
		24-Jul-24	5.15%	\$2,000,000
		7-Aug-24	5.45%	\$1,000,000
		14-Aug-24	5.15%	\$1,000,000
		23-Oct-24	5.06%	\$2,000,000
		24-Jan-25	5.22%	\$2,000,000
Westpac	AA-	20-Feb-25	4.97%	\$2,000,000
			Grand Total	\$73,000,000

Table 4: Floating Rate Notes

Institution	Maturity	Yield	Face Value
Macquarie Bank	14-Sep-26	5.20%	\$800,000
Suncorp Bank	13-Mar-29	5.33%	\$500,000
		Grand Total	\$1,300,000

2. Environmental, Social and Governance (ESG) Investments

Tables 5 and 6 below provide the details on Environmental, Social and Governance (ESG) investments and the proportion compared to the total Investment Portfolio.

Table 5: ESG Investments

Institution	Maturity	Rate	Face Value
Suncorp	24-Apr-24	5.28%	\$1,000,000
	8-May-24	5.41%	\$3,000,000
	24-Jul-24	5.15%	\$2,000,000
	7-Aug-24	5.45%	\$1,000,000
	14-Aug-24	5.15%	\$1,000,000
	23-Oct-24	5.06%	\$2,000,000
	24-Jan-25	5.22%	\$2,000,000
	13-May-29	5.33%	\$500,000
		Grand Total	

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Table 6: Summary of Council's Investment Portfolio in Terms of ESG

Product Type	Face Value	% of Total
Non Fossil Fuel Lending ADIs	\$12,500,000	14%
- Suncorp Bank	\$12,500,000	
Fossil Fuel Lending ADIs	\$74,800,000	85%
- Bank of Queensland	\$20,000,000	
- Commonwealth Bank	\$20,000,000	
- Macquarie Bank	\$800,000	
- National Australia Bank	\$32,000,000	
- Westpac	\$2,000,000	
Other	\$1,084,907	1%
- NSW TCorp Long Term Growth Fund	\$1,084,907	
Grand Total	\$88,384,907	100%

3. Compliance to Investment Policy

Tables 7 to 8 below summarise Council's exposure limits to the credit ratings bands, term to maturity parameters and compliance with Council's Investment Policy.

Table 7: Exposure Limits to credit ratings bands

Long-Term Credit Rating	% of Portfolio	Policy Maximum	Compliant with Policy
AA	61%	100%	Yes
A	16%	60%	Yes
BBB	22%	50%	Yes
NSW TCorp Funds	1%	20%	Yes

Table 8: Term to Maturity

Term to Maturity	% of Portfolio	Policy Range	Compliant with Policy
Between 0 and 1 years	92%	40% - 100%	Yes
Between 1 and 5 years	8%	0% - 60%	Yes

4. Portfolio Return

Council's investment portfolio (excluding At Call Deposits and NSW TCorp Managed Funds) provided a weighted average return (running yield) as shown in Table 9 below.

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Table 9: Portfolio Return

29 February 2024	Monthly Return (Annualised)	Financial Year to Date (Annualised)
Hawkesbury City Council – Investment Portfolio	4.76%	4.43%
Benchmark – Bloomberg Ausbond Bank Bill Index	4.41%	4.35%
Performance Relative to Benchmark	0.35%	0.08%

Relevant Legislation

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

Investment Certification

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

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Prudential Investment Services Corp has reviewed Council's investments as at 31 March 2024 and has advised of the following:

"Council's investment portfolio, excluding the transactional cash account, returned 4.76%pa for the month on a marked-to-market basis versus the bank bill index benchmark's 4.41%pa return. Over the past 12 months, the investment portfolio has returned 4.29% versus the bank bill index benchmark's 4.19%.

The NSW TCorpIM Long Term Growth Fund had a strong return over the month, +2.12% actual, reflective of the ongoing surge in global shares driven by confidence that the downward trend in inflation will continue. Council's directly held FRNs also recorded marked-to-market gains helping to boost the overall portfolio result.

Without marked-to-market influences, Council's investment portfolio yielded 4.45%pa for the month. This is based on the actual interest rates being received on existing investments and excludes the underlying changes to the market value of the FRN and Growth Fund.

During March, Council had \$18m in maturities across nine term deposits with original terms ranging from 2 months to 2 years yielding an average rate of 4.67%pa. Council reinvested the \$18m among seven term deposits with terms between 1½ to 8 months paying an average of 4.95%. Council also took advantage of a newly issued senior ranked floating rate note for its long term portfolio. Council invested \$500k in the 5yr Suncorp FRN paying quarterly interest of 3mo BBSW +0.98%pa whose first quarterly rate set is 5.33%pa.

At the end of March, Council's exposure to Bank of Queensland was slightly above limits when excluding the transactional account from the calculations. However, in early April, S&P raised the

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credit rating of Bank of Queensland from BBB+ to A- resulting in Council's exposure limit for the bank to go from 25% to 35%.

Council has \$17m in term deposit maturities in April. Looking forward the following is recommended for consideration over the coming month:

- *Locking in rates at the 5% level remains possible, but only just barely. The best available term deposit levels are currently in the 5% to 5.05% area across the 3-12 month range, with many banks only offering rates in the high 4% range. Rates drop off sharply beyond 12 months as the market expects the official cash rate to be as much as 60 basis points lower in a year.*
- *Suncorp (non-fossil fuel) reined in its market leading rates last month, but they are still competitive in the 6-8 month area at 5%. NAB is now among the best options available across the 3-12 month range with levels between 5%-5.05% with the added benefit of offering the highest credit quality available as a four major.*
- *FRNs, whose quarterly interest rate is reset off the 3 month bank bill rate, remain a good option for Council's long dated holdings providing cash flow allows. New 3-5yr offerings from highly rated Australian owned banks will be monitored.*

It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection and holding the securities for the recommended time horizons of their asset classes."

Restriction of Funds

Council's total investment portfolio as at 31 March 2024 included funds that are restricted as to what they can be expended on.

Table 10: Restriction of Funds

Restriction Type	March 2024	%	February 2024	%	Monthly Change
External Restrictions - S7.11 and S7.12 Developer Contributions	\$29,590,748	33.48%	\$30,431,815	35.99%	(\$841,067)
External Restrictions - Western Parkland City Liveability Program	\$333,712	0.38%	\$357,012	0.42%	(\$23,300)
External Restrictions - Bushfire and Flood Grants	\$7,552,254	8.54%	\$8,052,254	9.52%	(\$500,000)
External Restrictions - West Invest Program	\$11,515,840	13.03%	\$11,015,840	13.03%	\$500,000
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$6,211,167	7.03%	\$5,475,909	6.48%	\$735,258
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$30,626,725	34.65%	\$31,906,360	37.73%	(\$1,279,635)
Unrestricted	\$2,554,461	2.89%	(\$2,676,813)	(3.17%)	\$5,231,274
Total	\$88,384,907		\$84,562,377		\$3,822,530

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Flood Recovery works funded by the Disaster Recovery Funding Arrangements must be completed prior to submission of claims for recoupment. At this stage, there is \$23.4 million in income yet to be claimed, which will improve the balance on unrestricted funds. 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 Operational Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining enough cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments where possible.

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

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

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable is provided for in the Adopted 2023/2024 Operational Plan.

ATTACHMENTS

There are no supporting documents for this report.

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4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

4.4.2. CS - March 2024 Quarterly Budget Review Statement - (95496, 96332)

Previous Item: 4.2.2, Ordinary (20 June 2023)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of its financial position as at 31 March 2024 and to seek adoption of proposed changes required to the Budget within the Adopted 2023/2024 Operational Plan.

EXECUTIVE SUMMARY

Council is required to review its progress in achieving the financial objectives set out in its Operational Plan, within two months of the end of each quarter. The Responsible Accounting Officer must submit to Council a budget review statement that shows the revised estimate of the income and expenditure for that year, referencing the estimate of income and expenditure included in the Adopted Operational Plan.

The Responsible Accounting Officer has revised Council's income and expenditure for the 2023/2024 financial year and recommends revising estimates in line with Council's financial performance as at the end of March 2024, and as projected for the remainder of the financial year. This report and the relevant attachment provide information on Council's financial performance and financial position for:

- The third quarter of the 2023/2024 financial year; and
- The resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement – March 2024 (the Statement) recommends budget adjustments that result in an overall balanced adjustment for the quarter.

RECOMMENDATION

That Council receive the information contained in this report regarding the March 2024 Quarterly Budget Review, and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, be adopted.

BACKGROUND

Clause 203 of the Local Government (General) Regulation 2021 stipulates that the Responsible Accounting Officer of a council must prepare and submit to the Council a Budget Review Statement within two months after the end of each quarter (except the June quarter).

The Integrated Planning and Reporting (IP&R) Framework outlines that Councils are required to present a summary of the Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of the Council's progress against the Original Budget and the last revised budget along with recommended changes and reasons for major variances.

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The Quarterly Budget Review Statement is the mechanism stipulated by the Local Government (General) Regulation 2021 for councils to revise the adopted Operational Plan for the year to reflect the actual financial performance as at the end of each Quarter and projected to the end of the financial year. This review ensures Council's Budget remains current and relevant throughout the financial year and provides early indication of progress in achieving financial targets.

In revising estimates, a conservative approach has been taken. Unfavourable trends relating to income outside of Council's control are proposed to be adjusted to reflect the anticipated performance up to the 30 June 2024. Unfavourable trends relating to expenditure outside of Council's control are also proposed to be adjusted for the same period.

The Statement recommends budget adjustments that result in an overall balanced adjustment for the Quarter.

Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted 2023/2024 Operational Plan attached as Attachment 1 to this report.

Relevant Legislation

Local Government Act, 1993

Local Government (General) Regulation, 2021

DISCUSSION

1. Favourable Adjustments:

- *Reimbursement of costs associated with March 2021 Flood (\$1.4M)* – Council received \$1.4M from NSW Public Works as reimbursement for costs incurred in prior years for cleanup from the March 2021 Flood based on claims submitted.
- *Increase in Interest Income earned on Investment Portfolio (\$155K)* – Interest rates obtained for investments during the financial year are higher than projected at the time of developing the Original Budget. Additionally, the value of the Portfolio is higher than projected due to changes in the timing of project delivery and unbudgeted income relating to Western Sydney Infrastructure Grants Program.

2. Unfavourable Adjustments:

- *Workers Compensation (\$462K)* – Council has been working to finalise a very small number of historical but significant claims, and additional funding is required to close these.
- *Reduced Income from Complying Development Certificates (\$370K)* – In line with current trends observed, this income has been reduced. The level of referrals from the Vineyard development is lower than assumed when developing the Original Budget.
- *Bilpin Hall Carpark (\$170K)* – An additional \$170K is required for the upgrade of the Bilpin Hall Carpark, based on the quotations received during the procurement stage of the project. This is to ensure that the outcomes within the application for the funding approved as part of the Black Summer Bushfire Grant Program are met.
- *Legal Expenditure (\$153K)* – As a result of a number of planning and regulatory matters, including several significant matters that have been ongoing for several years, legal expenditure is higher than projected, requiring an additional allocation of \$153K.

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- *Building Works Program (\$135K)* – In order to address issues arising from paving around the Deerubbin Centre and to undertake Fire Safety Certification on Council buildings, an additional \$135K is recommended to be allocated to this Program.
- *Carpark Patrol Program (\$122K)* – Based on resourcing requirements and in line with observed trends in relation to infringement income, a net unfavourable variance of \$122K has been included in this QBRS. It is to be noted that there is a significant lag between infringements being issued and the level of income received, as Council receives income from NSW Revenue only once the fine has been paid.

3. Adjustments with No Bottom Line Impact

- *Road Restorations (\$2.3M)* – Due to significant utility works being undertaken in the Vineyard Precinct, Council has received \$2.2M, which will be used to complete the road restorations required as the work is completed.
- *Depreciation (\$2.9M)* – In line with projections based on current asset information, an increase of \$2.9M is required to fund depreciation expenses. This expense is offset by an associated increase in accumulated depreciation. It is to be noted that while the bottom line is not impacted, an increase in depreciation does negatively impact the Operating Result.

4. Grant Funded Works and Programs

Several adjustments relating to grant funding successfully secured by Council, and adjustments in relation to the expected timing of delivery of the grant funded projects are included in this Quarterly Budget Review Statement. These adjustments have a nil effect on the Budget position, as amounts included for income have a corresponding amount for expenditure. The securing of grant funding assists Council to undertake works otherwise not funded through Council's available funds.

The amounts listed below reflect the full grant amount, however quarterly adjustments for capital projects reflect the amount expected to be expended during the 2023/2024 financial year, with further budgetary adjustments to occur in future quarterly reviews.

Approved grant funding is outlined below:

- *Natural Disaster Recovery Funding Arrangements (\$20.8M)* – A net increase, in line with the approved Natural Disaster Recovery Funding applications for various flood recovery projects and adjustments related to timing.
- *Infrastructure Investment Program (\$11.2M)* – The Australian Government committed \$11.2M in funding towards the Hawkesbury Roads Upgrade Package project as part of the October 2022/2023 Budget, under the Infrastructure Investment Program. Road rehabilitation works will be undertaken at the following locations:
 - Packer Road, Blaxlands Ridge
 - Argyle Street, South Windsor
 - Blackman Crescent, South Windsor
 - Scheyville Road, Maraylya
 - White Place, South Windsor
 - Grose Vale Road, North Richmond
 - Riverview Street, North Richmond
 - Comleroy Road, East Kurrajong
 - Spinks Road, Glossodia
 - Berger Road, South Windsor
 - Oakville Road, Oakville
 - Bowen Mountain Road, Bowen Mountain

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- Wire Lane, Freemans Reach
- Kurmond Road, Kurmond
- Boundary Road, Oakville

- *Settlers Road Landslips, Central Coast Council Local Government Area (\$8.5M)* – In line with the approval from Central Coast Council, funded under Disaster Recovery Funding Arrangements, an additional \$8.5M has included for flood recovery works.

- *Governor Phillip Park Betterment Project (\$3M)* – Council has received funding from the Department of Regional NSW to undertake upgrades to the pathway network and furniture and to armour the riverbank at Governor Phillip Park. These works will improve accessibility and provide safer access to the river foreshore for fishing and leisure.

- *Community Facilities Accessibility Upgrades (\$1.9M)* – Council has received flood funding from the Department of Regional NSW to undertake repair and betterment works at multiple community recreation precincts to improve accessibility, function and future flood mitigation. The project includes works at Bensons Lane Reserve, The Breakaway, Brinsley Reserve, Navua Reserve and Argyle Bailey Reserve.

- *Macquarie Park Resilience and Betterment Project (\$600K)* – Council has received funding under the 2022 Community Local Infrastructure Recovery Package as part of the Community Assets Program, to undertake upgrades and resilience works to Macquarie Park. These funds will be used to ensure this popular riverside recreation area will be more resilient to future floods through the repair of bollards and improved play space equipment and fencing.

- *South Windsor Playground Upgrade (\$500K)* – This funding is provided under the Investing in Our Communities Program and will deliver two play space upgrades at Church Street Reserve and Frank Mason Reserve, South Windsor. Church Street Reserve will deliver upgrades that align with the Everyone Can Play Guidelines, improvements to accessibility, shade and creating additional inclusive play opportunities. Frank Mason Reserve is an old playground, with limited play opportunity and poor connections to nearby school and residents. The works will deliver a new local level play space, pathway connections, new furniture and bubbler, also aligning with the Everyone Can Play Guidelines.

- *Bligh Park Playground Upgrade (\$400K)* – The purpose of this grant is to contribute to the upgrade of the Bligh Park Playground by replacing old play equipment with new accessible equipment, furniture, water bubbler, tree planting, shade cover and accessibility improvements for use by the wider community in the Greater Western Sydney region. This funding is provided under the Investing in Our Communities Program.

- *Litter Prevention Grant Program (\$100K)* – As part of the NSW Environment Protection Authority's Litter Prevention Grant Program, Council has received funding totalling \$100K to develop a Hawkesbury Litter Prevention Plan, Roadmap and a business case for bin infrastructure, signage, and knowledge.

Adjustments relating to timing of projects were made to the following projects and are anticipated to be spent during 2024/2025:

- Riverbank Restoration Repair	\$4.6M
- Fire Control Centre	\$3.8M
- Yarramundi Reserve Repair	\$1.3M
- Repair and Upgrade Sporting Facilities	\$1.2M
- Upper Hawkesbury Power Boat Club	\$820K
- Restoration and repair of public spaces	\$550K
- Restore flood impacted sports field lighting	\$400K
- Bensons Lane Sporting Complex	\$333K
- Colbee Park Sports Fields	\$136K

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5. Reserve Funded Adjustments

The following major adjustments are within internally or externally restricted funds, and consequently have nil impact on Council's overall position.

S.7.11 Reserves

- Pitt Town – decrease reserve – timing of Fernadell Park \$218K
- Vineyard – decrease reserve - adjusted for projected contributions \$6.1M
- Vineyard – decrease reserve – acquisition of land, resolved in November 2023 \$637K

Infrastructure Borrowings Program Reserve

- Increase reserve – timing of Peel Park Pump Track \$290K
- Increase reserve – timing of Argyle Bailey Memorial Reserve \$553K

Multi-Year Reserve

- Increase reserve – timing of Spinks Road, Glossodia \$463K
- Increase reserve – timing of Boundary Road, Pitt Town \$450K
- Increase reserve – timing of Comleroy Road, Kurrajong \$450K
- Increase reserve – timing of Wire Lane, Freemans Reach \$400K
- Increase reserve – timing of Grose Vale Road, North Richmond \$368K
- Increase reserve – timing of Windsor Mall Upgrade \$368K
- Increase reserve – timing of Bowen Mountain Road, Grose Vale \$350K
- Increase reserve – timing of Depot Building and Plant Upgrade works \$127K

Unspent Contributions Reserve

- Increase reserve – timing of Deerubbin Park Floodlighting Upgrade \$152K

Waste Management Facility Reserve (total adjustments increase reserve by \$195K)

- Increase reserve – timing of General Waste Processing Pilot \$210K

6. Staff Establishment

As reported to Council at its Ordinary Meeting on 21 November 2023, Council's staffing numbers in terms of Full Time Equivalents (FTE) as at the 31 December 2023 was 358.4. There has been no change to the FTE, remaining at 358.4 as at the 31 March 2024.

It is to be noted that throughout the year, reviews are undertaken to ensure the optimal resource mix between staff and contractors and that sufficient resourcing is available to delivery Council's services and works programs.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

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Reliable Council

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. If adopted, the budget proposed will be added to the current 2023/2024 Budget.

Performance against Financial Sustainability Benchmarks

Table 1 provides an update of Council's performance against the Financial Sustainability Benchmarks.

Table 1: Council's performance against the Financial Sustainability Benchmarks

Financial Sustainability Ratio	Benchmark	Original Budget 23/24	Amended Budget 23/24 After Carry Overs and Sep, Dec QBRs	Proposed Budget 23/24 After March QBRs
Operating Performance	>= 0	0.05	0.24	0.30
Own Source	> 60%	62.9%	41.3%	38.3%
Asset Renewal	> 100%	132.6%	488.0%	513.9%
Infrastructure	< 2%	2.1%	10.0%	8.8%
Asset Maintenance	> 100%	102.1%	156.9%	166.7%
Debt Service	0%-20%	4.3%	2.9%	2.4%

As shown above, the Own Source Revenue Ratio was projected to be 62.9% when developing the Original Budget. The Ratio has declined and no longer meets the benchmark, due to the level of grant funding received, mostly relating to flood restoration works. This is a temporary issue and will resolve once the flood restoration works have been completed and acquitted.

The Infrastructure Backlog Ratio was projected to be 2.1% when developing the Original Budget. The Ratio has declined due to delays in renewals undertaken in 2022/2023, but predominantly due to the recent completion of comprehensive review of road asset conditions and associated renewal costs.

ATTACHMENTS

AT - 1 The Quarterly Budget Review Statement – March 2024 - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

ORDINARY MEETING
4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

4.4.3. CS - Disclosure of Interests in Written Returns - (95496)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to table the required Disclosure of Interests in Written Returns lodged by Designated Persons.

EXECUTIVE SUMMARY

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

RECOMMENDATION

That Council note that the Disclosures of Interests in Written Returns, lodged with the General Manager, have been tabled.

BACKGROUND

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

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

(a) becoming a councillor or designated person, and

(b) 30 June of each year, and

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

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

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

The purpose of this report is to table three Returns submitted by new Designated Persons under Section 4.21(a) of the Code.

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DISCUSSION

The following Returns have been lodged under Section 4.21(a) of the Code:

Position	Return Date	Date lodged
Business Unit Partner - Financial Accounting	9 January 2024	3 April 2024
Senior Subdivision and Development Engineer	8 January 2024	8 April 2024
Senior Town Planner	4 December 2023	9 April 2024

The above details are now tabled in accordance with Section 4.25 of the Code, and the Returns are available for inspection upon request, subject to any overriding public interest considerations against the disclosure of certain information within the Returns.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

Reliable Council

4.1 Provide representative, responsive and accountable governance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Meeting Date: 14 May 2024

4.4.4. CS - Risk Management Framework - (95496, 159583)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present the Risk Management Framework to Council for adoption.

EXECUTIVE SUMMARY

On 1 December 2023, the Local Government (General) Amendment (Audit Risk and Improvement Committee) Regulation 2023 (the Regulation) was adopted. The Regulation gives statutory force to key elements of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines).

The Guidelines require all Councils to have a Risk Management Framework in place by 1 July 2024.

Council's Risk Management Framework has been developed and is presented to Council for adoption.

RECOMMENDATION

1. That Council adopt the Risk Management Framework consisting of:
 - a) Risk Management Policy attached as Attachment 1 to the report.
 - b) Risk Management Plan including the Risk Appetite Statement attached as Attachment 2 to the report.
 - c) Risk Register, including the Register of Strategic Risks attached as a Confidential Attachment 3 to the report.
-

BACKGROUND

Following the adoption of the Regulation, the Office of Local Government has issued its [Guidelines for Risk Management and Internal Audit for Local Government in NSW](#) (the Guidelines).

The Guidelines set out obligations of Council in three core areas:

- Audit Risk and Improvement Committee
- Risk Management
- Internal Audit.

In regard to the Core Area - Risk Management, the Guidelines require Council to adopt and implement a framework for identifying and managing risks (Risk Management Framework), commencing on 1 July 2024.

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Council's Risk Management Framework has been developed and consists of:

- a) Risk Management Policy
- b) Risk Management Plan, including Risk Appetite Statement
- c) Risk Register, including Register of Strategic Risks (confidential).

Council's Risk Management Framework has been endorsed by the Executive Leadership Team at its meeting on 24 October 2023 and by the Senior Leadership Team at its meeting on 9 November 2023. The Risk Management Framework was endorsed by the Audit Risk and Improvement Committee at its meeting on 22 March 2024.

DISCUSSION

Council's Risk Management Framework consists of:

- a) Risk Management Policy
- b) Risk Management Plan, including Risk Appetite Statement
- c) Risk Register, including confidential Register of Strategic Risks.

Risk Management Policy

The Draft Risk Management Policy is based on the example Risk Management Policy contained in the Guidelines. It contains all of the elements of the example Risk Management Policy however, it has been amended to comply with Council's policy templates.

The Draft Policy provides a commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all of Council's planning, decision making and operational processes. It sets out Council's position on risk management, including setting roles and responsibilities for risk management across the organisation, and provided clear definitions of risk and risk management.

The Draft Policy has been endorsed by the Executive Leadership Team on 24 October 2023, the Senior Leadership Team on 9 November 2023 and the Audit Risk and Improvement Committee on 22 March 2024. The Draft Risk Management Policy is attached as Attachment 1 to this report.

Risk Management Plan

The Draft Risk Management Plan is the second component of Council's Risk Management Framework, and includes Council's Risk Appetite Statement.

The Draft Risk Management Plan has been developed based on the requirements contained within the Guidelines. Council previously engaged InConsult to assist in developing the Risk Appetite Statement and the confidential Strategic Risk Register. InConsult have also provided comments in relation to the Draft Risk Management Plan.

The Guidelines require each Council to manage its strategic and operational risks and implement a Risk Management Framework that is consistent with Australian Standards ISO 31000-2018 Risk Management Guidelines (AS Guidelines).

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AS Guidelines defines "risk" and "risk management" as follows:

- Risk - is the effect of uncertainty on objectives, where an effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities and threats.
- Risk Management - are coordinated activities to direct and control an organisation with regard to risk.

The Draft Risk Management Plan reflects the eight principles contained within the AS Guidelines and referenced in the Guidelines:

1. **Integrated** - risk management is integrated into all council activities and decision-making processes.
2. **Structured and comprehensive** - risk management is a structured and comprehensive process that achieves consistent and comparable results.
3. **Customised** - the risk management framework and process are customised to the council.
4. **Inclusive** - risk management is inclusive of all stakeholders and enables their knowledge, views and perceptions to be considered.
5. **Dynamic** - risk management is dynamic and able to respond to changes and events in an appropriate and timely manner.
6. **Best available information** - risk management decisions are based on the best available information and takes into account any limitations and uncertainties.
7. **Human and cultural factors** - risk management takes into account human and cultural factors.
8. **Continual improvement** - risk management is continuously and periodically evaluated and improved through learning and experience.

As required by the AS Guidelines and referenced in the Guidelines, the Draft Risk Management Plan addresses the following six key elements:

1. Leadership and commitment
2. Integration
3. Design
4. Implementation
5. Evaluation
6. Improvement.

The Draft Risk Management Plan is based on the definitions, principles, key elements and process of the AS Guidelines, and the Guidelines published by the Office of Local Government. The Draft Risk Management Plan, including the Risk Appetite Statement has been endorsed by the Executive Leadership Team on 24 October 2023, the Senior Leadership Team on 9 November 2023 and the Audit Risk and Improvement Committee on 22 March 2024. The Draft Risk Management Plan is attached as Attachment 2 of this report.

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4. REPORTS FOR DETERMINATION

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Risk Appetite Statement

The Risk Appetite Statement forms part of the Risk Management Plan (Attachment 2) that was developed in a workshop with InConsult and Senior Staff in November 2022.

The purpose of the Risk Appetite Statement is to establish parameters around the amount and type of risk that Hawkesbury City Council is willing to accept to meet its strategic and operational objectives. It provides guidance for management and elected representatives on how to approach the management and treatment of risks that are inherent in undertaking Council activities. There are qualifications included in the Risk Appetite Statement however the overarching risk appetite for each risk category is shown below:

- Compliance - low
- Environment - low
- Finance - low
- Operations and Service Delivery - moderate
- People and Wellness - low
- Reputation - moderate.

The Risk Appetite Statement is included as Attachment 2 in the Risk Management Plan which is attached as Attachment 2 to this report.

Risk Registers

Risk Register

The development of a Risk Register commenced in 2019 with workshops in 2019 and 2020 with every Branch Manager to identify key risks. Risks were identified through the best available information including the Community Strategic Plan and Business Plans, input from staff for day to day operational insights, internal and external audit reports, networking with other councils, business process reviews, staff interviews and consultant advice. Each risk had a risk owner identified for managing the risk and implementing treatments to mitigate the risk. The Draft Risk Register was discussed with a wide range of stakeholders and their views and perceptions were considered. The finalised risks were populated into the Council's Risk Register housed in the Pulse platform. The Risk Register was endorsed by the Executive Leadership Team on 3 August 2020 and the former Audit Committee on 26 August 2020. The Register is not included as part of this report.

The Risk Register has been regularly reviewed and new risks added as the operating context changed. All changes to the Risk Register are approved by the Senior Leadership Team and then reported to the Audit Risk and Improvement Committee.

Strategic Risk Register (Confidential)

The confidential Strategic Risk Register forms part of the Risk Register and was developed in a workshop with InConsult and Senior Staff, in November 2022 and a series of one-on-one meetings between InConsult and risk owners in February and March 2023.

Strategic risks refer to the risks that may make it difficult or even impossible, for Council to achieve its objectives and strategic goals. These risks can have a severe consequence that can have long term impacts. These strategic risks have granular risks associated with them in the Risk Register.

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The confidential Strategic Risk Register was endorsed by the Executive Leadership Team on 24 October 2023, the Senior Leadership Team on 9 November 2023 and the Audit Risk and Improvement Committee on 22 March 2024. The Strategic Risk Register is attached as a confidential Attachment 3 to this report.

The Risk Management Framework is now presented to Council for adoption.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.4 Build strong relationships and shared responsibilities.
- 4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS

AT - 1 Draft Risk Management Policy

AT - 2 Draft Risk Management Plan - *(Distributed under separate cover)*.

AT - 3 Confidential Strategic Risk Register - *(Distributed under separate cover)*.

Attachment 1 - Draft Risk Management Policy



Risk Management Policy

COUNCIL POLICY

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Meeting Date: 14 May 2024

Division:	Corporate Services	Policy Number:	Enter No
Branch:	Governance and Risk	Adopted Date:	Enter Date
Responsible Officer:	Patricia Krzeminski	Next Review Date:	Enter Date
Director:	Director Corporate Services	Version:	Enter No

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Risk Management Policy



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Risk Management Policy



1. TITLE

Risk Management Policy.

2. PURPOSE

The purpose of this Policy is to express Hawkesbury City Council's (Council) commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all Council's planning, decision-making and operational processes.

3. SCOPE

This Policy establishes Council's approach to risk management and applies to all areas of Council operations. The Policy applies to all staff and the members of the Audit, Risk and Improvement Committee.

This Policy does not cover the identification and management of Work Health and Safety risks which are managed through the Work Health and Safety and Injury Management System.

4. BACKGROUND

The Office of Local Government's *Risk Management and Internal Audit for Local Government in NSW Guidelines* (Guidelines) has mandated that each Council in NSW have:

- An Audit, Risk and Improvement Committee that continuously reviews and provides independent advice to the Council on how it is functioning and managing risk
- A robust Risk Management Framework that accurately identifies and mitigates the risks facing the Council and its operations, and
- An effective internal audit function that provides independent advice as to whether the Council is functioning effectively and the Council's internal controls to manage risk are working.

These three mandatory governance mechanisms are key to ensuring that Councils are doing things the best way they can for their communities and are on track to delivering their community's goals and objectives.

As part of the Guidelines, each Council must implement a Risk Management Framework that is consistent with current Australian Standards for risk management. Council's Risk Management Framework comprises of three key components:

- Risk Management Policy
- Risk Management Plan, including Risk Appetite Statement
- Risk Register, identifying Register of Strategic Risks

5. POLICY DETAILS

Council provides critical services and infrastructure to the residents, ratepayers and visitors to the Hawkesbury. Council also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the Hawkesbury community.

It is therefore incumbent on Council to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Council, staff and the community. It is also our responsibility to ensure the efficient, effective and ethical use of resources and services by ratepayers, residents, staff and visitors.

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Council has developed a Risk Management Framework consistent with *Australian Standard ISO 31000:2018 Risk Management – Guidelines* to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

Council is committed to the principles, framework and process of managing risk as outlined in *Australian Standard ISO 31000:2018 Risk Management – Guidelines* and commits to fully integrating risk management within the Council and applying it to all decision-making, functions, services and activities of the Council in accordance with our statutory requirements.

6. ROLES AND RESPONSIBILITY

Council aims to create a positive risk management culture where risk management is integrated into all everyday activities and managing risks is an integral part of governance, good management practice and decision-making at Council. It is the responsibility of every staff member and business area to observe and implement this Policy and Council's Risk Management Framework.

Responsibility	Roles and Responsibility
Council (governing body)	<ul style="list-style-type: none">Responsible for establishing the foundational elements of the Council's Risk Management Framework and setting the 'tone at the top'.Approving, by resolution, the Council's Risk Appetite Statement (in consultation with the Audit Risk and Improvement Committee).
General Manager	<ul style="list-style-type: none">Overseeing the Council's Risk Management Framework and ensuring it is effectively communicated, implemented, and reviewed regularly.Promoting and championing a positive risk culture.Assigning authority and accountability for risk management at appropriate levels and to appropriate staff in the Council, and ensuring they are held accountable for these responsibilities.Annually attesting that the Council's Risk Management Framework complies with the Guidelines.Approving the Council's implementation of corrective actions recommended by the Council's Internal Audit Function, External Audit, and Audit Risk and Improvement Committee.
Manager Governance and Risk	<ul style="list-style-type: none">Developing, implementing and maintaining the Risk Management Framework.Assisting risk owners review and update their risks and identifying actions to mitigate.Reporting regularly to the General Manager on risk management issues.Providing reports to the Executive Leadership Team, the Senior Leadership Team and the Audit, Risk and Improvement Committee on Risk Management.Conducting an annual review of Council's Risk Management Policy and Risk Management Framework to ensure it continues to meet the requirements of the Local Government Act 1993, the Local Government Regulations, and the Council's requirements.
Directors and Managers	<ul style="list-style-type: none">Ensuring all staff manage their risks within their own work areas. Risk should be anticipated, and reasonable protective measures taken.Encouraging openness and honest in the reporting and escalation of risks.Ensuring all staff have the appropriate capability to perform their risk management roles.Reporting to the Manager Governance and Risk on the status of risks and controls.Identifying and communicating improvements in Council's risk management practices to Council's risk management function.

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Responsibility	Roles and Responsibility
Audit, Risk and Improvement Committee	Reviewing Council's: <ul style="list-style-type: none">• Risk Appetite Statement• Risk management practices and procedures• Risk management strategies for major projects or undertakings• Control environment and insurance arrangements• Business continuity planning arrangements• Fraud control plan.
All staff	<ul style="list-style-type: none">• Being familiar with, and understanding, the principles of risk management.• Complying with all policies, procedures and practices relating to risk management.• Alerting management to risks that exist within their area.• Performing any risk management activities assigned to them as part of their daily role.

7. DEFINITIONS

As defined by *Australian Standard ISO 31000:2018 Risk Management – Guidelines*

Risk	Effect of uncertainty on objectives, where an effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities and threats
Risk Management	Coordinated activities to direct and control an organisation with regard to risk

8. RELATED DOCUMENTS

Legislation

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Local Government (General) Amendment (Audit Risk and Improvement Committees) Regulation 2023
- Australian Standard ISO 31000:2018 Risk Management - Guidelines

Related policies

- Code of Conduct
- Fraud and Corruption Prevention
- Internal Reporting Policy (Public Interest Disclosures Act)
- WHS Policy Statement

Procedures

- Project Management

Framework

- Risk Management Framework

Guidelines

- Office of Local Government - Risk Management and Internal Audit for Local Government in NSW Guidelines – November 2023

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4.4.5. CS - Hawkesbury Sports Council Governance Review - (95496, 73611)

Previous Item: 161, Ordinary (25 August 2020)

199, Ordinary (13 October 2020)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present the report regarding the governance review of Hawkesbury Sports Council Inc.

EXECUTIVE SUMMARY

In December 2018, the former Audit Committee resolved to endorse a methodology for engaging InConsult Pty Ltd (InConsult) to work with Council to develop and implement a program to address potential risks across Council's operations, including governance in relation to Council's relationships with third party organisations.

InConsult were engaged to undertake independent governance reviews of Council's third party relationships of Peppercorn Services Inc, Hawkesbury River County Council and Hawkesbury Sports Council Inc. (Sports Council).

Inconsult has recently completed the Hawkesbury Sports Council Governance Review Report. Overall, the Governance Review of the Sports Council found that:

- Council has validly delegated the care, control and management of active playing fields to the Sports Council
- The Sports Council is effective in leveraging available funding
- The Sports Council has a range of governance structures, policies and procedures in place
- The Sports Council has processes for long term planning based on prioritised allocation of available funds
- There are opportunities to improve the governance of the Sports Council, including:
 - Developing a service level agreement to clarify roles and responsibilities, service standards and operating requirements
 - Council supporting the Sports Council in enhancing its governance
 - Developing a coordinated approach to long term planning
 - The Sports Council improving the transparency and reporting of activities.

The Report has made a number of recommendations, with associated risk ratings and timeframes to carry out the recommendations.

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An Action Plan for the recommendations contained in the Hawkesbury Sports Council Governance Review Report will be developed and regular reporting on the status of the implementation of the Action Plan will be provided to Councillors (via Briefing Sessions) on a regular basis.

RECOMMENDATION

That:

1. Council receive and note the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review Report' dated January 2024.
2. Council adopt the recommendations contained in the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review Report'.
3. An Action Plan be developed to implement the recommendations contained in the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review Report'.
4. The progress on the Action Plan be reported to Councillor Briefing Sessions on a regular basis.
5. The progress on the recommendations contained in the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review Report' be reported to the Audit, Risk and Improvement Committee on a regular basis.

BACKGROUND

In 2018, Council engaged InConsult Pty Ltd (InConsult) to undertake a review of Council's Risk Register. The purpose of the review was to better understand Council's risk exposure and controls relied upon to reduce risks to an acceptable level.

In August 2018, InConsult provided Council with its preliminary findings of the Risk Register review.

At its meeting on 12 September 2018, the Audit Committee considered the preliminary findings and resolved, in part, that the General Manager prepare a report outlining how Council might begin the process of addressing potential risks identified in the preliminary findings. These risks included governance in relation to third party organisations.

At its meeting on 5 December 2018, the Audit Committee resolved, in part, to:

"2. Specifically endorse the methodology outlined in the report in relation to third party relationships."

InConsult were engaged to undertake reviews of the relationships with Peppercorn Services Inc., Hawkesbury River County Council, and the Hawkesbury Sports Council Inc. (Sports Council).

The review of Peppercorn Services Inc. was completed on 30 March 2020 and reported to Council on 25 August 2020. The review of Hawkesbury River County Council was completed on 4 September 2020 and reported to Council on 13 October 2020.

In April 2023, InConsult were engaged to conduct an independent review of the Sports Council's compliance to relevant governance instruments and financial requirements.

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DISCUSSION

During 2023, InConsult reviewed and evaluated Council's approach to managing its relationship with the Sports Council. InConsult's review focused on the governance and management of risks by the Sports Council.

InConsult finalised the Hawkesbury Sports Council Governance Review Report in January 2024. A copy of the Hawkesbury Sports Council Governance Review Report is attached as Attachment 1 to the report.

The Review found that:

- Council has validly delegated the care, control and management of active playing fields to the Sports Council
- The Sports Council is effective in leveraging available Council funding through grant applications and in-kind support from member sporting clubs
- The Sports Council has a range of governance structures, policies and procedures in place, however they require assistance from Council to enhance these structures
- The Sports Council has processes for long term planning based on prioritised allocation of available funds
- There is a lack of coordinated approach to assessing community needs
- There are significant opportunities to improve governance, including:
 - Developing a service level agreement to clarify roles and responsibilities, service standards and operating requirements
 - Council supporting the Sports Council in enhancing its governance through aligned policies and procedures
 - Developing a coordinated approach to long term planning based on the assessment of the adequacy of facilities and sports club requests
 - The Sports Council improving their transparency and reporting to member clubs, Council and the community.

In the Report, InConsult has made 29 recommendations; 18 of the recommendations are the responsibility of Council, and 11 are the responsibility of the Sports Council.

The key findings/observations and recommendations focused on the following elements:

- Delegation
- Governance
- Strategy and Business Planning
- Risk Management
- Compliance

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- Financial Management
- Engagement, Monitoring and Oversight.

Each of the recommendations was given a risk rating using the following criteria:

- High: Action is a matter of priority within nine months to enhance governance, management of risk and operational effectiveness
- Medium: Action is required within nine to 15 months to enhance governance and ensure material risks are not overlooked
- Low: Action is important to be completed within 15 to 24 months to enhance governance oversight and engagement with members.

Of the 29 recommendations, 13 are rated High, 13 are rated Medium, and three are rated Low.

InConsult's Review of the Sports Council was reported to Councillors at a Councillor Briefing Session on 27 February 2024.

The Review of the Sports Council was reported to the Audit, Risk and Improvement Committee (ARIC) on 22 March 2024 where the ARIC resolved to receive and note the report. The ARIC has requested to receive progress reports on the recommendations made in the Review.

An Action Plan for the 29 recommendations contained in the Hawkesbury Sports Council Governance Review Report will be developed to implement the recommendations contained in the report. This will include the responsible officer and/or agency for each action, a recommended due date, and how each recommendation is going to be managed.

Internal governance arrangements will be established to implement the Action Plan. These arrangements will include an internal staff working group that will action and monitor the Action Plan and that will require key Council Staff coordinating with the Sports Council to execute their recommendations.

Council will receive updates on the implementation of the Action Plan every six months at Councillor Briefing Sessions, and the ARIC will receive reports providing updates on the progress of the recommendations every six to nine months at ARIC meetings.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

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

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Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.4 Build strong relationships and shared responsibilities.
- 4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS

AT - 1 InConsult's 'Hawkesbury Sports Council Governance Review Report', dated January 2024 -
(*Distributed under separate cover*).

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4.4.6. CS - Review of Council's Investment Policy - (95496, 96332)

Previous Item: 4.4.2, Ordinary (20 June 2023)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to submit the reviewed Investment Policy to Council for adoption.

EXECUTIVE SUMMARY

This report is being submitted to Council to satisfy the requirements of the then Division of Local Government Investment Policy Guidelines, issued in May 2010, regarding the annual review of the Investment Policy.

The Investment Policy is to be reviewed at least once a year, or as required in the event of legislative changes. Any amendment to the Investment Policy must be by way of Council resolution. Accordingly, the Investment Policy has been reviewed and an amended Investment Policy is attached as Attachment 1 to this report.

RECOMMENDATION

That Council adopt the amended Investment Policy attached as Attachment 1 to this report.

BACKGROUND

On 25 May 2010, the then Division of Local Government issued Investment Policy Guidelines to assist councils with the preparation of an Investment Policy, and the prudent and appropriate management of Council's surplus funds. The Guidelines, issued under Section 23A of the Local Government Act 1993 (the Act), apply to all general purpose and special purpose councils in NSW.

Relevant Legislation

Section 23A, Local Government Act 1993

Section 625, Local Government Act 1993

DISCUSSION

The current Investment Policy was adopted by Council at its meeting on 20 June 2023. At its meeting on 13 December 2022, Council appointed Prudential Investment Services Corp as its Investment Advisor.

The purpose of the Investment Policy is to establish the guidelines that Council adopts in investing funds surplus to cash flow requirements. The objectives of this Policy are:

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1. To comply with the legislative requirements and regulations relevant to the management of Council's investments;
2. To maximise returns to Council consistent with all requirements of the Policy;
3. To preserve the capital of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing all risks within identified thresholds and parameters;
4. To ensure the investment portfolio has sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment;
5. To establish a framework for monitoring the investments.
6. The investment portfolio is expected to match or exceed a passive investment benchmark for conservative investors, in line with prudent person principles; and
7. To confirm delegations and other relevant governance matters in relation to Council's investments.

Under Council's Investment Policy, all investments are made in accordance with:

- The Local Government Act 1993 - Section 625
- The Local Government (General) Regulation 2021 – Clause 212
- The Local Government Act 1993 - Order (of the Minister) dated 12 January 2011 and gazetted 11 February 2011
- The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) & (2)
- The Local Government Code of Accounting Practice and Financial Reporting
- Office of Local Government Circulars
- Australian Accounting Standards
- Council resolutions.

Council's Investment Policy provides a framework within which investment decisions are made. Permitted investments, risk management, diversification, term, and liquidity considerations are addressed within the attached Policy. The requirements regarding measurement, benchmarking, reporting, and reviewing of Council's Investments are also addressed.

A review of the current Policy has been undertaken by Council's independent Investment Advisor, Prudential Investment Services Corp to ensure that the Policy:

- Is clear and easy to follow,
- Is achieving the desired objectives considering prevailing market conditions,
- Is consistent with other Council objectives.

It was determined by the Advisor, that the current Investment Policy has been effective in enabling Council Officers to make investment decisions that achieve a good balance between securing the optimal return whilst maintaining cash flow requirements and managing risk by diversifying across institutions and investment terms.

The Advisor recommended an amendment to the Policy to enhance clarity. In the Institutional Credit Framework table in Section 12.1 Diversification of the Investment Policy, the headers for the percentage limits allow for individual institutions based on their credit ratings are recommended to refer "Per Institution Maximum" and "Per Fund Maximum" (pertaining to TCorp Funds), replacing

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“Portfolio Maximum”. This stipulates that the maximum pertains to an institution or fund and not the portfolio as a whole.

Current

Institutional Credit Framework

Exposure to an individual institution will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

ADI Portfolio Credit Limits / Ratings	
Long Term Credit Ratings	Portfolio Maximum
AAA	50%
AA+, AA, AA-	50%
A+, A, A-	35%
BBB+, BBB	25%
Specific Ministerial Approved Forms of Investment	Portfolio Maximum
NSW TCorpIM Funds	20%

Proposed

Institutional Credit Framework

Exposure to an individual institution will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

ADI Portfolio Credit Limits / Ratings	
Long Term Credit Ratings	Per Institution Maximum
AAA	100%
AA+, AA, AA-	100%
A+, A, A-	60%
BBB+, BBB	50%
Specific Ministerial Approved Forms of Investment	Per Fund Maximum
NSW TCorpIM Funds	20%

In addition, within Section 12.4 Environmental, Social and Governance (ESG) Investing of the Investment Policy, a definition of ESG investigation has been included, as follows:

"ESG Investing refers to the investment in institutions or funds that are implementing policies and actions that are pro-social, environmentally friendly, and have good corporate governance."

The amended Investment Policy is attached as Attachment 1 to this report.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

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Reliable Council

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

There are no financial implications applicable to this report. The adoption of the amended Investment Policy as attached to this report provides enhanced clarity for application during investment decisions.

ATTACHMENTS

AT - 1 Amended Investment Policy May 2024 - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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4.5. INFRASTRUCTURE SERVICES

4.5.1. IS - Food Organics Garden Organics (FOGO) Transition Plan - (95495)

Previous Item: 216, Ordinary (13 December 2022)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to endorse the Food Organics and Garden Organics (FOGO) Transition Plan for the Hawkesbury Local Government Area.

EXECUTIVE SUMMARY

In 2021, the NSW Government released the Waste and Sustainable Materials Strategy, requiring Councils to implement a Food Organics Garden Organics (FOGO) kerbside bin service by 2030. This mandate is designed to reduce waste into landfill and carbon emissions.

The Government's FOGO mandate aligns with Council's commitment to environmental sustainability as outlined in the Community Strategic Plan (CSP), Waste and Resource Recovery Strategy, Environmental Sustainability Strategy and Net Zero Emissions and Water Efficient Strategy.

The introduction of FOGO provides a strategic opportunity to advance towards Council's adopted resource recovery and net-zero emission targets and will support extending the life of our landfill, provide nutrient recycling through input into soils via the production of compost and reduce carbon emissions.

A FOGO Transition Plan, attached as Attachment 1 to the report, was developed to address the key components of delivering FOGO to the Hawkesbury community.

A comprehensive FOGO service rollout across the entire Local Government Area (LGA), encompassing both urban and rural areas, will ensure consistency in communication and engagement. The LGA-wide implementation will ensure economies of scale, allowing for streamlined service delivery and more effective community outreach. This uniform approach is required not only by the mandate but is justified by the amount of FOGO material within the rural area's general waste bins and supported by feedback from the rural community in 2022.

Council would apply for grant funding available to assist in the supply of new FOGO bins for the rural area, and for compostable bags and caddies for both urban and rural areas. Council can encourage households to offset the increases in domestic waste charge by downsizing their general waste bins.

The introduction of a FOGO service will likely be one of the most significant undertakings a council can set out to achieve and there are plentiful examples of the impact it can have on communities when it isn't undertaken well, or too much is asked of a community in respect of the behavioural changes being asked. Communications and community engagement is the key critical factor in determining the success of a FOGO service roll-out. To manage this risk and ensure communications and engagement is effective and comprehensive, a communications plan would begin 12 months prior to the commencement date.

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With respect to Council's contractual obligations, the collection and processing arrangements entered into last year allow for the introduction of FOGO, but require that Council provides a minimum of 12 months' notice to its contractor.

A commencement date of 1 July 2027 has been recommended to ensure the FOGO service is successful, well planned and resourced, including procurement, communications and staffing.

RECOMMENDATION

That Council:

1. Receive and note the report on the Food Organics Garden Organics (FOGO) Transition Plan;
2. Endorse the Food Organics Garden Organics (FOGO) Transition Plan, including the commencement of the proposed Food Organics Garden Organics (FOGO) service from 1 July 2027, attached as Attachment 1 to this report.

BACKGROUND

The NSW Government has mandated that all households in New South Wales must adopt FOGO services by 2030 as part of its Waste and Sustainable Materials Strategy 2041. This statewide initiative is a crucial step towards fostering a circular economy, reducing waste to landfill, and reducing our carbon footprint.

Council has also set ambitious targets for our community and organisation, with a net-zero emissions goal by 2030. The introduction of FOGO is necessary to meet this target. Council's commitment to sustainability extends beyond achieving net-zero emissions with a comprehensive approach to resource recovery and waste management. The Council's Waste and Resource Recovery Strategy 2032 sets out our commitment to fostering sustainable practices, emphasising the important role of FOGO in achieving our goals and objectives.

Our resource recovery rate for kerbside collections is 34%, which has remained unchanged since 2013 following the introduction of the garden organics bin for urban properties. To increase resource recovery rates, FOGO will enhance organic waste recovery and progress us toward the NSW target of an 80% recovery rate by 2030.

The majority of Western Sydney Councils have already begun their FOGO journey including committing to start dates. One point of difference between Hawkesbury and other councils is that Hawkesbury has in place sufficiently flexible collection and processing arrangements to place the decision on a commencement date entirely within the control of Council, whereas other councils are more or less being driven by the conclusion of existing collection and/or processing contracts.

DISCUSSION

The introduction of a FOGO service is one of the largest changes to affect most households in the Local Government Area (LGA). This will require engaging with the community to ensure they are supported in the behaviour change of placing food and garden material into the FOGO bin. The more food and garden organics placed in the FOGO bin the more it will reduce the amount sent to landfill, reduce carbon emissions and ensure nutrients are returned to the soil through the creation of compost.

Council has undertaken significant research into other FOGO systems in NSW and has consulted with a variety of councils that are planning or have already introduced FOGO, including Penrith City

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Council. The aim was to develop a FOGO Transition Plan (the Plan) with key actions that were based on the best available evidence, data and learnings from others. This Plan is attached at Attachment 1.

In developing the Plan there were four key elements considered including:

1. Timing - when to start the service
2. Geographical Coverage - how much of the LGA should the service cover
3. Service Configuration - whether the total kerbside garbage bin offering and servicing change in size and/or frequency
4. Resourcing - staff requirements to ensure a quality service roll out and behaviour change is embedded within the community

Timing

There are several elements to consider when recommending a commencement date including:

1. Council having the opportunity within the contract to stipulate a start date with JJ Richards with a minimum of 12 months notice. This is generally not the case for other councils that must align the introduction of FOGO with the start of a new contract.
2. Procuring resources will take time including staffing, bins, caddies, bags and developing communication and education materials.
3. Using learnings from other Councils, it is recommended that at least 12 months be provided for engagement prior to any rollout.
4. Council trialing an alternative technology with Black Soldier Flies (BSF) with Arc Ento. If this is successful, this may reduce the need for FOGO.
5. Ensuring sufficient funds are available in the Domestic Waste Management Reserve for the new service to responsibly manage increase in costs associated with the new service.

The new service is estimated to require an additional \$5.6 million (in 2023/2024 dollars - net of savings associated with reduction in residual waste processing) in year 1 and \$4.2 million ongoing (in 2023/2024 dollars - net of savings associated with reduction in residual waste processing). These figures have been incorporated into the 10 year plan for the Domestic Waste Management Service to ensure increases in the domestic waste management charge are managed for ratepayers.

Therefore, the dates of commencement can realistically be between 1 July 2026 to 1 July 2030. However, based on all the feedback received and in considering the elements above, it is recommended that the commencement date for FOGO is 1 July 2027.

Geographical Coverage

There are three types of designated areas within the Hawkesbury for waste services:

1. Urban - receive a three bin service (garbage, recycling and garden organics)
2. Rural - receive a two bin service (garbage and recycling)
3. Remote - receive a modified two bin service; the garbage (and recycling) is collected fortnightly

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Council also currently collects waste and recycling from central bin collection points in more remote areas. This is where residents are required to place their bins at a centralised collection spot, not directly outside of their property, due to access. This is often near a cross roads or somewhere accessible for the vehicles to turn around. These areas can have anywhere up to 40 bins presented for collection and there must be consideration of the physical constraints, safety aspects and aesthetic if a third FOGO bin were added. The reality is that many, if not all, centralised collection points would either cease to function properly, present unacceptable safety risks (road safety), or have too great an impact on the character and aesthetic of an area if FOGO bins were added to these areas.

Under the NSW EPA's mandate, Council will be able to seek an exemption for areas where it is believed and an evidence-based case is made, that FOGO will not be beneficial.

Analysis of audit data is that it is unlikely any exemption would be granted for the urban or rural properties due to the amount of FOGO currently in the garbage bins.

However, approximately 650 households in the remote area would be well placed to be exempt including any that use a central bin collection point. The addition of a third bin at these points is unlikely to yield meaningful volumes of FOGO material.

Therefore, it is recommended that the service area will include the whole LGA, but Council will seek exemption for properties that are designated as remote or are using centralised bin collection points.

Service Configuration

Across councils in NSW, there are many different bin service configuration options utilised and made available to communities, with the introduction of FOGO presenting opportunities to revisit configurations either at the point of introduction or at some time following the introduction. Most commonly, a standard fortnightly recycling bin (yellow lid) and weekly FOGO bin (green lid) are provided, with the residual waste bin (red lid) being the variable in the different bin configurations and the two most common configurables are:

1. The garbage bin goes from a weekly to fortnightly collection; and/or
2. Downsizing of bins from 240L to a 140L (or potentially smaller to an 80L).

Reviewing the data and also challenges faced by other Councils, media and community feedback from those that have pursued one or more of the above options, it is recommended that Council focus on the positive behaviour change for the community in placing food leftovers and scraps from the garbage bin into the new FOGO bin, without having to manage the perceived loss of services or forced downsizing of bins. In short, it is important that Council respects the scale of the change being asked of its residents and limits the extent of change.

Therefore, it is recommended that Council continue with weekly garbage collections and continues to encourage households to transition to a 140L garbage bin to offset costs of the new FOGO service. A review can be conducted after the new FOGO service is embedded within the LGA to explore other service delivery options, once the behaviour change is embedded and there is sufficient data to inform any such consideration.

Resourcing

Supporting the community achieve the desired behaviour change will take resources outside of the current business as usual operations. Many councils have employed teams to help plan and introduce their FOGO rollout. Considering the external factors and the need to deliver this service it is considered appropriate that:

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1. A FOGO project officer is recruited for 18 months to lead the introduction of the service; and
2. Two FOGO support officers are recruited for six months each during the roll out to support the Customer Experience team in managing issues during the rollout

The Plan is designed to give a level of certainty moving forward, however, also ensures Council is flexible and adaptive to incorporate changes over time. This includes confirming a final decision on the expected commencement date of the FOGO service, by Council, no later than December 2025.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. Engagement for the delivery of the service will trigger engagement with the community and a dedicated education engagement campaign will be developed and delivered in due course.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Protected Environment and Valued History

- 2.3 Encourage and enable our community to embrace the waste management principles of reduce, reuse and recycle.
- 2.4 Encourage and enable our community to make more sustainable choices.
- 2.6 Achieve net zero emissions targets.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 10 Year Domestic Waste Management Financial Plan and will be further reviewed as further information is known as part of the annual review of the 10 Year Plan undertaken when developing the annual Operation Plan.

ATTACHMENTS

AT - 1 Food Organics and Garden Organics (FOGO) Transition Plan - (*Distributed under separate cover*).

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ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

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ORDINARY MEETING
4. REPORTS FOR DETERMINATION
Meeting Date: 14 May 2024

4.5.2. IS - Quarter 3 - 2023/2024 Capital Projects Report - (95495)

Previous Item: 4.5.3, Ordinary (13 February 2024)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to respond to provide a quarterly status update on Council Capital Projects for the third quarter of the 2023/2024 financial year. This report is intended to increase the level of transparency and accountability in delivery of Council's Capital Works Program.

Capital projects included in this report are managed through the Infrastructure Recovery (Flood Recovery) Team, Project Delivery and Western Sydney Infrastructure Grants Program (formerly WestInvest) teams.

The report outlines overall program status, considers risks for Grant Funded projects, authorities' approvals and planning approvals that may hinder or alter the commencement of any given project.

EXECUTIVE SUMMARY

This report details matters of scope, progress, time, and budget for major capital projects, defined as "Complex" projects within Council's Project Management Framework. Additionally, this report includes the minutes of the Western Sydney Infrastructure Grants Executive Steering Committee meetings that occurred within the reporting period.

By introducing this more frequent reporting, Council seeks to increase the level of accountability to its community and the level of transparency over the progress of its more significant capital projects.

This report also presents the Draft Communication and Engagement Plans for the North Richmond Community Precinct and Redevelopment of Richmond Swimming Centre projects for Council endorsement.

RECOMMENDATION

That Council:

1. Receive and note the Quarter 3 - 2023/2024 Capital Projects Report,
 2. Receive and endorse the Draft Communication and Engagement Plans for the North Richmond Community Precinct and Redevelopment of Richmond Swimming Centre projects attached as Attachment 3 to this report.
-

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

BACKGROUND

At the Council meeting on 18th April 2023, Council resolved;

“Receive a major capital project update report, on a quarterly frequency, outlining the key elements of scope, progress, time and budget.”

This is the third quarterly Capital Projects Report compiled, providing Council a quarterly update on the major Capital projects.

Council has previously relied upon the Annual Report to communicate progress on and achievement of major capital projects. The annual report is a key element of the Integrated Planning Report Framework and an important document to communicate to the community the achievements of Council over the previous reporting period. However, being annual and generally released some months after the reporting date, it doesn't meet the need to provide frequent and timely updates on how Council is progressing with major capital projects, particularly those which have a high interest and high impact on our community.

Historically, Council has undertaken approximately \$20 million to \$25 million worth of capital projects and these have, in turn, generally been focused on projects which are renewal in nature - the reconstruction of a road, or refurbishment of a Council community building for example, or where they are for new projects, they have been minor in nature, such as a new footpath.

In recent years, and particularly with the increased level of grant funding, this value has increased substantially, however the majority of our projects, by number, remain relatively small, lack the complexity and impact of those larger projects funded by the Western Sydney Infrastructure Grants and similar programs and accordingly are of relatively low interest to the broader community.

DISCUSSION

The purpose of this report is to increase the level of transparency and accountability in delivery of Council's Capital Works Program. This must be balanced with respect to the competing demands that increased reporting places on the organisation. It is not intended that every capital project be included in reports; an appropriate level of discrimination must be applied to ensure that a focus is maintained on those projects which are of both a high interest and a high impact to the broader community and that the costs of increased reporting do not outweigh the benefits that lesser projects seek to deliver to the community. Refer to Attachment 1 to this report.

Whilst it is clear with the Western Sydney Infrastructure Grants (formerly WestInvest) Program of projects that each project would be incorporated into the major capital project report, it is less so with the more routine projects that Council ordinarily delivers. To achieve this balance, the 14 highest ranked projects, by complexity and/or risk, have been included in this report, and commentary has been provided at an Asset Program level for the remainder of the Capital Works Program. A detailed status report on these projects.

A full financial on the Capital Works Program is included in this Business Paper as part of the Quarter 3 Quarterly Budget Review Statement.

PROJECT DELIVERY

Capital Works Program Status Summary

Council has completed the design and construction of several projects by this Quarter. Council has also completed design of several projects or progressed the design to facilitate early construction of the projects in the next financial year.

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4. REPORTS FOR DETERMINATION

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Buildings

Building Capital projects included in 2023/2024 financial year program of works are in various phases including planning, design, procurement and delivery which consists of minor and major asset renewal and upgrades.

In the reporting period, Council has completed the following projects:

- St Albans School of Arts Upgrade
- Maraylya Hall Refurbishment
- Animal Shelter Upgrades: Painting enclosures, Cattery installation, Signage Upgrade

The following projects are currently in construction phase or to be commenced:

- North Richmond Amenities
- Animal Shelter underfloor heating
- Other miscellaneous building upgrades

Council have commenced preliminary phases of investigation of upcoming amenities buildings upgrades and will provide further update in the next quarter.

Status update of Council's key strategic building projects is provided below.

Hawkesbury Emergency Services Precinct (incorporating the new Hawkesbury Fire Control Centre)

Following Council's endorsement of the new site at McKinnons Road, Wilberforce, both the project development and land acquisition processes have commenced and been progressed during the reporting period.

The Project Control Group, consisting of representatives from NSW RFS, Hawkesbury SES, NSW Public Works and Council, has recommenced and continues to meet monthly for the purpose of providing oversight to the project team and guidance on the scope and requirements of the project. The project's consulting architects have been re-engaged and prepared a brief outlining the development stages of the Precinct, including an initial preparation of a site Masterplan.

The land acquisition process is underway and will be the subject of a future, confidential report at the appropriate time, to finalise the acquisition process. At this stage of the process, it isn't possible to provide an updated timeline, however it is anticipated that an updated program will be available for the next quarterly report.

Funding for the project is being monitored, with NSW RFS continuing to commit to a new Fire Control Centre for the Hawkesbury District.

Wilberforce Rural Fire Brigade Station

The concept plan for the new Wilberforce Rural Fire Brigade Station achieved 80% completion, with some final amendments to the positioning of the Brigade Station on the site subject to some final adjustments and vehicle clearance checks.

The Project Control Group, consisting of representatives from NSW RFS (Greater Sydney Area Command, Hawkesbury District and Wilberforce Brigade), NSW Public Works and Council, has recommenced and meeting monthly for the purpose of providing oversight to the project team and guidance on the scope and requirements of the project.

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With this level of progress, it is expected that an updated program will be available for the next quarterly report.

Open Space

Open Space capital projects included in 2023/2024 financial year program of works are mainly going through design phase with few projects being constructed.

Projects completed in this reporting period include:

- South Windsor Netball Courts surface renewal
- Pitt Town Stage 2 Upgrade
- Soccer Field Lighting, Bensons Lane

Project currently in design stage include:

- Macquarie Park Upgrade
- Freemans Reach Playground
- Peel Park, North Richmond and Colonial Reserve, Bligh Park Pumptracks (Complete)
- Deerubbin Park New Amenities
- Yarramundi Reserve Upgrade
- Wilberforce Playground

Similarly, the following projects are currently either in Construction or soon to commence:

- Shade Over Playspace Program – Mileham Road, South Windsor and Colonial Reserve, Bligh Park
- Bona Vista Drive, Pitt Town drainage improvement

Council have commenced preliminary phases of investigation of upcoming open space projects and will provide a further update in the next quarterly report.

Community and Local Infrastructure Repair Program (CLIRP) & OLG

During the reporting period, the design for the following projects under CLIRP grant program has continued:

- Argyle Bailey Memorial Reserve
- Howe Park Bank Stabilisation (2)
- Rickaby's Creek Pedestrian Bridge Repair
- Churchills Wharf Reserve
- Governor Phillip Park (2) Embankment Stabilisation.

The design of embankments is expected to be completed by the end of this financial year. Subject to all relevant statutory approvals being complete in design and investigation stages, the construction works are anticipated to be completed in the next financial year.

Roads - Transport

Roads and Transport projects includes renewal and upgrade of council's road pavement, footpath, drainage, kerb and gutter and miscellaneous civil works.

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Projects completed in this reporting period include:

- Kurmond Road, Kurmond
- Grose Vale Road, Kurrajong
- Dickson Lane, South Windsor
- Grose Vale Road, North Richmond
- Maddens Road, North Richmond
- Windsor Street, Windsor
- Railway Road, South Mulgrave
- Grose Vale Road, Kurrajong
- Mitchell Street, Glossodia
- Blaxlands Ridge Road, Kurrajong
- Mayne Street, Wilberforce

The following projects are currently in either construction or soon to commence:

- Scheyville Road, Maraylya
- Ian Street, Glossodia - Upgrade drainage system
- Packer Road, Lower Portland
- Argyle Street, South Windsor
- Blackman Crescent, South Windsor
- Kurmond Road, Freemans Reach
- White Place, South Windsor
- Greens Road Seal Bends, Lower Portland
- Bowen Mountain Road, Bowen Mountain
- Bilpin Hall Car Park
- Footpath Program: Bathurst Street, Argyle Street, Colonial Drive, Macquarie Street
- Bridge Replacement Willow Glen Road Bridge

Hawkesbury Waste Management Facility

Construction of Hawkesbury Waste Facility Cell 6 has been completed. Design and construction of leachate and recycling water pipelines has commenced. Unexpected geotechnical conditions have delayed the project with further geotechnical investigation and redesign completed in the reporting period. The project is now expected to be completed by June 2024.

Stormwater

Sections of drainage have been identified for future upgrade and are being reviewed for design completion.

The following projects have been completed during the reporting period:

- Tizzana Road - Drainage Upgrade

Projects continuing in design for the reporting period include:

- Airstrip Road, Pitt Town Drainage
- Avondale Road, Pitt Town Drainage
- Reedy Road, Cattai Drainage
- Coromandel Road, Ebenezer Drainage

The following projects are currently in construction:

- Pump Station L Access Road

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

WESTERN SYDNEY INFRASTRUCTURE GRANTS

Program Status Summary

The Western Sydney Infrastructure Grants Program (formerly WestInvest) for Hawkesbury City Council comprises 10 projects, all of which have received approval and execution of deeds from the Program Office.

Council have established program office to deliver the program of works. The project team has been assembled and necessary governance framework including the provision of working group, project control group, program control committee and executive steering committee have been established. Projects are now in planning and design phase.

Community consultation of some of the major projects have been initiated. This report also presents, at Attachment 3, the Draft Communication and Engagement Plans for the North Richmond Community Precinct and Redevelopment of Richmond Swimming Centre projects for Council endorsement. The plans are developed based on the principles of International Association for Public Participation (IAP2) engagement spectrum. These Plans have been developed by the project teams and reviewed by the relevant Project Control Groups, the Program Coordination Committee and the Executive Steering Committee.

Table 1 below provides the financial status of the program at the end of the reporting period. As the majority of the projects are either in planning or in design phase, forecast expenditure is relative less compared to the program value. Key milestones to deliver specific projects are included in the minutes of the Executive Steering Committee meetings. Early cost reviews have identified a number of projects requiring further investigation and review of project budgets and deliverables. This will be an ongoing task given the elapsed time and inflation over the previous 24 months.

Table 1–Western Sydney Infrastructure Grant Program Financial Summary

Projects	Approved Project Lifecycle Budget	Full Year Budget FY2023/24	Actual to date (Q3) FY2023/24	Total Forecast FY2023/24
Woodbury Reserve Upgrade	\$9,316,136	\$750,000	\$515,436	\$749,342
Fernadell Park and Community Facility Development	\$9,870,794	\$563,000	\$477,181	\$781,416
Cycleway Bridge over Rickaby's Creek	\$4,695,810	\$210,000	\$31,309	\$208,081
Kurrajong-Kurmond Cycleway	\$5,219,367	\$372,000	\$72,984	\$365,591
Oasis Aquatic and Fitness Centre Improvements	\$6,716,000	\$273,000	\$46,021	\$272,943
Redevelopment of Richmond Swimming Centre	\$30,319,853	\$111,000	\$49,509	\$110,332
Tamplin Field Redevelopment	\$9,795,000	\$540,000	\$78,694	\$540,527
North Richmond Community Precinct	\$26,770,000	\$100,000	\$63,084	\$116,700

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Projects	Approved Project Lifecycle Budget	Full Year Budget FY2023/24	Actual to date (Q3) FY2023/24	Total Forecast FY2023/24
Getting around and Discovering the Hawkesbury (Wayfinding)	\$2,445,400	\$196,050	\$50,750	\$196,050
Turnbull Oval, North Richmond Pak - Grandstand and Amenities Upgrade	\$8,545,000	\$490,500	\$59,290	\$491,711
WSIGP general			\$75,318	\$337,037
Total	\$113,693,360	\$3,605,550	\$1,519,576	\$4,169,730

Project Status Summary

North Richmond Community Precinct

North Richmond Community Precinct project is one of the significant projects for Council which is highest in the value. Council have engaged specialist project management firm to project manage this project on behalf of Council.

Council has called tender to engage a Principal Design Consultant. Council have also engaged a specialist consultant to provide advice on the options available to implement a long-term viability of the operation of the facility. Outcome of this study will be presented to Council in the next quarter report.

Council has prepared a communication and engagement plan outlining key stakeholders and their input to the project.

Oasis Aquatic and Fitness Centre

Site investigation for the various components of the site improvement works is progressing. Concept design of the facility is in final stage.

Redevelopment of Richmond Swimming Centre

Site investigation works of the redevelopment of Richmond Swimming Centre project are currently progressing. Council has gathered lesson learnt information from various metro Council on similar projects and currently preparing a design brief to engage an experienced and qualified Principal Design Consultant.

Council has prepared a communication and engagement plan outlining key stakeholders and their input to the project.

Fernadell Park and Community Facility Development

Council has progressed the landscape design of the project to 80%. Concept design of the Community Centre is currently on public exhibition.

Recent Quantity Survey (QS) report on project indicated estimated cost of the project is significantly higher than the original budget. Project team is currently working on various options of value

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engineering including staging, rescoping or descoping of some of the nice to have items to maximise project outcome within budget.

Tamplin Field Redevelopment

Council is currently undertaking site investigation works. Concept plan is also being developed by landscape architects and sporting facility experts.

Recent Quantity Survey (QS) report on project indicated estimated cost of the project is significantly higher than the original budget. Project team is currently working on various options of value engineering including staging, rescoping or descoping of some of the nice to have items to maximise project outcome within budget.

Turnbull Oval

Council has completed investigation works. Development of concept plan is progressing by landscape architects and sporting facility experts.

Stakeholder consultation is being carried out with facility users and Hawkesbury Sports Council a per Council's stakeholder engagement plan.

Woodbury Reserve Upgrade

Construction of the BMX Pump Track is nearing completion. Construction of Mountain Bike Trails is in progress. Council has also initiated the procurement of the construction of Skate Park.

The concept plan for the precinct works, utilising the recently adopted Masterplan is being finalised. Procurement of the design and construction of the skate park will be initiated once the concept plan for the entire precinct is finalised.

Getting around and Discovering Hawkesbury (Wayfinding Stage 3)

Site investigation and signage audit for 11 Town Centres and 23 LGA Entry Gate sign locations have been completed and the design is being finalised. Stakeholder consultation to finalise art works are continuing.

Cycleway Bridge over Rickaby's Creek

Site investigation and concept design are progressing.

Kurrajong to Kurmond Cycleway

Site investigation of the project is now complete. Draft concept design is in public exhibition. The Council resolution made at the 18 April 2023 meeting also requires the minutes of the Executive Steering Committee to be attached to this report, as the formal feedback loop to Councillors and the community on the program governance and assurance process.

The minutes from the 28 February, 26 March and 23 April 2024 Executive Steering Committee meetings are attached as Attachment 2 to this report.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

INFRASTRUCTURE RECOVERY

Program Status Summary

Council is delivering the reconstruction of essential public assets that are being funded by the Disaster Recovery Funding Arrangements provided by the State and Commonwealth Governments. This program of works is being delivered in Council under the Infrastructure Recovery program.

To date, Council has completed over \$58 million worth of reconstruction works to Council assets. Council has also completed additional \$11 million worth of landslip repair works on behalf of Central Coast Council. A total of over \$149 million funding has been approved for sealed roads and landslip repairs by Transport for NSW.

Table 2- Infrastructure Recovery FY2023/24 Financial Summary

Approved Program Lifecycle Budget	Full Year Budget FY2023/24	Total Actuals YTD FY2023/24	Total Forecast FY2023/24
149,000,000	\$73,000,000	\$55,100,000	\$68,000,000

Thomas James Bridge

Thomas James Bridge, its approaches on Settlers Road and the adjacent rock face were seriously damaged during the March 2022 flood, and again during the July 2022 flood events. The road serves as a critical link for residents of the Macdonald Valley south to the rest of Sydney. It is also the oldest in-use convict-built bridge in mainland Australia, circa 1830s, and as such is an important heritage item that is worth preserving.

Commencing 18 September 2023, the contractor has been well underway with debris clearing from the major landslip along with the deconstruction of the convict bridge following the opening of the temporary access road to maintain resident access 24/7.

A Community Advisory Group has been established, the last meeting was held onsite on 16 November 2023.

The project is jointly sponsored by Hawkesbury City Council and Central Coast Council, with HCC having taken the lead in response to it being our residents which are impacted by this reconstruction project.

The approved Essential Public Asset Reconstruction (EPAR) funding limit is:

\$17 million – Thomas James Bridge (EPAR – Transport for NSW Greater Sydney)

\$17 million – Settlers Road Landslip (EPAR -Transport for NSW North)

Early clearing works of the landslip debris and any associated slope stabilisation works were completed at the end of November 2023. Original reconstruction of the Bridge was planned to be completed by September 2024, however due to additional time required to safely remove heritage sandstone blocks for restoration and additional concrete work required to stabilise the foundation, the project completion time may be slightly extended. Final slope stabilisation works on the landslip site are subject to final design and will likely be undertaken following the completion of the bridge reconstruction works. Overall project is expected to be completed by March 2025.

ORDINARY MEETING

4. REPORTS FOR DETERMINATION

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Cornwallis Restoration

Reflecting the complex procurement and contractual environment, the project has now progressed with the order for long-lead items (concrete box culvert crown units) being finalised in the reporting period.

It is expected that the procurement for the construction will commence in the final quarter of 2023/2024, with construction to follow early in 2024/2025.

The funding and final design is for the reconstruction of Cornwallis Road and the Bakers Lagoon Drain. Reconstruction of the riverbank, on the adjoining private property, is not within the scope of the project, however the two projects will be coordinated to ensure that a satisfactory outcome is achieved. Construction is expected to take 9-12 months.

Gorricks Run Causeway, Upper Macdonald Valley

Construction works at Gorricks Run causeway has commenced this quarter. A new box culvert crossing will be constructed adjacent to the existing damaged causeway as part of this project. Once complete, the damaged causeway will be decommissioned.

Resident access will be maintained with the 5T load limit remaining in place for the duration of construction.

COMMUNITY ENGAGEMENT

Each project and/or program is subject to its own community consultation or community engagement process in line with Council's Community Engagement Policy.

This report seeks council endorsement of the Draft Communication and Engagement Plans for the North Richmond Community Precinct and Redevelopment of Richmond Swimming Centre projects.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.

Protected Environment and Valued History

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

Strong Economy

- 3.1 Creating an integrated and well-maintained transport system is an important local priority.

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4. REPORTS FOR DETERMINATION
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Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS

- AT - 1** Detailed Status Report Major Capital Projects - (*Distributed under separate cover*).
- AT - 2** Minutes of Executive Steering Committee Meetings - (*Distributed under separate cover*).
- AT - 3** Communication and Engagement Plans - (*Distributed under separate cover*).

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ORDINARY MEETING

4. REPORTS FOR DETERMINATION

Meeting Date: 14 May 2024

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ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

5. REPORTS OF COMMITTEES

5.1.1. ROC - Audit, Risk and Improvement Committee - 22 March 2024 - (158054, 95196)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Audit, Risk and Improvement Committee, held on 22 March 2024.

EXECUTIVE SUMMARY

The Audit, Risk and Improvement Committee considered twelve items and a General Business item at its meeting on 22 March 2024.

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

RECOMMENDATION

That Council receive and note the Minutes of the Audit, Risk and Improvement Committee Meeting held on 22 March 2024.

DISCUSSION

The Minutes of the Audit, Risk and Improvement Committee meeting held on 22 March 2024 are attached as Attachment 1 to this report.

The Audit, Risk and Improvement Committee met on 22 March 2024 and discussed the following Items:

- Item 1 - 2023/2024 Internal Audit Program Update
- Item 2 - Status of Internal Audit Management Actions
- Item 3 - Waste Management Facility Compliance Internal Audit Report
- Item 4 - Recruitment and Selection Internal Audit Report
- Item 5 - Financial Reports and Audit Engagement Plan
- Item 6 - Risk Management Framework
- Item 7 - Cyber Security Quarterly Update - March 2024
- Item 8 - Six Monthly Progress Report - 2023/2024 Operational Plan

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

- Item 9 - Risk Management and Internal Audit for Local Government in NSW Guidelines
- Item 10 - Audit, Risk and Improvement Committee Annual Assessment 2022/2023 - General Manager Action Plan
- Item 11 - Hawkesbury Sports Council Governance Review
- Item 12 - Provision of Internal Audit Services
- General Business: A - In Camera Sessions

Item 6 regarding Council's Risk Management Framework relates, in part, to a Council Policy being the Risk Management Policy. The Audit, Risk and Improvement Committee, at its meeting on 22 March 2024, considered this matter and resolved as follows:-

"That the Audit, Risk and Improvement Committee endorse the Risk Management Framework consisting of:

1. *Risk Management Policy attached as Attachment 1 to the report*
2. *Risk Management Plan including the Risk Appetite Statement attached as Attachment 2 to the report*
3. *Risk Register, including the Register of Strategic Risks attached as Attachment 3 to the report."*

The Audit, Risk and Improvement Committee has endorsed Council's Risk Management Framework, consisting of the Risk Management Policy, Risk Management Plan, including the Risk Appetite Statement and the Risk Register, including the Register of Strategic Risks. Council's Risk Management Framework is the subject of a separate report in this Business Paper and will be considered by Council at its meeting on 14 May 2024.

ATTACHMENTS

AT - 1 Minutes of the Audit, Risk and Improvement Committee - 22 March 2024.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

Attachment 1 - Minutes - Audit, Risk and Improvement Committee

AUDIT, RISK AND IMPROVEMENT COMMITTEE

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

1. PROCEDURAL MATTERS

Meeting Date: 22 March 2024

1. PROCEDURAL MATTERS

Minutes of the Meeting of the Audit, Risk and Improvement Committee held in Council Committee Rooms, Windsor, on Friday, 22 March 2024, commencing at 11:09am.

ATTENDANCE

Present: Mr Michael Quirk (Chairperson)
Mrs Rhonda Wheatley
Councillor Mary Lyons-Buckett, Hawkesbury City Council

Apologies: Ms Rachel Harris

In Attendance: Ms Penelope Corkill, Centium (Audio-Visual Link)
Mr Kenneth Leung, NSW Audit Office
Ms Elizabeth Richardson, Hawkesbury City Council
Mr Laurie Mifsud, Hawkesbury City Council
Ms Vanessa Browning, Hawkesbury City Council
Ms Patricia Krzeminski, Hawkesbury City Council
Ms Rachel Ridges, Hawkesbury City Council
Ms Melissa Ryan, Hawkesbury City Council
Ms Imogen Williams, Hawkesbury City Council
Ms Meagan Ang, Hawkesbury City Council
Mr Will Barton, Hawkesbury City Council
Ms Angela Trent, Hawkesbury City Council
Mr Paul Hay, Hawkesbury City Council
Mr Miles Carter, Hawkesbury City Council

Member	27/3/2023	30/6/2023	29/9/2023	1/12/2023	22/03/2024
Mr Michael Quirk (Chairperson)	✓	✓	✓	✓	✓
Ms Rachel Harris	✓	✓	✓	✓	A
Mrs Rhonda Wheatley	✓	✓	✓	✓	✓
Councillor Mary Lyons-Buckett	✓	✓	✓	✓	✓

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

APOLOGIES

An apology was received from Ms Rachel Harris.

RESOLUTION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley that the apology be accepted.

DECLARATION OF INTERESTS

The Chair, Michael Quirk declared an interest in that he recently became a member of the Wollondilly Shire Council's Audit, Risk and Improvement Committee.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
2. CONFIRMATION OF MINUTES
Meeting Date: 22 March 2024

2. CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Rhonda Wheatley and seconded by Mr Michael Quirk that the Minutes of the Audit, Risk and Improvement Committee held on 1 December 2023, be confirmed.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3. REPORTS FOR DETERMINATION

3.1.1. ARIC - 2023/2024 Internal Audit Program Update - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the update on the 2023/2024 Internal Audit Program be received and noted.

DISCUSSION:

- The Director Corporate Services provided an update on the 2023/2024 Internal Audit Program.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley.

That the update on the 2023/2024 Internal Audit Program be received and noted.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3.1.2. ARIC - Status of Internal Audit Management Actions - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

Ms Meagan Ang, Director City Planning, joined the meeting at 11:09am.

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 28 February 2024 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 28 February 2024 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.
4. Approved Requests for Due-Date Extensions for Internal Audit Management Actions items, as outlined in Attachment 4 to this report.

DISCUSSION:

- The Director Corporate Services provided an overview of the Status of Internal Audit Management Actions.
- Ms Rhonda Wheatley was pleased to see a number of the Fire Safety, Sewer and Swimming Pool Inspections Management Actions and Child Protection Compliance Management Actions have been completed.
- Councillor Mary Lyons-Buckett asked for additional information on exit interviews. The General Manager agreed to bring an outline of what Council does for exit interviews to the next Audit, Risk and Improvement Committee on 28 June 2024.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatly.

That the Audit, Risk and Improvement Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 28 February 2024 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 28 February 2024 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.
4. Approved Requests for Due-Date Extensions for Internal Audit Management Actions items, as outlined in Attachment 4 to this report.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3.1.3. ARIC - Waste Management Facility Compliance Internal Audit Report - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

Mr Will Barton, Director Infrastructure Services, joined the meeting at 11:23am.

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Waste Management Facility Compliance Internal Audit Report attached as Attachment 1 to this report.

DISCUSSION:

- Ms Penelope Corkill provided an overview of the Waste Management Facility Compliance Internal Audit Report
- Ms Rhonda Wheatley queried if an engineer has been engaged for the high-risk items. The Director Infrastructure Services took this question on notice.
- Ms Rhonda Wheatley queried if there is an independent person/body at Council that takes a complaint and manages the resolution of them. The General Manager discussed that Council has recently adopted a Customer Feedback Policy that includes a structure around complaints management. Complaints are managed within the business unit that is most relevant. Council's Manager of Business Transformation and Customer Experience has a coordination role in making sure complaints are seen to and managed. The General Manager will provide the Customer Feedback Policy to the Audit, Risk and Improvement Committee.
- Mr Michael Quirk and Director Infrastructure Services had a discussion around the leachate pump at the Waste Management Facility. The Director Infrastructure Services is confident that the timelines in the Waste Management Facility Compliance Internal Audit will be met.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rhonda Wheatley and seconded by Mr Michael Quirk.

That the Audit, Risk and Improvement Committee receive and note the Waste Management Facility Compliance Internal Audit Report attached as Attachment 1 to this report.

Mr Will Barton, Director Infrastructure Services and Ms Meagan Ang, Director City Planning left the meeting at 11:33am.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3.1.4. ARIC - Recruitment and Selection Internal Audit Report - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

Ms Angela Trent, Manager People and Development, joined the meeting at 11:29am.

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Recruitment and Selection Internal Audit Report attached as Attachment 1 to this report.

DISCUSSION:

- Ms Penelope Corkill provided an overview of the Recruitment and Selection Internal Audit Report.
- Ms Rhonda Wheatley queried who undertakes referee checks for senior positions. The Manager People and Development advised that reference checks are either completed by an external agency if they are looking after the whole recruitment process or internally via an electronic system as well as following up with phone calls. If it goes through an Agency, Council briefs them on what is required.
- Ms Rhonda Wheatley queried how does People and Development validate an applicant's credentials. The Manager People and Development advised this was raised in the Fraud and Corruption Internal Audit, and Council is looking at how we can implement this in our procedure and what levels/roles do we need to validate people's credentials as a priority.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the Recruitment and Selection Internal Audit Report attached as Attachment 1 to this report.

Ms Angela Trent, Manager People and Development, left the meeting at 11:44am.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3.1.5. ARIC - Financial Reports and Audit Engagement Plan - (158054, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report regarding the December 2023 Quarterly Budget Review Statement, the January 2024 Investment Report, and the Audit Engagement Plan for the year ended 30 June 2024.

DISCUSSION:

- The Chief Financial Officer provided an overview of the Financial Reports.
- Mr Kenneth Leung provided an update of the Audit Engagement Plan.
- Mr Michael Quirk queried if the Audit, Risk and Improvement Committee will have a chance to review the draft statements before the Councillor Election in September 2024 and advised that if necessary, an out of session meeting should be convened.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the report regarding the December 2023 Quarterly Budget Review Statement, the January 2024 Investment Report, and the Audit Engagement Plan for the year ended 30 June 2024.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3.1.6. ARIC - Risk Management Framework - (95496, 159583)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee endorse the Risk Management Framework consisting of:

1. Risk Management Policy attached as Attachment 1 to the report
2. Risk Management Plan including the Risk Appetite Statement attached as Attachment 2 to the report
3. Risk Register, including the Register of Strategic Risks attached as Attachment 3 to the report.

DISCUSSION:

- The Director Corporate Services provided an overview of the Risk Management Framework.
- Mr Michael Quirk noted that a comprehensive approach was undertaken for this Framework. Ms Rhonda Wheatley and Councillor Mary Lyons-Buckett agreed.
- The Director Corporate Services advised that the Risk Management Framework will be going to a Council Meeting for consideration. The Director Corporate Services agreed to bring the Risk Management Framework back to the Audit, Risk and Improvement Committee once it has been endorsed by Council.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rhonda Wheatley and seconded by Mr Michael Quirk.

That the Audit, Risk and Improvement Committee endorse the Risk Management Framework consisting of:

1. Risk Management Policy attached as Attachment 1 to the report
2. Risk Management Plan including the Risk Appetite Statement attached as Attachment 2 to the report
3. Risk Register, including the Register of Strategic Risks attached as Attachment 3 to the report.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3.1.7. ARIC - Cyber Security Quarterly Update - March 2024 (158054, 121470, 95496, 79351, 79352)

Directorate: Corporate Services

Mr Paul Hay, Acting Manager Information Services, joined the meeting at 12:00pm.

OFFICER'S RECOMMENDATION

That the update on Information Technology cyber security be received and noted.

DISCUSSION:

- The Acting Manager Information Services provided an overview of the Cyber Security Update for March 2024.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley.

That the update on Information Technology cyber security be received and noted.

Mr Paul Hay, Acting Manager Information Services, left the meeting at 12:14pm.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3.1.8. ARIC - Six Monthly Progress Report - 2023/2024 Operational Plan - (79351,159586)

Directorate: General Manager

Mr Miles Carter, Corporate Planning and Performance Strategist, joined the meeting at 12:14pm.

OFFICER'S RECOMMENDATION:

That the report regarding the Six Monthly Progress Report on the 2023/2024 Operational Plan be received and noted.

DISCUSSION:

- The Corporate Planning and Performance Strategist provided an overview of the Six Monthly Progress Report for 2023/2024.
- Councillor Mary Lyons-Buckett noted that delays in the LEP has become a frustration in the community and that information without the context around it makes it very difficult as an elected body to go out in the community and provide information. As an elected representative reading through the Progress Report, doesn't have the depth to be able to pass the information onto the community.
- Mr Michael Quirk queried the indicative timeline around the Service Review Framework. The Corporate Planning and Performance Strategist advised that this will be in the 2025/2026 Operational Plan.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley.

That the report regarding the Six Monthly Progress Report on the 2023/2024 Operational Plan be received and noted.

Mr Miles Carter, Corporate Planning and Performance Strategist, left the meeting at 12:14pm.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3.1.9. ARIC - Risk Management and Internal Audit for Local Government in NSW Guidelines - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW.

DISCUSSION:

- The Director Corporate Services provided an overview of the Risk Management and Internal Audit for Local Government in NSW Guidelines.
- Ms Rhonda Wheatley noted that the Regulation is sometimes contradictory to the Guidelines.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

**3.1.10. ARIC - Audit, Risk and Improvement Committee Annual Assessment
2022/2023 - General Manager Action Plan - (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee approve the Audit, Risk and Improvement Committee Annual Assessment 2022/2023 - General Manager Action Plan attached as Attachment 2 to the report.

DISCUSSION:

- Mr Michael Quirk met with the General Manager prior to this Committee meeting to discuss the Audit, Risk and Improvement Committee Annual 2022/2023 Assessment and the General Manager Action Plan.
- Mr Michael Quirk noted the Office of Local Government have put out Guidelines with a number of things that we should do but haven't given us a Framework.
- The General Manager noted that Council is currently considering the Internal Audit Function, including how to staff and resource this Function.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rhonda Wheatley and seconded by Mr Michael Quirk.

That the Audit, Risk and Improvement Committee approve the Audit, Risk and Improvement Committee Annual Assessment 2022/2023 - General Manager Action Plan attached as Attachment 2 to the report.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 22 March 2024

3.1.11. ARIC - Hawkesbury Sports Council Governance Review - (95496, 73611)

Previous Item: 161, Ordinary (25 August 2020)
199, Ordinary (13 October 2020)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the InConsult Pty Ltd Hawkesbury Sports Council Governance Review Report be received and noted.

DISCUSSION:

- The Director Corporate Services provided an outline of the Hawkesbury Sports Council Governance Review.
- Councillor Mary Lyons-Buckett noted the following:
 - Concern that the Hawkesbury Sport Council review their finances themselves and don't have an audit function behind them.
 - Explanations around in-kind contributions
 - The report references 2, 5 and 10 year plans but the Councillors have not seen these.
 - There needs to be more Councillor representation on the Hawkesbury Sports Council.
- The Director Corporate Services noted that the Hawkesbury Sports Council have received a draft copy of the Governance Review Report.
- Mr Michael Quirk asked for a report to the Audit, Risk and Improvement Committee in six to nine months with an update on how the recommendations are progressing.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley.

That the InConsult Pty Ltd Hawkesbury Sports Council Governance Review Report be received and noted.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3.2. CONFIDENTIAL REPORTS

Meeting Date: 22 March 2024

3.2. CONFIDENTIAL REPORTS

3.2.1. ARIC - Provision of Internal Audit Services - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

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

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

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.

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report regarding Council's decision to exercise the option of a one year extension, commencing on 1 July, 2024, of the current contract with Centium Pty Ltd for the provision of internal audit services.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rhonda Wheatley and seconded by Mr Michael Quirk.

That the Audit, Risk and Improvement Committee receive and note the report regarding Council's decision to exercise the option of a one year extension, commencing on 1 July, 2024, of the current contract with Centium Pty Ltd for the provision of internal audit services.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

AUDIT, RISK AND IMPROVEMENT COMMITTEE
4. GENERAL BUSINESS
Meeting Date: 22 March 2024

4. GENERAL BUSINESS

A. In Camera Sessions

- Mr Michael Quirk noted that In Camera Sessions were held with the General Manager and External Auditor prior to this Audit, Risk and Improvement Committee meeting.

The meeting terminated at 12:44 pm

oooO END OF REPORT Oooo

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

5.1.2. ROC - Disaster and Emergency Committee - 26 March 2024 - (151940)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Disaster and Emergency Committee, held on 26 March 2024.

EXECUTIVE SUMMARY

The Disaster and Emergency Committee considered four items, contained within the Minutes of the Disaster and Emergency Committee.

The four items have no policy or financial implications for Council, they are presented for information only.

RECOMMENDATION

That Council adopt the recommendations contained in the Minutes of the Disaster and Emergency Committee meeting held on 26 March 2024.

DISCUSSION

The Minutes of the Disaster and Emergency Committee meeting held on 26 March 2024 are attached as Attachment 1 to this report.

The Disaster and Emergency Committee met on 26 March 2024 and discussed the following Items:

- Item 3.1.1. - Update on Hawkesbury Floodplain Management Projects
- Item 3.1.2. - Status Summary on Flood Recovery
- Item 3.1.3. - Update on Riverbank Stabilisation Matters
- Item 3.1.4. - Hawkesbury Floodplain Drainage Review - Molino Stewart Study

ATTACHMENTS

AT - 1 Minutes of the Disaster and Emergency Committee - 26 March 2024.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

Attachment 1 - Minutes of the Disaster and Emergency Committee held on 26 March 2024

DISASTER AND EMERGENCY COMMITTEE
Table of Contents
Meeting Date: 26 March 2024

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ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

DISASTER AND EMERGENCY COMMITTEE

1. AGENDA

Meeting Date: 26 March 2024

1. AGENDA

Welcome

Minutes of the Meeting of the Disaster and Emergency Committee held in the Council Chambers on 26 March 2024, commencing at 4:03pm.

ATTENDANCE

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

Apologies: Mr Kevin Jones, NSW State Emergency Service
 Ms Karen Hodges, Rural Fire Service

In Attendance: Mr Andrew Garner, Police NSW
 Mr Luc Roberts, Rural Fire Service
 Ms Elizabeth Richardson, General Manager
 Mr Laurie Mifsud, Director Corporate Services
 Mr Will Barton, Director Infrastructure Services
 Ms Meagan Ang, Director City Planning
 Ms Jackie Carr, Executive Manager Infrastructure Operations
 Mr Andrew Kearns, Manager Strategic Planning
 Ms Suzanne Stuart, Manager Communications and Events
 Mr Phillip Bow, Resilience and Emergency Management Officer
 Ms Colleen Haron, Floodplain Management Officer
 Ms Melissa Ryan, Administrative Support Coordinator

Member	26/03/2024
Councillor Sarah McMahon, Mayor	✓
Councillor Barry Calvert, Deputy Mayor	✓
Councillor Patrick Conolly	✓
Councillor Shane Djuric	✓
Councillor Eddie Dogramaci	✓
Councillor Amanda Kotlash	✓
Councillor Mary Lyons-Buckett	✓
Councillor Jill Reardon	✓
Councillor Les Sheather	✓
Councillor Paul Veigel	✓
Councillor Danielle Wheeler	✓
Councillor Nathan Zamprogno	✓

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

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

DISASTER AND EMERGENCY COMMITTEE
1. AGENDA
Meeting Date: 26 March 2024

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

Apologies were received from Mr Kevin Jones, NSW State Emergency Services and Ms Karen Hodges, Rural Fire Service.

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

DISASTER AND EMERGENCY COMMITTEE
2. CONFIRMATION OF MINUTES
Meeting Date: 26 March 2024

2. CONFIRMATION OF MINUTES

The Committee resolved on the Motion of Councillor Sheather, seconded by Councillor Veigel, that the Minutes of the Disaster and Emergency Committee meeting held on 27 September 2022 be confirmed.

AGENCY UPDATE – POLICE NSW AND RURAL FIRE SERVICE

Mr Andrew Garner, Police NSW and Mr Luc Roberts, Rural Fire Service provided an agency update.

Councillor Patrick Conolly joined the meeting at 4:13pm.
Councillor Nathan Zamprogno joined the meeting at 4:15pm.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

DISASTER AND EMERGENCY COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 26 March 2024

3. REPORTS FOR DETERMINATION

3.1.1. DE - Update on Hawkesbury Floodplain Management Projects (161821, 124414, 95498, 151940)

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Disaster and Emergency Management Committee:

1. Receive the update on the status of Council's Floodplain Risk Management Projects.
2. Note the program of works for Council's Floodplain Risk Management Projects in 2024 (Attachment 17).
3. Note that the Macdonald Valley Association representative on the Floodplain Management Sub Committee has changed from Rosemary Scott to Lewis Adey.

COMMITTEE RECOMMENDATION

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

That the Disaster and Emergency Management Committee:

1. Receive the update on the status of Council's Floodplain Risk Management Projects.
2. Note the program of works for Council's Floodplain Risk Management Projects in 2024 (Attachment 17).
3. Note that the Macdonald Valley Association representative on the Floodplain Management Sub Committee has changed from Rosemary Scott to Lewis Adey.
4. Adopt the Minutes of the various Floodplain Management Sub-Committee Meetings as attached to the report then send to Council for adoption.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

DISASTER AND EMERGENCY COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 26 March 2024

3.1.2. DE - Status Summary on Flood Recovery - (151940, 95495)

Directorate: Infrastructure Services

OFFICER'S RECOMMENDATION:

That the Status Summary on Flood Recovery Report be received and noted.

COMMITTEE RECOMMENDATION

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

That the Status Summary on Flood Recovery Report be received and noted.

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

Against the Motion: Nil.

Absent: Nil.

Mr Andrew Kearns, Manager Strategic Planning and Ms Colleen Haron, Floodplain Management Officer left the meeting at 4:46pm.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

DISASTER AND EMERGENCY COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 26 March 2024

3.1.3. DE - Update on Riverbank Stabilisation Matters - (151940)

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Disaster and Emergency Committee note Council's attempts to provide a streamlined approach to riverbank stabilisation.

COMMITTEE RECOMMENDATION

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

That the Disaster and Emergency Committee note Council's attempts to provide a streamlined approach to riverbank stabilisation.

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

Against the Motion: Nil.

Absent: Nil.

Mr Will Barton, Director Infrastructure Services left the meeting at 4:56pm.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

DISASTER AND EMERGENCY COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 26 March 2024

3.1.4. DE - Hawkesbury Floodplain Drainage Review - Molino Stewart Study - (151940)

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Committee note the updates Hawkesbury Floodplain Drainage Review - Molino Stewart Study and outstanding resolution actions from past committee meetings.

COMMITTEE RECOMMENDATION

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

That the Committee note the updates Hawkesbury Floodplain Drainage Review - Molino Stewart Study and outstanding resolution actions from past committee meetings.

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

Against the Motion: Nil.

Absent: Nil.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

DISASTER AND EMERGENCY COMMITTEE
4. GENERAL BUSINESS
Meeting Date: 26 March 2024

4. GENERAL BUSINESS

There was no general business discussed.

Meeting terminated at 5:17pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

5.1.3. ROC - Local Traffic Committee - 8 April 2024 - (95495, 80245)

Directorate: Infrastructure Service

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 8 April 2024.

EXECUTIVE SUMMARY

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

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

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

RECOMMENDATION

That the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 8 April 2024.

DISCUSSION

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

Item 4.1.1. - Update to Proposed Traffic Calming Road Safety Treatments along Francis Street, Richmond - (Hawkesbury)

Item 4.1.2. - Proposed extension of No Stopping zone in Argyle Street, South Windsor, adjacent to Windsor RSL - (Hawkesbury)

Item 4.1.3. - Proposed Signposting and Line marking for Development at 621, 627 and 633 Windsor Road, Vineyard - DA0123/22 - (Hawkesbury)

Item 4.2.1. - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2024 - (Hawkesbury)

ATTACHMENTS

AT - 1 Minutes of the Local Traffic Committee held on 8 April 2024.

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5. REPORTS OF COMMITTEES
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Attachment 1 - Minutes - Local Traffic Committee

LOCAL TRAFFIC COMMITTEE
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Meeting Date: 8 April 2024

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ORDINARY MEETING
5. REPORTS OF COMMITTEES
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LOCAL TRAFFIC COMMITTEE

1. AGENDA

Meeting Date: 8 April 2024

1. AGENDA

Welcome

Minutes of the Meeting of the Local Traffic Committee held Remotely, on 8 April 2024, commencing at 3pm.

ATTENDANCE

Present: Councillor Sarah McMahon, Mayor
Ms Anu Mohandas, Transport for NSW (TfNSW)
Ms Felicity Findlay (Office of Member for Hawkesbury)

Apologies: Ms Melissa Monroe, Transport for NSW (TfNSW)
Inspector Daniel Clements, NSW Police Force

In Attendance: Mr Christopher Amit, Hawkesbury City Council (Chair)
Mrs Cathy Mills, Hawkesbury City Council
Mr Rob Wainhouse, Hawkesbury City Council

Apologies

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Ms Felicity Findlay, that the apologies be accepted.

Declaration of Interests

Councillor Sarah McMahon declared a Pecuniary Interest relating to Item 4.1.2.

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2. CONFIRMATION OF MINUTES
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2. CONFIRMATION OF MINUTES

The Committee resolved on the motion of Ms Felicity Findlay, seconded by Mr Christopher Amit, that the minutes from the previous meeting held 11 March 2024 be confirmed.

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3. BUSINESS ARISING
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3. BUSINESS ARISING

There was no business arising from the previous minutes.

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LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2024

4. REPORTS FOR DETERMINATION

4.1. GENERAL TRAFFIC

4.1.1. LTC - Update to Proposed Traffic Calming Road Safety Treatments along Francis Street, Richmond (Hawkesbury) - (80245, 123265)

Previous Items: 4.1.2, Local Traffic Committee (11 September 2023)

5.1.1, Ordinary (10 October 2023)

4.5.1, Ordinary (21 November 2023)

INTRODUCTION:

The Local Traffic Committee, at its meeting on 11 September 2023, considered and endorsed improvements to traffic safety along Francis Street, Richmond between Onus Lane and Toxana Street and within the extent outlined in Figure 1, as part of funding provided in the 2022/2023 Australian Government Black Spot Program.

In considering the Local Traffic Committee minutes from 11 September 2023, Council at its meeting on 10 October 2023 resolved the following:

"That:

1. *Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 11 September 2023 other than item 4.1.2.*
2. *Item 4.1.2 regarding Proposed Traffic Calming Road Safety Treatments along Francis Street, Richmond be referred to a Councillor Briefing Session and then reported back to a Council Meeting."*

The basis for Item 4.1.2 requiring further consideration was due to the proposed roundabout treatment at the intersection of Francis Street and West Market Street not being supported by the residents in the vicinity of this treatment.

Upon undertaking a Councillor Briefing and further community engagement relating to the proposed Francis Street and West Market Street Traffic Calming Project, the outcomes of that investigation was reported back to Council at its meeting on 21 November 2023, whereby it was resolved:

"That Council:

1. *Not proceed with the installation of a roundabout at West Market Street and Francis Street.*
2. *Support the provision of other traffic safety and traffic calming treatments which include Speed Humps (Watts Profiles), Speed Cushions, Pedestrian Refuges, with associated linemarking, signage and lighting, to improve the safety and functionality along Francis Street, Richmond between Onus Lane and Toxana Street, Richmond as endorsed by the Local Traffic Committee.*
3. *Seek to renegotiate the terms of the Blackspot Funding to allow for the other traffic safety and traffic calming treatments to be delivered."*

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DISCUSSION:

The original proposed works under the grant offer included the following treatments:

1. Installation of Speed Humps (Watts Profiles) and associated centre line (BB) and edge line (E1) linemarking along Francis Street between the following side streets:
 - a) Onus Lane and Bosworth Street
 - b) Bosworth Street and West Market Street
 - c) West Market Street and East Market Street.
2. Installation of Pedestrian Refuges in:
 - a) Bosworth Street at Francis Street
 - b) East Market Street at Francis Street
3. Installation of a single lane roundabout at the intersection of Francis Street and West Market Street.
4. Speed Cushions in:
 - a) East Market Street in the north bound lane adjacent to the new Pedestrian Refuge.
 - b) Francis Street on both approaches to the on-grade pedestrian crossing between East Market Street and Toxana Street.

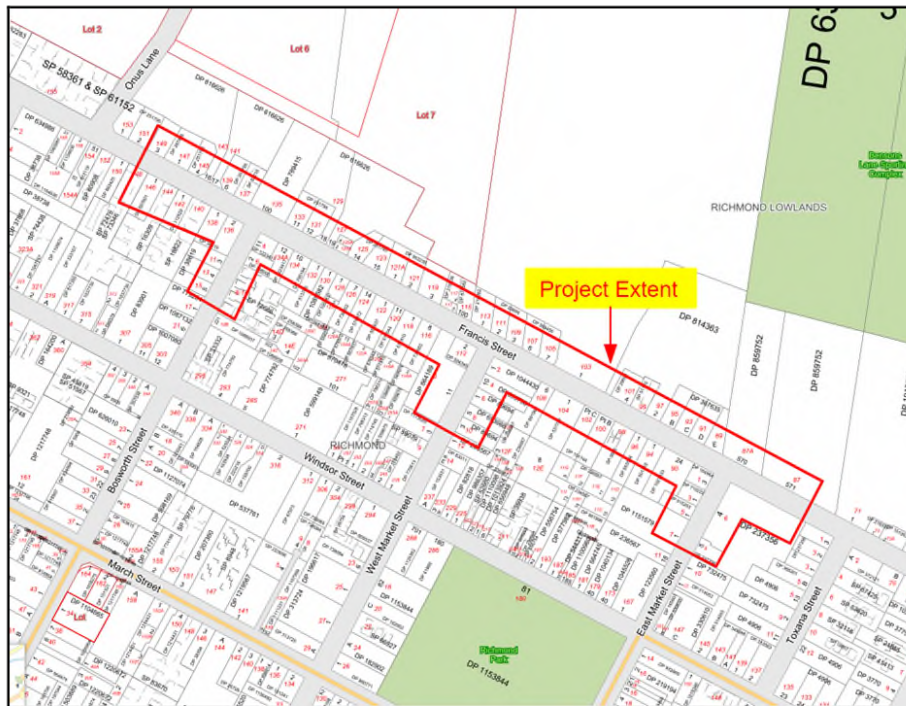


Figure 1: Project Extent along Francis Street, Richmond

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The Crash pattern along Francis Street at this location is made up of the following road user movement (RUM) crashes; 'right far' (11), 'right through' (21), 'left off carriageway into object' (71), 'right off carriageway into object' (73) and 'off carriageway right into object' (85). There were five Injury Accidents recorded between July 2015 and June 2020. The crash locations are outlined in Figure 2 and Attachment 6.

The speed limit along Francis Street and adjacent side roads is 50km/h. Francis Street is on the north-eastern fringe of the Richmond business district. This area is a mix of residential and commercial, with a bus service that travels along Francis Street.



Figure 2: Crash Diagram - Francis Street, Richmond

The provision of the Speed Humps (Watts Profiles) and associated centre line (BB) and edge line (E1) linemarking along Francis Street is to reduce the overall speed of vehicles travelling along this section of road. The treatments are generally mid block and located between Onus Lane and Bosworth Street, Bosworth Street and West Market Street, West Market Street and East Market Street, as well as the speed cushions on both approaches to the on-grade pedestrian crossing between East Market Street and Toxana Street. There are no proposed changes to existing parking restrictions along Francis Street due to the provision of the Speed Humps and Speed Cushions. Details are included in Attachments 3, 4 and 5.

The provision of the Pedestrian Refuges in Bosworth Street at Francis Street and East Market Street at Francis Street incorporating existing Giveaway controls will improve pedestrian and traffic safety through better definition of the intersection layout, vehicle turning paths as well as defining the termination of both Bosworth Street and East Market Street at Francis Street.

The Pedestrian Refuge in Bosworth Street will require changes to the existing parking zones only in Bosworth Street. The proposed changes to the existing parking zones are to ensure minimum sight distance and vehicle manoeuvring requirements are met. The existing No Stopping zone on the north-western side of Bosworth Street will be extended by 10metres. This will result in the loss of approximately 1 parking space and is balanced by the safety improvements provided for both drivers and pedestrians. Details are included in Attachment 1.

The Pedestrian Refuge in East Market Street will require changes to the existing parking zones in both East Market Street and Francis Street. The proposed changes to the existing parking zones are to ensure minimum sight distance and vehicle manoeuvring requirements are met. The existing No

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Stopping zone on the north-western and south-eastern side of East Market Street will be extended by 10metres. The existing No Stopping zone on the north-eastern side of Francis Street will be extended in a north-westerly direction by 24 metres opposite to the intersection. These changes to the parking restrictions will result in the loss of approximately 6 parking spaces and is balanced by the safety improvements provided for both drivers and pedestrians. Details are included in Attachment 4.

The original scope for the project included the provision of the single lane roundabout at the intersection of Francis Street and West Market Street. As resolved by Council, a formal submission was made to the funding provider to reconsider an alternative option to the roundabout. The alternative option that would fit the site and taking into account minimising the effect to the adjoining residents was the provision of a pedestrian refuge treatment in West Market Street, similar to those proposed for Bosworth Street and East Market Street. This option is also in keeping with the Council Resolution which is supporting this type of treatment in Bosworth Street and East Market Street.

Notification from the funding provider, was received on 1 March 2024, advising Council that the change in scope from the roundabout to the pedestrian refuge in West Market Street at Francis Street has been approved.

Whilst this treatment will not have the same comprehensive effect to providing traffic calming and mitigating potential collisions at the intersection as the roundabout, the alternative treatment will provide some traffic calming effects and will allow the other treatments to be implemented without losing the total funding package.

The Pedestrian Refuge in West Market Street will require changes to the existing parking zones only in West Market Street. The proposed changes to the existing parking zones are to ensure minimum sight distance and vehicle manoeuvring requirements are met. The existing No Stopping zone on the north-western side of West Market will be extended by 10metres (replacing a mid-block 1P zone). The existing No Stopping zone on the south-eastern side of West Market Street will be extended by 4 metres. This will result in the loss of approximately 2 parking spaces and is balanced by the safety improvements provided for both drivers and pedestrians. The loss of parking in West Market Street is in keeping with the roundabout option. Details are included in Attachment 2.

As a result in the change in scope to the project at the intersection of West Market Street and Francis Street, adjoining residents on the corner blocks of West Market Street and Francis Street will be affected by the same parking zone changes along West Market Street to that of the original roundabout proposal, and reduced loss of parking in Francis Street with the existing No Stopping zones along Francis Street being retained and not extended. Residents along the north-eastern side of Francis Street will retain their existing on street parking.

The provision of all the safety improvements along Francis Street and side streets will result in the loss of 9 parking spaces which is balanced by the safety improvements provided for across the broader community for both drivers and pedestrians. Further parking is available within this area, with the existing parking currently not being fully utilised.

Details of the turning paths in relation to the proposed pedestrian refuges are included in Attachments 1, 2 and 4.

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The Updated proposed works under the grant offer, taking into account the scope change at the intersection of West Market Street and Francis Street, includes the following treatments:

1. Installation of Speed Humps (Watts Profiles) and associated centre line (BB) and edge line (E1) linemarking along Francis Street between the following side streets:
 - a. Onus Lane and Bosworth Street
 - b. Bosworth Street and West Market Street
 - c. West Market Street and East Market Street.
2. Installation of Pedestrian Refuges in:
 - a. Bosworth Street at Francis Street
 - b. East Market Street at Francis Street
 - c. West Market Street at Francis Street
3. Speed Cushions in:
 - a. East Market Street in the north bound lane adjacent to the new Pedestrian Refuge.
 - b. Francis Street on both approaches to the on-grade pedestrian crossing between East Market Street and Toxana Street.

Consultation:

Consultation with residents generally within the extent of the proposed works (original scope) and as outlined in Figure 1, was undertaken during 2022 and 2023. Responses were mainly received from residents in the vicinity of the original proposed roundabout location providing feedback based on the potential loss of parking, access to their property and requiring further details. The roundabout treatment was the only proposed treatment objected to by residents along Francis Street and the adjoining side streets. As a result of the concerns raised by the residents, Council resolved not to support the roundabout option and seek alternative options for approval by the funding providers.

As a result in the change in scope to the project at the intersection of West Market Street and Francis Street, adjoining residents have been notified of the scope change and the approval by the funding provider to replace the roundabout with a pedestrian refuge in West Market Street.

Summary:

It is proposed that the provision of traffic safety and traffic calming treatments which include Speed Humps (Watts Profiles), Speed Cushions and Pedestrian Refuges, with associated linemarking, signage and lighting, to improve the safety and functionality along Francis Street, Richmond between Onus Lane and Toxana Street, Richmond be undertaken in accordance with the details outlined in Attachments 1 to 5 (Project No. 23006).

It is noted that the provision of these safety improvements will result in the loss of 9 parking spaces which is balanced by the safety improvements provided for across the broader community for both drivers and pedestrians.

The Updated proposed works under the grant offer, taking into account the scope change at the intersection of West Market Street and Francis Street, includes the following treatments:

1. Installation of Speed Humps (Watts Profiles) and associated centre line (BB) and edge line (E1) linemarking along Francis Street between the following side streets:
 - a. Onus Lane and Bosworth Street
 - b. Bosworth Street and West Market Street
 - c. West Market Street and East Market Street.

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2. Installation of Pedestrian Refuges in:
 - a. Bosworth Street at Francis Street
 - b. East Market Street at Francis Street
 - c. West Market Street at Francis Street

3. Speed Cushions in:
 - a. East Market Street in the north bound lane adjacent to the new Pedestrian Refuge.
 - b. Francis Street on both approaches to the on-grade pedestrian crossing between East Market Street and Toxana Street.

RECOMMENDATION TO COMMITTEE:

That the provision of traffic safety and traffic calming treatments which include Speed Humps (Watts Profiles), Speed Cushions and Pedestrian Refuges, with associated linemarking, signage and lighting, to improve the safety and functionality along Francis Street, Richmond between Onus Lane and Toxana Street, Richmond be undertaken in accordance with the details outlined in Attachments 1 to 5 (Project No. 23006).

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

That the provision of traffic safety and traffic calming treatments which include Speed Humps (Watts Profiles), Speed Cushions and Pedestrian Refuges, with associated linemarking, signage and lighting, to improve the safety and functionality along Francis Street, Richmond between Onus Lane and Toxana Street, Richmond be undertaken in accordance with the details outlined in Attachments 1 to 5 (Project No. 23006).

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4.1.2. LTC - Proposed extension of No Stopping zone in Argyle Street, South Windsor, adjacent to Windsor RSL (Hawkesbury) - (80245)

Councillor Sarah McMahon declared a Pecuniary Interest as she is a Director of Windsor RSL. Councillor McMahon left the meeting and did not take part in the discussion or voting on the matter.

INTRODUCTION:

Representation has been received from the management at Windsor RSL requesting a review of the existing No Stopping zone along Argyle Street, South Windsor, adjacent to the exit driveway to their car park, to improve the safety of drivers exiting their car park.

Windsor RSL is located at 36 Argyle Street, South Windsor, which is on the corner of Argyle Street and Mileham Street. Access to and from their car park is from Argyle Street.



Figure 1: Locality of Windsor RSL, South Windsor

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DISCUSSION:

Windsor RSL provides off road parking for its patrons with access to the car park from Argyle Street. There is a separate entry and exit point to the car park. Entry is from the north-western (NW) end of the car park, near the main building, and exit from the south-eastern (SE) end of the car park. Capacity is around 220 formal parking spaces with a spill over car park to the north east of the site.

Argyle Street is a Regional road and provides access to the surrounding industrial area. The operating speed limit is 50kph. There have been no recorded accidents along Argyle Street at this location in the five period between January 2018 and March 2023.

On exit from the car park onto Argyle Street, for drivers looking to their right (NW), there is an existing 10m No Stopping zone, and looking to their left (SE) there is a 25metre No Stopping zone, with the zone extending across several driveways to the adjoining properties.

The issue raised by the representative from Windsor RSL is the restricted available sight distance for drivers looking to their right when there are parked vehicles along the kerb side and in particular large trucks that park in this area. Between the entry and exit driveway to the car park, there is an existing 56m zone of all day kerb side on-street parking. Compounding the restricted sight distance is that Argyle Street is on a downward incline from the direction of Mileham Street and with vehicles travelling at speed - albeit considered to be within the speed limit, this limits the available time to manoeuvre out of the driveway and turn right out onto Argyle Street heading towards Mileham Street.

In accordance with the Australian Standard 2890, the minimum required sight distance is 10metres with adjustments required to cater for site condition/requirements and in this situation a sight distance of 30m for vehicles turning right out of the car park would be the preference. This would require extending the existing 10metre No Stopping zone by 20metres in the north-west direction.

Adjustment to the existing No Stopping zone will result in the loss of approximately three on-street parking spaces which is balanced by the safety improvements provided for drivers. Further on-street parking is available along Argyle Street, and in particular on the opposite of the road which is under utilised. The adjacent car park for the RSL provides for any offset loss in street parking and it is noted that workers from adjacent businesses utilise the car park with the support of the RSL management.

Summary:

It is proposed to extend the existing 10metre No Stopping zone on the north-eastern side of Argyle Street by 20metres from the exit driveway to Windsor RSL. The zone is to be extended in a north westerly direction, from the exit driveway, resulting in an overall 30metre No stopping zone (R5-400). The extension to the No Stopping zone will improve the available sight distance for drivers exiting the Windsor RSL car park and turning right out of the car park onto Argyle Street. Details are outlined in Attachment 1.

RECOMMENDATION TO COMMITTEE:

The existing 10metre No Stopping zone on the north-eastern side of Argyle Street be extended by 20metres in a north westerly direction from the exit driveway to Windsor RSL, located at 36 Argyle Street, South Windsor, resulting in an overall 30metre No stopping zone (R5-400) as outlined in Attachment 1.

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Felicity Findlay, seconded by Ms Anu Mohandas.

Support for Recommendation: Unanimous support.

The existing 10metre No Stopping zone on the north-eastern side of Argyle Street be extended by 20metres in a north westerly direction from the exit driveway to Windsor RSL, located at 36 Argyle Street, South Windsor, resulting in an overall 30metre No stopping zone (R5-400) as outlined in Attachment 1.

Councillor McMahon returned to the meeting.

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- 4.1.3. **LTC – Proposed Signposting and Line marking for Development at 621, 627 and 633 Windsor Road, Vineyard – DA0123/22 - (Hawkesbury) - (80245, 73621, 123265)**

INTRODUCTION:

The Land and Environment Court granted Development Consent to DA0123/22 (LEC No: 2022/169117) for the demolition of existing structures, remediation of land, earthworks, construction of public roads and infrastructure to create 17 Residential and 3 Residue Lots for temporary stormwater detention and future acquisition at Nos. 621, 627 and 633 Windsor Road, Vineyard, (Lots 1,2 & 3 DP 1037470) as outlined in Figures 1 and 2.

The development will provide for a new road (Road 2) connecting to Windsor Road as well as an internal road network. The new road (Road 2) will form a T-Junction intersection with Windsor Road and be controlled with a Giveaway control and be restricted to left in and left out. This arrangement at Windsor Road is an interim measure with an ultimate signalised intersection to be provided once the total site is developed as part of the Vineyard Precinct Plan.



Figure 1: Site Locality Plan

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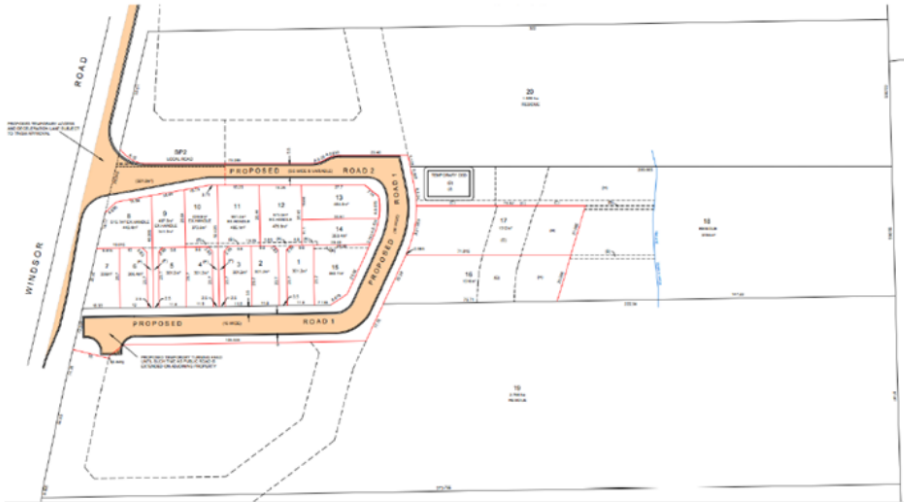


Figure 2: Road and Lot Layout

DISCUSSION:

The Indicative Layout Plan (ILP) developed for the Vineyard Precinct, indicates the internal roads as part of the Development for this section of Vineyard would connect to the existing road network via two points; a left in left out access at Chapman Road and a new 4-way signalised intersection on Windsor Road in the vicinity of Otago Road (Blacktown Council) as outlined in Figures 3 and 4. The future 4-way signalised intersection layout has been undertaken in collaboration with Transport for NSW (TfNSW). All temporary works will be funded by the developer with the ultimate signalised intersection (permanent works) being funded under the Contributions Plan for Vineyard. The fourth leg of the intersection as outlined in the ILP is to be located on the boundary of Nos 627 and 633 Windsor Road.

Further to this, Bandon Road across Windsor Road and then into Chapman Road and Menin Road is understood to be upgraded to a higher order road to facilitate the overall Vineyard Precinct.

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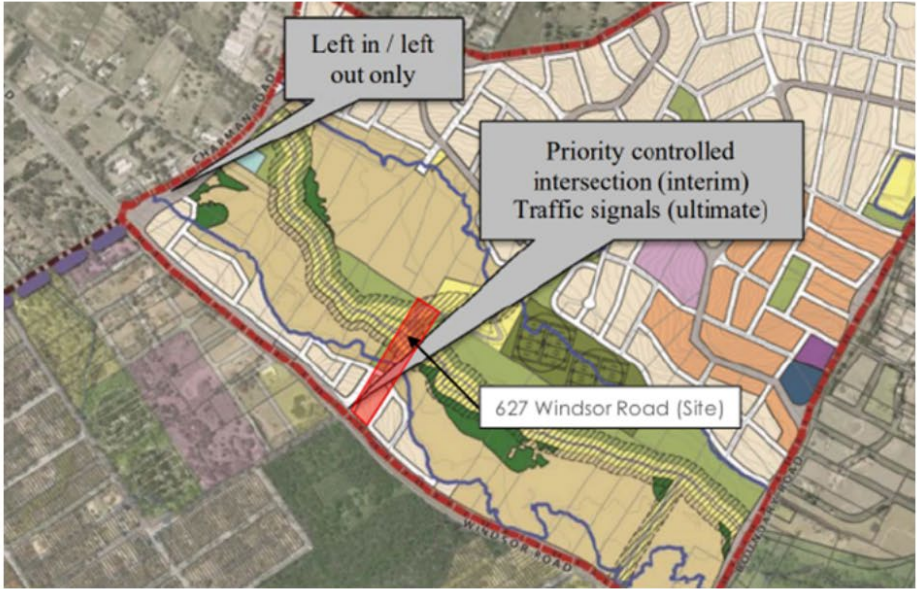


Figure 3: Proposed Access Points to Residential Precinct

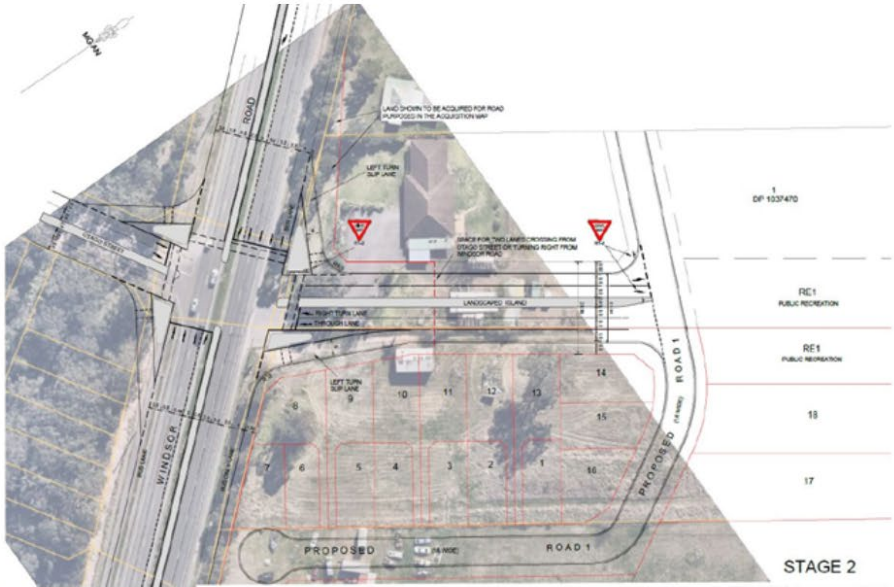


Figure 4: Conceptual Ultimate Intersection Layout

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Until development of the adjacent lots to the north-west and south-east of this site is undertaken, it is proposed that the development site to Nos. 621, 627 and 633 Windsor Road be accessed via a temporary access road at Windsor Road.

The proposed road network, as outlined in Figure 5, will connect to Windsor Road. The proposed roads are listed below with their corresponding road widths between kerbs.

- Road 1 - Local Road 9m Carriageway with a temporary turning head (Full Road Width Construction – Partial Length)
- Road 2 - Local Road 6.5m to 9m and Variable (Partial Road Width Construction – Full Length). Final road width is part of the ultimate solution – Circa 21metre wide road with four lanes, when full road construction is completed as outlined in Figure 4.

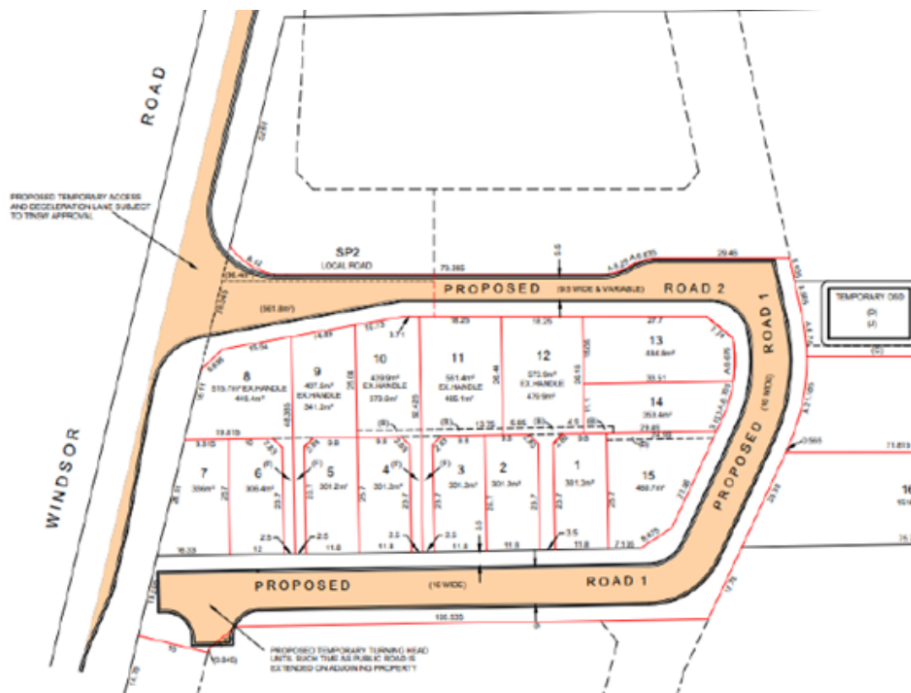


Figure 5: Road Layout and Road Numbers

Road 2 will form a T-Junction intersection with Windsor Road and be controlled with a Giveaway control and be restricted to left in and left out. To improve safety at the intersection, a concrete island with chevron marking is to be provided.

A temporary slip lane, approximately 120metres in length is to be provided in Windsor Road on the approach side to Road 2 to improve access (left turn) into Road 2. On the departure side of the intersection, a Bus Zone is to be provided along Windsor Road, approximately 60metres in length as outlined in Attachment 1. These works have been proposed in collaboration with TfNSW.

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The bends in Roads 1 and 2, due to their limited radii, will be treated with double centre lines (BB), No Stopping zones and curve advisory signs to ensure vehicular movement is not restricted. Some of the No Stopping zones along the bends are provided on a temporary basis until the ultimate road construction is completed. The temporary turning head in Road 1 is to be sign posted with a temporary No Parking zone and temporary end road chevron signage "D4-5-1".

All temporary zones will be reviewed when the final road layouts are developed in the future and actioned accordingly if they are to be adjusted or removed. Details of the proposed signage and line marking is outlined in the Plan prepared by Mepstead & Associates – (Project No.5860) – Attachment 1.

Swept/Turning path diagrams (Attachments 2 to 7) have been provided for the 8.8m design vehicle (Service Vehicle-MRV Truck) and the 12.5m check vehicle (SU-HRV Truck). The swept paths for the 12.5m HRV Truck has shown an encroachment over the BB line at the Bends with the 8.8m MRV Truck clearing the BB line. The purpose of the check vehicle is to ensure that there are no physical barriers prohibiting the manoeuvre. On this basis, the manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and kerb returns are in accordance with the relevant standards.

The design plan has been prepared by Mepstead & Associates – (Project No.5860) and Certification provided by Hawkesbury City Council and Transport for NSW. The certification indicates compliance of the road design, and that all relevant standards and road widths can accommodate the proposed line marking treatments in accordance with the relevant standards.

The signage and line marking plan prepared by Mepstead & Associates – Project No.5860 – DWG No. 5860-SLMP – Issue E, has been submitted to the Local Traffic Committee for concurrence and approval in accordance with the Development Consent conditions.

Summary:

The Signage and Line marking plan prepared by Mepstead & Associates – Project No.5860 – DWG No. 5860-SLMP - Issue E, associated with the Development Application DA0123/22 be implemented.

RECOMMENDATION TO COMMITTEE:

The Signage and Line marking plan prepared by Mepstead & Associates – Project No.5860 – DWG No. 5860-SLMP - Issue E, associated with the Development Application DA0123/22 be implemented.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

The Signage and Line marking plan prepared by Mepstead & Associates – Project No.5860 – DWG No. 5860-SLMP - Issue E, associated with the Development Application DA0123/22 be implemented.

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4.2. SPECIAL EVENTS

4.2.1. LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2024 - (Hawkesbury) - (80245, 86185, 114819)

INTRODUCTION:

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over five days from Monday, 26 August 2024 to Friday, 30 August 2024.

The event organiser has advised:

- This is an annual event which has been held for over 40 years.
- It is a 400 kilometre horse endurance event, held over five days in conjunction with a 120 kilometre, three day training ride (mini marathon).
- The event is held in the village of St Albans and surrounding areas including public roads, national parks and private property.
- The event is a time trial.
- The event will be undertaken between 4am and 5pm each day.
- There will be approximately 130 horse riders participating.
- There will be no spectators.
- Start and end point for the event is within the St Albans village located in Bulga Street, St Albans between Wharf Street and Wollombi Road.
- Route/Course for the Rides:

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

- Monday, 26 August 2024:
 - (Leg 1 – 52 kilometres – Red Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
 - (Leg 2 – 35 kilometres – Red Markers): Turn right out of Bulga St into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing (crossing of the Macdonald River), then right into the Branch Road (Upper Macdonald Road). Turn left into McKechnie's, up the big hill and left into the Woomerah Path. Left into Jack's track, down the big hill and left into the Branch Road. Turn right into Joe's Crossing (crossing of the Macdonald River) then right

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into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.

– Tuesday, 27 August 2024:

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

– Wednesday, 28 August 2024:

- (Leg 1 – 49 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomeerah path. Turn right and along the Woomeerah path and turn right down the big hill in McKechnies to the Branch Road. Turn left into the Branch Road and right after Clarie's bridge, over Prestons and follow the markers running parallel with Wollombi Road. Into Wollombi Road north of the lake to return to St Albans and left into Bulga Street.
- (Leg 2 – 28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Turn left up Derwents track and right into the Transmission Road, past Blue Hill and left into Short Wellums. Turn right into Settlers Road for 2 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.

– Thursday, 29 August 2024:

- (Leg 1 – 50 kilometres – Green Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and right into the Transmission Road and turning left into Brown's Road. Go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga Street.
- (Leg 2 – 30 kilometres – Green Markers): Turn right out of Bulga St into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing

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(crossing of the Macdonald River), then left into the Branch Road and right up Jack's track. Turn left into the Woomeerah path then left down Bakers Creek track and left into St Albans Road for 5 kilometres (sealed road with no verges), then right across Word Of Life crossing (crossing of the Macdonald River). Left into Settlers Road for 4 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.

- Friday, 30 August 2024:
 - o (Leg 1 – 52 kilometres – Gold/Yellow Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
 - o (Leg 2 - 30 kilometres – Gold/Yellow Markers): Turn right out of Bulga St into Wollombi Road for 5.5 kilometres and turn right at the old quarry, up the Steps and along Browns Road, left into the Transmission Rd, left into Wollombi Road for 1 kilometre. Then right into the Common off the Wollombi Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street.

120 kilometre Training Ride (circa 130/132 klms) - Mini Marathon (MM). (3 Days):

- Tuesday, 27 August 2024:
 - o (52 kilometres – Red and Blue Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Short Wellams track and turn right into Settlers Road and follow Settlers Road for 5 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga.
- Wednesday, 28 August 2024:
 - o (28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomeerah path. Turn right and along the Woomeerah path and turn right down the big hill in McKechnies and right into the Branch Road (Starting at the Branch Road, start following the MINI MARATHON ONLY sign). Turn left into Joe's Crossing (crossing of the Macdonald River) then right into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.
- Thursday, 29 August 2024:
 - o (52/50 kilometres – Gold/Yellow Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and turn right into the Transmission Road until Browns Road. The Mini Marathon Riders have option 1 – (52 klm); of continuing on the Transmission Road then left into Wollombi Road for 1 kilometre. Then right onto the Common off Wollombi

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Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street or option 2 (50 klm); to turn left into Browns Road and go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga.

- Road Inventory

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

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

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

DISCUSSION:

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

The event organiser has submitted the following items in relation to the event: Attachment 6 (ECM Document Set ID No: 8768324):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Event outline referred to as a Traffic Management Plan from the 2020 event,
5. Copy of Insurance Policy, which is valid to 01 January 2025,
6. Copies of correspondence forwarded to the NSW Ambulance Service, NSW Rural Fire Service, Fire and Rescue NSW and SES.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 26 August 2024 to Friday, 30 August 2024 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.
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:

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Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & 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 to assist in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the NSW Department of Climate Change, Energy, the Environment and Water to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Climate Change, Energy, the Environment and Water) for

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the use of the Parr State Conservation Area, Dharug and Yengo National Parks and the Great Northern Road; a copy of this approval to be submitted to Council;

- 4k. the event organiser is to obtain written approval from Council for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Crown Lands (NSW Department of Planning, Housing and Infrastructure) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. The event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4n. the event organiser is to obtain approval from the respective Landowners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4o. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4q. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4r. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

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

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

That:

- 1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
- 2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 26 August 2024 to Friday, 30 August 2024 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.
- 4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers to assist

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in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the NSW Department of Climate Change, Energy, the Environment and Water to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Climate Change, Energy, the Environment and Water) for the use of the Parr State Conservation Area, Dharug and Yengo National Parks and the Great Northern Road; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Council for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Crown Lands (NSW Department of Planning, Housing and Infrastructure) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. The event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;

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

During the event:

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

This is page 30 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 8 April 2024.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

LOCAL TRAFFIC COMMITTEE
4. REPORTS FOR DETERMINATION
Meeting Date: 8 April 2024

4.3.FOR INFORMATION

There were no reports for Information.

This is page 31 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 8 April 2024.

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

LOCAL TRAFFIC COMMITTEE
5. GENERAL BUSINESS
Meeting Date: 8 April 2024

5. GENERAL BUSINESS

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday, 13 May 2024 at 3:00pm.

The meeting terminated at 3:10pm.

This is page 32 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 8 April 2024.

oooO END OF REPORT Oooo

ORDINARY MEETING
5. REPORTS OF COMMITTEES
Meeting Date: 14 May 2024

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6. NOTICES OF MOTION

6.1.1. NM1 – Staff Resourcing

Submitted by: Councillor Lyons-Buckett

NOTICE OF MOTION

That Council prepare a report, for consideration at the June 2024 meeting, detailing the following information for Council's consideration.

1. Information around current employment numbers of Hawkesbury City Council including:
 - a) Number of current FTE and cost of these employees during each year for the past three years.
 - b) Number of current staff per department, and any current vacancies within each department.
 - c) Number of staff recruited, and number of staff departing during the last three years.
 - d) Retention rates of staff employed over the last three years.
2. Information detailing employment positions directly funded by alternative sources of funding (grant funding or similar).

BACKGROUND

Sections 223 and 232 of the *Local Government Act 1993* set out the roles of the governing body of Council and Councillors, respectively.

Fundamental to carrying out those roles, is the requirement to fully understand the financial position of the Council, and its capacity to function as effectively and efficiently as possible. Understanding the capabilities to adequately resource key functions is a necessity for Councillors to adopt an operational plan.

The information requested in this Notice of Motion seeks to enhance that understanding by providing an insight in to the staff resources of Council.

NOTE FROM MANAGEMENT

Some of the historical data requested will take considerable staff resources to compile, and it is unlikely that a report would be able to be prepared for the June 2024 Ordinary Meeting. Rather, a report could be furnished to an Ordinary Meeting in July 2024 at the earliest.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

7. QUESTIONS FOR NEXT MEETING

Meeting Date: 14 May 2024

7. QUESTIONS FOR NEXT MEETING

7.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting - 9 April 2024

The following questions were raised from Councillors regarding matters on the Council Meeting Business Paper of Tuesday, 9 April 2024. These questions were taken on notice and the responses are provided below:

#	Councillor	Question	Response
1	Wheeler	<p>Does Council have a Fire Safety Officer?</p> <p>Can I get an idea on when we will have caught up on the backlog and what percentage we understand of buildings in the Local Government Area are now compliant with the change in legislation?</p>	<p>Council has staff with the qualifications and delegation to undertake Fire Safety inspections within the Building Compliance Team but not a dedicated Fire Safety Officer. Currently Council has a contractor engaged to develop and implement the Fire Safety Program, however this is a temporary appointment.</p> <p>This information is being compiled and will be reported back at a future Council Meeting.</p>
2	Sheather	<p>What fire safety functions and services does Hawkesbury City Council provide in comparison to other Councils? What is the approximate cost of the Fire Safety Schedule?</p>	<p>This information is being compiled and will be reported back at a future Council Meeting.</p>
3	Lyons-Buckett	<p>Can Council secure further grant funding for the continuation of a dedicated Flood Officer?</p>	<p>Council Officers are looking for funding opportunities to continue to employ a dedicated Flood Officer.</p>
4	Wheeler	<p>Query on the allocation of a training budget for each Councillor.</p>	<p>Council has a dedicated budget of \$2,000 per annum for each Councillor (total annual budget is \$24,000), to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies. Of the 2023/2024 budget, \$14,426 has been expended on various education programs and training for Councillors.</p> <p>At the commencement of the Council term, Council is required to deliver induction and ongoing professional development programs to assist Mayors and Councillors to acquire and maintain the skills necessary to perform their roles. In 2022 and 2023, Councillors were requested to consider their professional development requirements specific to their needs. The feedback received was captured to inform individualised professional development programs for all Councillors.</p>

ORDINARY MEETING

7. QUESTIONS FOR NEXT MEETING

Meeting Date: 14 May 2024

#	Councillor	Question	Response
			<p>Over the course of the 2021 Council term and while the professional development programs were under development, Councillors have attended various inhouse and external training and education courses, and received briefings and information sessions to support their knowledge and understanding of their role as elected members of the governing body. Councillors have recently received notification of upcoming training opportunities available for attendance up to the end of the current Council term.</p> <p>As part of the 2024 Councillor Induction and Onboarding Program, incoming Councillors will have the opportunity to develop an individual professional development program aimed to increase the professional knowledge, competence, skill and effectiveness of Councillors specific to their individual needs.</p>
5	Wheeler	Can we have the opportunity to discuss the sub-letting of Council properties at a Councillor Briefing Session?	This further question arose from a response to the Question on Notice from the Council Meeting on 9 April 2024 relating to the process of approving the sub-letting of Council properties. Given these matters are related to commercial activities, Councillors are requested to contact Council's Manager Property Management and Strategy with specific details of any properties or leases they have concerns about.

oooO END OF REPORT Oooo

ORDINARY MEETING
8. CONFIDENTIAL REPORTS
Meeting Date: 14 May 2024

8. CONFIDENTIAL REPORTS

8.1. GENERAL MANAGER

Nil reports.

8.2. CITY PLANNING

Nil reports.

8.3. CORPORATE SERVICES

Attachment 3 to Item 4.4.4. - Strategic Risk Register

REASON FOR CONFIDENTIALITY

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 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 public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(f) of the Act as it relates to matters affecting the security of the council, councillors, council staff or council property.

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

ORDINARY MEETING
8. CONFIDENTIAL REPORTS
Meeting Date: 14 May 2024

8.4. INFRASTRUCTURE SERVICES

8.4.1. IS – Outcome of Request for Quotations - Investigation into Rising Main C – (95495)

Directorate: Infrastructure 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)(d) of the Act as it relates to the procurement of investigative services and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret 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.

oooO END OF REPORT Oooo



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.