



ORDINARY MEETING

Date of meeting: 12 November 2024
Location: Council Chambers
Time: 6:30 PM

BUSINESS PAPER

ORDINARY MEETING

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1. WELCOME

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1. WELCOME

a) **Acknowledgement of Indigenous Heritage**

The Mayor, Councillor Les Sheather will acknowledge the Indigenous Heritage.

b) **General Manager's Matters for Mention**

The General Manager will address the Council meeting, mentioning:

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

2. 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.

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

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

Attendance

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

4. DECLARATIONS OF INTERESTS

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

Statement of Ethical Obligations

On 15 October 2024 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.

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5. CONFIRMATION OF MINUTES

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6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS

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6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS

PRESENTATION - COUNCIL'S FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2024

A presentation will be provided by Council's Auditor, Mr Kenneth Leung, in respect to Council's Financial Statements for year ended 30 June 2024.

7. CONDOLENCES

There were no Condolences at the time of preparing this Business Paper.

8. MAYORAL MINUTES

There were no Mayoral Minutes 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.

9. EXCEPTION REPORTS – ADOPTION OF ITEMS NOT IDENTIFIED FOR DISCUSSION AND DECISION

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6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS

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10. REPORTS FOR DETERMINATION

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10. REPORTS FOR DETERMINATION

10.1. PLANNING DECISIONS

Nil reports.

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10. REPORTS FOR DETERMINATION

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10.2. GENERAL MANAGER

10.2.1. GM - 2024/2025 Event Sponsorship Program Round 1 (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 1 of the Events Sponsorship Program for 2024/2025.

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

EXECUTIVE SUMMARY

The Events Strategy was adopted by Council on 28 August 2018. A key outcome of the Strategy is the recently updated Events Sponsorship Policy (2024) which provides the opportunity for volunteer organisations, community groups, individuals and commercial businesses to seek financial and in-kind assistance for events from Council.

The Events Sponsorship Policy comprises two rounds of event sponsorship per annum. The Policy 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. A Special Event Criteria has also been established for events which can identify as being regionally significant, demonstrate longevity (>20 years) and support the local economy by recognising small business excellence.

Round 1 of the 2024/2025 Event Sponsorship Program was open from 1 September 2024 to 30 September 2024 for events generally proposed to be held between late 2024 and early 2025. This report lists the fifteen applications received. Thirteen of these applications met the assessment criteria and were successful in their assessment and two applications did not meet the assessment criteria. Two applications applied under the special event assessment criteria, one application met the criteria and was successful and one application was unsuccessful as it did not meet the assessment criteria.

The proposed allocation for Round 1 of the Event Sponsorship Program is \$46,000.

RECOMMENDATION

That Council:

1. Under Round 1 of the 2024/2025 Event Sponsorship Program, agree to support the following organisations for events at the following level:

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No	Event Name	Name of Organisation	Recommended Amount Ex GST
	<u>Community Applications</u>		
1	The Windsor Gas Lamp Festival	The Windsor Experience Action Group	\$5,000
2	Hanna Park Carols	Hawkesbury Baptist Church	\$3,500
3	Hypro Sydney Sheepdog Club Championship 3 Sheep Trial	Sydney Sheepdog Club	\$3,500
4	Light Up Windsor	Windsor Business Group	\$3,000
5	Burralow Bush Run 2025	Hawkesbury Trail Runners	\$3,000
6	Hawkesbury NAIDOC Ball 2025	Merana Aboriginal Community Association for The Hawkesbury INC	\$3,000
7	Christmas Carols	Richmond Rotary	\$2,000
8	Kurrajong Community Carols & Family Fun	Kurrajong Baptist Church	\$2,000
9	Light Up Windsor	Windsor Uniting Church	\$500
	<u>Commercial Applications</u>		
10	Hawkesbury Show *	Hawkesbury District Agricultural Association	\$10,000
11	Convict 100 Mountain Bike Marathon	Max Adventure Pty Ltd	\$3,500
12	Asia Model Festival - Asian Fashion Festival	Regal Star Productions	\$3,500
13	St Albans Village Market	St Albans Village Market	\$3,500

*Eligible to receive Special Event Funding

2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1 to 13 as identified in Table 1 and Attachment 1 of this report.
3. Advise applicant number 1 as identified in Table 1 and Attachment 1 of this report that their application for special event sponsorship was not successful in accordance with the Event Sponsorship Assessment Criteria Matrix.
4. Advise successful organisations that the approved amount is inclusive of in-kind support from Council for the holding of the event, exclusive of marketing support and promotion through Council's social media channels.
5. Advise applicants numbered 14 and 15 as identified in Table 1 and Attachment 1 of this report that their applications were not successful in accordance with the Event Sponsorship Assessment Criteria Matrix.

BACKGROUND

The Events Strategy was adopted by Council on 28 August 2018 and identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury. A key outcome of the Strategy is the recently updated Events Sponsorship Policy (2024) which provides the opportunity for volunteer organisations, community groups, individuals and commercial businesses to

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seek financial and in-kind assistance for events from Council. The Events Sponsorship Policy incorporates two rounds of funding opportunities per annum.

The Events Sponsorship Policy 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 Sponsorship Policy, Council has developed the following criteria to guide and inform for the assessment of event applications:

- Eligibility Criteria – Council will only support event sponsorship applications that meet the criteria in the Eligibility Criteria for Community Event Sponsorship, Commercial Event Sponsorship and a Special Event 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. Council will assess events which apply for the Special Event Criteria against one or more of the following:
 - Regionally significant with attendance typically >50,000 people
 - Outstanding long term (>20 years) contribution to social, cultural, economic factors
 - Provide demonstrated support to the local economy by recognising small business excellence.

Events which achieve one or more of the Special Event Criteria will score two additional points per criteria which are satisfied and can score up to six additional points.

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

DISCUSSION

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

The objectives of the Events Strategy are to build:

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

Council has allocated \$65,000 in the 2024/2025 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, it is proposed that more than half of the funding be allocated due to the number of applications Council received.

Fifteen applications were originally submitted under Round 1 of the 2024/2025 Event Sponsorship Program. The details of the fifteen applications are summarised as follows in Table 1:

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Table 1 - 2024/2025 Round 1 Event Sponsorship Applications Community and Commercial Events

No	Applicant Name/Organisation/ Business	Event Name	Event Date/s at time of application	Satisfy Special Event Eligibility Criteria	Comment/ Recommendation
Community Events					
1	Windsor Experience Action Group	The Windsor Gas Lamp Festival	6-9 June 2025	No. The event is not regionally significant, has not been held long term >20 years, does not recognise small business excellence.	Recommended for sponsorship but not recommended for 'special event' sponsorship.
2	Hawkesbury Valley Baptist Church	Hanna Park Carols	21 December 2024		Recommended for sponsorship
3	Sydney Sheepdog Club	Hypro Sydney Sheepdog Club Championships 3 Sheep Trial	19-22 June 2025		Recommended for sponsorship
4	Windsor Business Group	Light Up Windsor	30 November 2025		Recommended for sponsorship
5	Hawkesbury Trial Runners	Burralow Bush Run	20 July 2025		Recommended for sponsorship
6	Merana Aboriginal Community Association for The Hawkesbury INC	Naidoc Ball	26 July 2025		Recommended for sponsorship
7	Rotary Club Richmond	Christmas Carols	15 December 2024		Recommended for sponsorship
8	Kurrajong Baptist Church	Kurrajong Community Christmas Carols	14 December 2024		Recommended for sponsorship
9	Windsor Uniting Church	Light Up Windsor	30 November 2024		Recommended for sponsorship

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Commercial Events					
No	Applicant Name/Organisation/ Business	Event Name	Event Date/s at time of application	Satisfy Special Event Eligibility Criteria	Comment/ Recommendation
10	Hawkesbury District Agricultural Association	Hawkesbury Show	9 May 2025	Yes - Regionally significant with attendance typically 50,000. Outstanding long term >20 years contribution to social, cultural, economic factors.	Recommended for special event sponsorship
11	Max Adventure Pty Ltd	Convict 100 Mountain Bike Marathon	3 May 2025		Recommended for sponsorship
12	Regal Star Productions	Asia Model Festival	17 May 2025		Recommended for sponsorship
13	St Albans Village Markets	St Albans Village Markets	Long Weekends and School Holidays 2024/2025		Recommended for sponsorship
14	Lynwood Country Club	The Gables 2024 Pro Am	18 December 2024		Not recommended for sponsorship
15	Bianca Satucci	Puppy and Paws Expo	10 May 2025		Not recommended 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.

There are sufficient funds to cover the total recommended amount of \$46,000 for Round 1 of the 2024/2025 Event Sponsorship Program.

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

- Diverse in nature, ranging from markets, sporting, music, craft, fashion, historical, cultural, Christmas and agricultural 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.

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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 six rounds of event sponsorship determined by Council and this current sponsorship (Round 1 - 2024/2025).

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. All events are now categorised as either a community or commercial event and assessed against the relevant criteria. In April 2024, the updated Event Sponsorship Policy was adopted by Council and included a Special Event Criteria for events which achieve one or more of the three Special Event Criterion. The Event Strategy will be reviewed and updated in 2024/2025 incorporating feedback from recent Event Focus Groups which been held recently with businesses, community groups and event attendees from the community.

COMMUNITY ENGAGEMENT

Whilst the issues raised in this report concern matters that do not require community consultation under Council's Community Engagement Policy, information about Round 1 of the 2024/2025 Event Sponsorship Program was:

- Available on Council's website from 2 September 2024 with the Event Strategy and Event Sponsorship Application forms.
- Advertised on Hawkesbury Events Facebook page on the following dates: 2 September, 18 September, 27 September 2024.
- Promoted on the Hawkesbury City Council Facebook page on the following dates: 2 September, 19 September, 27 September 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 4 September and 16 September 2024.
- Hawkesbury City Council sent out a media release promoting the opening of Round 1 sponsorship on the 23 September 2024.

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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 Build on a sense of community and wellbeing.
- 1.5 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 2024/2025 Operational Plan for the Event Sponsorship Program. There are sufficient funds to cover the total recommended amount of \$46,000 for Round 1 of the 2024/2025 Event Sponsorship Program with \$19,000 remaining for Round 2 of the 2024/2025 Event Sponsorship Program.

RISK MANAGEMENT CONSIDERATIONS

If a decision is made not to award event sponsorship to applicants there could be a medium reputational risk to Council. It is reasonable for sponsorship to not be awarded to an applicant if the application does not meet the criteria. However, if only limited sponsorship is awarded across all categories that could result in a reputational risk to Council, given the promotion Council has undertaken for this Program and time taken by the applicants preparing submissions.

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/ Commercial Events Assessment Criteria Matrix for the Event Sponsorship Application under Round 1 Event Sponsorship Program 2024/2025 - (*Distributed under separate cover*).

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10.2.2. GM - Customer Service Centre Pop-Up Pilot Project - (79351)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to brief Council on the outcomes of the recent Customer Service Centre Pop-Up Pilot Project and recommended ongoing program for endorsement.

EXECUTIVE SUMMARY

From March to June 2024, Council piloted a series of five Customer Service Centre 'Pop-Ups' at various locations across the Hawkesbury region. These Pop-Ups aimed to provide a casual and proactive outreach customer service, allowing the community to engage directly with Council's Customer Experience staff to answer questions about Council matters, facilities or services, report issues, log requests, or assist at a local and convenient event location, outside of usual business hours and standard channels.

The Program's success was reflected through positive community feedback and insights from attending staff. Approximately 92 customers presented at our Pop-Ups with enquiry topics from general enquiries to specific issues including road enquiries and Grab and Go Bags for emergency situations. Customers were also surveyed at the time of the interaction.

The Pop-up initiative also enabled other Council teams to engage with the community on projects including the Draft Cultural Plan and the Animal Shelter Free Microchipping Program.

Ninety-five percent of survey respondents indicated they would use the service if they saw the Customer Service Pop-Up out in the community. Based on the overwhelmingly positive feedback, the Council proposes the establishment of an ongoing annual Pop-Ups Program. The Program will consist of 10 events per financial year, held at various community events and locations, with a 2024/2025 budget allocation of \$4,500 (five Pop-Ups during February to June 2025), and moving forward, an annual budget allocation of \$6,300 (10 Pop-Ups).

RECOMMENDATION

That Council:

1. Note the report on the Customer Service Centre Pop-Ups Program Pilot.
2. Endorse the establishment of an ongoing Customer Service Centre Pop-Ups Program as outlined in the report.
3. Consider the allocation of \$4,500 to the Customer Service Centre Pop-Ups Program in the September 2024 Quarterly Budget Review.

BACKGROUND

Customer Service Centre Pop-Ups Project

Council developed and delivered a Pilot Program of five Customer Service Centre Pop-Ups from March to June 2024 at various locations across the Hawkesbury region. The aim of the Program was to pilot a casual and proactive outreach customer service, allowing the community to engage directly

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10. REPORTS FOR DETERMINATION

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with Council's Customer Experience staff to answer questions about council matters or services, report issues, log requests or assist in the convenience of their own community, outside of usual business hours and standard channels.

Locations and times were selected to focus on outlying communities and local events where the Council currently does not have a customer experience presence. The Pop-Ups were promoted through Council's social media, newsletter and rates notice.

The dates and locations of the Pop-Ups were:

- Richmond Good Food Market - Saturday, 23 March 2024 from 8am to 1pm (5 hrs)
- Colo Heights Community Hub - Thursday, 2 May 2024 from 9.30 to 12.30pm (3 hrs)
- St Albans Community Hub - Friday, 10 May 2024 from 9.30am to 12.30pm (3 hrs)
- Bilpin Village Markets - Saturday, 18 May 2024 from 10am to noon (2 hrs)
- Wilberforce Shops - Saturday, 22 June 2024 from 9am to noon (3 hrs)

A balance of Customer Experience Team staffing was selected across the locations, including weekdays and weekends, to ensure cost efficiency and an effective spread of locations. The Pilot was run at a minimal cost of \$2,000 above normal operating costs, comprising wholly of staffing for weekend Pop-Ups.

The Pop-Up initiative also provided a platform for other teams across the Council to collaborate and engage the local community, including the Draft Cultural Plan, Animal Shelter Free Microchipping Program and Draft Communications and Engagement Strategy. The Visitor Information Centre also attended to promote their initiatives and local tourism opportunities.

Community Feedback

To monitor the success of our Pop-up Pilot, the Customer Experience team collected customer feedback and data on interactions. Key statistics include:

- Approximately 92 customers presented at our centre across the five sessions.
- Richmond Good Food Market was the best location, with 44 customers presenting at our stall.
- General Enquiries, Roads and Grab and Go Bags were the most requested enquiries.
- Customer Experience staff provided information verbally, logged customer requests and referred enquiries to responsible Council staff for action.
- Ninety-five percent of respondents indicated they would use the service.
- The Council received several compliments from community members and visitors praising the proactive, friendly, casual and localised approach to customer service experience.

Detailed outcomes of the Pilot Program are provided in the Attachment 1 of this report.

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DISCUSSION

Benefits of Customer Service Centre Pop-Ups

The Customer Service Centre Pop-Ups Program introduces a valuable new customer service channel by offering casual and proactive outreach at local events and accessible community locations. The Pop-Ups allowed residents to engage directly with the Council's Customer Experience team outside of traditional business hours and standard service channels. Through this initiative, the community could easily ask questions about Council services/facilities, report issues, log service requests, and receive assistance tailored to their needs.

Locations and times for the Pop-Ups would be strategically chosen to target outlying communities, particularly those significantly impacted by floods and fires, as well as well-attended local events.

In addition to improving accessibility, the Pop-Ups fostered stronger community connections, enabling residents to have face-to-face conversations with Council staff. This direct engagement also provided valuable opportunities for Customer Experience staff to have face-to-face conversations with local residents and build their knowledge of key locations across the Local Government Area.

Through the Customer Service Centre Pop-Ups, other Council teams were able to collaborate more closely with the community, providing extra engagement points for initiatives such as emergency preparedness, cultural and communication plans, free microchipping, and local tourism promotion.

Annual Pop-Ups Program

Due to the success of the Pilot Project and positive feedback received, Council is proposing to implement a program of Customer Service Centre Pop-Ups on an annual basis.

The proposed Program will aim to deliver 10 Pop-Ups each financial year, approximately monthly, at a range of locations across the Hawkesbury region. The Program will remain flexible to accommodate for new event/location opportunities and exclude December and January, accounting for the event's high season and resourcing challenges across this period.

The proposed locations for the Pop-Ups include:

- Colo Heights community events
- Bilpin community event (e.g. Village Markets)
- Richmond community event (e.g. Good Food Market)
- St Albans community events
- Kurrajong community event (e.g. Park event)

Further locations will be selected based on key event opportunities. The Pop-Ups will also be paused during emergencies to ensure sufficient coverage for the increasing demand on the Customer Experience Service Centre team.

The dates and locations for the Pop-Ups will be communicated to Councillors via the Councillor Update and promoted and advertised to the community through the Council's newsletter, website, social media and other relevant channels for each event.

The ongoing implementation of the program will be consistently monitored and assessed through collected customer feedback and data on their interaction to ensure the Program is continuing to achieve its goals and value for the community.

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Total Costs and Resourcing

Each Pop-Up will be staffed by Council's Customer Experience Team members, selected based on availability and allowing opportunities to develop face-to-face skills and location experience.

A 2024/2025 budget allocation of \$4,500

- Council branded marquee - \$1,200
- Council branded uniform - \$300
- Program staff wages for five pop-ups from February to June 2025 - \$3,000

Moving forward, an annual budget allocation of - \$6,300

- Council branded staff uniform-\$300
- Program staff wages for ten pop-ups-\$6,000

It is recommended that, if endorsed by the Council, the 2024/2025 budget allocation funding be provided at the September 2024 Quarterly Budget Review.

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.
- 1.6 Build on a sense of community and wellbeing.

Strong Economy

- 3.3 Promote our community as the place to visit, work and invest.

Reliable Council

- 4.2 Encourage an informed community.
- 4.4 Build strong relationships and shared responsibilities.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The expenditure included in this report is not currently included in the 2024/2025 Operational Plan and Budget. If supported, the required funds will be included as part of the September 2024 Quarterly Budget Review.

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RISK MANAGEMENT CONSIDERATIONS

As Council has not provided this service before, the low financial expenditure required to provide this service and based on the positive results of the Pilot, there is a low risk to Council across all risk categories. Should Council not proceed with the recommendation, there is a minimal reputation risk exposure.

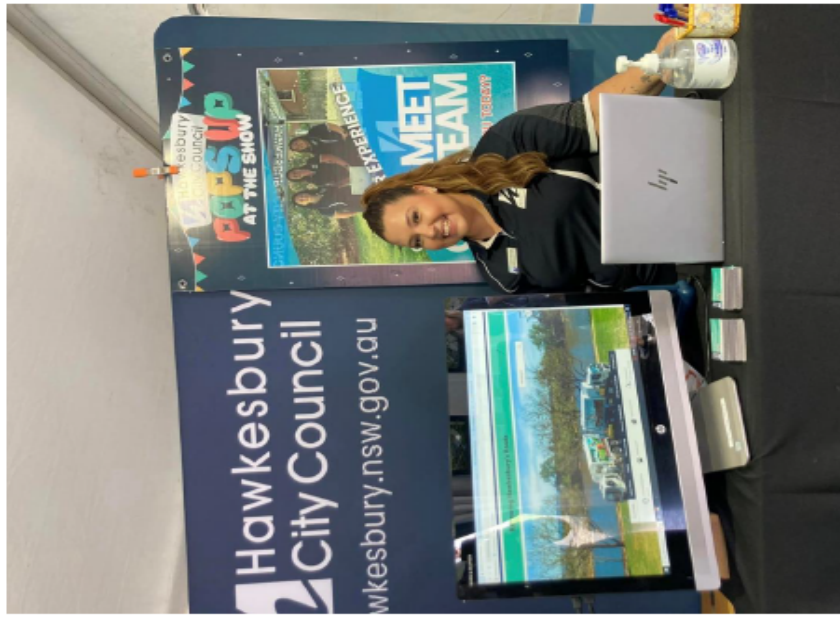
ATTACHMENTS

AT –1 Customer Service Centre Pop-Up Pilot Project Outcomes

Attachment 1 - Customer Service Centre Pop-Up Pilot Project Outcomes

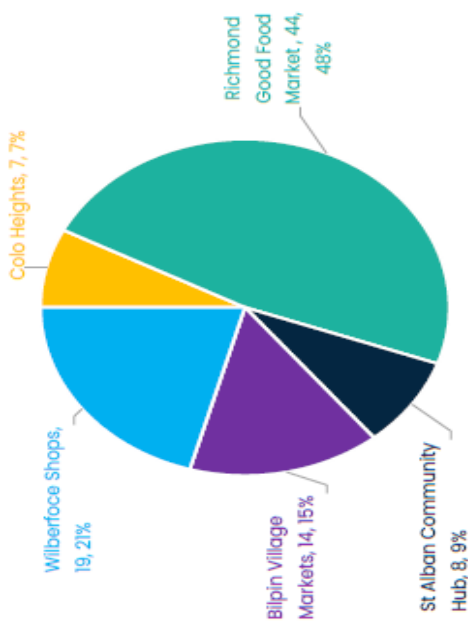


Pilot Pop Up Locations

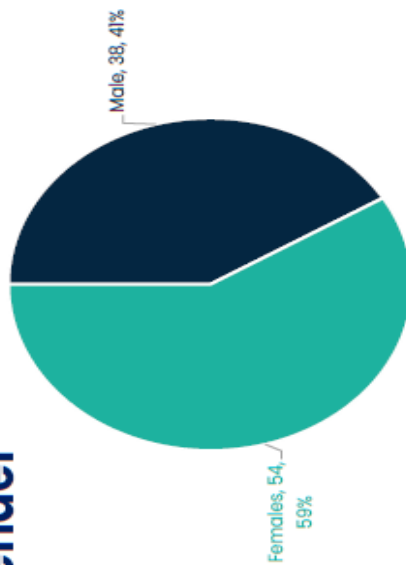


1. *Richmond Good Food Market*
Sat, 23 March from 8am to 1pm (5 hrs)
2. *Colo Heights Community Hub*
Thu, 2 May from 9.30 to 12.30pm (3 hrs)
3. *St Albans Community Hub*
Fri, 10 May from 9.30am to 12.30pm (3 hrs)
4. *Bilpin Markets*
Sat, 18 May from 10am to noon (2 hrs)
5. *Wilberforce Shops*
Sat, 22 June from 9am to noon (3 hrs)

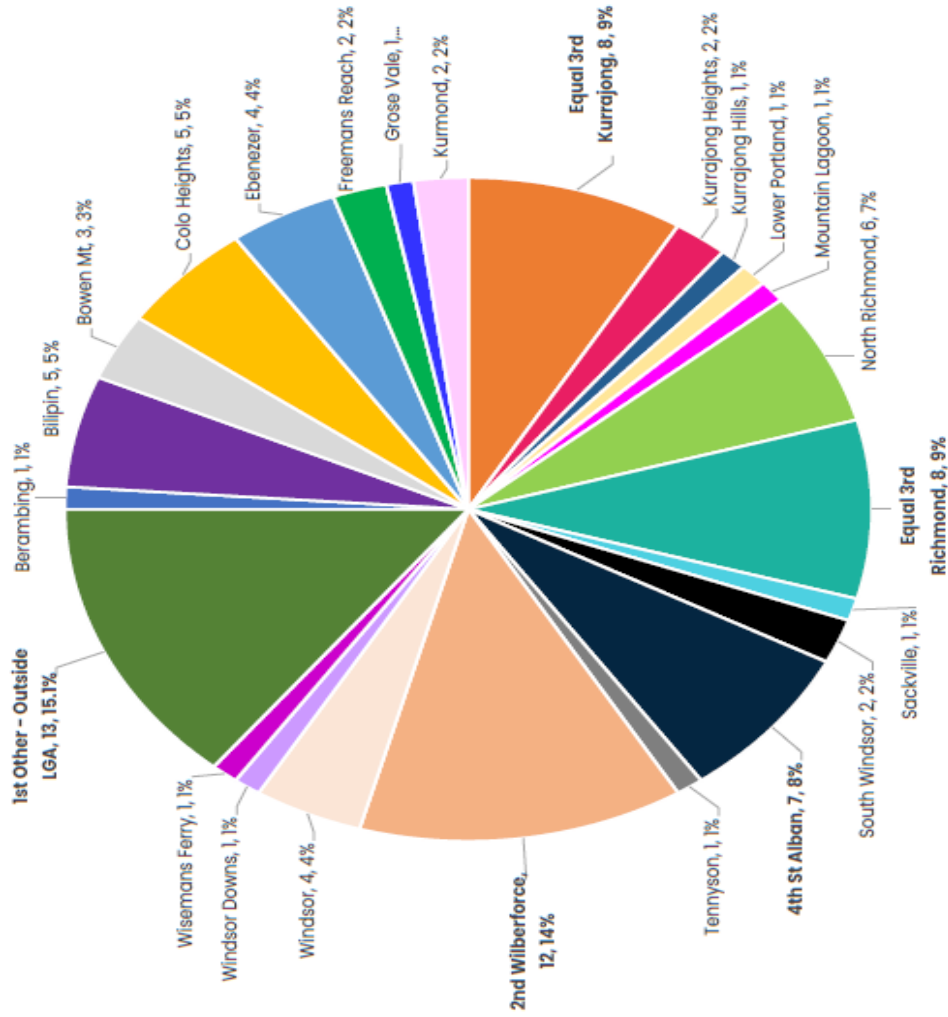
CX Pop up Location



Gender

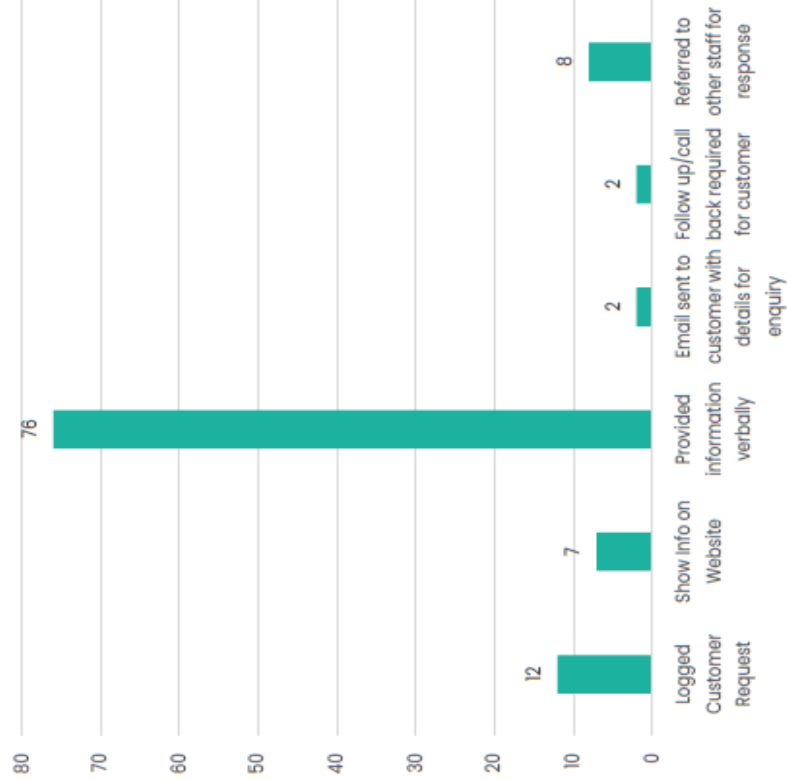


What Suburb do they live in?

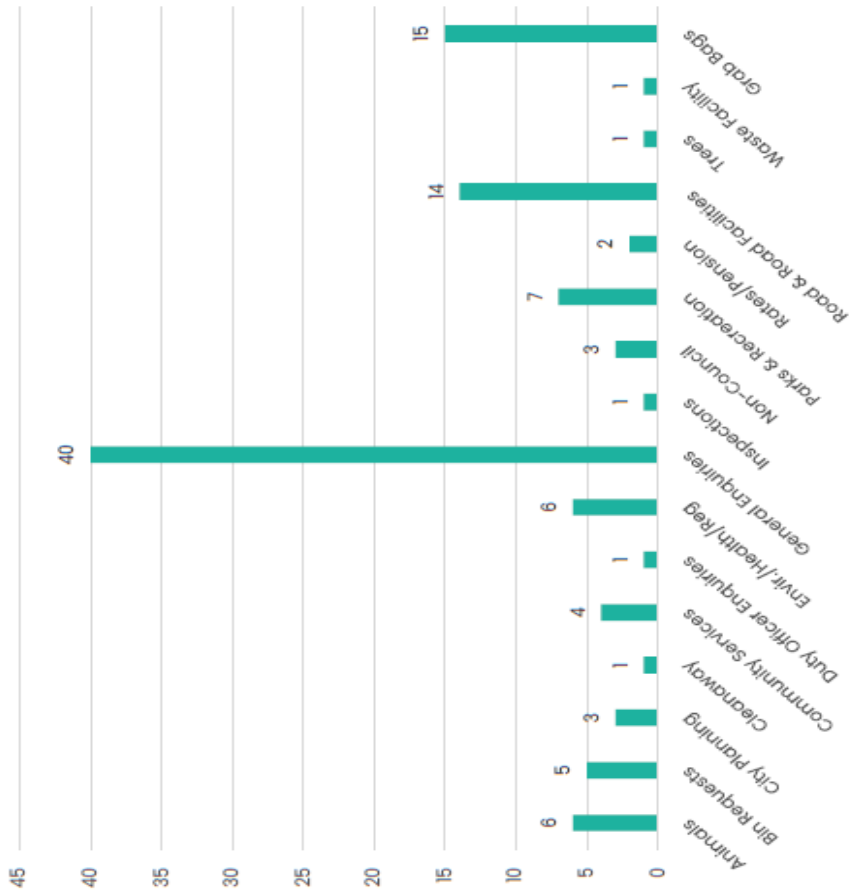


Total of 92 survey submissions

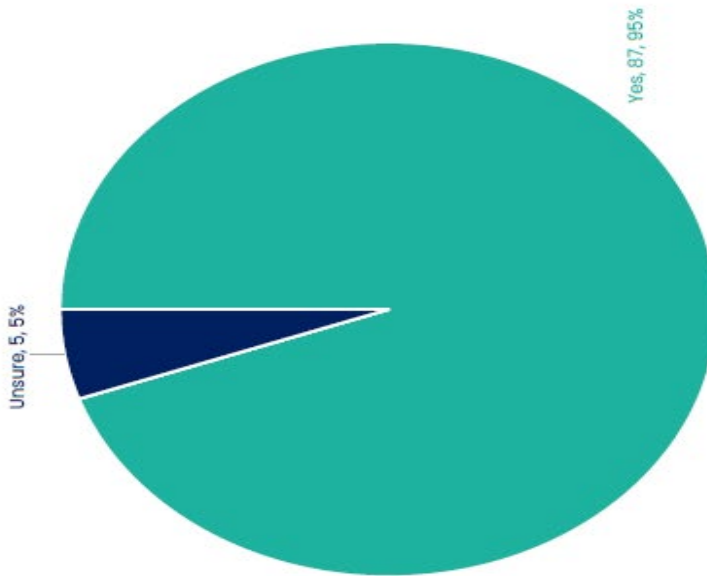
Action Taken by CX Officer



Enquiry Type



Would you use the service if you saw us out in the community?



Richmond Good Food Markets



Opportunities

- Collaborated with the Visitor Information Centre Team

Feedback

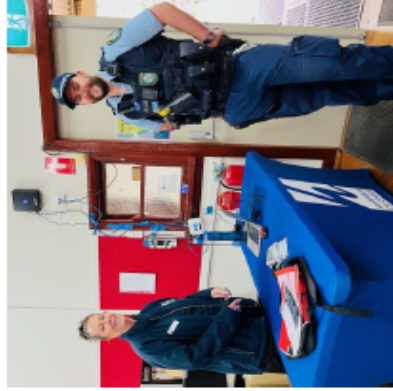
- Great to see you here.
- Lovely to see you here, great job, keep it up!
- Saw that you were coming from the Facebook post and came along as I wanted to have a face-to-face chat about an issue.
- Good idea, thanks for coming out today!
- Want to have access to us while they're doing this everyday task so want to see HCC out more.
- Out of area customer, would like to see their Council be so proactive like HCC.

Community Hubs Colo Heights & St Albans



Opportunities

- Collaboration with Community Services.
- Outreach to more remote areas, reaching our flood and fire impacted residents.
- Connected with Senior Constable from Wisemans Ferry Station.



Feedback

- Resident attends weekly but doesn't often contact us so great to have the team here to assist with questions.
- Great initiative! We often feel forgotten about and are missing a connection with Council.
- Great initiative, the community will appreciate this.
- Great idea!

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 12 November 2024

**Community
Hubs
St Albans**

Hawkesbury Council @ St Albans

[Redacted]

Hi Melissa,

It was great to meet you last Friday. As I promised, I discussed the opportunity to have representation from HCC Customer Experience visit St Albans once a quarter with the MVA committee. They thought this was a great idea and we'd be happy to help promote your visits.

As I mentioned, each member of the MVA has many conversations with different council members, so this would be a great way to ensure we are going about things most effectively and coordinating accordingly. Are you able to send me a bit of a "blurb" that we can put out there to let people know what they can expect and the sort of things they can discuss with you when you visit us?

The MVA committee usually meets once a month on a Friday from 4pm to 6 pm, you are welcome to join us at one of these meetings.. I could introduce you and we could discuss how to get the most out of these visits.


Thanks again Melissa and we look forward to catching up with you on a more regular basis.

Kind regards,

[Redacted]

Macdonald Valley Association Telecommunications

[Redacted]

 **MACDONALD
VALLEY
ASSOCIATION**

Tue 14/05/2024 11:33 AM

Reply Reply All Forward

Bilpin Community Markets



Opportunities

- Collaborated with market organizers

Feedback

- Great PR!
- I'm sure you'll get a great response to this pilot project.
- Great idea, I've always had a great experience with Council staff.
- Great to see you here on the weekend as during the week I don't get the time to speak to you.
- Great to see Council out on the weekend.
- Finds it hard to deal with Council so this has helped me understand what we do.

Wilberforce Shopping Centre



Opportunities

- Collaborated with Shelter staff and held free microchipping and check of ownership details in Pet Registry
- Collaborated with Communications Team as they also attended to engage on the Draft Communications and Engagement Strategy

Feedback

- Nice to see you here.
- Good to see you out in the community.
- Great to see your smiling faces.
- Great idea!

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

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ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 12 November 2024

10.3. CITY PLANNING

10.3.1. CP – Draft Fireworks (Pyrotechnic) Display Policy - (95498)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to present to Council a Draft Fireworks (Pyrotechnic) Display Policy and to seek Council's endorsement to place the draft Policy on public exhibition.

EXECUTIVE SUMMARY

At its Ordinary Meeting 21 November 2023 Council considered a Notice of Motion regarding fireworks and resolved (in part) that Council:

"Prepare a Fireworks (Pyrotechnic) Display Policy which is concerned with the process of notification to Council, which must be followed by licensed pyrotechnicians who plan on conducting fireworks displays within the Hawkesbury local government area. The Policy would require all proposed pyrotechnical displays are reviewed and assessed by Council, and that appropriate controls are imposed to limit their impact in relation to safety, noise and potential to generate pollution."

A draft Fireworks (Pyrotechnic) Display Policy (Policy) has now been developed that seeks to ensure that all proposed pyrotechnical displays taking place within the Hawkesbury City Council LGA are notified, reviewed and assessed by Council, and that appropriate controls are imposed to limit their (the proposed fireworks display) impact in relation to safety, noise, amenity and potential to generate pollution.

RECOMMENDATION

That:

1. The Draft Fireworks (Pyrotechnic) Display Policy, attached as Attachment 1, to the report be placed on public exhibition for 28 Days
2. At the expiration of the public exhibition period, the following action be taken:
 - a) Should any submissions be received regarding the draft Fireworks (Pyrotechnic) Display Policy, a further report be submitted to Council, or
 - b) Should no submissions be received, Council adopt the Fireworks (Pyrotechnic) Display Policy, attached as Attachment 1 to the report.

BACKGROUND

At its Ordinary Meeting 21 November 2023 Council resolved (in part) that Council:

"Prepare a Fireworks (Pyrotechnic) Display Policy which is concerned with the process of notification to Council, which must be followed by licensed pyrotechnicians who plan on conducting fireworks displays within the Hawkesbury local government area. The Policy would require all proposed pyrotechnical displays are reviewed and assessed by Council, and

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

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that appropriate controls are imposed to limit their impact in relation to safety, noise and potential to generate pollution.”

While Council is not the regulatory authority regarding fireworks displays, it has an important role in ensuring that any community concerns in relation to proposed fireworks displays regarding noise, safety, amenity and potential pollution are conveyed to SafeWork NSW. Council also has a role in supporting pyrotechnic businesses to undertake fireworks displays in a responsible manner.

The Draft Fireworks (Pyrotechnic) Display Policy is intended to provide a framework detailing what action Council might take in regard to a proposed firework display.

DISCUSSION

SafeWork NSW is responsible for licensing and regulating firework displays in NSW. Council can however make an objection regarding a particular fireworks display.

While Council is not legally obliged to issue a response regarding a notification (except in the instance of a 'Late Notification'), Council will always issue one of the following responses in relation to any Notification of a Fireworks Display received:

- A No Objections Letter
- A No Objections with Conditions Letter; or
- An Objection Letter to the Display.

Any letter of objection will be communicated to the Pyrotechnician, the event organiser and SafeWork NSW.

When assessing whether or not to make an objection, Council will take into consideration the following issues:

- Appropriateness of the location of the display, e.g. proximity to residences, hospitals.
- Reason for the display, e.g. is the display in the public interest? (Information on the public interest can be found on the NSW Ombudsman's website).
- Types of firework(s) proposed to be used, e.g. aerial fireworks (in particular Salutes) are considered to have a much greater impact on surrounding areas than ground fireworks.
- Impact on any affected residents and businesses, e.g. has the approval or support of local residents and businesses been sought and obtained?
- Impact on animal welfare.
- Public liability issues.
- Noise.
- Pollution.
- Public nuisance.
- Appropriate notification by the applicant to properties neighbouring the proposed display. Council will need to decide what it believes to be a reasonable area of notification.

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- The proposed procedure for the disposal of spent fireworks.
- Whether appropriate crowd and traffic management issues have been addressed where the display is likely to draw crowds.

The draft Policy recommends that any display that proposes the use of fireworks with a shell diameter greater than 100mm will require community consultation, the outcomes of which must be reported to Council. As such, any associated notification must be received by Council 60 days before the proposed event. The draft Policy recommends that failure to adhere to this timeline will result in Council issuing an automatic objection to the display. The early warning of such an event will enable Council to properly consult with the community and report the matter to Council.

Relevant Legislation

- NSW Protection of the Environment Operations Act 1997
 - NSW Protection of the Environmental Operations (General) Regulations 2021
 - NSW Protection of the Environmental Operations (Noise Control) Regulations 2017
- NSW Local Government Act 1993

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council place the draft Fireworks (Pyrotechnic) Display Policy on public exhibition for 28 days.

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

1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Strong Economy

3.3 Promote our community as the place to visit, work and invest.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

The draft Fireworks (Pyrotechnic) Display Policy will assist Council in managing the risks associated with fireworks displays. The draft Fireworks (Pyrotechnic) Display Policy will assist to ensure that all considerations, including safety, environment and community concern can be considered and mitigated, thereby managing reputational risk as it defines a clear pathway for all parties.

ATTACHMENTS

AT - 1 Draft Fireworks (Pyrotechnic) Display Policy

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 12 November 2024

oooO END OF REPORT Oooo

Attachment 1 - Draft Fireworks (Pyrotechnic) Display Policy



Fireworks
(Pyrotechnic) Display

DRAFT COUNCIL POLICY

ORDINARY MEETING
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Division:	City Planning	Policy Number:	Enter No
Branch:	Environment & Regulatory Services	Adopted Date:	Enter Date
Responsible Officer:	Environment Health Coordinator	Next Review Date:	Enter Date
Director:	Director City Planning	Version:	1

ORDINARY MEETING
10. REPORTS FOR DETERMINATION
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1. TITLE

Fireworks (Pyrotechnic) Display Policy

2. PURPOSE

The Hawkesbury City Council Fireworks (Pyrotechnic) Display Policy (Policy) seeks to address the impacts firework displays have on surrounding properties. The controls listed in this policy will help ensure Council awareness of a proposed display allowing Council to mitigate property damage, livestock/pet impacts, residential disturbance, maintain public amenity and improve public safety.

3. SCOPE

The Policy is relevant to and applies to any fireworks display occurring within the Hawkesbury City Council Local Government Area (LGA), acknowledging Council must be notified of any proposed fireworks display by all or any licenced pyrotechnicians who plan to conduct a fireworks' display within the Hawkesbury LGA.

The Policy has been developed to ensure that all proposed pyrotechnical displays within the Hawkesbury City Council LGA are notified, reviewed and assessed by Council and that appropriate controls are imposed to limit their (the proposed fireworks display) impact in relation to safety, noise, amenity and potential to generate pollution.

4. BACKGROUND

Fireworks are a class of low explosive pyrotechnic devices used for aesthetic and entertainment purposes. The most common use of a firework is as part of a fireworks or pyrotechnics display, to entertain with the visual effects produced by fireworks devices.

Fireworks take many forms to produce the four primary effects: noise, light, smoke and floating materials (confetti). They may be designed to burn with coloured flames and sparks including red, orange, yellow, green, blue, purple, and silver. Such displays are common and are the focal point of many cultural and religious celebrations.

5. POLICY DETAILS

5.1 PRIOR TO COUNCIL NOTIFICATION

All individuals or companies who wish to conduct a fireworks' display within the Hawkesbury City Council LGA must have one of the following licences issued by SafeWork NSW:

- A Pyrotechnicians Licence; or
- A Fireworks (Single Use) Licence (FSUL).

All licenced individuals and / or companies must have completed and submitted a 'Fireworks Notification Form' (available from the SafeWork NSW website) to SafeWork NSW and have received a written confirmation of this notification from SafeWork NSW.

5.2 COUNCIL NOTIFICATION PROCESS

A Pyrotechnician's Licence or FSUL is issued by SafeWork NSW by way of the Explosives Regulation 2013 (the Regulation).

The Regulation requires that as a condition of each Pyrotechnician's Licence or FSUL issued, the licensee must notify SafeWork NSW and the local Council of an intention to use any fireworks, distress signal or model rocket propellant device, at least seven (7) working days before the fireworks, signal or device is to be used (Clauses 29 and 30 of the Regulation).

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While notice must be given to Council of an intention to use any firework, Council has no power to approve the use of a firework. However, Council may object to or impose conditions on an applicant's use of fireworks.

After receiving notification of the intended use of fireworks, Council may decide to object to the use of the fireworks. If Council decides to object to the use of the fireworks, notification will be made to the Pyrotechnician as well as SafeWork NSW.

5.3 NOTIFICATION SUBMISSIONS TO COUNCIL

5.3.1 All notifications must be received by Council in writing at least seven working days prior to the proposed fireworks display.

NOTE: Pyrotechnicians engaged by and for events organised by Hawkesbury City Council, are **NOT** exempt from the requirement to notify Council of a proposed display.

5.3.2 All notifications are to be accompanied by:

- A copy of your Pyrotechnician or Fireworks (Single Use) Licence;
- A copy of your Public Liability Insurance with a value up to \$20 Million;
- A completed 'Fireworks display checklist' as published by SafeWork NSW*;
- A site diagram showing the firing location, buffer zones, emergency equipment (including firefighting equipment and first aid equipment), and any other relevant information; and

* - The [checklist](#) can be found on the [SafeWork NSW website](#). Checklists are to be completed by the licence holder.

5.3.3 If the above details are not provided to Council upon notification, it may result in Council objecting to the fireworks display occurring.

5.4 SUBMISSION ASSESSMENT

5.4.1 All notifications received by Council will be assessed against the 'Guidelines for Council when notification of an intention to use fireworks is received' [here](#) which was issued under s23A of the Local Government Act 1993 by the NSW Office of Local Government (Circular No. 08-86).

5.4.2 When assessing whether or not to object to a fireworks display, Council will take into consideration the following issues:

1. Appropriateness of the location of the display, e.g. proximity to residences, hospitals.
2. Reason for the display, e.g., is the display in the public interest? (Information on the public interest can be found on the NSW Ombudsman's website).
3. Types of firework(s) proposed to be used, e.g., aerial fireworks (in particular Salutes) are considered to have a much greater impact on surrounding areas than ground fireworks.
4. Impact on any affected residents and businesses, e.g., has the approval or support of local residents and businesses been sought and obtained?
5. Impact on animal welfare.
6. Public liability issues.
7. Noise.
8. Pollution.
9. Public nuisance.
10. Appropriate notification by the applicant to properties neighbouring the proposed display. Council will need to decide what it believes to be a reasonable area of notification.
11. The proposed procedure for the disposal of spent fireworks.
12. Whether appropriate crowd and traffic management issues have been addressed where the display is likely to draw crowds.

5.5 DETERMINATION OF PUBLIC NOTIFICATION

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- 5.5.1 A standard condition which will be applied to all proposed firework displays relates to the notification to all landowners within a specific radius of the proposed fireworks firing/ignition site. This mainly takes the form of a mailbox drop however, under certain circumstances, additional notification requirements may be imposed at the discretion of the Council. These include but are not limited to, notification in local social media, local newspapers, media release, roadside signs and/or other forms of advertisement.
- 5.5.2 The distances detailed at 5.5.3 and 5.5.4 will be applied to all proposed displays which use fireworks with a shell diameter \leq 100mm. For all displays which propose to use shells with a greater diameter, the notification distances may be increased.
- 5.5.3 Any proposed displays which are to occur within the urban and peri-urban areas of the Hawkesbury City Council Local Government Area will need to be notified to all landowners, residents and occupiers of land within (minimum) a 500m radius of the fireworks firing/ignition site.
- 5.5.4 Any proposed displays which are to occur outside of the above zones must be notified to all landowners, residents and occupiers of land capable of sustaining stock animals, within (minimum) a 1.5 km radius of the fireworks firing/ignition site.

5.6 DETERMINATION AND RESPONSE

5.6.1 Although Council is not legally obliged to issue a response regarding a notification (except in the instance of a 'Late Notification'), Council will always issue one of the following responses in relation to any Notification of a Fireworks Display received:

- A No Objections Letter
- A No Objections with Conditions Letter; or
- An Objection Letter.

Any letter of objection will be communicated to the Pyrotechnician, the event organiser and SafeWork NSW.

5.6.2 Council may impose conditions on an applicant's use of fireworks. A list of some standard conditions imposed by Council can be found in Appendix 1.

5.6.3 Where Council issues a No Objections with Conditions letter, any conditions issued by Council which contradict operational requirements set by SafeWork NSW, will be void and the operational requirements of SafeWork NSW will take precedence.

5.7 DETERMINATION RESPONSIBILITY

Responsibility for determining whether any objection will be made to a fireworks display will be determined by the diameter of the shells to be used. The table below articulates the relevant decision makers.

(Aerial) Shell size in mm	Responsibility
Equal to or less than 100mm	Council's Environment and Health Section
Greater than 100mm	Council Meeting (Via Staff Report)
Aerial Salutes of any size	Banned – Automatic Objection

5.8 DISPLAYS DETERMINED AT A COUNCIL MEETING

5.8.1 Any display that proposes the use of fireworks with a shell diameter greater than 100mm, requires consideration by the elected Council. As such, any associated notification must be received by Council 80 days before the proposed event. Failure to adhere to this timeline will result in an

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automatic objection to the display. The early warning of such an event will enable Council to properly consult with the community before referral to the elected Council.

6. ROLES AND RESPONSIBILITY

Authorised Officer	Roles and Responsibilities
SafeWork NSW	A Pyrotechnician's or Fireworks (single use) licence is issued under the Explosive Regulation 2013. The regulation has a condition for each pyrotechnicians licence and fireworks (single use) licence issued, the licensee must notify SafeWork NSW.
Council	Council is to be notified by the licensee in writing of an intention to use any fireworks at least seven (7) days before an event. After receiving notice of an intended use of fireworks, Council may object to the use of any fireworks. If Council objects to the use of fireworks, it must notify SafeWork NSW and the licensee of the decision at least two (2) days prior to the proposed event. Council will give consideration to all matters raised for each notification.
Licensee	The person who intends to carry on a pyrotechnics or fireworks display is required to obtain a licence from SafeWork NSW . The licence will authorise the type of fireworks display specified on the licence. The licensee must also comply with all other provisions/condition applied to the licence and the requirements of SafeWork NSW.

7. DEFINITIONS

Term	Definition
Aerials or Aerial Display Shells	Display fireworks that are designed to be projected from a mortar tube by means of a lifting charge and to burst in the air, displaying stars, comets, rings, serpents, crackers, streamers or other effects. Where a pyrotechnician's licence authorises the use of aerial shells, the licence specifies the maximum size aerial shell that can be used.
Close Proximity Pyrotechnics (Theatrical Fireworks)	Pyrotechnic articles that are specifically designed for use at close proximity to performers, audiences and structures; typically used indoors (e.g. stage or studio) for theatre, concert, film and television productions; include gerbes, fountains, flash pots, fireballs, flame or smoke effects involving pyrotechnics.
Fireworks(s)	An article designed to produce a sound or a pyrotechnic signal or a pyrotechnic effect by the explosion or ignition of an explosive substance, including a display firework or toy firework.
Ground Display Firework(s)	Display fireworks that primarily function on the ground and which may project stars, novelty and other effects above the ground, e.g. mines, roman candles, lances, fountains, comets, multi-shot cakes and wheels.
Salutes	Aerial shells that are designed to produce a single loud report upon bursting in the air. Their receipt and use must be specified on the licence. They are known to disturb animals, particularly dogs and horses, therefore care and consultation is required to ensure that neighbours can protect their animals. Salutes larger than 75mm are prohibited in NSW.
License Holder	The Pyrotechnician or Fireworks (Single Use) Licencee

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Pyrotechnician	A person who is responsible for the safe storage, handling, and functioning of pyrotechnics and pyrotechnic devices. Additionally for the purpose of Fireworks (Pyrotechnic) this policy a pyrotechnician is the holder of a valid Pyrotechnicians or Fireworks (Single Use) Licence issued by SafeWork NSW.
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8. RELATED DOCUMENTS

Legislation

A major role of the Council is to monitor and enforce compliance with various statutes, including (but not necessarily limited to) the provisions of:

- Protection of the Environment Operations Act 1997
 - Protection of the Environmental Operations (General) Regulations 2021
 - Protection of the Environmental Operations (Noise Control) Regulations 2017
- Local Government Act 1993

9. APPENDICES

Appendix 1: No Objections Letter Standard Conditions

The following is a list of standard conditions that may be included in a "No Objections" letter. This list of conditions is not comprehensive and additional conditions may be imposed on events if deemed appropriate:

- (a) Compliance with SafeWork NSW fireworks licence, general licencing conditions and operational conditions.
- (b) Fireworks must not be released during a Total Fire Ban unless a permit has been granted by either NSW Fire and Rescue, or NSW Rural Fire Service, whichever is the appropriate agency for the firing point.
- (c) Only low-level aerial fireworks are permitted for use in the fireworks display with shells of less than 100 mm.
- (d) A minimum exclusion zone of at least 50m shall be placed around the fireworks firing point to prevent pedestrian and vehicular access. Barriers shall be erected by the pyrotechnician or the event organiser before the event and shall remain in place until the conclusion of the display.
- (e) The activity must be conducted in accordance with SafeWork NSW requirements including AS2187.4. Specific requirements of this Australian Standard include but are not limited to the following:
 - Smoking shall not be permitted within the secured area.
 - No person affected by alcohol or drugs is admitted to the display site.
 - Only authorised persons are to enter the display site.
 - The operator shall be primarily responsible for safety.
 - Should any adverse condition exist to affect safety, the display shall be postponed or cancelled.
 - The operator of the display shall be a competent person and be at least 18 years of age.
- (f) Compliance with the Operational Conditions for Pyrotechnics/Fireworks Permits published by SafeWork NSW.
- (g) The authorised permit holder is to be responsible for the safe release of the fireworks.

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10.3.2. CP - Draft Redbank Creek Flood Study

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to present the draft Redbank Creek Flood Study and seek endorsement to publicly exhibit the draft Study.

EXECUTIVE SUMMARY

Council's Floodplain Management Program involves a number of projects, including the Redbank Creek Flood Study.

Investigations into the nature of flooding within the Redbank Creek Catchment has now been completed with the finalisation of the draft Redbank Creek Flood Study.

The Redbank Creek Flood Study involves a comprehensive technical investigation of the flood behaviour of Redbank Creek that will provide the foundation for the development of a floodplain risk management plan. It provides an understanding of the full range of flood behaviour and consequences in the Study Area.

The Redbank Creek Catchment is impacted by the following types of flooding:

1. Local overland flooding; and
2. Mainstream flooding due to:
 - a) Flooding from Redbank Creek; and
 - b) Flooding and backwater effects from the Hawkesbury River spreading into the Redbank Creek Catchment.

The draft Redbank Creek Flood Study has been undertaken in accordance with the relevant legislation, guidelines and best practice, and is included at Attachment 1 to this report.

RECOMMENDATION

That:

1. The draft Redbank Creek Flood Study, attached as Attachment 1 to this report, be placed on public exhibition for a minimum period of 28 days.
2. The outcome of public exhibition of the draft Redbank Creek Flood Study be reported to Council.

BACKGROUND

As outlined in numerous NSW Government and Insurance Council of Australia strategies and documents, the Hawkesbury-Nepean Valley has one of the most significant flood risk exposures

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within Australia. The risks to both property and people resulting from flooding in the Valley have been recognised for some time.

NSW Government's Resilient Valley, Resilient Communities - the Hawkesbury-Nepean Valley Flood Risk Management Strategy

Infrastructure NSW released the Resilient Valley, Resilient Communities - the Hawkesbury-Nepean Valley Flood Risk Management Strategy in May 2017. That Strategy provided nine key Outcomes with associated Actions to be undertaken, including the development of a regional land use and road planning framework to assist in the future development of the locality in relation to flood risks and the capacity for regional flood evacuation.

One key Outcome of the Strategy was the development of a regional flood study, including extensive mapping of flood data within the Hawkesbury-Nepean floodplain. The first of these, the Hawkesbury-Nepean Valley Regional Flood Study was undertaken and released in 2019. However, further flood modelling work commenced in 2020 by Infrastructure NSW (now NSW Reconstruction Authority) to prepare a 2D Flood Model for the Hawkesbury-Nepean Valley. The Hawkesbury-Nepean River Flood Study 2024 was recently released on 21 June 2024 and has been used as the most up-to-date data/information with respect to flooding in the Hawkesbury River.

While the Hawkesbury-Nepean River Flood Study 2024 provides useful information on Hawkesbury-Nepean mainstream regional scale flood behaviour in North Richmond, it does not include local overland flooding or overland flow inundation. Therefore, a finer resolution flood study is required to delineate flood behaviour and risk in the Redbank Creek Catchment due to local overland flooding.

In the draft Redbank Creek Flood Study, the tailwater level in the Hawkesbury River for design events has been derived from the simulated water level at the North Richmond Bridge reported in the Hawkesbury-Nepean River Flood Study 2024. The downstream reaches of the Redbank Creek Catchment were assessed to understand areas where Redbank Creek flooding predominates and where Hawkesbury River flooding predominate to determine the most appropriate study to adopt for flood planning level definition.

Flood Prone Land Policy and Flood Risk Management Manual 2023

The NSW Government's Flood Prone Land Policy aims to make communities more flood resilient. It accomplishes this by reducing the impacts of flooding on owners and occupiers of flood-prone property and reducing public and private losses. The policy recognises that flood-prone land is a valuable resource.

The Flood Risk Management Manual supports the Flood Prone Land Policy and guides councils on managing flood risk to their communities through the flood risk management framework. This includes helping councils develop and implement flood studies and flood risk management studies and plans for their communities.

The Manual was gazetted in June 2023 as the manual relating to the development of flood-liable land for the purposes of section 733 of the Local Government Act 1993, and includes a series of flood risk management guidelines that support the manual. It replaced the Floodplain Development Manual (2005).

Council's Floodplain Management Program involves the following grant funded Floodplain Risk Management projects that are currently underway:

1. The Review of Hawkesbury Floodplain Risk Management Study and Plan 2012 (Currently on exhibition)
2. The Combined Macdonald River, Colo River, Webbs Creek and Greens Creek Flood Study and Floodplain Risk Management Study and Plan (Draft expected to be received late 2024)

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3. The Redbank Creek Flood Study (Subject of this report)
4. The future implementation of any adopted floodplain risk management recommendations resulting from the above projects, and
5. The development of a floodplain risk management study and plan for Redbank Creek based on the outcomes of the Redbank Creek Flood Study (subject to approval of a grant application)

Redbank Creek Flood Study

The Study Area for the Redbank Creek Flood Study is bounded by Grose Vale Road in the south and west, Bells Line of Road and the western extent of Kurmond Road in the north, the Hawkesbury River in the southeast and some natural high ground between Kurmond Road and the Hawkesbury River in the east. The catchment size is estimated to be approximately 27m2. The Study Area is shown in Figure 2-1.

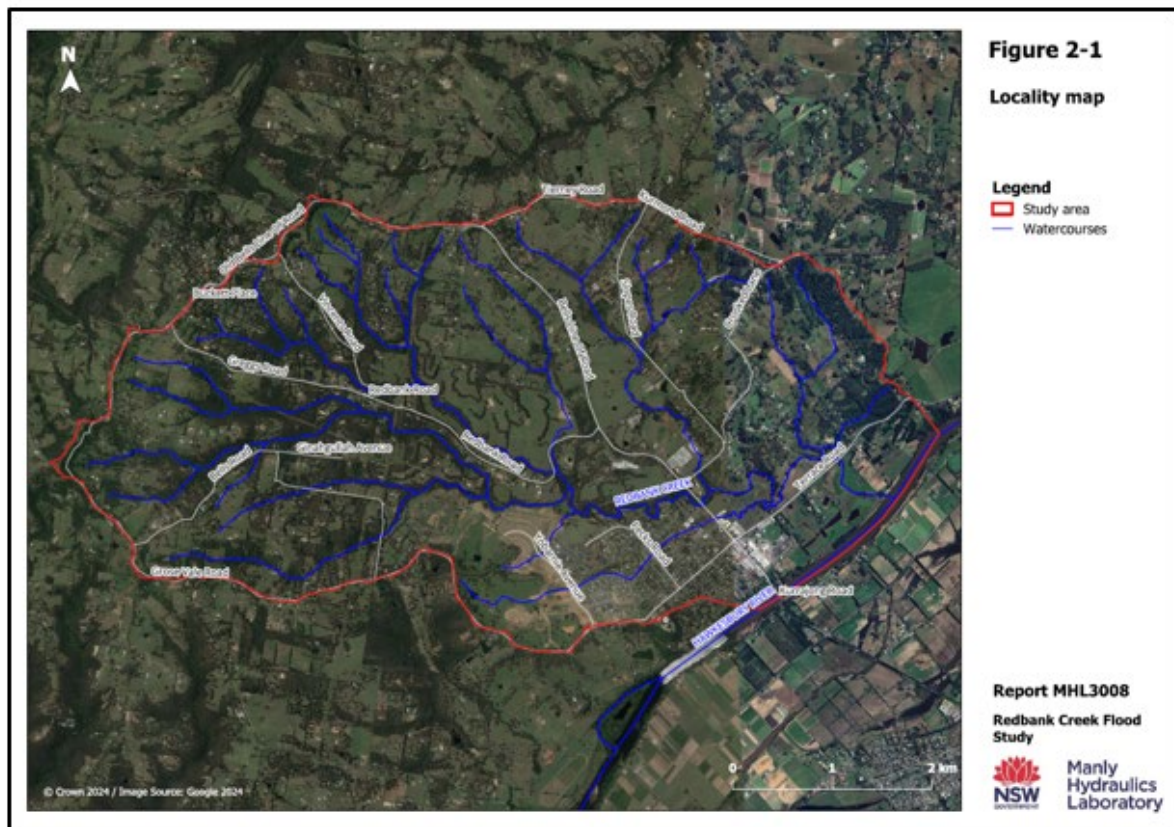


Figure 2-1: Redbank Creek Study Area

Redbank Creek flows east for approximately 120km from about 4500m southeast of the Patterson Lane and Grose Vale Road roundabout to the Hawkesbury River (1.5km downstream of the current North Richmond Bridge).

Investigations into the nature of flooding within the Redbank Creek Catchment has now been completed with the finalisation of the draft Redbank Creek Flood Study.

The draft Redbank Creek Flood Study involved a comprehensive technical investigation of the flood behaviour of Redbank Creek that will provide the foundation for the development of a floodplain risk

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management plan. It provides an understanding of the full range of flood behaviour and consequences in the Study Area.

As detailed in the draft Study:

“The focus of the present study is to improve understanding of the flood behaviour within the Redbank Creek catchment and the local overland flooding mechanism. Direct flooding from the Hawkesbury River is not part of the scope of the current study as it is extensively covered by the Hawkesbury-Nepean River Flood Study 2024. However, backwater effects have been considered.”

The draft Redbank Creek Flood Study has been undertaken in accordance with the relevant legislation, guidelines and best practice, and is included at Attachment 1.

The draft Flood Study has investigated the nature of flooding in the catchment, including flood frequency, extent, depth, velocity, hazards and flood function.

The consequences of flooding on the community were also quantified through the calculation of flood damages.

This information will be used to develop a floodplain risk management study and plan to manage the flood risks within the catchment.

Consultation is a vital part of succeeding in floodplain management. It provides opportunities for the community to be heard, and develops trust and confidence in the process, thereby increasing the community buy-in to the study outcomes. It is proposed to exhibit the draft Flood Study to inform the community of the impacts from flooding in the Redbank Creek Catchment and to seek community feedback.

DISCUSSION

Draft Redbank Creek Flood Study Outcomes

It was identified that flow within the North Richmond Township primarily follows Redbank Creek and the main drainage channel through the Township during most events up to and including the 1 in 2000 AEP.

Key flood-prone areas identified include:

- Properties located at the northern end of William Street, Elizabeth Street, Susella Crescent, Merrick Place and O’Dea Place are impacted from 1 in 500 AEP event; however, road access may be affected by events as frequent as 20% AEP
- A few properties along the northern side of Flannery Avenue are impacted from 1 in 200 AEP event; however, their access may be affected by event as frequent as a 5 AEP
- A few properties at the north-west corner of Pansy Crescent are impacted by events as frequent as 10% AEP
- Properties located along the main drainage channel between Pecks and Elizabeth Streets are affected due to 1 in 5000 AEP and PMF events
- A few properties located between Stephen and Pecks Streets are impacted by events as frequent as 10% AEP

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- Properties situated between Tyne Crescent, Stephen Street and north end of Yvonne Place are impacted by events as frequent as 5% AEP
- A secondary overland flow path was observed through the North Richmond township, from the sag point along Enfield Avenue through a few properties towards the south end of Monti Place, continuing towards the intersection of Charles and Elizabeth Streets. These areas are impacted by events as frequent as 10% AEP
- Properties located at the southernmost corner of Tyne Crescent
- A few properties located at the north-east corner of the intersection of Charles and William Streets are impacted by events as frequent as 5% AEP
- Properties near the intersection of Charles and Elizabeth Streets are impacted from 1 in 5% AEP event such as North Richmond Community Centre

The consequences of flooding on the community were also assessed, and the draft Flood Study provides:

- An assessment of the effects of flooding on key infrastructure assets, including emergency organisations and facilities (police, ambulance, State Emergency Services etc), and vulnerable uses such as hospitals, schools, aged care and childcare centres
- An assessment of the frequency and hazard of road inundation, which can be used in understanding evacuation risks and the identification of flood emergency response classifications
- A calculation of flood damages to estimate the tangible damages sustained every year (on average), over a long period of time.

The economic impact assessment of flooding was undertaken by analysing 5,250 buildings within the Study Area. A total Annual Average Damage of approximately \$1.5 million for residential properties and \$373,510 for non-residential properties was estimated in the Redbank Creek Catchment. To improve accuracy, the draft Flood Study also recommends that a comprehensive floor level survey is undertaken with any future Floodplain Risk Management Study to enhance damage assessments.

The draft Flood Study also investigated several climate change scenarios. These scenarios, projected for 2040, 2090, and 2100, indicate substantial increases in rainfall intensity, which could exacerbate flood conditions. Specifically:

- 2040 Conditions: A 9.5% increase in rainfall intensity may lead to a 0.40 m rise in riverine flooding and a 0.20 m increase in localised overland flooding
- 2090 Conditions: A 19.7% increase in rainfall intensity could result in a 0.90 m rise in riverine flooding and a 0.30 m increase in localised overland flooding
- 2100 Conditions: A 30% increase in rainfall intensity might cause a 1.30 m rise in riverine flooding and a 0.50 m increase in localised flooding levels

The draft Redbank Creek Flood Study provides the foundation for ongoing flood risk management and further investigations within the Redbank Creek Catchment, including the development of a floodplain risk management study and plan to manage the identified flood risks.

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COMMUNITY ENGAGEMENT

The progress of the draft Redbank Creek Flood Study has been considered by Council's Floodplain Management Committee. In particular, the Committee provided input into the approach for the initial community consultation to seek local knowledge of flooding behaviour and consequences.

As part of the development of the draft Redbank Creek Flood Study, this initial consultation was undertaken between 16 October 2023 to 13 November 2023.

This consultation gathered local knowledge in relation to flood behaviour and the impacts of specific events. In addition, community engagement provides opportunities for the community to be heard, to inform and educate residents and develops trust and confidence in the process, thereby increasing the community acceptance of study outcomes.

The information gathered from this community consultation was used in the sensitivity analysis of the flood modelling.

Proposed Public Exhibition of the draft Redbank Creek Flood Study

Further community engagement is now required with the completion of the draft Redbank Creek Flood Study. It is proposed to exhibit the draft Flood Study in the manner set out below.

The purpose of the exhibition is to inform the community of the outcomes of the investigations into the nature of flooding within the Redbank Creek Catchment.

To achieve this, it is proposed to engage with the community in the following manner:

- Letters to all property owners and residents
- Council website – YourHawkesbury-YourSay
- Councils Newsletter
- Media/Social Media

Through the above, it is considered that notification of the exhibition will reach as many owners and residents within the Redbank Creek Catchment as possible.

An exhibition period of four weeks is proposed, commencing at the end November 2024.

Community engagement will be supported by several documents, including:

- Draft Redbank Creek Flood Study Report and Maps
- Frequently Asked Questions relating to the Floodplain Risk Management process

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.

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1.3 Increase the range of local partnerships and plan for the future.

1.6 Build on a sense of community and wellbeing.

Reliable Council

4.1 Provide representative, responsive and accountable governance.

4.2 Encourage an informed community.

4.7 Encourage informed planning, balanced growth and community engagement.

FINANCIAL IMPACT

The matters raised in this report have direct and indirect financial implications.

The expenditure applicable is provided for in the Adopted 2024/2025 Operational Plan.

Expenditure in the form of resources for ongoing flood risk management and further investigations, including the preparation of and management of grant funded projects to develop a Floodplain Risk Management Study and Plan will be incurred.

RISK MANAGEMENT CONSIDERATIONS

A Council does not incur any liability under Section 733 of the Local Government Act 1993 for advice furnished in good faith relating to the likelihood of any land being flooded or the nature or extent of any such flooding. This applies to a range of planning and development decisions including the preparation or making of an environmental planning instrument, including a planning proposal, or a development control plan, or the granting or refusal of consent to a development application, or the determination of an application for a complying certificate, and the imposition of any condition in relation to development applications. It also applies to advice furnished in planning certificates and any other thing done or omitted to be done in the exercise of a council's functions under the Local Government Act 1993 or any other Act. This indemnity applies to Council, Councillors, and Council Officers.

Council is, unless the contrary is proved, taken to have acted in good faith for the purposes of Section 733 if the advice was furnished, or the thing was done or omitted to be done substantially in accordance with the principles contained in the Floodplain Risk Management Manual (2023).

ATTACHMENTS

AT - 1 Draft Redbank Creek Flood Study - *(Distributed under separate cover)*.

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10.4. CORPORATE SERVICES

10.4.1. CS - Audited Financial Statements for year ended 30 June 2024 (79351, 95496)

Previous Item: 4.4.1, Ordinary (15 October 2024)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present Council's Audited Financial Statements for the year ended 30 June 2023, attached as Attachment 1 to this report.

EXECUTIVE SUMMARY

The Audited Financial Statements for the year ended 30 June 2024 have been prepared in accordance with the requirements of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021. Council's 2023/2024 Financial Statements have been completed, audited, and advertised in accordance with the Act. The Report on the Conduct of the Audit expressing an unmodified audit opinion has been received from the NSW Audit Office and is contained with the 2023/2024 Financial Statements, which are available for inspection by Councillors and the community.

A representative from the NSW Audit Office will attend the Council Meeting, to make a presentation in respect of Council's Audited 2023/2024 Financial Statements.

For the financial year ending 30 June 2024, Council's net operating result before capital grants and contributions was a surplus of \$13.9 million. The main contributing factor is the receipt of a range of operating grants and contributions relating to natural disasters where either the expenditure was capital in nature, was incurred in prior years, or will be incurred in future financial years.

There were adjustments to the unaudited 2023/2024 Financial Statements resolved by Council on 15 October 2024 to be referred to audit, which are outlined within this report.

The 2023/2024 Annual Report, of which the 2023/2024 Financial Statements are a component of, will be presented at the Council Meeting on 26 November 2024.

RECOMMENDATION

That Council:

1. Note the completion of the Audited Financial Statements for the period ended 30 June 2024, attached as Attachment 1 to this report.
2. Thank the representative from the NSW Audit Office for their presentation in respect of Council's 2023/2024 Financial Statements.

BACKGROUND

Council's 2023/2024 Financial Statements have been completed, audited and advertised in accordance with the provisions of the Act. The Report on the Conduct of the Audit expressing an

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unmodified audit opinion has been received from The NSW Audit Office and is contained with the 2023/2024 Financial Statements, which are available for inspection by Councillors and the community.

The Statements as attached to this report reflect all audit adjustments and required management changes. Other changes arising out of the audit include changes to wording regarding certain disclosures to ensure greater transparency and understanding for users of the Statements.

Council's 2023/2024 Financial Statement have been prepared to meet all requirement under the Local Government Act and Regulation.

Relevant Legislation

Local Government Act 1993

Local Government (General) Regulation 2021

DISCUSSION

At its Meeting on 15 October 2024, Council considered a report regarding the unaudited Financial Statements for the year ended 30 June 2024. At that meeting, Council referred the 2023/2024 Financial Statements to audit.

The Statements as attached to this report reflect all audit adjustments and required management changes arising since the preparation of the unaudited Financial Statements. Other changes arising out of the audit include changes to wording regarding certain disclosures to ensure greater transparency and understanding for users of the Statements.

A summary of the impact of all adjustments is provided in the updated key financial information provided below.

Operating Performance

The Income Statement discloses the income and expenditure of Council. The table below displays Council's reported Income Statement as at 30 June 2024. There were immaterial changes to the Income Statement in relation to the operating result due to the impact of audit adjustments.

Table 1 - Income Statement

Income Statement	As reported 15 Oct 2024	As per the Audited Financial Statements	Increase / (Decrease)
	\$'000s	\$'000s	\$'000s
Income from continuing operations	200,172	200,583	411
Expenses from continuing operations	145,520	145,973	453
Net Operating Result for the year	54,652	54,610	(42)
Capital Grants and contributions	40,715	40,715	0
Net Operating result before capital grants and contributions	13,937	13,895	(42)

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Financial Position

The Statement of Financial Position discloses the assets, liabilities, and equity of Council. The table below displays Council's reported Balance Sheet as at 30 June 2024. There were changes to the Statement of Financial Position, as a result of some investments being reclassified as non-current and the inputting of revaluations of infrastructure assets that occurred after the unaudited Financial Statements.

Table 2 - Statement of Financial Position

Statement of Financial Position	As reported 15 Oct 2024 \$'000s	As per the Audited Financial Statements \$'000s	Increase / (Decrease) \$'000s
Current Assets	147,114	141,292	(5,822)
Non-Current Assets	1,680,228	1,729,598	49,370
Total Assets	1,827,342	1,870,890	43,548
Current Liabilities	86,726	86,788	62
Non-Current Liabilities	37,959	37,966	7
Total Liabilities	124,685	124,754	69
Net Assets	1,702,657	1,746,136	43,479
Total Equity	1,702,657	1,746,136	43,479

Performance Indicators

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

Table 3 - Key Performance Indicators

Financial Performance Indicator	Benchmark	June 2024	June 2023
Operating Performance Ratio	>=0%	13.01%	14.06%
Own Source Operating Revenue Ratio	>60%	48.58%	52.03%
Unrestricted Current Ratio	>1.5x	3.63x	3.01x
Debt Service Ratio	>2x	7.05x	7.87x
Rates, Annual Charges, Interest and Extra Charges Outstanding Ratio	<5%	11.15%	11.17%
Cash Expense Cover Ratio	>3mths	8.63 mths	10.91mths
Buildings and Infrastructure Renewals Ratio	>=100%	194.45%	111.88%

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Interpretation of Financial Results

Council's operating result improved from a surplus of \$47.1 million in 2022/2023 to a surplus of \$54.6 million in 2023/2024. The net operating result before capital grants and contributions was a surplus of \$13.9 million in 2023/2024, compared to a \$15.6 million surplus in 2022/2023, mainly due to the timing of flood recovery works.

Council's cash and current investments reduced from \$100.1 million to \$93.9 million during the reporting period and included restricted and unrestricted funds. The decrease in cash and current investments is due to the change in classification of some investments to non-current.

Council's Unrestricted Current Ratio at 30 June 2024 is 3.63 and remained significantly above the accepted industry benchmark of 1.5. The Debt Service Ratio was 7.05 and remains better than the accepted industry benchmark of 2.

The Own Source Operating Revenue Ratio declined due to the receipt of grant funding mainly associated with bushfire and flood recovery, and developer contributions being 48.58% as against 52.03% for 2022/2023. This result is less than the 60% benchmark but is not an indication of a structural sustainability issue, as will resolve when the flood recovery program is completed.

The Rates Outstanding Ratio decreased to 11.15% of collectables. Council's Debt Recovery Policy allows for ratepayers to enter a payment arrangement with Council and has special provisions limiting debt recovery action taken regarding amounts outstanding by Pensioners. These Policy provisions restrict debt recovery action to some extent and result in a higher ratio than would otherwise be the case. The exclusion of amounts on payment arrangements, and amounts owed by Pensioners, results in this ratio being 7.4%.

COMMUNITY ENGAGEMENT

Public notice the 2023/2024 Financial Statements being presented to the Council Meeting on 12 November 2024 has been provided on Council's website and hard copies of the Statements are available at Council's Administration Building.

In accordance with Section 420(1) of the Act, any person may make a submission to Council regarding the Financial Statements or with respect to the Auditor's reports. All submissions must be in writing and will be referred to The NSW Audit Office, and Council can take such action as it considers appropriate. The closing date for submissions is Tuesday, 19 November 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.

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

There are no financial implications applicable to this report. The Financial Statements are the mechanism by which the financial performance and financial position, over the 12 months ending 30 June 2024 are reported. Any observed concerning trends are noted and addressed by management.

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RISK MANAGEMENT CONSIDERATIONS

There are no risk management implications applicable to this report. The Financial Statements are the mechanism by which the financial performance and financial position, over the 12 months ending 30 June 2024 are reported.

ATTACHMENTS

AT - 1 Audited Financial Statements for the period ending 30 June 2024 - (*Distributed under separate cover*).

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10.4.2. CS - Investment Report - September 2024 - (95496, 96332)

Previous Item: 4.4.6, Ordinary (14 May 2024)

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 \$97 million in investments as at 30 September 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 September 2024 be received and noted.

BACKGROUND

Council held \$97 million in investments as at 30 September 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 \$97 million in investments as at 30 September 2024.

Table 1: Summary of Council's Investment Portfolio as at 30 September 2024

Product Type	Face Value	% of Total
Term Deposits - Fixed Rate	\$77,500,000	80%
Floating Rate Notes	\$4,850,000	5%
NSW TCorp Long Term Growth Fund	\$1,129,438	1%
At Call Deposits	\$13,629,471	14%
Grand Total	\$97,108,909	100%

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

Long Term Credit Rating	Face Value	% of Total
AA	\$81,629,471	84%
A	\$13,350,000	14%

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Long Term Credit Rating	Face Value	% of Total
BBB	\$1,000,000	1%
NSW TCorp Long Term Growth Fund	\$1,129,438	1%
Grand Total	\$97,108,909	100%

Table 3 – Fixed Term Deposits

Financial Institution	Long Term Rating	Maturity Date	Interest Date	Face Value
Bendigo Adelaide	A-	11-Dec-24	5.07%	\$1,000,000
		5-Feb-25	5.10%	\$2,000,000
Bank of Queensland	BBB+	16-Oct-24	5.15%	\$2,000,000
		6-Nov-24	5.10%	\$2,000,000
		20-Nov-24	5.15%	\$2,000,000
National Australia Bank	AA-	30-Mar-28	4.80%	\$1,000,000
		3-Oct-24	5.15%	\$1,500,000
		20-Nov-24	0.75%	\$1,000,000
		11-Dec-24	5.05%	\$4,000,000
		11-Dec-24	4.95%	\$1,000,000
		8-Jan-25	5.05%	\$4,000,000
		20-Feb-25	5.00%	\$1,000,000
		19-Mar-25	5.40%	\$4,000,000
		26-Mar-25	5.37%	\$2,500,000
		26-Mar-25	5.00%	\$1,000,000
Suncorp	A1+	10-Apr-25	5.40%	\$2,000,000
		24-Apr-25	5.30%	\$2,000,000
		7-May-25	5.30%	\$3,000,000
		7-May-25	5.30%	\$1,000,000
		7-May-25	5.10%	\$4,000,000
		25-Jun-25	5.30%	\$1,500,000
		25-Jun-25	5.50%	\$1,500,000
		9-Jul-25	5.10%	\$2,000,000
		13-Aug-25	5.10%	\$2,000,000
		3-Nov-25	0.95%	\$500,000
		19-Nov-25	0.90%	\$500,000
		3-Oct-24	5.04%	\$2,500,000
		23-Oct-24	5.06%	\$2,000,000
		6-Nov-24	5.18%	\$1,000,000
		11-Nov-24	5.22%	\$1,000,000
15-Jan-25	5.18%	\$1,500,000		
24-Jan-25	5.18%	\$2,000,000		
24-Jan-25	5.22%	\$2,000,000		
5-Feb-25	5.20%	\$2,500,000		
20-Feb-25	5.26%	\$3,000,000		

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Financial Institution	Long Term Rating	Maturity Date	Interest Date	Face Value
Westpac	AA-	8-Nov-24	5.06%	\$2,000,000
		8-Jan-25	5.07%	\$1,000,000
		20-Feb-25	4.97%	\$2,000,000
		10-Apr-25	5.07%	\$4,000,000
		2-Apr-25	5.17%	\$1,000,000
			Grand Total	\$77,500,000

Table 4: Floating Rate Notes

Institution	Maturity	Yield	Face Value
Macquarie Bank	14-Sep-26	5.22%	\$800,000
Suncorp	13-Mar-29	5.36%	\$500,000
Bank of Queensland	30-Apr-29	5.77%	\$2,050,000
Bendigo Adelaide	14-May-27	5.36%	\$500,000
AMP	13-Sep-27	5.69%	\$1,000,000
		Grand Total	\$4,850,000

2. Environmental, Social and Governance (ESG) Investment

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
AMP	13-Sept-27	5.69%	\$1,000,000
Bendigo Adelaide	11-Dec-24	5.07%	\$1,000,000
	5-Feb-25	5.10%	\$2,000,000
	14-May-27	5.37%	\$500,000
Suncorp	3-Oct-24	5.04%	\$2,500,000
	23-Oct-24	5.06%	\$2,000,000
	6-Nov-24	5.18%	\$1,000,000
	11-Nov-24	5.22%	\$1,000,000
	15-Jan-25	5.18%	\$1,500,000
	24-Jan-25	5.18%	\$2,000,000
	24-Jan-25	5.22%	\$2,000,000
	5-Feb-25	5.20%	\$2,500,000
	20-Feb-25	5.26%	\$3,000,000
	13-Mar-29	5.33%	\$500,000
Westpac	8-Jan-25	5.07%	\$1,000,000
	10-Apr-25	5.07%	\$4,000,000
		Grand Total	\$27,500,000

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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	\$22,500,000	23%
- AMP	\$1,000,000	
- Bendigo Adelaide	\$3,500,000	
- Suncorp Bank	\$18,000,000	
Socially Responsible Investment	\$5,000,000	5%
- Westpac	\$5,000,000	
Fossil Fuel Lending ADIs	\$68,479,471	71%
- Bank of Queensland	\$9,050,000	
- Commonwealth Bank	\$13,629,471	
- Macquarie Bank	\$800,000	
- National Australia Bank	\$40,000,000	
- Westpac	\$5,000,000	
Other	\$1,129,438	1%
- NSW TCorp Long Term Growth Fund	\$1,129,438	
Grand Total	\$97,108,909	

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	84%	100%	Yes
A	14%	60%	Yes
BBB	1%	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	93%	40% - 100%	Yes
Between 1 and 5 years	7%	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

30 September 2024	Monthly Return (Annualised)	Financial Year to Date (Annualised)
Hawkesbury City Council – Investment Portfolio	4.21%	4.52%
Benchmark – Bloomberg Ausbond Bank Bill Index	4.45%	4.50%
Performance Relative to Benchmark	-0.24%	0.02%

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 30 September 2024 and has advised of the following:

"Council's investment portfolio returned 4.21%pa for the month on a marked-to-market basis versus the bank bill index benchmark's 4.45%pa return. Performance was affected by the interest penalty on four low yielding term deposits that were closed prior to maturity with the intention of obtaining better returns in the prevailing interest rate environment. Over the past 12 months, the investment portfolio has returned 4.59% versus the bank bill index benchmark's 4.41%.

The NSW TCorp Long Term Growth Fund recorded a good gain for the month, +1.25% actual, aided by strong results in the Australian and US share markets. Bond valuations within the fund, and those held directly by Council, also benefited from further indications of cooling inflation pressures and expectations that the RBA will start cutting rates in early 2025.

Without marked-to-market influences, Council's investment portfolio yielded 4.97%pa for September, up from 4.76%pa last month which had included the four low yielding term deposits that were closed early. 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 September, Council had maturities/early redemptions of \$8m among seven term deposits which were paying an average of 2.60%pa. The four deposits that were redeemed early totalled \$4m and were paying an average of 1.04%pa. Council invested \$4m in a new 8 month NAB deposit yielding 5.10%.

Council also invested \$1m in a new 3yr AMP Bank FRN paying quarterly interest of 3mo BBSW +1.27%pa whose first quarterly rate set is 5.69%pa.

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Council has \$8m in term deposits maturing in October. Looking forward the following is recommended for consideration over the coming month:

- Depending on future expenditure requirements, fixed rate TDs remain recommended for terms up to 12 months and floating rate notes, whose interest rate is reset quarterly based on the prevailing 3mo BBSW rate plus a credit margin, for holdings that can be invested beyond 12 months.
- Despite the fall in term deposit rates over the past few months, it is still possible to lock in bank 'specials' at or above 5%pa in the 6 to 11 months area.
- NAB, Suncorp and Westpac are all offering 12 months rates in the 4.95% area, which is also good value considering the expectation of future rate cuts.
- Council has been proactive in investing in new FRNs from highly rated Australian owned banks, helping to establish a good foundation for a sound and well diversified long dated portfolio. New FRN issues suitable for Council will continue to be monitored and recommended when appropriate.

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 30 September 2024 included funds that are restricted as to what they can be expended on.

Table 10: Restriction of Funds

Restriction Type	September 2024	%	August 2024	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$28,656,390	29.51%	\$29,448,950	28.85%
External Restrictions - Bushfire and Flood Grants	\$7,958,989	8.20%	\$8,068,858	7.90%
External Restrictions - West Invest Program	\$9,167,680	9.44%	\$9,646,409	9.45%
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$20,314,828	20.92%	\$19,018,898	18.63%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$16,325,041	16.81%	\$16,382,898	16.05%
Unrestricted	\$14,685,981	15.12%	\$19,518,525	19.12%
Total	\$97,108,909		\$102,084,538	

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.

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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 used 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 2024/2025 Operational Plan.

RISK MANAGEMENT CONSIDERATIONS

The recommendation in this report is to receive and note the performance of Council's Investment Portfolio. Should Council not proceed with the recommendation, there is a minimal reputational risk to Council, as legislative compliance is met by the report being tabled to Council. Financial risks are mitigated through the application of Council's Investment Policy when making investment decisions and do not apply to the actual report itself.

ATTACHMENTS

There are no supporting documents for this report.

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ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 12 November 2024

10.4.3. CS - Licence Agreement to WICEN (NSW) Inc for Part 142 Warks Hill Road, Kurrajong Heights - (95496, 112106, 144585)

Previous Item: 301, Ordinary (11 December 2018)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to seek Council's endorsement to enter into a new licence with WICEN (NSW) Inc for the communication tower on part of the property known as 142 Warks Hill Road, Kurrajong Heights.

EXECUTIVE SUMMARY

Council owns a communication tower on part of Lot 1, DP 1007671, 142 Warks Hill Road, Kurrajong Heights.

The current tenant WICEN (NSW) Inc has requested a new licence agreement for a term of five years. This report recommends that the proposal be accepted.

RECOMMENDATION

That:

1. Council proceed to publicly exhibit the proposed Licence Agreement with WICEN (NSW) Inc, for part of 142 Warks Hill Road, Kurrajong Heights (Fire Communication Tower) as outlined in the report, in accordance with Sections 47 and 47A of the Local Government Act 1993.
2. At the expiration of the public exhibition period outlined in Part 1 above, the following action be taken:
 - (a) Should any submissions be received regarding the proposed Licence Agreement to WICEN (NSW) Inc, a further report be submitted to Council, or
 - (b) Should no submissions be received:
 - i. Council enter into a Licence Agreement with WICEN (NSW) Inc for part of Lot 1 in Deposited Plan 1007671, 142 Warks Hill Road, Kurrajong Heights (Part of Warks Hill Fire Communication Tower), as outlined in the report.
 - ii. Authority be given for the Licence Agreement and any documentation in association with the matter to be executed under the Seal of Council.
 - iii. Details of Council's resolution be conveyed to the Licensee, together with the advise that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

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BACKGROUND

A communication tower currently exists on the Warks Hill Road, Kurrajong Heights site and is sublet to other organisations. WICEN (NSW) Inc currently lease part of 142 Warks Hill Road, Kurrajong Heights however the licence expired on 31 August 2024. WICEN (NSW) Inc have requested a new licence for a term of five years. The current rental is \$553.27 per annum plus GST and the land is classified as Community Land under the Local Government Act, 1993.

The previous lease proposal for WICEN (NSW) Inc was reported to the Council meeting on 11 December 2018 where Council resolved to enter into a five year licence agreement and recognition of WICEN's services that they provide to the community, and the minimum annual Crown Land rental was agreed to be charged. The new licence proposal was negotiated on similar terms resolved by Council previously.

WICEN (NSW) Inc are a not-for-profit volunteer organisation that provide critical radio communications across the Hawkesbury Council area for both community events, such as the Hawkesbury Canoe Classic, and support of other emergency services in time of need. WICEN (NSW) Inc have provided evidence from the Australian Charities and Not-for-Profits Commission confirming that WICEN (NSW) Inc is a registered charity with no paid staff and little to no recurrent funding over the past five years and as such should be considered under Category 1 (Small Volunteer Manager and Operated Entity) as per the Hawkesbury City Council Property Management Policy.

The tenant has been advised of the proposed terms and conditions, set out in the table below, including the annual rental of \$601 per annum plus GST, and have accepted the same.

142 Warks Hill Road, Kurrajong Heights is classified as Community Land under the Local Government Act, 1993 (the Act). As such, Council must comply with Sections 46 and 47 of the Act.

Section 46

"Leases, licences and other estates in respect of community land-generally

(1) A lease, licence or other estate in respect of of community land:

(b) may be granted, in accordance with an express authorisation in the plan of management and such provisions of the plan of management as apply to the granting of the lease, licence or other estate:

(i) for a purpose prescribed by subsection (4), or for a purpose prescribed by any of sections 36E to 36N as a core objective of the categorisation of the land concerned, or

(4) The following purposes are prescribed for the purposes of subsection (1)(b)(i):

(a) the provision of goods, services and facilities, and the carrying out of activities, appropriate to the current and future needs within the local community and of the wider public in relation to any of the following:

(i) public recreation,

(ii) the physical, cultural, social and intellectual welfare or development of persons,

(5) Purposes prescribed by subsection (4) in relation to the matters mentioned in subsection (4)(a)(ii) include, but are not limited to, maternity welfare centres, infant welfare centres, kindergartens, nurseries, child care centres, family day-care centres, surf life saving clubs, restaurants or refreshment kiosks.

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Council's Generic Plan of Management for Parks authorises the granting of a licence for the purposes of engaging in a trade or business. Accordingly, Council can grant a licence on part of 142 Warks Hill Road, Kurrajong Heights in accordance with Section 46 of the Act.

The proposed use of the property is consistent with the purposes permitted under Part 4(a) above.

Sections 47(1) to (4) of the Act also relates to consultation requirements in regard to leases or licences of Community Land, and are as follows:

Section 47

"Leases, licences and other estates in respect of community land--terms greater than 5 years

(1) If a council proposes to grant a lease, licence or other estate in respect of community land for a period (including any period for which the lease, licence or other estate could be renewed by the exercise of an option) exceeding 5 years, it must:

*(a) give public notice of the proposal, (including on the council's website), and
(b) exhibit notice of the proposal on the land to which the proposal relates, and*

(c) give notice of the proposal to such persons as appear to it to own or occupy the land adjoining the community land, and

(d) give notice of the proposal to any other person, appearing to the council to be the owner or occupier of land in the vicinity of the community land, if in the opinion of the council the land the subject of the proposal is likely to form the primary focus of the person's enjoyment of community land.

(2) A notice of the proposal must include:

- information sufficient to identify the community land concerned*
- the purpose for which the land will be used under the proposed lease, licence or other estate*
- the term of the proposed lease, licence or other estate (including particulars of any options for renewal)*
- the name of the person to whom it is proposed to grant the lease, licence or other estate (if known)*
- a statement that submissions in writing may be made to the council concerning the proposal within a period, not less than 28 days, specified in the notice.*

(3) Any person may make a submission in writing to the council during the period specified for the purpose in the notice.

(4) Before granting the lease, licence or other estate, the council must consider all submissions duly made to it."

It is noted that Section 47 of the Act refers specifically to leases or licences greater than five years (which is not the case for this proposed licence agreement for this premises) however, the consultation elements of Section 47 of the Act apply to leases or licences of five years or less.

Section 47A of the Act states:

"A Leases, licences and other estates in respect of community land-terms of 5 years or less

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(1) This section applies to a lease, licence or other estate in respect of community land granted for a period that (including any period for which the lease, licence or other estate could be renewed by the exercise of an option) does not exceed 5 years, other than a lease, licence or other estate exempted by the regulations.

(2) If a council proposes to grant a lease, licence or other estate to which this section applies:

(a) the proposal must be notified and exhibited in the manner prescribed by section 47, and

(b) the provisions of section 47 (3) and (4) apply to the proposal, and

(c) on receipt by the council of a written request from the Minister, the proposal is to be referred to the Minister, who is to determine whether or not the provisions of section 47 (5)-(9) are to apply to the proposal.

(3) If the Minister, under subsection (2)(c), determines that the provisions of section 47 (5) -(9) are to apply to the proposal:

(a) the council, the Minister and the Director of Planning are to deal with the proposal in accordance with the provisions of section 47 (1) -(8), and

(b) section 47 (9) has effect with respect to the Minister's consent.

Accordingly, it is proposed to enter into a licence agreement, as follows:

Licensee:	WICEN (NSW) Inc
Premises:	Warks Hill Radio Tower, Part of 142 Warks Hill Road, Kurrajong Heights (Lot 1 in Deposited Plan 1007671)
Permitted Use:	Community Radio Transmitter
Term of Licence:	Five years
Commencement Date:	1 September 2024
Rental (per annum):	\$601 per annum plus GST
Reviews:	Annually by CPI
Outgoings:	100% of all outgoings for the licenced area
Licence Preparation Fees:	Licensors's Responsibility
Registration Fees:	Licensee's Responsibility
Insurance:	Minimum Public Liability insurance of \$20 million. The insurance policy should note Council's interest as the Lessor.
Security Deposit / Bond:	Equivalent to three months rent plus GST
Other Conditions:	Any other conditions considered appropriate by Council's Solicitor.

DISCUSSION

If Council does not agree to enter into this Licence Agreement, then WICEN would be required to remove all their infrastructure from the radio tower. This could affect the services they provide for safety communications at events like Hawkesbury Canoe Classic or the Bridge-to-Bridge Ski Race.

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Proceeding with the Licence Agreement on minimal annual rental allows WICEN to offer their services for the community and their volunteer services to NSW Public Safety Agencies.

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 proposed in this report meets the criteria for the minimum level of community engagement required under Council's Policy.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.

Reliable Council

- 4.2 Encourage an informed community.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable is provided for in the Adopted 2024/2025 Operational Plan.

RISK MANAGEMENT CONSIDERATIONS

Council's Risk Management Framework was consulted in the consideration of this matter and the potential risks are listed below:

- Low Financial Risk: there is a low financial risk due to the rental being the minimum Crown Land rental.
- Moderate Compliance Risk: there is a moderate compliance risk if Council is not compliant with legislation should public notification not be adhered to.
- Moderate Reputational Risk: there is a moderate reputational risk should the licence agreement not be approved due to the service that the tenant currently and historically has provided to the community.

ATTACHMENTS

There are no supporting documents for this report.

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Meeting Date: 12 November 2024

10.4.4. CS - Code of Conduct Complaints Statistics Report - 1 September 2023 to 31 August 2024 - (95496)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to provide Council with Code of Conduct complaints statistics for the period from 1 September 2023 to 31 August 2024.

EXECUTIVE SUMMARY

Under Council's adopted 'Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW', the Complaints Coordinator is required to submit a report on a range of complaints statistics to the Council. These complaints statistics are also required to be provided to the NSW Office of Local Government (OLG).

This report outlines the required Code of Conduct complaints statistics for the period from 1 September 2023 to 31 August 2024 in accordance with the adopted Procedures for the Administration of the Code of Conduct.

RECOMMENDATION

That the report provided under Clause 11.1 of the Council's Procedures for the Administration of the Code of Conduct, in respect of the Code of Conduct complaints statistics for the period from 1 September 2023 to 31 August 2024, be noted.

BACKGROUND

Council, at its Ordinary meeting on 11 July 2023, gave consideration to a report regarding Council's Code of Conduct and associated procedures.

At that meeting, Council adopted the Code of Conduct and also adopted the Procedures for the Administration of the Code of Conduct (the Procedures) based on the NSW Office of Local Government's Model Procedures.

Under the provisions of Clause 3.17 of the Procedures, the General Manager has appointed the Director Corporate Services as the Complaints Coordinator.

Clause 11.1 of the Procedures states that Council's Complaints Coordinator must, within three months of the end of September each year, report on a range of Code of Conduct complaints statistics to the Council. Clause 11.2 of the Procedures requires Council to provide the complaints statistics to the Office of Local Government. Clauses 11.1 and 11.2 of the Procedures are as follows:

"11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)

b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period

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c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints

d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period

e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period

f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and

g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.

11.2 The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year."

DISCUSSION

A report is required to be submitted to Council on a range of Code of Conduct complaints statistics each year. This report contains the Code of Conduct complaint statistics for the period from 1 September 2023 to 31 August 2024.

In accordance with Clause 11.1 of the Procedures, the following complaints statistics are provided to Council in respect of the period from 1 September 2023 to 31 August 2024:

Information Required	Reported Details
a) The total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period).	11 complaints made.
b) The number of code of conduct complaints referred to a conduct reviewer during the reporting period.	7 complaints referred to a Conduct Reviewer.
c) The number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints.	5 complaints - The outcomes were: <ul style="list-style-type: none">• Conduct Reviewer resolved 3 complaints by alternate and appropriate strategies.• 2 complaints referred to General Manager to resolve by alternate and appropriate strategies.
d) The number of code of conduct complaints investigated by a conduct reviewer during the reporting period.	Conduct Reviewer commenced investigation into 2 complaints during reporting period.
e) Without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period.	The outcomes of the 5 investigations completed were: <ul style="list-style-type: none">• 1 investigation, Council resolved to:

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Information Required	Reported Details
	<p>a) Formally censured the Councillor for breaching Clauses 3.1(a), (b), (e) and (g) of the Code.</p> <p>b) Referred the matter to the Office of Local Government for further action under the misconduct provisions of the Local Government Act.</p> <ul style="list-style-type: none">• 3 investigations were discontinued and resolved by the Conduct Reviewer by alternate strategies.• 1 investigation was discontinued and resolved by the Conduct Reviewer and General Manager by alternate strategies.
f) The number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews.	<p>1 complaint reviewed by the Office of Local Government. The outcome was that the information does not warrant further action.</p> <p>Note: 1 complaint is pending with the Office of Local Government as at 31 August 2024.</p>
g) The total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.	<p>Total Cost (including staff costs)</p> <p>= Approximately \$75,500 (excl. GST where relevant).</p> <p>Note: 3 complaints ongoing as at 31 August 2024.</p>

The complaints statistics will also be forwarded to the Office of Local Government as required under Clause 11.2 of the Procedures.

Relevant Legislation

Under Council's adopted Procedures for the Administration of the Code of Conduct, a report is required to be submitted to Council on a range of Code of Conduct complaint statistics for the period 1 September to 31 August each year.

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 Focus Area, Direction and Strategies within the CSP.

Reliable Council

4.1 Provide representative, responsive and accountable governance.

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FINANCIAL IMPACT

The costs associated with dealing with the Code of Conduct complaints have been provided for in the 2023/2024 and 2024/2025 Adopted Operational Plans.

RISK MANAGEMENT CONSIDERATIONS

As Council's Procedures for the Administration of the Code of Conduct requires the Code of Conduct complaint statistics to be reported to Council and provided to the Office of Local Government, there is a minor Compliance risk to Council if the Code of Conduct complaint statistics are not provided.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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10. REPORTS FOR DETERMINATION

Meeting Date: 12 November 2024

10.4.5. CS - Office of Local Government - Councillor Conduct and Meeting Practices Draft Submission - (95496)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present Council with the Office of Local Government's Discussion Paper on Councillor Conduct and Meeting Practices (Discussion Paper), and Council's draft submission in response to the Discussion Paper.

EXECUTIVE SUMMARY

In September 2024, the Office of Local Government released a Councillor Conduct and Meeting Practices Discussion Paper advising a review of the Councillor Conduct Framework (Discussion Paper) is underway and seeking feedback from councils in relation to the proposed changes.

Members of the public, councils, individual councillors and individual council staff are encouraged to make a submission. The deadline for submissions is Friday, 15 November 2024.

This report sets out a draft submission from Hawkesbury City Council in response to the Discussion Paper for Council's endorsement.

RECOMMENDATION

That Council endorse the Draft Hawkesbury City Council submission to the Office of Local Government in response to the Councillor Conduct and Meeting Practices Discussion Paper as attached as Attachment 2 to this report.

BACKGROUND

In September 2024, the Office of Local Government by way of Circular 24-17 (Circular), released a Councillor Conduct and Meeting Practices Discussion Paper (Discussion Paper). The Circular advised that the Councillor Conduct Framework was under review with the aim to facilitate and support local decision making.

Written submissions in response to the Discussion Paper are being encouraged from members of the general public, councils, individual councillors and council staff. The closing date for submissions is Friday, 15 November 2024.

DISCUSSION

Office of Local Government Councillor Conduct and Meeting Practice Discussion Paper

The Office of Local Government (OLG) Discussion Paper states that there is a need for change to return local democracy to Councils.

The OLG has advised that effective Local Government comes when councillors are visibly in control of their councils. The way councillors act and how appropriately and transparently decisions are made at meetings is critical in demonstrating to the community that the elected representatives understand the consequences of their decisions, and then make the best possible decisions that can be made for the community as a whole.

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The OLG has acknowledged that the existing Councillor conduct framework is not delivering on the need for transparency or the necessary degree of respect in the community for the role that councillors play. The OLG have seen a growth in the number of complaints, often over trivial issues. Recent data from the OLG has revealed 4,289 complaints received over the last three years (2020/2021 to 2022/2023) through the Code of Conduct process, broken down into:

- 420 were referred for preliminary enquiries and then discontinued
- 136 were investigated as potential pecuniary interest matters
- 102 were investigated as potential misconduct (not pecuniary interest)
- 36 related to public interest disclosures, and
- 2 related to political donations.

Of these 4,000 complaints, in the years since 2020/2021, the OLG has:

- Taken action against 14 Councillors by way of a suspension or reprimand
- Referred four Councillors to the NSW Civil and Administrative Tribunal (NCAT) for misconduct, and
- Disqualified and dismissed one Councillor on the basis of Independent Commission Against Corruption (ICAC) recommendations.

However, the volume of frivolous complaints is overtaking the ability for the OLG and the sector to adequately deal with councillors who abuse or cause serious governance problems. It is critical the framework that governs both the behaviour and meeting practices of councillors ensures the community can observe and comment on the behaviour of councillors, instead of inhibiting the operation and function of local democracy.

Weaknesses within the existing framework

The OLG has acknowledged in the Discussion Paper that the current Code of Conduct enables too many complaints about councillors, all too often for political or vexatious reasons. Weaknesses of the current framework include:

- The Councillor Conduct Framework distracts from, rather than enhances, robust democratic debate. Complaints are weaponised for political reasons, or to silence dissent from other elected representatives.
- Councillors and community members report dissatisfaction with the process for resolving Code of Conduct complaints - being expensive, overly legal, prone to political sparring and not timely, with average timeframes exceeding 12 months and more than 24 months if they are then referred to the OLG for further investigation.
- Issues are not being addressed and resolved at the local level - instead complaints are escalated unnecessarily to the State Government to resolve because of the view that public censure from the local council is not a 'strong enough' punishment.
- Communities and councillors report that council decision making is not transparent - with decisions being seen as made behind closed doors, information not being provided or withheld, too much use of closed to the public briefings or councils going into closed sessions for no adequate rationale.

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- Bad councillor behaviour is not considered to have been addressed quickly enough and when sanctions are imposed it is too late or of little consequence.
- There is a lack of clarity around OLG's role as the sector regulator - taking too long to resolve matters and not focusing on the important financial and government concerns in the sector, instead spending time focused on individual councillor behaviour.
- The OLG reports challenges in relying on the reports of council conduct reviewers - investigations into councillors need to be done afresh, the process is cumbersome with multiple feedback loops and serious sanctions can only come from suspensions handed down by NCAT.

The OLG has recognised in the Discussion Paper that with so much focus on the bad behaviour of a limited number of councillors there is not enough attention given to the good work that councillors do. The role of a councillor is a noble public service, and the Local Government behavioural framework should support those who seek to do the right thing and punish those that are not so motivated.

Options for a better approach

The OLG has stated in the Discussion Paper that improvements to the Councillor Conduct Framework and meeting practices of councils can be achieved but will require changes to the Local Government Act 1993 and various regulations, codes and policies that apply. Some updates can be done quickly, however other legislative changes will take time. The OLG Discussion Paper proposes a new approach to both the Councillor Conduct Framework and meeting practices, to:

- Make OLG directly responsible for dealing with pecuniary interest and significant non-pecuniary conflicts of interest, with sanctions (suspensions and loss of pay) being determined by an appropriate tribunal or body
- Refer behavioural based concerns about councillor conduct to a State-wide panel of experienced councillors to judge their peers
- Reset the Code of Conduct to be similar to Parliamentary Codes, making it clear the expected pattern of councillor behaviour
- Ensure the community can observe local democratic processes by banning closed to the public briefing sessions, while at the same time restoring the dignity and prestige of the Council Chamber.

A copy of the OLG Discussion Paper is included as Attachment 1 to this report.

Hawkesbury City Council Draft Submission

Council staff have prepared a draft submission in response to the proposed reforms. The draft submission has been included as Attachment 2 to this report.

Should Council endorse the draft submission, the submission will be forwarded to the OLG by the deadline of Friday, 15 November 2024.

COMMUNITY ENGAGEMENT

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

ORDINARY MEETING

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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.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

There are no risk considerations applicable to this report. The OLG has sought feedback from members of the public, councils, individual councillors and individual council staff to assist in informing the future of councillor conduct and meeting practices.

ATTACHMENTS

AT - 1 Office of Local Government Councillor Conduct and Meeting Practices Discussion Paper - *(Distributed under separate cover)*.

AT - 2 Hawkesbury City Council Draft Submission to the Office of Local Government Councillor Conduct and Meeting Practices Discussion Paper - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 12 November 2024

10.5. INFRASTRUCTURE SERVICES

Nil reports.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 12 November 2024

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 12 November 2024

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

11.1.1. ROC - Local Traffic Committee - 14 October 2024 - (82045)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 14 October 2024.

EXECUTIVE SUMMARY

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

The Committee has been constituted for the purpose of providing technical review and advice on various traffic related matters, to Council in the exercising of its delegated functions as they relate to the regulation of traffic on the public road network, for which Council is the Roads Authority. The Committee has, however, no 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 14 October 2024.

DISCUSSION

The Committee reviewed staff reports on a range of matters as stated in the Minutes that are included as Attachment 1 to this report. The Committee is of the view that following items require specific consideration by Council.

- Item 4.1.1. Proposed Signposting and Line Marking for the Vineyard Precinct at 92 Menin Road, Oakville - DA0064/21 (Hawkesbury)
- Item 4.1.2. Local Traffic Committee 2025 Calendar (Hawkesbury)
- Item 4.2.1. Hanna Park Carols 2024 (Hawkesbury)

ATTACHMENTS

AT - 1 Minutes of the Local Traffic Committee held on 14 October 2024.

ORDINARY MEETING
11. RECEIPT OF MINUTES OF OTHER COMMITTEES
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Attachment 1 - Minutes of the Local Traffic Committee held on 14 October 2024

LOCAL TRAFFIC COMMITTEE
Meeting Date: 14 October 2024

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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LOCAL TRAFFIC COMMITTEE

Meeting Date: 14 October 2024

1. AGENDA

Welcome

Minutes of the Meeting of the Local Traffic Committee held Remotely on 14 October 2024, commencing at 3pm.

ATTENDANCE

- Present:** Mr Thile Somaratne, Transport for NSW
Ms Felicity Findlay (Office of Member for Hawkesbury)
- Apologies:** Senior Constable Damien Mitchell, NSW Police Force
Inspector Daniel Clements, NSW Police Force
Mrs Cathy Mills, Hawkesbury City Council
- In Attendance:** Mr Christopher Amit, Hawkesbury City Council
Mr Rob Wainhouse, Hawkesbury City Council

Apologies

RESOLVED on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne, that the apologies be accepted.

Declaration of Interests

There were no Declarations of Interest made.

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2. CONFIRMATION OF MINUTES

The Committee resolved on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne, that the minutes from the previous meeting held 5 August 2024 be confirmed.

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3. BUSINESS ARISING

There was no business arising from the previous minutes.

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4. REPORTS FOR DETERMINATION

4.1. GENERAL TRAFFIC

- 4.1.1. **LTC - Proposed Signposting and Line Marking for the Vineyard Precinct at 92 Menin Road, Oakville - DA0064/21 - (Hawkesbury) - (80245, 73621, 123265)**

INTRODUCTION:

Development Consent No. DA0064/21 has been granted to construct road and drainage works to create 43 Residential Lots and 1 Residue Lot within the Vineyard Precinct. The proposed development is within No. 92 Menin Road, Oakville (Lot 2 DP 25173). The site is bounded by Menin Road and surrounding Developments at 78 Menin Road, 104 to 112 Menin Road, 56 to 62 Harkness Road and surrounding properties as outlined in Figure 1.

The development will provide three new roads as part of an internal road network within the development site adjacent to Menin Road and adjoining neighbouring development sites.



Figure 1: Site Locality within the Vineyard Precinct

DISCUSSION:

The proposed road network, as outlined in Figure 2, is adjacent to Menin Road and adjoining neighbouring development sites. The proposed roads are listed below with their corresponding road widths between kerbs.

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- Road 05 - Local Road 3.5m Carriageway - (Partial Road Width Construction – Full Length (Ch 135.489 to Ch 254.650)). These works are connecting to the adjoining development site half road width construction of 5.5m at 56 to 62 Harkness Road (DA0119/18 and DA0238/19) which has been constructed. 9m Carriageway when full road construction is complete.
- Road 06 - :
 - a) Local Road 9m Carriageway (Full Road Width Construction – Full Length (Ch 204.697 to Ch 333.606))
 - b) Local Road 3.5m Carriageway - (Partial Road Width Construction – Full Length (Ch 333.606 to Ch 531.700)). These works are connecting to the adjoining development site half road width construction of 5.5m at 104 to 112 Menin Road (DA0383/20) which has been constructed. 9m Carriageway when full road construction is complete.
- Road 08 - Local Road 9m Carriageway (Full Road Width Construction – Full Length)



Figure 2: Road Layout and Road Numbers

All intersections as part of this development are T-Junctions. Signposting and line marking locations are consistent across all intersections for this development in accordance with the conditions of consent.

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The intersections of the local roads with a 9m carriageway will be line marked with a double barrier centre line (BB) of 15m to each intersection approach, with the Junction having a Give Way control and Holding line (TB/TB1). The Give Way treatments are for:

- Road 06 at its intersection with Road 05.
- Road 08 at its intersection with Road 05.

The proposed bend in Road 06 due to its limiting radii, will be treated with double centre lines (BB), No Stopping zones and curve advisory signs to ensure vehicular movement is not restricted.

The temporary turning heads as part of the previous developments from 78 Menin Road and 104 to 112 Menin Road adjacent to the proposed Road 06 will be removed. The proposed Road 06 will connect directly at its western end to the existing road from the Development at 78 Menin Road. The partial road construction for Road 05 and Road 06 will result in the full width road width of 9m. As a result of the full width road being available, previous temporary signs such as No Parking and chevrons will be removed as detailed in attachment 1.

Details of the proposed signage and line marking is outlined in the Plans prepared by Orion Consulting (20-0027-04-SWC-800-C) – Attachment 1.

Swept/Turning path diagrams (Attachment 2 to 5) 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 check vehicles (12.5m HRV Truck and 19m AV Truck) has shown some encroachments over the BB line at the respective Junctions and bend in Road 06, with the design vehicles (8.8m MRV Truck and 12.5m HRV 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 plans have been prepared by Orion Consulting (Project Ref. 20-0027) and Certification provided by Hawkesbury City Council. 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 plans prepared by Orion Consulting (20-0027-04-SWC-800-C) 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 Orion Consulting (20-0027-04-SWC-800-C) associated with the Development Application DA0064/21 be implemented.

RECOMMENDATION TO COMMITTEE:

The Signage and Line marking plan prepared by Orion Consulting (20-0027-04-SWC-800-C) associated with the Development Application DA0064/21 be implemented.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne.

Support for Recommendation: Unanimous support.

The Signage and Line marking plan prepared by Orion Consulting (20-0027-04-SWC-800-C) associated with the Development Application DA0064/21 be implemented.

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LOCAL TRAFFIC COMMITTEE

Meeting Date: 14 October 2024

4.1.2. LTC - Local Traffic Committee 2025 Calendar - (Hawkesbury) - (80245)

INTRODUCTION:

The current format for the Local Traffic Committee (LTC) meetings is to meet on the second Monday of the month, commencing at 3pm. The 2025 Local Traffic Committee Meetings are to be undertaken from January to November at 3pm on the second Monday of the month with the exception of January and June which will be undertaken on the third Monday of the month.

These meetings, since 2020 have been undertaken remotely and it is proposed to continue this format. Previously, meetings were held face to face in the Council Offices at 366 George Street, Windsor. The feedback from members attending the meetings is to retain the meetings being undertaken remotely.

DISCUSSION:

Proposed is a list of dates, outlined below, for 2025 in the current Monday format (second Monday of the month) with the exception of January and June which is proposed to be held on the third Monday due to Member availability close to the Christmas/New Year Holiday period and the King's Birthday public holiday which is currently set as 09 June 2025.

- 20 January 2025 (third Monday due Member availability close to the Christmas/New Year Holiday period)
- 10 February 2025
- 10 March 2025
- 14 April 2025
- 12 May 2025
- 16 June 2025 (third Monday due to the King's Birthday Holiday on 09 June 2025)
- 14 July 2025
- 11 August 2025
- 8 September 2025
- 13 October 2025
- 10 November 2025

RECOMMENDATION TO COMMITTEE:

That the 2025 Local Traffic Committee Meetings be undertaken from January to November at 3pm on the second Monday of the month with the exception of January and June which will be undertaken on the third Monday of the month.

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LOCAL TRAFFIC COMMITTEE

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne.

Support for Recommendation: Unanimous support.

That the 2025 Local Traffic Committee Meetings be undertaken from January to November at 3pm on the second Monday of the month with the exception of January and June which will be undertaken on the third Monday of the month.

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4.2. SPECIAL EVENTS

4.2.1. LTC - Hanna Park Carols 2024 - (Hawkesbury) - (80245, 76799)

INTRODUCTION:

An application has been received on behalf of Hawkesbury Valley Baptist Church seeking approval (in traffic management terms) to conduct the Hanna Park Carols 2024 event within Hanna Park, North Richmond, on Saturday, 21 December 2024.

The event organiser has advised:

- This event has been held previously.
- The event is a non-profit, volunteer based event held by Hawkesbury Valley Baptist Church. Entry to the event is free and open to the public.
- The event is a family focused Carols by Candlelight event with food stalls, children's activities, live music and a fireworks display.
- The event will be conducted between 4:30pm and 9:30pm. The set up and pack down times are between 8am and midnight.
- The event will be held within Hanna Park at the end of Beaumont Avenue, North Richmond.
- The event is expected to attract approximately 5,000 spectators.
- Pedestrians can access Hanna Park either from Beaumont Avenue or from the south western side of Bells Line of Road by the concrete path which is situated under the bridge.
- Parking for vehicles will be provided within Hanna Park with all vehicles gaining access from Beaumont Avenue. Event Marshalls will be used to direct traffic into the event parking area.
- Pedestrian will be able to walk directly from the car parking area into the event without crossing roads.
- To allow the setup and pack up for the event and prevent parking in the Hanna Park car park, the car park will be closed from 8am to midnight on Saturday, 21 December 2024.
- Due to the event being family focused, families with younger children generally start leaving the event around 7:30pm after the first carols session and the completion of the Santa visit.
- No road closures associated with the event are proposed. Variable Message Signs (VMS) will be installed to inform road users of the event.
- With the previous events there has been traffic congestion through the intersection of Bells Line of Road and Terrace/Grose Vale Road. The traffic congestion has been evident prior to and mainly after the event. With parking for the event being onsite, at the conclusion of the event there is a rush of cars leaving the event which are queued all the way along Beaumont Road to the intersection of Bells Line of Road. It can take up to an hour for the traffic to clear from the site. To improve traffic flow from the site, Transport for NSW – TfNSW (formerly TMC) has been approached to temporarily alter the phasing of the signalised intersection.

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DISCUSSION:

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

Access to Hanna Park is from Beaumont Avenue which is a dead end road that extends from Terrace Road for a distance of approximately 625 metres. At the end of Beaumont Avenue is the entrance to Hanna Park with the only side street along Beaumont Avenue being Norfolk Place, positioned approximately 125 metres prior to the end of the road. The road is sealed for its full length with a speed limit of 50kph.

To ensure the free flow of traffic to and from the event, the event organiser is to liaise with Transport for NSW – TfNSW (formerly TMC) to review and implement changes to the signal function at the intersection of Bells Line of Road, Terrace Road and Grose Vale Road during the event period. Alternatively NSW Police could be approached to take control of the intersection. Improvements to traffic flow through the intersection will ensure that those attending the event will utilise the car park within the site. Parking of vehicles within the site will ensure a safer passage for pedestrians.

Recent advice has been received from TfNSW relating to the Richmond Bridge Project and the need for TfNSW to compulsorily lease a section of Hanna Park. Part of the realignment works for the Richmond Bridge affects the current extent of land available at Hanna Park.

In the event, that a lease is entered into between Council and TfNSW for the use of Hanna Park as part of the Richmond Bridge Project, the Hanna Carols 2024 event may not be able to proceed as set out in the plans provided in Attachment 1 and 2. The event may need to be modified or approval sought by the event organiser from TfNSW for the use of the leased land for the event.

The event organiser has submitted the following items in relation to the event: Attachment 3 (ECM Document Set ID No: 9020843):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Special Event Traffic Management Plan (TMP) that requires updating to include details on the operation of the Bells Line of Road Traffic signals provided by TfNSW and the Class of the event.

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.

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2. The Hanna Park Carols 2024 event within Hanna Park and accessed from Beaumont Avenue, North Richmond, on Saturday, 21 December 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 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to alter the operation of the traffic signals at the intersection of Bells Line of Road, Terrace Road and Grose Vale Road, North Richmond; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) in the event, that a lease is entered into between Council and TfNSW for the use of Hanna Park as part of the Richmond Bridge Project. The lease may require the event to be modified; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) - noting this is a Class 2 event - which is to include details of the alteration to operations of the signalised intersection of Bells Line of Road, Terrace Road and Grose Vale Road, North Richmond to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

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- 4g. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4h. As the event requires occupation and traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4i. the event organiser is to obtain written approval from Council for the use of Hanna Park;
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. 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;
- 4l. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4m. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4o. 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;
- 4p. 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:

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

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

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne.

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 Hanna Park Carols 2024 event within Hanna Park and accessed from Beaumont Avenue, North Richmond, on Saturday, 21 December 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 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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LOCAL TRAFFIC COMMITTEE

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- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to alter the operation of the traffic signals at the intersection of Bells Line of Road, Terrace Road and Grose Vale Road, North Richmond; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) in the event, that a lease is entered into between Council and TfNSW for the use of Hanna Park as part of the Richmond Bridge Project. The lease may require the event to be modified; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) - noting this is a Class 2 event - which is to include details of the alteration to operations of the signalised intersection of Bells Line of Road, Terrace Road and Grose Vale Road, North Richmond to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4g. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4h. As the event requires occupation and traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4i. the event organiser is to obtain written approval from Council for the use of Hanna Park;
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. 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;
- 4l. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4m. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4o. 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;

This is page 17 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 14 October 2024.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 12 November 2024

LOCAL TRAFFIC COMMITTEE

Meeting Date: 14 October 2024

- 4p. 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:

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

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 12 November 2024

LOCAL TRAFFIC COMMITTEE

Meeting Date: 14 October 2024

4.3. FOR INFORMATION

There were no reports for Information.

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 12 November 2024

LOCAL TRAFFIC COMMITTEE

Meeting Date: 14 October 2024

5. GENERAL BUSINESS

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 11 November 2024 at 3:00pm.

The meeting terminated at 3:15pm.

This is page 20 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 14 October 2024.

oooO END OF REPORT Oooo

12. NOTICES OF MOTION

12.1.1. NM1 – Forming a New Committee

Submitted by: Councillor Dogramaci

NOTICE OF MOTION

That:

1. Council consider the formation of a new committee dedicated to promoting sustainable economic growth through collaboration between local businesses, key stakeholders and Council.
2. The objectives of this new committee would also be to encourage innovation and entrepreneurship in developing sustainable economic future which by design eliminates waste and pollution, while generating renewable energy from discarded materials and using proven overseas Countries' experiences.
3. The focus of the committee would be on emerging sectors like light manufacturing, technology, and warehousing, and tourism highlighting our unique attractions in Hawkesbury, a region unlike any other.

FINANCIAL IMPACT

The motion would require eight staff hours per month and venue hire for quarterly general meetings with the business community and relevant stakeholders.

NOTE BY MANAGEMENT

Should Council resolve to form a Committee, a draft Constitution would be developed to reflect the Committee Objectives, Roles and Authorities and General Terms including Conflict of Interests for members, and reported to Council for endorsement.

It is noted that Council in 2024 considered a draft Economic Development Strategy which includes actions that will guide Council's support of business and industry in the Hawkesbury. The draft Strategy will again be reported to Council in 2025 for consideration.

oooO END OF REPORT Oooo

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12. NOTICES OF MOTION
Meeting Date: 12 November 2024

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ORDINARY MEETING

13. QUESTIONS WITH NOTICE

Meeting Date: 12 November 2024

13. QUESTIONS WITH NOTICE

Nil reports.

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13. QUESTIONS WITH NOTICE
Meeting Date: 12 November 2024

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ORDINARY MEETING

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 12 November 2024

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

14.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting - 9 July 2024

The following question was raised from Councillors regarding matters on the Council Meeting Business Paper of 9 July 2024. This question was taken on notice and the response is provided below:

#	Councillor	Question	Response
1	Sheather	Due to the swamps being blocked up and much fuller, can we have information to see what implications this has on a wetland?	Enquiries have been made with external experts and have been advised that the implications are unknown.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 12 November 2024

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ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 12 November 2024

15. CONFIDENTIAL REPORTS

15.1. GENERAL MANAGER

15.1.1. GM - 2025 Hawkesbury Australia Day Awards - (79351,15988)

Directorate: General Manager

REASON FOR CONFIDENTIALITY

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(a) of the Act as it relates to personnel matters concerning particular individuals (other than councillors).

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

oooO END OF REPORT Oooo

ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 12 November 2024

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ORDINARY MEETING
15. CONFIDENTIAL REPORTS
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15.2. CITY PLANNING

Nil reports.

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Meeting Date: 12 November 2024

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ORDINARY MEETING

15. CONFIDENTIAL REPORTS

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15.3. CORPORATE SERVICES

Nil reports.

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Meeting Date: 12 November 2024

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ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 12 November 2024

15.4. INFRASTRUCTURE SERVICES

Nil reports.



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.