



# ORDINARY MEETING

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Date of meeting: 8 August 2023  
Location: Council Chambers  
Time: 6:30 PM

**BUSINESS PAPER**



**ORDINARY MEETING**

**Table of Contents**

**Meeting Date:** 8 August 2023

**Table of Contents**

**1. PROCEDURAL MATTERS ..... 5**

**2. CONFIRMATION OF MINUTES ..... 6**

**3. MAYORAL MINUTES ..... 7**

**4. REPORTS FOR DETERMINATION ..... 8**

    4.1. PLANNING DECISIONS ..... 8

    4.2. GENERAL MANAGER ..... 8

        4.2.1. GM - Local Government NSW Annual Conference 2023 - (79351, 79633) ..... 8

    4.3. CITY PLANNING ..... 13

        4.3.1. CP - Draft Urban Greening Strategy - (124414, 95498) ..... 13

        4.3.2. CP - Macquarie Park Draft Plan of Management - (124414, 95498) ..... 20

    4.4. CORPORATE SERVICES ..... 25

        4.4.1. CS - Investment Report - June 2023 - (95496, 96332) ..... 25

    4.5. INFRASTRUCTURE SERVICES ..... 31

**5. REPORTS OF COMMITTEES ..... 32**

    5.1.1. ROC - Audit, Risk and Improvement Committee - 30 June 2023 - (158054, 95496) ..... 32

    5.1.2. ROC - Local Traffic Committee - 10 July 2023 - (95495, 80245) ..... 42

**6. NOTICES OF MOTION ..... 63**

    6.1.1. NM1 - Mobile Tourist Kiosks - (125612) ..... 63

    6.1.2. NM2 - Habitat Pods - (125612) ..... 65

**7. QUESTIONS FOR NEXT MEETING ..... 68**

    7.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting - 11 July 2023  
        ..... 68

**8. CONFIDENTIAL REPORTS ..... 69**

    8.1. GENERAL MANAGER ..... 69

    8.2. CITY PLANNING ..... 69

    8.3. CORPORATE SERVICES ..... 69

    8.4. INFRASTRUCTURE SERVICES ..... 69

**ORDINARY MEETING**

**Table of Contents**

**Meeting Date:** 8 August 2023

**ORDINARY MEETING**

**1. PROCEDURAL MATTERS**

**Meeting Date:** 8 August 2023

**1. PROCEDURAL MATTERS**

**Welcome**

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

The General Manager will address the Council meeting, mentioning:

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

**Attendance**

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

**Statement of Ethical Obligations**

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

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

**Apologies and Leave of Absence**

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

**Declaration of Interest**

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

**Acknowledgement of Official Visitors to the Council**

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

**ORDINARY MEETING**

**2. CONFIRMATION OF MINUTES**

**Meeting Date:** 8 August 2023

**2. CONFIRMATION OF MINUTES**



# ORDINARY MEETING

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Date of meeting: 11 July 2023  
Location: Council Chambers  
Time: 6:30 PM

MINUTES





**ORDINARY MEETING**

**Table of Contents**

**Meeting Date: 11 July 2023**

**Table of Contents**

<b>1. PROCEDURAL MATTERS .....</b>	<b>5</b>
ATTENDANCE.....	5
APOLOGIES AND LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK.....	5
DECLARATIONS OF INTEREST .....	5
<b>2. CONFIRMATION OF MINUTES.....</b>	<b>6</b>
<b>CONDOLENCES .....</b>	<b>7</b>
1.1.1. Condolence for Henry James (Ted) Books OAM - (79353, 138879) .....	7
<b>3. MAYORAL MINUTES.....</b>	<b>8</b>
3.1.1. MM - Kangaroo and Driver Safety on The Driftway - (138879, 79353).....	8
<b>4. REPORTS FOR DETERMINATION .....</b>	<b>9</b>
4.1. PLANNING DECISIONS.....	9
Nil reports.....	9
4.2. GENERAL MANAGER.....	9
4.2.1. GM - Councillor Numbers - (79351, 96333).....	9
4.2.2. GM - Media Policy - (79351, 15988) .....	10
4.2.3. GM - Code of Conduct and Procedures - (79351, 96333).....	11
4.3. CITY PLANNING .....	12
4.3.1. CP - Liveability Project - Windsor Town Centre - Stage 1 Updated Design, Material Schedule and Project Costings - (95498, 147666) .....	12
4.3.2. CP - Outcome of Public Exhibition - Draft Environmental Sustainability Strategy - (124414, 95498) .....	14
4.3.3. CP – Draft Child Safe Policy – (95498, 96328).....	15
4.3.4. CP - Draft Managing Conflict of Interest for Council Related Development Policy - (95498, 96329) .....	16
4.3.5. CP - Draft Local Approvals Policy - Caravan Parks - (95498, 124414) .....	17
4.4. CORPORATE SERVICES .....	18
4.4.1. CS - Investment Report - May 2023 - (95496, 96332).....	18
4.5. INFRASTRUCTURE SERVICES.....	19
4.5.1.IS - Macquarie Park Aquatic Safety Assessment - (95495, 159575).....	19

**ORDINARY MEETING**

**Table of Contents**

**Meeting Date: 11 July 2023**

4.5.2. IS - Western Sydney Regional Waste and Sustainable Materials Strategy - (95495, 159578) ..... 20

**5. REPORTS OF COMMITTEES..... 21**

    Nil reports..... 21

**6.1 NOTICES OF MOTION..... 22**

    Nil reports..... 22

**7. QUESTIONS FOR NEXT MEETING ..... 23**

    7.1.1. Question with Notice - 11 July 2023..... 23

    7.1.2. Responses to Councillor Questions Taken on Notice at the Council Meeting - 20 June 2023..... 24

**8. CONFIDENTIAL REPORTS ..... 25**

    8.3. CORPORATE SERVICES ..... 26

        8.3.1. CS - Code of Conduct Complaints and Investigation - (95496) ..... 26

## ORDINARY MEETING

### 1. PROCEDURAL MATTERS

Meeting Date: 11 July 2023

### 1. PROCEDURAL MATTERS

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 11 July 2023, commencing at 6:31pm.

#### Welcome

The Mayor, Councillor Sarah McMahon acknowledged the Indigenous Heritage.

The General Manager addressed the Council Meeting, mentioning:

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

#### ATTENDANCE

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

**ALSO PRESENT:** General Manager - Elizabeth Richardson, Director City Planning - Meagan Ang, Director Infrastructure Services - Will Barton, Director Corporate Services - Laurie Mifsud, Manager Corporate Communication - Suzanne Stuart, Chief Financial Officer - Vanessa Browning, Manager Strategic Planning - Andrew Kearns, Acting Manager City Design and Economic Development - Belinda Bathis, Manager Resource Recovery - Samuel Swain, Coordinator Open Space Services - Sean Perry, Manager Governance - Charles McElroy and Council Committee Officer - Amy Birks.

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

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

Councillor Conolly left the meeting at 9:35pm.

Councillor Kotlash left the meeting at 9:35pm

Councillor Dogramaci left the meeting at 9:47pm and returned at 10:12pm

#### DECLARATIONS OF INTEREST

Councillor McMahon declared an interest on Item 4.3.1.

Councillor Zamprogno declared an interest on item 8.3.1.

#### Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

**ORDINARY MEETING**

**2. CONFIRMATION OF MINUTES**

**Meeting Date:** 11 July 2023

**2. CONFIRMATION OF MINUTES**

**114 RESOLUTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Sheather that the minutes of the Ordinary Meeting held on 20 June 2023, be confirmed.

**ORDINARY MEETING**  
**CONDOLENCES**  
**Meeting Date: 11 July 2023**

**CONDOLENCES**

**1.1.1. Condolence for Henry James (Ted) Books OAM - (79353, 138879)**

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A PROCEDURAL MOTION was moved by the Mayor, Councillor McMahon that Item 1.1.1 be brought forward in the agenda to be dealt with.

**MOTION:**

RESOLVED on the motion by the Mayor, Councillor McMahon.

*Refer to RESOLUTION*

**115 RESOLUTION:**

RESOLVED on the motion by the Mayor, Councillor McMahon.

That Council:

1. Recognise the recent passing of former Hawkesbury City Councillor and Deputy Mayor Henry James (Ted) Books OAM.
2. Note that the Mayor has expressed Council's condolences and gratitude for Ted's service, via letter, to the Books family; and
3. Observe one minute's silence in respect of Ted's contribution to the community.

One minute's silence was observed in memory of Henry James (Ted) Books OAM.

**ORDINARY MEETING**  
**3. MAYORAL MINUTES**  
**Meeting Date: 11 July 2023**

**3. MAYORAL MINUTES**

**3.1.1. MM - Kangaroo and Driver Safety on The Driftway - (138879, 79353)**

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Dr Anne Marks, Ms Courtney Waters and Ms Kerry Reynolds addressed Council, speaking for the recommendation in the business paper.

**MOTION:**

RESOLVED on the motion of the Mayor, Councillor McMahon.

***Refer to RESOLUTION***

**116 RESOLUTION:**

RESOLVED on the motion of the Mayor, Councillor McMahon.

That:

1. Council receive a report as soon as possible, detailing the effectiveness, costs, viability and process of implementing safety measures at specific points along The Driftway, between Londonderry Rd and Castlereagh Road (as identified by local WIRES volunteers) to limit the amount of car accidents involving kangaroos. Council contact Western Sydney University and collate the data that is currently available. This report is to consider efficacy, costs, viability and process of implementing, including:
  - a) Kangaroo warning signage;
  - b) Painted markings on the road surface (for example lines, crossing zones or wildlife markings);
  - c) Flashing signs that are activated at dusk and dawn;
  - d) Speed humps;
  - e) Reducing the speed limit;
  - f) Virtual fencing.
2. Council continue to request Transport for NSW to incorporate measures to reduce the risk of vehicle-wildlife conflicts on the New Richmond Bridge Stage 1;
3. The Mayor submit a letter of support to Anne Marks' application for grant funding for 'virtual fencing', of which a grant is currently available through WIRES:  
<https://www.wires.org.au/national-grants-program> and would look similar to:  
<http://www.wildlifesafetysolutions.com.au>
4. Council consult with WIRES regarding any other areas of concern identified as having a high number of incidents.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 11 July 2023

**4. REPORTS FOR DETERMINATION**

**4.1. PLANNING DECISIONS**

Nil reports.

**4.2. GENERAL MANAGER**

**4.2.1. GM - Councillor Numbers - (79351, 96333)**

**Previous Item:** 125, Ordinary (19 July 2022)  
NM1, Ordinary (14 June 2022)  
146, Ordinary (13 August 2019)  
133, Ordinary (30 July 2019)

**Directorate:** General Manager

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**MOTION:**

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

***Refer to RESOLUTION***

**117 RESOLUTION:**

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

That Council determines the number of its Councillors be twelve for the following Council term from 2024 to 2028.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date: 11 July 2023**

**4.2.2. GM - Media Policy - (79351, 15988)**

**Previous Item:** 087, Ordinary (28 May 2019)

**Directorate:** General Manager

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**MOTION:**

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

*Refer to RESOLUTION*

**118 RESOLUTION:**

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

That:

1. The Draft Media Policy, attached as Attachment 1 to this report, be placed on public exhibition for a period of 28 days.
2. At the expiration of the public notification exhibition process outlined in Part 1 above, the following action be taken:
  - a) Should any submissions be received regarding the Draft Media Policy, a further report be submitted to Council, or
  - b) Should no submissions be received, Council adopt the Draft Media Policy, as attached as Attachment 1 to this report.

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

**Against the Motion:** Nil.

**Absent:** Nil.



**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date: 11 July 2023**

**4.2.3. GM - Code of Conduct and Procedures - (79351, 96333)**

**Previous Item:** 062, Ordinary (29 March 2022)  
168, Ordinary (8 September 2020)  
037, Ordinary (12 March 2019)  
128, Ordinary (25 July 2017)

**Directorate:** General Manager

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**MOTION:**

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

*Refer to RESOLUTION*

**119 RESOLUTION:**

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

That Council:

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

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 11 July 2023

**4.3. CITY PLANNING**

**4.3.1. CP - Liveability Project - Windsor Town Centre - Stage 1 Updated Design, Material Schedule and Project Costings - (95498, 147666)**

**Previous Item:** 4.3.4, Ordinary (18 April 2023)  
6.15, Ordinary (14 March 2023)  
167, Ordinary (13 September 2022)  
172, Ordinary (8 September 2020)

**Directorate:** City Planning

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Councillor McMahon declared a less than significant non-pecuniary conflict of interest in this matter as she had previously declared an interest on the Liveability Project Area, Richmond due to her partner leasing a property within the Liveability precinct. This Item relates to the Liveability Project Area, Windsor and no further action is required.

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Mr Darren Pead, Mr Grant Gerrish and Ms Anita Nogarotto addressed Council, speaking for the recommendation in the business paper.

Ms Gae Kelly, Mr Ben Woodbury and Mr John Ross addressed Council, speaking against the recommendation in the business paper.

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

That Council endorse the updated design plans, materials schedule and paving colour for Stage 1 of the Liveability Project, Windsor Town Centre to allow for the project to progress to Tender stage, with the following amendments:

- a) Include Georgian/Victorian style furniture.
- b) Investigate alternative designs for the shade structures adjacent to Thompson Square to provide improved shade.

A PROCEDUAL MOTION was moved by Councillor Kotlash that this item be dealt with in seriatim.

**MOTION:**

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

***Refer to RESOLUTION***

**120 RESOLUTION:**

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

That Council endorse the updated design plans, materials schedule and paving colour for Stage 1 of the Liveability Project, Windsor Town Centre to allow for the project to progress to Tender stage, with the following amendment:

- a) Include Georgian/Victorian style furniture.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 11 July 2023

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

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

**Absent:** Nil.

**MOTION:**

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

***Refer to RESOLUTION***

**121 RESOLUTION:**

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

That Council endorse the updated design plans, materials schedule and paving colour for Stage 1 of the Liveability Project, Windsor Town Centre to allow for the project to progress to Tender stage, with the following amendment:

- b) Investigate alternative designs for the shade structures adjacent to Thompson Square to provide improved shade.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date: 11 July 2023**

**4.3.2. CP - Outcome of Public Exhibition - Draft Environmental Sustainability Strategy - (124414, 95498)**

**Previous Item:** 4.3.2, Ordinary (18 April 2023)

**Directorate:** City Planning

---

**MOTION:**

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

*Refer to RESOLUTION*

**122 RESOLUTION:**

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

That Council adopt the Environmental Sustainability Strategy, included as Attachment 1 to this report.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date: 11 July 2023**

**4.3.3. CP – Draft Child Safe Policy – (95498, 96328)**

**Directorate:** City Planning

---

**MOTION:**

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

*Refer to RESOLUTION*

**123 RESOLUTION:**

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

That:

1. The Draft Child Safe Policy, attached as Attachment 1 to this report, be placed on public exhibition for a period of 28 days.
2. At the expiration of the public notification exhibition process outlined in Part 1 above, the following action be taken:
  - a) Should any submissions be received regarding the Draft Child Safe Policy, a further report be submitted to Council, or
  - b) Should no submissions be received, Council adopt the Draft Child Safe Policy, as attached as Attachment 1 to this report.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date: 11 July 2023**

**4.3.4. CP - Draft Managing Conflict of Interest for Council Related Development Policy - (95498, 96329)**

**Directorate:** City Planning

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**MOTION:**

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

*Refer to RESOLUTION*

**124 RESOLUTION:**

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

That:

1. The Draft Managing Conflict of Interest for Council Related Development Policy, attached as Attachment 1 to this report, be placed on public exhibition for a period of 28 days.
2. At the expiration of the public notification exhibition process outlined in Part 1 above, the following action be taken:
  - a) Should any submissions be received regarding the Draft Managing Conflict of Interest for Council Related Development Policy, a further report be submitted to Council, or
  - b) Should no submissions be received, Council adopt the Draft Managing Conflict of Interest for Council Related Development Policy, as attached as Attachment 1 to this report.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 11 July 2023

**4.3.5. CP - Draft Local Approvals Policy - Caravan Parks - (95498, 124414)**

**Previous Item:** 213, Ordinary (13 December 2022)  
4.3.1, Ordinary (18 April 2023)

**Directorate:** City Planning

---

Ms Lexia Wilson addressed Council, speaking against the recommendation in the business paper.

**MOTION:**

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

***Refer to RESOLUTION***

**125 RESOLUTION:**

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

That Council:

1. Note the outcome of public exhibition and consultation of the Draft Local Approvals Policy - Caravan Parks.
2. Adopt the Draft Local Approvals Policy - Caravan Parks included as Attachment 1 to the report with the following amendments:
  - a) Enclosed associated structures (such as sheds and garages) and rigid annexes will only be considered on land below the flood planning level subject to an objection being lodged with Council in accordance with Section 82 of the Local Government Act 1993 demonstrating that the location of these structures on land below the flood planning level will not be inconsistent with the purpose of this Policy to minimise the impacts from flooding of caravan parks.
  - b) Relocatable homes will only be considered on land below the flood planning level subject to an objection being lodged with Council in accordance with Section 82 of the Local Government Act 1993 demonstrating that the location of these structures on land below the flood planning level will not be inconsistent with the purpose of this Policy to minimise the impacts from flooding of caravan parks.
  - c) Amend 'flood planning level' in the Draft Policy to read: "means the level of a 1:100 ARI (average recurrent interval) flood event".
3. Endorse a period of 12 months from the adoption of the Draft Local Approvals Policy - Caravan Parks in which existing unlawful structures are required to be removed, in accordance with Policy provisions.

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

**Against the Motion:** Councillors Djuric and Sheather

**Absent:** Nil.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date: 11 July 2023**

**4.4. CORPORATE SERVICES**

**4.4.1. CS - Investment Report - May 2023 - (95496, 96332)**

**Previous Item:** 130, Ordinary (19 July 2022)

**Directorate:** Corporate Services

---

**MOTION:**

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

***Refer to RESOLUTION***

**126 RESOLUTION:**

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

That the Monthly Investment Report for May 2023 be received and noted.

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

**Against the Motion:** Nil.

**Absent:** Nil.



**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**  
**Meeting Date: 11 July 2023**

**4.5. INFRASTRUCTURE SERVICES**

**4.5.1. IS - Macquarie Park Aquatic Safety Assessment - (95495, 159575)**

**Previous Item:** 001, Ordinary (17 January 2023)

**Directorate:** Infrastructure Services

---

**MOTION:**

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

***Refer to RESOLUTION***

**127 RESOLUTION:**

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

That Council:

1. Note the Macquarie Park Aquatic Safety Assessment Report.
2. Adopt a safe systems approach to swimming at Macquarie Park, and
3. Undertake the development of a Hawkesbury Public Water Safety Strategy.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date: 11 July 2023**

**4.5.2. IS - Western Sydney Regional Waste and Sustainable Materials Strategy - (95495, 159578)**

**Directorate:** Infrastructure Services

---

**MOTION:**

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

*Refer to RESOLUTION*

**128 RESOLUTION:**

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

That Council endorse the Western Sydney Regional Waste and Sustainable Materials Strategy 2022-2027 attached as Attachment 1 to the report.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**

**5. REPORTS OF COMMITTEES**

**Meeting Date:** 11 July 2023

**5. REPORTS OF COMMITTEES**

Nil reports.

**ORDINARY MEETING**  
**6.1 NOTICES OF MOTION**  
**Meeting Date: 11 July 2023**

**6.1 NOTICES OF MOTION**

Nil reports.

**ORDINARY MEETING**

**7. QUESTIONS FOR NEXT MEETING**

**Meeting Date: 11 July 2023**

**7. QUESTIONS FOR NEXT MEETING**

**7.1.1. Question with Notice - 11 July 2023**

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A response to the Question with Notice listed in the Business Paper of 11 July 2023 will be provided at a future Council Meeting.

**ORDINARY MEETING**

**7. QUESTIONS FOR NEXT MEETING**

**Meeting Date: 11 July 2023**

**7.1.2. Responses to Councillor Questions Taken on Notice at the Council Meeting -  
20 June 2023**

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There were no comments or questions on Questions Taken on Notice at the Council Meeting on 20 June 2023.

**ORDINARY MEETING**  
**8. CONFIDENTIAL REPORTS**  
**Meeting Date: 11 July 2023**

**8. CONFIDENTIAL REPORTS**

**129 RESOLUTION:**

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

That:

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

**Item: 8.3.1. CS - Code of Conduct Complaints and Investigation**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(i) of the Local Government Act, 1993 as it relates to alleged contraventions of any code of conduct requirements applicable under section 440.*

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

**130 RESOLUTION:**

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

**ORDINARY MEETING**  
**8. CONFIDENTIAL REPORTS**  
**Meeting Date: 11 July 2023**

**8.3. CORPORATE SERVICES**

**8.3.1. CS - Code of Conduct Complaints and Investigation - (95496)**

**Directorate:** Corporate Services

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Councillor Zamprogno declared a significant non-pecuniary conflict of interest in this matter due to a personal acquaintance with Councillor Dogramaci which predates their election to Council. He left the Chamber and did not take part in voting or discussion on the matter.

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**MOTION:**

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

***Refer to RESOLUTION***

**131 RESOLUTION:**

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

"That:

1. In relation to the Code of Conduct complaints lodged on 7 February, 22 and 23 March 2023, Council note that, after investigation, an Investigator found that:
  - a) (i) Councillor Eddie Dogramaci drafted and distributed Leaflets, identified as Leaflets 1 to 5 in the Final Investigation Report, to residents in the Hawkesbury City Council Local Government Area. The leaflets contain statements that adversely affect the reputation of Council and that suggest Council has mismanaged their response in relation to a sewer leak (Rising Main C) and withheld information from him in relation to Rising Main C.
  - (ii) Councillor Eddie Dogramaci's conduct in relation to drafting and distributing Leaflets 1 to 5 to residents in the Hawkesbury City Council Local Government Area amounts to a breach of the Hawkesbury City Council Code of Conduct.
  - (iii) In two previous Code of Conduct complaints about Councillor Eddie Dogramaci (the July 2022 and November 2022 complaints), preliminary assessments into the complaints found there was information to indicate that Councillor Dogramaci had distributed leaflets to the community which adversely impacted on the reputation of Council.
    - In relation to the July 2022 complaint, Councillor Dogramaci was counselled about his behaviour, and it was drawn to his attention that his behaviour affected public confidence in Council.
    - In relation to the November 2022 complaint, Councillor Dogramaci was issued with a formal warning to refrain from the offending behaviours, including distributing leaflets containing information that adversely impacted on the reputation of Council.



**ORDINARY MEETING**  
**8. CONFIDENTIAL REPORTS**  
**Meeting Date: 11 July 2023**

- (iv) By drafting and distributing Leaflets 1 to 5, Councillor Eddie Dogramaci has failed to comply with the Hawkesbury City Council Code of Conduct in particular, Councillor Dogramaci has breached Sections 3.1 (a) and (c) of the Code, which state:

*"3.1 You must not conduct yourself in a manner that:*

*(a) is likely to bring the council or other council officials into disrepute*

*...*

*(c) is improper or unethical"*

- b) (i) Councillor Eddie Dogramaci attached his Council business card to Leaflets 3 and 4 that referred to his campaigning to become a member of the NSW Parliament. By doing this:

- Councillor Dogramaci used Council property for the purpose of assisting with his election campaign to become a member of the NSW Parliament.
- Councillor Dogramaci's actions could give the appearance that his leaflets were official Council material for the purpose of assisting with his election campaign to become a member of the NSW Parliament.

- (ii) On 18 August 2022, Councillor Eddie Dogramaci was provided with an email from Hawkesbury City Council in relation to using his business card on leaflets. The email reminded the Councillor that *'Council resources cannot be used for campaigning'* and drew his attention to Sections 8.17 and 8.18 of the Code.

- (iii) By drafting and distributing Leaflets 3 and 4, Councillor Eddie Dogramaci has failed to comply with the Hawkesbury City Council Code of Conduct, in particular, he has breached Sections 8.17 and 8.18 of the Code, which state:

*"8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.*

*8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:*

- a) for the purpose of assisting your election campaign or the election campaign of others, or*
- b) for other non-official purposes.*

- c) By engaging in behaviours that are in breach of the Code, Councillor Eddie Dogramaci has engaged in misconduct, as defined by Section 440F of the Local Government Act 1993, which states:

**ORDINARY MEETING**  
**8. CONFIDENTIAL REPORTS**  
**Meeting Date: 11 July 2023**

**"440F Definitions**

*(1) In this Chapter -*

***misconduct*** of a councillor mean any of the following -

...

*(b) a failure by the councillor to comply with an applicable requirement of a code of conduct"*

2. In accordance with Clause 7.58(b) of the Procedures for the Administration of the Code of Conduct, Council:
  - a) Formally censure Councillor Eddie Dogramaci for breaching Sections 3.1(a), 3.1(c), 8.17 and 8.18 of the Hawkesbury City Council Code of Conduct under Section 440G of the Local Government Act, 1993, and
  - b) Refer the matter to the Office of Local Government for further action under the misconduct provision of the Local Government Act, 1993."

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

**Against the Motion:** Nil.

**Absent:** Councillors Conolly, Dogramaci, Kotlash and Zamprogno.

The meeting terminated at 10:18pm.

Submitted to and confirmed at the Ordinary meeting held on 8 August 2023.

.....  
Mayor



# Ordinary Meeting

## End of Minutes

This business paper has been produced electronically to reduce costs, improve efficiency and reduce the use of paper. Internal control systems ensure it is an accurate reproduction of Council's official copy of the business paper.

**ORDINARY MEETING**

**3. MAYORAL MINUTES**

**Meeting Date:** 8 August 2023

**3. 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.

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

**4. REPORTS FOR DETERMINATION**

**4.1. PLANNING DECISIONS**

Nil reports.

**4.2. GENERAL MANAGER**

**4.2.1. GM - Local Government NSW Annual Conference 2023 - (79351, 79633)**

**Directorate:** General Manager

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**PURPOSE OF THE REPORT**

The purpose of this report is to consider:

- The nomination and attendance of Councillors and/or appropriate staff at the 2023 Local Government NSW Annual Conference
- Consider the nomination of voting delegates for the 2023 Local Government NSW Annual Conference
- Consider the nomination of voting delegates for Local Government NSW Board Elections
- Consider any motions proposed to be submitted by Council to the 2023 Local Government NSW Annual Conference, and a process for the proposing motions.

**EXECUTIVE SUMMARY**

The 2023 Local Government NSW Annual Conference is to be held from Sunday, 12 to Tuesday, 14 November 2023.

The Conference will consider motions proposed by councils. Local Government NSW Board Elections will also take place at the Conference.

Council is entitled to have five Voting Delegates at the Conference for Conference Motions and five Voting Delegates for Board Elections. In either case Voting Delegates must be registered to attend the Conference, however Council is not required to nominate the same five Voting Delegates for both motions and voting in Board elections.

Local Government NSW has called for motions to be considered at the Conference. Motions have been requested to be submitted by 15 September 2023. However the formal closing date for the submission of motions, and the nomination of Voting Delegates is 15 October 2023.

At its meeting on 14 February 2023, Council resolved to prepare a motion for the 2023 Local Government NSW Conference raising concerns about the escalating costs of Local Government Elections.

Due to the Conference having relevance to Council's business, Council may wish to consider representation at the Conference and may also wish to submit additional motions for consideration at the Conference.

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

To avoid any confusion in respect to voting responsibilities, it is recommended that the same five Voting Delegates be appointed for voting on Conference Motions and the Board Elections.

**RECOMMENDATION**

That:

1. The report be received and noted.
2. Attendance of nominated Councillors and/or staff as considered by the General Manager at the 2023 Local Government NSW Annual Conference at an approximate cost of \$2,000 plus travel expenses per delegate be considered.
3. The nomination of five Councillor voting delegates for voting on Conference Motions be considered.
4. The nomination of five Councillor voting delegates for voting in the 2023 Local Government NSW Board Elections be considered.
5. Council submit a motion regarding concerns about the escalating costs of Local Government Elections.
6. Council consider the submission of additional motions to the 2023 Local Government NSW Annual Conference.
7. After participating in the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

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**BACKGROUND**

The Local Government NSW Annual Conference is the annual policy-making event for NSW councils and an opportunity for councillors to come together to share ideas and debate issues that shape the way councils govern.

The 2023 Local Government NSW Annual Conference will be held at Rosehill from 12 to 14 November 2023. The cost of attendance at the Conference will be approximately \$2,000, plus travel expenses, per delegate. It is noted that as the Conference will be held at Rosehill, accommodation costs have therefore not included in the estimated costs.

The budget for the Conference is as follows:

<b>Total Budget for Financial Year 2023/2024</b>	<b>\$20,600</b>
Expenditure to date	\$Nil
Outstanding Commitments	\$Nil
Budget balance as at 24 July 2023 (approx. including outstanding commitments)	\$20,600

## ORDINARY MEETING

### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 August 2023

#### Voting Delegates

Council is entitled to have five Voting Delegates at the Conference for motions and five Voting Delegates for Board Elections. Voting Delegates must be registered to attend the Conference.

Should the necessity arise, the Constitution of Local Government NSW enables the nominated voting delegates to be changed both before and during the Conference, subject to written notification by the Mayor or General Manager.

#### Motions

Local Government NSW has called for motions to be considered at the Conference. Local Government NSW have requested that councils submit any motions by Friday, 15 September 2023.

Local Government NSW has advised that proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

The Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. Are consistent with the objects of Local Government NSW (see Rule 4 of the Association's rules)
2. Relate to or concern local government as a sector in NSW and/or across Australia
3. Seek to establish or change policy positions of Local Government NSW and/or improve governance of the Association (noting that the Local Government NSW Board is responsible for decisions around resourcing any campaigns or operational activities, and any necessary resource allocations will be subject to the Local Government NSW budgetary process)
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws)
5. Are clearly worded and unambiguous in nature, and
6. Do not express preference for one or several members over one or several other members.

The format of motions, as much as possible, should call on a specific body (e.g., Local Government NSW, State government, Federal government, a specific department or Minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

Attached as Attachment 1 to this report is the Local Government NSW 2023 Annual Conference Motion Submission Guide.

In 2022, Council submitted a motion concerning the inclusion of *"heatwaves as Natural Disasters and revision of the National Building Code and Basix to include heat resilience"*.

#### Relevant Council Policy

The Payment of Expenses and Provision of Facilities to Councillors Policy is applicable to attendance at the Annual Conference. The Policy makes provision for the payment of costs associated with Councillors attending conferences, including the Local Government NSW Annual Conference.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

## **DISCUSSION**

### **Conference Motions**

Councillors have the option of proposing motions during the Council meeting.

It is proposed that motions conforming with the abovementioned criteria, together with related general rationale, be submitted by Tuesday, 29 August 2023 to the General Manager to enable motions to be considered at the Ordinary Meeting on Tuesday, 12 September 2023.

At its meeting on 14 February 2023, Council resolved to prepare a motion for the Local Government NSW Conference raising concerns about the escalating costs of Local Government Elections.

The following motion is proposed:

*“That Local Government NSW calls on the NSW Government to investigate the issue of escalating costs of local government elections and determine methods to reduce costs or limit the financial burden for councils.”*

### **Local Government NSW Board Elections**

Local Government NSW Board Elections will take place at the Conference. An election timetable has not yet been issued indicating the closing dates for nominations.

Consideration should be given in regard to the relevance of the Conference to Council's business and available budget to cover costs of attendance. Consideration is also required on whether Council submit any additional motions to the Conference.

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

## **COMMUNITY ENGAGEMENT**

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

### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042**

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

#### Reliable Council

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

## **FINANCIAL IMPACT**

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



**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

**ATTACHMENTS**

**AT - 1** Local Government NSW 2023 Annual Conference Motion Submission Guide - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

**4.3. CITY PLANNING**

**4.3.1. CP - Draft Urban Greening Strategy - (124414, 95498)**

**Previous Item:** 4.3.3, Ordinary (20 June 2023)

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to provide Council with the outcome of the public exhibition of the Draft Urban Greening Strategy (Draft Strategy), and to seek adoption of the Draft Strategy.

**EXECUTIVE SUMMARY**

Council at its Ordinary Meeting on 20 June 2023 resolved to place the Draft Urban Greening Strategy on public exhibition for a period of at least 28 days.

The Draft Strategy was publicly exhibited for 28 days from Monday, 3 July 2023 to Monday, 31 July 2023. A total of four submissions were received during the exhibition period, and this report provides details of the submissions received, and Council Officer's responses to these submissions.

**RECOMMENDATION**

That Council adopt the Urban Greening Strategy attached as Attachment 1 to this report.

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**BACKGROUND**

Council secured a \$50,000 grant through the NSW Government Greener Neighbourhoods Program to develop an Urban Greening Strategy. This funding program is to assist councils to strategically plan for and manage urban forests in their Local Government Area (LGA) and to create cooler and shadier neighbourhoods.

The Draft Urban Greening Strategy (Draft Strategy) will provide strategic alignment to both internal and State Government policies and will assist to coordinate Council's current cross-organisational projects that contribute to increasing canopy cover and greening.

The development of the Draft Strategy was informed by the following:

- Community Strategic Plan 2022-2042
- Local Strategic Planning Statement
- Net Zero Emissions and Water Efficiency Strategy
- Environmental Sustainability Strategy
- Draft Climate Change Risk Assessment and Adaptation Action Plan

## ORDINARY MEETING

### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 August 2023

Council adopted the Net Zero Emissions and Water Efficiency Strategy (Net Zero Strategy) in March 2021. The Net Zero Strategy includes tree canopy targets in line with the NSW Government Architects Draft Greener Places Design Guide:

- 15% central business district (CBD)
- 25% medium to high density areas
- 40% in low density areas.

The sections of the Net Zero Strategy that address greener suburbs, better design, and drought resilient, green centres, highlight the importance of increasing tree canopy and provide examples in which tree canopy can be increased.

The Net Zero Strategy lists the development of an Urban Forest Strategy as an action to achieving the Council and community target of Net Zero Emissions by 2030.

Delivering on the actions within the Draft Strategy will in turn deliver on the desired outcomes of the Net Zero Strategy, to achieve emission and water reductions across Council's operations and the broader community.

The Draft Strategy identifies three key goals with objectives and actions under each of these:

- Existing areas of urban green are protected and enhanced
- Green links are created where they are most needed
- Our community stewards our urban greening.

The Draft Strategy actions have been developed with the following key principles in mind:

- Use best practice approaches to become a leader in Urban Greening
- Adapt to Climate Change and Mitigate Biodiversity Loss
- Urban Greening for health and wellbeing.

The Draft Strategy will have a minimum ten year timeframe and be reviewed periodically to ensure outcomes and actions are being progressed.

Council's Environmental Sustainability staff along with our consultants have undertaken a number of engagement sessions, including community engagement at the Hawkesbury Show in 2022, internal staff engagement, and a Councillor Workshop. The feedback obtained from the various engagement sessions has informed the Draft Strategy's development and content.

A summary of the community engagement is included as Attachment 2 to this report, '*Hawkesbury Show 2022 – Engagement Summary*'. Additionally, broader community and stakeholder engagement was undertaken during the public exhibition of the Draft Strategy, which is outlined in the '*Discussion*' section of this report.

## ORDINARY MEETING

### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 August 2023

At its Ordinary Meeting held on 20 June 2023, Council considered a report regarding the Draft Strategy. Council resolved the following:

*“That Council:*

1. *Endorse the Draft Urban Greening Strategy, included as Attachment 1 to this report, for the purpose of public exhibition for a period of at least 28 days.*
2. *At the expiration of the public exhibition period, the following actions should be taken:*
  - a) *Should any submissions be received regarding the proposed Draft Urban Greening Strategy, a further report be submitted to Council, or*
  - b) *Should no submission be received, Council adopt the Draft Urban Greening Strategy as shown as Attachment 1 to the report.”*

This report responds specifically to point 2.a) of the above resolution and recommends that Council adopts the Draft Strategy attached as Attachment 1 to this report.

The Draft Strategy considers how to improve urban greenery on Council managed land in and around our townships, as well as how to encourage and support community members, businesses and organisations to take action on private and industrial land in built up areas. Areas outside our townships, such as some state and national parks and large rural areas are not in the scope for this Draft Strategy.

#### Relevant Legislation

##### Local Government Act 1993

The Guiding Principles for Councils within the Local Government Act 1993, Chapter 3, Section 8A, states that Councils are obliged to consider the long term and cumulative effects of actions on future generations and that they should consider the principles of ecologically sustainable development:

*(c) Councils should consider the long term and cumulative effects of actions on future generations.*

*(d) Councils should consider the principles of ecologically sustainable development.*

#### DISCUSSION

The Draft Strategy was publicly exhibited for a period of 28 days between Monday, 3 July 2023 to Monday, 31 July 2023. The public exhibition of the Draft Strategy was advertised through Council's various communication channels, additionally a mailout to various relevant stakeholders was emailed to advise of the public exhibition of the Draft Strategy.

A total of four submissions were received during the public exhibition. The Table below provides a summary of submissions received, and Council Officer responses.

The primary matters raised across all submissions along with Council Officers responses are summarised below:

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

Public Submission	Summarised Comments	Council Officer Response
1	<ul style="list-style-type: none"> <li>• <i>“trees keep the place cooler” and,</i></li> <li>• <i>“dark colours attract heat more so than light.”</i></li> </ul>	<p><i>‘Reduce heat’ is a key driver for urban greening in the Hawkesbury, as outlined in the Draft Strategy. Principle 2 (page 12) of the Draft Strategy highlights the need to “Provide shade and cooling to reduce heat absorption by the built environment.”</i></p>
2	<p><i>“We can’t even maintain what we have now”</i></p> <p><i>“There is so much we can do to improve our existing parks.”</i></p>	<p>Goal 1 of the Draft Strategy includes that <i>“Existing areas of urban green are protected and enhanced.”</i> Within this goal there are several actions which address maintaining what we have now, including improving our existing parks. Relevant objectives include:</p> <ul style="list-style-type: none"> <li>• Map canopy cover</li> <li>• Prepare Tree Inventory</li> <li>• Manage Trees</li> <li>• Maintain Trees</li> </ul>
	<p><i>“How about using the council run nursery and planting some of the plants in public areas.”</i></p> <p><i>“Encourage groups to help look after gardens. There are many people who would love to have a project and adopt an area if you encourage them.”</i></p>	<p>One of the opportunities listed in the Draft Strategy is <i>“Access to the community Nursery.”</i> Additionally, several actions within the Draft Strategy highlight the importance of partnerships with the Community Nursery, collaboration with the community, and increasing planting in public places. For example:</p> <ul style="list-style-type: none"> <li>• Goal 2, Objective 'Restoration', Action 2, <i>“Develop a program of re-vegetation in partnership with the Community and Council Nursery drawing on best practice regeneration resources”</i></li> <li>• Goal 3, Objective 'Engage', Action 1, <i>“Scope, trial, adopt and embed programs to encourage and enable the community to plant and maintain urban greenery on public and private land, e.g. Plant the verge guidelines, 'Select a tree for your street', 'Gardens for wildlife', 'Request a street tree', 'Tree planting days', 'Free plants from Council Nursery as part of rates notices', 'Streets alive' programs or other funding for local initiatives.”</i></li> <li>• Goal 3, Objective 'Engage', Action 2, <i>“Develop programs to encourage safe interaction between people and nature in urban areas in partnership with the</i></li> </ul>

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

Public Submission	Summarised Comments	Council Officer Response
		<p><i>Council Nursery, e.g. Gardens for wildlife program".</i></p> <ul style="list-style-type: none"> <li>• Goal 3, Objective "Collaborate", Action 2, "Enable the community to input into the design of future places."</li> </ul>
	<p><i>"\$50k isn't going to go far."</i></p>	<p>The \$50,000 was grant funding from the NSW Government Greener Neighbourhoods Program to develop the Urban Greening Strategy. Actions identified in the Draft Strategy will be subject to further budgetary considerations and will depend on the availability of resourcing and adequate budget.</p> <p>Additionally, having an adopted Urban Greening Strategy will open up further grant funding opportunities to deliver on the Draft Strategy's actions and key targets.</p>
<p align="center"><b>3</b></p>	<p><i>"I love the Urban Greening strategy proposed."</i></p>	<p>Submission of support of the Draft Urban Greening Strategy.</p>
<p align="center"><b>4</b></p>	<p><i>"I am writing to support the Hawkesbury Urban Greening Strategy. My family have lived in the Hawkesbury for over forty years, and I am very aware of the immense biodiversity found in the region and the ongoing issues with urban heat. Western Sydney has at times been one of the hottest places on earth and every effort must be taken to reduce heat for people, and increase habitat for our struggling wildlife as soon as possible.</i></p> <p><i>I particularly support the retention of all remnant trees and plants as a priority, especially the focus on hollow bearing trees. Endangered Gang-Gangs found in the Hawkesbury are reliant on these hollows, as are many other birds and mammals. Also, the biomass of the top 1% of the biggest, oldest trees in a forest can hold up-to 50% of that forest's carbon reserve (1) so it is essential that established trees remain in the ground due to the numerous co-benefits they provide people and animals.</i></p> <p><i>I also agree with the targets requiring a diversity of new trees and</i></p>	<p>Submission of support of the Draft Urban Greening Strategy.</p>

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

<b>Public Submission</b>	<b>Summarised Comments</b>	<b>Council Officer Response</b>
	<p><i>understory, however ask that the strategy include that these new plantings should be native. Non-native deciduous trees create food and shelter issues for wildlife in winter, and in a warming climate do not provide canopy or mitigate heat year round, which may become essential over the 10 year time frame of this strategy.</i></p> <p><i>I would also note for the business minded, the Greater Sydney Commission found property prices increased by \$50,000 in streets where tree canopy increased by 10% (2). The extra shade and urban heat reduction will also lower power use by air-conditioning and fans in summer, thereby reducing carbon emissions and reducing rate payer's energy bills.</i></p> <p><i>A connected green grid that cools urban areas, cleans air, stores carbon, reduces electricity use and increases property prices while improving outcomes for the huge diversity of wildlife in the Hawkesbury is of enormous benefit to the whole community and should be as ambitious as possible and implemented as swiftly as able, to respond to the climate and biodiversity crises."</i></p>	

**COMMUNITY ENGAGEMENT**

Community consultation has been undertaken during the public exhibition in line with Council's Community Engagement Policy. The Draft Strategy was publicly exhibited for a period of 28 days between Monday, 3 July 2023 to Monday, 31 July 2023. A total of four submissions were received during the public exhibition. The community engagement which was undertaken during the development of the Draft Strategy is included as Attachment 2, 'Hawkesbury Show 2022 - Engagement Summary'. Additionally, a summary of all submissions received during the public exhibition period, and Council Officer responses are outlined in the Discussion section of this report.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042**

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

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

Great Place to Live

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

Protected Environment and Valued History

- 2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.
- 2.4 Encourage and enable our community to make more sustainable choices.
- 2.6 Achieve net zero emissions targets.

Strong Economy

- 3.3 Promote our community as the place to visit, work and invest.
- 3.4 Support the revitalisation of our town centres and growth of our business community.

Reliable Council

- 4.7 Encourage informed planning, balanced growth and community engagement.
- 4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

**FINANCIAL IMPACT**

Costs associated with the preparation of Draft Urban Greening Strategy were provided as part of the NSW Government Greener Neighbourhoods grant program.

Actions identified in the Draft Strategy will be subject to further budgetary considerations and will depend on the availability of resourcing and adequate budget.

**ATTACHMENTS**

- AT - 1** Urban Greening Strategy - *(Distributed under separate cover)*.
- AT - 2** Hawkesbury Show 2022 - Engagement Summary - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**



## ORDINARY MEETING

### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 August 2023

#### 4.3.2. CP - Macquarie Park Draft Plan of Management - (124414, 95498)

**Previous Item:** 203, Ordinary (22 November 2022)

**Directorate:** City Planning

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#### PURPOSE OF THE REPORT

The purpose of this report is to provide Council with the outcome of the public exhibition of the Macquarie Park Draft Plan of Management (Draft Plan), and to seek adoption of the Draft Plan.

#### EXECUTIVE SUMMARY

Council at its Ordinary Meeting on 22 November 2022, resolved to place the Macquarie Park Draft Plan of Management on public exhibition following approval from the Minister responsible for Crown Lands.

The Department of Crown Lands had required a number of relatively minor amendments to the Draft Plan which were made and the Draft Plan was publicly exhibited from Monday, 3 July 2023 to Wednesday, 2 August 2023. A total of three submissions were received during the exhibition period, and this report provides details of the submissions received, and Council Officer's responses to these submissions.

#### RECOMMENDATION

That Council adopt the Macquarie Park Plan of Management attached as Attachment 1 to this report.

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#### BACKGROUND

The Macquarie Park Draft Plan of Management developed for Macquarie Park is a site-specific plan which provides for the effective management of the park. The Draft Plan has been developed to comply with the requirements of the Crown Land Management Act 2016 and Local Government Act 1993 in relation to community land. The Draft Plan included the development of the Windsor Paddle Sports Facility, which is funded through the Greater Sydney Sports Facility Fund Grant, awarded in 2020 to the Hawkesbury Paddleboat Club.

Macquarie Park is located at 1 Wilberforce Road, Freemans Reach. The Park is highly popular and attracts visitors locally and from the broader region, offering a variety of experiences and opportunities for recreation and cultural events. Macquarie Park consists of both Council and Crown Land, and is approximately 23 hectares in size.

At its Ordinary Meeting held on 22 November 2022, Council considered a report regarding the Draft Plan. Council resolved the following:

*"That Council:*

1. *Refer the Draft Macquarie Park Plan of Management attached as Attachment 1 to the Minister responsible for Crown Lands for review.*

## ORDINARY MEETING

### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 August 2023

2. *Upon a receipt of approval from the Minister responsible for Crown Lands, publicly exhibit the Draft Macquarie Park Plan of Management.*
3. *Report the matter back to Council following public exhibition.”*

This report responds specifically to Part 3 of the above resolution and recommends that Council adopts the Draft Plan, attached as Attachment 1 to this report.

Endorsement of the Draft Plan does not represent a formal commitment to funding. Works identified in the Draft Plan will be considered for inclusion in Council's Operational Plans in accordance with the Operational Plan's priorities, the financial allocations identified in the Long-Term Financial Plan, and external funding opportunities as they arise.

#### Location Plan

This Draft Plan of Management is for Macquarie Park, 1 Wilberforce Road, Freemans Reach, as shown in Figure 1 below.



Figure 1: Macquarie Park, Freemans Reach

#### Relevant Legislation

Local Government Act 1993 (Sections 46, 47 and 55)

Macquarie Park is classified as Community Land under the Local Government Act, 1993.

#### Crown Land Management Act 2016

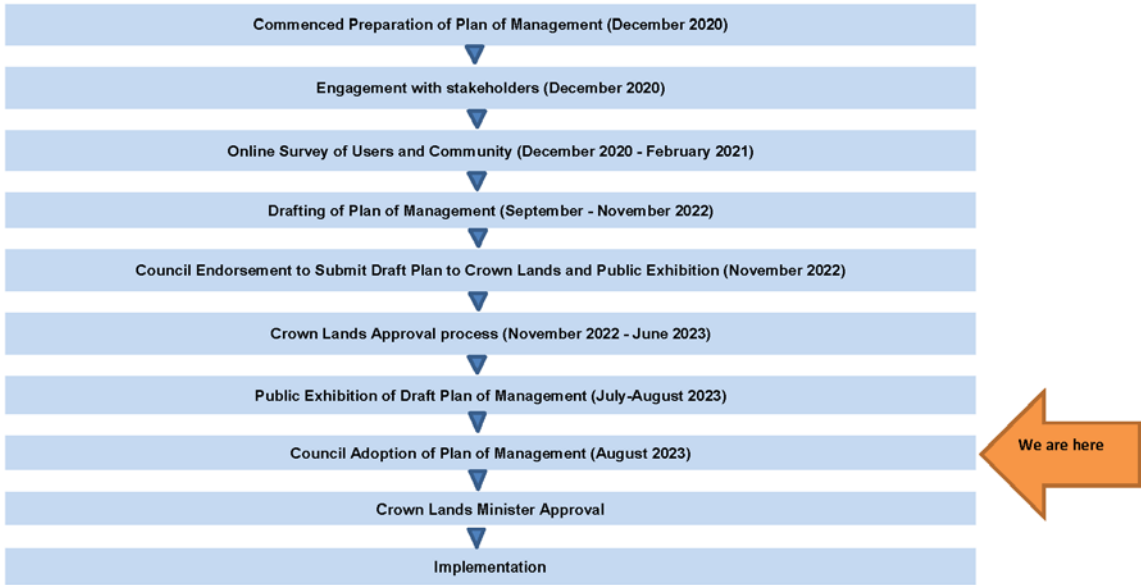
Subject to no changes following public exhibition, consent was granted for Council to adopt the Draft Plan under clause 70B of the Crown Land Management Regulation 2018 by the delegate for the Minister for Lands and Property on Friday 2 June 2023.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 August 2023**

- Clause 70B, *The Local Government Act 1993, section 40, which is applicable to council managers under the Act, section 3.23(6), is modified under the Act, section 3.20(3) to require a council manager to obtain the written consent of the Minister to adopt a plan of management.*

**DISCUSSION**

The process undertaken to prepare the Macquarie Park Plan of Management is outlined in Figure 2 below. Management



**Figure 2 - Preparation of Macquarie Park Plan of Management Process**

In addition to engagement undertaken during the preparation of the Draft Plan which included discussions with stakeholders and an online survey (December 2020 and February 2021), the Draft Plan was publicly exhibited between Monday, 3 July 2023 to Wednesday, 2 August 2023. The public exhibition of the Draft Plan was advertised through Council’s various communication channels.

A total of three submissions were received during the public exhibition, and the table below provides a summary of submissions received and Council Officer’s responses:

Public Submission	Summarised Comments	Council Officer Response
<b>1</b>	Some things our local area needs which would be ideal at Macquarie Park: <ul style="list-style-type: none"> <li>• fully fenced toddler playground</li> <li>• dog park</li> <li>• skate park</li> <li>• more picnic areas with BBQ’s</li> <li>• public toilets</li> </ul>	A number of the uses included in the submission already exist within Macquarie Park including fenced playground, picnic areas/BBQ’s, and amenities. Council is currently preparing a Social Infrastructure Study where the additional uses can be considered on a more holistic LGA basis.  In terms of signage relating to the danger of swimming at this location, Council has considered this matter separately to the Plan of Management

## ORDINARY MEETING

### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 August 2023

Public Submission	Summarised Comments	Council Officer Response
	A list of names of all the people or a tally of deaths of those who have passed away at the Windsor beach area - current signage isn't enough to show how dangerous that beach is.	process. Council's position is not to encourage Macquarie Park as a swimming destination, and has already increased signage to this effect.
2	<ul style="list-style-type: none"><li>• Providing somewhere safe for residents and tourists to swim would be an ideal solution. A lagoon, or a 'splash canal' (similar to the long one located at Southbank in Brisbane river) would be ideal. They have water play equipment along their canal.</li><li>• Good drainage. Flood Resilient buildings.</li><li>• Netting off safe swim regions off the beach, lifeguards with jet skis.</li></ul>	<p>As per the comment above, Council has considered the issue of swimming safety separately to the Plan of Management process. Council's position is not to encourage Macquarie Park as a swimming destination, and has already increased signage to this effect.</p> <p>In terms of flood resilient buildings, any new structures would need to comply with Council's Flood Policy 2020 which is based on assessment of risks and hazards.</p>
3	Need more off leash dog availability - in Summer there are very few places we can go with our dogs for a swim or for the dogs to cool down. Making it restricted times can be dangerous for people not wanting to go alone (or late evenings / early mornings) especially when swimming is involved. Dogs are a part of most families, and this should be considered especially with the high dog ownership in the Hawkesbury.	Council is currently preparing a Social Infrastructure Study where additional uses can be considered on a more holistic LGA basis.

## COMMUNITY ENGAGEMENT

As part of the preparation of the Draft Plan, an online survey was conducted from Tuesday, 14 December 2021 to Tuesday, 15 February 2021 to inform the development of the Draft Plan. Feedback from this initial community engagement was addressed in the Draft Plan.

Additionally, community consultation has been undertaken during the public exhibition in line with Council's Community Engagement Policy. The Draft Plan was publicly exhibited between Monday, 3 July 2023 to Wednesday, 2 August 2023.

## 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.

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Protected Environment and Valued History

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

Reliable Council

- 4.7 Encourage informed planning, balanced growth and community engagement.
- 4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

**FINANCIAL IMPACT**

The expenditure associated with the preparation of the Draft Plan was provided for in the Adopted 2022/2023 and 2023/2024 Operational Plans.

Endorsement of the Draft Plan does not represent a formal commitment to funding. Actions identified in the Draft Plan will be subject to further budgetary considerations and will depend on the availability of resourcing and adequate budget.

**ATTACHMENTS**

- AT - 1** Macquarie Park Plan of Management - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

**4.4. CORPORATE SERVICES**

**4.4.1. CS - Investment Report - June 2023 - (95496, 96332)**

**Previous Item:** 4.4.2 Ordinary (20 June 2023)

**Directorate:** Corporate Services

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**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 \$99 million in investments as at 30 June 2023 and outlines that all investments were made in accordance with the Act and the Regulation.

**RECOMMENDATION**

That the Monthly Investment Report for June 2023 be received and noted.

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**BACKGROUND**

Council held \$99 million in investments as at 30 June 2023. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

**1. Composition of Investment portfolio**

Tables 1 to 3 below provide details regarding the \$99 million in investments as at 30 June 2023.

**Table 1: Summary of Council's Investment Portfolio as at 30 June 2023**

<b>Product Type</b>	<b>Face Value</b>	<b>% of Total</b>
At Call Deposits	\$16,000,000	16%
Term Deposits - Fixed Rate	\$82,000,000	83%
NSW TCorp Long Term Growth Fund	\$976,667	1%
<b>Grand Total</b>	<b>\$98,976,667</b>	

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 August 2023**

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

Long Term Credit Rating	Face Value	% of Total
AA	\$67,000,000	81%
A	\$6,000,000	7%
BBB	\$9,000,000	11%
NSW TCorp Managed Funds	\$976,667	1%
<b>Grand Total</b>	<b>\$82,976,667</b>	

**Table 3 – Fixed Term Deposits**

Financial Institution	Long Term Rating	Rating S&P	Maturity Date	Interest Rate	Face Value
Bank of Queensland	BBB+	A-2	25-Oct-23	4.80%	\$2,000,000
			6-Dec-23	4.80%	\$3,000,000
			6-Dec-23	4.90%	\$1,000,000
			4-Mar-24	1.70%	\$2,000,000
			30-Mar-28	4.80%	\$1,000,000
Commonwealth Bank	AA-	A-1+	7-Jul-23	4.50%	\$2,000,000
			20-Nov-23	0.65%	\$1,000,000
			13-Dec-23	4.96%	\$5,000,000
			12-Feb-24	4.95%	\$2,000,000
			10-Apr-24	3.01%	\$2,000,000
			21-Feb-24	4.99%	\$2,000,000
National Australia Bank	AA-	A1+	9-Aug-23	4.45%	\$3,000,000
			8-Sep-23	0.60%	\$1,000,000
			13-Sep-23	4.50%	\$5,000,000
			26-Sep-23	4.50%	\$3,000,000
			11-Oct-23	4.65%	\$4,000,000
			25-Oct-23	4.45%	\$1,000,000
			25-Oct-23	4.55%	\$2,000,000
			10-Nov-23	4.50%	\$3,000,000
			10-Nov-23	4.77%	\$1,000,000
			20-Nov-23	4.70%	\$2,000,000
			6-Dec-23	4.85%	\$2,000,000
			6-Mar-24	4.95%	\$2,000,000
			19-Aug-24	0.75%	\$3,000,000
			10-Sep-24	0.80%	\$1,000,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$ 500,000
5-Mar-25	1.05%	\$1,500,000			
3-Nov-25	0.95%	\$ 500,000			

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

Financial Institution	Long Term Rating	Rating S&P	Maturity Date	Interest Rate	Face Value
			19-Nov-25	0.90%	\$ 500,000
			13-Jan-26	1.00%	\$ 500,000
			4-Mar-26	1.30%	\$1,500,000
Suncorp	BBB+		10-Jan-24	5.35%	\$2,500,000
			10-Jan-24	5.45%	\$3,500,000
Westpac	AA-	A1+	5-Jul-23	4.32%	\$7,000,000
			7-Jul-23	4.43%	\$2,000,000
			10-Nov-23	1.11%	\$1,000,000
			25-Jan-24	4.36%	\$2,000,000
			20-Feb-25	4.97%	\$2,000,000
<b>Grand Total</b>					<b>\$ 82,000,000</b>

## 2. Environmental, Social and Governance (ESG) Investments

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

**Table 4: ESG Investments**

Institution	Maturity	Rate	Face Value
Westpac	10-Nov-23	1.11%	\$1,000,000
	25-Jan-24	4.36%	\$2,000,000
<b>Grand Total</b>			<b>\$3,000,000</b>

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

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$3,000,000	4%
Other	\$79,000,000	96%
<b>Grand Total</b>	<b>\$82,000,000</b>	<b>100%</b>

## 3. Compliance to Investment Policy

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

**Table 6: Exposure Limits to credit ratings bands**

Long-Term Credit Rating	% of Portfolio	Policy Maximum	Compliant with Policy
AA	81%	100%	Yes
A	7%	50%	Yes
BBB	11%	40%	Yes
NSW TCorp Funds	1%	20%	Yes



**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

**Table 7: Term to Maturity**

Term to Maturity	% of Portfolio	Policy Range	Compliant with Policy
Between 0 and 1 years	84%	40% - 100%	Yes
Between 1 and 5 years	16%	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 8 below.

**Table 8 – Portfolio Return**

30 June 2023	Monthly Return (Annualised)	Financial Year to Date (Annualised)
Hawkesbury City Council – Investment Portfolio	4.14%	2.64%
Benchmark – Bloomberg Ausbond Bank Bill Index	3.72%	2.89%
<b>Performance Relative to Benchmark</b>	<b>0.42%</b>	<b>-0.25%</b>

#### 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 June 2023 and has advised of the following:

*"Council's investment portfolio, excluding the transactional cash account, returned 4.14%pa for the month on a marked-to-market basis versus the bank bill index benchmark's 3.72%pa return. For the 2022/2023 financial year, the investment portfolio returned 2.64% versus the bank bill index benchmark's 2.89%.*

*The NSW TCorpIM Long Term Growth Fund returned a strong 1.92% (actual) for the month. The rise in interest rates during the month caused valuations of long dated fixed rate bonds to retreat slightly. However, global share markets recorded solid gains during the month. US shares gained 6.6%, European and Chinese markets were up over 2% each and Japanese shares had another strong month, up nearly 8%. Domestically, the ASX All Ords gained nearly 2% in June to end the financial year up 14.75%.*

## ORDINARY MEETING

### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 August 2023

Without marked-to-market influences, Council's investment portfolio yielded 3.91%pa for the month, up from 3.74%pa in May. This is based on the actual interest rates being received on existing investments and excludes the underlying changes to the market value of the TCorp growth fund.

During June, Council had \$6m of maturities among two 12 month TDs, averaging 3.75%pa, and one 18 month TD yielding 0.90%pa. Given the sharp rise in interest rates over the past year, including another push higher in June, Council was able to benefit with reinvestment of the \$6m into two 6 and 7 month TDs with newly introduced Suncorp Bank yielding an average of 5.40%pa.

Looking forward, Council has a total of \$11m in term deposits maturing in July. The following is recommended for consideration over the coming month:

- Most banks' term deposit rates are now peaking in the 12 month area then declining out to 5 year terms as the market is pricing in a flat to falling interest rate environment.
- Look for bank specials in the 12 month area if cashflow allows. Some bank specials are proving quite competitive even with the likelihood of at least one more RBA rate hike over the coming months.
- NAB has become very competitive again over the past few weeks, offering rates in line with lower rated banks, particularly in the 9-12 month area. Also keep an eye on Suncorp rates as they often have days where they provide very good specials and sometime are willing to negotiate higher than their carded rates.
- Recently issued 3yr and 5yr Floating Rate Notes from highly rated banks have been good additions to long term portfolios with good margins over the bank bill swap being offered. When Council is ready to consider this asset class, safe custody alternatives will be considered.

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 June 2023 included funds that are restricted as to what they can be expended on.

**Table 9: Restriction of Funds**

Restriction Type	Amount	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$19,938,792	20%
External Restrictions - Western Parkland City Liveability Program	\$940,306	1%
External Restrictions - Bushfire and Flood Grants	\$8,887,814	9%
External Restrictions - Local & Regional Roads Repair Program	\$8,624,049	9%
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$31,430,605	31%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$20,548,510	21%
Unrestricted	\$8,606,591	9%
<b>Total</b>	<b>\$98,976,667</b>	<b>100%</b>

## ORDINARY MEETING

### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 August 2023

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

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

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

#### COMMUNITY ENGAGEMENT

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

#### CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community 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 expenditure applicable was provided for in the Adopted 2023/2024 Operational Plan.

#### ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 August 2023

**4.5. INFRASTRUCTURE SERVICES**

Nil reports.

**ORDINARY MEETING**

**5. REPORTS OF COMMITTEES**

**Meeting Date:** 8 August 2023

**5. REPORTS OF COMMITTEES**

**5.1.1. ROC - Audit, Risk and Improvement Committee - 30 June 2023 - (158054, 95496)**

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Audit, Risk and Improvement Committee, held on 30 June 2023.

**EXECUTIVE SUMMARY**

The Audit, Risk and Improvement Committee considered nine items and General Business at its meeting on 30 June 2023.

Item 6 regarding the Enterprise Risk Management Update relates in part to a Council Policy, and therefore is discussed in the report.

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

**RECOMMENDATION**

That Council receive and note the Minutes of the Audit, Risk and Improvement Committee Meeting held on the 30 June 2023.

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**DISCUSSION**

The Audit, Risk and Improvement Committee met on 30 June 2023 and discussed the following items:

- Item 1 - 2022/2023 Internal Audit Program Update
- Item 2 - Status of Internal Audit Management Actions
- Item 3 - Fire Safety, Sewer and Swimming Pool Inspections Internal Report
- Item 4 - 2023/2024 Internal Audit Program
- Item 5 - Finance Reports
- Item 6 - Enterprise Risk Management Update
- Item 7 - Annual Assessment and Annual Work Plan and Internal Audit Resourcing
- Item 8 - Cyber Security Quarterly Update - June 2023
- Item 9 - Fraud Control
- General Business - A. Auditing of Ageing Infrastructure
- General Business - B. Meetings With External Auditors, Centium and Council Staff

The Minutes of the Audit, Risk and Improvement Committee meeting held on 30 June 2023 are attached as Attachment 1 to this report.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

Item 6 regarding the Enterprise Risk Management Update relates, in part, to a Council Policy. The Audit, Risk and Improvement Committee, at its meeting on 30 June 2023, considered this matter and resolved as follows:

*"That the Audit, Risk, and Improvement Committee:*

- 1. Receive and note the Enterprise Risk Management update report.*
- 2. Endorse the updated Risk Management Policy, attached as Attachment 1 to the report.*
- 3. Endorse the Risk Appetite Statement, attached as Attachment 2 to the report.*
- 4. Endorse the Strategic Risk Register attached as Attachment 3 to the report."*

In regard to points 2, 3 and 4 of the above resolution, the Audit, Risk and Improvement Committee has endorsed the Risk Management Policy, the Risk Appetite Statement and the Strategic Risk Register. This Policy, Statement and Register will form part of Council's Risk Management Framework which will be presented to Council for consideration in early 2024.

**ATTACHMENTS**

**AT - 1** Minutes of the Audit, Risk and Improvement Committee held on 30 June 2023.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

**AT - 1 Minutes of the Audit, Risk and Improvement Committee held on 30 June 2023**

Minutes of the Meeting of the Audit, Risk and Improvement Committee held in Council Committee Rooms, Windsor, on 30 June 2023, commencing at 11:04am.

**ATTENDANCE**

**Present:** Mr Michael Quirk (Chairperson)  
Ms Rachel Harris (Audio-Visual Link)  
Mrs Rhonda Wheatley  
Councillor Mary Lyons-Buckett, Hawkesbury City Council

**Apologies:** Mr Kenneth Leung, NSW Audit Office

**In Attendance:** Mr James Winter, Grant Thornton - (Audio-Visual Link)  
Ms Shirley Huang, Grant Thornton - (Audio-Visual Link)  
Ms Penelope Corkill, Centium - (Audio-Visual Link)  
Ms Elizabeth Richardson, Hawkesbury City Council  
Mr Laurie Mifsud, Hawkesbury City Council  
Ms Meagan Ang, Hawkesbury City Council  
Ms Vanessa Browning, Hawkesbury City Council  
Mr Conrad Webb, Hawkesbury City Council  
Ms Donna McCue, Hawkesbury City Council  
Mr Charles McElroy, Hawkesbury City Council  
Ms Tracey Easterbrook - Minute Secretary, Hawkesbury City Council

Member	21/10/2022	14/11/2022	27/3/2023	30/6/2023
<b>Mr Michael Quirk (Chairperson)</b>	✓	✓	✓	✓
<b>Ms Rachel Harris</b>	✓	✓	✓	✓
<b>Mrs Rhonda Wheatley</b>	✓	✓	✓	✓
<b>Councillor Mary Lyons-Buckett</b>	✓	✓	✓	✓

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

**APOLOGIES**

An apology from Kenneth Leung was noted.

**DECLARATIONS OF INTEREST**

There were no Declarations of Interests made.

**2. CONFIRMATION OF MINUTES**

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris that the Minutes of the Audit, Risk and Improvement Committee held on 27 March 2023, be confirmed.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

**3. REPORTS FOR DETERMINATION**

**3.1.1. ARIC - 2022/2023 Internal Audit Program Update - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the progress on the 2022/2023 Internal Audit Program be received and noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the progress on the 2022/2023 Internal Audit Program be received and noted.

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

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

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

1. Internal Audit Management Actions Summary Report as at 30 May 2023 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 30 May 2023 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.

**DISCUSSION**

- Ms Rachel Harris enquired about the outstanding Management Actions from the 2018/2019 and 2019/2020 Internal Audits.
- The Director Corporate Services advised of the progress of the outstanding Management Actions from the Provision of Information to the Public, City Planning Applications and Certificates and the Customer Service Standards and Complaints Internal Audits from 2018/2019 and 2019/2020 and that they are expected to be completed in the near future.
- Mrs Rhonda Wheatley raised the outstanding Management Actions from the Child Protection Compliance Internal Audit, and appropriateness of the due dates.
- The Director City Planning advised of the progress of the Management Actions from the Child Protection Compliance Internal Audit and that the Child Safe Policy is being reported to the Council Meeting on Tuesday, 11 July 2023.



**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

- The General Manager addressed Council's progress on implementation of the requirements of the child protection reforms referred to in the Child Protection Compliance Internal Audit.

**COMMITTEE RECOMMENDATION:**

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

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

1. Internal Audit Management Actions Summary Report as at 30 May 2023 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 30 May 2023 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.

**3.1.3. ARIC - Fire Safety, Sewer and Swimming Pool Inspections Internal Audit Report - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee receive and note the Fire Safety, Sewer and Swimming Pool Inspections Internal Audit Report attached as Attachment 1 to this report.

**DISCUSSION**

- Ms Penny Corkill from Centium provided a summary of the Internal Audit Report and the key positive controls and findings.
- The Director City Planning addressed the Internal Audit Report and how Council is addressing the findings.
- Councillor Lyons-Buckett commented on Council having an online booking system for septic inspections and provide education to the community on the regulatory costs and requirements.
- Mrs Rhonda Wheatley sought clarification of the scope of the Internal Audit as it related to swimming pools and Ms Penny Corkill confirmed it related to legislative compliance (fencing).

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the Fire Safety, Sewer and Swimming Pool Inspections Internal Audit Report attached as Attachment 1 to this report.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

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

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee approve the following 2023/2024 Annual Internal Audit Program:

2023/2024 Internal Audit Program

1. Waste Management Facility Operations
2. Recruitment and Selection of Staff
3. Fraud and Corruption Prevention
4. Cyber Security
5. Transport for NSW DRIVES Compliance.

**DISCUSSION**

- Mr Michael Quirk noted that the 2023/2024 Internal Audit Program is aligned with the Strategic Risk Register.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee approve the following 2023/2024 Annual Internal Audit Program:

2023/2024 Internal Audit Program

1. Waste Management Facility Operations
2. Recruitment and Selection of Staff
3. Fraud and Corruption Prevention
4. Cyber Security
5. Transport for NSW DRIVES Compliance.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

**3.1.5. ARIC - Finance Reports - (158054, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee receive and note the report regarding the March 2023 Quarterly Budget Review Statement, April 2023 Investment Report and the revised Investment Policy.

**DISCUSSION**

- The Chief Financial Officer provided an overview of the March 2023 Quarterly Budget Review Statement and the April 2023 Investment Report.
- Ms Rachel Harris sought an update on the preparation of the 2022/2023 financial statements and the Chief Financial Officer explained asset valuations have been conducted and good progress is being made.
- The Chief Financial Officer explained the changes to the Investment Policy.
- Mrs Rhonda Wheatley enquired as to whether the delegations for investment match the Policy and the Chief Financial Officer explained that they did.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the report regarding the March 2023 Quarterly Budget Review Statement, April 2023 Investment Report and the revised Investment Policy.

**3.1.6. ARIC - Enterprise Risk Management Update - (158054, 159583, 95496)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk, and Improvement Committee:

1. Receive and note the Enterprise Risk Management update report.
2. Endorse the updated Risk Management Policy, attached as Attachment 1 to the report.
3. Endorse the Risk Appetite Statement, attached as Attachment 2 to the report.
4. Endorse the Strategic Risk Register attached as Attachment 3 to the report.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

**DISCUSSION**

- The Manager Enterprise Risk Systems provided an overview of the progress of finalising Council's Risk Management Policy, Risk Appetite Statement, Strategic Risk Register and Risk Management Framework.
- Ms Rachel Harris asked how Council assesses the effectiveness of internal controls and the Manager Enterprise Risk Systems summarised Council's approach to the identification of risk and mitigation strategies.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris.

That the Audit, Risk, and Improvement Committee:

1. Receive and note the Enterprise Risk Management update report.
2. Endorse the updated Risk Management Policy, attached as Attachment 1 to the report.
3. Endorse the Risk Appetite Statement, attached as Attachment 2 to the report.
4. Endorse the Strategic Risk Register attached as Attachment 3 to the report.

**3.1.7. ARIC - Annual Assessment and Annual Work Plan and Internal Audit Resourcing - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the information on the requirement of the Audit, Risk and Improvement Committee to provide an Annual Assessment for 2022/2023.
2. Receive and note information on the requirement of the Audit, Risk and Improvement Committee to develop the 2023/2024 Annual Work Plan, and the Draft 2023/2024 Annual Work Plan attached as Attachment 1 to this report.
3. Note that a review is in progress of the resourcing requirements of the Internal Audit function and that the Chair of the Audit, Risk and Improvement Committee will be consulted on the resourcing requirements and the Executive Leadership Team will review a further report on the options for this function and resourcing needs.

**DISCUSSION**

- Mrs Rhonda Wheatley asked whether Payroll, being a major expenditure, should be audited frequently. The Chief Financial Officer referred to the last Internal Audit of Payroll and the inclusion of Payroll in Council's annual External Audit.
- Mrs Rhonda Wheatley asked that the updated ARIC Annual Work Plan include an update on the preparation of Council's financial statements.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**

**Meeting Date:** 8 August 2023

- The Chair, Mr Michael Quirk advised that he will liaise with the Manager Governance and Director Corporate Services regarding the development of the 2023/2024 ARIC Work Plan.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee:

1. Receive and note the information on the requirement of the Audit, Risk and Improvement Committee to provide an Annual Assessment for 2022/2023.
2. Receive and note information on the requirement of the Audit, Risk and Improvement Committee to develop the 2023/2024 Annual Work Plan, and the Draft 2023/2024 Annual Work Plan attached as Attachment 1 to this report.
3. Note that a review is in progress of the resourcing requirements of the Internal Audit function and that the Chair of the Audit, Risk and Improvement Committee will be consulted on the resourcing requirements and the Executive Leadership Team will review a further report on the options for this function and resourcing needs.

**3.1.8. ARIC - Cyber Security Quarterly Update - June 2023 - (158054, 79352, 95496)**

**Previous Item:** 3.1.11, 27 March 2023

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the update on Information Technology Cyber Security be received and noted.

**DISCUSSION**

- Mrs Rhonda Wheatley commented that the Committee could receive a report that tables cyber security comparison to neighbouring councils.
- The Manager Information Services indicated that Hawkesbury City Council compared favourably to neighbouring Council's in regard to Cyber Security. Further details of the comparisons will be included in future reports to the Audit, Risk and Improvement Committee.
- Ms Rachel Harris provided information about the Federal Government's response to the TechnologyOne Office 365 breach.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris.

That the update on Information Technology Cyber Security be received and noted.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**

**Meeting Date:** 8 August 2023

**3.1.9. ARIC - Fraud Control - (158054, 95496)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That:

1. The status of the implementation of Council's Fraud Control Action Plan be received and noted.
2. The Audit, Risk and Improvement Committee receive a further report on the status of the implementation of Council's Fraud Control Action Plan by 31 December 2023.

**COMMITTEE RECOMMENDATION:**

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

That:

1. The status of the implementation of Council's Fraud Control Action Plan be received and noted.
2. The Audit, Risk and Improvement Committee receive a further report on the status of the implementation of Council's Fraud Control Action Plan by 31 December 2023.

**4. GENERAL BUSINESS**

**A. Auditing of Ageing Infrastructure**

- Councillor Mary Lyons-Buckett asked when and how would an audit of ageing infrastructure be carried out. The Chief Financial Officer outlined that ongoing condition auditing of assets are undertaken regularly and the remaining useful lives assessed each financial year.

**B. Meetings With External Auditors, Centium and Council Staff**

- The Chairperson, Mr Michael Quirk advised that meetings will be arranged between the Audit, Risk and Improvement Committee and Council's External Auditors, Grant Thornton, Internal Audit Service provider Centium, and key Council staff.

The meeting terminated at 12:36pm.

oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

**5.1.2. ROC - Local Traffic Committee - 10 July 2023 - (95495, 80245)**

**Directorate:** Infrastructure Service

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 10 July 2023.

**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 10 July 2023.

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**DISCUSSION**

The Committee considered staff reports on a range of matters as shown in the minutes attached, as Attachment 1 to the report.

- General Traffic Matter - Item 4.1.1 - Proposed Road Safety Infrastructure Upgrades in Rifle Range Road, Sirius Road and Collith Avenue, South Windsor - Bede Polding College (Hawkesbury)
- General Traffic Matter - Item 4.1.2 - Proposed Signposting and Line Marking for the Vineyard Precinct in the vicinity of 284 Commercial Road, Vineyard - DA0339/21 - Stages 1 to 5 - (Hawkesbury)
- Special Event Matter - Item 4.2.1 - Ironman 70.3 Western Sydney 2023 - Richmond/Agnes Banks (Hawkesbury).

**ATTACHMENTS**

**AT - 1** Minutes of the Local Traffic Committee held on 10 July 2023.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

**AT - 1 Minutes of the Local Traffic Committee held on 10 July 2023**

Minutes of the Meeting of the Local Traffic Committee held remotely on Monday, 10 July 2023 commencing at 3:00pm.

**ATTENDANCE**

**Present:** Councillor Mary Lyons-Buckett, Hawkesbury City Council  
Ms Melissa Monroe, Transport for NSW (TfNSW)  
Mr Ben Cantor, Busways

**Apologies:** Inspector Mark Harvey, NSW Police Force

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

**Apologies**

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

**Declaration of interests**

There were no Declarations of Interest made.

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the Motion of Councillor Lyons-Buckett, seconded by Melissa Monroe, that the Minutes from the previous meeting held on Monday, 8 May 2023 be confirmed.

**3. BUSINESS ARISING**

There was no business arising from the previous minutes.



**ORDINARY MEETING**

**5. REPORTS OF COMMITTEES**

**Meeting Date:** 8 August 2023

**4. REPORTS FOR DETERMINATION**

**4.1. GENERAL TRAFFIC**

**4.1.1. LTC - Proposed Road Safety Infrastructure Upgrades in Rifle Range Road, Sirius Road and Collith Avenue, South Windsor - Bede Polding College (Hawkesbury) - (80245, 159580, 73625, 123265, 116259)**

**INTRODUCTION:**

Representatives from Bede Polding College have raised matters in relation to the safety of students in and around the college and when crossing Rifle Range Road and Sirius Road, South Windsor. The college requested a review of both pedestrian movements and the overall safety of infrastructure at the front of the college along Rifle Range Road and the surrounding roads linking to other education facilities such as Chisholm Primary School located along Collith Avenue.

Bede Polding College is located on Rifle Range Road between Mileham Street and Collith Avenue, South Windsor. There are two raised pedestrian crossings (Wombat Crossings) with kerb islands in Rifle Range Road, one in line with the main entry/exit gate and the other south east of Collith Avenue. The intersection of Sirius Road has an intersection median island that defaults as a pedestrian refuge. Sirius Road intersects Rifle Range Road in close proximity to the pedestrian crossing adjacent to the main entrance to the College.

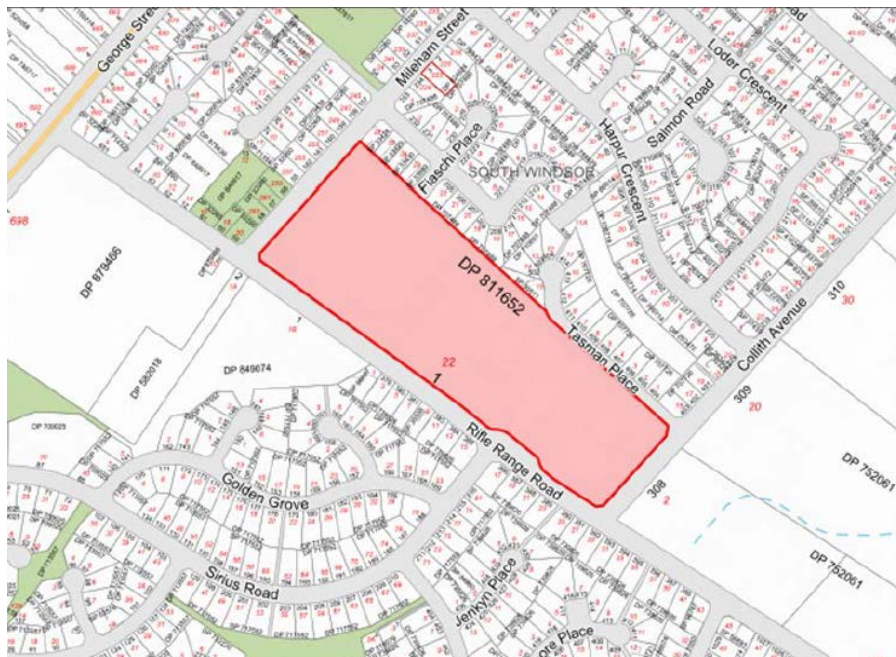


Figure 1: Location – Bede Polding College, 22 Rifle Range Road, South Windsor

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**



Figure 2: Site Plan of Existing Pedestrian Crossings along Rifle Range Road outside the College and near Collith Avenue

**DISCUSSION:**

Site visits have been previously undertaken between Council staff and College representatives to discuss road and pedestrian safety matters raised by the College. These visits have resulted in changes to signage and other treatments to improve safety, which included treatments within the indented bus bay that currently assists buses to enter during the school zone times. Additional changes to signage were implemented in 2021 during the pandemic and were reviewed at a follow-up site visit in June 2022. The 2022 revisit of the site allowed for observations to be undertaken with the College resuming its normal routines without the previous restrictions due to the pandemic.

The recommendations from the site visit held in June 2022 include:

1. Updated information regarding School Zone parking rules and regulations, fines and demerit points, including when the Bus Zone can be used for parking outside of sign posted times be provided to the College for distribution via their newsletter and other means available to them.
2. Support be provided to the College to approach Transport for NSW regarding the provision of a TfNSW funded School Crossing Supervisor based on current and future student enrolment numbers, and the proximity of the College to Chisholm Primary School with some students walking from Chisholm Primary School to the College to meet siblings and/or walk home from there.
3. Conduct an independent review of the area subject to available funding, incorporating:

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

- a) The front boundary of the College along Rifle Range Road, including the area of the college frontage that has an offset boundary fence several metres in from the property boundary.
- b) The effectiveness of the intersection median island in Sirius Road that defaults as a pedestrian refuge and the need for any potential upgrade to a full pedestrian refuge or pedestrian crossing with the installation of lighting and any required removal of parking in Sirius Road.
- c) The installation of fencing from the College main entry/exit, along a portion of the indented bus bay, to guide pedestrian movement into the indented bus bay.
- d) Any other scenarios available to increase safety in and around the College.
- e) The recommendation of the review be considered for implementation subject to available funding.

An independent assessment has been undertaken of the site with a view to investigating traffic and pedestrian behaviour and recommending options to improve functionality and safety at this location. The location of the assessment was confined to the bounds of the specified area highlighted in the orange outline and immediate surrounds as outlined in Figure 3.



Figure 3: Site of Assessment

**Concentration of Pedestrian Desire Lines:**

The assessment involved reviewing pedestrian behaviour around the college. There was a high concentration of pedestrians in the afternoon peak period, with 3:00-3:15pm being the most intense period of pedestrian movement. More than 300 student movements occurred over a small timeframe. The Figure 4 shows the distribution of roadway pedestrians from the college gate in blue, then into the side streets and adjacent network in yellow.

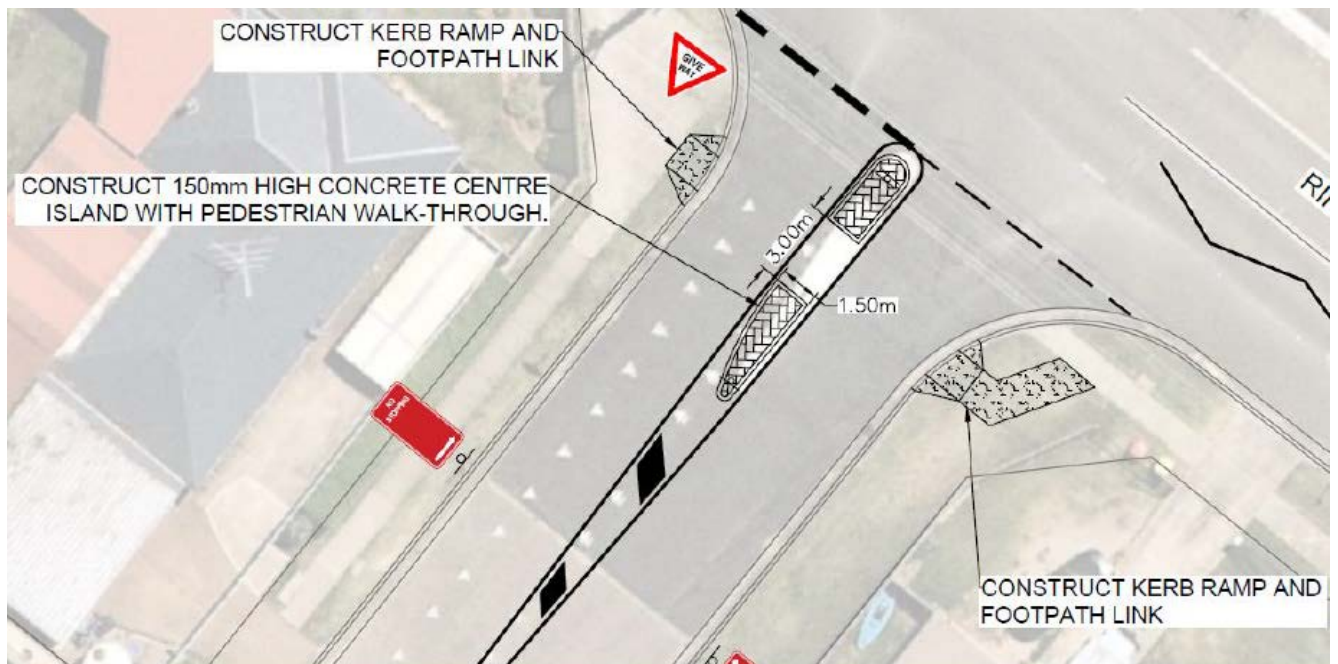
**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**



Figure 4: Concentration of Pedestrian Desire Lines

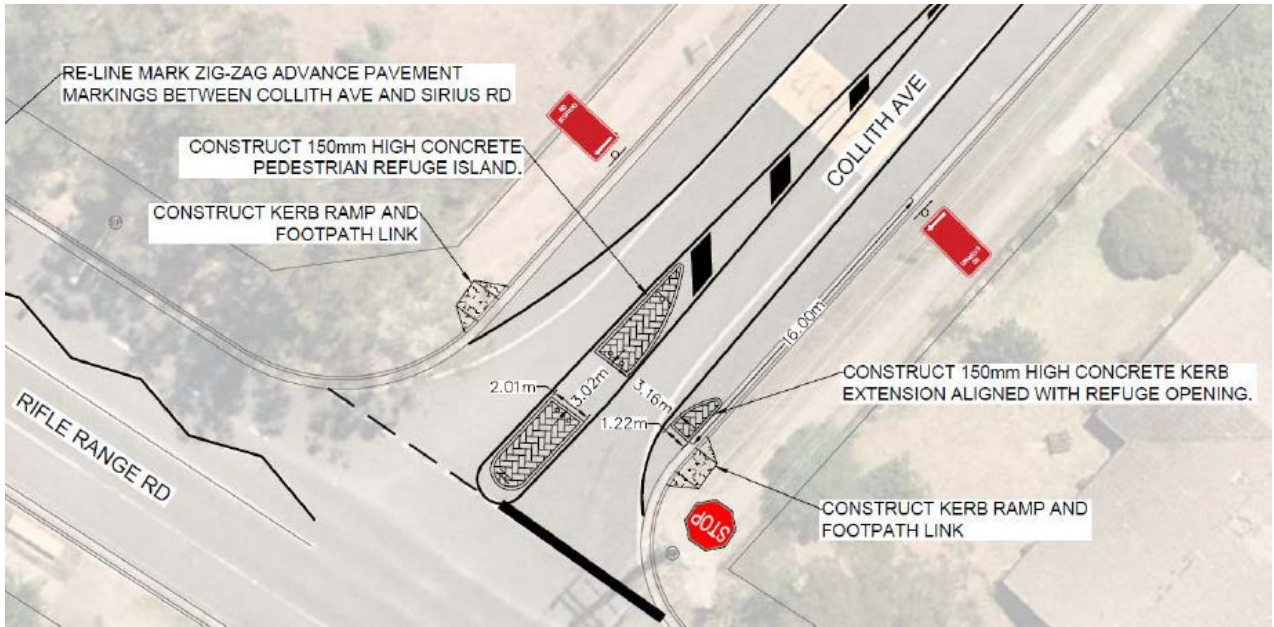
The assessment made the following recommendations for improvements to existing conditions at the site:

1. Sirius Road at Rifle Range Road – modify the existing median island in Sirius Road at the T-Junction, which is currently being used as a refuge island, to a median refuge island to provide a wider housing opportunity and provide a two-staged crossing opportunity.

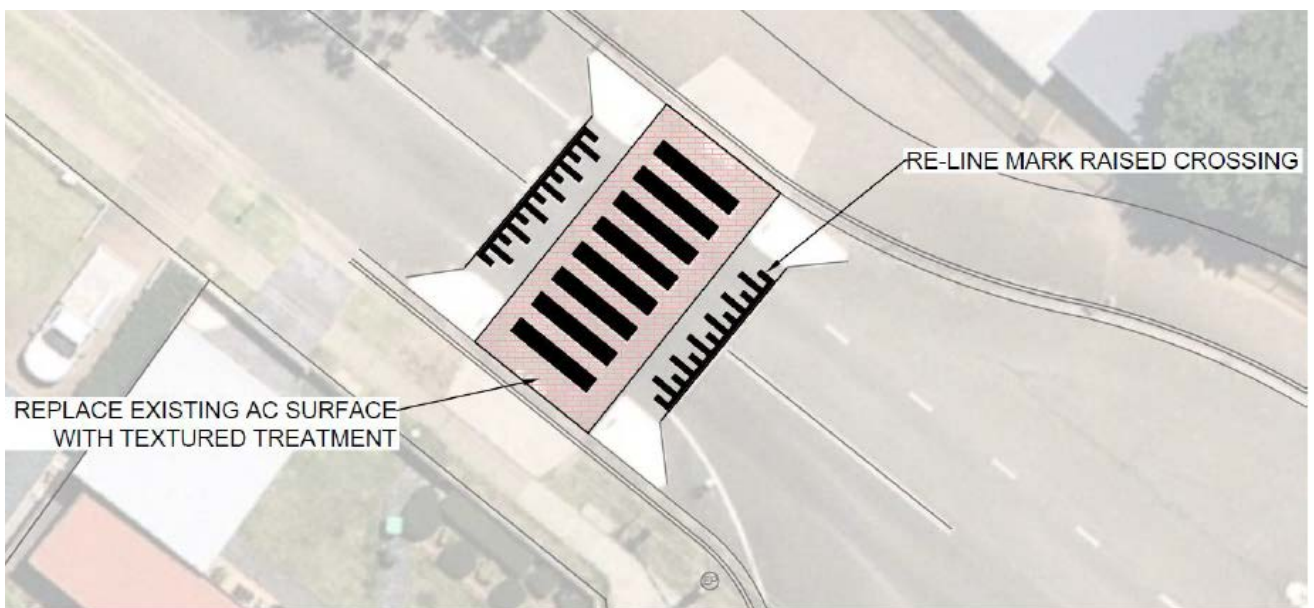


**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

2. Collith Avenue at Rifle Range Road – provision of a median refuge island in Collith Avenue at the T-Junction to provide a two-stage crossing opportunity of this wide road (approximately 12m).

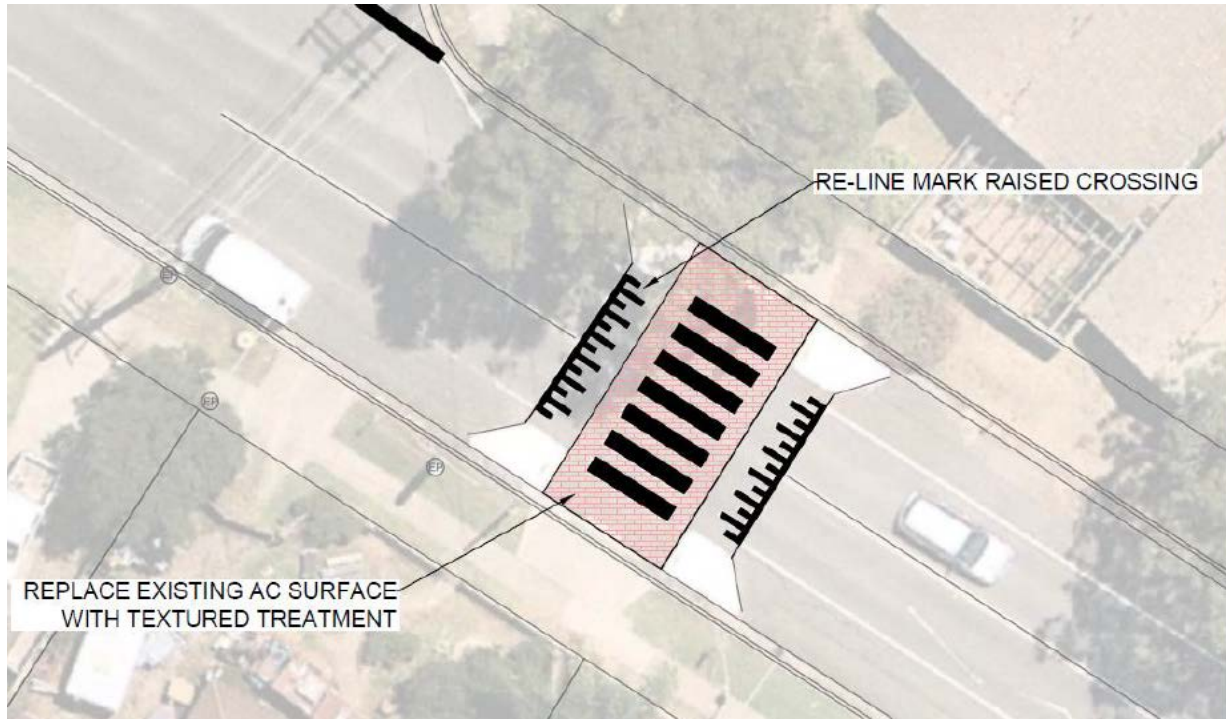


3. Rifle Range Road near Sirius Road – replacement of the faded crossing markings and piano keys. Consider option of changing the texture colour of the top of the wombat crossing to provide more awareness of the facility.



**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

4. Rifle Range Road near Collith Avenue – replacement of the faded crossing markings and piano keys. Consider option of changing the texture colour of the top of the wombat crossing to provide more awareness of the facility.



5. Rifle Range Road – replacement of the faded zig zag markings on all approaches to the two pedestrian crossings.

Draft concept designs including swept path checks for the treatments in Sirius Road and Collith Avenue are included in Attachments 1 and 2 respectively. The median pedestrian refuge treatment at each site will require detailed design, concrete and pavement infrastructure works, lighting, line marking and signage.

The provisional cost for these works is estimated at \$165,000 for each site. Initial enquiries will be made with Transport for NSW (TfNSW) under one of its Road Safety programmes for potential funding. If funding is not available through TfNSW, it is recommended that Council incorporate these works on its unfunded works program, for prioritisation against competing projects in the preparation of future capital works programs.

**Summary:**

As a result of the independent assessment undertaken of the site with a view to investigating traffic and pedestrian behaviour, the following recommending options to improve functionality and safety at this location are listed below.

1. Short term line marking maintenance actions to raise awareness of existing two pedestrian crossings in Rifle Range Road including the remarking of the faded zig zag line marking have been actioned to be undertaken and expected to be completed by the end of the third quarter of 2023. Converting the flat top of the Wombat Crossings to a textured treatment be considered as part of future maintenance works.

**ORDINARY MEETING**

**5. REPORTS OF COMMITTEES**

**Meeting Date:** 8 August 2023

2. The provision of Pedestrian Refuges in Sirius Road and Collith Avenue at their intersection with Rifle Range Road be undertaken to improve the safety of pedestrian movement and these proposed works be listed for consideration by Council in a future works program or funding be sought through Transport for NSW (TfNSW) under one of its Road Safety programs.
3. School safety education campaigns be administered through the joint TfNSW and Council Road Safety Programs as resources allow.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The provision of a pedestrian refuge in Sirius Road at its T-junction with Rifle Range Road, replacing the existing median island, to provide a two-stage crossing opportunity as outlined in Attachment 1 be endorsed.
2. The provision of a pedestrian refuge in Collith Avenue at its T-junction with Rifle Range Road to provide a two-stage crossing opportunity as outlined in Attachment 2 be endorsed.
3. School safety education information be provided through Council's Road Safety Officer, Transport for NSW, and the Department of Education.

**COMMITTEE RECOMMENDATION:**

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

Support for the Recommendation: Unanimous support

That:

1. The provision of a pedestrian refuge in Sirius Road at its T-junction with Rifle Range Road, replacing the existing median island, to provide a two-stage crossing opportunity as outlined in Attachment 1 be endorsed.
2. The provision of a pedestrian refuge in Collith Avenue at its T-junction with Rifle Range Road to provide a two-stage crossing opportunity as outlined in Attachment 2 be endorsed.
3. School safety education information be provided through Council's Road Safety Officer, Transport for NSW, and the Department of Education.

**4.1.2. LTC - Proposed Signposting and Line Marking for the Vineyard Precinct in the vicinity of 284 Commercial Road, Vineyard - DA0339/21 - Stages 1 to 5 - (Hawkesbury) - (80245, 73621, 123265)**

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**INTRODUCTION:**

Development Consent No. DA0339/21 has been granted to construct road and drainage works to create 144 residential lots within the Vineyard Precinct. The proposed development has a location reference of No. 284 Commercial Road, Vineyard. The Development extends across Nos 284 to 348 Commercial Road covering Lots 1 to 7 DP 285689, Lots 1,2,5 & 6 DP 700504, and Lots 3 & 4 DP734632. The site is bounded by Commercial Road and surrounding properties as outlined in Figure 1.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**



Figure 1: Site Locality within the Vineyard Precinct

**DISCUSSION:**

The proposed road network, as outlined in Figure 2, will connect to Commercial Road and will be constructed over five stages with a future proposed stage 6. The proposed roads are listed below with their corresponding road widths between kerbs.

- Commercial Road - Collector Road 13m Carriageway (Partial Road Construction)
- Road 1 - Local Road 9m Carriageway (Full Road Width Construction – Full Length)
- Road 2 - Local Road 9m Carriageway (Full Road Width Construction – Full Length)
- Road 3 - Local Road 9m Carriageway (Full Road Width Construction – Full Length)
- Road 4 - Local Road 9m Carriageway (Full Road Width Construction – Full Length)
- Road 5 - Local Road 9m Carriageway (Full Road Width Construction – Full Length completed in Stage 6)
- Road 6 - Local Road 9m Carriageway (Full Road Width Construction – Full Length completed in stage 6)
- Road 7A - Local Road 9m Carriageway (Full Road Width Construction – Full Length)
- Road 7B - Local Road 9m Carriageway (Full Road Width Construction – Full Length)
- Temporary Road - 6m Carriageway (Full Road Width Construction – Full Length)



**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

- Private Road – 5.5m and 4m Carriageway within a Right of Carriageway (Full Road Width Construction – Full Length).



Figure 2: Staging Plan with Road Layout and Road Numbers

Due to the staging of the works, temporary turning heads are proposed along Roads 4, 5, 6 and 7A and are to remain operational until the next relevant Stage of the development is undertaken which will extend the roads accordingly. Temporary end road chevron signage “D4-5-1” is to be located at each end of Roads 4, 5, 6 and 7A to delineate to traffic no access beyond these points. The turning heads are to be sign posted with temporary No Parking zones.

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.

The internal 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 T-Junction having a Give Way control and Holding line (TB/TB1). The Give Way treatments are for:

- Road 1 at its intersection with Commercial Road and Road 7A.
- Road 2 at its intersection with Road 4 (both approaches), Road 7A and Commercial Road.
- Road 3 at its intersection with Road 2 and Road 4.
- Road 4 at its intersection with Commercial Road and Road 1, noting priority movement past Road 2.
- Road 5 at its intersection with Road 2 and Road 6.

## ORDINARY MEETING

### 5. REPORTS OF COMMITTEES

Meeting Date: 8 August 2023

- Road 6 at its intersection with Road 2.
- Road 7B at its intersection with Road 1.

The bends in Roads 3, 5 and 7B, due to their limiting radii, will be treated with double centre lines (BB), No Stopping zones and curve advisory signs to ensure vehicular movement is not restricted.

A temporary road is proposed between Road 6 and Road 7A to provide access to Road 7A from road 6, until the western section of Road 7A is completed, which will eventually provide access from the direction of Road 1 and Road 2 to the west and the future development site to the east. The temporary road will be sign posted on both sides of the road with temporary No Stopping signs which will also extend into Road 7A at its intersection with the temporary road.

All temporary zones will be reviewed when the final road layouts are developed in the future and actioned accordingly if they are to be adjusted or removed. Details of the proposed signage and line marking is outlined in the plan prepared by Proust & Gardner Consulting Pty LTD (24076-DA-1301-Issue F) – Attachment 1.

Swept/Turning path diagrams (Attachments 2 to 10) have been provided for the 8.8m design vehicle (Service Vehicle-MRV Truck) and the 12.5m check vehicle (SU-HRV Truck). The swept paths for the 12.5m HRV Truck has shown a slight encroachment over the BB line at the T-Junctions with the 8.8m MRV Truck clearing the BB line. The purpose of the check vehicle is to ensure that there are no physical barriers prohibiting the manoeuvre. On this basis, the manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and kerb returns are in accordance with the relevant standards.

The design plans have been prepared by Proust & Gardner Consulting Pty LTD (Project Reference 24076) 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 plan prepared by Proust & Gardner Consulting Pty LTD (24076-DA-1301-Issue F) 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 Proust & Gardner Consulting Pty LTD (24076-DA-1301-Issue F) associated with the Development Application DA0339/21 be implemented.

#### **RECOMMENDATION TO COMMITTEE:**

The Signage and Line marking plan prepared by Proust & Gardner Consulting Pty LTD (24076-DA-1301-Issue F) associated with the Development Application DA0339/21 be implemented.

#### **COMMITTEE RECOMMENDATION:**

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

Support for the Recommendation: Unanimous support

The Signage and Line marking plan prepared by Proust & Gardner Consulting Pty LTD (24076-DA-1301-Issue F) associated with the Development Application DA0339/21 be implemented.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

**4.2. SPECIAL EVENTS**

**4.2.1. LTC – Ironman 70.3 Western Sydney 2023 – Richmond/Agnes Banks (Hawkesbury)  
- (80245, 73621, 123265, 128733, 140545)**

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**INTRODUCTION:**

An application has been received seeking approval (in traffic management terms) to conduct the Ironman 70.3 Western Sydney 2023 event, on Sunday, 24 September 2023.

The event organiser has advised;

- The Ironman 70.3 Western Sydney event is based at the Sydney International Regatta Centre, Penrith.
- The event is being held predominantly within the Penrith Council LGA, with a small section of the Cycling route contained within the Hawkesbury Council LGA.
- This is the eighth year the event is being run. The 2023 course follows the course from the previous events which have been in place since 2015. The event in 2020 and 2021 was cancelled due to COVID-19.
- The event will be conducted between 5am and 3:30pm. The set up and pack down times are between 4am and 5pm.
- Approximately 1,300 participants are expected for the event.
- Approximately 3,500 spectators are expected.
- The Ironman event is a race and involves participants swimming, cycling and running:
  - Swimming: 1.9 kilometres clockwise lap of the Sydney International Regatta Centre competition lake.
  - Cycling: 90 kilometres (2 laps of 45 kilometres) incorporating the major arterial roads of both Penrith City Council and Hawkesbury City Council from the Sydney International Regatta Centre to McCarthys Lane to Castlereagh Road, Brooks Lane, Wilshire Road, Jockbett Road, The Driftway (Hawkesbury) and returning via Jockbett Road, Wilshire Road, Brooks Lane, Castlereagh Road and McCarthys Lane. The course consists of two laps in a clockwise direction with a number of road closures.
  - Running: 21.1 kilometres incorporating paths within and out of the Sydney International Regatta Centre and along Old Castlereagh Road, Penrith.
- To facilitate the event build and competition, a comprehensive schedule of Road Closures has been designed. The majority of road closures are within the Penrith LGA. The only road closure required within the Hawkesbury LGA is The Driftway between Londonderry Road and Castlereagh Road.
- The safety of the event will be improved with the removal of through traffic along the course.
- Authorised Traffic Controllers will be used at all road closure points along the course, with motorists directed around the site.

## ORDINARY MEETING

### 5. REPORTS OF COMMITTEES

Meeting Date: 8 August 2023

- Full road closures are implemented restricting access to and from homes which is managed by NSW Police and Who Dares Traffic Management. Emergency Services have priority over the Race and NSW ambulance will be within the Event Operations Command, liaising with Emergency Services.
- Road Closures will be valid during the cycling and running components of the event. In exceptional circumstances, should a resident or emergency service require access to a closed section of road, arrangements will be made to ensure access of the authorised vehicle under escort.
- Residents directly impacted by the road closures will be advised of the traffic conditions. Special arrangements will be in place should a resident require to exit their property under exceptional circumstances.
- The detours will be advertised in advance by Variable Message Boards (VMS). The VMS will be in place in advance to advertise the road closures and applicable detours.
- Parking will be facilitated by the existing parking facilities of the Regatta Centre (southern side) with allowance for overflow parking at the grass field of the Centre (east from the main parking areas – sealed). There is capacity for approximately 1,600 vehicles and parking will be free on a first come-first served basis.
- Special Event Clearways are not required for this event. Existing kerbside parking conditions will be adequate.
- The residents along Hawkesbury roads of The Driftway, Bonner Road and Markwell Place are currently being consulted and as with previous events, the residents have responded in a positive manner and are supportive of the event.

Details of the Event Route and Road Closure Plan, Bike Course Plan and Road Closure Schedule are contained in Attachments 1, 2 and 3.

#### DISCUSSION:

The event is a cross regional event as it will traverse across two Local Government Areas and cross/traverse classified roads. The majority of the event is being undertaken within the Penrith Local Government Area.

The 2023 course follows the same route as the previous events undertaken from 2015 to 2022, noting that the 2020 and 2021 events were cancelled due to COVID-19. The 2015 event was originally approved by Penrith Council which inadvertently included The Driftway (Hawkesbury), as this is a bordering road. Penrith Council classified the event as a Class 2 and this classification has carried through since the 2015 event. To be consistent, the event within the Hawkesbury LGA should also be classified as a Class 2 event, even though there is the proposal to undertake Road Closures and Speed Zone reductions along a State Road within the Penrith Council LGA.

On this basis 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 disrupt traffic and transport systems along the specified route, which includes the proposed road closures, and there may be disruptions to the non-event community.

The following details in relation to the proposed road closure, within the Hawkesbury LGA, are listed below;

## ORDINARY MEETING

### 5. REPORTS OF COMMITTEES

Meeting Date: 8 August 2023

- Road Closure along The Driftway is proposed for Sunday, 24 September 2023, between 5am and 1:30pm. The overall road closures for the event within the Penrith Council area is until 3:30pm.
- Road Closure along The Driftway, Richmond/Agnes Banks, is between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
- The length of the road closure along The Driftway is approximately 2,750 metres.
- The speed limit along The Driftway is 80kph, with a road seal width ranging from 10.3 to 11.0 metres.
- Traffic volume recorded in 2020 indicates an ADT=1,687.
- There are approximately 65 properties along the proposed route within the Hawkesbury LGA affected by the Road Closure of The Driftway. These properties are in the vicinity of The Driftway, Bonner Road and Markwell Place. The properties are a mix of residential and rural properties.
- The consultation process is in progress. Based on previous years, the majority of adjoining property owners are supportive of the event and the traffic management measures proposed, in a similar manner to the previous 2015 to 2022 events and the cancelled 2020 and 2021 events. Further to this, the residents have been advised that this is a reoccurring event each year.

Castlereagh Road (State Road) within the Penrith LGA is to be closed at its northern point in the vicinity of Springwood Road and Brooks Lane. Traffic within the Hawkesbury LGA will be detoured via Southee Road and Londonderry Road. The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 8441036):

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

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed road closures.

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Ironman 70.3 Western Sydney 2023 event, which is a cross regional event and will traverse across two Local Government Areas, with the Hawkesbury LGA component being within the Richmond/Agnes Banks area, planned for Sunday, 24 September 2023 between 5am and 3:30pm 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, the following road closures and traffic control measures;
  - Road Closure; The Driftway, Richmond/Agnes Banks, between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
  - Road Closure only permitted for Sunday, 24 September 2023, between 5am and 1:30pm.
  - No other road closures are permitted.
  - Due to the Road Closure of Castlereagh Road (State Road) within the Penrith LGA, Detour Routes and relevant Signage are to be provided within the Hawkesbury LGA and surrounding area to ensure alternate traffic routes are available and signposted.
  - The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

and the following conditions:

**Prior to event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at

## ORDINARY MEETING

### 5. REPORTS OF COMMITTEES

Meeting Date: 8 August 2023

least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as road closures are proposed; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) which need to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain approval from Penrith Council for the use of their roads and obtain any other necessary approvals from Penrith Council; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4j. 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;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the

**ORDINARY MEETING**

**5. REPORTS OF COMMITTEES**

**Meeting Date:** 8 August 2023

proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

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

**COMMITTEE RECOMMENDATION:**

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

Support for the Recommendation: Unanimous support

That:

- 1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.



## ORDINARY MEETING

### 5. REPORTS OF COMMITTEES

Meeting Date: 8 August 2023

2. The Ironman 70.3 Western Sydney 2023 event, which is a cross regional event and will traverse across two Local Government Areas, with the Hawkesbury LGA component being within the Richmond/Agnes Banks area, planned for Sunday, 24 September 2023 between 5am and 3:30pm 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, the following road closures and traffic control measures;
  - Road Closure; The Driftway, Richmond/Agnes Banks, between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
  - Road Closure only permitted for Sunday, 24 September 2023, between 5am and 1:30pm.
  - No other road closures are permitted.
  - Due to the Road Closure of Castlereagh Road (State Road) within the Penrith LGA, Detour Routes and relevant Signage are to be provided within the Hawkesbury LGA and surrounding area to ensure alternate traffic routes are available and signposted.
  - The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

and the following conditions:

#### **Prior to event:**

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

## ORDINARY MEETING

### 5. REPORTS OF COMMITTEES

Meeting Date: 8 August 2023

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) as road closures are proposed; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) which need to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain approval from Penrith Council for the use of their roads and obtain any other necessary approvals from Penrith Council; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4j. 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;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**ORDINARY MEETING**  
**5. REPORTS OF COMMITTEES**  
**Meeting Date: 8 August 2023**

**During the event:**

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

**4.3. FOR INFORMATION**

There were no reports for information.

**5. GENERAL BUSINESS**

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday, 14 August 2023 at 3:00pm.

The meeting terminated at 3:30pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**6. NOTICES OF MOTION**

**Meeting Date:** 8 August 2023

**6. NOTICES OF MOTION**

**6.1.1. NM1 - Mobile Tourist Kiosks - (125612)**

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**Submitted by:** Councillor Lyons-Buckett

**NOTICE OF MOTION**

That Council investigate options and costs to fund, or seek funding, for the following:

1. A mobile tourism kiosk which could be utilised across the Hawkesbury Local Government Area at popular locations and events to deliver information around tourism facilities and opportunities within the Hawkesbury, and
  2. A program such as 'Tourism Ambassadors' to develop a base of volunteers to assist with operating the kiosk and other tourism-related activities.
- 

**BACKGROUND**

Our Visitor Information Centre offers a valuable service for those wishing to enjoy the Hawkesbury area. Given the large geographical area of the Hawkesbury, there is however an opportunity to complement the VIC by having a mobile facility to move around to events and locations with large numbers of visitors who may not access the Clarendon facility, or be aware of the online options.

Lake Macquarie City Council introduced two mobile kiosks and a Tourism Ambassador program, funded by the NSW Government.

This motion seeks to investigate the feasibility of such an initiative in our area.

**FINANCIAL IMPACT**

Intention would be to seek grant funding to purchase the kiosk, and for it to operate utilising existing resources and volunteers.

**NOTE BY MANAGEMENT**

Council's Economic Development and City Design Branch is able to undertake further research into the benefits and costs of both mobile tourism kiosks and programs such as 'Tourism Ambassadors'.

**ATTACHMENTS**

**AT - 1** Photo of Lake Macquarie Visitor Information Kiosks.

**AT - 2** News article on Photo of Lake Macquarie Visitor Information Kiosks.

<https://www.lakemac.com.au/News-articles/Lake-Macquarie-Visitor-Information-kiosks-hit-the-holiday-road>

**AT - 1 Photo of Lake Macquarie Visitor Information Kiosks**



oooO END OF REPORT Oooo

**ORDINARY MEETING**

**6. NOTICES OF MOTION**

**Meeting Date:** 8 August 2023

**6.1.2. NM2 - Habitat Pods - (125612)**

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**Submitted by:** Councillor Lyons-Buckett

**NOTICE OF MOTION**

That Council:

1. Enquire as to whether there are any current plans for 'Habitat Pods' to be available to public and private landowners within the Hawkesbury LGA for the coming summer; and if not,
  2. Investigate options and costs to fund; seek funding, or partner with interested emergency services organisations, environmental groups or conservation agencies, for the following:
    - 'Habitat Pods', biodegradable emergency shelters that can be deployed after bushfires or other natural disasters to protect wildlife from predators or exposure.
- 

**BACKGROUND**

The 'Habitat Pods' have been developed by conservation ecologist Dr Alex Carthey in response to the devastating losses of wildlife during, and in the aftermath of the black summer bushfires.

The pods provide a biodegradable solution for providing shelter in areas post-bushfire where the undergrowth has been destroyed. Scorched fire grounds render native wildlife vulnerable to predators. The pods offer protection while also boosting the vegetation that makes up their habitat.

Unlike many other solutions such as nesting boxes, insect hotels and artificial hollows, the pods target ground dwelling animals who cannot escape up into the trees. The cardboard units, which can also have native seed embedded within them, biodegrade away after 12 months leaving no trace, and avoiding damage to fresh regrowth.

They come as a flat pack, are easy to transport and assemble and provide a valuable solution to the vulnerability of ground dwelling native animals after bushfire.

While the mass production of these pods is only just getting underway, this motion seeks to promote action to access them prior to the summer where there is potential for fires or drought conditions. In the absence of any opportunity to feed this idea into a committee meeting, I have sought support to progress it via a notice of motion.

**FINANCIAL IMPACT**

Intention would be to seek grant funding to purchase 'Habitat Pods' or to partner with emergency services organisations, environmental groups or conservation agencies which may be intending to provide or assist implementation of these emergency shelters within the Hawkesbury.

**ORDINARY MEETING**  
**6. NOTICES OF MOTION**  
**Meeting Date: 8 August 2023**

**NOTE BY MANAGEMENT**

Council's Environmental Sustainability Section have not had direct involvement in habitat pods to date, and further research into their benefits, use and costs would have to be undertaken.

**ATTACHMENTS**

**AT - 1** Photo of a Habitat Pod.

**AT - 2** Macquarie University Article on Habitat Pods.

<https://lighthouse.mq.edu.au/article/december-2021/Flat-pack-pods-give-wildlife-a-post-bushfire-fighting-chance>

**ORDINARY MEETING**

**6. NOTICES OF MOTION**

**Meeting Date: 8 August 2023**

**AT - 1 Photo of a Habitat Pod**



**oooO END OF REPORT Oooo**



**ORDINARY MEETING**

**7. QUESTIONS FOR NEXT MEETING**

**Meeting Date:** 8 August 2023

**7. QUESTIONS FOR NEXT MEETING**

**7.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting - 11 July 2023**

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The following question was raised from Councillors regarding matters on the Council Meeting Business Paper of 11 July 2023. This question was taken on notice and the response is provided below:

<b>#</b>	<b>Councillor</b>	<b>Question</b>	<b>Response</b>
1	Lyons-Buckett	Work around Illegal dumping that is being done on the regional level, when is that going to be included. Where are we up to around that specific problem.	Staff have lodged a grant application with the NSW Environment Protection Authority seeking funds for an additional resource that will solely focus on illegal dumping and dumping deterrent initiatives at illegal dumping hot spots across the Hawkesbury, aswell as providing an opportunity for community engagement/education.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**8. CONFIDENTIAL REPORTS**  
**Meeting Date: 8 August 2023**

**8. CONFIDENTIAL REPORTS**

**8.1. GENERAL MANAGER**

Nil reports.

**8.2. CITY PLANNING**

Nil reports.

**8.3. CORPORATE SERVICES**

Nil reports.

**8.4. 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.