



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 27 July 2021

location: by audio-visual link

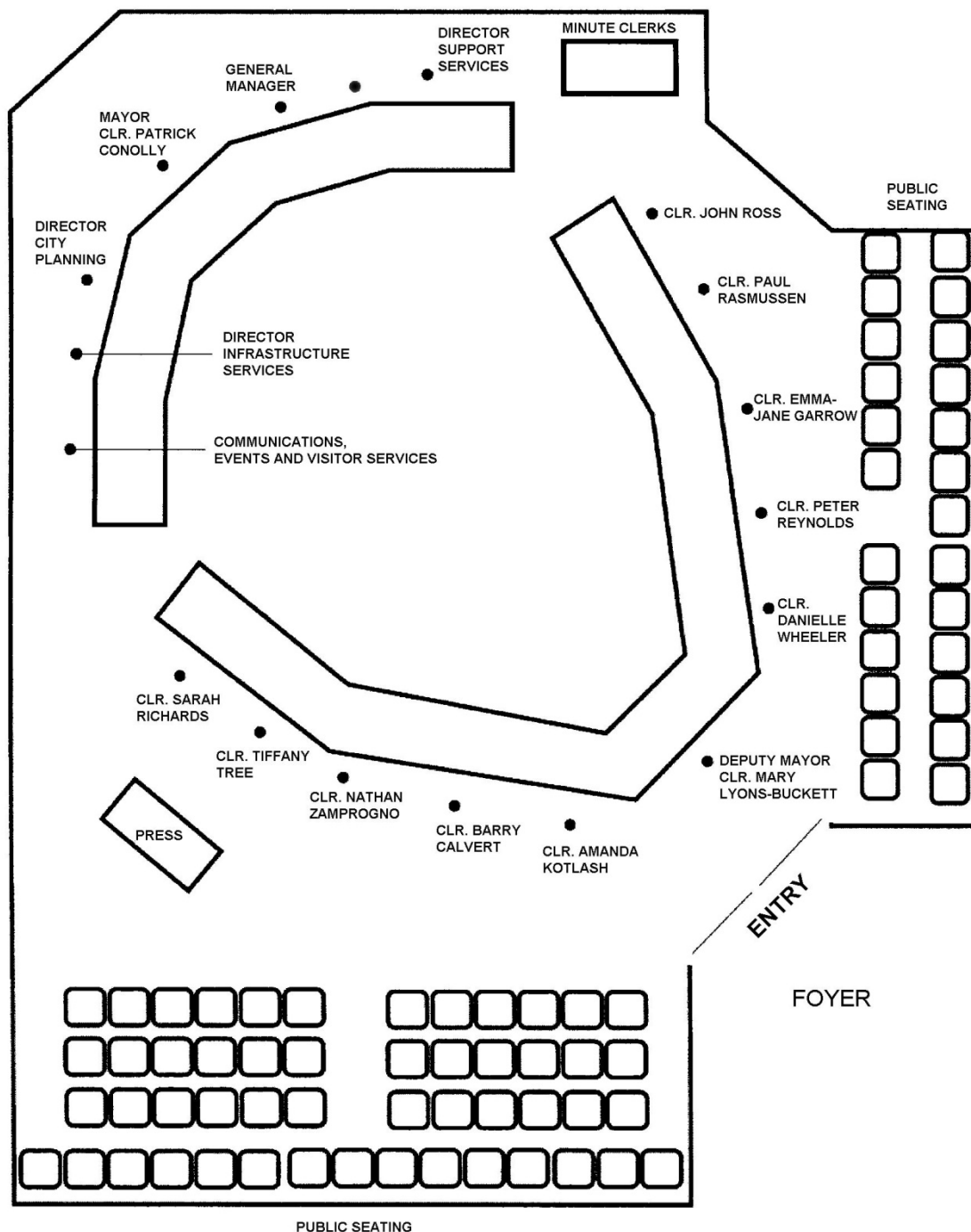
time: 6:30 p.m.



# mission statement

***Hawkesbury City Council  
leading and working  
with our community  
to create a healthy  
and resilient future.***

# Hawkesbury City Council





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**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 27 July 2021**

**PROCEDURAL MATTERS**

**Welcome**

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

The General Manager will address the Council meeting, mentioning:

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

**Attendance**

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

**Apologies and Leave of Absence**

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

**Declaration of Interest**

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

**Acknowledgement of Official Visitors to the Council**

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

**ORDINARY MEETING**

**Procedural Matters**

**Meeting Date:** 27 July 2021



ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date: 27 July 2021**

**SECTION 1 - Confirmation of Minutes**



# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 13 July 2021

location: by audio-visual link

time: 6:30 p.m.



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**ORDINARY MEETING**

**Minutes:** 13 July 2021

## ORDINARY MEETING

Minutes: 13 July 2021

Minutes of the Ordinary Meeting held by Audio-Visual Link on 13 July 2021, commencing at 6:30pm.

### Welcome

The Mayor, Councillor Patrick Conolly acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

### ATTENDANCE

**PRESENT:** Councillor Patrick Conolly, Mayor, Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Barry Calvert, Emma-Jane Garrow, Amanda Kotlash, Paul Rasmussen, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

**ALSO PRESENT:** General Manager - Elizabeth Richardson, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Chief Financial Officer - Emma Galea, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

### APOLOGIES AND LEAVE OF ABSENCE

No apologies for absence were received from Councillors.

Councillor Ross arrived at the meeting at 6:34pm.

### DECLARATIONS OF INTEREST

Councillor Richards declared interests on Items 134 and 135.

Councillor Wheeler declared an interest on Item 131.

### Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

## SECTION 1 - Confirmation of Minutes

### 181 RESOLUTION:

RESOLVED on the motion of Councillor Zamprogno and seconded by Councillor Rasmussen that the Minutes of the Ordinary Meeting held on the 29 June 2021, be confirmed.

## ORDINARY MEETING

Minutes: 13 July 2021

### SECTION 3 – Reports for Determination

#### GENERAL MANAGER

**Item: 130**                      **GM - Amendment to 2021/2022 Adopted Fees and Charges - (79351)**

**Previous Item:**            118, Ordinary (29 June 2021)

**Directorate:**              General Manager

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#### **MOTION:**

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

*Refer to RESOLUTION*

#### **182 RESOLUTION:**

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

That:

1. The Draft 2021/2022 Fees and Charges, attached as Attachment 1 to the report, be approved for public exhibition and that Council give public notice of the exhibition of this document for a minimum of 28 days, in accordance with Section 405 of the Local Government Act 1993.
2. At the expiration of the public notification period, the following action be taken:
  - a) Should any submissions be received regarding the fees and charges, a further report be submitted to Council, or
  - b) Should no submissions be received, Council adopt the fees and charges as shown in Attachment 1 to this report.

**For the Motion:**            Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**      Nil.

**Absent:**                      Nil.



## ORDINARY MEETING

Minutes: 13 July 2021

**Item: 131**                      **GM - Establishment of a Set of Metrics to Report on Council Facilities, Operations and Functions - (79351)**

**Previous Item:**              Item 45, Ordinary (9 March 2021)

**Directorate:**                General Manager

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Councillor Wheeler declared a pecuniary interest in this matter as her husband is employed in a customer service role in Council's Cultural Services Branch. She left the Meeting and did not take part in voting or discussion on the matter.

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### **MOTION:**

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

### ***Refer to RESOLUTION***

### **183 RESOLUTION:**

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

That:

1. Council adopt a set of metrics which report on:
  - Development Applications
  - Customer Service Requests
  - Telephone Calls to Council's Call Centre.
2. The set of metrics be published on Council's website quarterly and updated every three months.
3. Reporting on Development Applications and Customer Service Requests metrics will be published in July 2021 for April to June 2021.
4. Reporting on telephone call metrics will be published in October 2021 for July to September 2021.
5. Council also publish the Average Processing Time for Development Applications lodged after January 2021.

**For the Motion:**              Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Tree and Zamprogno.

**Against the Motion:**        Councillor Ross.

**Absent:**                        Councillor Wheeler.

## ORDINARY MEETING

Minutes: 13 July 2021

### INFRASTRUCTURE SERVICES

**Item: 132**                      **IS - Upper Colo Reserve - (95495,79354)**

**Directorate:**                      Infrastructure Services

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#### **MOTION:**

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

***Refer to RESOLUTION***

#### **184 RESOLUTION:**

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

That Council:

1. Close the Upper Colo Reserve campground until access is restored from Upper Colo Road.
2. Notes that this closure is temporary and fully intends to reopen the Upper Colo Reserve campground.

**For the Motion:**                      Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Rasmussen, Reynolds, Richards, Tree, Wheeler and Zamprogno.

**Against the Motion:**                      Councillors Kotlash and Ross.

**Absent:**                                      Nil.

## ORDINARY MEETING

Minutes: 13 July 2021

### SUPPORT SERVICES

**Item: 133**                      **SS - Review of Payment of Expenses and Provision of Facilities to Councillors Policy - (95496)**

### SUPPLEMENTARY REPORT

**Item: 133**                      **SS - Review of Payment of Expenses and Provision of Facilities to Councillors Policy - (95496)**

**Previous Item:**              113, Ordinary (29 June 2021)

**Directorate:**                Support Services

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A MOTION was moved by Councillor Zamprogno.

That the amended Draft Payment of Expenses and Provision of Facilities to Councillors Policy, included as Attachment 1 to this report, be placed on public exhibition for a period of at least 28 days, and that the matter be reported back to Council at the conclusion of the exhibition period, along with any submissions received.

There was no seconder for the motion and the motion lapsed.

#### **MOTION:**

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

#### ***Refer to RESOLUTION***

#### **185 RESOLUTION:**

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

That this matter be deferred to the next Council Meeting for consideration.

**For the Motion:**              Councillors Conolly, Lyons-Buckett, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Tree and Wheeler.

**Against the Motion:**        Councillors Calvert, Ross and Zamprogno.

**Absent:**                        Nil.

## ORDINARY MEETING

Minutes: 13 July 2021

### SECTION 4 – Reports of Committees

**Item: 134**                      **ROC - Disaster and Emergency Committee - 14 April 2021 - (151940, 95495)**

**Directorate:**                Infrastructure Services

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Councillor Richards declared a significant non-pecuniary conflict of interest as this matter discussed the third crossing of the Hawkesbury River and she was present at the announcement of extra funding. She left the Meeting and did not take part in voting or discussion on the matter.

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#### **MOTION:**

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

#### ***Refer to RESOLUTION***

#### **186 RESOLUTION:**

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

That in relation to the Minutes of the Disaster and Emergency Committee Meeting held on the 14 April 2021:

1. Council receive and note the Disaster and Emergency Committee minutes and endorse the actions arising from the recommendations contained in the following items:

Item 1 – Emergency Planning and Response, the Committee recommends that Council:

1. *The Committee note the information in the report relating to Emergency Planning and Response.*
2. *The Committee receive the presentations from relevant agencies.*
3. *The Committee identify matters for further action or resolution by Council.*
4. *Council write to residents and businesses in flood-affected areas to provide written information about on recovery services, Services NSW registration, clean-up and any other relevant information.*
5. *Council seek to facilitate the production of an overall review of the 2021 Flood to provide operational information to a future Council and the Community.*

Item 2 – Floodplain Management Matters, the Committee recommends that Council:

1. *Advise Council that it should urgently advocate for the Richmond Bridge Duplication Project to include a bridge and approach roads that provide better access during a major flood event.*
2. *Recommend that Council advocate with all relevant agencies and organisations for resilience planning for infrastructure, in particular electricity, during flood events.*
3. *Recommend that the Committee continue to provide advice for Council's grant funded floodplain management projects.*

## ORDINARY MEETING

**Minutes:** 13 July 2021

**For the Motion:** Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Tree, Wheeler and Zamprogno.

**Against the Motion:** Councillors Rasmussen, Reynolds and Ross.

**Absent:** Councillor Richards.

## ORDINARY MEETING

Minutes: 13 July 2021

**Item: 135**                      **ROC - Local Traffic Committee - 21 June 2021 - (80245, 95495)**

**Directorate:**                Infrastructure Services

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Councillor Richards declared a less than significant non-pecuniary conflict of interest in this matter as it discusses Redbank where she resides and no further action is required.

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### **MOTION:**

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

*Refer to RESOLUTION*

### **187 RESOLUTION:**

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

That Council receive and note the Minutes of the Local Traffic Committee Meeting held on 21 June 2021.

**For the Motion:**                Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**            Nil.

**Absent:**                            Nil.

**ORDINARY MEETING**

**Minutes:** 13 July 2021

**SECTION 5 – Notices of Motion**

**Item: 136**                      **NM - Vacant Land at McGraths Hill - (138879, 79351)**

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Mr Craig Mackay, Mr Paul Bernays and Mr Adam Zahra addressed Council, speaking for the recommendation in the Business Paper.

**MOTION:**

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

*Refer to RESOLUTION*

**188 RESOLUTION:**

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

That:

1. A report is provided to Council regarding the vacant area of land at McGraths Hill, along Pitt Town Road (Windsor Road end), seeking the following:
  - a) The history the site (including its look and its use)
  - b) The current status of the site
  - c) Options for future use of the site, focusing on its clean-up, with costs outlined for draining and/or permanent mowing.
2. A report be provided back to Council within two months.

**For the Motion:** Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**

**Minutes:** 13 July 2021

**QUESTIONS FOR NEXT MEETING**

**Item: 137**                      **Responses to Councillor Question Taken On Notice at the Council Meeting -  
29 June 2021 - (79351)**

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Comments to Questions Taken on Notice at the Council Meeting on 29 June 2021 were provided.



## ORDINARY MEETING

Minutes: 13 July 2021

### CONFIDENTIAL REPORTS

#### 189 RESOLUTION:

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

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 Meeting during consideration of the following item:

**Item: 138 SS - Lease to Kirpa Family Pty Ltd - 37 Macquarie Street, Windsor - (95496, 112106, 152889, 28306)**

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

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.

#### 190 RESOLUTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Zamprogno that open meeting be resumed.

## ORDINARY MEETING

Minutes: 13 July 2021

**Item: 138**                      **SS - Lease to Kirpa Family Pty Ltd - 37 Macquarie Street, Windsor - (95496, 112106, 152889, 28306)    CONFIDENTIAL**

**Directorate:**                      Support Services

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### **MOTION:**

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

### ***Refer to RESOLUTION***

### **191 RESOLUTION:**

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

That:

1. Council agree to enter into a lease with Kirpa Family Pty Ltd for the property known as 37 Macquarie Street, Windsor, as outlined in the report.
2. In conjunction with part 1. above, Council agree to surrender the current lease with Johnny Odesho and William Koro for the property known as 37 Macquarie Street, Windsor, as outlined in the report.
3. Authority be given for the Lease, the Surrender of Lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
4. Details of Council's resolution be conveyed to the current and proposed Lessees, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

**For the Motion:**                      Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Tree and Zamprogno.

**Against the Motion:**                      Councillors Ross and Wheeler.

**Absent:**                                      Nil.

The meeting terminated at 8:54pm.

Submitted to and confirmed at the Ordinary meeting held on 27 July 2021.

.....  
Mayor

ordinary

section 2

mayoral minutes

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 27 July 2021

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 27 July 2021**

**SECTION 2 – Mayoral Minutes**

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

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

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

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

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

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**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 27 July 2021

ordinary

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**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 27 July 2021



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 27 July 2021**

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 139**                      **GM - Western Sydney Regional Organisation of Councils Membership - (79351, 105109)**

**Previous Item:**              NM, Ordinary (12 July 2016)

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to submit information regarding Council's membership of Western Sydney Regional Organisation of Councils (WSROC), in accordance with Council's resolution made at the Council Meeting on 12 July 2016.

**EXECUTIVE SUMMARY:**

At its Ordinary Meeting on 12 July 2016, Council considered a Notice of Motion in regard to Council's membership of WSROC and resolved to request a report on Council's options in regard to continuing or withdrawing its membership, and the applicable financial implications. Since 2016 Council has been reviewing arrangements and the value achieved through collaborations such as WSROC. Activities undertaken through WSROC are reported each year in Council's Annual Report. This report provides an overview of WSROC as well as information on other main regional initiatives in the Western Sydney Region that Council is participating in.

**RECOMMENDATION:**

That Council receive and note the information provided in this report regarding Council's membership of WSROC.

---

**BACKGROUND**

At its Ordinary Meeting on 12 July 2016 Council resolved as follows:

*"That a report be brought back to Council detailing Council's options in regard to continuing its membership or withdrawing its membership and the applicable financial implications."*

In accordance with Council's resolution, this report discusses the options available to Council in regard to its membership of WSROC, and the applicable financial implications. The report also provides information on other regional initiatives that Council is participating in.

**WSROC**

WSROC is a membership organisation established in 1973. Currently WSROC represents five local councils in the Greater Western Sydney region including Blacktown City Council, Blue Mountains City Council, Hawkesbury City Council, Lithgow City Council and Liverpool City Council.

The WSROC Board is made up of two voting directors from each of the member councils. The Board sets WSROC's advocacy agenda and is the key decision-making body with regards to regional programs and

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**SECTION 3 – Reports for Determination**  
**Meeting Date: 27 July 2021**

initiatives. At the annual general meeting, WSROC's directors collectively elect the organisation's executive committee for the coming year. Council's representatives are Councillor Barry Calvert and Councillor Nathan Zamprogno. Councillor Barry Calvert is currently the president of WSROC.

WSROC's primary role is to represent the councils and communities of Greater Western Sydney, as well as developing resource sharing and other co-operative projects between member councils. WSROC also manages a number of projects, which are either funded jointly by its members or from external sources.

WSROC has a focus on the following areas:

- Advocacy
- Business Improvement
- Strategic Leadership
- Research
- Partnerships

WSROC facilitates collaboration between local governments across Greater Western Sydney. WSROC's professional networks to encourage stronger regional dialogue, increase information and resource sharing, and help identify opportunities for cross-council initiatives. By working together, Council officers can share knowledge, work together on common challenges, and share in professional development opportunities. Professional network meetings also provide an avenue for external parties (whether State, Federal or private agencies) to address councils en masse on any issue relevant to the group. Current WSROC professional groups include:

- Arts and cultural development
- Communications and media
- Economic development
- Environment and sustainability
- Human resource
- Strategic planning
- Sport and recreation
- Transport planning
- Waste planning

WSROC also facilitates joint procurement. A dedicated Procurement Manager manages all joint supply projects and investigates and implements new opportunities. To date, the annual expenditure for group procurement projects initiated by WSROC is \$31.5m resulting in estimated annual savings to member councils of \$2.9m. Councils have also benefited from consolidating tendering activities and reduced costs of undertaking the tendering process including administration and contract management tasks for the procurement projects that have been established by WSROC. WSROC member councils can take advantage of the following collective sources of procurement:

- WSROC Tendering Projects
- Local Government Procurement (LGP) Contracts
- NSW State Government Contracts (NSWBuy)
- Procurement Australia (PA).

Projects currently being undertaken by WSROC include:

- Western Sydney Energy Program (WSEP)
- Western Sydney Regional Waste Avoidance and Recovery Strategy 2014 - 2021
- Turn Down the Heat Strategy and Action Plan 2018 – 2021
- An independent technical review of the Western Sydney Airport draft EIS - Jointly funded by 11 Greater Western Sydney councils.

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***Western Sydney City Deal***

In recent years a significant regional collaboration arrangement has been established in relation to the Western Sydney City Deal.

The Western Sydney City Deal was signed by the Prime Minister, the Premier of NSW and the Mayors of eight Western Sydney Councils on 4 March 2018. The Council members of the Western Sydney City Deal are Blue Mountains City, Camden, Campbelltown City, Fairfield City, Hawkesbury City, Liverpool City, Penrith City and Wollondilly Shire. The City Deal brings the three levels of government together to plan for the new jobs, transport links, communities, green areas and services that will make the region a better place to live.

In November 2019 Council resolved to enter into an alliance of the Western Parkland Councils for a three year term. The formal alliance of the eight Western Parkland Councils commenced in early 2020, continuing the established process of working together that had occurred during the development and initial implementation of the City Deal.

The members of the alliance have a combined population of 1,124,200, growing by a further 500,000 by 2036. The Delivery Program of the alliance acknowledges the important advocacy role the Councils have in promoting shared strategic regional priorities and responses to emerging issues.

The City Deal contains more than 40 initiatives, all of which are at various stages of implementation.

The initiatives are organised under the areas of:

- Connectivity
- Jobs for the Future
- Skills and Education
- Liveability and Environment
- Planning and Housing
- Implementation and Governance

**DISCUSSION**

An evaluation of the merits of Council's membership in WSROC, especially within the context of other regional initiatives that Council participates in, can be undertaken by reference to the various WSROC projects that Council is involved in, and value arising from other WSROC activities.

***Current Projects***

Council is currently participating in some of WSROC's projects as detailed below:

***Western Sydney Energy Program***

Over a number of years WSROC has worked with participating councils', including Hawkesbury City Council on energy efficiency initiatives, including:

- Street lighting upgrades
- Solar installations
- Joint funding opportunities
- Advocacy and
- Policy changes.

Since 2018/2019 Hawkesbury City Council has been an active partner in the Western Sydney Energy Program. The Program is collaboration between nine western Sydney councils and aims to increase opportunities for energy, cost and emission savings for councils' and their communities.

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The aspiration of the Program is to deliver an additional 1% to 2% reduction of Western Sydney's annual community scale emissions. This equates to 200,000 tonnes of CO<sub>2</sub>e reductions each year. The Strategy outlines key focus areas of activity including:

- Renewable energy - Installation of low cost, low emission energy generation and storage
- Transportation - Regional transport infrastructure that delivers a low carbon, low cost transport future in the region, and supporting councils' to lead by example
- Supporting our community - Helping local businesses and homes to access services for low cost, low emissions energy
- Facilities and Precincts - Enabling councils to collaboratively implement best practices in planning and design for next generation energy systems as the region develops.

Being a participant in this project allows Council to participate in regional projects for energy including electric vehicles to achieve financial savings and emission reductions. Participation in this Program requires an annual fee separate to Council's membership fee. The annual program participation fee is \$11,900 and is based on population per Council.

To date, Hawkesbury City Council's involvement in this Program has achieved the following annual savings as a result of advocacy:

- Annual savings from 2018 to 2023: \$29,000
- Additional savings in first two years of the Western Sydney Energy Program: \$58,000

Activities delivered for Council include:

- Support in business case development, through to final analysis and reporting for LED Street Lighting project:
  - cumulative streetlight cost savings of more than \$145,196, and emissions reduction of approximately 850 tonnes of Carbon dioxide equivalent gases through Light Years Ahead regional collaboration, by the end of 2019/2020
  - accessed external funding (mix of Community Energy Efficiency Project grant and Energy Saving Credits income) of \$280,833 as part of Light Years Ahead
- Business Energy Advice Program: Collaborative community information and outreach program for Western Sydney small businesses
- Support to include ecologically sustainable development (ESD) and low carbon precinct-level interventions in urban planning, and collaboration to develop energy-related planning controls
- Participant in regional EV roadmap focusing on council fleet and charging infrastructure
- Sharing of information across councils of best practice approaches.

In 2021 the Western Sydney Energy Program will continue to work towards reducing the regions emissions, and focus on:

- Access to funding for street lighting covering residential and major roads/smarts, and electrification of Western Sydney covering fleet and charging infrastructure
- Broadening the partnerships to work across the key issues in Western Sydney, with NSW Department of Planning, Industry and Environment, Endeavour Energy and Transport for NSW

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- Western Sydney Energy Program Strategy - revision of Strategy to incorporate new areas requiring regional cooperation.

Council is currently finalising its Net Zero Emissions and Water Efficiency Strategy which contains a number of actions that are already in progress as a result of Council's participation in with the Western Sydney Energy Program.

The Western Sydney Energy Program will continue to advocate and seek policy change on regional emissions reduction measures. Council has committed to continue to participate in this Program for a further two years.

*Turn Down the Heat Strategy and Action Plan 2018-2021*

This is a WSROC - led initiative that takes a collaborative, multi-sector approach to tackling urban heat in Western Sydney. Developed with the input of 55 different organisations, the Strategy lays out a five-year plan for a cooler, more liveable and resilient future.

Heatwaves has been identified as the number one ongoing risk for Greater Sydney. As part of this WSROC project Council has been able to be part of successful grant applications including the HeatSmart Project (helping vulnerable community members and building capacity in community services around extreme heat) and Urban Heat Toolkit: LEP and DCP clause development to address extreme heat. Council does not pay any additional fees to participate in this Program.

*Western Sydney Regional Waste Avoidance and Recovery Strategy 2014-2021*

Developed by nine participating councils and funded by the NSW Environment Protection Authority, the Regional Waste Strategy is a blueprint for strategic, collaborative action on waste management in the Western Sydney region.

Participation in this Program allows Council to participate in a number of regional projects including projects regarding litter and illegal dumping, waste education, waste infrastructure analysis and planning, as well as to collaborate and stay informed from the other council members and Environment Protection Authority. Council does not pay any additional fees to participate in this Program.

In regard to this Program it is noted that consideration is being given to the establishment of a City Deals Councils' Regional Waste Group.

As this Program is funded by NSW Environment Protection Authority non - members of WSROC are able to fully participate.

Generally, participation in a WSROC projects is not limited to member councils, but additional fees may apply for non-members.

**Joint Procurement**

Members of WSROC have access to the following contracts:

- WSROC Tendering Projects
- Local Government Procurement contracts
- NSW State Government contracts
- Procurement Australia contracts

Based on information available on WSROC's website, to date, the annual expenditure for group procurement projects initiated by WSROC is \$31.5m resulting in estimated annual savings to member councils of \$2.9m. Councils have also benefited from consolidating tendering activities and reduced costs of undertaking the tendering process including administration and contract management tasks for the procurement projects that have been established by WSROC.

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Based on Council's own procurement activities, Council is currently using 26 LGP Contracts, two Procurement Australia Contracts and three NSW Buy Contracts. These contracts were accessed directly through the applicable contract provider.

***Other WSROC activities***

*Advocacy*

WSROC advocates in unified terms on key issues of value to Greater Western Sydney through lobbying and relations with other organisations and by the effective use of:

- A single unified voice for Western Sydney
- Common goals and strength of numbers
- Speaking on behalf of all councils
- A bipartisan approach
- Strong, positive and regular communication with the NSW and Commonwealth Government and their agencies
- The identification and promotion of common themes and issues

Where relevant to Council, Council would participate in lobbying activities. Due to the diversity of the councils within WSROC, varying views may impact the ability of Council to participate in an advocacy project.

*Business Improvement*

WSROC, through the General Managers Group, WSROC seeks and examines opportunities for new and refined business opportunities and the sharing of information and services.

*Strategic Leadership*

WSROC leads on key regional issues by:

- Ensuring a united and strong voice for Western Sydney
- Creating and maintaining partnerships with key stakeholders in the region to promote a common cause
- Dealing with broad regional issues rather than strictly local issues and identifying Western Sydney's position within broader metro, state and national context
- Positioning WSROC as the key 'go to' organisation for issues involving Western Sydney
- Establishing WSROC as key contributor to the development of locally relevant policies at state and national level.

*Research*

WSROC seeks to inform on issues and develop solutions for the region by:

- Identifying and commissioning research on key issues for the region
- Seeking and providing information that offers actions and outcomes
- Using practical and applied examples
- Taking a proactive stance in identifying emerging issues for Western Sydney and our councils rather than being reactive
- Identifying and analysing trends which can impact on the liveability of the region.

*Partnerships*

WSROC works with other bodies to achieve outcomes for the region by:

- Partnering with other levels of government

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- Collaborating with other Regional Organisations of Councils to lobby state and federal governments and agencies
- Developing other partnerships – e.g. University of Western Sydney (UWS), South West Area Health Service (SWAHS), etc.

As outlined above, where relevant and advantageous, Council has participated in, or has the opportunity to participate in the various projects and initiatives coordinated by WSROC.

#### **Western Sydney City Deal**

Relevant to the consideration of continued membership of WSROC is the more recently formed collaboration, the Western Sydney City Deal and the formulation of the Western Parkland Councils The City Deal is a partnership between the Australian Government, NSW Government, and local governments of the Blue Mountains, Camden, Campbelltown, Fairfield, Hawkesbury, Liverpool, Penrith and Wollondilly. An overview of current projects being undertaken through this regional group is provided below.

Council is currently participating in the following key projects:

##### *Liveability Program*

The City Deals Liveability Program was established to enable each Council to implement a project to provide infrastructure improvements that will improve the built and natural environments and enable economic and social prosperity. The total value of the Liveability Program is \$18.75m per Council comprising \$15m from the Commonwealth and State Government and a further matching \$3.75m from Council. Under this Program, Council resolved to undertake town centre improvements in Richmond, South Windsor and Windsor town centres.

##### *Jobs Initiatives and Western Sydney Investment Attraction Office*

The Western Sydney Investment Attraction Office (WSIAO) was established to 2018 to provide a co-ordinated approach across all levels of government for investors seeking opportunities in Western Sydney. Council staff have continued to work on key issues relevant to Hawkesbury to raise awareness of economic and industry opportunities including:

- Holding meetings with Michael Bullen NSW Department of Primary Industry regarding agri-business opportunities
- Holding meetings with University regarding their agribusiness ideas
- Advocating to Infrastructure New South Wales on behalf of University regarding light weight low intensity research related development within the area affected by the Resilient Valley Resilient Community Strategy
- Investigating opportunities to connect workers within the Western Parkland City with local jobs, with a particular focus on those whom had been displaced due to the COVID-19 Pandemic.

##### *Health Alliance*

The objective of the Health Alliance is to enable local government to work in collaboration with health partners, improve the coordination and effectiveness of health services in the region and support the planning and design of healthier, liveable neighbourhoods throughout the Western Parkland City.

Since its formation in early 2020 the Health Alliance has also lodged 2 submissions to the NSW Government to inform the:

- Inquiry into the development of health facilities in the South West Sydney (SWS) growth
- Productivity Commission's review of infrastructure contributions

In addition, work is progressing on the following key actions:

- Social Determinants of Health - Framework and prioritisation tool
- Social Connectedness - Framework
- Health Impact Statement

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- Health Workforce Strategy.

Additional funding provided this year by Local Government NSW has allowed them to focus extra resources on investigating how to help the Western Parkland City communities build resilience given the impacts of climate change which include increasing urban heat, bushfires and more recently floods.

*Digital Action Plan*

There are four commitments in the Western Sydney City Deal work:

- The Digital Action Plan outlines action areas to guide investment decisions and resource allocation for Governments. It informs the 5G strategy and trials, the way open data is managed and the Smart Western City Program investments.
- The Smart Western City Program outlines the services, infrastructure and systems for delivering a Digital Western Parkland City, aligning to the Digital Action Plan, and including future communication requirements including 5G.
- The 5G Strategy sets our actions and principles to guide the delivery of 5G in the Western Parkland City, including trials to test its capability and limitations. As part of the connectivity mix, 5G will be an enabler of the digital vision of the Western Parkland City and the strategy and trials help inform the Smart Western City Program.
- Openly available data sets establishes open data frameworks for Western Parklands City to underpin all data collection and sharing. It is a key foundation of delivering smart city outcomes for the Western Parkland City and will guide the Smart Western City Program design.

A business case is currently being prepared by the Western Parkland Councils' office seeking three more years of funding for the platform and the expertise to help bring the differing data sets of all 8 Councils together. The end vision is to create a site that contains easily accessible Council data across the Western Parkland City that can be used to help inform decisions or provide insights into problems we are trying to solve or outcomes we are attempting to reach for our communities. The platform can be used to create storyboards that helps bring data to life for the citizen, through tools such as interactive maps, charts or dashboards, improving engagement.

*Planning Partnership*

The Planning Partnership comprising key State government planning and infrastructure agencies, Federal government representatives, the eight Western Parkland Councils and Blacktown Council was established as a dedicated planning and project management group.

The Planning Partnership assists in improving our ability to work across councils and with other State agencies such as Transport, Sydney Water and Department of Planning to achieve efficient and high-quality planning outcomes. The Partnership has undertaken a range of work including:

- Preparing common planning assumptions. The Common Planning Assumptions are agreed information assets (data sets, models and analytical tools) for use by NSW Government, and others, to prepare proposals, business plans and strategies that rely on projections
- Developing street design guidelines uniform engineering standards.
- Supporting Council in raising issues in relation to the Vineyard Developer Contributions Plan
- Facilitating a discussion paper and response to the review of Developer Contributions and gaining input from nine Councils and various State Agencies
- Facilitating the development of a Western Parkland City Affordable Housing Strategy
- Providing staff at all levels easier access to their counterparts to discuss common issues, strategies and share plans and policies
- Developing the Uniform Engineering Design Standards Package and Street Design Guidelines. They include standards for different street types, maximising pedestrian access and better traffic flow on thoroughfares. While the focus is on their application in new release areas across the Western Parkland City, the principles are useful for all areas and is informing the work being undertaken in the review of Council's Local Environment Plan and Developmental Control Plan.



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*Collaboration*

The past year has seen some definitive steps towards building better and more collaborative relationships with the Commonwealth and the State with the signing of a Relationship Agreement between the Western Parkland Councils and the Western Parkland City Authority to guide the way these agencies work together to deliver long-term outcomes. This Agreement confirmed the six partnership values previously developed by councils and was designed to confirm all parties' commitment to authentic inter-governmental collaboration with regular formal engagement agreed to and consultation mechanisms established.

*Blueprint and Economic Development Strategy*

The newly formed Western Parkland Authority has commenced the development of a Blueprint and Economic Development Strategy. All councils had participated in workshops to provide initial input into these documents and will now provide the necessary feedback to help finalise them.

The Blueprint will support better coordination in city delivery through improved transparency and accountability for integrated city delivery outcomes. In this way, it is intended to be a resource for the transformation of the City that works for councils, State and Commonwealth agencies.

The Economic Development, like the Blueprint, is still a work in progress and at this stage is aimed at identifying the specific capabilities and strengths of each Local Government Area.

*North South Rail*

The proposed North South rail link stretching from Rouse Hill to Campbelltown was a centrepiece of the City Deal. At the moment, public transport options for our residents are limited and lack alternatives if the current system fails.

Whilst this is a long-term project, when completed it will dramatically improve public transport options for Hawkesbury residents located within the catchment of the western rail line stations.

**Conclusion**

WSROC emerged out of an interest in the better management of the growth of Western Sydney. This interest was shared by all of its members at the time. Circumstances in the region have changed and they continue to do so, including Council's more recent participation in the Western Sydney City Deal.

In determining whether to continue its membership in WSROC, Council may need to consider:

- Whether outcomes or objectives currently achieved through WSROC can be achieved through other collaborative arrangements including, but not limited to, the Western Sydney City Deal. The alignment of Council's circumstances with current WSROC member councils. Current projects that Council is involved in through the Western City Deals.
- As outlined in this report, WSROC plays a significant role in coordinating projects, grant funding, and other activities such as advocacy. In the absence of WSROC, individual councils may not be able to, or find it challenging, to come together.
- Council has received the invoice for the 2021/2022 membership in the amount of \$92,000. A budget of \$91,800 was allowed for. The invoice was received on 12 July 2021, and is yet to be paid.

Council has two options:

*Option 1* – Discontinue membership in WSROC. Council is required to provide six months' notice of its intention. Accordingly, if Council discontinued its membership from 1 August 2021, a pro rata fee of \$7,667 would be payable in the current financial year, with remaining \$84,133 being savings for the year. Under this option Council may still be able to participate in WSROC projects, but fees may apply.

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*Option 2* - Continue its membership in WSROC. An annual membership fee will continue to apply. The current year's fee is budgeted at \$92,000. An allowance for annual fees based on an annual CPI increase is included in Council's Long Term Financial Plan. Council will be able to participate in WSROC projects generally without additional fees, but exceptions may apply.

**COMMUNITY ENGAGEMENT**

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

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

Our Leadership

- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
  - 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
  - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.
  - 1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The expenditure related to Council's membership in WSROC is provided for in the adopted 2021/2022 Operational Plan in the amount of \$91,800. Should Council determine to cease its membership a notice period would apply and the associated part of the annual fee would be payable, as detailed earlier in the report.

In regard to funding of the various projects undertaken by WSROC, it is our understanding that where the project is fully grant funded, non-members of WSROC are not required to make a financial contribution. If the project is not grant funded non-members councils may be asked to pay a project fee. It is noted that for some projects a fee may also be applicable to member councils.

In regard to the Western City Deals, Council pays a contribution towards administration costs and project specific costs. Fees are payable to the relevant council coordinating the administration and specific projects. To date Council paid the following total amounts:

2019/2020 - \$70,000  
2020/2021 - \$65,000  
2021/2022 - \$25,000, leaving \$71,080 available for the remaining of the year

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

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**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**INFRASTRUCTURE SERVICES**

**Item: 140**                      **IS - Colbee Park Plan of Management and Masterplan - (95495, 79354)**

**Previous Item:**            170, Ordinary (8 September 2020)  
                                     59, Ordinary (30 March 2021)

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Colbee Park Plan of Management and Masterplan for adoption.

**EXECUTIVE SUMMARY:**

A site-specific Plan of Management and Masterplan has been developed for Colbee Park, McGraths Hill, to address a range of complex management issues and guide long-term development of the site.

The Colbee Park Plan of Management and Masterplan has been developed in consultation with the community and stakeholders. It provides a long-term vision for the Park, ensuring that any future improvements are appropriate, and that the recreational, cultural and environmental values of the site will be retained.

Whilst development of the Plan of Management and Masterplan does not represent a formal commitment to funding, the 2021/2022 Operational Plan has allocated \$573,000 to undertake priority works identified in the Masterplan. Further works will be considered for inclusion in Council's future Operational Plans in accordance with the Plan's priorities, the Long Term Financial Plan and external funding opportunities as they arise from time to time.

As part of the process to prepare a site specific plan of management for Community land it is necessary to categorise the land according to its characteristics and usage. A formal public process was undertaken and the report recommends the adoption of the categorisation of the park as determined through that process.

**RECOMMENDATION:**

That Council:

1.        Adopt the Colbee Park Plan of Management and Masterplan attached as Attachments 3 and 4 to the report.
  2.        Categorise the Community land as detailed in figure 1 of this report.
- 

**BACKGROUND**

Colbee Park is a 10ha district sporting park located on the edge of the McGraths Hill Township. It contains a baseball field, 1.5 soccer fields, cricket pitch and BMX track. Ancillary facilities include three amenities buildings, shelters, cricket net, floodlights and informal parking.

There is strong interest from the community and stakeholders in further developing Colbee Park to provide passive recreational opportunities and increase capacity, particularly in the following areas:

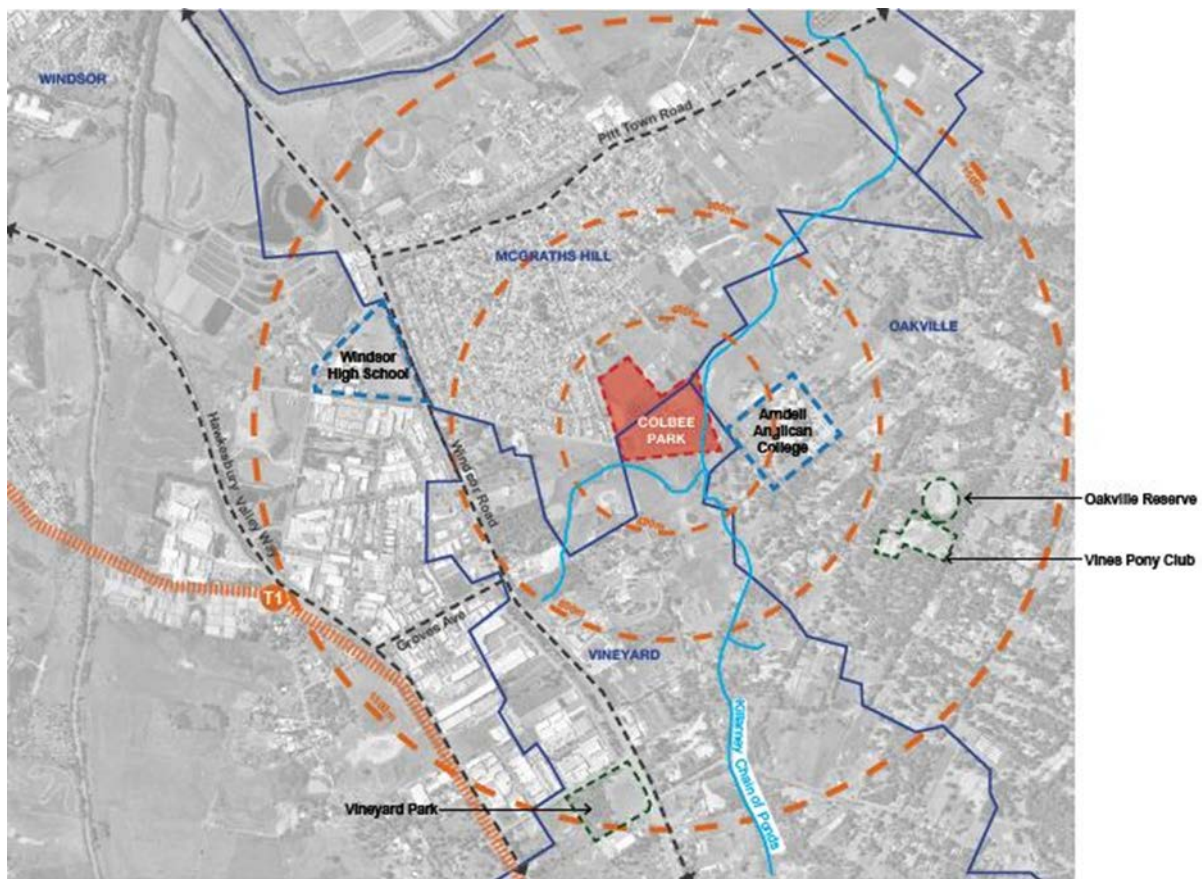
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- BMX - lighting to allow night time usage of the facility
- Soccer - extension of field area to become two full size fields to accommodate the growing club and ensure viability
- Baseball - general facility improvements, particularly to lighting and fencing
- Passive recreation - provision of play spaces, dog-off leash area and walking paths
- Passive recreation - development of a pump track to cater to all ages and range of uses e.g. scooters, bikes and skateboards.

Other issues that have been identified include:

- Vandalism and Community safety
- Access
- Security
- Drainage
- Parking.

#### **Location Plan**



#### **Relevant Legislation**

Local Government Act 1993.

#### **DISCUSSION**

Currently, Colbee Park is managed under the guidance of Council's *Community Land Generic Plan of Management - Sportsgrounds*. Due to the complex nature of the site, the multiple activities that are undertaken there and the interest from the community in further developing the Park, Colbee Park has been identified as requiring an individual Plan of Management.

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As part of the development of the Plan of Management, a Masterplan for the Park has been developed which shows in pictorial format, the proposed future improvements to be made to the Park and their proposed location. Feedback was sought from the community and stakeholders at the end of 2020 on the proposed masterplan, which has subsequently been amended to reflect the feedback, and is now incorporated into the Draft Plan of Management.

The Draft Plan of Management and Masterplan has been developed over five stages, as detailed below:

Stage 1 - Community Engagement Round 1 (completed)

In August/September 2019, a four week community consultation campaign was run to engage the community in discussion about how people use Colbee Park, any issues or concerns about the park and what improvements they would like to see at the park.

There was strong interest in the park shown by the community, with 152 online surveys completed. Many of the people that use the park reside in McGraths Hill; however there is a large proportion that lives outside the area.

The main priorities identified from the community engagement include:

- Create a children's playground for all users
- Expand the existing BMX facilities with the creation of a pump track
- Establish a designated dog-off leash area
- Improve parking within the site
- Establish a shared path network with better connections
- Improve and create additional shelters with BBQ facilities
- Improve existing amenities buildings
- Include fitness stations, skate park and teen playground.

The main priorities identified from key stakeholders include:

- Light the BMX facility to allow for year round use and training
- Ensure a dedicated sprint track for BMX events is retained
- Provide additional field area for soccer to ensure viability of the club
- Upgrade soccer amenities building to provide safe female toilets and change rooms
- Upgrade fencing around Baseball diamond to prevent balls from going out of field area
- Upgrade lighting at the baseball facility to allow for greater use of the site during winter.

Stage 2 - Design Development of interim draft Masterplan (completed)

A draft Masterplan for Colbee Park was developed which reflects many of the ideas and suggestions received from the community and key stakeholders. A range of community spaces and activities have been included in the draft Masterplan that reflect the needs of the community balanced across a range of interests. The plan considers: environmental opportunities and constraints; safety, access and wayfinding; current and historical character of the landscape; emerging issues and trends; community needs and expectations; and government policy.

The vision for Colbee Park is to create an integrated community place that has a greater connection with the local community and provides a range of amenities for the benefit of the local and greater community.

Some of the key elements included in the Masterplan are:

- Cycle/footpath circuit
- Inclusive play space
- Dog-off-leash area
- Shelters and picnic facilities

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- Pump track
- Outdoor fitness equipment
- Teen play equipment
- Park infrastructure (lighting, shade, bike racks, bins, seating, bubblers etc)
- Additional soccer field
- Improved sports amenities.

Due to the many demands on the Park to accommodate a broad range of potentially conflicting activities, it was proposed to seek comment from the community on the draft masterplan prior to finalising the draft Plan of Management so that we could ensure that the final draft to be presented to the community would suit all stakeholders.

On 8 September 2020, Council resolved:

*"That Council publicly exhibit the Colbee Park Masterplan for 21 days to give the community the opportunity to provide feedback on the plan."*

Stage 3 - Community Engagement Round 2 (completed)

The initial draft Masterplan was publicly exhibited from 25 September to 16 October 2020 and two meetings held with the key stakeholder group on 21 September 2020 and 17 February 2021.

In addition to asking for feedback on the plan, members of the community were asked to rank 5 passive recreation projects to help staff gain an understanding of community priorities which can be used to inform future capital works budgets. From fifty-one respondents, the community priorities in order are:

1. Pump track (for bike, scooter and skateboard use)
2. Playground
3. Fenced dog off-leash area
4. Fitness stations
5. Parkour/teen play area

Stage 4 - Development of the Plan of Management and Landscape Masterplan (completed)

The draft masterplan for Colbee Park was amended to incorporate feedback received during the second community engagement.

Changes included:

- Relocation of pump track, closer to car park
- Relocation of parkour/teen area adjacent to pump track
- Relocation of dog off-leash area further north to accommodate the pump track
- Inclusion of separate BMX sprint track
- Inclusion of overflow parking area in lieu of 3rd soccer field
- Expansion of soccer fields on the existing level, to the west, into the existing embankment
- Relocation of soccer embankment seating and integration with new amenities building.

On 30 March 2021, Council resolved:

*"That:*

1. *Council publicly exhibit the Draft Colbee Park Plan of Management, including Masterplan, allowing the community a minimum of 42 days to provide comment on the plan.*
2. *The matter be reported back to Council following the public exhibition period."*

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**Stage 5 - Community Engagement Round 3 (Completed)**

The draft Colbee Park Plan of Management and Masterplan was publicly exhibited from 16 April to 28 May 2021 and a Public Hearing was held on 21 June 2021 in relation to re-categorising the community land to be consistent with the proposed Masterplan.

Four submissions were received from the general community in relation to the public exhibition of the plans. One submission was received from Football NSW. One submission was received from Hawkesbury Sports Council. All issues addressed in the submissions are already addressed in the Plans and no further amendments are necessary.

Comments received and responses from staff are included in Table 1 below. The full submission from Football NSW is attached as Attachment 1 to this report.

**Table 1: Submissions - Public Consultation of Colbee Park Plan of Management/Masterplan.**

Comment	Response
I live in McGraths Hill and it's a great place but spending a lot of money on Colbee Park a waste, sure maintain buildings etc, but it's in a flood area, all will be washed away next flood.	Colbee Park is the only Park within McGraths Hill that is large enough to accommodate the range of recreational activities, particularly sporting activities, within the area. Although the land is flood prone, the facilities proposed will be designed to be able to withstand inundation with minimal damage. The new soccer amenities building is proposed to include storage areas for Baseball and BMX to house items that could be damaged by flood as this building will be at a higher elevation than the other buildings currently on site. Fields, furniture, playground, fences and paths will suffer little damage as a result of inundation.
Could we please get gym equipment like the ones in Richmond opposite the RAAF base please? Resident of McGrath's Hill for 22 years.	Noted. The type of gym equipment to be provided will be determined at detailed design stage.
Pump track, dirt jump lines.	A pump track and BMX sprint track are proposed to complement the existing BMX track.
I have read the Colbee Park Draft Plan of Management and support the proposed improvements to the Park and congratulate HCC on its consultation process and considerations for the McGraths Hill and broader Hawkesbury communities. I recommend and request that additional consideration be given to: 1) approving a minimum of two (2) covered picnic shelters with fixed picnic settings (table/seating) and a built in gas BBQ (Similar to that as provided at Governor Phillip Park Windsor) to cater for the many families who would like to use the park for family picnic activities. 2) Ensuring that toilet facilities at the park are designed so that they can be open to the public as there are currently no publicly accessible toilets at the park, and 3) that a publicly accessible defibrillator (AED) (in collaboration with the Community Defib Project in the Hawkesbury) be included in the Draft Plan to be affixed to the soccer facility building for use by sporting participants and visitors to the park in the	Noted. The number of picnic tables and BBQs will be considered at the detailed design stage when funding becomes available.  The plans propose that public toilets be provided in the new soccer amenities building when that will be developed.  Specific mention of installing a defibrillator is too detailed to be included in the Plan and can be considered further as part of community based programs. Hawkesbury Sports Council (HSC) has been requested to pass this submission request to the Soccer Club. HSC have advised that the clubs also apply for the defibrillators themselves and manage security and access.



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event of an emergency cardiac arrest. The soccer building is recommended due to its proximity to the sports fields, central park area, McGraths Hill residential area and Old Hawkesbury Road.	
<p>Extract of letter from NSW Football: The Colbee Park Masterplan compliments the NSW Football Infrastructure Strategy well, in fact it links directly with three of the NSW Infrastructure Priorities:</p> <ul style="list-style-type: none"> <li>• Improve Existing Venue Capacity - Maximise the safety, carrying capacity and activation of existing football grounds and venues.</li> <li>• Inclusive Football Facilities - support diversity of game formats and participants through inclusive facilities.</li> <li>• Planning for Growth and Demand - plan to maximise participation through new and innovative venue opportunities.</li> <li>• Football NSW strongly supports the draft masterplan for Colbee Park and the proposed addition of two full size football fields to the venue, a new amenity building, field floodlighting and formalised parking.</li> </ul>	Noted. Recommendations for field sizes and lighting will be considered at detailed design stage.
<p>Hawkesbury Sports Council:</p> <p>The Committee have reviewed the documentation and the only comments are:</p> <ul style="list-style-type: none"> <li>• There has been no provision made for floodlighting on baseball and</li> <li>• There is only one floodlighting pole on the BMX track. This will not be adequate enough to provide a 250 lux and will create shadows on the track that are not permitted.</li> </ul>	<p>The Action Plan mentions installing 300 lux at the baseball diamond on page 58.</p> <p>The Action Plan mentions installing floodlights over and on both sides of the BMX track on page 58.</p> <p>The wording under Background does not specifically mention Baseball but it is mentioned under the “Action” and means of assessing achievement columns.</p>

The Colbee Park Plan of Management and Masterplan documents proposed to be adopted are attached as Attachments 3 and 4 to this report.

### **Categorisation of community land**

Colbee Park, is classified as Community land and the Local Government Act 1993 requires Council to prepare a plan of management for the land that identifies, amongst other requirements, the category of the land. Categories that can be applied are Park; Sportsground; General Community Use; Natural Area and Area of Cultural Significance. The Natural Area category is further broken into subcategories such as watercourse, bushland, escarpment, foreshore, and wetland. Where more than one category applies to the land, a map must be provided to show the extent of the applicable category.

The effect of categorising land is to apply core management objectives as prescribed by the Local Government Regulation. The Plan of Management must then address the core objectives, ensuring the land is managed appropriately.

The land at Colbee Park is currently categorised as Sportsground, Natural Area – watercourse, Natural Area – bushland. The Plan of Management proposes to add two additional categories of Park and General Community Use, to the land which requires the amendment of the current categorisation. The Local

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Government Act 1993 requires a Public Hearing in relation to proposed plans of management if the proposed plan would have the effect of categorising, or altering the categorisation of, community land.

A public hearing to re-categorise the community land within Colbee Park was held on 21 June 2021. The public hearing provided the opportunity for people to comment on the proposal to categorise Colbee Park as: Park; Sportsground; General Community Use; Natural Area Watercourse; and Natural Area Bushland. The categories recommended are aligned with the existing use and proposed Masterplan for the site.

Three community members attended the public hearing. The proposed re-categorisation was generally supported and the recommendations from the Independent Chairperson are:

1. Note the verbal submissions made in Section 5 of the Public Hearing Report attached as Attachment 2 to the report.
2. Re-categorise Colbee Park according to the proposed categorisation map which was publicly exhibited, as shown in Figure 1 below:



**Figure 1 - Proposed Categorisation of Colbee Park**

### **Project and Works Delivery**

Development of this Plan of Management and Masterplan does not represent a formal commitment to funding. These planning documents will inform the development of future operational plans and support applications for grant funding. Allocation of funding would be in accordance with the plan's priorities, the financial allocations identified in the Long-Term Financial Plan and external funding opportunities as they arise from time to time.

Although funding is not available to deliver the entire plan in the short or medium term, all proposed improvements have been included. This holistic, long-term approach ensures that the Park will be developed in a cohesive manner that maximises capacity, improves functionality, protects environmental and cultural values, and will not preclude potential future recreation opportunities.

When funding does become available, Council and/or the Hawkesbury Sports Council will be required to ensure that improvement works are consistent with the Plan of Management and Masterplan.

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## **COMMUNITY ENGAGEMENT**

Community Consultation is an important part of the planning process. Three stages of consultation have been undertaken as part of the update to the Plan of Management and Masterplan for the site.

### Community Engagement Round 1 - (Completed):

- Online Community Survey to identify the values of the site, how people currently use the reserve, how people would like to use the reserve and any issues of concern
- Drop-in event at the park to give the community the opportunity to meet with the consultants and discuss in person any issues or concerns
- Stakeholder meeting with key user groups - BMX, Soccer, Baseball, Sports Council, to discuss any issues or concerns with current facilities and plans that they have for future upgrades.

### Community Engagement Round 2 - (Completed):

- Online survey to gauge sentiment toward draft ideas/concepts in draft masterplan
- Online survey to gauge community priorities for passive recreation opportunities
- Stakeholder Meeting with key user groups to further identify their needs and discuss the draft masterplan layout
- Stakeholder meeting with key user groups following amendments to the draft masterplan to confirm that the proposed changes suite the needs of key users.

### Community Engagement Round 3 (Completed):

- Public exhibition - draft Plan of Management and Masterplan seeking formal submissions
- Public Hearing - re-categorising community land to include Park and General Community use.

## **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

### Our Assets

#### **4.3 Places and Spaces - Provide the right places and spaces to serve our community**

- 4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.
- 4.3.2 Provide a variety of quality active recreation spaces including playgrounds, sporting fields, pool, stadium and multipurpose centres to enhance our community's health and lifestyle.

## **FINANCIAL IMPACT**

The 2021/2022 Operational Plan has allocated \$573,000 to undertake priority works identified in the Masterplan. These specific works will be designed and costed following adoption of the Plan.

Whilst currently available and projected funding will not be able to fund all works identified in this (and other Masterplans and Parks Plans of Management) the plans are necessary to identify works for incorporation in long term financial planning and for grant purposes. This situation has been clearly communicated to stakeholders during the course of developing the plans, and in particular that these plans:

- Are long term plans to clearly outline community aspirations and ensure that all works are consistent with those long-term community objectives
- Will be used to prioritise works against allocations in the Long-Term Financial Plan via the annual Operational Plan

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- Will be used as the basis for determining how any relevant developer contribution funds should be allocated
- Will be used to support applications for grants and other external funding opportunities to complement the funds allocated in the Annual Operational Plans.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

Full implementation of the Plan is estimated to be in the order of \$7m. As this is a new suite of works, this expenditure is not currently identified in our Long Term Financial Plan. Council will incorporate the elements identified within this and other project proposals that are progressively identified, in periodic reviews of its Long Term Financial Plan, acknowledging the need to achieve a sustainable position that balances community expectations, service levels and financial capacity.

**ATTACHMENTS:**

- AT - 1** Submission - NSW Football.
- AT - 2** Public Hearing and Submissions Report for Proposed Recategorisation of Colbee Park - *(Distributed under separate cover)*.
- AT - 3** Colbee Park Plan of Management - *(Distributed under separate cover)*.
- AT - 4** Colbee Park Masterplan - *(Distributed under separate cover)*.

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**AT - 1 Submission - NSW Football**

2 June 2021

Hawkesbury City Council  
General Manager  
PO Box 146  
Windsor NSW 2756

Via Email: [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)

Ref: 2021/022

Dear Ms Richardson

**Re: Colbee Park Masterplan**

Football NSW is the state governing body of football (soccer) in New South Wales. A member-based organisation we currently have 31 associations throughout the state – 16 of which are in metropolitan Sydney and 15 which are in regional NSW. Recent Federal Government research, 'AusPlay' has put football as the largest team participation sport with some 1.8 million players nationally and over 770,000 players in NSW.

Football is active in every corner of NSW, football transcends race, religion, and gender to create community connections. Football plays an unrivalled role in bringing together the different cultures in Australia. Most pleasingly, the growth of female football in recent years across the state has been remarkable, since 2015 women's participation in football has grown by 21%. Today we see female footballer's make up almost a quarter of all participants across the state.

With the recent announcement of Australia and New Zealand winning the rights to host the 2023 FIFA Women's World Cup we expect there to be a huge spike in girl's participation. Previous men's World Cups (overseas) and Asian Cups (hosted in Australia in 2015) has seen growth in participation within Australia and New Zealand. With these previous signs we can pre-empt similar spikes in growth with a home World Cup.

Colbee Park is in the Nepean Football Association (NFA). NFA is one of the 31 local football associations across the state and are they responsible for governance, competition management and the development of grassroots football in the Nepean region. NFA is a true community organisation, providing football for girls and boys, men and women from all backgrounds and all abilities. The association had 12,627 registered participants (2019). It should be noted there are 2,601 participants (2019) that play football and live in the Hawkesbury City Council of which 1,976 are males and 625 were females.



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[www.footballnsw.com.au](http://www.footballnsw.com.au)  
ABN 25 003 215 923

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Hawkesbury City Council is a large football region in terms of participants in NSW, it therefore brings enormous benefits to the community. In fact, our recent analysis shows that the economic contribution of football is valued at over \$5.6 million in the state electorate of Hawkesbury.

Not only does football provide an economic impact to the community, more importantly it provides health and social benefits to the community. The physical and mental health benefits delivered by the sport to the NSW community are simply astonishing. The impact of our diverse and accepting culture towards people from all backgrounds and abilities, serves to unite us and strengthen community bonds. Our full report on the Community Impact of Football in NSW can be found [here](#)

With COVID-19 impacting the way every person is living today, the physical and mental health well-being of individuals has never been more under the microscope. It is therefore crucial that football along with all other sports provides opportunities for individuals to participate in sport in whatever capacity in the future. COVID-19 has certainly brought on a raft of changes in the way we do life, these changes have already flown into community sport and will continue to shape the new way we do sport in the future.

Research evaluating the first year of the NSW Government's Active Kids program showed that almost 167,000 children redeemed the \$100 registration voucher for football almost three times the next ranked sport. On a participation basis we are growing at more than 5% per annum strengthening our position as the number one participation sport in the state and country, and the sport of choice for many families.

Football NSW has recently produced the [NSW Football Infrastructure Strategy](#) for the next ten years. The strategy identifies the key focus areas for the future planning and development of almost 1,000 community football facilities and over 272,000 active club participants across NSW. The Strategy primarily focuses on participation at a community football level and is best described as a Strategy that supports and maximises activation, ensuring venue capacities are fully utilised and aligns with best practice football guidelines and standards.

The Colbee Park masterplan compliments the NSW Football Infrastructure Strategy well, in fact it links directly with three of the NSW Infrastructure Priorities:

- Improve Existing Venue Capacity – Maximise the safety, carrying capacity and activation of existing football grounds and venues.
- Inclusive Football Facilities – support diversity of game formats and participants through inclusive facilities.
- Planning for Growth and Demand – plan to maximise participation through new and innovative venue opportunities.

Football NSW strongly supports the draft masterplan for Colbee Park and the proposed addition of two full size football fields to the venue, a new amenity building, field floodlighting and formalised parking.



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For all competitions administered by Football NSW and our Associations, at elite and grassroots levels, the FIFA laws regarding field dimensions and pitch markings are used. So fundamental to the game are the field markings that they are contained within Law One of the game, and while there is significant flexibility in the dimensions allowed, to accommodate for greatly differing available spaces to play, there are nonetheless maximum and minimum measurements that must be followed. The two new football fields should be constructed at 100m x 70m (as proposed) with 100m x 64m being the minimum dimensions for a full-sized field.

Football NSW strongly supports the installation of floodlighting on the two new fields at Colbee Park as part of the masterplan. Lighting should be installed to a minimum of 100 lux to allow for training and most importantly night competition for community football. Sports lighting allows players of all ages and abilities to train safely at night and provide the opportunity to play competition football providing flexibility in scheduling.

We also encourage that the lighting installed should be LED in line with modern technology. The long lifespan of LEDs coupled with the floodlights strong mechanical design means few maintenance interventions will be needed. Furthermore, LED lighting directs the light directly onto the field (football or baseball), eliminating the light spill that old lighting systems have previously had.

The inclusion of irrigation and drainage to the new football fields at Colbee Park is vital to the ongoing upkeep and maintenance of the fields. Drainage and irrigation have a significant impact on the continued capacity of playing fields and is required to enable effective ground maintenance. Without this infrastructure in place, playing fields are significantly restricted in terms of the capacity to accommodate use.

The direct correlation between the provision of functional drainage and irrigation infrastructure and playing field surface quality is evidenced by, 72% of very poor fields (in NSW from our NSW Facility Audit) have no drainage or automated irrigation infrastructure, this figure is 56% for poorly rated playing fields.

The inclusion of a sporting amenities building for football at Colbee Park is an essential aspect to footballs operation. It is vital that venues provide the right facilities for the future particularly ensuring facilities are gender neutral. The female portion of the game will no doubt see a substantial rise in participation before, during and after the FIFA Women's World Cup that is being hosted in Australia in just over two and half years. This will be a once in a lifetime opportunity for female footballers in Australia to see the Matilda's in a home World Cup and have the best females' players across the world on our home soil.

In NSW 23% of venues do not provide player change room facilities and 81% of all player change rooms in NSW are not gender neutral. This equates to 1 in 5 change rooms being gender neutral. The inclusion of a new amenities building in the Hawkesbury City Council will begin to reduce the deficit of gender-neutral changerooms that football is currently experiencing across the state.



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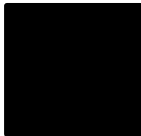
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Football NSW along with Nepean Football Association are very happy to assist as detailed designs begin to take place for both the on-field and off-field aspects of this masterplan.

Facilities such as Colbee Park not only enable growth in the game, but they also enable broader community development. Ensuring communities have adequate spaces where people can actively and safely engage in sport and recreation can provide improved social, health, educational and cultural outcomes for all.

Football NSW supports the Colbee Park draft masterplan. The masterplan for the site will play a large part in ensuring suitable infrastructure is provided for the future growth of the site and the future growth of community football. By providing the correct infrastructure at Colbee Park it will help ensure the community has a terrific site to enjoy all year round. We urge Hawkesbury City Council to continue to increase the capacity of all sporting fields across the LGA.

Yours sincerely,



Daniel Ristic  
Manager – Government Relations, Funding and Infrastructure  
Football NSW



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**SUPPORT SERVICES**

**Item: 141**                      **SS - Investment Report - June 2021 - (95496)**

**Previous Item:**            97, Ordinary (25 May 2021)

**Directorate:**               Support 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 \$59.93 million in investments at 30 June 2021 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

**RECOMMENDATION:**

That the Monthly Investment Report for June 2021 be received and noted.

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**BACKGROUND**

Council held \$59.93 million in investments as at 30 June 2021. 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 \$59.93 million in investments held as at 30 June 2021.

**Table 1 - Summary of Council's Investment Portfolio as at 30 June 2021**

Product Type	Face Value	% of Total
At Call Deposits	\$6,000,000	10.0%
TCorp Cash Fund	\$2,133,380	3.6%
Term Deposits - Fixed Rate	\$51,800,000	86.4%
<b>Grand Total</b>	<b>\$59,933,380</b>	<b>100.0%</b>

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

Long Term Credit Rating	Face Value	% of Total
AA-	\$49,300,000	82.3%
BBB	\$5,000,000	8.3%
BBB+	\$3,500,000	5.8%
NSW TCorp Cash Fund	\$2,133,380	3.6%
<b>Grand Total</b>	<b>\$59,933,380</b>	<b>100.0%</b>

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**Table 3 – Fixed Term Deposits**

<b>Institution</b>	<b>Long Term Rating</b>	<b>Short Term Rating</b>	<b>Maturity</b>	<b>Rate</b>	<b>Face Value</b>
<b>ANZ</b>	AA-	A-1+	07-Jul-21	0.80%	\$3,000,000
<b>Bank of Queensland</b>	BBB+	A-2	11-Aug-21	0.90%	\$2,500,000
			16-Dec-21	0.55%	\$500,000
			16-Dec-21	0.45%	\$2,000,000
<b>Commonwealth Bank of Australia</b>	AA-	A-1+	21-Jul-21	0.67%	\$2,000,000*
			21-Jul-21	0.61%	\$1,000,000
			26-Aug-21	0.69%	\$1,000,000*
			14-Oct-21	0.64%	\$3,000,000
			04-Nov-21	0.55%	\$1,500,000
			13-Jan-22	0.40%	\$1,000,000
			10-Feb-22	0.41%	\$1,500,000*
			23-Feb-22	0.43%	\$2,000,000
			17-Mar-22	0.40%	\$1,000,000
			07-Apr-22	0.40%	\$2,000,000
			21-Apr-22	0.42%	\$500,000
			20-Nov-23	0.65%	\$1,000,000
<b>ME Bank</b>	BBB	A-2	09-Dec-21	0.50%	\$2,000,000
			03-Jun-22	0.50%	\$1,500,000
<b>National Australia Bank</b>	AA-	A-1+	22-Sep-21	0.70%	\$1,000,000
			14-Oct-21	0.50%	\$500,000
			10-Nov-21	0.50%	\$2,000,000
			13-Jan-22	0.45%	\$2,000,000
			27-Jan-22	0.42%	\$800,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			05-Mar-25	1.05%	\$1,500,000
			03-Nov-25	0.95%	\$500,000
			19-Nov-25	0.90%	\$500,000
			13-Jan-26	1.00%	\$500,000
			04-Mar-26	1.30%	\$1,500,000
<b>Westpac</b>	AA-	A-1+	22-Sep-21	0.67%	\$1,000,000*
			09-Dec-21	0.49%	\$2,000,000*
			28-Apr-22	0.36%	\$1,000,000*
			28-Apr-22	0.32%	\$2,000,000
			05-May-22	0.35%	\$1,000,000*
			22-Jun-22	0.35%	\$3,500,000
<b>Grand Total</b>					<b>\$51,800,000</b>

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

## 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.

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**Table 4 – ESG Investments**

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Commonwealth Bank of Australia	AA-	A-1+	21-Jul-21	0.67%	\$2,000,000
			26-Aug-21	0.69%	\$1,000,000
			10-Feb-22	0.41%	\$1,500,000
Westpac	AA-	A-1+	22-Sep-21	0.67%	\$1,000,000
			09-Dec-21	0.49%	\$2,000,000
			28-Apr-22	0.36%	\$1,000,000
			05-May-22	0.35%	\$1,000,000
<b>Grand Total</b>					<b>\$9,500,000</b>

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

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$9,500,000	18.34%
Other	\$42,300,000	81.66%
<b>Grand Total</b>	<b>\$51,800,000</b>	<b>100.0%</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	Exposure of Entire Portfolio		
	Actual	Maximum	Compliant
AAA to AA- or Major Bank and below	<b>96.44%</b>	100%	Yes
A+ to A- and below	<b>14.18%</b>	50%	Yes
BBB+ to BBB and below	<b>14.18%</b>	40%	Yes
BBB- and below	<b>0%</b>	10%	Yes
TCorp Cash Fund	<b>3.56%</b>	20%	Yes

**Table 7 – Term to Maturity**

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

### 4. Portfolio Return

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

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**Table 8 – Portfolio Return**

<b>30 June 2021</b>	<b>Weighted Average Return (Running Yield)</b>
Hawkesbury City Council – Investment Portfolio	0.049%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.003%
<b>Performance Relative to Benchmark</b>	<b>0.046%</b>

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

### **Relevant Legislation**

According to Clause 212 of the Local Government (General) Regulation 2005, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether investments have been made in accordance with the Act, the Regulation and the Council's Investment Policy.

### **Investment Certification**

I, Emma Galea (Responsible Accounting Officer), hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 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 has reviewed Council's investments as at 30 June 2021 and has advised as follows:

- *Council's portfolio monthly return is around 0.05% above the Bloomberg AusBond Bank Bill benchmark. This return excludes at Call Accounts and the NSW TCorp Cash Fund.*
- *The cumulative return over the last rolling 12 month period has been 0.84% over the benchmark return on the same basis.*
- *The merger between Bank of Queensland (BOQ) and ME Bank (MEB) was completed on 1 July. As this Amicus report is based as at 30 June and the BOQ and MEB merger was officially completed on 1 July, Amicus will consolidate clients' BOQ and MEB investment holdings in the next Amicus report for the month of July.*
- *The BBB+ ratings for MEB (now in line with BOQ's credit rating) will be reflected in the July report as S&P only upgraded MEB following the successful completion of the merger. However, Amicus notes Council's current combined exposure to Bank of Queensland and ME Bank is 14.2% of the total portfolio and therefore exceeds the Investment Policy limit of 10% for BBB rated ADIs.*
- *While all investments were compliant at the point of purchase, Amicus' recommendation is no new investments be made in either Bank of Queensland or ME Bank until the exposure is below the policy limit for new purchases through existing purchases reaching maturity when the funds should be re-invested in other entities. Allowing the upcoming BoQ Term Deposit for \$2.5 million which matures in August 2021 to mature with funds being re-invested elsewhere should lessen the issue, but waiting until the December 2021 investments mature will be necessary before any monies can be re-invested in the combined entity.*

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- Council's total exposure to CBA represents 39% of total portfolio and is therefore just slightly below the 40% limit. Amicus therefore also recommends no additional investments be made with CBA and recommends some existing investments are allowed to mature without re-investment in CBA to provide a buffer. Amicus recommends the upcoming CBA Term Deposits maturing in July 2021 be re-invested with a different entity.
- Overall, exposures to individual entities and to credit limits have been well managed such that there is additional capacity to add exposures to any of the existing entities if an opportunity arises, or to absorb any downgrades. Amicus generally recommends its clients operate with "buffers" between policy limit maximums and minimums to provide flexibility and avoid breaches, which is the strategy adopted by Hawkesbury City Council

In the current investment environment, Amicus suggests Council pursues the following investment strategies with regards to any excess liquidity:

- Invest in the best Term Deposit rates available within the capacity of Policy limits.
- Take limited exposures (no more \$4 million of the total portfolio per entity, obviously within policy limits of 10% with a buffer) to issuers outside the Major Banks in short-dated Term Deposits if rates are attractive. This is a very low risk strategy given the steps taken by the Reserve Bank of Australia to ensure no Authorised Deposit Taking Institutions will fail due to liquidity reasons in the short-term. In making these investments, Council should consider the likely lowest overall total size of the investment portfolio over the year to ensure that total exposures to an issuer outside the Major Banks does not exceed the 10% limit because the overall portfolio size has decreased since the initial investment was made.
- Consider investing in Bonds and Floating Rate Notes where the yields and risks are attractive relative to Term Deposits. As per prior reports, the relative value of these two instruments varies with market conditions and there are commonly periods where one is more attractive than the other and vice versa.
- Amicus is of the view that interest rates will not rise in Australia as quickly as the market expects (i.e. in 2022 or 2023). Amicus' view is interest rate rises are more likely not to occur until 2024 in line with the RBA's guidance. Amicus therefore favours locking in higher interest rates by purchasing high credit quality longer dated fixed rate securities to maintain current portfolio running yields where possible so long as liquidity considerations allow. Amicus views re-investment risk caused by interest rates remaining low as the greater risk compared with interest rate risk caused by buying fixed rate assets in a rising interest rate environment.
- With current Term Deposit rates well below the average of Council's average annual yield investment returns will fall in the coming months and so Amicus recommends Council actively pursue the strategies outlined above to mitigate the coming impact on absolute returns.
- As can be seen the current month's performance of 4.6 basis points over the index if repeated over the next 12 months will lead to an outperformance of the index by 55 basis points which is lower than the current 12 month performance of 84 basis points, hence to maintain current performance re-investment of monies maturing need to be made with new investments above 84 basis points where possible and above 55 basis points to avoid performance falling below this level.

During the reporting period, the investment portfolio increased by \$5.1 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

#### Restriction of Funds

Council's total investment portfolio as at 30 June 2021 included funds that are restricted as to what they can be expended on.

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**Table 9 – Restriction of Funds**

<b>Restriction Type</b>	<b>Amount</b>	<b>%</b>
External Restrictions - S7.11 and S7.12 Developer Contributions	\$14,158,491	23.62%
External Restrictions - Western Parkland City Liveability Program	\$3,276,721	5.47%
External Restrictions - Bushfire and Flood Grants	\$1,441,668	2.41%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$8,135,030	13.57%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$15,064,244	25.13%
Unrestricted	\$17,857,226	29.80%
<b>Total</b>	<b>\$59,933,380</b>	<b>100.00%</b>

The above amounts are subject to change as a result of end of year processing in progress at time of writing this report.

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.

***Liveability, Fire and Flood Funding***

At its meeting on 28 July 2020 Council resolved that future monthly investment reports identify the proportion of total investments made up of:

- Western Parkland City Liveability Program funding
- State and Federal Government grant funding for fire and flood.

Table 9 (above) has been amended to provide the details of the proportions.

**COMMUNITY ENGAGEMENT**

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

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**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

Our Leadership

1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.

1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.

1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The income applicable was provided for in the adopted 2020/2021 Operational Plan.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**Item: 142**                      **SS - Proposed Road Closure - Part Laws Farm Road adjoining 600 Laws Farm Road, Cumberland Reach - (95496, 112106, 131690, 149830)**

**Previous Item:**            171, Ordinary (8 September 2020)

**Directorate:**              Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to obtain Council's endorsement to close a section of Council owned unconstructed and unused public road and open a new road adjoining 600 Laws Farm Road, Cumberland Reach and accept dedication of a new portion of road reserve in exchange for the closed section of road.

**EXECUTIVE SUMMARY:**

From 1 July 2018, changes to the Roads Act 1993 (the Act) mean that councils now have the power to close council public roads. In March 2020, Stix Holdings Pty Ltd, the owners of 600 Laws Farm Road, Cumberland Reach requested details on the status of the road adjoining their property. It was determined the road reserve was a Council Road. Subsequently Stix Holdings Pty Ltd requested Council commence the road closure process.

During the public notification period for the proposed road closure, the NSW Department of Planning, Industry & Environment - Crown Lands advised they would only agree to the closure to proceed on the basis the road reserve was realigned.

This report considers the road closure and realignment request and recommends that Council agree to proceed with the proposed road closure and realignment.

**RECOMMENDATION:**

That:

1. Council approve the road closure and new road alignment as shown in Attachment 1 to this report, adjoining 600 Laws Farm Road, Cumberland Reach.
  2. Authority be given for the Road Acquisition and Road Closure Plans and any documentation in association with the matter to be executed under the Seal of Council.
- 

**BACKGROUND**

On 18 May 2020, Council received a request from Stix Holdings Pty Ltd, owners of 600 Laws Farm Road, Cumberland Reach, to close part of the road reserve adjoining 600 Laws Farm Road, Cumberland Reach. In 2019, a Private Certifier issued a Complying Development Certificate for an awning to the existing outbuilding. This approval allowed the awning to be constructed over part of an unformed section of Laws Farm Road, Cumberland Reach. When Stix Holdings Pty Ltd became aware of this they contacted Council to enquire as to the process of closing and purchasing part of the unformed section of Laws Farm Road, Cumberland Reach. Closing the unformed section of Laws Farm Road would address the issue of having the awning encroaching on Council's road reserve.

Council at its meeting on 20 September 2020 resolved to proceed with the closure of part of Laws Farm Road, Cumberland Reach. Council notified the relevant authorities, adjoining neighbours and advertised



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the proposed road closure in the local newspaper. Council received one objection to the road closure from the NSW Department of Planning, Industry & Environment – Crown Lands.

The objection is based on the following:

- The existing Council public road provides access to the Crown waterway
- The unformed section of the subject Council public road is to be realigned from the existing track to another location through freehold property at Lot 121 DP1187453 via subdivision
- This process of road closure, realignment and road opening will maintain public access via a Council public road to the Crown waterway.

NSW Department of Planning, Industry & Environment - Crown Lands consider closing that part of the road over which the shed encroaches and opening a road reserve behind the shed linking to that part of the existing road reserve, as shown in blue on the location plan attached as Attachment 1 to this report. Noting that the current road to the river is across a steep hillside and through heavy native vegetation in a location on which a formed road could ever be built without huge earthworks and retaining walls and cut and fill.

On 28 June 2021, Council received a response from NSW Department of Planning, Industry & Environment - Crown Lands, that the Department does not object to the closure of the Council public road and the proposed vesting of the new road to Council upon closure. The submission is conditional on the new road alignment being formally opened as shown in pink on the location plan attached as Attachment 1 to this report.

The proposed new Council Road has an area of approximately 4,811m<sup>2</sup> and the portion to be closed is approximately 4,828m<sup>2</sup>. It is proposed a land swap proceed with Stix Holdings Pty Ltd bearing all costs. No compensation would be payable by either party for the value of the land. This is considered reasonable as land sizes are similar and the new road reserve would be higher and dissect the property. The owners have agreed with the proposed road closure and dedication of the new road.

#### **Road Closure Process**

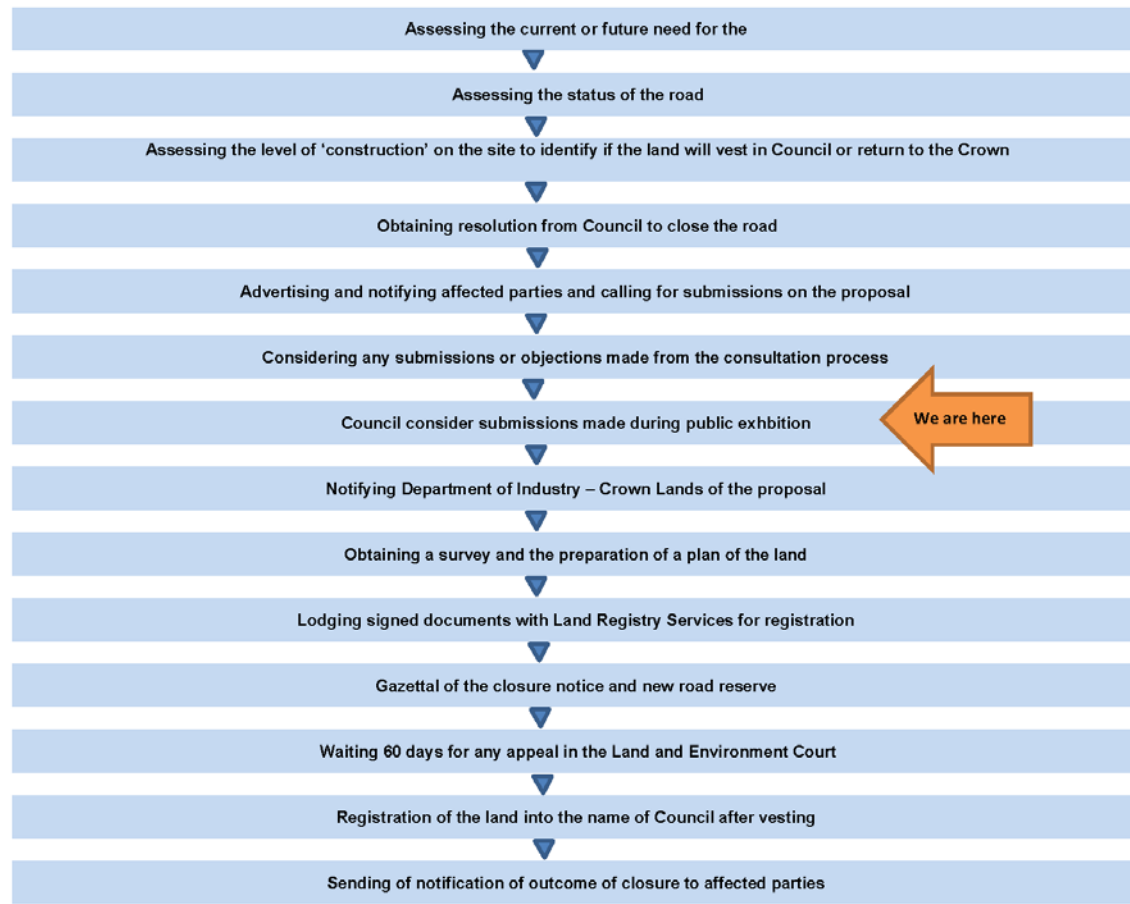
From 1 July 2018, changes to Part 4, Division 3 of the Roads Act 1993 mean that councils now have the power to close council public roads.

Section 38A of the Act provides that a council may propose the closure of a council public road for which it is the roads authority if:

1. The road is not reasonably required as a road for public use (whether for present or future needs), and
2. The road is not required to provide continuity for an existing road network, and
3. If the road provides a means of vehicular access to particular land, another public road provides lawful and reasonably practicable vehicular access to that land.

The procedure for the closing of a road now involves:

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### Road Status and Construction Declaration

This declaration is in relation to the parcel of land considered for road closure.

#### Dedication

A Road Status Check has been completed which found the road reserve was declared as a Public Road under Council's control and this has been confirmed by Crown Lands.

Accordingly, the road status outcome is that the subject road is a public road vested in Council.

#### Construction

Only constructed council public roads remain owned by council after closure.

The dictionary of the Act does not define 'construction' in terms of Section 38E(2) of the Act. The Acts definition for 'road work' includes any kind of work on or in the vicinity to facilitate use of the road as a road. The term construction is also used in the Act in reference to construction of conduits on public roads for utility services.

The subject portion of public road does not contain any utility services. The road has not been used as a public road. Council has not undertaken maintenance and repairs. Due to the awning existing over the road reserve, Crown Lands have deemed this satisfies the definition of 'construction'.

Accordingly, the road will be vested in the Council after closure pursuant to Section 38E(2)(a) of the Act. After the road closure plan is registered, given the matter is a land swap the usual process is for Crown Lands to allow Council to close the road in exchange for the new road reserve which will also vest in

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Council. To progress the matter further, a resolution of Council is required to proceed with the road closure and creation of the new road reserve.

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. However, this consultation has taken place. The Department of Planning, Industry & Environment – Crown Lands have advised that further public consultation is not required.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

Our Assets

4.1 Transport infrastructure and connections - Creating an integrated and well maintained transport system is an important local priority.

4.1.3 Have a comprehensive transport system of well-maintained local and regional linkages that are financially and environmentally sustainable and respond to community safety, priorities and expectations.

**FINANCIAL IMPACT**

The matters raised in this report do not have direct financial implications. The expenditure applicable in regards to this matter will be borne by the applicant. Council will not receive compensation for the road closure.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

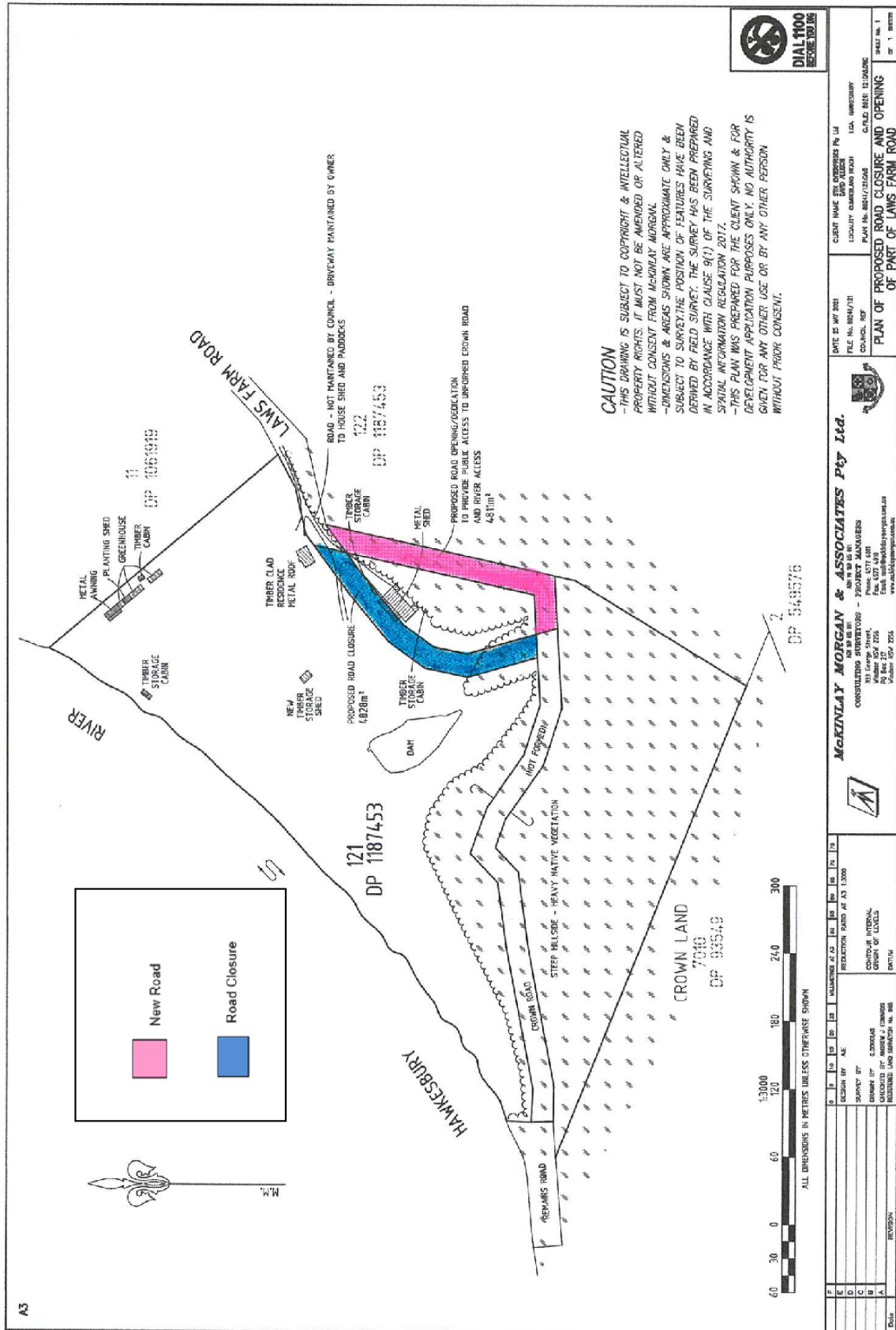
The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to sustainably manage community assets in accordance with the scheduled program of works in the Long-Term Financial Plan.

**ATTACHMENTS:**

**AT - 1** Location Plan.

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**AT - 1 Location Plan**



oooO END OF REPORT Oooo

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**Item: 143**                      **SS - Review of Payment of Expenses and Provision of Facilities to Councillors Policy - (95496)**

**Previous Item:**            113, Ordinary (15 June 2021)  
                                 133, Ordinary (13 July 2021)

**Directorate:**               Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to:

- Respond to Council's resolution concerning a review of Council's Payment of Expenses and Provision of Facilities to Councillors Policy;
- Provide a Draft Policy for consideration and seek endorsement for it to be placed on public exhibition.

**EXECUTIVE SUMMARY:**

Council last adopted a Policy regarding Payment of Expenses and Provision of Facilities to Councillors on 11 October 2016 (the current Policy).

At its meeting on 15 June 2021 Council considered a Notice of Motion in relation to review of the current Policy, and resolved for a review to be carried out so that a revised Policy could be adopted prior to the commencement of the next Council term. Council's resolution contained issues to be considered as part of the review, and called for a report concerning online lodgement of Councillor expense claims.

A revised Draft Policy has been prepared for consideration by Council. Council is required to publically exhibit any amendments to the current Policy prior to adoption by Council.

Councils are required to adopt a Policy regarding Payment of Expenses and the Provision of Facilities to Councillors within the first 12 months of each term of Council.

At its meeting on 13 July 2021 Council considered a report and late supplementary report concerning the Policy and resolved to defer the matter to the next meeting of Council.

**RECOMMENDATION:**

That the Payment of Expenses and Provision of Facilities to Councillors Policy, included as Attachment 1 to the report, be placed on public exhibition for a period of at least 28 days, and that the matter be reported back to Council at the conclusion of the exhibition period, along with any submissions received.

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**BACKGROUND**

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

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The current 'Policy Regarding Payment of Expenses and Provision of Facilities to Councillors' was adopted by Council at its meeting on 11 October 2016, following a public exhibition period. The current Policy is available on Council's website.

At its meeting on 15 June 2021 Council considered a Notice of Motion concerning the current Policy, and Council resolved as follows:

*"That:*

1. *Council concludes a review of its "Payment of Expenses and Provision of Facilities to Councillors" policy so that the revised policy is active in time for the new term of Council in September.*
2. *The draft policy to be formulated and presented for exhibition consider the following issues:*
  - a) *Additional flexibility within the allocated budget for each Councillor to choose the resources that best equip them to discharge Council business, i.e Phones, iPads, laptop, cellular modem, printer etc.*
  - b) *Updating anachronistic clauses such as those referring to the installation of land lines or fax machines for Councillors (Part 3.2.a.ix and Part 3.2.c.iii)*
  - c) *Examines what options can be presented in the policy without contravening Section 403 of the Local Government General Regulation 2005 (Payment of expenses and provision of facilities) which states: "A policy under section 252 of the Act must not include any provision enabling a council: (a) to pay any councillor an allowance in the nature of a general expense allowance."*
  - d) *Considers updating section Part 2.2.d (Superannuation) to reflect recent changes to Section 254B of the Local Government Act as they relate to Superannuation for Local Government Councillors, and suggest clauses that become enacted if and when Council decides to make such payments, preferably on an opt-out basis, after 1 July 2022.*
  - e) *Deletes Part 3.13 (Provision of recordings of Council meetings to Councillors), so long as the retention period for publicly available podcasts of Council meetings is extended to the whole term of Council."*
3. *Council report on the feasibility and cost of moving to an on-line system for the lodgment and reconciliation of Councillor expense claims."*

The Business Paper for Council's meeting of 13 July 2021 contained a report on the Policy, and attached a Draft Payment of Expenses and Provision of Facilities to Councillors Policy. After the Business Paper containing that report was published, errors were identified in the Draft Policy attached to the report.

As part of updating and reviewing the current policy and transitioning content to a different format based on a suggested template from the Office of Local Government, it was inadvertently overlooked that some provisions in the template remained unchanged when that was not the intention. In addition, some provisions from the current policy were not carried over to the Draft Policy as intended.

On 13 July 2021 shortly before the commencement of the Council Meeting a late Supplementary Business Paper was published on Council's website and circulated to Councillors. The Late Supplementary Business Paper contained a report which attached an amended Draft Policy.

At the Council meeting on 13 July 2021, Council resolved as follows:

*"That this matter be deferred to the next Council Meeting for consideration."*

This report provides information concerning the review of the Policy, and presents a Draft Policy which takes into consideration those matters raised in Part 2 of Council's resolution of 15 June 2021. A further report to Council will provide additional information in relation to Part 3 of the resolution.

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A further review of the Draft Policy has been undertaken as to those provisions from the template and the current Policy that were intended to be included in the Draft Policy.

**Legislative requirements**

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

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

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

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

In accordance with Council's resolution, the current Policy has been reviewed and some amendments are proposed, including amendments dealing with issues raised in Council's resolution from its meeting on 15 June 2021. It also takes into account other issues raised at that Council Meeting when considering the Notice of Motion, such as Councillor office space in the Administration Building at Windsor.

In conducting this review of the Policy and making amendments, consideration has been given to the Guidelines. The Office of Local Government also created and published in 2017 a suggested template for the Model Expenses and Facilities Policy, as an example of best practice governance.

The Guidelines refer to various aspects of the content of a policy for the purpose of the Act, but describe Council's obligations differently depending on the subject of the content. There are five content areas which Council must comply with:

- Expenses must be outlined in a council's policy and may be either reimbursed to a Councillor or paid directly by a council for something that is deemed to be a necessary expense to enable them to perform their civic functions.
- Inclusion of all of the specific expenses for which Councillors are entitled to receive reimbursement and all of the specific facilities which Councillors are entitled to use.
- Approval arrangements for all expenses and facilities provided.
- Processes for the reconciliation of and reimbursement of expenses, including a time frame for Councillors to seek reimbursement of their expenses.
- Provision for advance payments to be reconciled at a future date within a timeframe stated in the policy.

The Draft Policy attached as Attachment 1 to this report contains provisions dealing with each of these content areas which satisfy the requirements of the Guidelines.

There are a number of other content areas where the Guidelines provide that Council should include particular content or provisions. Attached to the Guidelines are notes which expressly do not form part of the Guidelines but which are provided to clarify issues and provide examples in relation to specific expenses. Some of the clauses contained in the Office of Local Government suggested template are based on these notes.

The proposed amendments to the current Policy are aimed at ensuring Councillors have a robust framework to support ethical, careful, effective and efficient use of Council resources in carrying out their functions, while allowing for Councillors to receive contemporary, adequate and reasonable expense allowances and facilities, to enable them to effectively carry out their civic duties as elected representatives of the Hawkesbury community.

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

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The Office of Local Government advises that the template has been prepared to be consistent with the Local Government Act 1993 and Local Government (General) Regulations 2005, and that the template has been designed to be amended to suit local needs and circumstances.

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

The amended Draft Policy, including the proposed changes detailed above, is attached to this report as Attachment 1.

## **DISCUSSION**

### **Draft Payment of Expenses and provision of Facilities to Councillors Policy**

A Draft Policy been prepared, attached as Attachment 1 to this report.

The significant proposed amendments to the current Policy, other than those relating to layout and content realignment, are summarised below, by reference to the provisions in the Draft Policy:

#### ***Part B – Expenses***

- The reference to payment of annual fees has been removed. The Guidelines say that policies concerning expenses and facilities are not required to deal with Councillors' annual fees, although it is acknowledged that there is likely to be some correlation between the annual fees paid to mayors and Councillors and the level and scope of expenses and facilities required and provided for in a Councillor expenses and facilities policy.
- Sacrificing annual fees to complying superannuation funds has been removed. Council resolved that the Draft Policy consider updating this section of the current Policy to reflect recent amendments to the Act concerning superannuation for Councillors. Under those amendments:
  - Payments for superannuation to Councillors can be made after 1 July 2022, subject to Council resolving to make such payments
  - Councillors can agree in writing to forgo superannuation payments
  - Superannuation contribution payments are payable with, and at the same intervals as, the annual fees payable to Councillors.

It is recommended that consideration be given to not including superannuation payments in the Policy, in the same way that the proposed Policy does not include clauses concerning the payment of annual fees for Councillors.

Advice has been obtained from the Office of Local Government to the effect that Councils are not required to include provisions concerning annual fees and superannuation contributions in the Policy. Therefore these provisions have not been included in the Draft Policy.

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

Clause 403 of the Local Government Regulation 2005 says that a Policy under Section 252 of the Act must not allow Council to pay a Councillor an allowance in the nature of a general expense allowance.



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Advice has been obtained from the Office of Local Government that provisions in the nature of those proposed offering Councillors flexibility in relation to obtaining their own equipment (within categories provided by Council) would not contravene Clause 403 of the Regulation provided:

- There is a cap on the expenditure permitted
- The expenditure is limited to categories of equipment reasonably required by Councillors to carry out their civic duties.

***Part C – Facilities***

- Clause 10 now contains provision for a Councillor office. Presently Councillors are able to use the room adjacent to the Council Chambers foyer. It is proposed that this room contain enhanced facilities to enable the holding of meetings for small groups.
- Provisions concerning reimbursement of call and data charges have been moved from the Facilities section to the Expenses section - Clause 7, Specific expenses, and repetition concerning facilities and reimbursement provisions for the Mayor, the Deputy Mayor, and Councillors has been removed.
- Provisions concerning installation of land lines or fax machines for Councillors, and supply of Council Meeting recordings have been removed. Podcasts of Council meetings since podcasting commenced in November 2017 remain on Council's website.

***Part D – Processes***

- Clause 13 clarifies the timeframe for reimbursement of expense with all claims required to be made within three months of the expense being incurred.

It is recommended that the Draft Policy attached as Attachment 1 to this report be placed on public exhibition for 28 days and that Council receive a further report concerning submissions received during the exhibition period.

**Lodgement and reconciliation of Councillor expense claims**

Currently, Councillors lodge claims for travel expenses (for kilometres travelled on Council business) and telephone expenses by manually completing forms provided by Council staff. Completed forms are approved by the Manager Corporate Services and Governance, provided to Payroll for processing, and registered in Council's Electronic Content Management system.

Prior to Council Meetings, Councillor Briefing Sessions and Council Committee Meetings being held by audio-visual link commencing in March 2020, due to the COVID-19 Pandemic, Councillors were provided with pre-populated forms as to the distance between their homes and the Council Chambers to assist with completing the travel claims. It is acknowledged that in this period Councillors were travelling for reasons related to these meetings and for other unrelated reasons on Council business.

Preliminary work has been done on the feasibility of an online system for lodgement and reconciliation of Councillor expense claims.

Additional work is required in advance of a further report to Council as there are a number of options available for electronic forms. It is envisaged that the solution would involve the creation of online template forms, with content options in the relevant fields and the ability to pre-populate forms based on known information relevant to each Councillor could be used.

Ideally, the process would utilise existing workflow capabilities within Council's Electronic Content Management system which would forward the form to the Manager Corporate Services and Governance for approval of the claim. Once approved the workflow would then forward to Payroll for processing and confirmation to Councillors at key stages of the workflow.

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It is proposed that when the revised Policy is reported to Council following public exhibition, that the report include further information concerning the feasibility and cost of online lodgement and reconciliation of Councillor expense claims.

**COMMUNITY ENGAGEMENT**

Section 253 of the Act details the requirements to be complied with prior to a Policy regarding Payment of Expenses and the Provision of Facilities to Councillors being adopted or amended, and is in the following terms:

- "(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submission and make any appropriate changes to the draft policy or amendment.*
- (3) Despite subsection (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
- (4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
- (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
  - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
  - (c) a copy of the notice given under subsection (1).*
- (5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252(1) even if the council proposes to adopt a policy that is the same as its existing policy."*

Subject to Council's approval, the Draft Policy will be placed on public exhibition in accordance with the requirements detailed above.

The exhibition of the Draft Policy will be advertised through:

- Council's website
- Social Media
- YourHawkesbury-YourSay

Submissions can be made in writing or through YourHawkesbury-YourSay.

Following this period, a summation of any submissions received will be presented to a Council Meeting.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the Focus Area and Direction within the CSP:

Our Leadership

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- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
- 1.6 Corporate Services - Support the operation of the organisation through the provision of effective and efficient corporate support services.

**FINANCIAL IMPACT**

Financial implications arising from the payment of expenses and provision of facilities to Councillors, as detailed in the Policy, as proposed, are applicable and are provided for in the 2021/2022 Adopted Operational Plan.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

**ATTACHMENTS:**

- AT - 1** Draft Payment of Expenses and Provision of Facilities to Councillors Policy - (*Distributed Under Separate Cover*)

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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ordinary

section 4

reports  
of committees

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

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**SECTION 4 – Reports of Committees**  
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**SECTION 4 – Reports of Committees**

**Item: 144**                      **ROC - Environment Committee - 6 July 2021 - (151938, 95498)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Environment Committee held on 6 July 2021.

**EXECUTIVE SUMMARY:**

Two items – Items 1 and 2, contained within the minutes of the Environment Committee have policy or financial implications to Council. They therefore require specific consideration by Council, the details of which are discussed in the report below.

**RECOMMENDATION:**

That in relation to the Minutes of the Environment Committee Meeting held on 6 July 2021:

1. Council endorse the Committee Recommendation in respect of Item 1, namely:

*“That the Environment Committee receive a report characterising our natural environment. The report may include sub catchments, and should include a desktop analysis of our natural environment, including considerations such as:*

- *Koala habitat (SEPP)*
- *High-risk weed pathways*
- *Ecological endangered communities*
- *Biodiversity offset sites*
- *Riparian vegetation*
- *Remnant native vegetation*
- *Stormwater infrastructure*
- *Wetlands*
- *Platypus habitat*
- *Environmental groups*
- *Bushcare sites*
- *Frogwatch groups*
- *Bird watchers*
- *Indian Myna eradication sites*
- *Bee programs*
- *Natural environment monitoring by other agencies*
- *Zero litter to oceans work.”*

2. Council endorse the Committee Recommendations in respect of Item 2, namely:

*“That this item be deferred to the next Environment Committee Meeting to allow Council staff to consult the community on this matter as per the resolution from the 13 April 2021 Meeting, namely:*

- a) *What Council might have the capacity to do in the future to prevent litter going into our rivers and oceans.*

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- b) *What future opportunities Council might have to partner with others to combat this problem.”*

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**DISCUSSION**

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

In relation to Item 1 – Natural Environment Conservation and Restoration Strategy – Options Report, the Environment Committee discussed the following:

- Noting the Officers report with respect to available resources, and other projects that are underway, the Committee considered that the organisation is not ready to undertake any of the options put forward in the report, and that a more staged process of building up the collection of information and data be undertaken on a sub catchment basis.

In relation to Item 1, it is recommended that Council endorse the Committee Recommendation in the Minutes attached as Attachment 1.

In relation to Item 2 – Zero Litter to Ocean Policy, the Environment Committee discussed the following:

- The Committee considered that the engagement with the community with respect to the resolution from the Meeting on 13 April 2021 on this matter should occur before this matter is considered further.
- As such the committee resolved to defer to the matter to undertake that consultation.

In relation to Item 2, it is recommended that Council endorse the Committee Recommendation in the Minutes attached as Attachment 1.

**ATTACHMENTS:**

**AT - 1** Minutes of the Environment Committee held on 6 July 2021.



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**AT - 1 Minutes of the Environment Committee held on 6 July 2021**

Minutes of the Meeting of the Environment Committee held by Audio-Visual link, on 6 July 2021, commencing at 4:05pm.

**ATTENDANCE**

**Present:** Councillor Amanda Kotlash, Hawkesbury City Council (Chairperson)  
Councillor Patrick Conolly Hawkesbury City Council (Mayor)  
Councillor Sarah Richards, Hawkesbury City Council  
Councillor Nathan Zamprogno, Hawkesbury City Council

**Apologies:** Nil.

**In Attendance:** Mr Andrew Kearns, Hawkesbury City Council  
Mr Justin Murphy, Hawkesbury City Council  
Ms Linda Perrine, Hawkesbury City Council  
Ms Amy Birks, Hawkesbury City Council  
Ms Melissa Simpson, Hawkesbury City Council  
Ms Tracey Easterbrook - Minute Secretary, Hawkesbury City Council

**Attendance Register of Environment Committee**

Member	13/04/2021	6/07/2021
Councillor Patrick Conolly (Mayor)	✓	✓
Councillor Amanda Kotlash (Chairperson)	✓	✓
Councillor Sarah Richards	✓	✓
Councillor Nathan Zamprogno	✓	✓

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

**DECLARATIONS OF INTEREST**

There were no Declarations of Interests made.

**CONFIRMATION OF MINUTES**

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Zamprogno that the minutes of the Environment Committee held on 13 April 2021, be confirmed.

**SECTION 2 - Reports for Determination**

**Item: 1**                      **Natural Environment Conservation and Restoration Strategy - Options Report - (151938)Business Paper - Ordinary Meeting MASTER - (27 July 2021)**

**Previous Item:**        113, Ordinary (15 June 2021)

**Directorate:**            City Planning

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Mr Eric Brocken and Mr Bill Sneddon addressed the committee, speaking for the recommendation in the Business Paper.

**OFFICER RECOMMENDATION:**

That the Environment Committee consider the options outlined in this report, and provide a recommendation and advice to Council.

**COMMITTEE RECOMMENDATION:**

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

That the Environment Committee receive a report characterising our natural environment. The report may include sub catchments, and should include a desktop analysis of our natural environment, including considerations such as:

- Koala habitat (SEPP)
- High-risk weed pathways
- Ecological endangered communities
- Biodiversity offset sites
- Riparian vegetation
- Remnant native vegetation
- Stormwater infrastructure
- Wetlands
- Platypus habitat
- Environmental groups
- Bushcare sites
- Frogwatch groups
- Bird watchers
- Indian Myna eradication sites
- Bee programs
- Natural environment monitoring by other agencies
- Zero litter to oceans work.

**For the Motion:** Councillors Conolly, Kotlash, Richards and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Nil.

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**Item: 2**                      **EC - Zero Litter to Ocean Policy - (151938)**

**Previous Item:**        004, Environment Committee (13 April 2021)

**Directorate:**            City Planning

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Mr Jarryd Faint and Mr Bill Sneddon addressed the committee speaking for the recommendation in the Business Paper.

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Councillor Wheeler addressed the committee.

**OFFICER RECOMMENDATION:**

That the Environment Committee:

1.     Receive and note this report.
2.     Recommend to Council that any new grant programs and funding opportunities in terms of litter reduction and prevention be explored, and if appropriate grant applications submitted.

**COMMITTEE RECOMMENDATION:**

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

That this item be deferred to the next Environment Committee Meeting to allow Council staff to consult the community on this matter as per the resolution from the 13 April 2021 Meeting, namely:

- a) What Council might have the capacity to do in the future to prevent litter going into our rivers and oceans.
- b) What future opportunities Council might have to partner with others to combat this problem.

**For the Motion:**        Councillors Conolly, Kotlash, Richards and Zamprogno.

**Against the Motion:**   Nil.

**Absent:**                  Nil.

The meeting terminated at 5:45 pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**Item: 145**                      **ROC - Local Traffic Committee - 12 July 2021 - (80245, 95495)**

**Directorate:**                Infrastructure Services

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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 12 July 2021. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

**EXECUTIVE SUMMARY:**

The Local Traffic Committee considered three items, contained within the Minutes of the Local Traffic Committee. As these items have no policy or financial implications to Council, they are presented for information only.

**RECOMMENDATION:**

That Council receive and note the Minutes of the Local Traffic Committee Meeting held on 12 July 2021.

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**DISCUSSION**

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

- Special Event Traffic – Tour de PIF Charity Ride and Run/Walk 2021 Event – Change of Route
- Special Event Traffic – 2021 Bridge to Bridge Water Ski Classic
- Special Event Traffic – The Hawkesbury 120 Ski Race Classic 2021

**ATTACHMENTS:**

**AT - 1**    Minutes of the Local Traffic Committee held on 12 July 2021.

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**AT - 1 Minutes of the Local Traffic Committee held on 12 July 2021**

Minutes of the Meeting of the Local Traffic Committee held remotely on Monday, 12 July 2021, commencing at 3pm.

**ATTENDANCE**

- Present:** Mr Brana Ravichelvan, Transport for NSW Services  
Mr Steve Grady, Busways  
Mr Mark Rusev, representing Ms Robyn Preston, MP (Hawkesbury)
- Apologies:** Councillor Peter Reynolds, Hawkesbury City Council  
Inspector Brendan Hillyard, NSW Police Force  
Senior Constable Damien Mitchell, NSW Police Force
- In Attendance:** Mr Christopher Amit, Hawkesbury City Council, (Chair)  
Ms Kaysie Cordi, Hawkesbury City Council  
Ms Cathy Mills, Hawkesbury City Council

Mr Christopher Amit advised the Committee that the position of Chair is to be undertaken in accordance with RMS (formerly RTA) Guidelines "Delegation to Councils for Regulation of Traffic" Section 5.3 which states that the meeting is to be convened by a Council Representative, either voting or non-voting. On this basis Mr Amit is to take up the position of the Chair for this meeting as agreed to with Councillor Reynolds.

RESOLVED on the motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvan that the apologies be accepted.

**SECTION 1 – Minutes**

**Item 1.1 Confirmation of Minutes**

The Committee resolved on the Motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvan, that the Minutes from the previous meeting held on Monday, 21 June 2021 be confirmed.

**Item 1.2 Business Arising**

**Item: 1.2.1 LTC - Change of Route - Tour de PIF Charity Ride and Run/Walk 2021 Event - (Hawkesbury) - (80245, 108199, 147643)**

**Previous Item:** 2.4, LTC (21 June 2021)

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**REPORT:**

Mr Christopher Amit advised the Committee that the Tour de PIF Charity Ride & Run/Walk 2021 event planned for Friday 10 September 2021, was considered by the Local Traffic Committee at its meeting on 21 June 2021.

Advice has been received by the event organiser indicating that The Hills Council had issues with the route through their LGA and in particular Cattai Ridge Road. As a result, the route for the event has been altered to avoid Cattai Ridge Road. In addition to this the proposed 30 kilometre course has been deleted with only two courses consisting of the 60 and 100 kilometre rides.

- The roads traversed within the Hawkesbury LGA are the same for the two rides. The description below is for the Hawkesbury LGA component of the route;

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- Commencing within the Scheyville National Park, Scheyville, follow the track within the Park along Memorial Drive and turn left into Old Pitt Town Road,
- Travel along Old Pitt Town Road and turn left into Midson Road,
- Travel along Midson Road and turn right into Martin Road,
- Travel along the full length of Martin Road to its intersection with Boundary Road and turn left into Boundary Road,
- Travel along Boundary Road and turn left into Mewton Road,
- Travel along the full length of Mewton Road to its intersection with Pitt Town Dural Road and turn left into Pitt Town Dural Road,
- Travel along Pitt Town Dural Road and turn right into Pebbly Hill Road,
- Travel along the full length of Pebbly Hill Road to its intersection with Mitchell Park Road and turn left into Mitchell Park Road,
- Travel along the Mitchell Park Road to its intersection with Cattai Road (State Road) and turn right into Cattai Road (State Road),
- Travel along Cattai Road (State Road) crossing Cattai Creek into Wisemans Ferry Road (State Road) and entering The Hills Council LGA,
- The route will continue outside the Hawkesbury LGA along Wisemans Ferry Road (State Road), Sackville Ferry Road, River Road, Old Northern Road (State Road), and returning along Wisemans Ferry Road (State Road) crossing Cattai Creek into Cattai Road (State Road) and returning into the Hawkesbury Council LGA,
- Travel along Cattai Road (State Road) and turn left into Mitchell Park Road.
- Travel along Mitchell Park Road and turn right into Pebbly Hill Road,
- Travel along the full length of Pebbly Hill Road to its intersection with Pitt Town Dural Road and turn left into Pitt Town Dural Road,
- Travel along Pitt Town Dural Road and turn right into Scheyville Road,
- Travel along Scheyville Road and turn left into Neich Road,
- Travel along the full length of Neich Road to its intersection with Boundary Road and turn right into Boundary Road,
- Travel along Boundary Road and turn right into Martin Road,
- Travel along the full length of Martin Road to its intersection with Midson Road and turn left into Midson Road,
- Travel along Midson Road and turn right into Dormitory Hill Road,
- Travel along the full length of Dormitory Hill Road to its intersection with Scheyville Road and turn left into Scheyville Road,
- Travel along Scheyville Road and turn left into Memorial Drive at Scheyville National Park.
- The route distance within the Hawkesbury LGA is approximately 21 kilometres with the whole ride being 60/110 kilometres in length. The previous route within the Hawkesbury LGA was approximately 14 kilometres.

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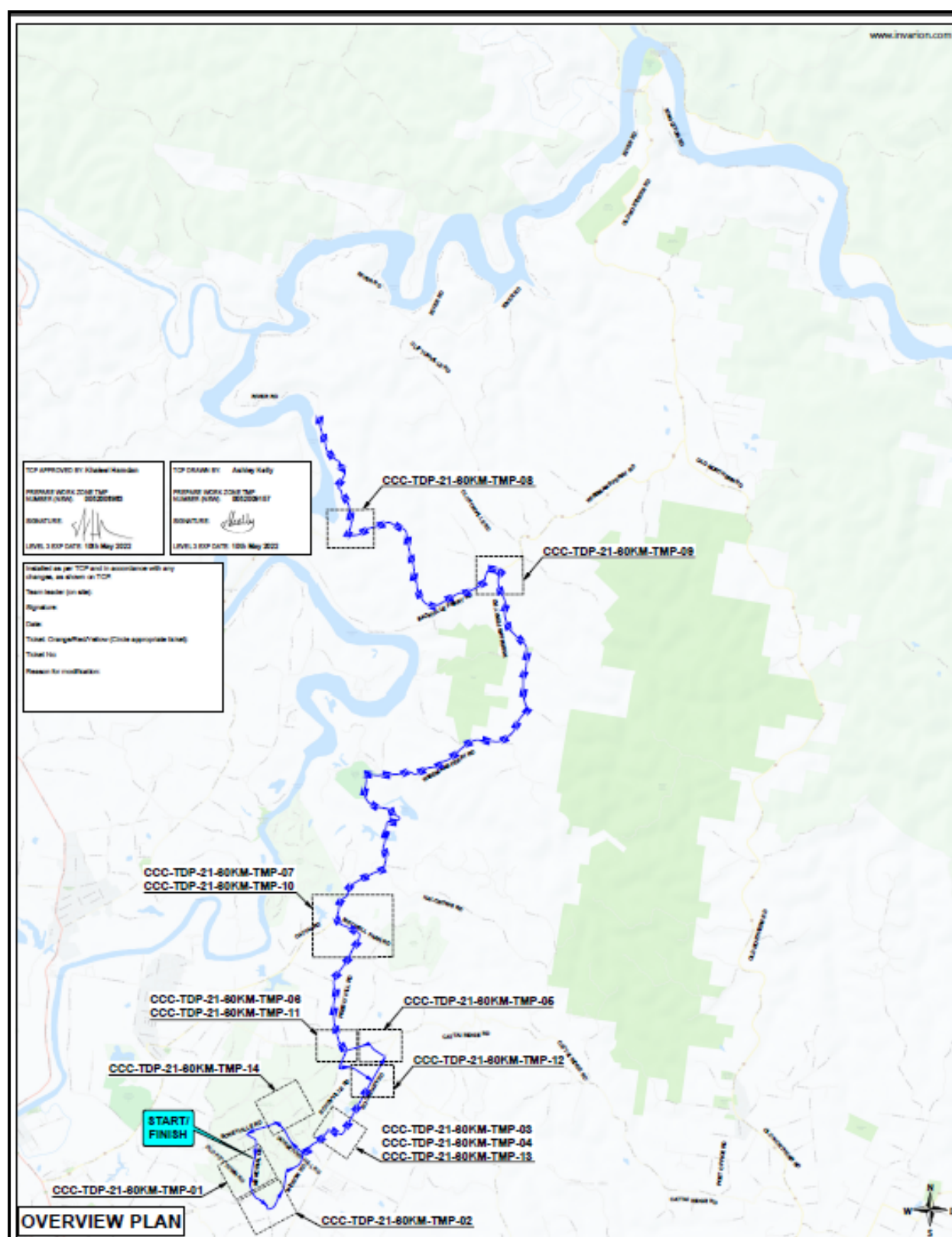


Figure 1: Proposed 60 kilometre Route

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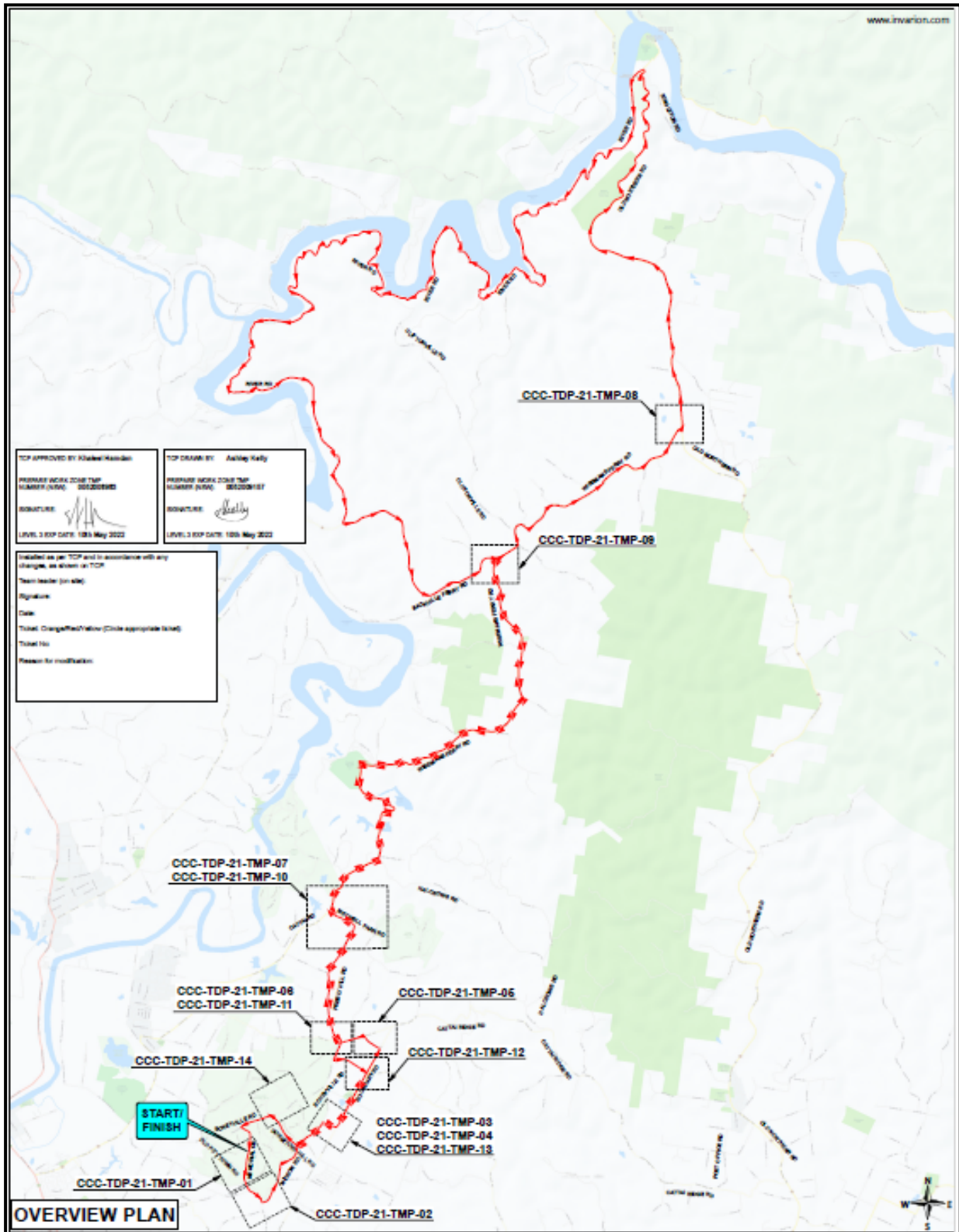


Figure 2: Proposed 100 kilometre Route

The Committee considered the matter and did not object to the change in route within the Hawkesbury LGA.



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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvan.

Support for the Recommendation: Unanimous

That the change in Route within the Hawkesbury LGA for the Tour de PIF Charity Ride & Run/Walk 2021 event, planned for Friday 10 September 2021, be supported and the conditions of approval originally granted relating to Item 2.4 from the Local Traffic Committee meeting on 21 June 2021 apply.

**SECTION 2 - Reports for Determination**

**Item: 2.1 LTC - 2021 Bridge to Bridge Water Ski Classic - (Hawkesbury) - (80245, 74204)**

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**REPORT:**

**Introduction**

An application has been received from the NSW Water Ski Federation Ltd, seeking approval (in traffic management terms) to conduct the 2021 Bridge to Bridge Water Ski Classic on Saturday, 20 and Sunday, 21 November 2021.

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

The event organiser has advised;

- The Bridge to Bridge Water Ski Classic is an annual water ski racing event along the Hawkesbury River extending from Dangar Island, Brooklyn to Governor Phillip Park, Windsor. The 2019 event was cancelled due to the bushfires in late 2019 and the rescheduled event in 2020 was cancelled due to COVID-19.
- This annual event has been held for over 50 years since 1961 and is a regular feature of the local community calendar in the Hawkesbury area.
- Event Schedule:
  - Saturday, 20 November 2021: 7am – 5pm.
  - Starting at Sackville Ski Gardens and finishing at Governor Phillip Park, Windsor.
  - Sunday, 21 November 2021: 7am – 5pm.
  - Starting at Dangar Island Brooklyn and finishing at Governor Phillip Park, Windsor.
- The suspension of ferry services, controlled by Transport for NSW – TfNSW (formerly RTA/RMS) and Council, is required on Sunday, 21 November 2021:
  - Wisemans Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 1pm
  - Webbs Creek Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 1pm
  - Lower Portland Ferry (HCC): 8:30am to 3pm
  - Sackville Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 3pm

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- The suspension of the ferry services is required for safety reasons. Emergency vehicles will be allowed access at all times. The ferries will operate in the event of an emergency and competitors will be stopped to ensure the safety of all.
- Safety Vessels with crew will be placed downstream from each ferry with suitable equipment to indicate to competitors that a ferry may be operating and with communication between the boat and ferry vessel. Such procedures will be implemented to the satisfaction of Transport for NSW – TfNSW (formerly RTA/RMS) and Hawkesbury City Council.
- Transport for NSW – TfNSW (formerly RTA/RMS) and Hawkesbury City Council will be delegated authority to alter ferry suspension times if necessary.
- The number of participants expected is approximately 500 for the event, which includes 150 to 200 boats as in previous years.
- There will be approximately 2,000 spectators for the event at the finish venue in Windsor.
- Parking will be at Governor Phillip Park with additional parking available off street utilising vacant land adjacent to Governor Phillip Park.
- There will be a rise in pedestrian and vehicle numbers at Governor Phillip Park.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park; however, the effect on traffic is not expected to be significant.
- It is expected that the event will impact only marginally on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road, but historically there have been no issues with traffic in these areas.
- Road closures are not required other than the closure of the approach roads to the four ferries along the Hawkesbury River.
- Advance warning with VMS will be located at;
  - Windsor Road, north of McGraths Road,
  - Macquarie Street between Christie Street and Suffolk Street,
  - Wilberforce Road at Freemans Reach Road.

### **Discussion**

The event organiser is seeking Council and Transport for NSW – TfNSW (formerly RTA/RMS) approval for the suspension of the following Ferry Services on Sunday, 21 November 2021:

- Wisemans Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 1pm
- Webbs Creek Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 1pm
- Lower Portland Ferry (HCC): 8:30am to 3pm
- Sackville Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 3pm

The total suspension of the ferries will enable a free flow of competitors across the ferry crossings. The four ferries will be suspended generally between 8:30am to 1pm with the Lower Portland Ferry and Sackville Ferry closure times extending to 3pm as these two ferries are further along the course route.

Ferry operations are not affected on Saturday, 20 November 2021, as Wiseman Ferry, Webbs Creek Ferry, Sackville Ferry and Lower Portland Ferry are all located downstream of the Sackville Ski Gardens.

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Emergency vehicles will be allowed access onto the ferries. Safety vessels with crew will be placed downstream from each ferry with suitable equipment to indicate to competitors that a ferry may be operating and with communication between the boat and the ferry vessel.

Lower Portland Ferry Service is under the care and control of Hawkesbury City Council. The Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry services are the under the care and control of Transport for NSW – TfNSW (formerly RTA/RMS).

The event will be held principally along the Hawkesbury River with the event organiser requesting exclusive use of the River from Transport for NSW – TfNSW (formerly NSW Maritime). The spectators and participants travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street. Due to the opening of the new Windsor Bridge and the provision of signals at the intersection of Bridge Street and George Street, traffic arrangements and restrictions to turning movements have been implemented at this intersection which results in directing more traffic to the intersection of Bridge Street and Court Street.

Furthermore, the suspension of the Ferry services and subsequent road closures leading to the ferries (three Transport for NSW ferries and one HCC Ferry) will have an impact on the adjacent road network in the vicinity of the ferries. The suspension of the Transport for NSW ferries is affectively closing three State roads. It would be appropriate to classify the event as a “Class 1” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

As the event is classified as a “Class 1” event, approval is to be sought directly by the event organiser for any alterations to the operation of the Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry services from Transport for NSW – TfNSW (formerly TMC).

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 road closures resulting from the suspension of the HCC and TfNSW (formerly RTA/RMS) ferries.

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

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 7589543):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Risk Assessment
5. Traffic Guidance Plan to access Governor Phillip Park and Traffic Control Plans (TCPs) which refers to previous years,
6. Site Plan and VMS Location Plan.

Council resolved to grant the exclusive use of Governor Phillip Park for the event at its meeting on 27 April 2021.

**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

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organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, 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 2021 Bridge to Bridge Water Ski Classic event planned for Saturday 20 and Sunday, 21 November 2021 by the NSW Water Ski Federation Ltd, be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire 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. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a "Class 1" event, the road closures resulting from the suspension of the HCC and TfNSW (formerly RTA/RMS) ferries and the traffic movements and restrictions along Bridge Street and its intersections with George Street and Court Street, Windsor; 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 (TCP) for the entire route which need to include details such as the specific position of barriers, signs etc, required for the proposed

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ferry/road closures and traffic diversions, and how traffic will be managed along Bridge Street, Windsor taking into account the traffic movements and restrictions along Bridge Street and its intersections with George Street and Court Street, to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from Transport for NSW – TfNSW (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4k. 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/ferry closures, the impact on ferry services 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);
- 4l. 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;
- 4m. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services 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;
- 4n. 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/ferry closures, the impact on ferry services 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;
- 4o. 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:**

- 4p. access is to be maintained for businesses, residents and their visitors;

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- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4r. 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);
- 4s. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route ( including the road closure points for the Ferry closures), during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4t. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4u. 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,

**Ferry Services**

- 5. The applicant is to seek approval from Transport for NSW – TfNSW (formerly TMC and RTA/RMS), for the suspension of the Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry services, due to the event being classified as a Class 1 event. There is no objection to the suspension of the Lower Portland Ferry Service.

Suspension of the ferry services on Sunday, 21 November 2021 as listed below:

- Wisemans Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 1pm
- Webbs Creek Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 1pm
- Lower Portland Ferry (HCC): 8:30am to 3pm
- Sackville Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 3pm

is subject to the applicant complying with the following conditions, as well as any conditions imposed by Transport for NSW – TfNSW (formerly TMC):

- 5a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council;
- 5b. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to:
  - traffic impact and delays,
  - exclusive use of Governor Phillip Park,
  - timings of suspension/operation of ferry services,

such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;

- 5c. signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 5d. safety precautions outlined in the TMP are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the

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satisfaction of Transport for NSW – TfNSW (formerly TMC, RTA/RMS and NSW Maritime) and Hawkesbury City Council; and,

- 5e. the Transport for NSW – TfNSW (formerly TMS and RTA/RMS) and Council be authorised to alter ferry suspension/operation times if necessary.

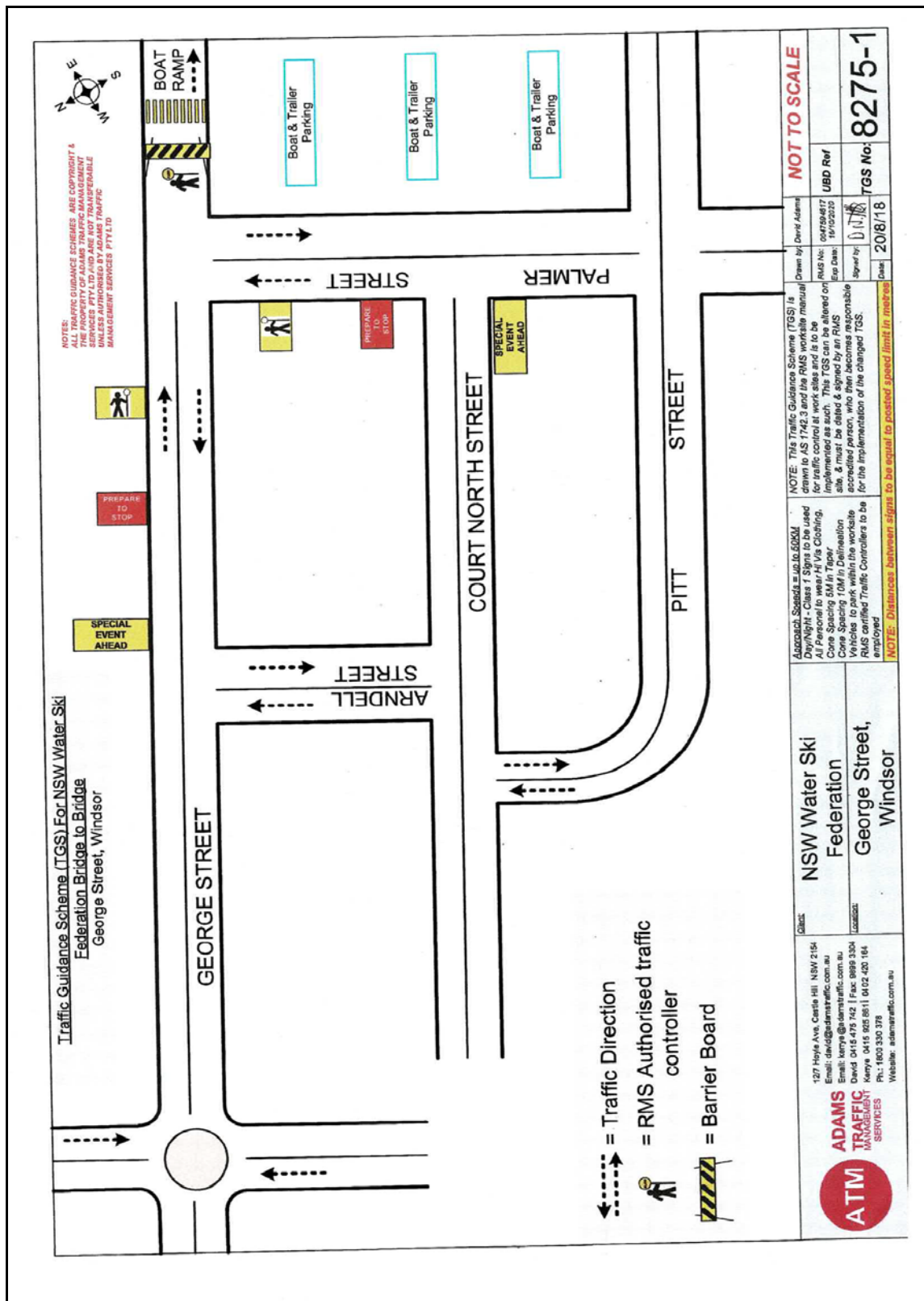
**APPENDICES:**

**AT - 1** Traffic Guidance Plan to Access Governor Phillip Park, Windsor

**AT - 2** Special Event Application - (ECM Document Set ID No. 7589543) - *see attached*

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**AT - 1 Traffic Guidance Plan to Access Governor Phillip Park, Windsor**





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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvin.

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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, 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 2021 Bridge to Bridge Water Ski Classic event planned for Saturday 20 and Sunday, 21 November 2021 by the NSW Water Ski Federation Ltd, be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

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

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- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a "Class 1" event, the road closures resulting from the suspension of the HCC and TfNSW (formerly RTA/RMS) ferries and the traffic movements and restrictions along Bridge Street and its intersections with George Street and Court Street, Windsor; 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 (TCP) for the entire route which need to include details such as the specific position of barriers, signs etc, required for the proposed ferry/road closures and traffic diversions, and how traffic will be managed along Bridge Street, Windsor taking into account the traffic movements and restrictions along Bridge Street and its intersections with George Street and Court Street, to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from Transport for NSW – TfNSW (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4k. 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/ferry closures, the impact on ferry services 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);
- 4l. 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;
- 4m. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services 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;
- 4n. 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/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two

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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;

- 4o. 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:**

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

**Ferry Services**

5. The applicant is to seek approval from Transport for NSW – TfNSW (formerly TMC and RTA/RMS), for the suspension of the Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry services, due to the event being classified as a Class 1 event. There is no objection to the suspension of the Lower Portland Ferry Service.

Suspension of the ferry services on Sunday, 21 November 2021 as listed below:

- Wisemans Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 1pm
- Webbs Creek Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 1pm
- Lower Portland Ferry (HCC): 8:30am to 3pm
- Sackville Ferry (TfNSW (formerly RTA/RMS)): 8:30am to 3pm

is subject to the applicant complying with the following conditions, as well as any conditions imposed by Transport for NSW – TfNSW (formerly TMC):

- 5a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council;
- 5b. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to :
- traffic impact and delays,
  - exclusive use of Governor Phillip Park,
  - timings of suspension/operation of ferry services,

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such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;

- 5c. signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 5d. safety precautions outlined in the TMP are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of Transport for NSW – TfNSW (formerly TMC, RTA/RMS and NSW Maritime) and Hawkesbury City Council; and,
- 5e. the Transport for NSW – TfNSW (formerly TMS and RTA/RMS) and Council be authorised to alter ferry suspension/operation times if necessary.

**Item: 2.2      LTC - The Hawkesbury 120 Ski Race Classic 2021 - (Hawkesbury) - (80245, 92138)**

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**REPORT:**

**Introduction:**

An application has been received from Ski Racing NSW Inc, seeking approval (in traffic management terms) to conduct the Hawkesbury 120 Ski Race Classic 2021 on Saturday, 16 and Sunday, 17 October 2021.

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

The event organiser has advised;

- The Hawkesbury 120 Ski Race Classic is an annual event initially undertaken in 2006.
- The Hawkesbury 120 Ski Race Classic is an annual water ski race on the Ski Racing Australia Calendar and is undertaken along the Hawkesbury River downstream from Windsor Bridge to upstream from Wisemans Ferry.
- The event is traditionally the first of the major river classics for the season and is considered one of the premier water ski races in Australia.
- The race is 120 kilometres in length.
- Event Schedule:

Saturday, 16 October 2021:

- Ski Race from Governor Philip Park, Windsor to Sackville Ski Gardens, Tizzana Road, Sackville and return.
- Start and Finish times: 8:00am to 5pm.
- Set Up and Pack Down Times: 6am to 6pm.

Sunday, 17 October 2021:

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- Ski Race from Governor Philip Park, Windsor to NSW Ski Grounds Caravan Park (Known as NSW Ski Gardens) at River Road, Wisemans Ferry and return.
  - Start and Finish times: 8:00am to 9pm.
  - Set Up and Pack Down Times 6am to 10pm.
- The event will incorporate vessel safety scrutineering to be undertaken on Friday, 15 October 2021. The safety scrutineering will be conducted between 12noon and 5pm and with the expected number of competitors, it is not anticipated to impact on local traffic conditions in the area. All vehicles towing vessels will be able to be contained within the car park facilities and will not adversely impact local street or cause significant traffic congestion.
- The suspension of ferry services, controlled by Council and Transport for NSW – TfNSW (formerly RTA/RMS), is required on Sunday, 17 October 2021:
  - Lower Portland Ferry (HCC): 8am to 5pm
  - Sackville Ferry (TfNSW (formerly RTA/RMS)): 8am to 5pm
- Webbs Creek Ferry and Wisemans Ferry are located downstream to the NSW Ski Gardens, and subsequently these ferry operations are not affected.
- The suspension of the ferry services is required for safety reasons. Emergency vehicles will be allowed access at all times. The ferries will operate in the event of an emergency and competitors will be stopped to ensure the safety of all.
- Alternate routes for traffic are available which include travelling via Putty Road to Windsor on the western side and via Pitt Town, Cattai and Wisemans Ferry Roads to Windsor on the eastern side.
- The event organiser acknowledges that either Council or Transport for NSW – TfNSW (formerly RTA/RMS) on the day may have the need to alter the suspension of the ferries at their discretion.
- A river open boat will pass the entire course at the conclusion of the event.
- Windsor boat ramp will be closed to the public on both days.
- The number of participants expected is approximately 400, consisting of four groups of 100 participants.
- Approximately 300 to 400 spectators are expected at the start/finish venue at Governor Phillip Park, Windsor.
- Parking will be at Governor Phillip Park with additional parking available off street utilising vacant land adjacent to Governor Phillip Park.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park; however, the effect on traffic is not expected to be significant.
- It is expected that the event will impact on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road, but historically there have been no issues with traffic in these areas.
- Road closures are not required other than the closure of the approach roads to the two ferries along the Hawkesbury River.
- The River will be closed for the duration of the event on each of the two days along the length of the event course.

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- Advance warning with VMS will be located on Wilberforce Road and Richmond Road, near Marsden Park and Berkshire Park.

**Discussion:**

The event organiser is seeking Council and Transport for NSW – TfNSW (formerly RTA/RMS) approval for the suspension of the following Ferry Services on Sunday, 17 October 2021:

- Lower Portland Ferry (HCC): 8am to 5pm,
- Sackville Ferry (TfNSW (formerly RTA/RMS)): 8am to 5pm,

Webbs Creek Ferry and Wisemans Ferry are located downstream of the NSW Ski Gardens, and subsequently these ferry operations are not affected on Sunday, 17 October 2021.

Ferry operations are not affected on Saturday, 16 October 2021, as Wisemans Ferry, Webbs Creek Ferry, Sackville Ferry and Lower Portland Ferry are all located downstream of the Sackville Ski Gardens.

Total suspension of the Lower Portland Ferry and Sackville Ferry is required due to poor sight distance leading to the ferry and the bends in the river. The total suspension of the ferry services will enable a free flow of competitors across the ferry crossings.

As in previous years, emergency vehicles will be allowed access onto the ferries. Safety vessels with crew will be placed on the relevant side of the ferries with suitable equipment to indicate to competitors that a ferry may be operating and with communication between the boat and the ferry vessel.

The Lower Portland Ferry Service is under the care and control of Hawkesbury City Council. The Sackville Ferry Service is the under the care and control of Transport for NSW – TfNSW (formerly RTA/RMS).

The event will be held principally along the Hawkesbury River with the event organiser requesting exclusive use of the River from Transport for NSW – TfNSW (formerly NSW Maritime). The spectators and participants travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street. Due to the opening of the new Windsor Bridge and the provision of signals at the intersection of Bridge Street and George Street, traffic arrangements and restrictions to turning movements have been implemented at this intersection which results in directing more traffic to the intersection of Bridge Street and Court Street.

Furthermore, the suspension of the Ferry services and subsequent road closures leading to the ferries (one Transport for NSW Ferry and one HCC Ferry) will have an impact on the adjacent road network in the vicinity of the ferries. The suspension of the Transport for NSW ferry is affectively closing a State road. It would be appropriate to classify the event as a “Class 1” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

As the event is classified as a “Class 1” event, approval is to be sought directly by the event organiser for the suspension of the Sackville Ferry service from Transport for NSW – TfNSW (formerly TMC).

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

The event organiser has submitted the following items in relation to the event: Attachment 1 (ECM Document Set ID No: 7601145):

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

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4. Event Traffic Management Plan which requires updating in line with the information in the main application.
5. Risk Management Framework.

Council resolved to grant the exclusive use of Governor Phillip Park for the event at its meeting on 27 April 2021.

**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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury 120 Ski Race Classic 2021 event planned for Saturday, 16 and Sunday, 17 October 2021 be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (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

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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. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;

- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a "Class 1" event, the road closures resulting from the suspension of the HCC and TfNSW (formerly RTA/RMS) ferries and the traffic movements and restrictions along Bridge Street and its intersections with George Street and Court Street, Windsor; 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 (TCP) for the entire route which need to include details such as the specific position of barriers, signs etc, required for the proposed ferry/road closures and traffic diversions, and how traffic will be managed along Bridge Street, Windsor taking into account the traffic movements and restrictions along Bridge Street and its intersections with George Street and Court Street, to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from Transport for NSW – TfNSW (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4k. 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/ferry closures, the impact on ferry services 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 (advertising medium to be advised);
- 4l. 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;
- 4m. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to



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the event; a copy of the correspondence to be submitted to Council;

- 4n. 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/ferry closures, the impact on ferry services 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;
- 4o. 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:**

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

**Ferry Services**

5. The applicant is to seek approval from Transport for NSW – TfNSW (formerly TMC and RTA/RMS), for the suspension of the Sackville Ferry Service, due to the event being classified as a Class 1 event. There is no objection to the suspension of the Lower Portland Ferry Service.

Suspension of the ferry services on Sunday, 17 October 2021 as listed below:

- |   |            |
|---|------------|
| – Lower Portland Ferry (HCC):                 | 8am to 5pm |
| – Sackville Ferry (TfNSW (formerly RTA/RMS)): | 8am to 5pm |

is subject to the applicant complying with the following conditions, as well as any conditions imposed by Transport for NSW – TfNSW (formerly TMC):

- 5a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council
- 5b. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to:
- traffic impact and delays,
  - exclusive use of Governor Phillip Park,
  - timings of suspension of ferry services,

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**SECTION 4 – Reports of Committees**  
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such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;

- 5c. signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 5d. safety precautions are to be outlined in the TMP and are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of Transport for NSW – TfNSW (formerly TMC, RTA/RMS and NSW Maritime) and Hawkesbury City Council; and
- 5e. the Transport for NSW – TfNSW (formerly TMS and RTA/RMS) and Council be authorised to alter ferry suspension/operation times if necessary.

**APPENDICES:**

**AT - 1** Special Event Application - (ECM Document Set ID No. 7601145) – *see attached*.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvan.

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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury 120 Ski Race Classic 2021 event planned for Saturday, 16 and Sunday, 17 October 2021 be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

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**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers 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. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a "Class 1" event, the road closures resulting from the suspension of the HCC and TfNSW (formerly RTA/RMS) ferries and the traffic movements and restrictions along Bridge Street and its intersections with George Street and Court Street, Windsor; 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 (TCP) for the entire route which need to include details such as the specific position of barriers, signs etc, required for the proposed ferry/road closures and traffic diversions, and how traffic will be managed along Bridge Street, Windsor taking into account the traffic movements and restrictions along Bridge Street and its intersections with George Street and Court Street, to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from Transport for NSW – TfNSW (formerly NSW Maritime); a copy of this approval to be submitted to Council;

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- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4k. 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/ferry closures, the impact on ferry services 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 (advertising medium to be advised);
- 4l. 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;
- 4m. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services 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;
- 4n. 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/ferry closures, the impact on ferry services 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;
- 4o. 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:**

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

**Ferry Services**

- 5. The applicant is to seek approval from Transport for NSW – TfNSW (formerly TMC and RTA/RMS),

**ORDINARY MEETING**  
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for the suspension of the Sackville Ferry Service, due to the event being classified as a Class 1 event. There is no objection to the suspension of the Lower Portland Ferry Service.

Suspension of the ferry services on Sunday, 17 October 2021 as listed below:

- Lower Portland Ferry (HCC): 8am to 5pm
- Sackville Ferry (TfNSW (formerly RTA/RMS)): 8am to 5pm

is subject to the applicant complying with the following conditions, as well as any conditions imposed by Transport for NSW – TfNSW (formerly TMC):

- 5a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council
- 5b. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to:
  - traffic impact and delays,
  - exclusive use of Governor Phillip Park,
  - timings of suspension of ferry services,

such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;

- 5c. signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 5d. safety precautions are to be outlined in the TMP and are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of Transport for NSW – TfNSW (formerly TMC, RTA/RMS and NSW Maritime) and Hawkesbury City Council; and
- 5e. the Transport for NSW – TfNSW (formerly TMS and RTA/RMS) and Council be authorised to alter ferry suspension/operation times if necessary.

**SECTION 3 - Reports for Information**

There were no Reports for Information.

**SECTION 4 - General Business**

There was no General Business.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 27 July 2021**

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Monday, 9 August 2021 at 3pm in the Small Committee Room.

The meeting terminated at 3:25pm.

**oooO END OF REPORT Oooo**

ordinary

section 5

notices of motion

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 27 July 2021**



**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 27 July 2021**

**SECTION 5 – Notices of Motion**

**Item: 146**                      **NM1 - COVID-19 Vaccinations - (79351, 125612, 138882)**

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**Submitted by:** Councillors Lyons-Buckett and Wheeler

**NOTICE OF MOTION:**

That Council commit to Australia's vaccine rollout program by:

1.     Contacting the relevant authority to offer the use of Council facilities for vaccination centres;
2.     Investigating the provision of vaccines to Council staff in a similar way as delivery of the annual flu vaccine; and
3.     Ensure all Council staff are aware that they are entitled to special leave under Clause 12 of the Local Government (COVID-19) Splinter (Interim Award) 2021 and do not need to take sick or annual leave to attend a vaccination clinic.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 27 July 2021**

**Item: 147**                      **NM2 - Better Weed Management Model - (79351, 138881)**

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**Submitted by:** Councillor Amanda Kotlash

**NOTICE OF MOTION:**

That Council:

1. Write to the NSW Minister for Agriculture and Western New South Wales, the Hon.Adam Marshall, MP and to the General Managers of the three other constituent Councils that make up the Hawkesbury River County Council (HRCC) (Penrith, The Hills and Blacktown councils) requesting:
  - a) That a cooperative dialogue begins to investigate the establishment of a better weed management model (see below for proposed new model).
  - b) Some funds, in the order of \$15,000 from each council, be put towards engaging an independent consultant to review, make recommendations and produce a solid business case for a new more efficient weed management model.
2. Receive a report following initial response from all parties that also includes recommendations on how this matter may then be progressed.

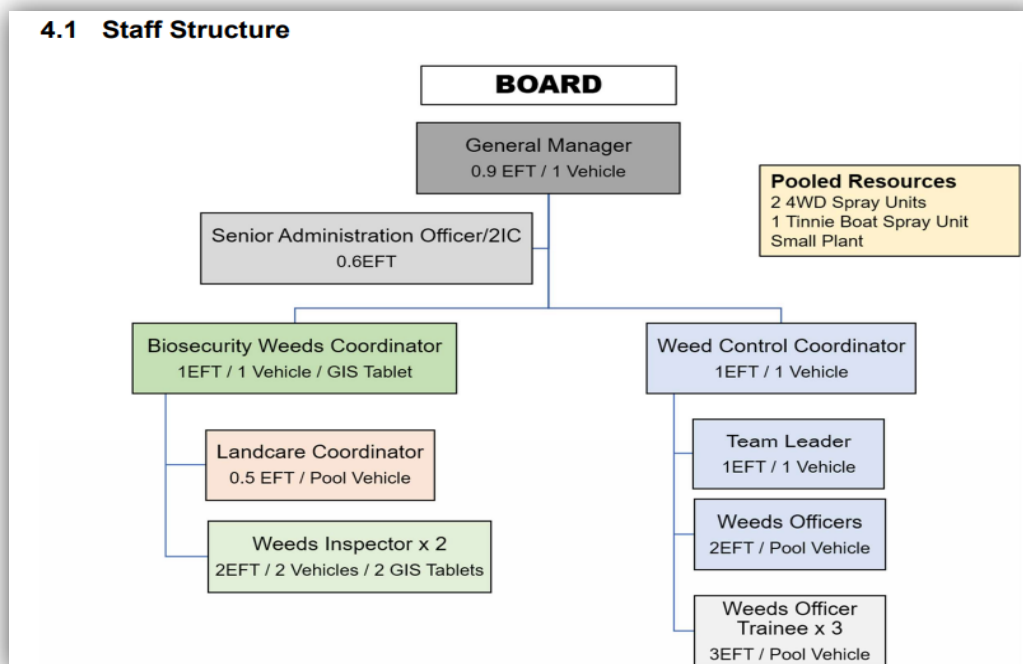
**BACKGROUND:**

It has become increasingly evident that HRCC has a disproportionately high administrative and compliance burden that does not add value to the weed management service that it provides. HRCC is essentially a small single purpose County Council but nevertheless must still comply with most of the laws and regulations applicable to large multipurpose councils. For such a small organisation, this administrative and compliance burden has become unsustainable and needs to be urgently assessed and addressed.

The structure of HRCC is given in the following extract from the HRCC 2021/2022 Operational Plan.

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**4.1 Staff Structure**



The HRCC Board is made up of 8 Councillors (2 from each constituent council), which costs \$69,734 per annum. The following extract from the HRCC Annual Report 2019-2020 page 51, shows the breakdown of these expenses:

The following allowances, fees and expenses have been provided to Members or incurred as a result of their activities during 2019/2020:

Chairperson's Allowance	\$11,060
Members' Fees	\$48,342
Travelling Expenses	\$876
Conference & Delegates Expenses	NIL
Local Government Association Subscriptions	\$1,878
Insurance	\$7,278
Miscellaneous Council Expenses	\$3,000

The HRCC has 12 employees. The salaries for senior management and administrative staff are in the order of \$200,000. This adds up to a non-operational function expenditure of almost \$270,000 per annum. Not included in this figure are the cost of auditors, accountants, tax agents etc. that are also needed to fulfil the requirements of a County Council.

This leaves 10.5 Full time equivalents (FTE) to do the weed management work.

The HRCC depot - land and building, is valued at \$1,405,500. This is a huge facility to house about 12 people, most of which are out in the field most days and needs to be independently assessed for its suitability and cost effectiveness.

**Some other points to consider are:**

The HRCC General Manager administers the HRCC website, meeting podcasts, takes the minutes of meetings, provides support to Councillors (Board Members), negotiates grant funding and needs to update and maintain the following:

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**The policies that HRCC are required to have and keep current are:**

- Code of Conduct
- Payment of Expenses and Provision of Facilities to Council Members
- Procurement Policy
- Asset Management
- Protected Disclosures Act 1994 – Internal Reporting
- Anti-Bullying Policy
- Vehicle Leaseback Management Policy
- Investment Policy
- Pesticide Use Notification Policy
- Employee Assistance Program
- IT security Policy
- COVID 19 policy.

**Policies that are missing, but needed:**

- Code of Meeting Practice – being prepared
- Risk Management Policies.

**Local Procedures and Plans**

- Financial reports
- Auditor's Reports and Annual Reports to the Community
- Delegation of Authority – via Council Minutes.
- 10 Year Business Activity Statement 2012-2022 (includes Resourcing Strategy)
- 4 Year Delivery Plan 2012-2016 (delegated to coordinators)
- Operational Plan 2014/15 (delegated to coordinators)
- Minutes of Council Meetings
- Authorised Officers – Authority and Powers of Entry
- Pecuniary Interest Disclosures – Members, GM, Operations Manager, Weeds Inspectors
- Register of Investments
- Register of Meetings
- Summary and Statement of Affairs
- Process for Inspection of Private Properties (delegated to coordinators)
- MOU – Sydney Regional Weeds Committee.

**Employee Management**

- Staff Records Management -Personal Files,
- WHS System,
- Salary system
- Special Leave for Emergencies and Fire Fighting
- Staff Recruitment and Procedures.

**Proposed New Model**

This new weed management model is proposed as a starting point for deliberations between the Minister, HRCC Management and the 4 Constituent Councils. It would rely on the independent assessment compiled by the consultant engage to advice on a way forward.

It is proposed that we ask the Minister to dissolve HRCC as a County Council but keep its structure and function and annex it to one of the constituent councils.

The advantages of this would be:

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- \$270,000 plus of administration and compliance expenditure would be freed up to work on strategy weed management
- No job losses other than the 8 non-essential Board Members
- All financial reporting could be subsumed by the host Council
- All insurance costs could be negotiated down and subsumed by the host Council
- All policies which are common to all councils could be covered by the host Council
- The traineeship program can continue
- Human Resources and all other staff related support and activities are covered by more qualified and specialised staff in the host Council
- Room for promotion and job development
- All complaints, including protected disclosures, could be handled by more appropriate and qualified staff
- Risk management would be dealt with proportionate to its level by the host Council that has qualified risk management staff
- The new arrangement would allow a more supportive approach to weed management because the new group would be a cooperative arrangement rather than a standalone entity
- The ever-increasing demands on IT (cyber security etc.) could be deal with by the IT experts in the host Council
- The HRCC website would not be needed, which would save time and money. However, a linked webpage on each Council's website could be fashioned to show the benefits of this cooperative arrangement
- Service deliver could be via service delivery agreements, which would suit the 4 Councils and importantly the major weed funding bodies.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**  
**Questions for Next Meeting**  
**Meeting Date: 27 July 2021**

**QUESTIONS FOR NEXT MEETING**

**Item: 148**                      **Responses to Councillor Question Taken On Notice at the Council Meeting - 13 July 2021 - (79351)**

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**REPORT:**

The following questions were received regarding matters on the Council Meeting Business Paper of 13 July 2021. The questions were taken on notice and the responses are provided below.

#	Councillor	Question	Response
1	Lyons-Buckett	Requested a status update be provided on the planning of the wetlands in the Hawkesbury.	Director Infrastructure Services advised a community led Wetlands Working Group was formed and this group received a Commonwealth grant to undertake assessment and mapping. This work is still in progress with the support of Local Land Services and the Hawkesbury Nepean Land Care Network with an objective of completing the assessment and mapping of 20 to 30 wetlands across the area by March 2022. Council has assisted in implementing signage that was also funded through that grant. Council has also participated and provided support through relevant staff engaged in bushcare and operational management of wetlands on Council controlled lands, with Council staff attending meetings of and the Wetlands Working Group to enable coordination of activities and sharing of information.
2	Conolly	Is it possible with the data that Council already has to separate the applications that are retrospective.	Director City Planning advised that the system is not set up to separate retrospective applications. Council has 23 retrospective Development Applications to be determined.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**Confidential Reports**  
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**CONFIDENTIAL REPORTS**

**Item: 149**                      **SS - Lease to Josephine Saliba - 264 Hawkesbury Valley Way, Richmond - (95496, 112106, 33449, 137013) CONFIDENTIAL**

**Directorate:**                Support Services

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**REASON FOR CONFIDENTIALITY**

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

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

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

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**ORDINARY MEETING**  
**Confidential Reports**  
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**Item: 150**                      **GM - Property Matter Investigation Outcome - (79351) CONFIDENTIAL**

**Previous Item:**            259, Ordinary (8 December 2020)  
                                 88, Ordinary (27 April 2021)

**Directorate:**                General Manager

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**REASON FOR CONFIDENTIALITY**

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

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

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

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**ORDINARY MEETING**  
**Confidential Reports**  
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**Item: 151**                      **MM - General Manager Performance Review Process 79351) CONFIDENTIAL**

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**REASON FOR CONFIDENTIALITY**

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

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

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ordinary  
meeting

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