



# Ordinary Meeting

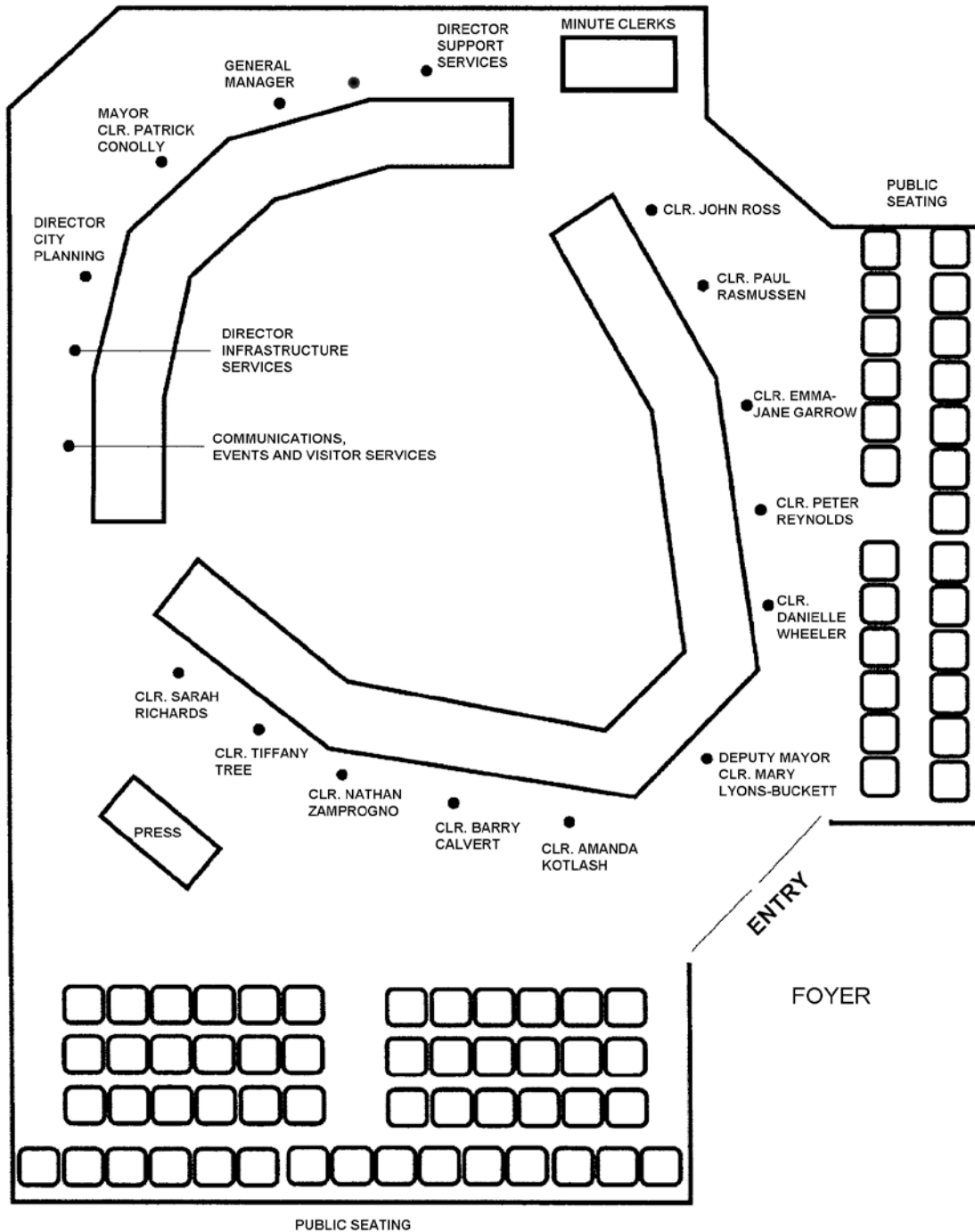
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Date of meeting: 28 September 2021  
Location: By audio-visual link  
Time: 6:30 p.m.

**BUSINESS PAPER**

# Mission Statement

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







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**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 28 September 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:** 28 September 2021

Ordinary

Section 1

Confirmation of minutes

**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

**Meeting Date:** 28 September 2021

**SECTION 1 - Confirmation of Minutes**



# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 14 September 2021  
location: by audio-visual link  
time: 6:30 p.m.





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**ORDINARY MEETING**

**Minutes:** 14 September 2021

## ORDINARY MEETING

Minutes: 14 September 2021

Minutes of the Ordinary Meeting held by Audio-Visual Link, on 14 September 2021, commencing at 6:32pm.

### 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, 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, Strategic Planning Manager - Andrew Kearns, Manager Corporate Communications - Suzanne Stuart, Manager Corporate Services and Governance - Charles McElroy, Council Committee Officer - Melissa Simpson and Administrative Support Coordinator - Tracey Easterbrook.

### APOLOGIES AND LEAVE OF ABSENCE

An apology for absence was received from Councillor Peter Reynolds.

### 227 RESOLUTION:

RESOLVED on the motion of Councillor Calvert and seconded by Councillor Lyons-Buckett that the apology be accepted.

Councillor Ross arrived at the meeting at 6:43pm.

### DECLARATIONS OF INTEREST

Councillor Rasmussen declared an interest on Item 172.

Councillor Richards declared an interest on Item 172.

### Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

## ORDINARY MEETING

Minutes: 14 September 2021

### SECTION 1 - Confirmation of Minutes

#### 228 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Zamprogno that the Minutes of the Ordinary Meeting held on the 31 August 2021, be confirmed.

#### CONDOLENCES

##### MOTION:

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

*Refer to RESOLUTION*

#### 229 RESOLUTION:

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

That Council:

1. Recognise the recent passing of Peter Speet AFSM of Oakville, former Captain of the Oakville RFS and Group Captain of the Hawkesbury Rural Fire Service.
2. Express its condolences and gratitude for Peter's service, via letter, to the Speet family.
3. Observe one minute's silence in respect of Peter's contribution to our community.

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

**Against the Motion:** Nil.

**Absent:** Councillors Reynolds and Ross.

One minute's silence was observed in memory of Mr Speet.

## ORDINARY MEETING

Minutes: 14 September 2021

### SECTION 3 – Reports for Determination

#### PLANNING DECISIONS

**Item: 170** CP - Finalisation of Planning Proposal LEP001/19 - 9 Industry Road and 312 Windsor Road, Vineyard and 7 Fernadell Drive, Pitt Town - (95498, 124414)

**Previous Item:** 221, Ordinary (11 September 2018)  
251, Ordinary (30 October 2018)  
027, Ordinary, (25 February 2020)  
038, Ordinary (10 March 2020)

**Directorate:** City Planning

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#### **MOTION:**

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

***Refer to RESOLUTION***

#### **230 RESOLUTION:**

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

That Council:

1. Receive and note the outcome of consultation on Planning Proposal LEP001/19 and supporting documentation for 9 Industry Road and 312 Windsor Road, Vineyard, and 7 Fernadell Drive, Pitt Town.
2. Support the making of the plan to amend the Hawkesbury Local Environmental Plan 2012 to:
  - a) Reclassify Lot 9 DP 1149340, 9 Industry Road, and Lot 13 DP 815849 and Lot 6 DP 777933, 312 Windsor Road, Vineyard to 'Operational' land;
  - b) Reclassify part of Lot 6028 DP 1169449, 7 Fernadell Drive, Pitt Town to 'Operational' land
  - c) Rezone part of Lot 6028 DP 1169449, 7 Fernadell Drive, Pitt Town to RE1 Public Recreation
  - d) Amend the minimum lot size for subdivision of Lot 6028 DP 1169449, 7 Fernadell Drive, Pitt Town to part 4,000m<sup>2</sup> and part no minimum lot size
  - e) Amend the maximum height of buildings on part of Lot 6028 DP 1169449, 7 Fernadell Drive, Pitt Town so that there is no restriction on the height of buildings.
3. Submit the Planning Proposal and supporting documentation to the Department of Planning, Industry and Environment for the making of a plan to give effect to the Planning Proposal.

## ORDINARY MEETING

**Minutes:** 14 September 2021

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

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

**Against the Motion:** Nil.

**Absent:** Councillor Reynolds.

## ORDINARY MEETING

Minutes: 14 September 2021

### GENERAL MANAGER

**Item: 171**                      **GM - 2021 Local Government NSW Special Conference and Annual Conference - (79351, 79633)**

**Directorate:**                General Manager

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#### **MOTION:**

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

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

#### **231 RESOLUTION:**

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

That:

1. Consideration be given to the attendance of nominated Councillors and/or staff as considered appropriate by the General Manager, at the 2021 Local Government NSW Annual Conference.
2. The nomination of five Councillor voting delegates, for voting at the 2021 Local Government NSW Annual Conference be considered.
3. The nomination of five Councillor delegates for voting in the 2021 Local Government NSW Board Elections be considered.
4. The nomination of five Councillor voting delegates, for voting at the 2022 Local Government NSW Special Conference be considered.
5. Council consider whether to submit any motions to the Local Government NSW Special Conference.
6. Any proposed motions to the 2022 Local Government NSW Special Conference be submitted to the General Manager by 28 September 2021 and be reported to Council.
7. After participating in the Special Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Special Conference relevant to Council business and/or the local community.

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

**Against the Motion:**        Nil.

**Absent:**                        Councillor Reynolds.

## ORDINARY MEETING

Minutes: 14 September 2021

### MOTION:

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

### *Refer to RESOLUTION*

### 232 RESOLUTION:

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

That Councillors Conolly, Lyons-Buckett, Wheeler, Ross and Zamprogno:

1. Attend the 2021 Local Government NSW Annual Conference and be Council's voting delegates
2. Be Council's voting delegates for the 2021 Local Government NSW Board Elections
3. Attend the 2022 Local Government NSW Special Conference and be Council's voting delegates.

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

**Against the Motion:** Nil.

**Absent:** Councillor Reynolds.



## ORDINARY MEETING

Minutes: 14 September 2021

### CITY PLANNING

**Item: 172** CP - Council Submission - Richmond Bridge Duplication Project Preferred Corridor - (124414, 95498)

### LATE SUPPLEMENTARY REPORT

**Item: 172** CP - Council Submission - Richmond Bridge Duplication Project Preferred Corridor - (124414, 95498)

**Previous Item:** NM2, Ordinary (26 February 2019)  
124, Ordinary (29 June 2021)  
155, Ordinary (10 August 2021)

**Directorate:** City Planning

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Councillor Rasmussen declared a pecuniary interest in this matter as the Grose River Bridge is mentioned in Council's draft submission and the bridge is to be built partially on his land. He left the Meeting and did not take part in voting or discussion on the matter.

Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as she has been an active part of securing funding for this project, including being present at the most recent funding announcement. She left the Meeting and did not take part in voting or discussion on the matter.

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Mr Michael Morris addressed Council, speaking for the recommendation in the Business Paper.

Mr Matthew Parkes and Mr Adam Tolhurst addressed Council, speaking against the recommendation in the Business Paper.

### **MOTION:**

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

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

### **233 RESOLUTION:**

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

That:

1. The contents of the Business Paper Report - Council Submission - Richmond Bridge Duplication Project Preferred Corridor, and the contents of the report in the Late Supplementary Business Paper be received and noted.
2. Subject to final detailed amendments and circulation to Councillors, Council endorse, in principle, the further amended draft submission to Transport for NSW's Richmond Bridge Duplication and Traffic Improvements Preferred Option Report attached as Attachment 1 to the Late Supplementary Business Paper including the following amendments:
  - a) To add the Western District Plan to the list of plans referred to under the heading Strategic Context
  - b) To include the cost of the option of a route that bypasses Richmond but not North Richmond
  - c) The minor changes circulated to all Councillors by Councillor Wheeler that relate to grammatical errors and corrections to the Heritage section.

## ORDINARY MEETING

Minutes: 14 September 2021

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

**Against the Motion:** Councillor Ross.

**Absent:** Councillors Rasmussen, Reynolds and Richards.

**Item: 173** CP - Draft Development Assessment Policy - (95498)

**Directorate:** City Planning

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### **MOTION:**

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

*Refer to RESOLUTION*

### **234 RESOLUTION:**

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

That Council approve the public exhibition of the Draft Development Assessment Policy attached as Attachment 1 to the report.

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

**Against the Motion:** Nil.

**Absent:** Councillor Reynolds.

## ORDINARY MEETING

Minutes: 14 September 2021

### SECTION 4 – Reports of Committees

**Item: 174**                      **ROC - Audit Committee - 11 August 2021 - (91369, 95496, 79351)**

**Directorate:**                Support Services

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**MOTION:**

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

*Refer to RESOLUTION*

**235 RESOLUTION:**

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

That Council receive and note the Minutes of the Audit Committee Meeting held on the 11 August 2021.

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

**Against the Motion:**        Nil.

**Absent:**                         Councillor Reynolds.

## ORDINARY MEETING

Minutes: 14 September 2021

**Item: 175**                      **ROC - Innovation and Partnerships Committee - 24 August 2021 - (151939, 79351)**

**Directorate:**                General Manager

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### **MOTION:**

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

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

### **236 RESOLUTION:**

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

That in relation to the Minutes of the Innovation and Partnerships Committee Meeting held on the 24 August 2021:

1. Council endorse the Committee recommendation in respect to Item 1, namely:

*"The Committee recommends to Council that:*

*Council write to the Minister for Communications, detailing the extensive challenges that our community has in regards to telecommunications, requesting a meeting to discuss the issues and how we might work together to plan for them to be addressed."*

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

**Against the Motion:**        Nil.

**Absent:**                        Councillor Reynolds.

**ORDINARY MEETING**

**Minutes:** 14 September 2021

**QUESTIONS FOR NEXT MEETING**

**Item: 176**                      **Responses to Councillor Questions Taken On Notice at the Council Meeting - 31 August 2021 - (79351)**

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There were no comments on responses to Questions Taken on Notice at the Council Meeting on 31 August 2021.

The meeting terminated at 8:05pm.

Submitted to and confirmed at the Ordinary meeting held on 28 September 2021.

.....  
Mayor

Ordinary

Section **2**

Mayoral minutes

**ORDINARY MEETING**

**SECTION 2 – Mayoral Minute**

**Meeting Date:** 28 September 2021

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 28 September 2021**

**SECTION 2 – Mayoral Minutes**

**Item: 177**                      **MM - Windsor Mall Named Paver Project - (79351, 79353, 125610)**

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**BACKGROUND:**

Council has been approached by a business owner in Windsor Mall seeking to initiate a community project called, "Windsor Mall Named Paver".

*"I would like to officially ask for yours and the Hawkesbury Council's support for the Windsor Mall Named Paver project.*

*This will encourage local families to have their name on a paver in the Windsor Mall and be part of the town.*

*I also believe anyone or any family that has their name on a paver in the Windsor Mall will be more likely to visit Windsor more often and also bring additional visitors to Windsor".*

It is proposed that the project will give residents and businesses of the Hawkesbury the opportunity to purchase a paver as a lasting opportunity to recognise their connection to our City. The pavers will be engraved with their family or business name. It is proposed that these pavers will be placed in the Windsor Town Centre as part of the construction phase of the Liveability Project.

I propose that Council support the business owner, Mr Darren Pead, in the promotion of the Windsor Mall Named Paver project through Council's social media and by providing online resources for the community to order pavers through the Hawkesbury City Council website and for the pavers to be laid as part of the construction phase of the Liveability Project.

There is no financial cost to Council as the fee paid by the community / business members will cover the cost of engraving. The fee will be \$60.

I propose that:

1. Council supports the Windsor Mall Named Paver project that will be initiated and promoted by Mr Darren Pead.
2. Council support the Windsor Mall Named Paver project by promoting the program through Council's social media channels and by providing online resources for the community to purchase the pavers.
3. Council include the pavers as part of the Liveability Project within the Windsor Town centre.

**RECOMMENDATION:**

That:

1. Council supports the Windsor Mall Named Paver project that will be initiated and promoted by Mr Darren Pead.
2. Council support the Windsor Mall Named Paver project by promoting the program through Council's social media channels and by providing online resources for the community to purchase the pavers.
3. Council include the pavers as part of the Liveability Project within the Windsor Town Centre.



**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 28 September 2021

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF MAYORAL MINUTE Oooo**

Ordinary

Section 3

Reports  
for determination

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 28 September 2021

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 28 September 2021**

**SECTION 3 – Reports for Determination**

**Item: 178**                      **GM - Communication and Engagement Strategy - (79351)**

**Previous Item:**            051, Ordinary (30 March 2021)

**Directorate:**              General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council of the outcome of the public exhibition of the Draft Communication and Engagement Strategy and seek to adopt the Strategy.

**EXECUTIVE SUMMARY:**

In order to provide an overarching strategy regarding the approach that Council takes to all its communication and engagement activities, a Draft Communication and Engagement Strategy was developed.

Council at its meeting on 30 March 2021, resolved to place the Draft Communication and Engagement Strategy on exhibition.

The Draft Strategy was publicly exhibited for 28 days from 6 May 2021 to 3 June 2021. It was also planned that the Draft Strategy would be discussed at the seven town meetings in Bilpin, Colo Heights, St Albans, Pitt Town, Kurrajong, Glossodia and North Richmond in June and July 2021. However, due to the requirement of the public health order to stay at home these meetings were unable to go ahead.

To provide an additional opportunity for feedback from the community an email was sent to 25 community centre management and hall committees and resident community groups. Follow up phone calls were made to community groups in outer areas of Kurrajong, Colo Heights, St Albans, Bilpin and Pitt Town to encourage them to consider making a submission.

Seven submissions were received during the exhibition, and they are detailed in the report.

Council staff has considered the matters raised in the submissions and have made minor amendments to the Draft Strategy. The issues raised have been summarised in this report.

**RECOMMENDATION:**

That Council adopt the Communication and Engagement Strategy attached as Attachment 1 to this report.

---

**BACKGROUND**

At the Ordinary Meeting of Council held on 30 March 2021, consideration was given to a report regarding the Draft Communication and Engagement Strategy. Council adopted the following resolution relevant to this report:

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 28 September 2021**

*“That:*

1. *Council endorse the Draft Communication and Engagement Strategy attached as Attachment 1 to this report.*
2. *The Draft Communication and Engagement Strategy be placed on public exhibition for a period of 28 days following a thorough review and proofread.*
3. *At the expiration of the public notification period outlined in part 2, above the following action be taken:*
  - a) *Should any submissions be received regarding the Draft Communication and Engagement Strategy, a further report be submitted to Council, or*
  - b) *Should no submissions be received, Council adopt the Draft Communication and Engagement Strategy attached in Attachment 1 to this report.”*

## **DISCUSSION**

Council at its ordinary meeting on 30 March 2021 resolved to place the Draft Communication and Engagement Strategy of public exhibition. The Draft Strategy provided an overarching statement regarding the approach Council takes to all communication and engagement activities.

The Draft Strategy was publically exhibited for 28 days from 6 May 2021 to 3 June 2021. In addition to placing the document on exhibition during the formal public exhibition period it was planned to discuss the Draft Strategy at the seven town meetings to be held in June and July 2021 in Bilpin, St Albans, Colo Heights, North Richmond, Kurrajong, Pitt Town and Glossodia. Due to the COVID-19 Pandemic rules under the Public Health Order the town meetings had to be cancelled. To ensure that these communities had a further opportunity to have their say an email was sent to 25 community centre management and hall committees and resident community groups. In addition, phone calls made to the organisations in St Albans, Colo Heights, Bilpin and Kurrajong to encourage feedback on the Draft Strategy.

In total seven submissions were received and are summarised below with Council staff responses. The complete submissions and Council staff responses are attached as Attachment 2 to this report.

<b>Issue raised</b>	<b>Outcome</b>
General support for the engagement activities undertaken by Council and Councillors	Noted.
Identify the ongoing involvement of technical experts in the revised Council Committees	We make use of technical experts in a range of ways including input to working groups and as part of strategies and studies. Technical experts will continue to be part of the Heritage Committee and the Disaster and Emergency Committee.
Ensure that communities without digital access are engaged	Council uses a wide range of engagement methods as recognised in the Strategy, particularly in communities which may have limited digital access. This includes flyers, phone calls, hubs and meetings in addition to digital media methods.
Request for community reference panel and more engagement	The Draft Strategy has been updated to include town reference groups as a possible future way to engage with communities. An Engagement Tool Kit will be developed as part of the roll out of the Strategy which will identify in detail options to engage the community.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 28 September 2021**

Issue raised	Outcome
The use of the newsroom approach to share Council's information	Council is adapting to the changing media landscape and is working to tailor its media messages and the way it disseminates information. In order to keep pace we are switching to an in-house multidisciplinary and multiplatform approach of delivering information which is then distributed on Council's channels, for journalists, community groups and residents to pick up. Council will at all times be the source of accurate news about Hawkesbury City Council's operations. The Council will present accurate information in a timely and easily accessible manner so that the community know and understand the facts about Council's decisions and activities.
A potential reliance on social media to share messaging	Council uses the Council website as the hub for all Council information. Social media is used as one method of sharing a message with the community.
Commentary on Facebook statistics	Further investigation will be undertaken as an action of the Strategy and Action Plan to review Facebook data and insights.
Inclusion of a measurement and evaluation section	An Action Plan detailing the roll out of the individual actions has been prepared as a separate document and the key tasks will be included in the Operational Plan. A reference to the measurement and evaluation process has now been included in the Strategy.
Role of Councillors	Councillors need to be up to date and well informed about the status of projects so that they can disseminate this information to the community. Information is regularly shared with Council during briefing sessions, emails and quarterly updates.
Comment of the length of document	The Strategy document includes a combination of short dot point sentences, block text and graphics to share key information. In some sections there is a need for additional explanation which provides context to the discussion.
Support for use of social media and making information available to local communities about projects and Council and for youth.	Social media is one way we engage with our communities. Council has developed the School Leadership Program to share targeted information about Council with the youth however the Program is currently on hold due to COVID restrictions.
Ongoing telecommunication issues in St Albans	Council continues to advocate on behalf of the community to try to influence a positive outcome on this issue for the community.

Based on the response to matters raised in the submissions minor changes have been made to the Communication and Engagement Strategy attached as Attachment 1 to this report.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 28 September 2021**

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require additional community consultation under Council's Community Engagement Policy. It is proposed that once the Strategy is adopted the Initiatives identified will be rolled out in a staged manner when communicating and engaging with the community.

**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

- 1.2 Communication and engagement - Encourage an informed community and enable meaningful engagement.
  - 1.2.1 Provide open and clear lines of communication with the community that use the most current forms of digital technology.
  - 1.2.2 Council's communication will be enhanced to ensure community awareness and understanding of the role Council plays in everyday life in the Hawkesbury.
  - 1.2.3 Provide quality customer service to the community.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report, however all expenses associated with the implementation of the Strategy are provided for in the adopted 2021/2022 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** Communication and Engagement Strategy - (*Distributed under separate cover*).
- AT - 2** Submissions received and Council staff's response.

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**AT - 2 Submissions received and Council staff's response**

Number	Comment	Council Staff Response
1	<p>Personal experience with Council, as an active community member and advocate, is that in many ways Council and Suzanne and team are operating in line with your proposed Communications Strategy. I'd personally applaud the activities and approaches you undertake in what has been a challenging environment.</p> <p>An aspect of the strategy that does appear to be a challenge is the voice of Councillors and their 'acting as an army of ambassadors'. Across the Councillors there is a significant difference in the nature and style of participation and engagement. It is imaginable that Council would benefit by building (requiring / training) more Councillors to properly participate in community level dialogue across the breadth of communities and actually engage and champion.</p> <p>Some other observations that illustrate how you are already delivering in line with your draft strategy include:</p> <ul style="list-style-type: none"> <li>• Mayor Patrick Conolly's example of an open and regular communication in various channels, a good ambassador;</li> <li>• Council's communications / events team who plan and deliver localised engagement especially during the disaster events; and</li> <li>• Communications connectedness, engagement and issues representation by Councillors Lyons-Bucket, Zamprogno and Wheeler.</li> </ul>	<p>Noted</p> <p>Noted. Training will be undertaken as part of Councillor Induction Training in 2022.</p> <p>Noted</p>



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<b>Number</b>	<b>Comment</b>	<b>Council Staff Response</b>
2	<p>Now that Council has removed the committees, how do technical experts have an opportunity to truly engage in the work that Council is undertaking?</p> <p>What about the community that does not have access to digital channels, how can they have their say?</p> <p>Other councils run a community residents panel, why can't Hawkesbury? This would provide a true meaningful community engagement opportunity.</p> <p>Council needs to consider true opportunities for engagement. This is a small start, but it feels a little light on. Have a look at some of the other councils' strategies and don't reinvent the wheel but take what has proven to work well.</p> <p>Council needs to be seen to engage with the community much more.</p>	<p>We make use of technical experts in a range of ways including input to working groups and as part of strategies and studies. Technical experts will continue to be part of the Heritage Committee and the Disaster and Emergency Committee.</p> <p>We do know that there are people in the community who don't have access to digital channels so we try and always use a range of engagement methods, particularly in areas where it is known there is limited digital access. We try and use town meetings online or in person, flyers, posters, letters, emails, outreach centres, phone calls and mail to reach these communities.</p> <p>This type of engagement has been included in the Strategy and is a way of engaging council are keen to explore.</p> <p>Noted there are lots of good ideas that other councils are adopting and Hawkesbury is keen to use these models. Many other councils' strategies were reviewed in the development of this Strategy.</p> <p>Noted. Council will be developing an Engagement Toolkit which will be rolled out as an action to this Strategy which will detail additional opportunities for engagement.</p>

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<b>Number</b>	<b>Comment</b>	<b>Council Staff Response</b>
	<p>The development of a Communication and Engagement Strategy is an excellent step forward, however, there are several points which seem to require clarification.</p> <ul style="list-style-type: none"><li>As a rate payer, I consider the focus needs to be on accurate, factual, and timely information detailing Council activities in my neighbourhood and the wider Hawkesbury community. Comments like "...set the agenda for news about the Hawkesbury." and "...shape the debate..." (p23) suggest an element of spin will be applied to information coming from Council. This does not seem appropriate or transparent.</li><li>The strategy does not include any measures of current starting points, nor how any outcomes will be measured. If resources are to be allocated to the implementation of this strategy, then surely measuring its effectiveness is critical?</li><li>It seems contradictory to state the importance of varied means of communication with community and stakeholders, and then propose that Council control all communication via its own "newsroom".</li></ul>	<p>The media is one of Council's most important external stakeholder groups however it is changing and evolving rapidly. The traditional model of the local newspaper is in a state of flux and people are now likely to get their news from social media not from the local media.</p> <p>Council is adapting to these changes and is working to tailor its media messages and the way it disseminates information. In order to keep pace we are switching to an in-house multidisciplinary and multiplatform approach of delivering information. Instead of issuing a one-size fits all media release, the emphasis is on developing more tailored content for a specific channel and audience which is then distributed on Council's channels, for journalists, community groups and residents to pick up.</p> <p>There are now many more ways to communicate and places to share the message.</p> <p>Council will at all times be the source of accurate news about Hawkesbury City Council's operations. The Council will present accurate information in a timely and easily accessible manner so that people know and understand the facts about Council's decisions and activities.</p> <p>An Action Plan detailing the roll out of the individual actions has been prepared as a separate document and the key yearly tasks will be included in the Operational Plan. A reference to the measurement and evaluation process has been included in the Draft Strategy.</p> <p>Council will at all times be the source of accurate news about Hawkesbury City Council's operations. The Council will present accurate information in a timely and easily accessible manner so that people know and understand the facts about Council's decisions and activities.</p>

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<b>Number</b>	<b>Comment</b>	<b>Council Staff Response</b>
	<ul style="list-style-type: none"><li>• Council needs to be cautious in its reliance on social media as a key means of communication. Social media is a bit like hundreds and thousands on fairy bread, necessary and expected, but not a core ingredient.</li></ul> <p>Council's social media presence is largely restricted to Facebook. Evolving Facebook algorithms mean content is siloed to those who already engage with a page and only reaches a small subset of a page's total followers. Organic reach is estimated at around 5 or 6% of a page's total likes. On a page with 11,000 followers, posts will only appear in the feed of approximately 600 people.</p> <p>Furthermore, Facebook statistics do not allow differentiation between unique and repeat views – a reach of 50,000 does not mean 50,000 individuals were reached via the social media channel.</p> <p>Facebook prioritises “meaningful content”, presenting challenges when communicating branded, timely and factual information. It is worth noting that content does not appear in user feeds chronologically and posts made at short notice may not appear in user feeds until several days after they were posted and after an event has occurred. In my experience, much of Council's current communication is not occurring in a sufficiently timely manner.</p>	<p>Council uses the Council website as the hub for all Council information. Social media is used as one method of sharing a message with the community.</p> <p>Noted. As part of the Communication and Engagement Strategy – Action Plan one of the actions identified is a detailed Search Engine Optimisation and a review of the digital media channels.</p>
	<ul style="list-style-type: none"><li>• During the recent flood, there was a heavy reliance by all agencies on disseminating information via Facebook. This was difficult for those in the affected area who had lost power or who were working frantically to move possessions. Local radio communication is absolutely critical in these situations. As is the need to ensure all information is both timely and accurate.</li></ul>	<p>We currently promote the national emergency broadcaster, the ABC however we understand the content may not be as frequent when it comes to local impacts. We can explore whether messaging from the Emergency Operation Centre can be shared with local radio stations.</p>
	<ul style="list-style-type: none"><li>• While critical that Councillors have factual information regarding Council issues to hand, how will individual political positions be reconciled with acting as “ambassadors” for Council? While Councillors are required to support resolutions of Council, they are also elected to represent the community and this requirement appears to conflict with that.</li></ul>	<p>Councillors need to be up to date and well informed about the status of projects so that they can disseminate this information to the community. Information is regularly shared with Council during briefing sessions, emails and quarterly updates.</p>

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<b>Number</b>	<b>Comment</b>	<b>Council Staff Response</b>
3	The document is lengthy/verbose. It replicates headline information to appear in-depth. Simplify the document to five or six pages i.e.: Pg 16 Why- just stick to first sentence / paragraph; What-pg 18 only; Who as brief dot point / How pg 13 only, Council guideline pages 10 &11, then Levels of participation pg 20. The strategy document looks like corporate smoke and mirrors, that instantly raises my awareness to 'what's being covered up'. Council doesn't need a long document to look professional, you just need to act / do what you intend - If you do pg 18 using guidelines on page 10/11 then your job is done.	In the preparation of the Strategy Council has used a combination of short dot points and graphics to share key information. However there is a need in some sections, particularly as part of the Initiatives, to provide additional context and information.
4	I have been directly involved in community activities for the past 30 years. As a Hall and Reserve committee member and other related activities with the school and community. While it is pleasing to see this initiative, I have some concerns that some members of the community may have been given a louder voice which overrides the many years of submissions to Council in which the community has expressed their perceived needs when asked. This appeared to be happening recently when the Government Grant was given for Colo Heights. Fortunately, we were able to overcome the problem to some extent through better communication. We all have the right to express our thoughts, but it is extremely important not to overlook the many years of submissions Council already has as in most cases there have not been funds available to fulfil them. While the amount of work currently underway in Colo Heights is very much appreciated, there is a concern that the funds from the Government grant could become muddled with funds pledged for projects by Council. Namely, around \$200,000 for reserve improvements and another \$56,000 for Hall pledged for last financial year. With grant added there would be around \$800,000 available to be spent on the Colo Heights community. It is our hope that this will be spent wisely and that we will be given breakdowns of where the funds were spent.	Noted

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<b>Number</b>	<b>Comment</b>	<b>Council Staff Response</b>
	<p>I have read the document and believe it covers most of the essentials area required. We must remember that the Council is a large entity consists of a large number of staff, that residents would only visit if they require some sort of assistance or advice. Items I feel should be considered:</p> <p>* Make Council more accessible to residents through posts on social media sites, specific to a town or area in the LGA, telling residents personally what is happening in their town, e.g., road works, park upgrades etc. People want to hear first-hand what is happening in their town and LGA. Perhaps a post from the new GM would be an idea, where she introduces herself personally to the residents, of individual communities and speaks on then items that concern their community.</p> <p>* Council meetings, make the information more accessible; distribute a brief agenda of what is contained in the upcoming council meeting, this will engage the people who want to know what is happening in the area, rather than having to search for the information. Then if they are interested they can be directed to where further information is located.</p> <p>* Council staff, we need to bring them out of the council chambers, through a number of media posts to all the communities. Introduce each department and get the individual workers explained what their roles are in Council and how they worked to maintain and build our LGA. Make it personal so people can perhaps put a face to a name and who they are connecting with. Keep this as an ongoing strategy, it does not matter if it is repeated, keep it short.</p> <p>* Towards the future of the Hawkesbury; the children of the LGA will be the future owners of the Hawkesbury. We must start engaging with them at all levels, so that we can instil a pride for our LGA. We need to develop age-precise information for them, so they can grow up connected to our Hawkesbury. I believe we should put more effort into our younger generation now so that they enjoy what we have to offer, even perhaps at the expense of attracting tourism.</p> <p>Overall Council is working well towards connecting with the community far better than in the past, but the strategies must continue to evolve so that more residents are engaged.</p>	<p>Council is regularly providing updates to individual communities about works in their areas, most recently at Pitt Town, Bilpin, St Albans and Colo Heights. Project status updates are provided through Building Hawkesbury Future posts. We will continue to provide the regular updates. Comments on the GM are noted and will be considered.</p> <p>Two posts are currently shared on Council's Facebook page, one on the Friday prior to the meeting with the link to the Agenda and a link for speakers a reminder post on the afternoon of the meeting.</p> <p>We have had a number of social media campaigns with staff of late, particularly during COVID including Business as Usual but Different. A variation of this campaign can maybe run again as we reopen our facilities after COVID.</p> <p>Noted. A Student Leadership Program was to be run in October 2021 which provided an interactive opportunities for students to engage about Local Government however it has been rescheduled to early 2022 due to COVID restrictions.</p> <p>Noted.</p>

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Number	Comment	Council Staff Response
	As President of the MacDonald Valley Association, I would like to make the following comments.	Noted.
	*Your staff are always courteous and helpful.	Noted.
	*The Community Report is informative and interesting, and we're surprised to see the plans for park, School Of Arts and our fire shed, and are looking forward to their implementation.	Noted.
	*Generally speaking requests are actioned by council.	Noted.
	* The council community hub conducted at our local RFS shed and co-ordinated by Liz Murphy was a reassuring and great help to our community .	Noted.
	* The road crew has been doing an excellent job on keeping our unsealed roads in good order.	Noted.
	I would also like to comment on these points.	
	* We are disappointed that the issues at the Webb's Creek Ferry turning circle and adequate signage doesn't seem to have progressed any further, although a survey has been done of the area.	Design options are being investigated to improve the turning facility within St Albans Road to make the U-Turn. This could include an alternative location to the current site. These options will be forwarded to Transport NSW to investigate ferry capability.
	*Our community is struggling with the lack of telecommunications, especially poignant from the last flood event which left us with no power, no land lines, no ferries and as usual no mobile reception except in a few odd places. This problem has been on going for many years and promises made by Telstra and Optus have not been met with exception of small cell installation which is totally inadequate. We are a resilient community in St Albans but as the flood waters receded a lot more slowly than usual this event was particularly harrowing.	Council continues to advocate on behalf of the community to try to influence a positive outcome. We have advocated through our submissions to the Commonwealth and State Bushfire Inquiries, however our ability to directly influence telcos is limited.
	As an example it took our district nurse 9 hours to get a critically ill patient airlifted out of the valley as she had to go to several different locations to get telephone reception. Any longer could have resulted in the possible death of the patient.	Currently we are advocating to Telstra direct for them to apply for funding under the Black Summer Bushfire Recovery Grants program, however we need input from Telstra as we do not know what the technical requirements are for their infrastructure.

oooO END OF REPORT Oooo

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**CITY PLANNING**

**Item: 179**                      **CP - Proposed Exhibition of Draft Wayfinding and Signage Strategy - (95498, 124414, 147666)**

**Previous Item:**              183, Ordinary (29 September 2020)

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Draft Wayfinding and Signage Strategy and seek Council's endorsement to place the Strategy on public exhibition for a period of 28 days.

**EXECUTIVE SUMMARY:**

Council is currently in the process of revitalising the town centres of Richmond, South Windsor and Windsor and undertaking Place Plans for the villages. The Blueprint has been engaged to create a wayfinding strategy and style guide which will be scalable from the larger town centres to the smallest villages. The Wayfinding and Signage Strategy Project aims to improve how visitors and residents are guided through the Hawkesbury local government area, to discover the diverse experiences, attractions and services that we offer.

The development of the Draft Wayfinding and Signage Strategy is based on best precedent wayfinding examples and principles and is being submitted for Council's consideration prior to placing it on exhibition.

**RECOMMENDATION:**

That:

1. Council approve public exhibition of the Draft Wayfinding and Signage Strategy attached as Attachment 1 to the report for a period of 28 days.
  2. At the expiration of the public notification period, the following action should be taken:
    - a) Should any submissions be received regarding the proposed Draft Wayfinding and Signage Strategy, a further report be submitted to Council; or
    - b) Should no submissions be received, Council adopt the Wayfinding and Signage Strategy as shown in Attachment 1 to this report.
- 

**BACKGROUND**

Council adopted the master and public domain plans for Richmond, South Windsor and Windsor Town Centres at the Ordinary Council meeting of 29 September 2020. During the development of the master plans, a recurring recommendation was in relation to signage including:

- Signage to improve wayfinding to key destinations such as public transport, parking, retail areas, Hawkesbury River, parks and civic facilities.
- The creation of heritage trails through the town centres to highlight and provide information about the rich Aboriginal and European heritage of the town centres.

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- Entry signs.
- Key sites and tourist facilities.

Site audits and existing Council plans established a need for a signage strategy due to inconsistencies in locations, design, branding and messaging in signage. The Draft Wayfinding and Signage Strategy outlines strategy principles adaptable to all towns and villages across Hawkesbury City Council while ensuring the signage can be used across digital platforms where suitable.

#### **Strategy Objectives**

- Develop a visual identity using clear and legible contemporary graphic design principles.
- Use iconography and plain language for an inclusive approach to wayfinding and storytelling.
- Increased knowledge about the heritage of the area through incidental interaction with engaging signage.
- Limit the number of signs through optimised location and integration to the environment/streetscape.
- Create contextual and sympathetic design outcomes.

#### **Project Outcomes**

- Movement will be an easy, memorable and safe experience.
- Pedestrian-friendly paths and thoroughfares that are safe, comfortable and pleasant.
- Increased walking and improved community well-being.
- A better-connected community.
- Increased interest in the areas heritage sparked by engaging stories told through signage and easily accessible online content.
- Increased retail event profitability due to more foot traffic and longer stays.

Key steps undertaken to date include:

- Tender process to engage consultants to assist in the development of Wayfinding and Signage Guidelines October 2020 to Jan 2021.
- Engaged The Blueprint and first inception meeting with Consultants and Council stakeholders February 2021.
- A Project Control Group was established in February 2021 with a cross collaborative team from all branches of the organisation.
- The Blueprint undertook background research, stakeholder meetings and discussions during February to March 2021.
- Development of Concept Wayfinding and Signage Program and Plan March 2021.
- Project Control Group Meetings held 10 February 2021, 29 April 2021 and 10 June 2021.
- Councillor Briefing Session held 20 July 2021 to present the Draft Wayfinding and Signage Strategy as well as the concept signage design.

Following the Councillor Briefing Session held on 20 July 2021, feedback and input was used to further develop the signage designs.

#### **DISCUSSION**

The development of the Wayfinding and Signage Strategy has consisted of:

- Observations and recommendations
- Best precedent Wayfinding examples and integration of principles to Council strategy
- Best precedent heritage walks examples and different ways to implement this at Council
- Signage Hierarchy
- Main destination and connections and user journey analysis
- Design Directions for Wayfinding and Heritage Trails (Attached as Attachment 1)



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### Next Steps

Tentative timeframes are as follows:

<b>Action</b>	
<ul style="list-style-type: none"> <li>Development of Concept Wayfinding and Signage Program and Plan consisting of: <ul style="list-style-type: none"> <li>Observations and recommendations</li> <li>Best precedent Wayfinding examples and integration of principles to Council strategy</li> <li>Best precedent heritage walks examples and different ways to implement this at Council</li> <li>Signage Hierarchy</li> <li>Main destination and connections and user journey analysis</li> <li>Design Directions for Wayfinding and Heritage Trails</li> </ul> </li> </ul>	mid-March 2021
Design concepts presented to Internal Project Control Group and Executive Team	June 2021
Design concepts presented at Councillor briefing session to seek input	20 July 2021
Councillor Briefing Session to consider and approve signage design to move forward to next stage of the project.	21 September 2021 – <b>Current Stage</b>
Council report to request endorsement to place Strategy on public exhibition	28 September 2021
Council report following public exhibition	23 November 2021
Detailed Design Phase and Councillor Engagement	Early 2022
Undertake tender process to procure, manufacture and install wayfinding and signage	Early 2022

### COMMUNITY ENGAGEMENT

Community consultation will be undertaken in line with Council's Community Engagement Policy and will be placed on public exhibition for a period of 28 days.

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

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

#### Our Future

- 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community
  - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
  - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.

### FINANCIAL IMPACT

Funding for this project has been identified in the 2021/2022 Adopted Operational Plan and Draft 2022/2023 Operational Plan

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**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with the Long-Term Financial Plan.

**ATTACHMENTS:**

**AT - 1** Draft Wayfinding and Signage Strategy - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

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**Item: 180**                      **CP - Draft Western Sydney University Scholarship Program - (95498)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement to execute an updated Scholarship Donor Agreement with the University of Western Sydney.

**EXECUTIVE SUMMARY:**

At its Ordinary Meeting, 11 June 1991, Council established a scholarship program with the Western Sydney University, as a way of supporting both the education of tertiary students (with a focus on local students at the Hawkesbury Campus), and contributing to the talent pool of potential employees.

The scholarship program has been reviewed and it is recommended that an updated Scholarship Donor Agreement with the University of Western Sydney be executed. Further that the selection criteria and conditions be slightly amended as outlined in the report. Finally, that a Councillor be nominated as part of the selection panel.

**RECOMMENDATION:**

That:

1. The Hawkesbury Western Sydney University Scholarship Program be renewed; to operate for a period of three calendar years (being 2022 to 2024).
  2. The Selection Criteria be updated as outlined in this report.
  3. An amount of \$5,000 each for three students per annum be allocated for this purpose. The total value of the Scholarship Program Cost will be \$45,000 for a contract period of 2022 to 2024 (based on the University calendar year).
  4. Council nominate a Councillor as a representative on the Western Sydney University Selection Panel.
  5. Council liaise with the University with regard to executing the Scholarship Donor Agreement.
  6. Authority be given to prepare all necessary documents to give effect to this resolution and authority be given for any documentation regarding this matter to be executed under the Seal of Council if required.
- 

**BACKGROUND**

At its Ordinary Meeting, 11 June 1991, Council established a scholarship program with the Western Sydney University, as a way of supporting both the education of tertiary students (with a focus on local students at the Hawkesbury Campus), and contributing to the talent pool of potential employees.

The first scholarship was awarded in 1992.

This program has continued on a rolling basis with increments of five year agreements. The current scholarship agreement concludes in the calendar year of 2021. Council's contribution to-date has been \$282,400 and a total of 27 students at Western Sydney University have benefited from the scholarship program.

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**DISCUSSION**

**Cost of the Program**

It is recommended that Council continue with the scholarship program at the Hawkesbury Campus of Western Sydney University to provide for the education of young Hawkesbury residents and to assist with educational costs associated with tertiary studies.

The Hawkesbury Scholarship Program is to be renewed with Western Sydney University (WSU) to include the finalisation of a current enrolled scholarship student and provide an opportunity for two further students to participate in the Program.

The total cost of the Scholarship Program Cost will be \$45,000 for a contract period of 2022 to 2024, as shown in the Table 1. This is based on the University calendar year.

**Table 1: Scholarship Program Cost**

Student	2022	2023	2024
1. <b>EXISTING STUDENT</b>	\$5,000	\$5,000	\$5,000
2. <b>NEW STUDENT #1</b>	\$5,000	\$5,000	\$5,000
3. <b>NEW STUDENT #2</b>	\$5,000	\$5,000	\$5,000
<b>Annual Total</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>

**Proposed changes**

As the Scholarship Program has been in operation for thirty years Council engaged with the University to conduct a situational analysis and a review of the Scholarship Program.

The situational analysis considered:

1. Selection criteria; and
2. Alignment with objectives and strategic directions of Council's Community Strategic Plan.

**Selection Criteria**

The selection criteria were reviewed and Table 2 below outlines the proposed selection criteria.

**Table 2: Selection Criteria**

Current	Proposed
Student who is an Australian citizen of permanent resident	Student who is an Australian citizen of permanent resident.
Student who attends a full-time course at the Hawkesbury Campus	Student who attends a full-time course at the Hawkesbury Campus.
Student who resides in the Hawkesbury LGA for at least one year prior to commencement of study at the University	Student who resides in the Hawkesbury LGA for at least one year prior to commencement of study at the University.
Student who has completed their HSC within two years of commencement of study at the University and be under 20 years of age at the time of their application for the scholarship	Student who has completed their HSC within two years of commencement of study at the University and be under 20 years of age at the time of their application for the scholarship.
Student who attended a local high school in The Hawkesbury or who attended a selective high school outside the area	Student who attended a local high school in The Hawkesbury or who attended a selective high school outside the area.

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Current	Proposed
<p>Student will be an enthusiastic ambassador for the Hawkesbury and willing to take an active role in supporting their community through such opportunities as attendance at Council and other events and participation in relevant work experience</p>	<p>Student will be an enthusiastic ambassador for the Hawkesbury and willing to take an active role in supporting their community through:</p> <p>Events - Attend and assist in two events run by Hawkesbury City Council (e.g. Light up Windsor and one Youth Week Activity/Event). The student needs to attend the Student Leadership Program over three days and have a role presenting or assisting with a group.</p> <p>Promotion - Sharing Council promotional messaging and tagging Council about their involvement in the Program. Promoting the sponsorship at the end of the first year to fellow applicants.</p> <p>Mentoring - They meet with a team at Council and choose a mentor in their field and agree to meet on a regular basis with the mentor. (optional).</p>
	<p>Applicants must provide a statement in support of their application indicating how they believe the scholarship will assist them with their studies and in their future career. This statement should give sufficient explanation of the applicant's background and current circumstances to enable the selection panel to judge their eligibility, need and merit.</p>

**The Method of Selection**

The following is the method of selection:

- The successful applicants will be selected based on their written application, academic potential and their ability to meet the criteria.
- The shortlisted candidates are required to attend an interview before a selection panel which includes a representative or nominee of the Chair, Western Sydney University Academic Senate and a representative of the donor.

It is therefore recommended that Council nominate a Councillor as a representative on the Western Sydney University Selection Panel.

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### Scholarship Conditions

There are scholarship conditions that the students must maintain. As part of the review, the proposed conditions are contained in the table below.

Current	Proposed
Recipients must remain enrolled in their course at Western Sydney University.	Recipients must remain enrolled in their course at Western Sydney University.
Recipients must maintain a minimum GPA of 4.0	Recipients must maintain a minimum GPA of 4.0
Applicants must be willing to act as enthusiastic ambassadors for the Hawkesbury and willing to take an active role in supporting their community.	<p>Student will be an enthusiastic ambassadors for the Hawkesbury and willing to take an active role in supporting their community through:</p> <p>Events - Attend and assist in two events run by Hawkesbury City Council (e.g. Light up Windsor and one Youth Week Activity/Event). The student needs to attend the Student Leadership Program over three days and have a role presenting or assisting with a group.</p> <p>Promotion - Sharing Council promotional messaging and tagging Council about their involvement in the Program. Promoting the sponsorship at the end of the first year to fellow applicants.</p> <p>Mentoring - They meet with a team at Council and choose a mentor in their field and agree to meet on a regular basis with the mentor. (optional).</p>
If any of the specified conditions are not met, the recipient's status and continuation of the scholarship will be assessed and determined by the Donor in consultation with the University.	If any of the specified conditions are not met, the recipient's status and continuation of the scholarship will be assessed and determined by the Donor in consultation with the University.

A further review of the program will be undertaken at the conclusion of the contract term to measure the success with a report to council with findings and a recommendation on the future of the program.

### COMMUNITY ENGAGEMENT

Council have undertaken this review in collaboration with the Western Sydney University.

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

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

#### Our Community

#### 2.3 Community partnerships continue to evolve

- 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.

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Our Future

5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest

5.8 Industry

5.8.5 Plan for the continuance and growth of agricultural industry uses within the Hawkesbury.

**FINANCIAL IMPACT**

The Program is within the Adopted 2021/2022 Operational Plan and will be included in the new Four Year Delivery Program.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with the Long-Term Financial Plan.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**INFRASTRUCTURE SERVICES**

**Item: 181**                      **IS - Upper Colo Bridge Replacement, Upper Colo - (95495, 79346, 73916)**

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to outline the options investigated for the replacement of the flood damaged timber bridge across the Colo River at Colo Heights Road, Upper Colo and seek endorsement for the recommended option of replacing the damaged bridge with a reinforced concrete bridge.

**EXECUTIVE SUMMARY:**

This report provides an update and background to investigations undertaken into the replacement of the Upper Colo Bridge which was damaged during the March 2021 flood. The Upper Colo Bridge crosses the Colo River along Colo Heights Road, Upper Colo and is approximately 60 metres in length.

Council engaged an independent consultant to provide a review of the various options for reinstatement of the river crossing and examined this from the perspectives of longevity, cost, maintenance and timing. That report concluded that the highest ranked option was for a replacement bridge to be constructed in reinforced concrete. Council did commence examination of timber options in response to community feedback however significant potential delays in material availability were likely to extend the timelines beyond that of a concrete structure.

**RECOMMENDATION:**

That Council:

1. Note and endorse the recommended approach to replace the existing flood damaged timber bridge across the Colo River at Colo Heights Road, Upper Colo with a reinforced concrete bridge.
  2. In conjunction with the local community undertake investigations into ways to recognise the history and character of the timber bridge through means including salvage of timbers, signage and incorporation of timber design elements.
  3. Undertake regular reporting to the community on progress and any issues or matters of interest as they arise.
- 

**BACKGROUND**

The Upper Colo Bridge was damaged during the March 2021 flood and partly washed away making the route impassable.

The Upper Colo Bridge crosses the Colo River at Colo Heights Road, Upper Colo and is approximately 60 metres in length. The Bridge is located on a local rural road and considered to be a minor distributor as it connects between Colo Heights and Upper Colo. Colo Heights Road is generally unsealed with only a 30 metre sealed section at its intersection with Putty Road.

The project objectives for a replacement Bridge are:

- Improve access, road safety, transport connections and the local environment



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- Support suitable heavy vehicle movement to efficiently address safe good transport and road safety
- Provide for reliable journeys
- Provide longevity and resilience to the existing environment (flood and fire)
- Be cost effective in construction and future maintenance
- Provide the ability to be constructed in an appropriate timeframe.

Further the replacement Bridge would be designed to:

- Maintain the existing waterway
- Incorporate lateral water loads and overtopping loads
- Optimise the deck/road level at the Bridge (which is at an approximate level of 5.0 metres AHD) to increase flood resilience noting that there is potential to raise the deck level by approximately 1 metre (The 1:100 flood level is 20.3 metres)
- Allow for the removal of the existing 15T Load Limit. Consideration can be given to restrict vehicles to meet the environmental constraints of the local, adjoining road capability.

An options report was commissioned to investigate replacement options as well as repair of the existing timber bridge. The independent report was prepared by Aurecon (consultants) with the report detailing the comparison of the various options.

The report considered factors such as:

- Repair or replace the existing timber bridge in either timber, steel or concrete
- Traffic loading to satisfy relevant bridge load standards
- Life Cycle cost – maintenance issues of timber, steel and concrete
- Longevity as this Bridge is within a flood and bush fire prone environment including the impact of overtopping of the structure due to flood and material longevity in this environment
- Environmental effect/cost – including sourcing materials to life cycle maintenance
- Any heritage aspects of the site and the existing timber bridge.

Following comments, consideration was also given to use of a steel structure. Aurecon provided further advice, indicating that a steel structure was not favoured at this location. General commentary on this option is:

- Steel girders typically require repainting at least four to five times over a 100-year design life, although weathering steel can be used in some situations. The option of weathering steel is not generally favoured in areas where frequent inundation occurs due to the potential for ingress of water and potential for accelerated corrosion as the protective layer is removed by flows and sediments
- Steel girders are better suited to situations where lateral loads such as flood flows and debris impact do not require substantial bracing. In such situations where significant lateral forces due to flood flows are likely open bracing is preferred over box girders to reduce buoyancy however these are also prone to catching of debris, with attendant increased loadings
- Structural steel is more costly when compared to reinforced concrete provide concrete bridges where shorter spans are able to be used. Steel can be cost effective where longer spans are required and depth of the beams is not a major constraint
- Steel girders are generally used to support a concrete deck slab. Good engineering practice is to limit the number of materials used, from both construction and maintenance perspectives, unless specific site conditions or design requirements are such that this is not economic or achievable.

Whilst various community representatives have expressed a desire to rebuild the bridge in timber, the independent options report identifies the replacement of the existing bridge with a concrete structure rather than timber, offers significant benefits such as:

- A 100-year design life with minimal maintenance
- Less costly over a 100-year design life
- Highest resilience against flood damage

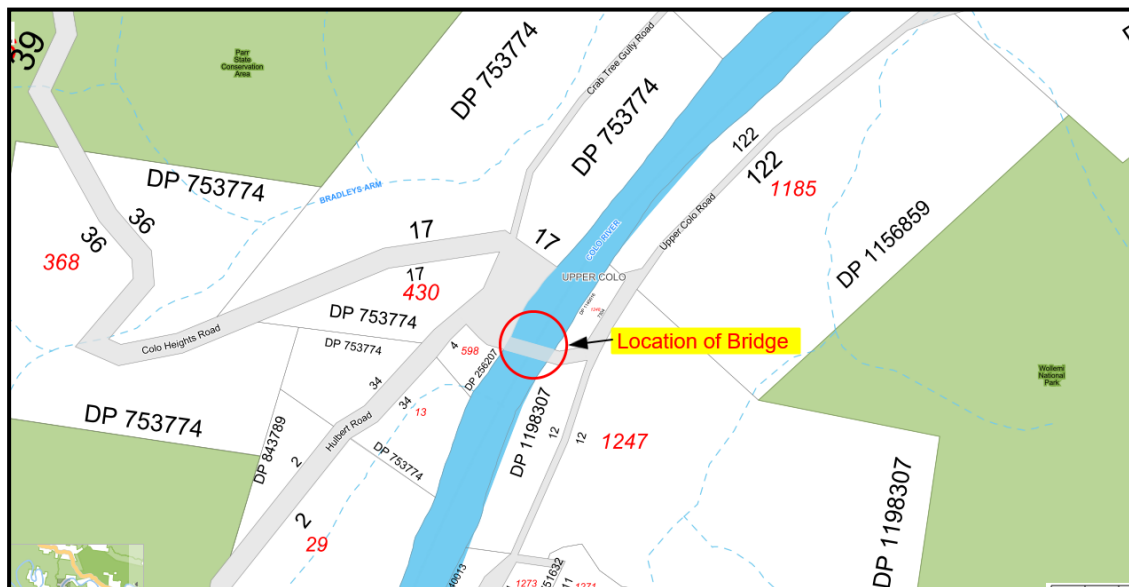
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- Resilience and assurance of a secure crossing in the event of bush fire impacts, Able to be crossed by vehicles of unrestricted loads and likely increases in frequency of usage
- Consistent with a State and Federal program to replace timber bridges
- Use of scarce selected hardwood in a deleterious environment is also avoided, noting significant delays in sourcing of materials.

Council also engaged a firm specialising in timber bridge design and construction (TRS/WRD) to provide a concept report for a timber structure utilising engineered timber elements. This has not been able to be progressed significantly due the current interstate border closures. Council has had further correspondence with that consultancy in relation to their views that timber bridges and structures should not, in the broader discussions on bridge renewal programs, be automatically discarded as viable solutions on other projects. This is a valid stance, and council has in recent years also undertaken significant repairs and renewal of timber bridges across its network, in addition to replacement of other structures with concrete.

A community meeting was held online on 1 September 2021 at which Aurecon outlined the contents of the options report and detailed the reasons relating to the recommendation of a concrete bridge replacement. There was overall support for the recommended approach

**Location Plan**



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**Location/Site Plan: Location of Bridge**



**Aerial View: Location of Bridge**

**DISCUSSION**

The issue of some parts of the community having a desire to retain or replace the Bridge in timber is acknowledged, however the construction of a timber bridge structure in this particular environment is not recommended due to the high maintenance and frequency of damage arising from a low level structure.

There are options available to achieve a high level of aesthetic quality, including the use of timber elements such as timber kerbs and the minimisation of the depth of superstructure elements.

The community at the online meeting were advised that the design for the replacement concrete bridge was in progress which included geotechnical investigations. The design of the concrete bridge will provide for a five span bridge compared to the existing six span bridge to ensure that the existing locations of the timber piling is avoided during construction. This will minimise the environmental impact on the site if the existing timber piles cannot be fully extracted avoiding undue excavation of the River bed. The number of spans takes into consideration optimum span lengths of the concrete beams at the same time minimising the depth of the beams to provide a favourable aesthetic outcome. In addition to this, non-structural elements such as timber kerbs can be provided instead of the standard concrete kerbs.

A Review of Environmental Factors (REF) is currently being undertaken concurrently with the bridge design which includes assessments and approvals related to the Department of Primary Industries (Fisheries), Prescribed Ecology Actions Report (PEAR) – Biodiversity Conservation Act, Aboriginal and European Heritage, and other legislative and regulatory requirements.

The time line for the concrete bridge option includes:

- Concrete Bridge Design – to be completed by the end of October 2021
- REF – anticipated to be completed by the end of October 2021, subject to receiving approvals from the various authorities
- Tender preparation finalised in November 2021
- Tender period during December 2021/January 2022
- Tender evaluation and awarding February/March 2022

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- Construction commencement April/May 2022 with a duration of approximately six months.

Council will continue to liaise with the community regarding interpretive signage and the salvage of the timbers for future use in recognition of the historic nature of the site. This will include the timber from the original bridge and how it can be utilised in the immediate setting.

#### **COMMUNITY ENGAGEMENT**

Consultation has been undertaken in accordance with Council's Community Engagement Policy. This included staff attending a Community meeting on Friday, 14 May 2021 in Upper Colo organised by a Community representative group. Council organised an online community meeting on Wednesday, 1 September 2021 to provide an update and background to investigations undertaken to date which was part of a commitment provided at the 14 May 2021 meeting. It is intended to provide regular updates on progress to the community on each of the milestones or where any issues of concern or interest arise.

#### **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 & Connection – Creating an integrated and well maintained transport system is an important local priority.

- 4.1.1 Our roads and other transport infrastructure will be planned and provided to ensure connected, efficient and safe movement for all modes of transport.

#### **FINANCIAL IMPACT**

There are financial implications arising from this project, which had not been listed in the current Operational Plan. An application has been made by Council under the Natural Disaster Funding arrangements to fully fund the replacement bridge and associated works. It is anticipated that the capital costs will be approved, however there has been an impact on existing staff resources to manage the project - these costs are not claimable.

#### **FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

This matter is not specifically aligned with any Fit for the Future Strategies however should grant funding result in a new structure this will have deferred either ongoing maintenance costs or capital replacement.

#### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**Item: 182**                      **IS - Drainage Issues - Pitt Town Road, McGraths Hill - (95495)**

**Previous Item:**            136, Ordinary (13 July 2021)

**Directorate:**              Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to provide information on drainage and maintenance issues associated with land on the northern side of Pitt Town Road, McGraths Hill and respond to a Council resolution seeking information on various matters relevant to the history and future works on the land.

**EXECUTIVE SUMMARY:**

Along the northern side of Pitt Town Road, McGraths Hill, a wide road reserve exists with a variable width of up to 50m. The road reserve outside of the road pavement area is under Council maintenance, noting that Pitt Town Road is a State Road.

The area is separated from the rear of houses fronting Ivy Avenue to the north by a strip of Council Public Reserve on a higher embankment.

Within the road reserve the area is extremely flat and does not effectively drain, with two areas in particular holding water. During wet seasons/years this has made mowing of sections of the area difficult at times. Over the years, this area has grown and shrunk with the limitations on mowing. In more recent times there has been significant vegetation growth in one area in particular.

There have been a number of complaints by adjoining residents relating to the mowing and maintenance with concerns over appearance and the harbouring of snakes and vermin.

The area is partly drained to the south via a culvert under Pitt Town Road however, the culvert height is such that the area cannot fully drain and extensive regrading and filling would be required to allow the area to fully drain if the wet areas were to be removed.

Upgrading of the drainage system is not considered feasible due to the detention function that the area currently fulfils and removal of this detention capacity would ultimately require upgrading of the drainage system from Pitt Town Road through private properties in the residential area to the south.

Any removal of the vegetation would require an ecological assessment of the wet areas, which have been variously described as swamp or unmapped wetlands, prior to any works being undertaken. The estimated cost of this work and associated Review of Environmental Factors is estimated at between \$4,000 and \$10,000.

It should be noted that recent works have been undertaken to clear the lead in channel to the culvert and this is expected to improve the drainage of the peripheral areas to the areas that would continue to contain standing water.



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**RECOMMENDATION:**

That:

1. The information be noted.
2. Council consider the allocation of funding to undertake a full ecological assessment of the site, in the 2022/2023 Operational Plan.

**BACKGROUND**

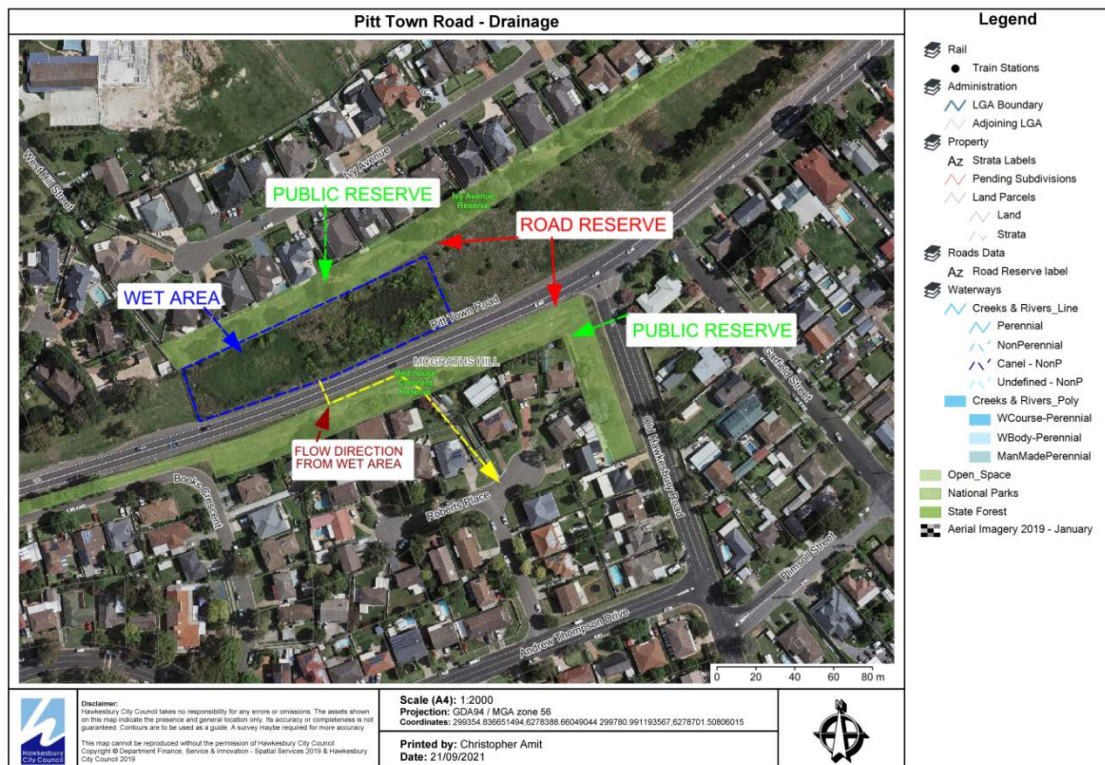
The area on the northern side of, and adjacent to, Pitt Town Road at McGraths Hill has been the subject of representations from the community regarding the extent of mowing and maintenance as well as the vegetation growth in the low lying areas.

The maintenance and drainage issues are linked as it is not possible to effectively mow the area when the area is waterlogged. This has led to complaints relating to snakes, vermin and fire hazard as well as appearance.

Council, at its meeting of 13 July 2021, sought a report regarding the vacant area of land at McGraths Hill, along Pitt Town Road (Windsor Road end) seeking the following:

- a) The history of the site (including the 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 cost outlined for its draining and /or permanent mowing.

**Location Plan**



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**Relevant Legislation**

Roads Act 1993

**DISCUSSION**

In specific response to the Council resolution the following responses are made:

**The history of the site (including the look and its use)**

The vacant land is principally State road reserve, with a narrower strip of Public Reserve immediately behind the houses in Ivy Avenue.

This section of Pitt Town Road is a variable width road reserve and whilst it is not known what the intent or reasoning for the width of the reserve is at this location it is possible that the original road alignment may have been adjusted to avoid the low lying area. Whilst the road is a State road reserve the area is, in accordance with normal responsibilities maintained by Council beyond the table drain (longitudinal drain on the road shoulder).

Attached as Attachment 1 to this report are Council's aerial photos showing that this area has been vacant since 1998.

The eastern part of the road reserve has a playground located on it and is maintained by Council. Additional fencing was provided earlier this year to address resident concern over safety, given the location of the playground in relation to the road.

The Council owned public reserve land at the rear of the Ivy Avenue properties was dedicated as part of the subdivision of the residential area and is generally raised above the adjoining road reserve land.

The area of road reserve to the south is very flat, with the entire area only partly drained by a small pipe culvert draining to the east and ultimately to McKenzies Creek through the residential area.

This culvert and the downstream pipe system is, however constructed at a height where a portion of the area cannot fully drain. Upgrading (lowering) of the drainage system is not considered feasible due to the detention function that the area currently fulfils and removal of this detention capacity would ultimately require upgrading of the drainage system from Pitt Town Road through private properties in the residential area to the south.

This low lying area is variously described as a swamp or wetland. The nature of the low lying area is such that the area retains water for long periods of time and significant vegetation growth has occurred with the extent of wet areas preventing effective mowing at various times. The area has generally been mown by Council to the extent permitted by the conditions. Over recent years wetter conditions have seen additional growth due the area being wetter and the extent of the wet area and vegetation has expanded.

**The current status of the site**

The area is road reserve with a 15m public reserve at the rear of the house boundaries on the northern side. The vacant land runs behind the full length of Ivy Avenue and varies in width from 30m up to 50m at the widest section.

**Options for future use of the site, focusing on its clean up, with cost outlined for its draining and /or permanent mowing**

The area is public (State) road reserve and there are no known plans for that status to be changed by TfNSW. Similarly there are no known plans for construction of any future road widening.

The area could be tidied up however to do this the area requires draining as it currently holds water making maintenance difficult. The drain from this area to the culvert that heads under Pitt Town Road has been

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cleared and will allow the area to drain slowly and in drier periods would allow the mown area around the perimeter to be mown more extensively.

However there are two lower wet areas within the area which are below the pipe outlet level. The site is very flat and it is not known if these two areas are natural or were excavated in the past for farm dams or to provide fill for the road construction.

Whilst acknowledging the residents' concerns over the contrast of the appearance and compatibility of this area with the nearby land uses, these areas are considered as wetlands or at least having environmental significance. Based on the length of time that they have now been in existence the environmental assessment would be the same, regardless of whether the sites are natural or a result of other activity.

Works to drain these areas, beyond simply clearing the inlet to the culvert( which has been undertaken) to dry the area and enable clearing of the vegetation would require an ecological assessment as part of a Review of Environmental Factors (REF) to ensure that we are not removing/damaging any endangered vegetation/wildlife. This study and a preliminary REF is anticipated to cost between \$4,000 and \$10,000.

If the REF does not identify any issues, the area could be drained and cleared. Fill would need to be brought in to raise these two wet areas so that the water could drain to the south. An estimated cost to clear the vegetation, drain the site and to bring in and level material is estimated at approximately \$50,000.

Due to the sedimentation that has occurred and wet conditions the area is rough and uneven which further exacerbates the holding of water. As a result the area is currently mowed by a slasher and the westerly end of the site (Windsor Road end) currently takes around three to four hours to mow.

Whilst the area to the east near the playground is mown more frequently (again subject to ground conditions) inclusion of the overall site into a mowing contract, with around 16 cuts per year, would cost around an extra \$3,500 per annum.

#### **Future Use**

As indicated the road reserve area to the east currently has a small playground on the area adjoining Ivy Avenue. No other improvements to this area are currently proposed, although the playground equipment is aging and would be the subject of consideration in future budgets for replacement. A pathway from Ivy Avenue to Windsor Road is currently being designed and is to be constructed with funding under a Commonwealth Government grant program.

Whilst no other specific uses for the road reserve have been identified, and any further capital improvements would require approval from TfNSW, the site does provide ongoing and possible long term embellishment opportunities for passive activities.

#### **COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which in the immediate situation do not require community consultation under Council's Community Engagement Policy. As indicated earlier in this report there have been community representations and should Council seek to undertake works consultation with the community would be undertaken.



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

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

**FINANCIAL IMPACT**

Should Council seek to implement additional actions arising from this report there would direct financial implications that would need to be considered in either 2022/2023 Operational Plan or through a Quarterly Budget Review.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is not currently aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will require the allocation of additional financial and staffing resources which are currently not budgeted for in the Long-Term Financial Plan.

**ATTACHMENTS:**

**AT - 1** Aerial Photos 1998 - 2019.

**AT - 2** Site Photos including Recent Drainage and Inlet Clearing.

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**Attachment 1 – Aerial Photos 1998 - 2019**





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**Attachment 2 – Site Photos including Recent Drainage and Inlet Clearing**



Drain from South-West



Drain from North-East



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Drain from North-East

**oooO END OF REPORT Oooo**

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**SUPPORT SERVICES**

**Item: 183**                      **SS - Investment Report - August 2021 - (95496, 96332)**

**Previous Item:**            097, 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 \$63.43 million in investments at 31 August 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 August 2021 be received and noted.

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**BACKGROUND**

Council held \$63.43 million in investments as at 31 August 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 \$63.43 million in investments held as at 31 August 2021.

***Table 1 – Summary of Council's Investment Portfolio as at 31 August 2021***

<b>Product Type</b>	<b>Face Value</b>	<b>% of Total</b>
At Call Deposits	\$5,000,000	7.9%
TCorp Cash Fund	2,133,589	3.3%
Term Deposits – Fixed Rate	\$56,300,000	88.8%
<b>Grand Total</b>	<b>\$63,433,589</b>	<b>100.0%</b>

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

<b>Long Term Credit Rating</b>	<b>Face Value</b>	<b>% of Total</b>
AA-	\$55,300,000	87.2%
BBB+	\$6,000,000	9.5%
NSW TCorp Cash Fund	\$2,133,589	3.3%
<b>Grand Total</b>	<b>\$63,433,589</b>	<b>100.0%</b>

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**Table 3 – Fixed Term Deposits**

Institution	Long Term Rating	Short Term Rating	Maturity	Rate	Face Value
Bank of Queensland	BBB+	A-2	16-Dec-21	0.55%	\$500,000
			16-Dec-21	0.45%	\$2,000,000
ME Bank (part of BOQ)	BBB+	A-2	09-Dec-21	0.50%	\$2,000,000
			03-Jun-22	0.50%	\$1,500,000
Commonwealth Bank of Australia	AA-	A-1+	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
			21-Jul-22	0.41%	\$2,000,000*
			28-Nov-22	0.46%	\$2,000,000
			22-Feb-23	0.50%	\$2,000,000
			20-Nov-23	0.65%	\$1,000,000
National Australia Bank	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
			17-Mar-22	0.29%	\$1,000,000
			07-Jul-22	0.35%	\$1,000,000
			19-Aug-24	0.75%	\$3,000,000
			19-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			05-Mar-25	1.05%	\$1,500,000
			03-Nov-25	0.95%	\$500,000
			19-Nov-25	0.90%	\$500,000
			13-Jan-26	1.00%	\$500,000
Westpac	AA-	A-1+	04-Mar-26	1.30%	\$1,500,000
			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*
			05-May-22	0.33%	\$1,000,000
			22-Jun-22	0.35%	\$3,500,000
Grand Total			07-Jul-22	0.35%	\$2,000,000
					<b>\$56,300,000</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+	10-Feb-22	0.41%	\$1,500,000
			21-Jul-22	0.41%	\$2,000,000
	AA-	A-1+			
Westpac			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>\$8,500,000</b>

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

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$8,500,000	15.10%
Other	\$47,800,000	84.90%
<b>Grand Total</b>	<b>\$56,300,000</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>96.64%</b>	100%	Yes
A+ to A- and below	<b>9.46%</b>	50%	Yes
BBB+ to BBB and below	<b>9.46%</b>	40%	Yes
BBB- and below	<b>0%</b>	10%	Yes
TCorp Cash Fund	<b>3.36%</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>31 August 2021</b>	<b>Weighted Average Monthly Return</b>
Hawkesbury City Council – Investment Portfolio	0.044%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.002%
<b>Performance Relative to Benchmark</b>	<b>0.042%</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 31 August 2021 and has advised as follows:

- *Council's investment portfolio annual return is around 78bps above the Bank Bill index. This return excludes at Call Accounts and the NSW TCorp Cash Fund.*
- *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.*

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- *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.*
- *Consider investing in the NSW TCorp Long Term Growth Fund. A meeting with Council officers was held to discuss the advantages of this investment strategy. As per those discussions, Amicus suggests an initial \$1 million investment and later adding \$1 million investments each month or every two months depending on Council's comfort levels with the investment through time as Council sees early performance and prevailing market conditions (Amicus may recommend additional investments are suspended if markets become volatile). Amicus recommends up to a total value of \$5 million or \$6 million (around 10% of the portfolio).*
- *As per Amicus' recent interest rate commentary, 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. We therefore favour 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. We view 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.*
- *Amicus has instituted regular monthly calls with many of its other clients and these have been useful for progressing strategic initiatives. We would like to initiate these with Hawkesbury City Council as it has proven to be beneficial.*

During the reporting period, the investment remained stable for the month 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 31 August 2021 included funds that are restricted as to what they can be expended on.

**Table 9 – Restriction of Funds**

<b>Restriction Type</b>	<b>Amount</b>	<b>%</b>
External Restrictions - S7.11 and S7.12 Developer Contributions	\$15,040,543	23.71%
External Restrictions - Western Parkland City Liveability Program	\$3,050,852	4.81%
External Restrictions - Bushfire and Flood Grants	\$1,857,925	2.93%
External Restrictions - Other (e.g. domestic waste, sewerage)	\$4,255,446	6.71%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$21,923,279	34.56%
Unrestricted	\$17,305,544	27.28%
<b>Total</b>	<b>\$63,433,589</b>	<b>100.00%</b>



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

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

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

***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

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

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

Our Leadership

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

**FINANCIAL IMPACT**

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

**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.

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**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**Item: 184**                      **SS - Financial Statements for the Year Ended 30 June 2021 - (95496, 96332)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to refer the General Purpose Financial Statements and Special Purpose Financial Statements (Financial Statements) for the financial year 2020/2021, to audit.

**EXECUTIVE SUMMARY:**

Section 413(1) of the Local Government Act 1993 (the Act) requires that *“a council must prepare financial reports for each year and must refer them for audit as soon as practicable.”* The unaudited Annual Financial Statements for 2020/2021 have been completed and are ready for audit.

For the financial year ending 30 June 2021, Council's net operating result before capital grants and contributions was a deficit of \$25.5 million. The flood had a significant impact on Council's operating result as follows:

- Flood related expenditure - \$3.1M
- Asset Impairment - \$19.4M

It is anticipated that flood related expenditure will be mostly recovered as a result of claims submitted. The reimbursement will be reflected in the 2021/2022 financial results.

Asset Impairment reflects the reduction in value and impact on useability of flood impacted assets. The \$19.4M reduction in asset value, reflected as an expenditure item in 2020/2021 is a timing difference only. The impaired assets are being restored and the values of these assets will be adjusted accordingly as asset replacements take place. It is noted however, that the increase in asset values in 2021/2022 are not able to be accounted for as income in that year.

The other main contributor to the result is the Depreciation expense, which has increased by \$6M over the previous financial year. This increase is attributed to a significant increase in the roads assets valuation.

The Financial Statements are prepared in accordance with Australian Accounting Standards and the Local Government Accounting Code. These requirements include non-cash accounting entries such as Asset Impairment and Depreciation. These requirements are to be taken into consideration when using Financial Statements to evaluate Council's performance against the annual Budget.

As shown in Attachment 3 to this report, Council's Bottom Line Result for the year ended 30 June 2021 is a deficit of \$1.7 million. This is predominantly a reflection of the additional costs of the March 2021 Flood of \$3.1 million. Without this event, Council would have achieved a Budget surplus of \$1.4 million.

**RECOMMENDATION:**

That:

1. Council note the following Statement in respect of Section 413(2)(c) of the Local Government Act 1993 as to its Annual Financial Statements:
  - a) Council's Annual Financial Statements for 2020/2021 have been drawn up in accordance with:
    - (i) The Local Government Act 1993 (NSW) (as amended) and the Regulations made thereunder;

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- (ii) The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board; and
    - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
  - b) The Statements present fairly the Council's financial position and operating result for the year.
  - c) The Statements are in accordance with the Council's accounting and other records.
  - d) The signatories do not know of anything that would make these Statements false or misleading in any way.
2. Council sign the "Statements by Councillors and Management". The Statements are to be signed by the Mayor, Deputy Mayor, General Manager, and the Responsible Accounting Officer.
  3. Council note the information regarding the presentation made to the Audit Committee on Council's financial results and the endorsement from the Audit Committee to submit the Financial Statements to Council.
  4. Council seek a presentation from the NSW Audit Office, or its representative, at a Council Meeting following the completion of the audit.

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## **BACKGROUND**

Section 413(1) of the Act requires that *"a council must prepare financial reports for each year and must refer them for audit as soon as practicable."* Section 416(1) of the Act requires a council's financial reports for a year to be prepared and audited within four months after the end of the year concerned.

The unaudited Financial Statements for the year ended 30 June 2021 (Attachment 1) (distributed under separate cover) have been completed and are ready for audit.

The unaudited Financial Statements have been considered by the Audit Committee at the Audit Committee meeting on 22 September 2021. The Committee endorsed the recommendation to submit the Financial Statements to Council to refer to audit.

A copy of the audited Financial Statements for the year ended 30 June 2021 will be submitted for adoption at the Council Meeting on 23 November 2021. A detailed explanation on these key results will be included in the report presented at that meeting. At that meeting, a presentation relating to the Financial Statements will be given by Grant Thornton, who have been subcontracted to perform the audit, by the NSW Audit Office.

Statements by Councillors and Management on Council's Financial Statements in the prescribed format must be signed to refer the Financial Statements to audit. These Statements are attached in Attachment 2 to this report.

Clause 215(1) of the Local Government (General) Regulation 2005 (Regulation) determines the format of the Statement by Councillors and Management. The Statement must:

- a) Be made by resolution of Council; and
- b) Be signed by:
  - (i) the Mayor, and
  - (ii) at least one other member of the Council, and
  - (iii) the Responsible Accounting Officer, and
  - (iv) the General Manager

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Clause 215(2) of the Regulation also requires that the Statement must indicate:

- a) Whether or not Council's annual financial reports have been drawn up in accordance with:
  - The Local Government Act, 1993 (NSW) (as amended) and the Regulations made thereunder,
  - The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
  - The Local Government Code of Accounting Practice and Financial Reporting.
- b) Whether or not those reports present fairly the Council's financial position and operating result for the year;
- c) Whether or not those reports are in accordance with the Council's accounting and other records; and
- d) Whether or not the signatories know of anything that would make those statements false or misleading in any way.

**Relevant Legislation**

Local Government Act, 1993  
 Local Government (General) Regulation 2005

**DISCUSSION**

Overview of Key Financial Information

*Income Statement*

Provided below is a summary of Council's financial results for the period ended 30 June 2021.

<b>Statement of Financial Performance</b>	<b>2020/2021 \$'000</b>	<b>2019/2020 \$'000</b>	<b>Movement Increase /(Decrease)</b>
Income from Continuing Operations	103,377	104,399	(1,022)
Expenses from Continuing Operations	116,535	87,772	28,763
Net Operating Result for the Year	(13,158)	16,627	(29,785)
Capital Grants and Contributions	12,302	18,483	(6,181)
<b>Net Operating Result before Capital Grants and Contributions</b>	<b>(25,460)</b>	<b>(1,856)</b>	<b>(23,604)</b>

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<b>Income from Continuing Operations</b>	<b>2020/2021 \$'000</b>	<b>2019/2020 \$'000</b>	<b>Movement Increase /(Decrease)</b>
Rates and Annual Charges	67,039	62,129	4,910
User Charges and Fees	6,241	5,944	297
Other Revenue*	2,981	3,398	(417)
Grants and Contributions – Operating	11,188	10,112	1,076
Grants and Contributions – Capital	12,302	18,483	(6,181)
Interest and Investment Income	667	1,388	(721)
Other Income*	2,959	2,945	14
<b>Total Income from Continuing Operations</b>	<b>103,377</b>	<b>104,399</b>	<b>(1,022)</b>

<b>Expenses from Continuing Operations</b>	<b>2020/2021 \$'000</b>	<b>2019/2020 \$'000</b>	<b>Movement Increase /(Decrease)</b>
Employee Costs	32,865	30,865	2,000
Materials and Services*	32,154	29,073	3,081
Borrowing Costs	219	285	(66)
Depreciation, Amortisation and Impairment*	45,243	22,108	23,135
Other Expenses*	5,710	5,401	309
Loss on Sale or Disposal of Assets	344	40	304
<b>Total Expenses from Continuing Operations</b>	<b>116,535</b>	<b>87,772</b>	<b>28,763</b>

\* In line with changes in the Local Government Accounting Code, amounts reported in the Statements for the year ended 30 June 2020 have been restated. The categories and the types of income and expenditure categories within the Income Statements have changed.

*Statement of Financial Position*

Provided below is a summary of Council's financial position as at 30 June 2021.

<b>Statement of Financial Position</b>	<b>2020/2021 \$'000</b>	<b>2019/2020 \$'000</b>	<b>Movement Increase /(Decrease)</b>
Current Assets	78,544	72,822	5,722
Non-Current Assets	1,523,940	1,509,405	14,535
<b>Total Assets</b>	<b>1,602,484</b>	<b>1,582,227</b>	<b>20,257</b>
Current Liabilities	25,366	22,451	2,915
Non-Current Liabilities	13,579	15,000	(1,421)
<b>Total Liabilities</b>	<b>38,945</b>	<b>37,451</b>	<b>1,494</b>
Net Assets	1,563,539	1,544,776	18,763
<b>Equity</b>	<b>1,563,539</b>	<b>1,544,776</b>	<b>18,763</b>

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*Performance Indicators*

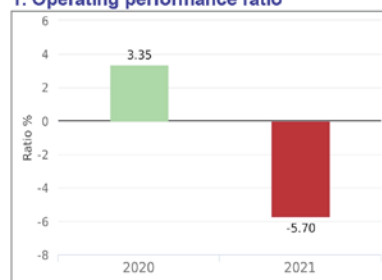
Council's financial statements disclose several financial indicators, which are detailed below:

**G Other matters**

**H Additional Council disclosures (unaudited)**

**H1-1 Statement of performance measures – consolidated results (graphs)**

**1. Operating performance ratio**



Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

**Purpose of operating performance ratio**

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

**Commentary on 2020/21 result**

**2020/21 ratio (5.70)%**

The ratio declined from the previous year, predominantly as a result of the additional expenditure incurred in response to the March 2021 Flood Event and depreciation associated with roads and associated infrastructure assets as a result the revaluation undertaken in 2019/20.

The ratio needs improvement.

Ratio achieves benchmark

Ratio is outside benchmark

**2. Own source operating revenue ratio**



Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

**Purpose of own source operating revenue ratio**

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

**Commentary on 2020/21 result**

**2020/21 ratio 77.28%**

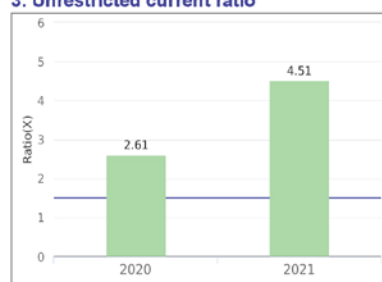
The ratio improved as a result the decline in capital grants and contributions over the previous reporting period.

The ratio is better than the benchmark.

Ratio achieves benchmark

Ratio is outside benchmark

**3. Unrestricted current ratio**



Benchmark: — > 1.50x

Source of benchmark: Code of Accounting Practice and Financial Reporting

**Purpose of unrestricted current ratio**

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

**Commentary on 2020/21 result**

**2020/21 ratio 4.51x**

The ratio improved as a result of the level of current assets less all external restrictions increasing from the previous reporting period.

The ratio is better than the benchmark.

Ratio achieves benchmark

Ratio is outside benchmark

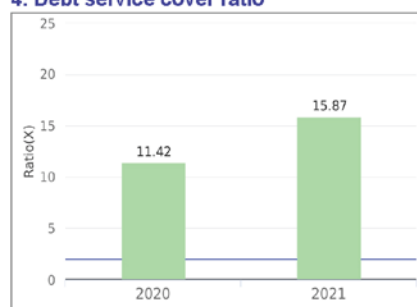
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**H1-1 Statement of performance measures – consolidated results (graphs) (continued)**

**4. Debt service cover ratio**



**Purpose of debt service cover ratio**

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

**Commentary on 2020/21 result**

**2020/21 ratio 15.87x**

The ratio improved due to an increase in available cash to service debt costs, in conjunction with a decrease in debt costs from the previous reporting period.

The ratio is better than the benchmark.

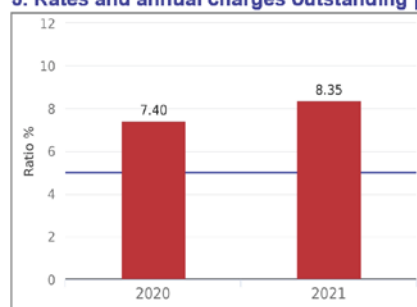
Benchmark: — > 2.00x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

**5. Rates and annual charges outstanding percentage**



**Purpose of rates and annual charges outstanding percentage**

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

**Commentary on 2020/21 result**

**2020/21 ratio 8.35%**

The ratio declined as a result of an increase in the amount of outstanding rates and annual charges. In order to support the community with the economic impacts of the COVID-19 Pandemic and March 2021 Flood, debt recovery action was significantly reduced. It is to be noted that the ratio does not account for payment arrangements or the impact of Council's Policy in not taking legal action on pensioners.

The ratio needs improvement.

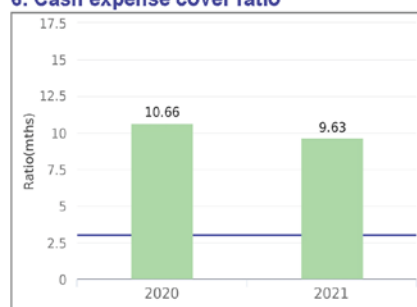
Benchmark: — < 5.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

**6. Cash expense cover ratio**



**Purpose of cash expense cover ratio**

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

**Commentary on 2020/21 result**

**2020/21 ratio 9.63 mths**

The ratio declined as a result of an increase in the outflow of cash associated with payments for operating and financing activities. This increase is mostly attributable to additional payments made in relation to the March 2021 Flood Event. Most of this outflow will be recovered through inflows of cash through grants and insurance, this will not occur until the 2021/2022 financial year.

The ratio is better than the benchmark.

Benchmark: — > 3.00mths

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark



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Interpretation of Financial Results

Council's operating result reduced from a surplus of \$16.6 million in 2019/2020 to a deficit of \$13.2 million in 2020/2021. The net operating result before capital grants and contributions was a deficit of \$25.5 million in 2020/2021, compared to a \$1.9 million deficit in 2019/2020, mainly because of a significant increase in depreciation and the impacts of the March 2021 flood.

The flood had a significant impact on Council's operating result, with expenditure incurred to provide community support, interest on accounts in arrears waived for those impacted, expenses incurred in relation to clean-up and repairs after the flood (net \$3.1 million) and \$19.4 million of asset impairment recognised as a result of the assets yet to be restored after the flood. Council has submitted claims to recover these costs and is anticipating that the majority will be funded.

In accordance with accounting standards, the impairment of assets of the \$19.4 million are required to be recognised as an expense, negatively impacting the Operating Result. It is to be noted that this is a timing reflection only, as these assets will be reinstated over the coming years.

Council's cash and current investments decreased from \$63.5 million to \$62.3 million during the reporting period and included restricted and unrestricted funds. The decrease in cash and current investments is a result of the reduction in income and increase in expenditure, as outlined above. It is further to be noted that external borrowings of \$23.5 million were planned for 2020/2021. Due to low interest rates being achieved on Council's investments, it was more cost effective to borrow internally from Council's own cash. Council borrowed \$3.9 million internally for the Infrastructure Borrowings Program, which has contributed to the drop in cash and investments

Council's Unrestricted Current Ratio at 30 June 2021 is 4.51 and remained significantly above the accepted industry benchmark of 1.5. The Debt Service Ratio was 15.87 and remains better than the accepted industry benchmark of 2.

The Own Source Operating Revenue Ratio improved, up to 77.3% as against 72.6% for 2019/2020. This reflects decreases in revenues from grants and contributions.

The Rates Outstanding Ratio increased to 8.4% of collectables. Council's Debt Recovery Policy allows for ratepayers to enter a payment arrangement with Council, and has special provisions limiting debt recovery action taken regarding amounts outstanding by Pensioners. These Policy provisions restrict debt recovery action to some extent and result in a higher ratio than would otherwise be the case. Additionally, Council aided those impacted by the COVID-19 Pandemic and the March 2021 flood. The exclusion of amounts on payment arrangements, and amounts owed by Pensioners, results in this ratio being 5.9%.

Matters of Note

1. *Civic Risk Mutual Limited Business Change from 1 July 2020*

Council is part of an insurance pool, CivicRisk Mutual with other councils and insures a range of assets through this pool. As part of a business efficiency and compliance project, and as adopted by the individual boards of CivicRisk West, CivicRisk Metro and CivicRisk Mutual, the Civic Risk entities legally combined into CivicRisk Mutual Limited from 1 July 2020.

The previous unregistered managed investment schemes, CivicRisk West and Civic Risk Mutual, were based on an ownership model that meant that Council had significant control over the operations of these entities. Council's interest was reported as "Investments accounted for using the equity method" within the Statement of Financial Position.

The change in business structure has meant that Council no longer has sufficient control over the operations of the new business to continue to recognise it as an interest in a Joint Venture. Through advice given by Pitcher Partners, engaged by CivicRisk Mutual, the value of Council's share is to be reported as a financial investment at fair value through other comprehensive income.

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Subsequently, the attached Statements show Council's share in CivicRisk Mutual Limited within Note C1-2 Financial Investments on page 36. The prior year share is shown within Note D2-1 Subsidiaries under Consolidated Structure Entities on page 66.

Changes in the value of Council's share in equity are now reflected within the Comprehensive Income Statement (page 6) and no longer included as "Net share of interests in joint ventures and associates" within the Income Statement.

**2. *Asset Revaluations and Depreciation Impacts***

As a result of the revaluation of roads and associated infrastructure conducted in 2019/2020, the annual depreciation increased by \$6 million. This increase in depreciation has had a significant adverse impact on Council's operating result and will continue to have a significant adverse impact on Council's operating result in future years. The size of the increase in depreciation is challenging to offset through additional revenue or savings in other activities.

As a step to reduce the impact, Council engaged APV – Valuers and Asset Management to review the valuation and depreciation methods currently applied by Council. The outcome of this review was that Council could make substantial savings in annual depreciation from moving away from an annual allocation methodology towards an actual asset condition based methodology, known as the "Match Pattern".

To implement this change in methodology, another full revaluation of roads and associated infrastructure was undertaken. The impact of the revaluation reduced accumulated depreciation, hence increasing the fair value of these assets by \$33.6 million (page 41). The impact on annual depreciation will take effect from 1 July 2021 and is expected to result in a substantial reduction, which will more closely align with the actual consumption of these assets. This will improve Council's Operating Result and Asset Renewal Result commencing 2021/2022.

Council also undertook revaluations of the following asset classes:

- Investment Properties – based on indexation provided from APV – Valuers and Asset Management, \$306K reduction in value (page 46).
- Land Under Roads – based on discounted Valuer General land valuation, \$1.4 million reduction in value due to discounting (page 41).
- Sewerage Network – based on indexation from NSW Planning, Industry & Environment – Water, as mandated (page 41).

**3. *Changes to categories in the Income Statement***

The Local Government Accounting Code (the Code) applicable for the Statements for the year ended 30 June 2021 were mostly related to presentation, with substantial renumbering of the Notes within the Statements and enhanced disclosures.

The main change in the Code that impacted upon reported values and has resulted in changes in the amounts reported within the Statements for the 2019/2020 year relate to changes in what is included within the categories in the Income Statement.

In summary, the changes from the 2019/2020 Income Statement include:

- Rental Income removed and transferred to Other Income,
- Materials and Contracts retitled to Materials and Services with most of the expenditure from Other Expenses now reported within this category,
- Depreciation and Amortisation retitled to Depreciation, Amortisation and Impairment for Non-Financial Assets,
- Other Expenses are now limited to amounts related to impairment of receivables, fair value decrement on investment properties, contributions/ levies to other levels of government and contributions to other organisations,

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- The Fair value decrement on investment properties category removed and transferred to Other Expenses, and
- The Revaluation decrement/ impairment of Infrastructure, Property, Plant and Equipment category removed and transferred to Depreciation, Amortisation and Impairment for Non-Financial Assets.

**Budget Performance – Bottom Line Result**

The Financial Statements are prepared in accordance with Australian Accounting Standards and the Local Government Accounting Code. However, Financial Statements do not provide insight into the performance of Council against its budgeted Bottom Line Result. The Bottom Line Result reflects the sum of all income received less all expenditure. This result also reflects the use of restricted cash (Reserves) and removes the impact of depreciation and impairment. Council aims for a balanced Bottom Line Result (\$0) to ensure that expenditure does not exceed all funding available.

It is to be noted that the Financial Statements only refer to the Original Budget and do not incorporate the changes made to the budget throughout the year during Quarterly Budget Reviews.

As shown in Attachment 3 to this report, Council's Bottom Line Result for the year ended 30 June 2021 is a deficit of \$1.7 million. This is predominantly a reflection of the additional costs of the March 2021 Flood of \$3.1 million. Most of this expenditure will be recovered during 2021/2022. Without this event, Council would have achieved a surplus of \$1.4 million.

**Presentation to the Audit Committee Meeting 22 September 2021**

At the Audit Committee Meeting held 22 September 2021, an overview of Council financial performance was provided that highlighted that the impacts of the March 2021 Flood was the main contributor to Council's operating result (\$25.5 million deficit) and an increase in the annual depreciation of roads and associated assets (\$6 million). The presentation also highlighted the difference between the Operating Result and the Budget Performance (Bottom Line Result).

The \$25.5 million deficit includes adjustments made to asset values, in line with accounting standards, being \$19.4 million in relation to damaged road infrastructure as a result of the flood and \$0.4 million in the value of Investment Properties as a result of the economic impact of COVID-19 and flood damage. The reduction in the value of assets due to flood damage is temporary in nature, with the restoration of the roads to be funded from grants and undertaken during 2021/2022. The decrease in the value of Investment Properties is not realised, as Council is not planning to sell any of the properties in the near future.

When removing the impact of the adjustments in asset values, which are not included in the Operating Performance Ratio, and the additional net expenditure incurred in response to the flood, the Operating Result is a deficit of \$3.2 million.

**Conclusion**

Council's Financial Statements have been prepared in accordance with the requirements detailed in Clause 215(2) (a) to (c) of the Regulation, as outlined above. Council's Chief Financial Officer, as the Responsible Accounting Officer, considers that these Financial Statements fairly present Council's financial position.

**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 Strategies within the CSP.

Our Leadership

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

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

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

1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report. The Statements are the mechanism by which the financial performance over the 12 months ending 30 June 2021 and the financial position as at the same date are reported. Any observed concerning trends are noted and addressed by management.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The subject of this report does not directly align with a specific Fit for the Future Strategy but does provide an overview on the financial performance of 2020/2021. The Table below summarises the Fit for Future key performance indicators for the reporting period. These indicators are based on the General Fund only, in line with the Office of Local Government methodology. It should be noted that this is the final year of the NSW Government's Fit For the Future Framework.

There was a significant impact on financial results and delivery of works because of the March 2021 Flood. Council experienced extensive damage to assets and costs incurred that are yet to be recovered from insurance and Natural Disaster Relief funding.

Financial Sustainability Ratio	Benchmark	Result at 30 June 2021	Benchmark Met in 20/21
Operating Performance	>= 0%	-7.63%	No
Own Source Revenue	> 60%	75.26%	Yes
Debt Service	0%-20%	1.59%	Yes
Asset Renewal	>100%	39.53%*	No
Infrastructure Backlog	<2%	2.07%	No
Asset Maintenance	>100%	98.04%	No

\* This ratio would have been 76.4% without the \$19.4 million impact of impairment arising from the flood.

**ATTACHMENTS:**

**AT - 1** Financial Statements for the year ended 30 June 2021 - (*Distributed under separate cover*).

**AT - 2** Statements by Councillors and Management - (*Distributed under separate cover*).

**AT - 3** Performance against Budget for year ended 30 June 2021.

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**AT - 3 Performance against Budget for year ended 30 June 2021**

(\$'000)	Original Budget 2020/2021	Amended Budget 2020/2021	Actuals 2020/2021
<b>Income from Continuing Operations</b>			
<b>Revenue</b>			
Rates and Annual Charges	(66,875)	(67,059)	(67,039)
User Charges and Fees	(6,075)	(5,847)	(6,241)
Other Revenues	(1,464)	(1,576)	(2,981)
Grants and Contributions provided for Operating Purposes	(7,949)	(10,766)	(11,188)
Grants and Contributions provided for Capital Purposes	(6,068)	(16,061)	(12,302)
Interest and Investment Revenue	(839)	(679)	(667)
Other Income	(2,371)	(2,817)	(2,959)
Civic Risk Mutual – in Other Comprehensive Income	0	0	(495)
<b>Total Income from Continuing Operations</b>	<b>(91,641)</b>	<b>(104,805)</b>	<b>(103,872)</b>
<b>Expenses from Continuing Operations</b>			
Employee Benefits and On-Costs	30,789	32,247	32,865
Materials and Services	28,738	32,674	32,154
Borrowing Costs	590	144	219
Depreciation and Amortisation and Impairment of IPP&E	18,605	25,063	45,243
Other Expenses	5,241	5,200	5,710
Net Losses from the Disposal of Assets	0	0	344
<b>Total Expenses from Continuing Operations</b>	<b>83,963</b>	<b>95,328</b>	<b>116,535</b>
<b>Net Operating Result for the Year</b>	<b>7,678</b>	<b>9,478</b>	<b>(12,663)</b>
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>1,610</b>	<b>(6,583)</b>	<b>(24,965)</b>
<b>Source of capital funding (excluding reserves)</b>			
Proceeds from the sale of capital assets	(1,108)	(1,497)	(1,190)
Depreciation, Amortisation and Impairment of IPP&E	(18,605)	(25,063)	(45,243)
Grants and Contributions - Capital	(6,068)	(16,061)	(12,302)
	<b>(25,781)</b>	<b>(42,621)</b>	<b>(58,735)</b>
<b>Application of Capital Funding</b>			
Land, Building and Land Improvements	2,497	7,376	6,880
Roads, Bridges, Footpaths and Drainage	24,952	35,488	16,365
Sewer Infrastructure	2,250	3,587	1,689
Parks Assets and Other Structures	3,403	10,805	2,329
Other Assets	2,617	4,335	874
Plant and Equipment	2,566	3,927	2,447
	<b>38,285</b>	<b>65,518</b>	<b>30,584</b>
<b>Net Capital Expenditure</b>	<b>12,504</b>	<b>22,897</b>	<b>28,151</b>
<b>Retained (surplus)/deficit from prior years</b>			
Transfer from Reserves	(57,769)	(76,416)	(58,007)
Transfer (to) Reserves	46,875	46,937	62,885
	<b>(10,894)</b>	<b>(29,479)</b>	<b>(4,878)</b>
<b>Retained (surplus)/deficit available for general funding purposes</b>	<b>-</b>	<b>-</b>	<b>(1,692)</b>

oooO END OF REPORT Oooo

Ordinary

Section **4**

Reports  
of committees

**ORDINARY MEETING**

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**SECTION 4 – Reports of Committees**

**Item: 185**                      **ROC - Local Traffic Committee - 13 September 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 13 September 2021. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

**EXECUTIVE SUMMARY:**

The Local Traffic Committee considered four 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 13 September 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 Update – Postponement and Cancellation of 2021 Special Events
- Traffic Matter – Proposed Upgrade to the Pedestrian Crossing and Roundabout in Colonial Drive near Alexander Street (eastern end), Bligh Park
- Special Event – Parramatta Cycling Club Cycling Races 2022 – Oakville Events
- Special Event – Ride for HOPE 2022 Cycling Event – Pitt Town and Scheyville

**ATTACHMENTS:**

**AT - 1**    Minutes of the Local Traffic Committee held on 13 September 2021.



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**AT - 1 Minutes of the Local Traffic Committee held on 13 September 2021**

Minutes of the Meeting of the Local Traffic Committee held remotely, on Monday, 13 September 2021, commencing at 3pm.

**ATTENDANCE**

**Present:** Councillor Peter Reynolds, Hawkesbury City Council  
Mr Mark Rusev representing Ms Robyn Preston, MP (Hawkesbury)  
Mr Peter Bache, Transport for NSW

**Apologies:** Mr Steve Grady, Busways  
Acting Inspector Andrew Knight, NSW Police  
Senior Constable Damien Mitchell, NSW Police Force

**In Attendance:** Mr Christopher Amit, Hawkesbury City Council, (Chair)  
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 Councillor Peter Reynolds, seconded by Mr Mark Rusev 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 Councillor Peter Reynolds, that the Minutes from the previous meeting held on Monday, 9 August 2021 be confirmed.

**Item 1.2 Business Arising**

There was no Business Arising from the previous minutes.

**SECTION 2 - Reports for Determination**

**Item: 2.1 LTC - Cancellation/Rescheduling of 2021 Special Events due to COVID-19 - (Hawkesbury) - (80245)**

**Previous Item:** LTC 9 August 2021 – Item 2.1

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**REPORT:**

Several Events planned to be undertaken during 2020 within the Hawkesbury Local Government Area were either cancelled or rescheduled due to the COVID-19 pandemic, with some of these events being undertaken during 2021.

The current Public Health Order and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW) is ongoing in 2021.

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The following event have been rescheduled or cancelled:

1. Ironman 70.3 Western Sydney 2021: The event was approved for Sunday, 26 September 2021. **Event Cancelled.**
2. Light Up Windsor 2021: The event was approved for Saturday, 04 December 2021. **Event Cancelled.**

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**APPENDICES:**

There are no supporting documents for this report.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.

Support for the Recommendation: Unanimous support

That the information be received.

**Item: 2.2 LTC - Proposed upgrade to the Pedestrian Crossing and Roundabout in Colonial Drive near Alexander Street (eastern end), Bligh Park (Hawkesbury) - (80245, 73625, 123265)**

**Previous Item:** LTC Item 2.2 (08 March 2021)  
LTC Item 2.2 (10 May 2021)

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**REPORT:**

**Background:**

Proposed treatments for Colonial Drive was previously reported to the Local Traffic Committee (LTC) on 8 March 2021. The works included that the existing pedestrian crossing in Colonial Drive be relocated approximately 7metres west from its current location and be positioned centrally between the driveways to No 68 and No 70 Colonial Drive. The centre island of the roundabout requires an upgrade as it does not achieve adequate horizontal deflection. The proposal is that the centre island is replaced with a concrete centre island with a vertical profile that is mountable by large (heavy) vehicles, whilst creating deflection for standard (light) vehicles, without the need for rumble bars.

Students cross Colonial Drive from a catchment to the north and along Colonial Drive and then proceed along Alexander Street to Bligh Park Public School. The proposed works will improve the safety of students crossing Colonial Drive as well as slowing down vehicles at this intersection.

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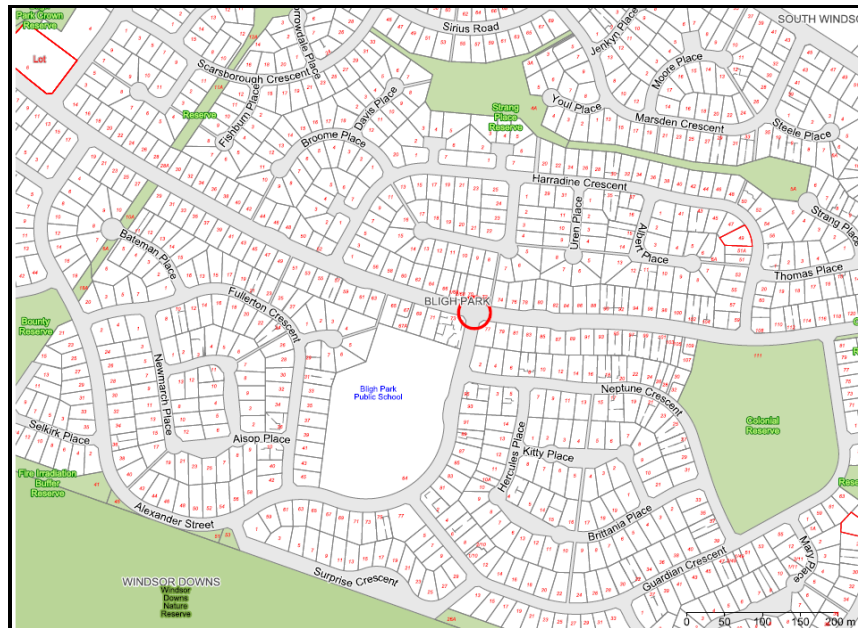


Figure 1: Intersection Location – Colonial Drive and Alexander Street (eastern side), Bligh Park

The provision of funding under the Federal Government Stimulus Commitment Road Safety Program (School Zone Infrastructure) which will prioritise the development and delivery of road safety infrastructure projects across NSW was reported to the Local Traffic Committee on 10 May 2021.

The Schools where the facilities are to be provided or upgraded are Bligh Park Public School, Pitt Town Public School and Kurrajong Public School.

The funding allocation for Bligh Park Public School is \$245,000 to facilitate the upgrade to the existing pedestrian crossing and roundabout in Colonial Drive near Alexander Street (eastern end), Bligh Park.

The design for the upgrade to the existing pedestrian crossing and roundabout has been undertaken which includes relocating the existing pedestrian crossing by 7metres, adjustments to existing parking restrictions, line marking and lighting. As part of the design process a road safety audit has also been undertaken. Details of the proposal which includes the associated signage and line marking is included in Attachment 1.

Details of the turning paths in relation to the proposed intersection works are included in Attachment 2. The turning paths indicate that a 12.5metre bus can negotiate the intersection as is the current situation.

**Consultation:**

Consultation was undertaken during June 2021 with properties along Colonial Drive and Alexander Street within the extent of the proposed works, advising of the proposed works including the adjustments to existing parking restrictions and line marking.

No objections were received in relation to the proposed upgrade to the existing pedestrian crossing and roundabout in Colonial Drive and Alexander Street which included the relocation of the pedestrian crossing and changes to parking restrictions in both Colonial Drive and Alexander Street.

**Summary:**

The existing roundabout and pedestrian crossing at the intersection of Colonial Drive and Alexander Street (eastern side), Bligh Park be upgraded which includes relocating the existing pedestrian crossing in Colonial Drive by approximately 7metres west from its current location and be positioned centrally between

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the driveways to No 68 and No 70 Colonial Drive in accordance with the details outlined in Attachment 1 (Plan No. 21004D09) and Attachment 2 (Plan No. 21004D11).

No objections were received from residents in relation to the proposed works which includes changes to parking restrictions in both Colonial Drive and Alexander Street.

**RECOMMENDATION TO COMMITTEE:**

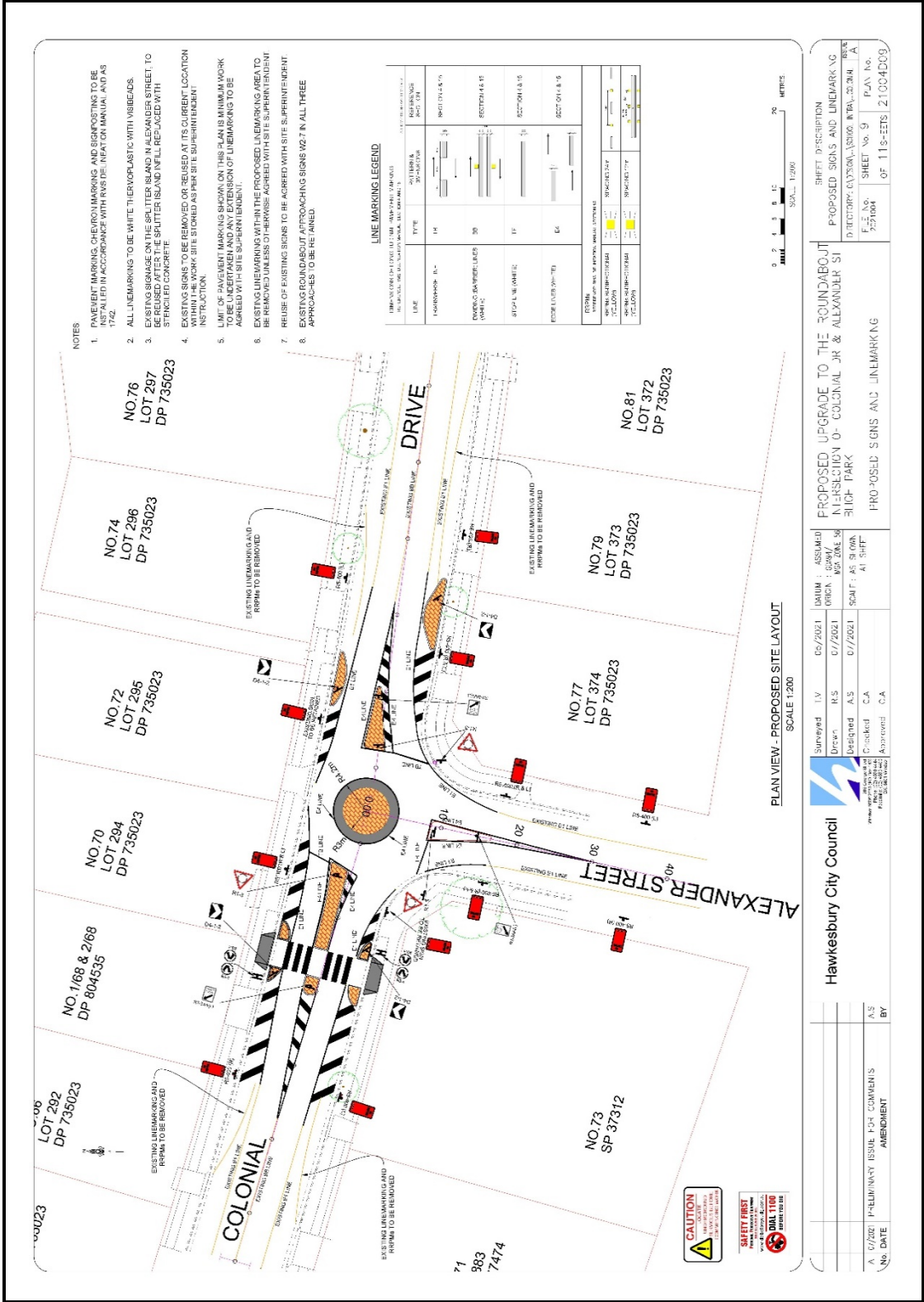
That the existing roundabout and pedestrian crossing at the intersection of Colonial Drive and Alexander Street (eastern side), Bligh Park be upgraded which includes relocating the existing pedestrian crossing in Colonial Drive by approximately 7metres west from its current location and be positioned centrally between the driveways to No 68 and No 70 Colonial Drive in accordance with the details outlined in Attachment 1 (Plan No. 21004D09) and Attachment 2 (Plan No. 21004D11).

**APPENDICES:**

- AT – 1** Proposed Upgrade to the Roundabout and Pedestrian Crossing at the intersection of Colonial Drive and Alexander Street, Bligh Park – Signage and Line Marking Plan No. 21004D09
- AT – 2** Proposed Upgrade to the Roundabout and Pedestrian Crossing at the intersection of Colonial Drive and Alexander Street, Bligh Park – 12.5m Rigid Bus Turning Paths - Plan No. 21004D11

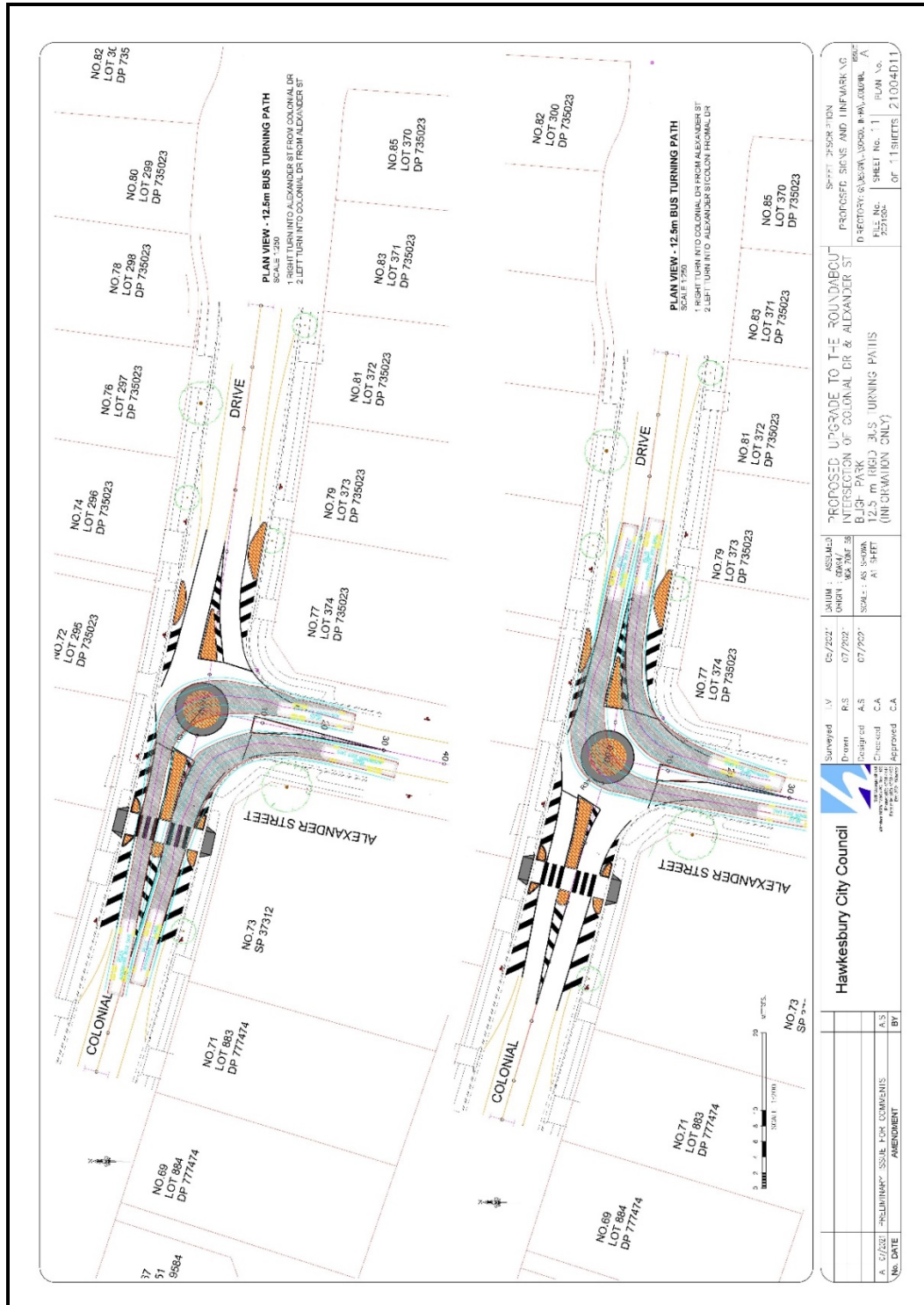
<b>ORDINARY MEETING</b> <b>SECTION 4 – Reports of Committees</b> <b>Meeting Date: 28 September 2021</b>
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**AT – 1 Proposed Upgrade to the Roundabout and Pedestrian Crossing at the intersection of Colonial Drive and Alexander Street, Bligh Park – Signage and Line Marking Plan No. 21004D09**



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**AT – 2 Proposed Upgrade to the Roundabout and Pedestrian Crossing at the intersection of Colonial Drive and Alexander Street, Bligh Park – 12.5m Rigid Bus Turning Paths - Plan No. 21004D11**



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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Peter Bache.

Support for the Recommendation:      Unanimous support

That the existing roundabout and pedestrian crossing at the intersection of Colonial Drive and Alexander Street (eastern side), Bligh Park be upgraded which includes relocating the existing pedestrian crossing in Colonial Drive by approximately 7metres west from its current location and be positioned centrally between the driveways to No 68 and No 70 Colonial Drive in accordance with the details outlined in Attachment 1 (Plan No. 21004D09) and Attachment 2 (Plan No. 21004D11).

**Item: 2.3      LTC - Parramatta Cycling Club Road Cycling Races 2022 - Oakville Events  
(Hawkesbury) - (80245, 82935)**

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**REPORT:**

**Introduction:**

An application has been received from the Parramatta Cycling Club seeking approval (in traffic management terms) to conduct the Parramatta Cycling Club Road Cycling Races 2022 - Oakville Events.

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 event has been held annually, for nearly 30 years.
- Parramatta Cycling Club has been conducting club-level road racing on the roads around Oakville. Some who have engaged in these races have gone on to achieve great success in the Olympics, Commonwealth Games and World Championships.
- The cycling events will be held on 13 separate Saturdays and 1 Sunday, during the period of 09 April 2022 to 24 September 2022.
- The proposed dates are;
  - 09 April 2022
  - 22 April 2022
  - 07 May 2022
  - 21 May 2022
  - 04 June 2022
  - 18 June 2022
  - 19 June 2022 (Sunday)
  - 02 July 2022
  - 16 July 2022
  - 30 July 2022
  - 13 August 2022
  - 27 August 2022
  - 10 September 2022
  - 24 September 2022



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- Each event will be conducted between 1pm and 4pm, with racing commencing at 2pm. The Sunday event will be undertaken between 8am and 4pm to accommodate the two junior races. The Junior courses are for the under 19 age group.
- The event is a Race and there will be 4 to 5 graded races up to 60 kilometres in length or a duration of 90 to 120 minutes.
- The main course is 7.1 kilometres in length with the two junior courses for the Sunday event consisting of 6.5 kilometres and 3.5 kilometres. Both junior courses are part of the overall 7.1 kilometre course. The 6.5 kilometre course is applicable for the Junior 'Older' riders and the 3.5 kilometre course is applicable for the Junior 'Younger' riders.
- There will be up to 100 participants.
- Approximately 30 spectators are expected.
- There will be 4 to 5 groups with each group not to exceed 20 riders.
- The event starts and finishes at Oakville Public School, located at No. 46 Ogden Road, Oakville.
- Utilising the School's parking facilities will eliminate traffic congestion in the start/finish area.
- Traffic control arrangements will be in place with no road closures required.
- The average speeds for races at Category 2 level vary from 30kph to 40kph, all of which are well below the posted speed limit. The only exception to this situation is the final sprint, which traditionally occurs within the last 200 metres of the race. In order to protect all riders and motorists, this section of the course is sterilised by the exclusion of motorised vehicles for the period of the sprint, generally less than 60 seconds.
- The course follows an anti-clockwise direction which utilises left turns only at intersections to ensure the safety of participants and motorists.
- The course has been chosen because of its remote location and minimum impact on the local amenity.
- Accredited traffic marshals are in constant two way radio communication between marshals and all escort vehicles and the start line.
- Prior to racing commencing, the course is subject to a physical inspection, in the event that circumstances have changed since the last race.
- The Club will utilise a roaming Commissaires vehicle as an escort for public awareness and also for observing race and road infringements.
- All riders are informed that should they breach any directive, by the marshal, commissaire or official, they face disqualification. If in the view of such officials the breach is serious, the riders also face fines and potential suspension.
- All riders in the event are to be licensed through the Australian Cycling Federation and there is a policy of no license, no start.
- The Bicycle Race will be conducted along the following route;
  - Commencing at Oakville Public School, Oakville, and entering Ogden Road,
  - Travel a short distance along Ogden Road and then into Hanckel Road,



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- (The Junior 3.5 kilometre course will require riders to turn left from Hanckel Road into Oakville Road and travel along Oakville Road to Old Pitt Town Road and turn left into Old Pitt Town Road and follow the remainder of the Course),
- Travel along Hanckel Road and turn left into Old Pitt Town Road,
- (The Junior 6.5 kilometre course will require riders to turn left from Hanckel Road into Speets Road and travel along Speets Road to Old Pitt Town Road and turn left into Old Pitt Town Road and follow the remainder of the Course).
- Travel along Old Pitt Town Road and turn left into Saunders Road,
- Travel along Saunders Road and turn left into Smith Road,
- Travel along Smith Road and turn left into Ogden Road,
- Travel along Ogden Road finishing at Oakville Public School.
- The route distance is approximately 7.1 kilometres.

Refer to Attachment 1: Parramatta Cycling Club Road Cycling Races 2022 - Oakville Events - Event Route Plan.

**Discussion:**

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may disrupt minor traffic and transport systems along the specified route and there may be a low scale disruption to the non-event community. Speed limit, traffic volume and road width details are provided in the following table:

<b>Oakville Route</b>			
<b>Road Name</b>	<b>Speed Limit (kph)</b>	<b>ADT (Year)</b>	<b>Sealed Carriageway Width (m)</b>
Hanckel Road	60 & 70	1498 (2002)	5.7
Oakville Road	70	340 (1999)	6.7
Ogden Road	60 & 70	190 (1999)	8.0
Old Pitt Town Road	70	1905 (2018)	6.0 to 8.0
Saunders Road	70	784 (2018)	5.4 to 5.8
Smith Road	70	342 (1999)	6.1
Speets Road	70	230 (2001)	6.4

The event organiser should assess the risk and address the suitability of the route as part of the risk assessment considering the road width, number of bicycles, traffic volume and bicycles travelling close to the edge of the sealed travelling lane.

The course follows an anti-clockwise direction which utilises left turns only at intersections to ensure the safety of participants and motorists with traffic controls in place. No road closures are proposed, although there will be a sprint at the end of the race within the last 200 metres of the course which the event organiser is proposing to close off under traffic control for approximately 60 seconds.

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: 7656466):

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. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP) which requires updating for the 2022 event,
5. Proposed Road Racing Schedule 2022,
6. Event Route Plan (referred to from the 2012 event),
7. Copy of Insurance Policy which is valid to 31 January 2022, however does not include Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as an Interested Parties,
8. Copy of the application to the NSW Police Force.
9. Copy of Consultation letter to Residents referring to the 2021 event.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Parramatta Cycling Club Road Cycling Races 2022 - Oakville Events planned for;
  - 09 April 2022
  - 22 April 2022
  - 07 May 2022
  - 21 May 2022
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  - 19 June 2022 (Sunday)
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  - 16 July 2022
  - 30 July 2022
  - 13 August 2022
  - 27 August 2022
  - 10 September 2022
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by the Parramatta Cycling Club along the Oakville Route be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health 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

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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 submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route, which needs to include details such as the specific position of barriers, signs etc, required for the event which includes the closing sprint at the end of the race, to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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

**During the event:**

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

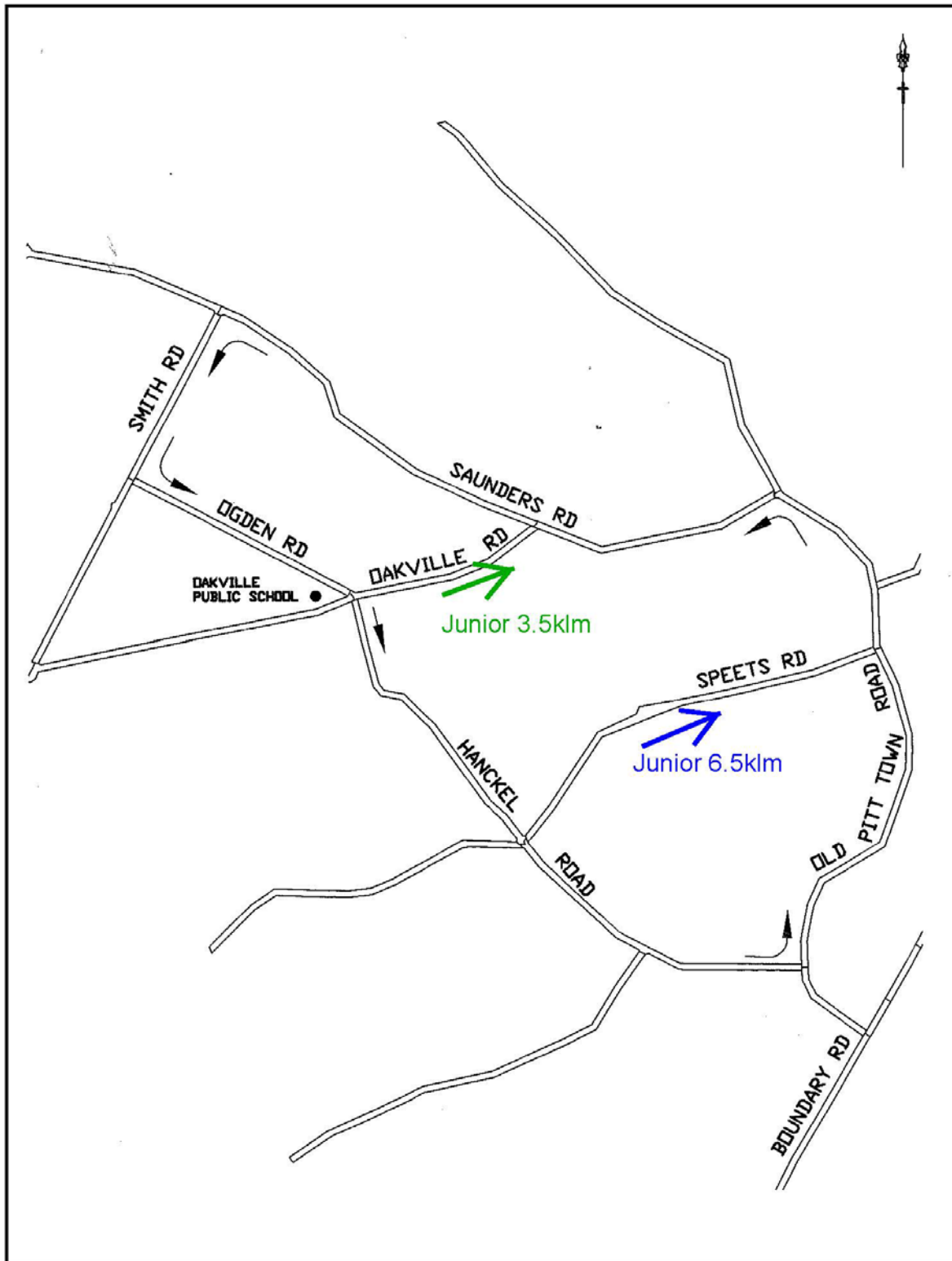
**APPENDICES:**

**AT - 1** Parramatta Cycling Club Road Cycling Races 2022 - Oakville Events - Event Route Plan

**AT - 2** Special Event Application - (ECM Document Set ID No: 7656466) - *see attached*.

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**AT - 1 Parramatta Cycling Club Road Cycling Races 2022 - Oakville Events - Event Route Plan**



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**Meeting Date: 28 September 2021**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.  
Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Parramatta Cycling Club Road Cycling Races 2022 - Oakville Events planned for;
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by the Parramatta Cycling Club along the Oakville Route be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health 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.

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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 submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route, which needs to include details such as the specific position of barriers, signs etc, required for the event which includes the closing sprint at the end of the race, to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
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- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

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

**Item: 2.4 LTC - Ride for HOPE 2022 Cycling Event - Pitt Town and Scheyville (Hawkesbury) - (80245, 110636)**

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**REPORT:**

**Introduction:**

An application has been received from ONE80TC seeking approval (in traffic management terms) to conduct the Ride for HOPE 2022 Cycling Event on Friday, 13 May 2022.

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 event is in its 22nd year and this is the second year that the route is within the Hawkesbury LGA.
- The Ride for HOPE is a charity cycling event that raises funds for the ONE80TC organisation that runs rehabilitation programs in the Sydney area.
- This event consists of a cycling route travelling from Pitt Town to the Pullman Magenta Shores, Magenta on the Central Coast.
- The event starts at the Lynwood Country Club, Pitt Town located at No. 4 Pitt Town Bottoms Road, Pitt Town and finishes at Pullman Magenta Shores, Magenta.



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- The event will be undertaken from at 7am to 3:30pm across the whole course.
- Approximately 30 spectators are expected. Spectators are expected to be at the start and end point of the race and not along the course.
- The Bicycle Ride within the Hawkesbury LGA will be conducted along the following route;
  - Commencing at the Lynwood Country Club, Pitt Town and turning left to enter Pitt Town Bottoms Road,
  - Travel a short distance along Pitt Town Bottoms Road to the intersection of Pitt Town Road (State Road).
  - Cross Pitt Town Road (State Road) into Saunders Road and travel along the full length of Saunders Road and turn left into Old Pitt Town Road,
  - Travel along Old Pitt Town Road and turn right into Scheyville Road,
  - Travel along Scheyville 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 and turn left into Mitchell Park Road,
  - Travel along Mitchell Park Road and turn right into Cattai Road (State Road).
  - Travel along Cattai Road (State Road) crossing Cattai Creek into The Hills Council area. The ride will continue through to Wisemans Ferry, Mangrove Mountain and then onto Pullman Magenta Shores Resort, Magenta.
  - The route distance within the Hawkesbury LGA is approximately 14 kilometres with the whole ride being 120 or 180 kilometres in length.
- There will be approximately 80 riders participating in this event which will be broken down into three separate pelotons of between 20 and 30 riders per peloton which will be escorted by a lead and follow vehicle along the duration of the cycling course.
- Riders expected to participate in this event are experienced fitness/sports cyclists who are used to longer daily distances of over 100 kilometres and riding lightweight high-performance road type bicycles.
- In order to better cater for non-competitive riders and to run the event safely and efficiently on public roads, participants will be requested to cycle in one of three riding groups for the duration of the event.
- The three groups are made up of Experienced, Intermediate and Novice riders.
- The average speed of the riders is expected to be 25 kph.
- Sports riders are experienced peloton riders and usually prefer to ride in groups to reduce the effects of wind resistance. Ride management will actively seek the cooperation of participants to implement this methodology.
- All rides will attend a rider briefing on the morning of the ride, where important information will be disseminated.
- Participants are required to wear suitable reflective clothing and are not permitted on a road during periods of poor visibility.
- Participants will be required to ride no more than two abreast in conformity with the road rules.
- All riders will ride in single file in narrow and winding sections of road.
- Each group will have two escort vehicles that will lead and follow the peloton, as well as a support bus. Each vehicle will be fitted with highly visible signage “CAUTION CYCLIST ON ROAD”, flashing amber light and have hazard warning lights operating to warn approaching drivers of cyclists on the road ahead.

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- Road Marshalls will be placed at each intersection to guide the riders. Traffic control arrangements will be in place with no road closures required.
- Communication equipment is to be provided to the escort vehicle/s and participants to enable communication between those parties. Regular communication is to be maintained at all times during the course of the event.

Refer to Attachment 1: Ride for HOPE 2022 – Event Route Plan – Hawkesbury/Hills Component.

**Discussion:**

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may disrupt major traffic and transport systems along the specified route and there may be a low scale disruption to the non-event community. Speed limit, traffic volume and road width details for roads required in the Hawkesbury LGA, excluding the State Roads, are provided in the following table:

<b>Hawkesbury LGA Route</b>			
<b>Road Name</b>	<b>Speed Limit (kph)</b>	<b>ADT (Year)</b>	<b>Sealed Carriageway Width (m)</b>
Mitchell Park Road	70	1417 (2018)	6.1 to 6.4
Old Pitt Town Road	70	1905 (2001)	6.0 to 8.0
Pebbly Hill Road	70	1961 (2018)	5.8 to 7.0
Pitt Town Bottoms Road	60	230 (1997)	6.0
Pitt Town Dural Road	70	1552 (2012)	6.3
Saunders Road	70	784 (2018)	5.4 to 5.8
Scheyville Road	70	4013 (2019)	6.0 to 8.0

The event organiser should assess the risk and address the suitability of the route as part of the risk assessment considering the road width, number of bicycles, traffic volume and bicycles travelling close to the edge of the sealed travelling lane.

The event will traverse along Local and State roads as well as across several Local Government Areas, with the Hawkesbury LGA component being within the Pitt Town, Oakville, Scheyville, Maraylya and Cattai areas.

The course requires the riders to cross Pitt Town Road (State Road) and will be undertaken under normal traffic conditions as Pitt Town Bottoms Road is controlled with a Stop control at the intersection. The course generally follows a priority run for the cyclists after crossing Pitt Town Road with the only right turns across traffic being from Old Pitt Town Road onto Scheyville Road and Mitchell Park Road onto Cattai Road (State Road) with the latter being towards the end of the course within the Hawkesbury LGA.

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: 7665136):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP),
5. Event Route Plan,
6. Copy of Insurance Policy which is valid to 30 September 2021 but does not include Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as an Interested Parties.

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**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Ride for HOPE 2022 Cycling event, which is a cross regional event, will traverse across several Local Government Areas, with the Hawkesbury LGA component being within the Pitt Town, Oakville, Scheyville, Maraylya and Cattai areas, planned for Friday 13 May 2022, be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health 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);
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- 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 submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route (within the Hawkesbury LGA), which needs to include details such as the specific position of barriers, signs etc, required for the event which includes crossing Pitt Town Road (State Road) and entering Cattai Road (State Road), to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
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- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;

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- 4p. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4q. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

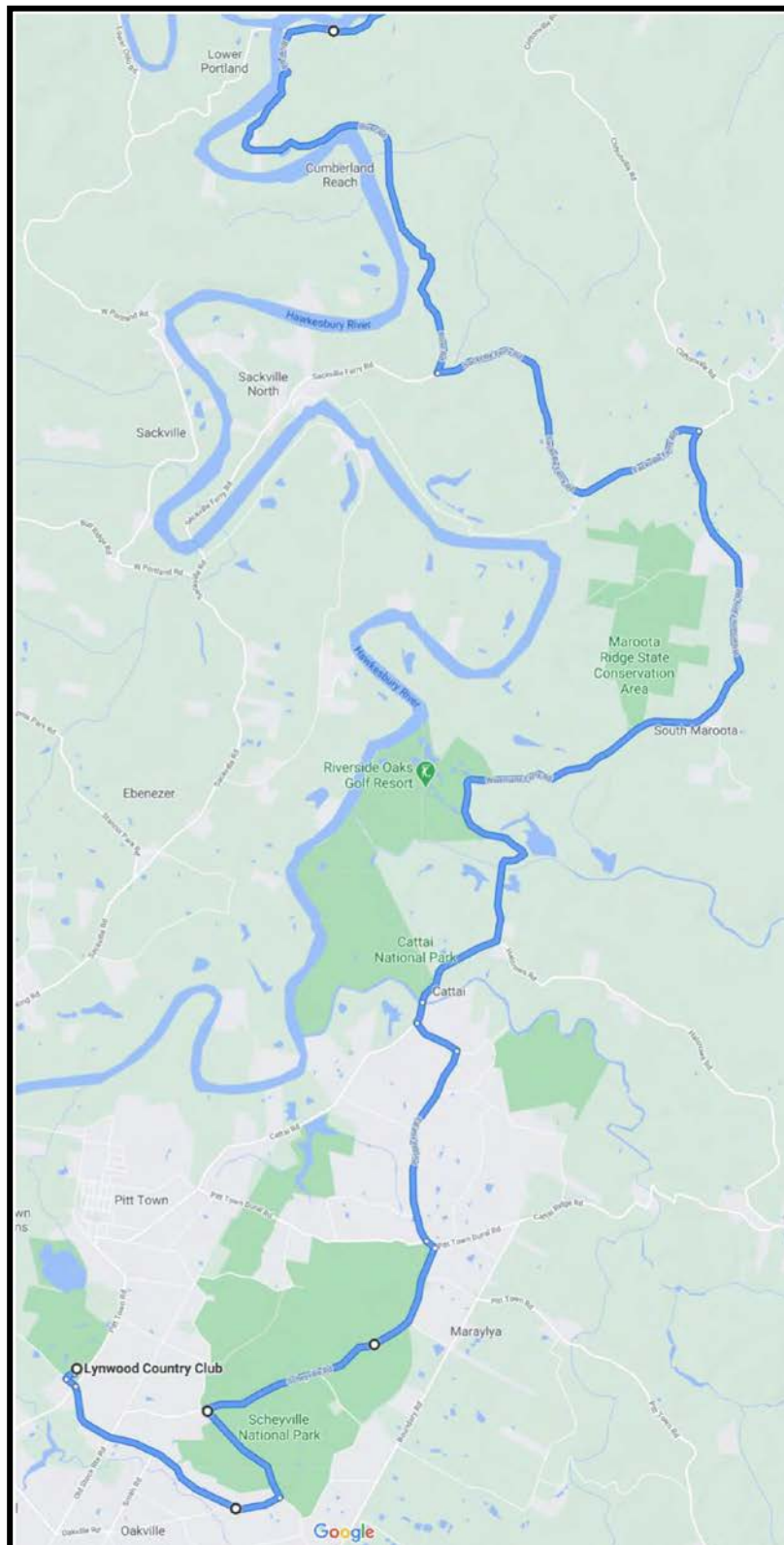
**APPENDICES:**

**AT - 1** Ride for HOPE 2022 – Event Route Plan – Hawkesbury/Hills Component

**AT - 2** Special Event Application - (ECM Document Set ID No: 7665136) - *see attached*.

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**AT - 1 Ride for HOPE 2022 – Event Route Plan – Hawkesbury/Hills Component**



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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Mark Rusev.

Support for the Recommendation:          Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Ride for HOPE 2022 Cycling event, which is a cross regional event, will traverse across several Local Government Areas, with the Hawkesbury LGA component being within the Pitt Town, Oakville, Scheyville, Maraylya and Cattai areas, planned for Friday 13 May 2022, be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health 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 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;

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- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route (within the Hawkesbury LGA), which needs to include details such as the specific position of barriers, signs etc, required for the event which includes crossing Pitt Town Road (State Road) and entering Cattai Road (State Road), to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4j. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;



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**During the event:**

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

**SECTION 3 - Reports for Information**

There were no Reports for Information.

**SECTION 4 - General Business**

There was no General Business.

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held remotely on Monday, 11 October at 3pm.

The meeting terminated at 3:35pm.

**oooO END OF REPORT Oooo**

Ordinary

Section 5

Notices of motion

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**SECTION 5 – Notices of Motion**

**Item: 186**                      **NM1 - Litter on Major Roads - (125612, 79351)**

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**Submitted by:** Councillor Lyons-Buckett

**NOTICE OF MOTION:**

That Council outline a strategy for dealing with roadside litter by:

1. Identifying areas currently being impacted significantly by roadside litter
2. Carrying out the following in areas within Council's control:
  - a) Making a plan for placement of anti-littering signage
  - b) Liaise with fast food outlets regarding disposal of take away packaging
  - c) Review community education around litter
  - d) Advise businesses of programs and incentives to reduce litter
  - e) Ensure identified areas have sufficient bins, and waste collections.
3. Where areas are outside of Council's jurisdiction, engage with other agencies (such as TfNSW, NPWS) to ensure there is adequate provision for litter to be dealt with appropriately.
4. Ensure outdoor Council staff implement the practice of removing visible rubbish prior to mowing to avoid litter being dispersed.
5. Direct the Environment Committee to investigate the formulation of a long term specific roadside litter strategy.

**BACKGROUND**

It is evident the Local Government Area is plagued by roadside litter, particularly in areas of high visitation and transit. Despite the current absence of tourists to the area, roadside litter and litter left at spots such as Bellbird Lookout at Kurrajong Heights is problematic.

If Council can utilise within its existing waste education programs and activities, a specifically targeted approach to this problem, it could assist in reduction of litter scattered along our roadsides. We want to encourage people to visit and in doing so, present a clean, litter-free area. Provision of adequate places to dispose of litter, promoting 'doing the right thing' and ensuring there is adequate signage directing where and how to dispose of rubbish is fundamental.

Coming out of lockdown we will have an influx of visitors which will be a wonderful boost for some businesses. It would be advantageous if we could have in place the signage and sufficient bins in known high litter areas. This would be a matter of urgency in terms of having this done as soon as possible.

Delaying it by going through a committee process would not be desirable given there is only a small window (hopefully) between now and lockdown ending. However longer term solutions could be addressed through the Environment Committee.

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**FINANCIAL IMPACT**

There is potential for these initiatives to be included into current programs. Additionally grant funding could be pursued to cover cost of additional bins or community education material.

**NOTE BY MANAGEMENT**

By way of background Council for a number of years had an *Adopt-A-Road* program which allowed residents and community groups to conduct litter clean ups along a section of road, but which gradually declined in participation over the years, and hasn't been actively promoted for a number of years.

Since 2019 Clean Up Australia updated their safety guidelines and do not allow any roadside clean ups unless they are on a road with a 40km/h speed limit, Council provides approval and other safety measures are in place; signage, safety vests, etc. as detailed on the Clean Up Australia website <https://www.cleanup.org.au/safety>. In terms of clean ups along footpaths, a footpath is an area designated exclusively for use by pedestrians, and if near a roadway, is separated from vehicles by a kerb or similar barrier. For a footpath-only clean-up, Clean Up Australia Day participants are referred to the Site Guide for general safety precautions.

WSROC delivered an anti-litter campaign along major roads in 2016/2017 including billboards and Council litter patrols. Council was involved and it was managed by Council's Compliance Section.

Should the matter be referred to the Environment Committee to develop a long term specific roadside litter strategy, the strategy could consider and include the suggestions in this Notice of Motion

It should be noted that projects currently being led by Council's Environmental Sustainability Coordinator include the following:

- Projects to deliver the Net Zero Emissions and Water Efficiency Strategy, including working with Endeavour Energy with respect to network resilience and grid scale community batteries
- Review of Climate Change Adaptation Action Plan and Climate Change Risk Assessment
- Sustainability Strategy
- Greening the Cities Grant project (Tree Planting and Recycled Water Irrigation)
- Natural Environment Conservation and Restoration Strategy
- Biodiversity Strategic Planning Framework
- WSROC Energy Program projects
- Electric Vehicle charging report
- Zero Litter to Ocean Policy report
- Cities Power Partnership Annual Report
- WSROC Waste survey and focus groups
- Acquittal of various grant projects including Dashboard.

As such, given the current staff resources available to undertake these various projects, should Council resolve to refer this matter to the Environment Committee there are resourcing implications with respect to existing projects, and the consideration of the various priorities will need to occur in order that appropriate work plans of staff can be amended to factor in the addition of further work associated with littering.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

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**Item: 187**                      **NM2 - Impact Assessment of Infrastructure Flood Mitigation Options Final Report - (79351, 125612)**

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**Submitted by:** Councillor Lyons-Buckett

**NOTICE OF MOTION:**

That Council:

1. Request a copy of the report titled 'Impact Assessment of Infrastructure Flood Mitigation Options Final Report' from WaterNSW.
2. Repeat the previous requests for information as outlined in Resolutions 338, 339 and 340 from 30 October 2018 attached as Attachment 1 to this report.
3. Request an update from Infrastructure NSW or WaterNSW on the timeframe for exhibition of the Environmental Impact Assessment (EIS) and the other initiatives from the *Resilient Valleys, Resilient Communities Flood Strategy* including the status of the Regional Land Use Study and the Cumulative Overland Flood Study.

**BACKGROUND**

An article in 'The Australian' newspaper on 9 September 2021 referred to a WaterNSW report, 'Impact Assessment of Infrastructure Flood Mitigation Options Final Report' which included potential impacts on public infrastructure, and agricultural activities, within the Hawkesbury LGA. This report relates to the post-flood release of water from Warragamba Dam.

The resolutions from October 2018 sought Council's inclusion in the EIS process. It also sought the release of data and documentation relied upon to eliminate other options or alternatives to the raising of the dam wall, and information around any proposed amendments to planning legislation within the floodplain. If responses have not been received, Council needs to request this information again.

Since the dissolution of the former Floodplain Management Advisory Committee we have not received the regular updates we were receiving from Infrastructure NSW on this project and the other actions being undertaken from the Flood Strategy. There has also not been any updates if, or when, the Regional Land Use Plan or the Cumulative Overland Flood Study will be completed.

**NOTE BY MANAGEMENT**

A search of Council records indicates that to date, Council has not received a copy of a report titled 'Impact Assessment of Infrastructure Flood Mitigation Options Final Report' by WaterNSW. As such, should Council resolve to request a copy of that report, then such a request can be readily made.

Additionally, a date for the public exhibition of the Environmental Impact Statement for the Raising of the Warragamba Dam is unknown at this stage, and should Council resolve to do so, a request for an update from WaterNSW can be made as well as undertaking further follow up to previous requests for information stemming from Council resolutions.

**ATTACHMENTS:**

**AT - 1**    Council Resolutions 338, 339 and 340.

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**AT - 1 Council Resolutions 338, 339 and 340**

**SECTION 5 – Notices of Motion**  
**Minutes: 30 October 2018**

**Item: 265**                      **NM2 - Raising of Warragamba Dam Wall - (79351, 125612)**

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Mr William Sneddon addressed Council speaking for the recommendation.

**MOTION:**

RESOLVED in seriatim on the motion of Councillor Lyons-Buckett, seconded by Councillor Ross.

***Refer to RESOLUTION***

**337 RESOLUTION:**

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

That Council write to the NSW Premier condemning the manner in which the recent amendments to the National Parks and Wildlife Act, 1974 (NSW) were introduced, specifically the lack of consultation with stakeholders, and the resulting provisions which allow the flooding of the World Heritage-listed Blue Mountains National Park.

**338 RESOLUTION:**

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

That Council seek a commitment that Council will be consulted about information arising as part of the Warragamba Dam Wall raising Environmental Impact Study currently being undertaken, to ensure consideration of local impacts from a local perspective are considered as part of it.

**339 RESOLUTION:**

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

That Council call for the release of all data and documentation relied upon to eliminate other options or alternatives to the raising of the dam wall.

**340 RESOLUTION:**

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

That Council write to the NSW Minister of Planning, The Hon. Anthony Roberts MP, and Local Member for Hawkesbury, The Hon. Dominic Perrottet MP, seeking information on any proposed amendments to planning legislation to ensure there will not be further development in the Floodplain if the Warragamba Dam Wall is raised, and a timeframe for any such legislative changes.

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This is Page 18 of the Minutes of the ORDINARY MEETING of the HAWKESBURY CITY COUNCIL held at the Council Chambers, Windsor, on Tuesday, 30 October 2018

**oooO END OF NOTICE OF MOTION Oooo**

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**Item: 188**

**NM3 - North Richmond Traffic - (79351, 138880)**

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**Submitted by:** Councillor Reynolds

**NOTICE OF MOTION:**

That an expedited report be received regarding the following:

1. Using Council's traffic model developed for stage 2 of Council's Traffic Study, an analysis of the current new Richmond Bridge options be conducted.
2. The analysis to include the performance of each option without any crossing of the Grose River.
3. Data used to be from existing pre COVID-19 traffic counts, sourced from Council's own traffic study as well as TfNSW.
4. Consider the impacts of development of Hambledon Park.
5. Consider the viability of a southern option that follows high ground, does not impact on the Redbank development, does not impact on the culturally sensitive Richmond Hill site and uses existing road corridors where possible.

**BACKGROUND**

An RMS standard traffic model was produced by this term of Council in for its Hawkesbury Traffic Study. This model is owned by our ratepayers and can analyse traffic flow out on roads, intersections and with updates allows for the analysis of new river crossings and their benefit to the community.

This Notice of Motion is in response to community concerns about the development, impact and performance of the current options for the new Richmond Bridge, especially in relation to political pressure on TfNSW to "work up" the green route as its preferred option.

This Notice of Motion is not intended to be counter to TfNSW or in any way anti-government. It is hoped it will compliment the process and provide transparency and clarity to the analysis of a preferred option.

It is important the community and ratepayers have faith in the integrity and transparency of the information which they are given. This Notice of Motion seeks to provide them with information based on analysis by an industry standard traffic model which belongs to ratepayers themselves.

**FINANCIAL IMPACT**

There will be a cost incurred for a consultant to carry out the analysis. However this cost is reduced considerably because we already have the data and we already have the computer model.

**NOTE BY MANAGEMENT**

As indicated in the Notice of Motion Council had previously prepared an area wide traffic model, and this model uses the same software as was subsequently used by TfNSW in the Richmond Bridge project planning. Although the model prepared and used by TfNSW is based partly on the Council model, it incorporates a range of significant differences and inputs specific to the Richmond Bridge project. In the first instance it is recommended that Council seek access to the traffic report and modelling to undertake a peer review, and then seek TfNSW to carry out further reviews and/or modelling of options. This approach is recommended as there may have been options that have already been undertaken and would therefore



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reduce the cost to Council of undertaking further detailed modelling. Fee proposals would need to be sought for any review or modelling that would be undertaken by any consultants to be engaged by Council.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

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**Item: 189**

**NM4 - Humanitarian Crisis in Afghanistan - (79351, 138882)**

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**Submitted by:** Councillor Wheeler

**NOTICE OF MOTION:**

That Council:

1. Expresses its deep concern about the humanitarian crisis in Afghanistan and the particular at-risk status of women and Afghans who worked with Australian Forces, following the Taliban's return to power and the withdrawal of US-led military forces in August 2021.
2. Welcomes Afghan refugees to settle in the Hawkesbury local government area as part of our commitment as a Refugee Welcome Zone.
3. Acknowledges the contribution that refugees and migrants have made to the Hawkesbury, and offers support at this time to any Australians of Afghan background living, working or studying in the LGA.
4. Calls on the Federal Government to urgently review the current intake of Afghan refugees to Australia with a view to significantly increasing it, and for this intake to be over and above the number of refugees allocated in the existing Humanitarian Program.

**BACKGROUND**

From 2001 onwards, Australia worked for almost two decades with thousands of Afghan partners through the armed forces and civilian programs in Afghanistan. With Australia and other western powers' rapid evacuation of Afghanistan these people have been abandoned and face the very real risk of reprisals and persecution by the Taliban.

As a nation we have an obligation to protect and support our Afghan partners and their communities and must urgently expand the refugee program to resettle 20,000 Afghan refugees to Australia in addition to the number of refugees currently allocated in the existing Humanitarian Program. Reports are that 12,000 Afghans have applied to be resettled to Australia since the Taliban took over in August 2021. Many more are expected to follow.

Across 537 LGAs in Australia, 12,000 Afghan refugees equates to less than 25 people per LGA. The Refugee Council of Australia estimates that the cost of resettling an Afghan refugee in this country is \$23,000 per person per year. The Australian Government could resettle 1,500 Afghan refugees for the cost of one they keep in offshore detention.

In 2014, Hawkesbury became a Refugee Welcome Zone, committing to welcoming refugees into the community, upholding the human rights of refugees, demonstrating compassion for refugees and enhancing cultural and religious diversity in the community.

Communities across Australia including Hawkesbury, have seen the enormous contributions and positive economic impact that migrants and refugees make to their new communities.

For economic, social and humanitarian reasons, and to avoid the risk of people-smuggling networks being reactivated in the Middle East and Asia, Australia should expand our refugee program.

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**ATTACHMENTS:**

There are no supporting documents for this report.

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**Item: 190**                      **NM5 - Climate Change and Emissions Targets - (79351, 138882)**

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**Submitted by:** Councillor Wheeler

**NOTICE OF MOTION:**

That Council:

1. Notes the warning from the Intergovernmental Panel on Climate Change (IPCC) that there is a narrowing window of opportunity to prevent catastrophic climate change.
2. In light of the latest IPCC science on keeping temperatures at 1.5 degrees or less of warming, Council changes its adopted zero emissions target of 2050 to 2030 for the community.
3. Notes that Australia has an abundance of low-cost renewable energy resources and can leverage our competitive advantages to meet growing global demand for zero-emissions products.
4. Requests that our local Federal Member, Susan Templeman MP, supports the Community Protection Pledge, a set of 10 commitments for keeping residents safe from worsening extreme weather, distilled from the Final report of the National Bushfire and Climate Summit 2020.
5. Write to the Energy Minister Angus Taylor and Prime Minister Scott Morrison urging them to take ambitious 2030 and 2050 targets to COP26 UN Climate Change Conference in November 2021 to modernise Australian industry and create jobs.

**BACKGROUND**

**The IPCC's 'code red'**

On 9 August 2021 the IPCC released its [latest report](#), which is a comprehensive assessment of the physical science of climate change. It is the most important climate science update for almost a decade.

The IPCC is the most authoritative international body on climate science. Established in 1988, the group publishes Assessment Reports every five to eight years. The United Nations Secretary-General, Antonio Guterres, described the report as a "code red for humanity".

**What does the report say?**

The report shows there is a narrow path to avoiding climate catastrophe, but only through immediate, deep and sustained emissions reductions. This may be our final warning. It is clear that the scale and pace at which humans are altering the climate system has almost no precedent. The changes are being driven by burning fossil fuels.

**An opportunity for leadership**

All levels of government have a primary duty to keep residents safe, but the Federal Government's leadership is crucial in responding to the scale of the risk of climate impacts. Following the worst ever Black Summer bushfires in eastern Australia, 150 experts from around the country determined how Australia should respond to the growing risks of extreme weather disasters. The Australian Bushfire and Climate Plan made 165 broad-ranging recommendations.

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The Community Protection Pledge distils those recommendations into 10 commitments that Federal Members can implement in order to protect Australians now, and into the future:

- Addressing the root cause of the climate crisis and worsening extreme weather by accelerating Australia's efforts to cut greenhouse gas emissions. Emissions need to plummet this decade, with net zero emissions achieved very soon thereafter.
- Urgently implementing all 80 recommendations of the Royal Commission into National Natural Disaster Arrangements, including providing the necessary funding.
- Increasing funding for research into climate change and extreme weather, including new and more detailed climate projections that better inform risk assessments and the impacts of such disasters on human health.
- Investing in communities so they are better prepared when disasters strike and can recover more quickly; recognising that preparedness saves lives and many dollars in avoided disaster recovery costs.
- Enhancing Australia's capabilities for responding to extreme weather disasters in line with advice from State and Territory agencies. This includes better resourcing and coordination so that responses are swift, coordinated, and stop emergencies from escalating into disasters.
- Improving community engagement, education and support around extreme weather so that individuals are better informed, prepared and empowered to act. This includes investing in adequate warning systems and locally-led initiatives such as community resilience hubs.
- Making rapid and comprehensive recovery from extreme weather events a priority for all levels of government. This requires fast, evidence-based and transparent access to disaster recovery payments for survivors, so help gets to people on the ground quickly.
- Preparing Australian infrastructure, including homes and community facilities, for extreme weather events. This includes reforming Building Standards and appropriate rebates and subsidies for retrofitting to ensure solutions are affordable to all.
- Involving health and family violence experts in disaster planning and response coordination and ensuring adequate access to health services including mental health and family violence services, and access to telehealth for all those affected by disasters.
- Providing adequate funding to support the critical role of local governments in disaster preparedness and recovery, so that they have the resources to build resilient communities.

**NSW has begun embracing clean energy opportunities**

The NSW Government has released the NSW Climate Change Policy Framework, which commits NSW to the aspirational objectives of achieving net zero emissions and helping NSW to become more resilient to a changing climate. The NSW government has adopted targets of 35% cut in emissions by 2030 from 2005 levels and net zero emissions by 2050.

Within this framework, the \$750 million Net Zero Industry and Innovation Program aims to help carbon intensive industries transition to clean energy. This is complemented by the NSW Electricity Infrastructure Roadmap, the NSW Government's legislated plan to bring online 12 gigawatts of renewable energy and two gigawatts of storage by 2030 and creating 6,300 construction and 2,800 ongoing jobs.

NSW Energy Minister Matt Kean has [made a strong argument](#) for his federal counterparts to adopt a net zero by 2050 target, including that Australia essentially already has one because it has been adopted by all Australian States and Territories.

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**Hawkesbury City Council: transitioning to net zero**

Council that has recognised the importance of climate solutions, threats to our way of life from increased bushfires, extreme heat and weather events. Our transition to low energy lighting, use of 90% renewable electricity, installation of solar panels, LEP and DCP requirements that beat urban heat, and our focus on urban greening in the Liveability Project will help us meet our initial targets, and reduce our costs and improve quality of life and amenity. Because of these rapid early gains we are now well placed to respond to the updated science and the call to action from the IPCC. We still have much low hanging fruit, including reducing land fill emissions, improving tree cover, improving wetland management and transitioning our vehicle and equipment fleet to electric power.

**Aussies love renewables**

[Australia has the highest uptake of solar in the world](#). More than 2.68 million rooftop solar power systems have been installed in Australia, meaning one in four homes have solar panels on their roof. It's not hard to see why: with the installation of a 6kW solar power system, a typical family [saves around \\$1,500 on their annual energy bills](#). Not only that, [renewables create jobs](#): in 2019, at least 25,000 people were employed across renewable energy supply chains and almost 10,000 of those ongoing jobs were in rooftop solar. By 2035 the renewable energy sector could employ as many as 46,000 people under the AEMO's [Step Change Scenario](#).

But rooftop solar isn't the only clean economy opportunity that could grow jobs in the Hawkesbury LGA. [The Million Jobs Plan](#) by think-tank Beyond Zero Emissions shows that one of the most impactful ways Australia can cut emissions is by making buildings more energy-efficient. The Better Buildings initiative demonstrates that it would create 180,000+ on-going jobs and reduce the cost of living for 2.65 million Australian households. Hawkesbury, with our large community of tradespeople, is well placed to benefit from this transition and we should be encouraging it at all levels of government.

**References:**

NSW Industry Innovation Program [https://www.energysaver.nsw.gov.au/sites/default/files/2021-03/NetZero-Industry-Innovation-Program\\_FINAL\\_24-March-21\\_webaccessible.pdf](https://www.energysaver.nsw.gov.au/sites/default/files/2021-03/NetZero-Industry-Innovation-Program_FINAL_24-March-21_webaccessible.pdf)

Million Jobs Plan: [https://bze.org.au/research\\_release/million-jobs-plan/](https://bze.org.au/research_release/million-jobs-plan/)

Number of solar installations: <https://www.cleanenergycouncil.org.au/herenow/the-facts>

Community pledge: <https://www.climatecouncil.org.au/resources/community-protection-pledge/>

**NOTE BY MANAGEMENT**

Council adopted the Net Zero Emissions and Water Efficiency Strategy on 30 March 2021, following engagement and consultation on the draft Strategy with the community and identified stakeholders.

As outlined in the Strategy, the effectiveness of the Strategy must be measured and tracked against overarching targets. The following targets are identified in the adopted Strategy

**Council Operations**

- Net Zero Emissions by 2030 or earlier
- No net increase in potable water use (Sydney Water Mains)
- All non-potable water demand to be serviced using recycled water.

**The Community**

- 25% reduction in emissions relative to FY2016/2017 baseline by 2028 or sooner
- 60% reduction in emissions relative to FY2016/2017 baseline by 2036 or sooner
- Net Zero Emissions by 2050 or sooner through strategies and carbon offsets
- No net increase in water use relative to FY2017/20-17 baseline by 2028
- Under 5% increase in water use relative to FY2016/2017 baseline by 2036
- Under 25% increase in water use relative to FY2016/2017 baseline by 2050.

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date:** 28 September 2021

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooOEND OF NOTICE OF MOTIONOooo**

**ORDINARY MEETING**  
**Questions for Next Meeting**  
**Meeting Date: 28 September 2021**

**QUESTIONS FOR NEXT MEETING**

**Item: 191**                      **Question with Notice - (79351)**

**Question - 28 September 2021**

#	Councillor	Question	Response
1	Zamprognio	In regard to the extensive works, including excavation of the riverbank, sediment retention ponds and boat/loading ramps to the water, that have been undertaken at 76 Wilberforce Road, Wilberforce (farm property broadly described as on the Wilberforce side of the river and opposite the play equipment in Governor Philip Park), the following questions are asked:  Is there a relevant development application for these works?	<p>The Director City Planning advised that:</p> <ul style="list-style-type: none"><li>• There is a historic license approval by the EPA for sand mining on the site, however it was surrendered when the current owner bought the property. It would appear that part of the site was being leased under DP1249338 for that purpose.</li><li>• Inspections by Council officers revealed that the premises was being used as a waste disposal facility and/or resource recovery facility. A review of Council's register of consents confirms that no development consent for the use(s) at the premises has been granted.</li></ul>



**ORDINARY MEETING****Questions for Next Meeting****Meeting Date:** 28 September 2021

#	Councillor	Question	Response
		Has a work-order been made by Council?	<p>The Director City Planning advised that:</p> <ul style="list-style-type: none"><li>• A Prevention Notice was issued on 12 August 2021, directing the owner to cease all works and install appropriate sediment erosion controls. These were complied with.</li><li>• A Development Control Order was issued on 12 August 2021 requesting that all works relating to the construction of retaining walls cease. Up until the preparation of responses to these questions we can advise that this had been complied with.</li><li>• A Notice to Provide Information has been issued in relation to the works that have occurred and this information was due on 21 September 2021.</li></ul>
		Is there any indication these works are preparatory to sand-mining?	<p>The Director City Planning advised that it is not clear whether the owner intends to undertake sand mining. If they do the proposal will require an application which will be Integrated Development and will have to be determined by Sydney Western City Planning Panel.</p>
		What consideration for environmental protection has been made, or to the potential effect of these works on the river in a future flood event?	<p>The Director City Planning advised that:</p> <ul style="list-style-type: none"><li>• When staff inspected the site the Prevention Notice and Development Control Order were aimed at ensuring environmental protections were put in place.</li><li>• If or when an application is submitted Council will be in a better position to know what environmental protections will be required based on what is being proposed.</li></ul>

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**Confidential Reports**  
**Meeting Date: 28 September 2021**

**CONFIDENTIAL REPORTS**

**Item: 192**                      **SS - Steve and Janes Harvest Trust Pty Ltd - Shop 12, Wilberforce Shopping Centre - (28061, 95496, 112106)**

**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

## End of Business Paper

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