



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 31 August 2021

location: by audio-visual link

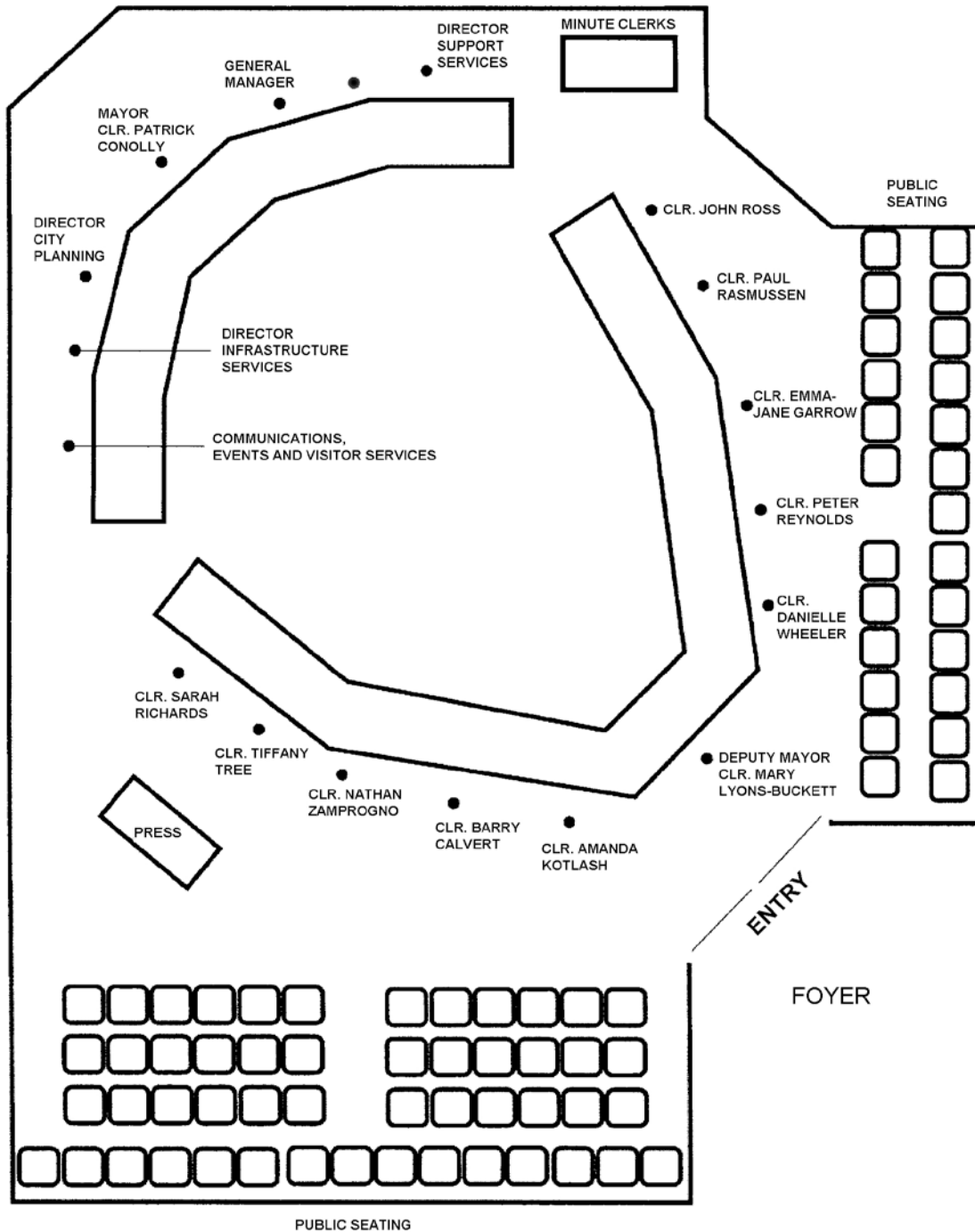
time: 6:30 p.m.



# mission statement

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

# Hawkesbury City Council







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**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 31 August 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:** 31 August 2021

ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**

**SECTION 1 – Confirmation of Minutes**

**Meeting Date:** 31 August 2021

**SECTION 1 - Confirmation of Minutes**



# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 10 August 2021

location: by audio-visual link

time: 6:30 p.m.





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**ORDINARY MEETING**

**Minutes:** 10 August 2021

## **ORDINARY MEETING**

**Minutes:** 10 August 2021

Minutes of the Ordinary Meeting held at by Audio-Visual Link, on 10 August 2021, commencing at 6:31pm.

### **Welcome**

The Mayor, Councillor Patrick Conolly acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

### **ATTENDANCE**

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

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

### **APOLOGIES AND LEAVE OF ABSENCE**

No apologies of absence were received from Councillors.

Councillor Ross arrived at the meeting at 6:33pm.

### **DECLARATIONS OF INTEREST**

Councillor Conolly declared an interest on Item 156.

Councillor Garrow declared an interest on Item 152.

Councillor Rasmussen declared an interest on Item 152.

Councillor Richards declared interests on Items 152, 155 and 158.

### **Acknowledgement of Official Visitors to the Council**

There were no official visitors to Council.

**ORDINARY MEETING**

**Minutes:** 10 August 2021

**SECTION 1 - Confirmation of Minutes**

**207 RESOLUTION:**

RESOLVED on the motion of Councillor Calvert and seconded by Councillor Kotlash that the Minutes of the Ordinary Meeting held on the 27 July 2021, be confirmed.

## ORDINARY MEETING

Minutes: 10 August 2021

### SECTION 3 – Reports for Determination

#### PLANNING DECISIONS

**Item: 152**                      **CP - Redbank Voluntary Planning Agreement - Proposed Grose River Bridge - Milestones - (95498, 79351)**

**Previous Item:**            11, Ordinary (11 February 2020)  
294, Ordinary (11 December 2018)  
124, Ordinary (29 May 2018)  
118, Ordinary (27 June 2017)  
99, Ordinary (24 June 2014 - deferred 1 July 2014)  
54, Ordinary (25 March 2014)  
223, Ordinary (12 November 2013)

**Directorate:**              City Planning

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Councillor Garrow declared a pecuniary interest in this matter as she is employed by a charity that receives regular donations from Redbank. She left the Meeting and did not take part in voting or discussion on the matter.

Councillor Rasmussen declared a pecuniary interest in this matter as he owns property on which the bridge will be partially built. He left the Meeting and did not take part in voting or discussion on the matter.

Councillor Richards declared a less than significant non-pecuniary conflict of interest in this matter as she lives in Redbank, but rents and does not own the property and no further action is required.

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Mr Mark Regent addressed Council, speaking for the recommendation in the Business Paper.

Mr Michael Morris and Mr Michael Want addressed Council, speaking against the recommendation in the Business Paper.

#### **MOTION:**

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

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

#### **208 RESOLUTION:**

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

**ORDINARY MEETING****Minutes:** 10 August 2021

That Council:

1. Agree to amend the relevant Voluntary Planning Agreement Milestones, in relation to the proposed Grose River Bridge, as follows:

Reference	Activity	Current Milestone	Proposed Amended Milestone
Milestone 2 (VPA Schedule 2, Item 1.2, Page 1 of 9)	Development approval by the relevant authority	701 <sup>st</sup> urban lot	801 <sup>st</sup> urban lot
Milestone 3 (VPA Schedule 2, Item 1.2, Page 1 of 9)	Preparation of the construction documentation and submission to the relevant authority	821 <sup>st</sup> urban lot	865 <sup>th</sup> urban lot
VPA Schedule 2, Item 1.3, Page 2 of 9	Construction (practical completion) of the proposed bridge	1001 <sup>st</sup> urban lot	1101 <sup>st</sup> urban lot

2. In relation to the proposed Grose River Bridge, seek the agreement of the Developer and Transport for NSW as parties to the Redbank Voluntary Planning Agreement to amend the milestones in accordance with the above schedule.
3. In relation to the proposed Grose River Bridge, seek the agreement of the Developer and Transport for NSW as parties to the Redbank Voluntary Planning Agreement that a new milestone be added that the development application be lodged no later than June 2022.

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, Calvert, Kotlash, Richards, Tree and Zamprogno.

**Against the Motion:** Councillors Lyons-Buckett, Reynolds, Ross and Wheeler.

**Absent:** Councillors Garrow and Rasmussen.

## ORDINARY MEETING

Minutes: 10 August 2021

**Item: 153**                      **CP - Jacaranda Development Control Plan - Post Exhibition Amendments - (124414, 95498)**

**Previous Item:**            145, Ordinary (13 August 2019)  
                                 018, Ordinary (9 February 2021)  
                                 073, Ordinary (27 April 2021)

**Directorate:**                City Planning

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Mr Andrew Jennings addressed Council, speaking for the recommendation in the Business Paper.

### **MOTION:**

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

***Refer to RESOLUTION***

### **209 RESOLUTION:**

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

That:

1. Council adopt the Jacaranda Development Control Plan, attached as Attachment 1 to the report.
2. The adopted Jacaranda Development Control Plan come into effect following notification of the Jacaranda Local Environmental Plan Amendment on the NSW Legislation website, and on the date specified in a public notice of the Council's resolution to adopt the Plan is published on Council's website following notification of the Local Environmental Plan Amendment.

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, Reynolds, Richards, Ross, Tree, Wheeler and Zamprognio.

**Against the Motion:**           Nil.

**Absent:**                            Nil.

**ORDINARY MEETING**

**Minutes:** 10 August 2021

**CITY PLANNING**

**Item: 154**                      **CP - Hawkesbury LGA Aboriginal Cultural Heritage Study - (80242, 124414, 95498)**

**Directorate:**                City Planning

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Ms Erin Wilkins addressed Council, speaking for the recommendation in the Business Paper.

**MOTION:**

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

***Refer to RESOLUTION***

**210 RESOLUTION:**

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

That Council publicly exhibit the Hawkesbury LGA Aboriginal Cultural Heritage Study prepared by GML Heritage, attached as Attachment 1 to the report.

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

**Against the Motion:**           Councillor Zamprogno.

**Absent:**                         Nil.



## ORDINARY MEETING

Minutes: 10 August 2021

**Item: 155**                      **CP - Council Submission - Richmond Bridge Duplication Project Preferred Corridor - (124414, 95498)**

**Previous Item:**              124, Ordinary (29 June 2021)

**Directorate:**                City Planning

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Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as she was present at the announcement of additional funding for the Richmond Bridge Duplication Project. She left the Meeting and did not take part in voting or discussion on the matter.

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Ms Samantha Magnusson addressed Council, speaking for the recommendation in the Business Paper.

Mr Michael Morris, Mr Daniel Nutman and Mr Matthew Parkes addressed Council, speaking against the recommendation in the Business Paper.

### **MOTION:**

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

***Refer to RESOLUTION***

### **211 RESOLUTION:**

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

That:

1. This matter be deferred to enable Council's submission to be amended to include information from community representation.
2. Council alert Transport for NSW to the urgent need for further community consultation especially in North Richmond and Southee Road.
3. Council write to Transport for NSW seeking an extension to the submission date.

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

**Against the Motion:**        Nil.

**Absent:**                        Councillor Richards.

## ORDINARY MEETING

Minutes: 10 August 2021

### SUPPORT SERVICES

**Item: 156**                      **SS - 2020/2021 Community Sponsorship Program - Round 2 - (95496, 96328)**

**Previous Item:**              11, Ordinary (25 January 2021)

**Directorate:**                Support Services

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Councillor Conolly declared a less than significant non-pecuniary conflict of interest in this matter as he is a member of Hawkesbury Chamber of Commerce, an applicant for funding. Councillor Connolly stated that he was not aware of the application and would not personally benefit from its success or failure, is a general member and not on the executive and no further action is required.

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#### **MOTION:**

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

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

#### **212 RESOLUTION:**

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

That Council:

1. Approve payments for Section 356 Financial Assistance to the individual and organisations listed in this report and at the level recommended in the tables in the report.
2. Approve execution of Council's standard Sponsorship Agreement for those applications where the approved level of funding is over \$500.
3. Advise Applicant 4 that their application was not successful in accordance with Community Sponsorship Program assessment criteria.

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

**Against the Motion:**        Nil.

**Absent:**                        Nil.

## ORDINARY MEETING

Minutes: 10 August 2021

**Item: 157**                      **SS - Proposed Road Closure Adjoining 24 Toll House Way, Windsor - (95496, 112106)**

**Directorate:**                      Support Services

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### **MOTION:**

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

***Refer to RESOLUTION***

### **213 RESOLUTION:**

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

That:

1. Council publicly exhibit and notify adjoining owners of the proposed road closure of an area of approximately 126m<sup>2</sup> adjoining 24 Toll House Way, Windsor as shown in the location plan attached as Attachment 1, to this report.
2. At the expiration of the public exhibition period outlined in Part 1, the following action be taken:
  - (a) Should any submissions be received regarding the proposed road closure a further report be submitted to Council, or
  - (b) Should no submissions be received:
    - i. Council approve the road closure as shown in Attachment 1 to this report, being part of the closed portion of the road reserve adjoining 24 Toll House Way, Windsor.
    - ii. Authority be given for the Road Closure Plan, and any documentation in association with the matter to be executed under the Seal of Council.

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

**Against the Motion:**                      Nil.

**Absent:**                                      Nil.

## ORDINARY MEETING

Minutes: 10 August 2021

### SECTION 4 – Reports of Committees

**Item: 158**                      **ROC - Heritage Committee Minutes - 22 July 2021 - (80242, 95498, 124414)**

**Directorate:**                City Planning

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Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as she was present at the announcement of additional funding for the Richmond Bridge Duplication Project. She left the Meeting and did not take part in voting or discussion on the matter.

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#### **MOTION:**

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

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

#### **214 RESOLUTION:**

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

That in relation to the Minutes of the Heritage Committee Meeting held on the 22 July 2021:

1. Council receive and note the Heritage Committee Recommendations in respect to items 4 and 11.
2. Council endorse the Committee Recommendation in respect of Item 1, namely:

*"That the Heritage Committee recommends that Council publicly exhibit the Draft Hawkesbury Aboriginal Cultural Heritage Study prepared by GML Heritage".*

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

*"That the Heritage Committee:*

*a) Endorse the Draft 3 Year Endorse the Draft Heritage Strategy for the 2021/2022 - 2023/2024 period.*

*b) Strongly supports the appointment of a Heritage Officer."*

4. Council endorse the Committee Recommendation in respect of Item 3, namely:

*"That the Heritage Committee:*

*a) Receive draft Inventory Sheets for the Committee to comment on.*

*b) Include Database entries that provide searchable descriptors of items within the draft Inventory sheets.*

*c) Recommends providing Heritage Statements and Studies that have been submitted through Council's Development Services section to the library."*

## ORDINARY MEETING

Minutes: 10 August 2021

5. Council endorse the Committee Recommendation in respect of Item 5, namely

*"That the Heritage Committee:*

- a) Recommends that Council provide more media, promotion and awareness of the Local Heritage Assistance Fund and Heritage more broadly.*
- b) Encourage Council to increase funding to the Local Heritage Assistance Fund to enhance the program and to coincide with the potential for an increase in heritage listings.*
- c) Notes that heritage grants provide an injection of jobs and funds into the local economy and that the 2020/2021 program through a \$40,000 contribution from Council has generated \$170,000 worth of works to heritage items.*
- d) Council use previous video footage of Council's Heritage Advisor to promote the Local Heritage Assistance Fund in social media posts to encourage people to come forward with potential heritage listings for consideration.*
- e) Council use the high proportionate value of the Heritage NSW grant for small works to lobby for an increase in future years, particularly considering the high number of State and local heritage items in the Hawkesbury compared to other Council areas in NSW."*

6. Council endorse the Committee Recommendation in respect of Item 6, namely:

*"That the Heritage Committee:*

- a) Request that Council contact Heritage NSW to seek increased funding for heritage matters within the Hawkesbury Local Government Area.*
- b) Note publicly that Council contributes to the bulk of funding to run these programs.*
- c) Consider earlier notification and longer periods to facilitate applicants obtaining quotes, approvals and works, particularly with COVID-19 constraints."*

7. Council endorse the Committee Recommendation in respect of Item 7, namely:

*"That the Heritage Committee:*

- a) Recommends that the information sheets provide high level advice written in plain language to educate property owners of typical conservation issues and correct / appropriate remedies.*
- b) Recommends that the Information sheets cater for both tradespersons and other end users with the following additions:*
  - Focus on getting specialist advice*
  - Plain language summary up to one page at the beginning of each document*
  - Information on approvals process and the need to obtain approvals for work*
  - Information on materials that should not be used and things people should not do."*

## ORDINARY MEETING

Minutes: 10 August 2021

8. Council endorse the Committee Recommendation in respect of Item 8, namely:

*"That the Heritage Committee recommend that Council proceed with the replacement and interpretation of the missing milemarker at East Richmond."*

9. Council endorse the Committee Recommendation in respect of Item 9, namely

*"That Council consider implementation of the Blue Plaques Program from the United Kingdom using State Government funding."*

10. Council consider the matters raised by the Heritage Committee when considering the draft submission to the Richmond Bridge Duplication Preferred Option Report, including:

- a) Comments on impact of heritage listed property Mountain View, the lack of details about the impact and significant concerns about the Green Route.
- b) Address concerns about lack of flood immunity, given the budget of the project.

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

**Against the Motion:** Nil.

**Absent:** Councillor Richards.

**ORDINARY MEETING**

**Minutes:** 10 August 2021

**QUESTIONS FOR NEXT MEETING**

**Item: 159                      Question with Notice - (79351)**

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The response to a Question with Notice at the Council Meeting on 10 August 2021 was noted.

**Item: 160                      Responses to Councillor Question Taken On Notice at the Council Meeting -  
27 July 2021 - (79351)**

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The response to a Question Taken On Notice at the Council Meeting 27 July 2021 was noted.

## ORDINARY MEETING

Minutes: 10 August 2021

### CONFIDENTIAL REPORTS

#### 215 RESOLUTION:

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

That:

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

**Item: 161 SS - Lease to The Minister for Police and Emergency Services (Fire and Rescue NSW) - Unformed Road Reserve Adjoining 43 March Street, Richmond - (112106, 95496, 120506)**

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

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

#### 216 RESOLUTION:

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



## ORDINARY MEETING

Minutes: 10 August 2021

**Item: 161**                      **SS - Lease to The Minister for Police and Emergency Services (Fire and Rescue NSW) - Unformed Road Reserve Adjoining 43 March Street, Richmond - (112106, 95496, 120506)    CONFIDENTIAL**

**Directorate:**                Support Services

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### **MOTION:**

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

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

### **217 RESOLUTION:**

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

That:

1. Council proceed to publicly exhibit the proposed Deed of Lease with The Minister for Police and Emergency Services (Fire & Rescue NSW) for the road reserve adjoining 43 March Street, Richmond, as outlined in the report, in accordance with Section 154 of the Roads Act, 1993.
2. At the expiration of the public exhibition period outlined in Part 1, the following action be taken:
  - (a) Should any submissions be received regarding the proposed Agreement to The Minister for Police and Emergency Services (Fire & Rescue NSW) a further report be submitted to Council, or
  - (b) Should no submissions be received:
    - i. Council agree to enter into a new Deed of Lease with The Minister for Police and Emergency Services (Fire & Rescue NSW) in regard to the unformed road adjoining 43 March Street, Richmond, as outlined in this report.
    - ii. Authority be given for the Deed of Lease and any other documentation in association with the matter to be executed under the Seal of Council.
    - iii. Details of Council's resolution be conveyed to the proposed Lessee, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

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

**Against the Motion:**        Nil.

**Absent:**                        Nil.

**ORDINARY MEETING**

**Minutes:** 10 August 2021

The meeting terminated at 9:35pm.

Submitted to and confirmed at the Ordinary meeting held on 31 August 2021.

.....  
Mayor



Hawkesbury City Council

# extraordinary meeting minutes

date of meeting: 24 August 2021

location: by audio-visual link

time: 6:30 p.m.



## **EXTRAORDINARY MEETING**

**Minutes:** 24 August 2021

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**EXTRAORDINARY MEETING**

**Minutes:** 24 August 2021

## **EXTRAORDINARY MEETING**

**Minutes:** 24 August 2021

Minutes of the Extraordinary Meeting held by Audio-Visual Link, on 24 August 2021, commencing at 6:30pm.

### **Welcome**

The Mayor, Councillor Patrick Conolly acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

### **ATTENDANCE**

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

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

### **APOLOGIES AND LEAVE OF ABSENCE**

No apologies for absence were received from Councillors.

Councillor Kotlash arrived at the meeting at 6:31pm.

Councillor Zamprogno arrived at the meeting at 6:31pm.

Councillor Garrow arrived at the meeting at 6:32pm.

Councillor Reynolds arrived at the meeting at 6:36pm.

### **DECLARATIONS OF INTEREST**

Councillor Garrow declared an interest on Item 162.

### **Acknowledgement of Official Visitors to the Council**

There were no official visitors to Council.

## EXTRAORDINARY MEETING

Minutes: 24 August 2021

### SECTION 2 – Mayoral Minutes

#### Item: 162                      MM - Fee Waiver or Reduction - Application Assessment Fees - (125610)

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Councillor Garrow declared a significant non-pecuniary conflict of interest in this matter as the applicant is a close friend of hers. She left the Meeting and did not take part in voting or discussion on the matter.

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#### MOTION:

RESOLVED on the motion of the Mayor, Councillor Conolly.

#### *Refer to RESOLUTION*

#### 218 RESOLUTION:

RESOLVED on the motion of the Mayor, Councillor Conolly.

That:

1. Council establish the following category of fee waiver or reduction:
  - Where applications submitted to Council to carry out construction or reconstruction works on a property either directly affected by the March 2021 flood event or subject where residents are affected by prolonged disturbance as a result of road closures arising from the March 2021 flood event, the applicable application assessment fees (Development Application and Construction Certificate) will be waived for applications lodged up until 30 June 2022.
2. In accordance with Sections 610E and 610F of the Local Government Act 1993, Council give public notice of at least 28 days of the proposed category of fee waiver or reduction.
3. At the expiration of the public exhibition period outlined in Part 2, the following action be taken:
  - a) Should any submissions be received regarding the proposed category of fee waiver or reduction, a further report be submitted to Council, or
  - b) Should no submissions be received, Council adopt the new proposed category of fee waiver or reduction outlined in Part 1.

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

**Against the Motion:** Nil.

**Absent:** Councillors Garrow and Reynolds.



## EXTRAORDINARY MEETING

Minutes: 24 August 2021

### SECTION 5 – Notices of Motion

**Item: 163**                      **NM - Disaster and Emergency Management - (138882, 79351)**

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A MOTION was moved by Councillor Wheeler, seconded by Councillor Lyons-Buckett.

That Council:

1. Receive and note information regarding the current status of Council's Emergency Management Plan, including preparedness of evacuation centres and welfare protocols.
2. Receive an update on the review of the 2019/2020 bushfires, including recommendations and progress on recommended actions.
3. Receive and note the current progress with repair of Greens Road, Lower Portland and Upper Colo Bridge, and updated funding arrangements, work plans and timelines.
4. Receive and note the update and timelines for the MacDonald Valley Flood Study.
5. Receive and note the list of outstanding items from the initial Emergency and Disaster Management Committee meeting (14 April 2021) and the outstanding items incorporated into that Committee from the dissolved Committees.
6. Directs the Emergency and Disaster Management Committee to meet no later than the 16 September 2021 to consider matters listed in item 5 and any additional matters referred.

A PROCEDURAL MOTION was moved by Councillor Wheeler, that Council move into Committee of the Whole to consider this matter.

The Procedural Motion was carried.

A PROCEDURAL MOTION was moved by Councillor Zamprogno, seconded by Councillor Kotlash that Council move out of Committee of the Whole.

The Procedural Motion was carried.

The General Manager reported to Council that whilst in Committee of the Whole, the Committee discussed a number of matters at length in regard to disaster and emergency management, particularly in relation to:

- Council's Emergency Management Plan
- The 2019/2020 Bushfires
- Reconstruction of Greens Road, Lower Portland and Upper Colo Bridge
- The MacDonald Valley Flood Study and Floodplain Risk Management Study and Plan.

The General Manager reported that there were no recommendations made by the Committee of the Whole.

An AMENDMENT was moved by Councillor Zamprogno, seconded by Councillor Tree.

That Council:

1. Directs the Disaster and Emergency Committee to meet no later than 16 September 2021 to consider:
  - a) Whether Council requires any supporting emergency plans, in addition to the statutory plans.

## EXTRAORDINARY MEETING

Minutes: 24 August 2021

- b) The learnings of the Wingecarribee Shire Council Bushfire Response and Recovery Review 2021.
  - c) The bushfire review completed by Anne Leadbeater, if it is available at the time of the meeting.
2. Refers the development of the MacDonald Valley Flood Study to the Disaster and Emergency Committee for advice as and when required.
  3. Adapt its extreme heat plan to provide COVID safe cool locations for community members.
  4. Receive a briefing on Council's Resilience Plan and support plans, including content and costings of distribution of the Emergency Management Guide.
  5. Receive an updated timeline for the progress of the EMPLAN.
  6. Ensure that our plans include provision for and guidance on evacuation of domestic animals and livestock and care for the same and rehearsals.
  7. Continue to maintain a list of shovel-ready projects for grant funding.
  8. Append the MacDonald Valley Association submission to the Public Hearing Program for the 2019/2020 Bushfires.
  9. Follow-up inclusion of additional information relating to the MacDonald Valley on its Emergency Dashboard.

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

**Against the Amendment:** Nil.

**Absent:** Nil.

## EXTRAORDINARY MEETING

Minutes: 24 August 2021

### MOTION:

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

### *Refer to RESOLUTION*

### 219 RESOLUTION:

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

That Council:

1. Directs the Disaster and Emergency Committee to meet no later than 16 September 2021 to consider:
  - a) Whether Council requires any supporting emergency plans, in addition to the statutory plans.
  - b) The learnings of the Wingecarribee Shire Council Bushfire Response and Recovery Review 2021.
  - c) The bushfire review completed by Anne Leadbeater, if it is available at the time of the meeting.
2. Refers the development of the MacDonald Valley Flood Study to the Disaster and Emergency Committee for advice as and when required.
3. Adapt its extreme heat plan to provide COVID safe cool locations for community members.
4. Receive a briefing on Council's Resilience Plan and support plans, including content and costings of distribution of the Emergency Management Guide.
5. Receive an updated timeline for the progress of the EMPLAN.
6. Ensure that our plans include provision for and guidance on evacuation of domestic animals and livestock and care for the same and rehearsals.
7. Continue to maintain a list of shovel-ready projects for grant funding.
8. Append the MacDonald Valley Association submission to the Public Hearing Program for the 2019/2020 Bushfires.
9. Follow-up inclusion of additional information relating to the MacDonald Valley on its Emergency Dashboard.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**EXTRAORDINARY MEETING**

**Minutes: 24 August 2021**

The meeting terminated at 8:44pm.

Submitted to and confirmed at the Ordinary meeting held on 31 August 2021.

.....  
Mayor

ordinary

section 2

mayoral minutes

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 31 August 2021

**SECTION 2 – Mayoral Minutes**

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

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

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

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

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

ordinary

section 3

reports  
for determination

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 31 August 2021



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 31 August 2021**

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 164**                      **GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)**

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to outline the procedures for Council to appoint its delegates and representatives to various Committees for the period from September 2021 to December 2021.

**EXECUTIVE SUMMARY:**

Council's Committee structure contains four broad Committee types, being: Committees of Council, Statutory Committees, Committees in which Council has a Financial Interest, and Other Committees.

Each of the current Committees that fall into one of the four types, the name of each Committee, together with a brief indication of their purpose and current Councillor representation, are outlined in this report.

Council's usual practice for the appointment of delegates and representatives of Committees is for a report to be provided to a Council Meeting in September of each year, and for Council to resolve to appoint delegates and representatives.

In 2019 Council commenced a review of the Committee structure and in September 2019 resolved to rollover the delegates and representatives of the Committees until September 2020.

In 2019 Local Government Elections were scheduled for 12 September 2020, but were postponed to 4 September 2021 due to the COVID-19 Pandemic. This meant that the current Council Term was effectively extended until 4 September 2021. For this reason in September 2020 Council resolved that Councillor and Community representation on Committees continue for the period from September 2020 to September 2021.

At its meeting on 8 December 2020 Council resolved to dissolve the then existing Council Committees (with the exception of the Heritage Committee) as of 31 December 2020 and establish the following standing committees:

New Committee	Functions
Community Services	<ul style="list-style-type: none"><li>• Civic and Citizenship</li><li>• Enhancing the Arts</li><li>• Human Services</li><li>• Access and Inclusion</li></ul>
Environment	<ul style="list-style-type: none"><li>• Waste management</li><li>• Environmental sustainability</li></ul>
Innovation and Partnerships	<ul style="list-style-type: none"><li>• Tourism</li><li>• Infrastructure</li><li>• New technologies</li></ul>
Disaster and Emergency	<ul style="list-style-type: none"><li>• Emergency and disaster management</li></ul>

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
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On 25 January 2021 Council resolved to appoint Councillors as members of these Committees.

In July 2021 Local Government Elections were further postponed to 4 December 2021.

It is therefore necessary to consider the appointment of delegates and representatives to Committees for the period from September 2021 to the end of current Council Term on 4 December 2021.

**RECOMMENDATION:**

That:

1. The current Councillor representation on Committees as outlined in the report continue for the period from September 2021 to December 2021 or for the remainder of the term of this Council.
2. The current community representation on the Audit Committee and Heritage Committees continue for the period from September 2021 to December 2021 or for the remainder of the term of this Council.

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**BACKGROUND**

Council's Committee structure contains Committees generally described as follows:

- a) *Committees of Council* – Committees established under the provisions of Section 377 of the Local Government Act 1993. These Committees perform functions as identified the Council Committee Constitution.
- b) *Statutory Committees* - Committees, which are required to be established by legislation, or to meet obligations set down by Government departments and/or funding agencies. These Committees have set functions and terms of reference. They differ from Section 377 Council Committees, in that they are issue-specific and may meet irregularly on a 'as needs' basis and in practical terms cannot operate under Council's Committee Constitution.
- c) *Committees in which Council has a Financial Interest* - these Committees may manage Council owned facilities or funded services auspiced by Council. They generally operate as autonomous entities (incorporated associations) in accordance with their own constitutions. These Committees have a financial relationship with Council in that Council either provides a direct (financial) or an in-kind contribution (land or facilities) to support their operations, or Council has delegated responsibility for the management of a Council funded or Council auspiced services to them.
- d) *Other Committees* – Committees, which operate as autonomous entities and generally perform non-Council related functions. Councillor representation on these Committees is on an invitation basis.

**Relevant Legislation**

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

**DISCUSSION**

Each of the current Committees that fall into the Committee types, outlined in (a)(b)(c) and (d) above, together with a brief indication of their purpose, the required Councillor representation and the current Councillor representatives, are detailed in the following table.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
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Committee	Function	Councillor Representation	Current Councillor Representatives
<b>a) Committees of Council</b>			
Community Services Committee	To provide advice to Council	Up to five Councillors	Clr Conolly (Mayor) Clr Calvert Clr Richards Clr Zamprogno
Environment Committee	To provide advice to Council	Up to five Councillors	Clr Conolly (Mayor) Clr Kotlash Clr Richards Clr Zamprogno
Innovation and Partnerships Committee	To provide advice to Council	Up to five Councillors	Clr Conolly (Mayor) Clr Kotlash Clr Richards Clr Zamprogno
Heritage Committee	To provide advice to Council	Three Councillors	Clr Reynolds Clr Wheeler Clr Zamprogno
Disaster and Emergency Committee	To provide advice to Council	All Councillor	All Councillors
General Manager's Performance Review Panel	To review the performance of the General Manager	Mayor, two Councillors and one Councillor nominated by the General Manager, if he or she so chooses	Clr Conolly (Mayor) Clr Calvert Clr Rasmussen
Audit Committee	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Two Councillors One alternate Councillor	Clr Rasmussen Clr Ross Clr Conolly (alternate)
<b>b) Statutory</b>			
Local Traffic Committee	Committee responsible for considering and recommending requests for alterations to traffic facilities and other traffic related matters.	One Councillor	Clr Reynolds
clubGrants Local Committee	To consider and rank applications received under the clubGrants Scheme.	Mayor	Clr Conolly (Mayor)
Greater Sydney Local Land Services Local Government Advisory Group	Committee established by NSW Government to co-ordinate catchment management	One Councillor	Clr Kotlash

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
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<b>Committee</b>	<b>Function</b>	<b>Councillor Representation</b>	<b>Current Councillor Representatives</b>
Bush Fire Management Committee	Committee established under Rural Fires Act to provide advice and knowledge on bushfire management for the fire district	Current Councillor representation is The Mayor. The regulations require the nomination of the Mayor or Councillor or Senior Staff representative. An alternate can be nominated.	Clr Conolly (Mayor) Alternates (Deputy Mayor, General Manager, Director Infrastructure Services)
<b>c) Where Council has a Financial Interest</b>			
CivicRisk Mutual <b>(See Notes 1 and 2 below)</b>	Self-insurance agency established by consortium of participating Councils.	One Councillor	Clr Rasmussen
McMahon's Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahons Park.	One Councillor One alternate Councillor	Clr Ross Vacant (alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities.  In accordance with Council's adopted Operational Plan and excluding Recreation and Open Space Strategy, Capital Works Program and Sporting field lighting.	One Councillor One alternate Councillor	Clr Richards Clr Garrow (alternate)
Western Sydney City Deal	A regional body comprising representatives of Commonwealth, State and Local Government established to implement the GSC Western District Plan and associated elements of the Western Sydney Deal.	The Council Mayor The Council General Manager The Council Lead Officer	Clr Conolly (Deputy Mayor - alternate) General Manager Director City Planning (alternate)
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).	One Councillor	Clr Garrow

**ORDINARY MEETING**  
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<b>Committee</b>	<b>Function</b>	<b>Councillor Representation</b>	<b>Current Councillor Representatives</b>
Western Sydney Regional Organisation of Councils (See Note 1 below)	Regional Body established to co-ordinate lobbying for Western Sydney	Two Councillors One alternate Councillor	Clr Calvert Clr Zamprogno Clr Wheeler (alternate)
Hawkesbury River County Council (See Note 3 below)	Statutory Body responsible for management of noxious weeds.	Two Councillors	Clr Kotlash Clr Zamprogno
Hawkesbury Sister City Association	Incorporated Body responsible for coordinating Sister City activities.	Two Councillors	Clr Ross Clr Rasmussen (alternate) Clr Wheeler (alternate)
<b>d) Other Committees</b>			
Forum on Western Sydney Airport (FOWSA)	To attend meetings and raise community concerns during the planning and construction of the Western Sydney Airport and inform Council of any issues relating to the airport development.	One Councillor	Clr Rasmussen
NSW Public Libraries	Established to represent and support the interests of NSW public libraries.	One Councillor	Clr Calvert
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney.	One Councillor (not compulsory)	Clr Ross Clr Calvert (alternate)
Greater Blue Mountains Area World Heritage Advisory Committee	To advise on matters relating to the protection, conservation, presentation and management of the Greater Blue Mountains Area including strategic policies about Australia's obligations under the World Heritage Convention.	One Councillor	Clr Kotlash

**Notes:**

- As Council's representatives on these organisations are actually appointed as "Board Members" it would be desirable if the appointment was, effectively, made for the term of the Council.
- Council is a member of CivicRisk Mutual Ltd, an insurance mutual established via a joint partnership of 24 councils to manage first party losses like property and motor vehicle cover, and losses in other areas such as public liability, cyber security and management liability.

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Prior to as restructure of the insurance mutual in 2019 and 2020, Council was a member of CivicRisk West (formerly Westpool) and CivicRisk Mutual (formerly United Independent Pools).

In addition being a member of the insurance pools, Council has also been a member of Mutual Management Services Ltd, the limited liability company which provided the administration of the mutuals.

In November 2019 the Board of Mutual Management Services Ltd agreed to amalgamate the insurances provided by the insurance pools into the company, and then to rename it CivicRisk Mutual Ltd. This was approved by the Boards of the insurance pools.

The mutual attempts to maintain stable insurance costs in an otherwise cyclical and sometimes volatile insurance market. It also support the member councils through providing risk management training and professional development.

Further details are available on the following website: [www.civicriskmutual.com.au](http://www.civicriskmutual.com.au)

Council's member representatives are General Manager or alternate, and one Councillor

There are usually two CivicRisk Mutual Ltd meetings per year.

In 2020 Councillor Rasmussen was also appointed to the board of CivicRisk Mutual Ltd to fill a casual vacancy.

3. Under the Local Government (General) Regulation 2005, Schedule 9 the Regulation applies in relation to the election of the members of a county council.

Clause 1 of Part 1 of Schedule 9 states:

***"1 When elections to be held***

*(1) The first ordinary election of members of a county council is to be held within 2 months of its establishment.*

*(2) Subsequent ordinary elections are to be held within 2 months after each ordinary election of councillors under Part 4 of Chapter 10 of the Act."*

Council, at its meeting on 11 October 2016, held an election for Council's representation on the Hawkesbury River County Council. Councillor Kotlash and Councillor Zamprognio were elected as members on the Hawkesbury River County Council for the four year term of Council being 2016 to 2020.

On 29 June 2020, the Office of Local Government by Circular announced that in response to the COVID-19 Pandemic, Local Government Elections would take place on 4 September 2021.

At its meeting on 22 September 2020, Council resolved to continue Councillor representation on committees where Council has a financial interest, including the Hawkesbury River County Council, until September 2021.

In July 2021 the Office of Local Government announced that Local Government Elections scheduled for 4 September 2021 would take place on 4 December 2021.

The ordinary election of members of the Hawkesbury River County Council is due to take place after the next Local Government Elections on 4 December 2021.

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**Community Representation**

Following the commencement of a new Council Term, Council seeks expressions of interest for community representation on relevant committees.

For the same reasons referred to in relation to Councillor representation, it is recommended that the current community representation on the Audit Committee and Heritage Committees continue for the period from September 2021 to December 2021.

**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 Strategy within the CSP.

Our Leadership

1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

1.1.1 Council's elected leaders will actively connect and collaborate with the community.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**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:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 31 August 2021**

**SUPPORT SERVICES**

**Item: 165**                      **SS - Investment Report - July 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 \$59.93 million in investments at 31 July 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 July 2021 be received and noted.

---

**BACKGROUND**

Council held \$59.93 million in investments as at 31 July 2021. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

**1. Composition of Investment portfolio**

Tables 1 to 3 below provide details regarding the \$59.93 million in investments held as at 31 July 2021.

***Table 1 - Summary of Council's Investment Portfolio as at 31 July 2021***

<b>Product Type</b>	<b>Face Value</b>	<b>% of Total</b>
At Call Deposits	\$5,000,000	8.3%
TCorp Cash Fund	\$2,133,608	3.6%
Term Deposits - Fixed Rate	\$52,800,000	88.1%
<b>Grand Total</b>	<b>\$59,933,608</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-	\$49,300,000	82.2%
BBB+	\$8,500,000	14.2%
NSW TCorp Cash Fund	\$2,133,608	3.6%
<b>Grand Total</b>	<b>\$59,933,608</b>	<b>100.0%</b>



**ORDINARY MEETING**  
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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	11-Aug-21	0.90%	\$2,500,000
			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+	26-Aug-21	0.69%	\$1,000,000*
			14-Oct-21	0.64%	\$3,000,000
			04-Nov-21	0.55%	\$1,500,000
			13-Jan-22	0.40%	\$1,000,000
			10-Feb-22	0.41%	\$1,500,000*
			23-Feb-22	0.43%	\$2,000,000
			17-Mar-22	0.40%	\$1,000,000
			07-Apr-22	0.40%	\$2,000,000
			21-Apr-22	0.42%	\$500,000
			21-Jul-22	0.41%	\$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-Nov-24	0.75%	\$1,000,000
			15-Jan-25	0.80%	\$500,000
			05-Mar-25	1.05%	\$1,500,000
			03-Nov-25	0.95%	\$500,000
			19-Nov-25	0.90%	\$500,000
			13-Jan-26	1.00%	\$500,000
			04-Mar-26	1.30%	\$1,500,000
Westpac	AA-	A-1+	22-Sep-21	0.67%	\$1,000,000*
			09-Dec-21	0.49%	\$2,000,000*
			28-Apr-22	0.36%	\$1,000,000*
			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
			07-Jul-22	0.35%	\$2,000,000
<b>Grand Total</b>					<b>\$52,800,000</b>

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

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

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

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**Table 4 – ESG Investments**

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

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

Product Type	Face Value	% of Total
Environmental, Social and Governance (ESG)	\$9,500,000	17.99%
Other	\$43,300,000	82.01%
<b>Grand Total</b>	<b>\$52,800,000</b>	<b>100.0%</b>

### 3. Compliance to Investment Policy

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

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

Long-Term Credit Rating	Exposure of Entire Portfolio		
	Actual	Maximum	Compliant
AAA to AA- or Major Bank and below	<b>96.44%</b>	100%	Yes
A+ to A- and below	<b>14.18%</b>	50%	Yes
BBB+ to BBB and below	<b>14.18%</b>	40%	Yes
BBB- and below	<b>0%</b>	10%	Yes
TCorp Cash Fund	<b>3.56%</b>	20%	Yes

**Table 7 – Term to Maturity**

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

### 4. Portfolio Return

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

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**Table 8 – Portfolio Return**

<b>31 July 2021</b>	<b>Weighted Average Return (Running Yield)</b>
Hawkesbury City Council – Investment Portfolio	0.045%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.003%
<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 July 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.*
- *While all investments were compliant at the point of purchase, Amicus' recommendation is no new investments should be made in either Bank of Queensland or ME Bank until the exposure is below the policy limit for new purchases through existing purchases reaching maturity when the funds should be re-invested in other entities. Allowing the upcoming BoQ Term Deposit for \$2.5 million which matures in August 2021 to mature with funds being re-invested elsewhere should lessen the issue, but waiting until the December 2021 investments mature will be necessary before any monies can be re-invested in the combined entity.*
- *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.*

## ORDINARY MEETING

### SECTION 3 – Reports for Determination

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

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

At the time of preparing the report, finalised Reserves balances were not available as year-end accounting adjustments were still in progress. This also applies to the funds restricted for the purposes of the Western Parkland City Liveability Program and State and Federal Government grants for fire and flood.

The Investment Report – August 2021 will provide an overview of restricted funds.

#### COMMUNITY ENGAGEMENT

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

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
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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.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The expenditure 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.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 31 August 2021**

**Item: 166**                      **SS - Administration of the December 2021 Hawkesbury City Council Local Government Elections - (95496)**

**Previous Item:**            106, Ordinary (8 June 2021)

**Directorate:**              Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to provide an update on the postponement of the 2021 local government elections to 4 December 2021 and to make consequential changes to the schedule of Council's Ordinary Meetings for the remainder of 2021. This report also refers to changes to the time within which elections for the Mayor and Deputy Mayor must be held following the local government elections, and changes to the commencement of the caretaker period.

**EXECUTIVE SUMMARY:**

Due to the COVID-19 Pandemic, the 2021 local government elections (elections) have been postponed from 4 September 2021 until 4 December 2021.

Council meetings in September 2021 were scheduled based on the elections taking place on 4 September 2021, with the caretaker period commencing on 6 August 2021.

As a result of changes to the timing of the elections it is proposed that the meeting scheduled for 21 September 2021 be moved to 14 September 2021. The caretaker period will now commence on 5 November 2021. It is also proposed that the Ordinary Meeting scheduled for 14 December 2021 be removed.

The Office of Local Government has advised that election results are not likely to be declared before 21 December 2021, and the election of the Mayor and Deputy Mayor by the newly elected Council must take place within three weeks of the declaration of the election for the Hawkesbury Local Government Area.

**RECOMMENDATION:**

That:

1. Council receive and note the report concerning changes to the timing of 2021 local government elections and changes to the schedule of Council meetings in September 2021.
  2. The schedule of Ordinary Meetings of Council for 2021, adopted by Council at its meeting on 24 November 2020, be amended to move the meeting scheduled for 21 September 2021 to 14 September 2021, and to remove the meeting scheduled for 14 December 2021.
- 

**BACKGROUND**

**Local Government Elections**

Elections were scheduled to be held on 12 September 2020. In March 2020, the Minister for Local Government postponed the September 2020 elections in response to the COVID-19 Pandemic.

In June 2020, it was announced that the elections would be held on 4 September 2021.

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On 25 July 2020, the Minister announced that in response to the escalating outbreak of the Delta variant of the COVID-19 virus in Greater Sydney and the potential for further outbreaks in regional areas, elections would be postponed until 4 December 2021.

Mayors elected in September 2020 continue to hold office until Council elections are held on 4 December 2021. Deputy Mayors elected in September 2020 for the Mayoral Term and will also continue to hold their office until 4 December 2021.

### **Council Meetings**

Council's Code of Meeting Practice provides the following in regard to the timing of ordinary council meetings:

- "3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.*
- 3.2 In addition to the meeting cycle adopted, the council may resolve to hold additional meetings as considered necessary.*
- 3.3 Additional meetings of the council convened by resolution of the council are subject to the three days' notice rule and must also be advertised in accordance with clause 3.9 of this Code of Meeting Practice.*
- 3.4 Generally, the council will recess during school holiday periods.*
- 3.5 Council meetings will generally commence at 6:30pm, but this commencement time may vary for particular meetings if the council resolves.*
- 3.6 Public notice will be given as to the time of the meeting. However, the meeting schedule may be amended by the mayor, general manager, or resolution of Council if circumstances necessitate. Such circumstances would include public holidays, the Local Government Conference, or decisions to revise meeting times, etc. Public notification must be given prior to altering the meeting schedule, time or venue."*

At its meeting on 24 November 2020, Council resolved to set a schedule of Ordinary Council Meetings for 2021, attached as Attachment 1 to this report.

Under the schedule in Attachment 1, the remaining Ordinary Council Meetings for 2021 are:

- 31 August 2021
- 21 September 2021
- 28 September 2021
- 12 October 2021
- 26 October 2021
- 9 November 2021
- 23 November 2021
- 14 December 2021.

### **Relevant Legislation**

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

**ORDINARY MEETING**  
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**DISCUSSION**

The postponement of elections until 4 December 2021 has the following impacts on Council's current meeting schedule.

*Elections for Mayor and Deputy Mayor*

At its meeting on 22 September 2020, Council resolved to elect a Mayor, Councillor Patrick Connolly, and a Deputy Mayor, Councillor Mary Lyons-Buckett. Under the Local Government Act 1993 (the Act) the Mayor is elected for two years, subject to the Act. The effect of the Act is that the Mayor holds office until 4 December 2021.

The Deputy Mayor was elected for the Mayoral Term and therefore also holds office until 4 December 2021.

The Act required Council to hold an election for a Mayor (and if Council resolved to have one, a Deputy Mayor) within three weeks of the declaration of the election for the Hawkesbury Local Government Area. A meeting is currently scheduled on 21 September 2021 for this purpose, and there is also a meeting scheduled for 28 September 2021.

Due to the postponement of the local government elections to 4 December 2021, the requirements for the election of the Mayor and Deputy Mayor have changed. The Office of Local Government has advised that in response to changing postal delivery services, on the advice of the NSW Electoral Commission, the time for the receipt of postal votes has been extended to 13 days after election day. This change will mean it is unlikely council elections will be declared before 21 December 2021.

In accordance with the Office of Local Government advice, Council is required to hold a Mayoral election within three weeks after the declaration of the election result for the Hawkesbury Local Government Area and will be required to schedule a meeting for this purpose within three weeks of the declaration.

The advice from the Office of Local Government on these matters is contained its Circular 21-20 *Postponement of the local government elections to 4 December 2021* issued on 25 July 2021, and Frequently Asked Questions, which are attached as Attachment 2 to this report.

The schedule of Ordinary Council Meetings for 2021, adopted by Council at its meeting on 24 November 2020 and attached as Attachment 1 to this report, included a Council meeting on 21 September 2021. This was for the purpose of conducting elections for the Mayor and Deputy Mayor in anticipation of the declaration of the election then scheduled for 4 September 2021. In the absence of the requirement for that meeting, Council's usual practice following generally the cycle of meetings for 2021, would have seen an Ordinary Meeting scheduled for 14 September 2021. It is therefore suggested the Ordinary Meeting on 21 September 2021 be moved to 14 September 2021 and that the Ordinary Meeting on 28 September 2021 be retained.

*Ordinary Meeting 14 December 2021*

The current schedule of Council Meetings includes an Ordinary Meeting on 14 December 2021. As elections take place on 4 December 2021 and the first meeting of the newly elected Council is not expected until within three weeks of the declaration of the election, it is proposed that the schedule of meetings be amended to remove the Ordinary Meeting on 14 December 2021.

A further report will be provided to Council concerning options for the Schedule of Council Meetings for 2022.

It is also noted that there are limits on the exercise of some Council functions and responsibilities during what is referred to as the "caretaker period" in the lead-up to the election. Clause 393B of the Local Government (General) Regulation 2005 stipulates the requirements relating to the exercise of council functions during the caretaker period, being the period of four weeks preceding the date of the election.



**ORDINARY MEETING**  
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Clause 393B of the Regulation is as follows:

*“393B Exercise of council functions during caretaker period*

- (1) The following functions of a council must not be exercised by the council, or the general manager or any other delegate of the council (other than a Joint Regional Planning Panel or the Central Sydney Planning Committee), during a caretaker period:*
  - (a) entering a contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger),*
  - (b) determining a controversial development application, except where:*
    - (i) a failure to make such a determination would give rise to a deemed refusal under section 82 of the Environmental Planning and Assessment Act 1979, or*
    - (ii) such a deemed refusal arose before the commencement of the caretaker period,*
  - (c) the appointment or reappointment of a person as the council's general manager (or the removal of a person from that position), other than:*
    - (i) an appointment of a person to act as general manager under section 336 (1) of the Act, or*
    - (ii) a temporary appointment of a person as general manager under section 351 (1) of the Act.*
- (2) Despite subclause (1), such a function may be exercised in a particular case with the consent of the Minister.*
- (3) In this clause:*

***"caretaker period"** means the period of 4 weeks preceding the date of an ordinary election.*

***"controversial development application"** means a development application under the Environmental Planning and Assessment Act 1979 for which at least 25 persons have made submissions under section 79 (5) of that Act by way of objection."*

In accordance with this Clause, in respect of the coming election, the “caretaker period” commences on Friday, 5 November 2021.

## **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, Directions and Strategies within the Community Strategic Plan.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 31 August 2021**

Our Leadership

- 1.1 Local leadership and effective governance - Provide representative, responsive and accountable governance
- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities
  - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.
  - 1.4.2 Achieve higher strategic capacity through strategic alliance and partnerships
- 1.5 Regulation and compliance - Encourage a shared responsibility for effective local compliance
  - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.
  - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

**ATTACHMENTS:**

**AT - 1** 2021 Schedule of Council Meetings.

**AT - 2** Office of Local Government Circular 21-20 *Postponement of the local government elections to 4 December 2021* Frequently Asked Questions - (*Distributed under separate cover*).

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 31 August 2021**

**AT - 1    2021 Schedule of Council Meetings**



**COUNCIL MEETING DATES 2021**

<i>School Holidays</i>	<i>Monday, 21 December 2020 to Tuesday, 26 January 2021</i>
<i>Christmas Public Holidays</i>	<i>Friday, 25 December 2020 and Monday, 28 December 2020</i>
<i>New Year's Day Public Holiday</i>	<i>Friday, 1 January 2021</i>

**JANUARY**

Monday	25	Ordinary
<i>Australia Day Public Holiday</i>		
		<i>Tuesday, 26 January 2021</i>

**FEBRUARY**

Tuesday	9	Ordinary
Tuesday	23	Ordinary

**MARCH**

Tuesday	9	Ordinary
Tuesday	30	Ordinary

**APRIL**

Tuesday	20	Ordinary
Tuesday	27	Ordinary
<i>Good Friday and Easter</i>		
		<i>Friday, 2 April 2021 to Monday, 5 April 2021</i>
<i>School Holidays</i>		
		<i>Tuesday, 6 April 2021 to Friday, 16 April 2021</i>
<i>Anzac Day</i>		
		<i>Tuesday, 25 April 2021</i>

**MAY**

Tuesday	11	Ordinary
Tuesday	25	Ordinary

**JUNE**

Tuesday	8	Ordinary
<i>Queen's Birthday Public Holiday</i>		
		<i>Monday, 14 June 2021</i>
Tuesday	15	Ordinary
Tuesday	29	Ordinary
<i>National General Assembly of Local Council</i>		
		<i>Sunday, 20 June 2021 to Wednesday, 23 June 2021</i>

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
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*School Holidays*

*Monday, 28 June 2021 to Friday, 9 July 2021*

**JULY**

Tuesday	13	Ordinary
Tuesday	27	Ordinary

**AUGUST**

Tuesday	10	Ordinary
Tuesday	31	Ordinary

**SEPTEMBER**

*Local Government Elections*

*Saturday, 4 September 2021*

Tuesday	21	Ordinary
Tuesday	28	Ordinary

*School Holidays*

*Monday, 20 September 2021 to Friday, 1 October 2021*

**OCTOBER**

*Labour Day Public Holiday*

*Monday, 4 October 2021*

Tuesday	12	Ordinary
Tuesday	26	Ordinary

**NOVEMBER**

Tuesday	9	Ordinary
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*Local Government NSW Annual Conference – Hyatt Regency Sydney*

*Tuesday, 16 November 2021 to Thursday, 18 November 2021*

Tuesday	23	Ordinary
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**DECEMBER**

Tuesday	14	Ordinary
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*School Holidays*

*Monday, 20 December 2021 to Thursday, 27 January 2022*

*Christmas Public Holiday*

*Monday, 27 December 2021 and Tuesday, 28 December 2021*

*New Year's Day Public Holiday*

*Monday, 3 January 2022*

oooO END OF REPORT Oooo

ordinary

section 4

reports  
of committees

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

**Meeting Date:** 31 August 2021

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 31 August 2021**

**SECTION 4 – Reports of Committees**

**Item: 167**                      **ROC - Innovation and Partnerships Committee - 3 August 2021 - (79351, 95496)**

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Innovation and Partnerships Committee, held on 3 August 2021.

**EXECUTIVE SUMMARY:**

Item 1 contained within the minutes of the Innovation and Partnerships Committee has policy or financial implications to Council. It therefore requires specific consideration by Council, the details of which are discussed in the report below.

**RECOMMENDATION:**

That in relation to the Minutes of the Innovation and Partnerships Committee Meeting held on the 3 August 2021:

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

*"That the Innovation and Partnerships Committee:*

1. *Call for submissions from the community to assist in identifying the extent of telecommunications problems in the Hawkesbury.*
  2. *Meet again in August to consider the submissions and a way forward.*
  3. *Invite the Member for Macquarie, Susan Templeman MP to the next Committee Meeting."*
- 

**DISCUSSION**

The Committee considered a tabled submission in respect of a Windsor Downs Telecommunications survey. This item requires specific consideration by Council.

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

*"That the Innovation and Partnerships Committee:*

1. *Call for submissions from the community to assist in identifying the extent of telecommunications problems in the Hawkesbury.*
2. *Meet again in August to consider the submissions and a way forward.*
3. *Invite the Member for Macquarie, Susan Templeman MP to the next Committee Meeting."*

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date:** 31 August 2021

**ATTACHMENTS:**

**AT - 1** Minutes of the Innovation and Partnerships Committee held on 3 August 2021.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 31 August 2021**

**AT - 1 Minutes of the Innovation and Partnerships Committee held on 3 August 2021**

Minutes of the Meeting of the Innovation and Partnerships Committee held by Audio-Visual link, on 3 August 2021, commencing at 4:04pm.

**ATTENDANCE**

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

**Apologies:** Nil.

**In Attendance:** Ms Elizabeth Richardson, Hawkesbury City Council  
Mr Jeff Organ, Hawkesbury City Council  
Ms Suzanne Stuart, Hawkesbury City Council  
Ms Tracey Easterbrook, Hawkesbury City Council  
Ms Amy Birks - Minute Secretary, Hawkesbury City Council.

Member	9/02/2021	3/08/2021
Councillor Patrick Conolly (Mayor)	✓	✓
Councillor Amanda Kotlash	✓	✓
Councillor Sarah Richards (Chairperson)	✓	✓
Councillor Nathan Zamprogno	✓	✓

Councillor Zamprogno entered the meeting at 4:06pm.

**DECLARATIONS OF INTEREST**

There were no Declarations of Interests made.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Conolly seconded by Councillor Kotlash that the Minutes of the Innovation and Partnerships Committee held on the 9 February 2021, be confirmed.

**Item: 1** **IPC - Telecommunications - Meeting at Bilpin - (79351, 151939)**

**Previous Item:** 2, Innovation and Partnerships (9 February 2021)

**Directorate:** General Manager

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The Mayor, Councillor Patrick Conolly tabled a submission from David James President of Windsor Downs Home Owners Association, it is attached as Attachment 1 to Item 1.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date:** 31 August 2021

**OFFICER'S RECOMMENDATION:**

That the information in the report regarding Telstra attending a public meeting in Bilpin to discuss telecommunications be received and noted.

**COMMITTEE RECOMMENDATION:**

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

That the Innovation and Partnerships Committee:

1. Call for submissions from the community to assist in identifying the extent of telecommunications problems in the Hawkesbury.
2. Meet again in August to consider the submissions and a way forward.
3. Invite the Member for Macquarie, Susan Templeman MP to the next Committee Meeting.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 31 August 2021**

**AT - 1 Tabled a submission from David James President of Windsor Downs Home Owners Association**



**WINDSOR DOWNS  
HOME OWNERS ASSOCIATION**

Dear Hawkesbury City Council and Mayor Patrick Conolly,

On behalf of the WDHOA Inc. Committee, we would like to thank you and the council for the courtesy extended to us and the residents of Windsor Downs Estate recently, allowing us to submit to the Hawkesbury City Council our Windsor Downs Telecommunication Survey results submission.

Whilst the time frame only allowed us 2 days (over the weekend) to pole our residents, we had over 80 residents or 22% respond. Unfortunately Survey Monkey only allows 40 samples of the survey, which we believe is showing a strong consensus, that Windsor Downs is potentially one of the worst telecommunications service within the surrounding estates.

In regards to timing of the NBN Telecommunications, NBN was rolled out to from Blacktown to Bligh Park, Marsden Park, Windsor, onwards to Richmond and so on years many years ago, bypassing Windsor Downs, who only got NBN in July 2020!

Even though this survey is compelling, we believe that the reality regarding Safety and wellbeing is far worse.

In the 2016 Census, the average age was 45, assuming in 2021 it would be closer to 50 and a population of 1,179. In 2016, 492 people or 42% of residents in Windsor Downs were aged 50 years or older and if pro rata to 2021, it would be 677 or 57% over 50 years old.

We unfortunately have had deaths in Windsor downs with elderly people being found too late, even though there is no evidence it is linked to Telecommunication, we are confident the survey shows that Telecommunication plays a critical part for safety and wellbeing of an aging population, especially in Windsor Downs and also the wider LGA.

In 2021 mobile phones have replaced telephone booths and landlines now VOIP/digital, causing an ever-growing dependency on Telecommunications, which adversely creates a technological gap which has a direct impact to our elderly's safety and wellbeing.

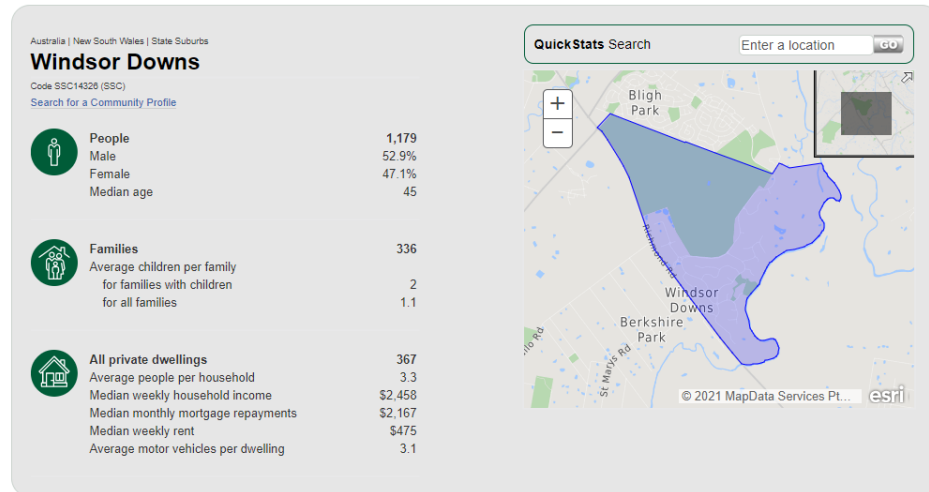
Yours Sincerely,



David James (DJ)  
President of WDHOA Inc.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 31 August 2021**

**2016 Census QuickStats**

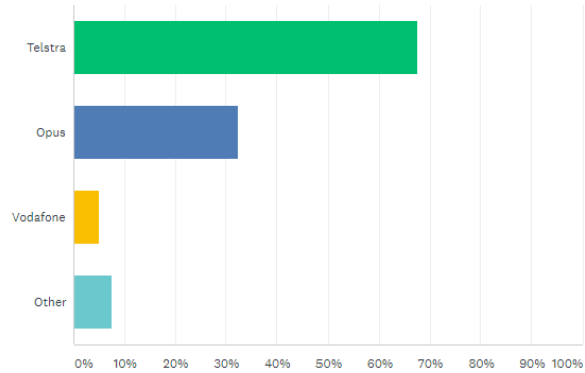


Age	Windsor Downs	%	New South Wales	%	Australia	%
Median age	45	--	38	--	38	--
0-4 years	38	3.2	465,135	6.2	1,464,779	6.3
5-9 years	58	4.9	478,184	6.4	1,502,646	6.4
10-14 years	70	5.9	443,009	5.9	1,397,183	6.0
15-19 years	96	8.1	448,425	6.0	1,421,595	6.1
20-24 years	120	10.1	489,673	6.5	1,566,793	6.7
25-29 years	59	5.0	527,161	7.0	1,664,602	7.1
30-34 years	30	2.5	540,360	7.2	1,703,847	7.3
35-39 years	36	3.0	499,724	6.7	1,561,679	6.7
40-44 years	71	6.0	503,169	6.7	1,583,257	6.8
45-49 years	114	9.6	492,440	6.6	1,581,455	6.8
50-54 years	126	10.6	485,546	6.5	1,523,551	6.5
55-59 years	127	10.7	469,726	6.3	1,454,332	6.2
60-64 years	78	6.6	420,044	5.6	1,299,397	5.6
65-69 years	64	5.4	384,470	5.1	1,188,999	5.1
70-74 years	47	4.0	292,556	3.9	887,716	3.8
75-79 years	25	2.1	217,308	2.9	652,657	2.8
80-84 years	21	1.8	155,806	2.1	460,549	2.0
85 years and over	4	0.3	167,506	2.2	486,842	2.1

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 31 August 2021**

What mobile phone provider do you use, pick multiple if applicable?

Answered: 40 Skipped: 0

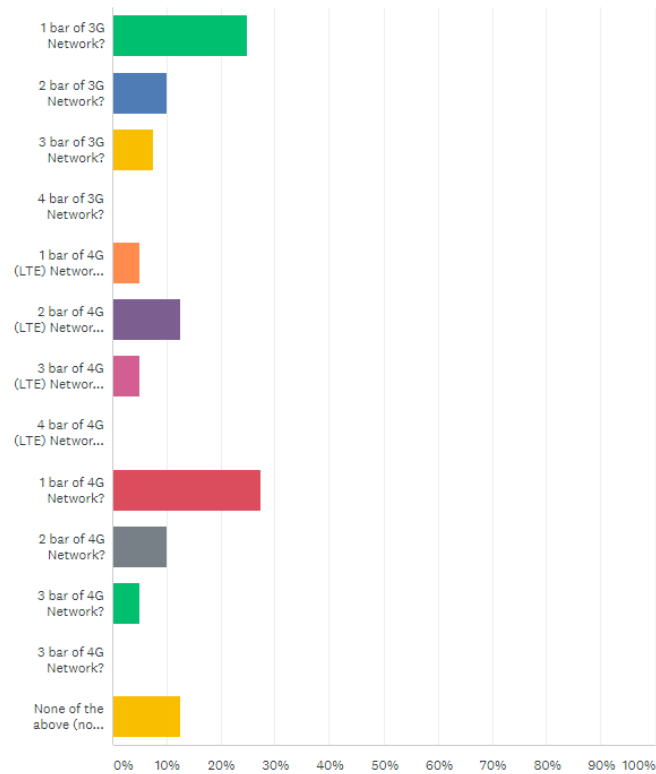


ANSWER CHOICES	RESPONSES	
▼ Telstra	67.50%	27
▼ Opus	32.50%	13
▼ Vodafone	5.00%	2
▼ Other	7.50%	3
Total Respondents: 40		
<a href="#">Comments (2)</a>		

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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2. What mobile signal do you receive inside your residence (usually located on your mobile phone top left). Please tick the appropriate option below

Answered: 40 Skipped: 0

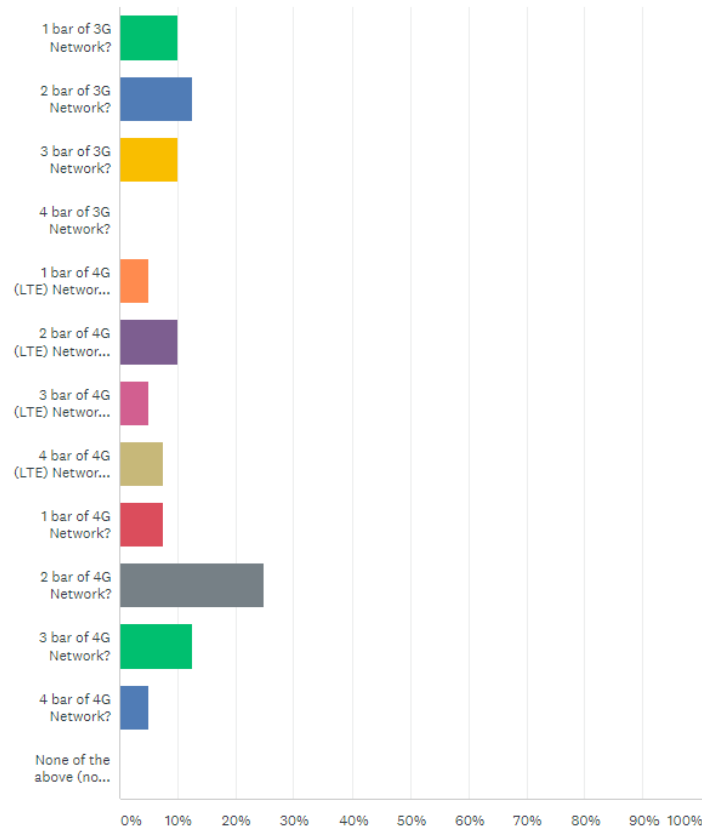


ANSWER CHOICES	RESPONSES	
▼ 1 bar of 3G Network?	25.00%	10
▼ 2 bar of 3G Network?	10.00%	4
▼ 3 bar of 3G Network?	7.50%	3
▼ 4 bar of 3G Network?	0.00%	0
▼ 1 bar of 4G (LTE) Network? "Long Term Evolution", it's slower than "true" 4G, but significantly faster than 3G.	5.00%	2
▼ 2 bar of 4G (LTE) Network? "Long Term Evolution", it's slower than "true" 4G, but significantly faster than 3G.	12.50%	5
▼ 3 bar of 4G (LTE) Network? "Long Term Evolution", it's slower than "true" 4G, but significantly faster than 3G.	5.00%	2
▼ 4 bar of 4G (LTE) Network? "Long Term Evolution", it's slower than "true" 4G, but significantly faster than 3G.	0.00%	0
▼ 1 bar of 4G Network?	27.50%	11
▼ 2 bar of 4G Network?	10.00%	4
▼ 3 bar of 4G Network?	5.00%	2
▼ 3 bar of 4G Network?	0.00%	0
▼ None of the above (no signal)	12.50%	5
Total Respondents: 40		

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3. What mobile signal do you receive outside your residence / estate



Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ 1 bar of 3G Network?	10.00% 4
▼ 2 bar of 3G Network?	12.50% 5
▼ 3 bar of 3G Network?	10.00% 4
▼ 4 bar of 3G Network?	0.00% 0
▼ 1 bar of 4G (LTE) Network? "Long Term Evolution", it's slower than "true" 4G, but significantly faster than 3G.	5.00% 2
▼ 2 bar of 4G (LTE) Network? "Long Term Evolution", it's slower than "true" 4G, but significantly faster than 3G.	10.00% 4
▼ 3 bar of 4G (LTE) Network? "Long Term Evolution", it's slower than "true" 4G, but significantly faster than 3G.	5.00% 2
▼ 4 bar of 4G (LTE) Network? "Long Term Evolution", it's slower than "true" 4G, but significantly faster than 3G.	7.50% 3
▼ 1 bar of 4G Network?	7.50% 3
▼ 2 bar of 4G Network?	25.00% 10
▼ 3 bar of 4G Network?	12.50% 5
▼ 4 bar of 4G Network?	5.00% 2
▼ None of the above (no signal)	0.00% 0
Total Respondents: 40	

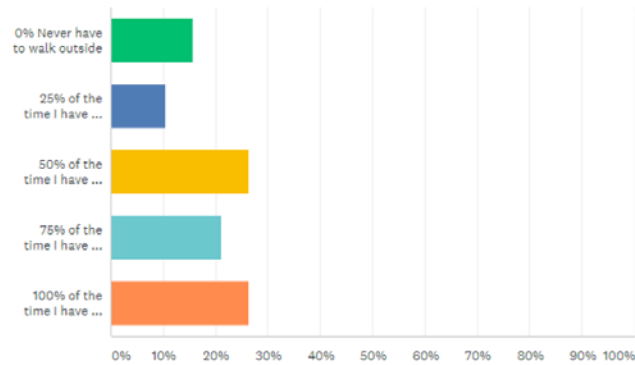
**ORDINARY MEETING**  
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Q4

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4. Do you have to walk outside of your home to take or make a Mobile Phone Call in all weather conditions, rain, hail, winter or shine and what is the percentage?

Answered: 38 Skipped: 2



ANSWER CHOICES	RESPONSES	
▼ 0% Never have to walk outside	15.79%	6
▼ 25% of the time I have to walk outside the house.	10.53%	4
▼ 50% of the time I have to walk outside the house.	26.32%	10
▼ 75% of the time I have to walk outside the house.	21.05%	8
▼ 100% of the time I have to walk outside the house.	26.32%	10
TOTAL		38

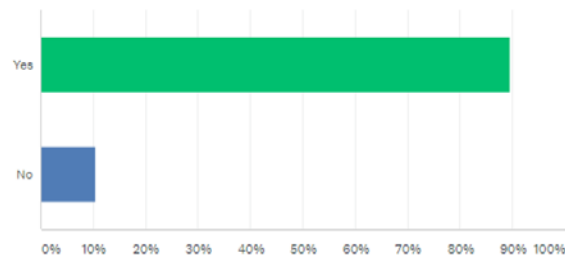
1. Sometimes it's fine inside, depending on which room I'm in. Sometimes it's really bad
2. There are 2 spots in the house that we can stand and get some signal but if you take a step or two away you lose the call
3. No I don't but I do need to walk around the house to establish a better connection as the call drop
4. Unsafe, cold, calls still drop out or are broken conversations. Miss calls when inside
5. My new phone supports wifi calls, so it now uses home wifi instead of phone network because



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5. Do you get mobile calls for, owner business or if Working From Home (also under COVID Order) or Video meetings (Zoom etc.) that freeze or that drop out, due to poor reception and does this have any financial or wellbeing impact you or your business that can estimate?

Answered: 38 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	89.47%	34
No	10.53%	4
TOTAL		38

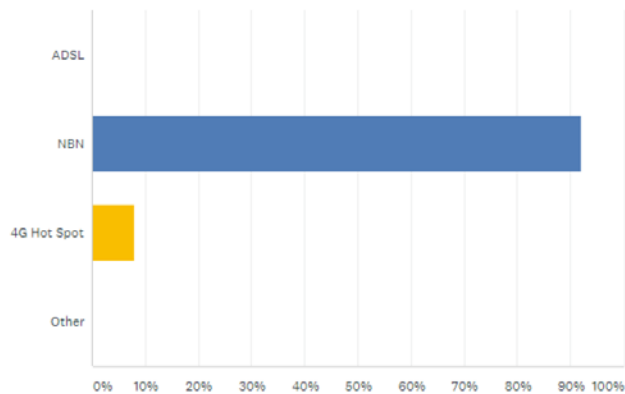
Comments (5)

1. mostly calls from friends
2. WDHOA committee meeting terminate, My work is impacted causing stress and frustration.
3. Yes, but I have no idea if I miss a mobile call until much later (if at all).
4. If I am paying for a consultation per hour sometimes I can lose time waiting for connections
5. Almost impossible when the kids are also trying to zoom for school

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Do you have 4G hotspot, ADSL or NBN?

Answered: 38 Skipped: 2



ANSWER CHOICES	RESPONSES
▼ ADSL	0.00% 0
▼ NBN	92.11% 35
▼ 4G Hot Spot	7.89% 3
▼ Other	0.00% 0
TOTAL	38

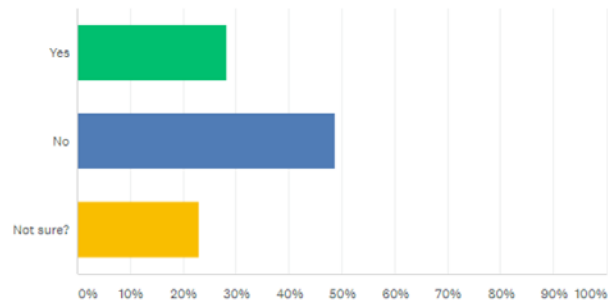
Comments (2)

1. Even though my dual occupancy had separate ADSL bill identities, my tenant cannot get a 2nd NBN connection doing MBA studies, has to get a hotspot with 1 bar of 4G or less. In evenings with COVID it's impossible to work, whilst family tries to stream movies or gaming. NBN only came to WD in July 2020, with surrounding suburbs way before and why does Telstra still own the Gross View exchange and charge line rental for NBN TTN?
2. our phones don't have and should not need to have, internet connectivity to work as phones

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7. Do you have to pay for a Telstra telephone line rental, as part of your internet package, even if not with Telstra?

Answered: 39 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ Yes	28.21%	11
▼ No	48.72%	19
▼ Not sure?	23.08%	9
TOTAL		39

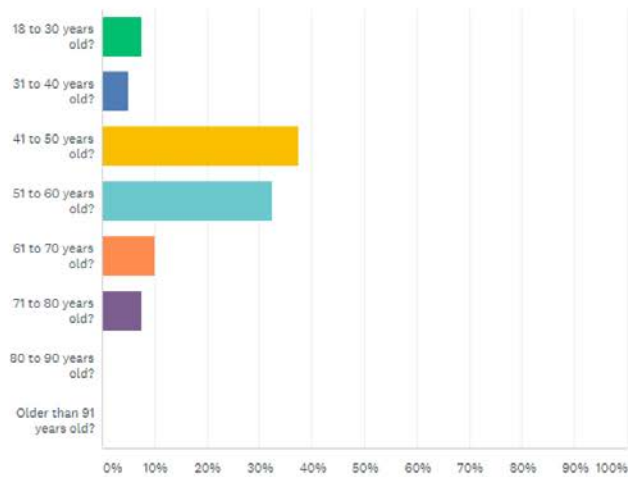
Comments (3)

1. Why in 2021 does Telstra own an exchange in the Hawkesbury LGA with the poorest telecommunications and an estate that pays high government taxes etc? No one even uses a home phone to be charged a line rental. So dark ages for 2021.
2. Unsure, but possibly worked into the Dodo NBN plan as I understand NBN Dodo landline goes through Telstra.
3. Only have mobile service

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8. What is your age demographic and do you have any health or safety concerns that are impacted due to telecommunications issues?

Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ 18 to 30 years old?	7.50% 3
▼ 31 to 40 years old?	5.00% 2
▼ 41 to 50 years old?	37.50% 15
▼ 51 to 60 years old?	32.50% 13
▼ 61 to 70 years old?	10.00% 4
▼ 71 to 80 years old?	7.50% 3
▼ 80 to 90 years old?	0.00% 0
▼ Older than 91 years old?	0.00% 0
TOTAL	40

1. We have 4 adult children living with us 21, 24, 25 & 27
2. Checking on elderly or disability effected people is very difficult. It sound horrible but a single occupant with dependencies could pass away and no one would know for days.
3. My 80+ year old parents live here too. (Mum is disabled in a wheelchair, from Stroke, Dad has diabetes etc. Both could pass out and not get medical help.) Hoping we never have an emergency for them!

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9. Are there any safety or disability support impacts caused by poor mobile phone or internet availability, what are they and how do you currently manage this risk, if any?

1. Business effected
2. haven't started yet but there could be a potential issue
3. Elderly parent that could require urgent medical attention
4. Safety is a concern.
5. My Mum at 80 years old lived with me and was unwell. The poor telecommunications made it unsafe for my mother who suffered a heart attack and was found when I got home from work, no mobile reception in the house. Also with limited or no reception her government supported travel was often missed because they arrived and could not call her. Very stressful for an 80 year old and with limited public transport in WD.
6. 80+ yo parents here with significant health issues - Hope we never have an emergency.
7. I have children at home and sometime I can't reach them I try calling my neighbour of the call goes straight to message bank due to no reception
8. No but we rely on the land line for important calls
9. only choice is to ring emergency services from landline phone as mobile never works
10. If can't make an emergency phone call to emergency services, ambulance, fire , police
11. We have constant dropouts on our landline and mobiles.
12. Not as yet but could be a problem in the future if an emergency arises
13. When kids are by themselves we generally are unable to contact them
14. Health and hope the landline is working!
15. I had to call an ambulance when my husband had an accident and was distressed with the poor connection. Obviously I could not move around as he was injured in the ground and o had to stay with him (applying pressure to a wound)

**ORDINARY MEETING**  
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10. Would you like to add any further comments regarding the telecommunications impacts and effects to you, family, work, education studies, mental health, wellbeing etc. within the Windsor Downs Estate?

1. Very frustrating trying to run a business from home as we need to walk outside to talk to clients
2. To me mobile and internet service should be something that we should have full access to and not have to continually live with drop outs to internet to the point you cannot work from home or be involved in zoom meetings (especially at this time). To have to have phones in one position in the house and have to run to them when they ring is crazy too. If they are not kept in the one area the calls do not come through and then when the internet is not working we have no phone because the land line drops out. Overall very frustrating in 2021!
3. It's most inconvenient not having a trustworthy mobile reception service in Windsor Downs - I always emphasise that one should call me on my landline rather than on my mobile because of the poor mobile quality in Windsor Downs
4. Line always drops out when you enter or exit Windsor downs
5. Visiting friends on the Optus have to go outside to receive calls.
6. The poor mobile and internet network coverage is 100% disadvantage our community. Constant distributions to the way we work and do home learning, this adds unnecessary stress and mental health impacts.
7. Working from home is very difficult when having to go outside for phone calls and back in to sit next to the modem to use the laptop.
8. Safety is a big concern. We have no fixed line so it's only mobile service for us. In an emergency this is very concerning. Extremely unreliable. We had a death in the family recently and it was very distressing not being able to confidently communicate with other family members and close friends. It's just not good enough.
9. In the nearly 3 years we have been living here every single phone call will either drop out or really bad reception on the other end! It is absolutely shocking with the internet dropping out and trying to get our work done. It has affected our children's studies education and has frustrated us adults with not being able to work from home as this area has obviously had and continues to have the WORST telecommunication services in Sydney! I have repeatedly contacted our providers but it's my understanding that they will do nothing as there is a small number of households in the estate is
10. As a defence member I am able to be called into work at short notice, the lack of mobile phone reception in such a populated area is unacceptable
11. I work for Corrective services and I am on call for shifts to John Maroney, I lose substantial income because my Mobile does not work inside the house. If I don't get the call I don't get the work. Also my teenagers work casually and depend on parents to pick them up but they have to wait which is not safe or COVID safe.
12. Affects my home based business.
13. In short, I can't take any calls on my mobile whilst working from home, which is 90% of the time. I have to rely on WhatsApp for phone calls or the landline.
14. Internet is sooooo slow. At night it's worse. Working from home is hard and calls constantly drop out.

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15. With COVID and various lockdowns, the strain and stress is bad enough with high demands on Telecommunications, especially when they are so poor and substandard to other LGA beforehand. My 12 year old had a panic attack because Zoom online classroom had no video and kept freezing or dropping out.
16. Old copper based Landline used to have pits that filled with water, and caused issues and mobile reception continues to almost be non-existent.
17. It has been a stressful few years running a small business from home. I moved from Optus to Telstra because reception was almost non-existent, it is marginally better but still plenty of periods with blackout periods. You wouldn't think we are less than an hour from Sydney who get 5G we are lucky to get 3G!!
18. Our home seems to be one of the luckier ones. Mobile calls do drop out at our homes but we just avoid those areas
19. For me it's safety and not being able to get reception, also internet dropping out with work and home-schooling currently.
20. Very poor connection. Frustrated as difficulty in connecting with family and friends and work
21. We cannot rely on mobile communications
22. Having no access to mobile reception plays havoc with daily life, trying to respond to messages is virtually impossible and making phone calls isn't an option due to poor reception.
23. We need faster internet speeds
24. As a Windsor Downs resident it is extremely frustrating and downright dangerous in this day and age, not be able to receive and make a telephone phone call. As a business owner this impacts our livelihood, work production and now with home schooling being common practice this also impacts of children's education. In the event of an emergency you may or may not be in a position to walk outside to make that emergency phone call. This must be corrected and corrected immediately we have had enough
25. Lodged a major complaint with Optus. They agreed about the drop-outs and asked that we see if it improves in the next 6 months if not we can change carrier at no expense to us.
26. We have had Telstra, belong and now trying Aussie Broadband. It is ridiculously in this day and age the internet is so unreliable. With all these lock downs we can barely get work and school work done, let alone some recreational down time like watching a movie! I have been told the only option is to have a personalised connection and given I am 850 metres from the exchange that would cost over \$15,000.
27. Visitors are always complaining of little or no reception regardless of whether Telstra, Optus or Vodaphone.
28. It is very difficult to have contact with family, friends, customers due to the lack of reception. We are also forced to pay extra for a landline on a just in case basis
29. NBN 'speed' is so slow - needs to be quicker and more reliable
30. We have to constantly reboot the modem/router every day as internet just stops working for no reason. As a family of 5 with 3 TV's only one can watch TV in the evenings or it freezes, yet alone having to do any work in the evening.
31. Have only recently installed Optus NBN. It often drops out or is out for hours or sometimes a day, with minimal service for 4G backup. My connection is fibre to the node and maximum download speeds achievable are nowhere close to what I'm paying for in my monthly

**ORDINARY MEETING**  
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package fee. Our three Optus mobiles only ever have 1 or 2 bars of service and often drop out mid conversation. I have NBN, it's better to have this in lockdown when everyone is learning and working at home as last year we still had Telstra ADSL connection which often left my children in tears as their home schooling connection crashed during senior school studies/online lessons.

32. We have to upgrade to the highest plans and telecommunications services to have the worst signal or internet speed which is not acceptable for the majority in Sydney CBD paying less and getting better services, of which the government mandate work, stay and educate at home.
33. It is difficult to connect with family and work colleagues using Telstra signal. Living in a suburban area is depressing to not have access to a decent service- especially as you pay the same \$ if it works or not.

The meeting terminated at 4:18pm.

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 31 August 2021**

**Item: 168**                      **ROC - Local Traffic Committee - 9 August 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 9 August 2021. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

**EXECUTIVE SUMMARY:**

The Local Traffic Committee considered five 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 9 August 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
- Special Event Traffic – 2021 Light Up Windsor Event
- Traffic Matter – Proposed Signposting and Linemarking for the Southern Heights – Ridgetops 1 and 2 Development – Redbank, North Richmond
- Traffic Matter – Proposed Raised Wombat Pedestrian Crossing – Pitt Town Public School – Fernadell Drive, Pitt Town
- Traffic Matter – Proposed Pedestrian Refuge Island in Porpoise Crescent and Pedestrian Fencing in Rifle Range Road for Windsor Park Public School, Bligh Park

**ATTACHMENTS:**

**AT - 1**     Minutes of the Local Traffic Committee held on 9 August 2021

**ORDINARY MEETING**  
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**AT - 1 Minutes of the Local Traffic Committee held on 9 August 2021**

Minutes of the Meeting of the Local Traffic Committee held remotely on 9 August 2021, commencing at 3pm.

**ATTENDANCE**

**Present:** Councillor Peter Reynolds, Hawkesbury City Council  
Mr Mark Rusev representing Ms Robyn Preston, MP (Hawkesbury)  
Mr Brana Ravichelvan, Transport for NSW  
Mr Steve Grady, Busways

**Apologies:** Senior Constable Damien Mitchell, NSW Police Force  
Acting Inspector Andrew Knight, NSW Police Force

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

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

The Chairman tendered an apology on behalf of Senior Constable Damien Mitchell and Acting Inspector Andrew Knight, NSW Police Force advising that Senior Constable Damien Mitchell and Acting Inspector Andrew Knight, NSW Police Force, concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast votes on their behalf.

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 Mr Brana Ravichelvan, that the Minutes from the previous meeting held on Monday, 12 July 2021 be confirmed.

**Item 1.2 Business Arising**

There was no Business Arising from the previous minutes.

**ORDINARY MEETING**  
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**SECTION 2 - Reports for Determination**

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

**Previous Item:**      LTC 11 January 2021 – Item 2.5

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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 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.

The following events have been rescheduled or cancelled:

1.      Hawkesbury Fest 2021 Event – Hawkesbury City Council: The event was approved for Sunday, 08 August 2021. **Event Cancelled.**
2.      All Holden Day – Holden Display Day 2021 Event – All Holden Day Inc: The event was approved for Sunday 01 August 2021 – **Event Cancelled.**
3.      Bilpin Bush Run 2021 Event – Bilpin Rural Fire Service: The event was approved for Saturday, 21 August 2021. **Event Cancelled.**
4.      Shahzada 400 kilometre Horse Endurance Ride - Shahzada Memorial Endurance Test Inc: The event was approved for Monday, 23 August 2021 to Friday, 27 August 2021. **Event Cancelled for 2021 and Rescheduled in 2020 for Monday, 22 August 2022 to Friday, 26 August 2022.**
5.      Tour de PIF Charity Ride & Run/Walk 2021 Event – Corporate Cycling Pty Ltd: The event was approved for Friday, 10 September 2021. **Event Rescheduled for Friday, 22 October 2021.**

**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.

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**Item: 2.2      LTC - Light Up Windsor Event 2021 - (Hawkesbury) - (80245, 79356)**

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**REPORT:**

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Light Up Windsor Event 2021, on Saturday, 04 December 2021.

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

The event organiser has advised;

- The event will be undertaken along George Street, Windsor in the vicinity of Thompson Square between Bridge Street and Baker Street, connecting with Windsor Mall between Baker Street and Fitzgerald Street.
- This is a Christmas Event in the Windsor Town Centre which includes a Christmas street fair that has market stalls, roving and live entertainment, workshops, lighting and snow installations.
- This is the third year the event is being undertaken by Hawkesbury City Council. In previous years the Windsor Business Group Inc. have undertaken the event in the vicinity of Windsor Mall between Baker Street and Kable Street as well as the Thompson Square park area.
- Approximately 100 participants and 5000 spectators are expected for the event.
- Event times for the event are between 4pm and 9pm with setup commencing at 12 noon with packdown until 12 midnight.
- All shops within the precinct have been notified and a majority of them will be open on the evening. This includes their support in relation to the temporary road closures proposed.
- Parking areas are available within Council car parks and on-street parking, all within walking distance to the Event.
- Additional parking will be available at Governor Phillip Park. Pedestrians will be directed up to Bridge Street along George Street. The new traffic lights at this intersection will allow pedestrians to cross at this point.
- The following road closures are proposed to accommodate the overall extent of the event:
  - George Street closed between Bridge Street and Baker Street. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
  - Thompson Square road closed between George Street and The Terrace.
  - Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
  - Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
  - The road closures are required from 12 noon to 12 midnight on Saturday, 04 December 2021.
  - The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing.

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- Traffic in George Street will be detoured via Bridge Street and Macquarie Street.
- Traffic in Baker Street will be turned around in the car park at No. 8 Baker Street.
- Traffic controllers will manage traffic exiting the Woolworths car park and loading dock into Baker Street and exit via The Terrace. Traffic controllers will also manage the access from the Doctors Surgery in Thompson Square.
- To ensure that parked cars are not parked in the closed sections, parking patrol will close the parking lanes from 10am with traffic cones and inform motorists of the closure for the event.
- Traffic controllers will be deployed in Bridge Street at George Street to ensure pedestrian safety for patrons.
- Traffic controllers will be used to manage pedestrians at the pedestrian crossing in Kable Street at Windsor Mall (George Street) and Fitzgerald Street at Windsor Mall (George Street)
- Buses may be affected along Kable Street, Fitzgerald Street and The Terrace. The Bus operators will be advised of the proposed traffic arrangements.
- The proposed road closures will improve the overall safety at the event.
- Businesses have been advised, due to the road closures, to arrange for deliveries before 12noon and to let their customers know of the access changes.
- Traffic will be monitored at all times with any build ups cleared immediately. Traffic controllers will be on site to implement any changes required.
- Emergency vehicles will be given priority at all times.

Refer to Attachment 1 - Proposed Road Closure Details.

### **Discussion**

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

The event road closures are supported. The road closures will allow for the free flow of pedestrians in and around the event site. Details of the road closures include:

- George Street is to be closed between Bridge Street and Baker Street and extending across Thompson Square road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street. There may be an impact to traffic along Bridge Street wishing to turn into George Street which will require approval from Transport for NSW – TfNSW (formerly TMC). The State road traffic will need to be detoured accordingly.
- Thompson Square road closed between George Street and The Terrace.
- Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street. There may be an impact to traffic along Macquarie Street which will require approval from Transport for NSW – TfNSW (formerly TMC). The State road traffic will need to be detoured accordingly. The Baker Street car park will be utilised as a turnaround point to assist patrons from the Macquarie Arms Hotel and those wishing to utilise the Macquarie Arms Hotel drive through bottle shop, due to the exit onto George Street being closed.

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- Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
- Road closures are required from 12 noon until 12 midnight on Saturday, 04 December 2021.
- The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing. There are other private car parks which will be controlled by traffic controllers after 12 noon until the event commences.

The regulatory speed limit in the vicinity of the event is 50kph.

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) is to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed road closures. The road closure of George Street at Bridge Street and Baker Street at Macquarie Street is subject to approval from the TfNSW.

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 No: 7622713):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Special Event Traffic Management Plan (TMP) – requires updating for the Class of the event and other information listed in the main application,
5. Copy of Insurance Policy which is valid to 31 October 2021,
6. Proposed Road Closure Plan,
7. Copy of correspondence to be forwarded to Busways.

**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 Light Up Windsor 2021 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 04 December 2021 between 12 noon and 12 midnight 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).

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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, the following road closures and traffic control measures;
  - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
  - Road Closure; Thompson Square road, Windsor between George Street and The Terrace.
  - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
  - Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
  - Road Closure only permitted for Saturday, 04 December 2021, between 12 noon and 12 midnight
  - No other road closures are permitted

and the following conditions:

**Prior to the event:**

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

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- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) due to the traffic movements and restrictions along Bridge Street which affects the intersections of George Street and Bridge Street as well as the proposed road closures which includes the road closure of George Street at Bridge Street and Baker Street at Macquarie Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Thompson Square Park and Governor Phillip Park;
- 4i. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4j. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

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



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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. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the event and detour route (including the road closure points and detour routes), during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4r. the 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.

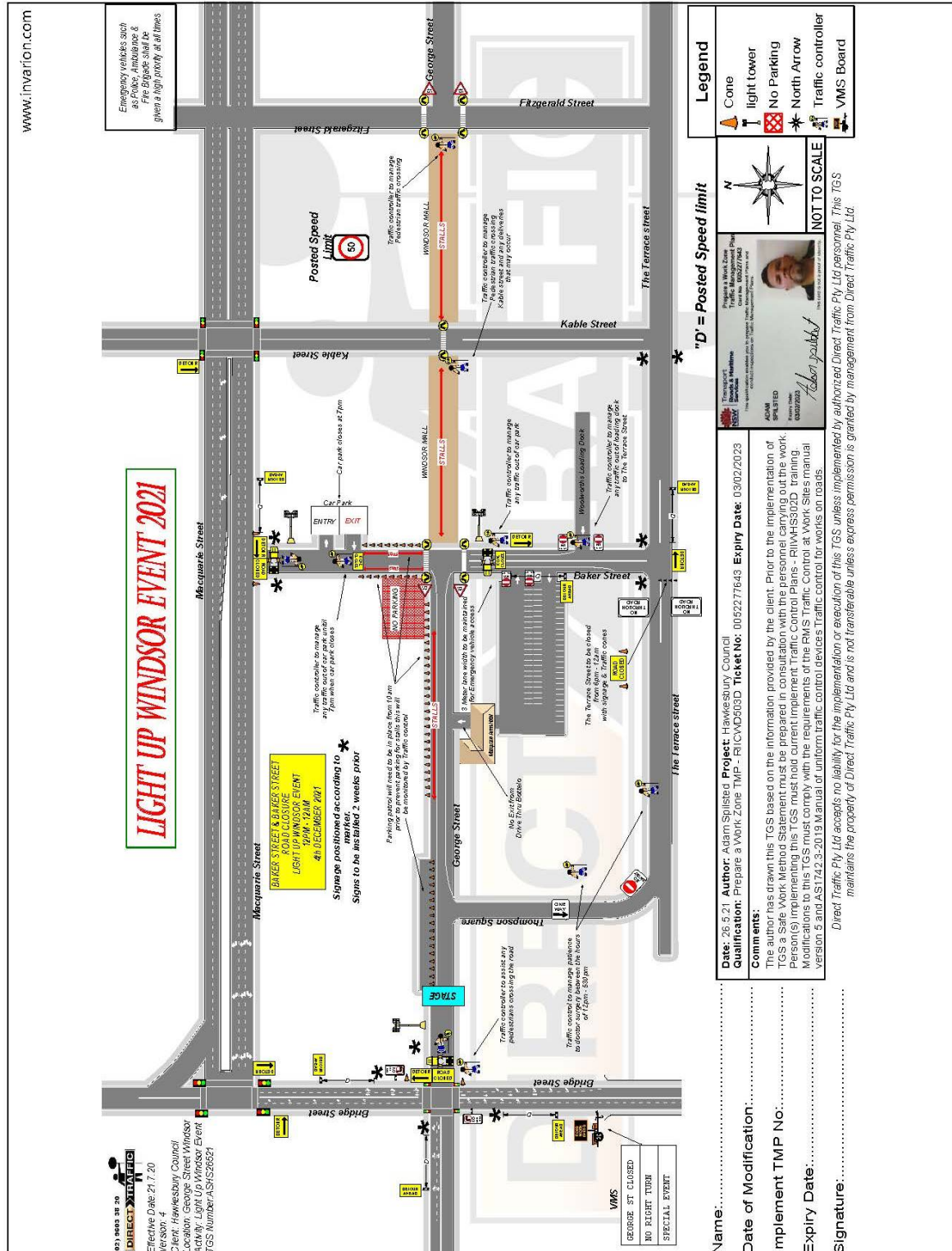
**APPENDICES:**

**AT – 1** Light Up Windsor Event 2021 – Proposed Road Closure Plan

**AT – 2** Special Event Application - (ECM Document Set ID No: 7622713) - *see attached*

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**AT – 1 Light Up Windsor Event 2021 – Proposed Road Closure Plan**



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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 Light Up Windsor 2021 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 04 December 2021 between 12 noon and 12 midnight 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, the following road closures and traffic control measures;
  - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
  - Road Closure; Thompson Square road, Windsor between George Street and The Terrace.
  - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
  - Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
  - Road Closure only permitted for Saturday, 04 December 2021, between 12 noon and 12 midnight
  - No other road closures are permitted

and the following conditions:

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**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) due to the traffic movements and restrictions along Bridge Street which affects the intersections of George Street and Bridge Street as well as the proposed road closures which includes the road closure of George Street at Bridge Street and Baker Street at Macquarie Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Thompson Square Park and Governor Phillip Park;
- 4i. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

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

**During the event:**

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

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**Item: 2.3**      **LTC - Proposed Signposting and Line Marking for the Southern Heights and Ridgetops 1 & 2 Development - Redbank, North Richmond DA0498/18 - (Hawkesbury) - (80245, 73621, 123265, 112157, 146425)**

**Previous Item:**      LTC 21 June 2021 – Item 2.5

**REPORT:**

Development Consent No. DA0498/18 has been granted to construct road and drainage works to create 254 residential lots in various stages. The works are being undertaken as part of DA0498/18 for the Southern Heights and Ridgetops 1 & 2 precincts which are part of the overall Redbank Development of approximately 1,400 lots in North Richmond.



Figure 1: Site of proposed Development – Southern Heights

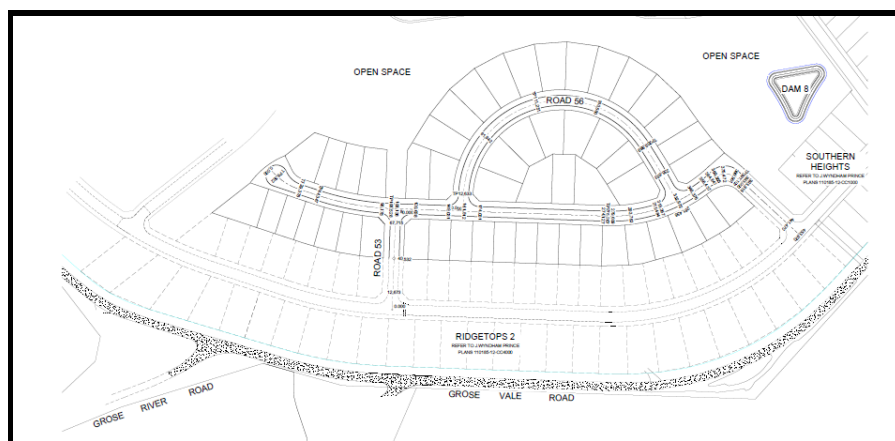


Figure 2: Site of proposed Development – Ridgetops 1

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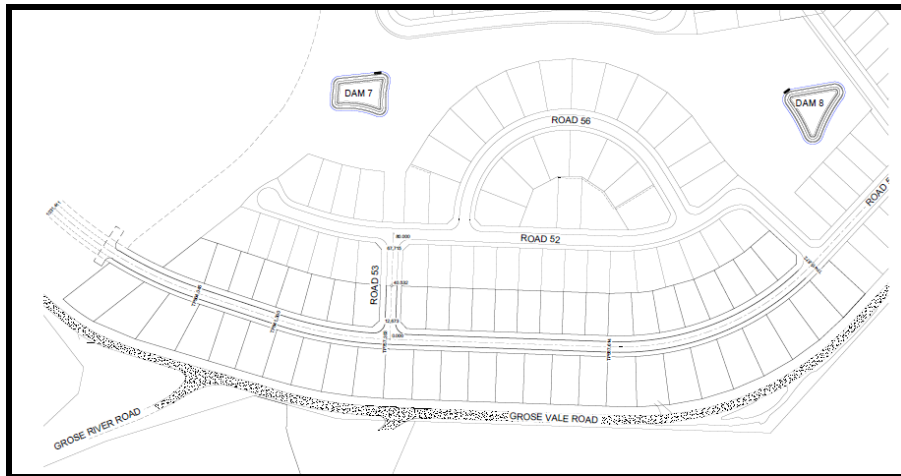


Figure 3: Site of proposed Development – Ridgetops 2

The proposed road network will connect to proposed Road 50 which will connect to proposed Road 35 which is an extension of a short section of Keyline Road which intersects with Yobarnie Drive. The proposed roads are listed below with their corresponding road widths between kerbs and proposed road names;

- Road 35 – Collector Road 11.0m carriageway (Keyline Road)
- Road 50 – Local Road 8.0m carriageway (Swale Street)
- Road 51 – Local Road 8.0m carriageway (Irrigator Drive)
- Road 52 – Local Road 8.0m carriageway (Terrain Road)
- Road 53 – Local Road 8.0m carriageway (Cascade Road)
- Road 56 – Local Road 8.0m carriageway (Saddle Crescent).

A temporary turning head is proposed at the western end of Road 51 pending extension of this road with future stages of the Redbank development. Road 52 at its western end terminates with a culdesac radius of 8.05metres to the lip of gutter. Roads 51 and 52 have significant bends that are in the order of ninety (90) degrees. The road width at the central point in the bends for Road 51 is 10.2metres and Road 52 is 12.2metres. These bends are treated with double barrier centre line marking (BB), No Stopping zones, Chevrons Alignment Markers and Speed Advisory signs. The speed limit within this catchment is 50kph.

Swept/Turning path diagrams have been provided for the passenger vehicle, 8.8m service vehicle and the 12.5m SU truck. The turning paths cover the majority of intersections as well as the bends in Roads 51 and 52. Along the bends for Roads 51 and 52, the SU truck is shown to travel simultaneously in both directions without crossing over the double barrier centre line (BB).

Intersections are to be line marked and sign posted with Giveaway controls (T-Junctions) and a lead in of 15metres of BB lines in the terminating roads. There is no centre line marking on the through road only at the terminating roads leading into the T-Junction. The road intersections are for local roads. The passenger vehicle and 8.8m service vehicle manoeuvre within the notional centre line of the through road at the intersections, however, the SU truck crosses over the notional centre line. As a result, the intersection is treated with No Stopping zones accordingly. The regulatory No Stopping intersection zones (10metres) for the local roads will not be sign posted.

The design plans have been undertaken by J. Wyndham Prince (Project 110185-12) with the signage and line marking plans, relating to regulatory requirements, been submitted to the Local Traffic Committee for its concurrence and approval in accordance with the Development Consent conditions.

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Summary:

The Signage and Line marking plans prepared by J.Wyndham Price (Project 110185-12: Sheet No. CC2800 – Revision D, Sheet No. CC3800 – Revision A and Sheet No. CC4801 – Revision 1) associated with the Development Application DA0498/18 be implemented.

**RECOMMENDATION TO COMMITTEE:**

The Signage and Line marking plans prepared by J.Wyndham Price (Project 110185-12: Sheet No. CC2800 – Revision D, Sheet No. CC3800 – Revision A and Sheet No. CC4801 – Revision 1) associated with the Development Application DA0498/18 be implemented.

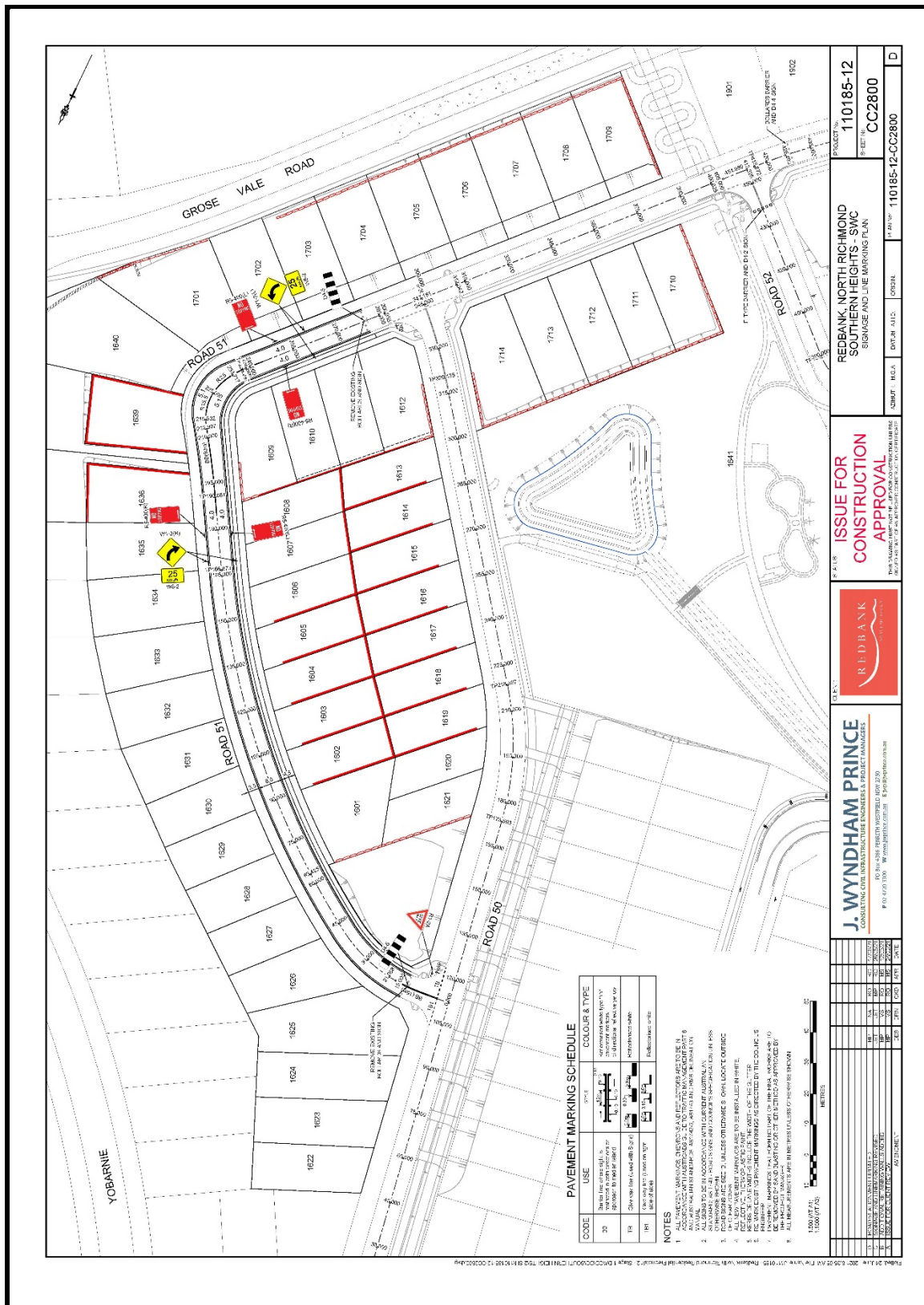
**APPENDICES:**

- AT - 1** Signage and Line Marking Plan – Southern Heights, North Richmond – Sheet No. CC2800 – Revision D.
- AT - 2** Signage and Line Marking Plan – Ridgetops 1, North Richmond – Sheet No. CC3800 – Revision A.
- AT - 3** Signage and Line Marking Plan – Ridgetops 2, North Richmond – Sheet No. CC4801 – Revision 1
- AT - 4** Swept Path Plan – Southern Heights, North Richmond – Sheet No. CC2900 - Revision B.
- AT - 5** Swept Path Plan Sheet 1 – Ridgetops 1, North Richmond – Sheet No. CC3900 - Revision 2.
- AT - 6** Swept Path Plan Sheet 2 – Ridgetops 1, North Richmond – Sheet No. CC3901 - Revision 2.
- AT - 7** Swept Path Plan – Ridgetops 2, North Richmond – Sheet No. CC4901 - Revision 1.
- AT - 8** Design Plans – Southern Heights, North Richmond – Sheet Nos. CC2000, CC2001, CC2003, CC2301, CC2800 & CC2900 - *see attached*
- AT - 9** Design Plans – Ridgetops 1, North Richmond – Sheet Nos. CC3000, CC3001, CC3003, CC3301 to CC3303, CC3800, CC3900 & CC3901 - *see attached*
- AT - 10** Design Plans – Ridgetops 2, North Richmond – Sheet Nos. CC4000, CC4001, CC4003, CC4301, CC4801 & CC4901 - *see attached*



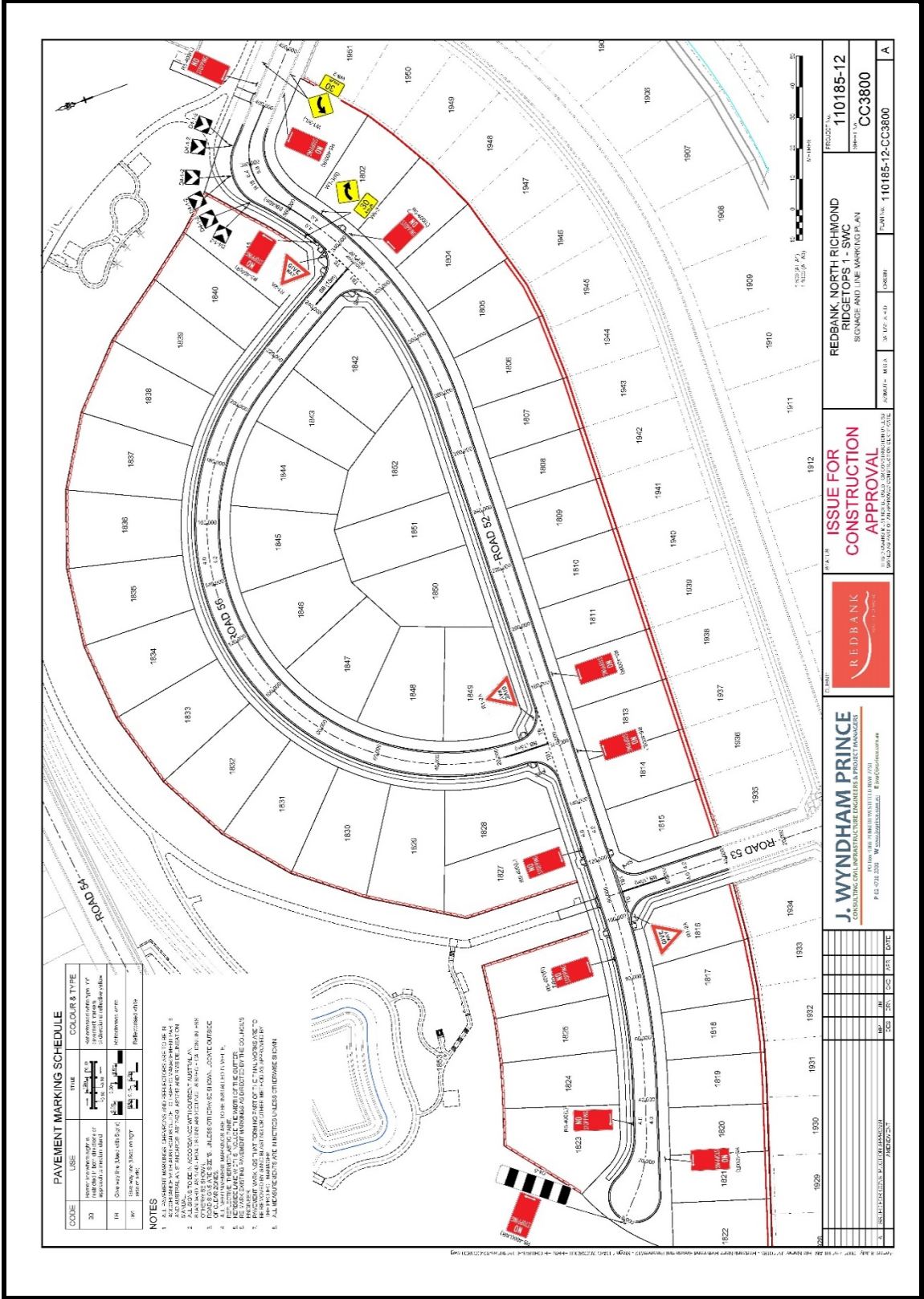
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**AT - 1 Signage and Line Marking Plan – Southern Heights, North Richmond – Sheet No. CC2800 – Revision D.**



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**AT - 2 Signage and Line Marking Plan – Ridgetops 1, North Richmond – Sheet No. CC3800 – Revision A.**



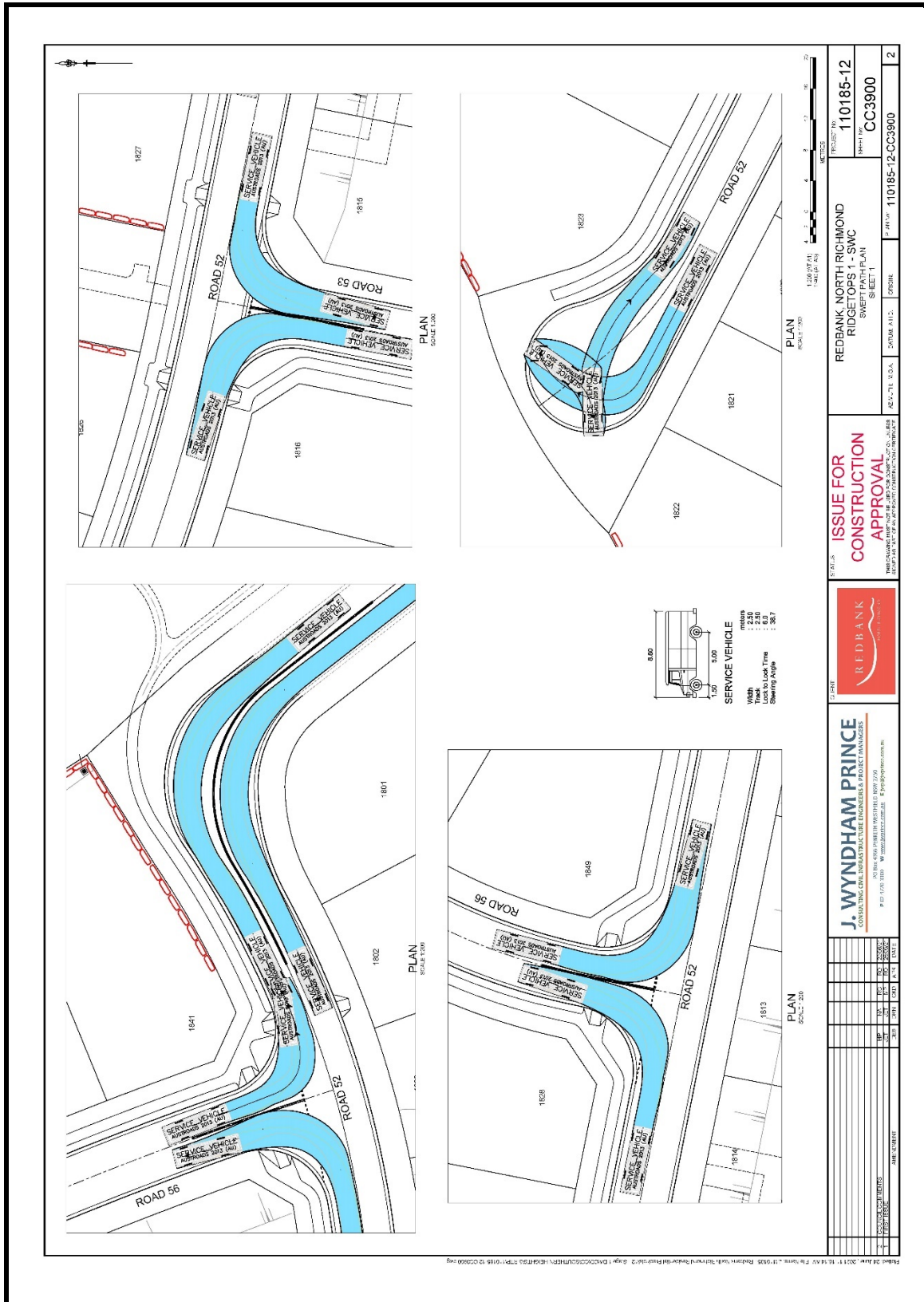






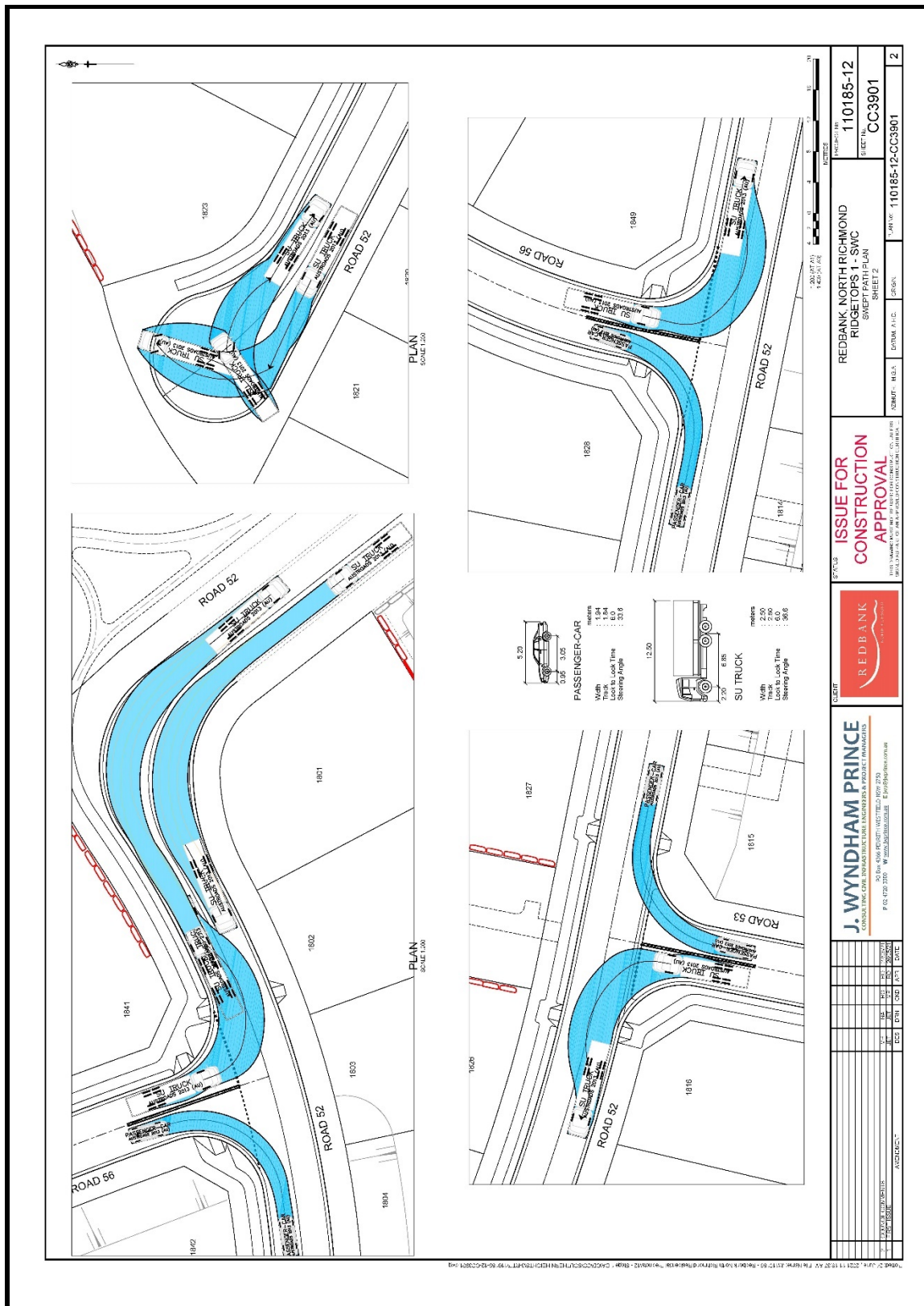
**Meeting Date:** 31 August 2021

**AT - 5 Swept Path Plan Sheet 1 – Ridgetops 1, North Richmond – Sheet No. CC3900 – Revision 2.**



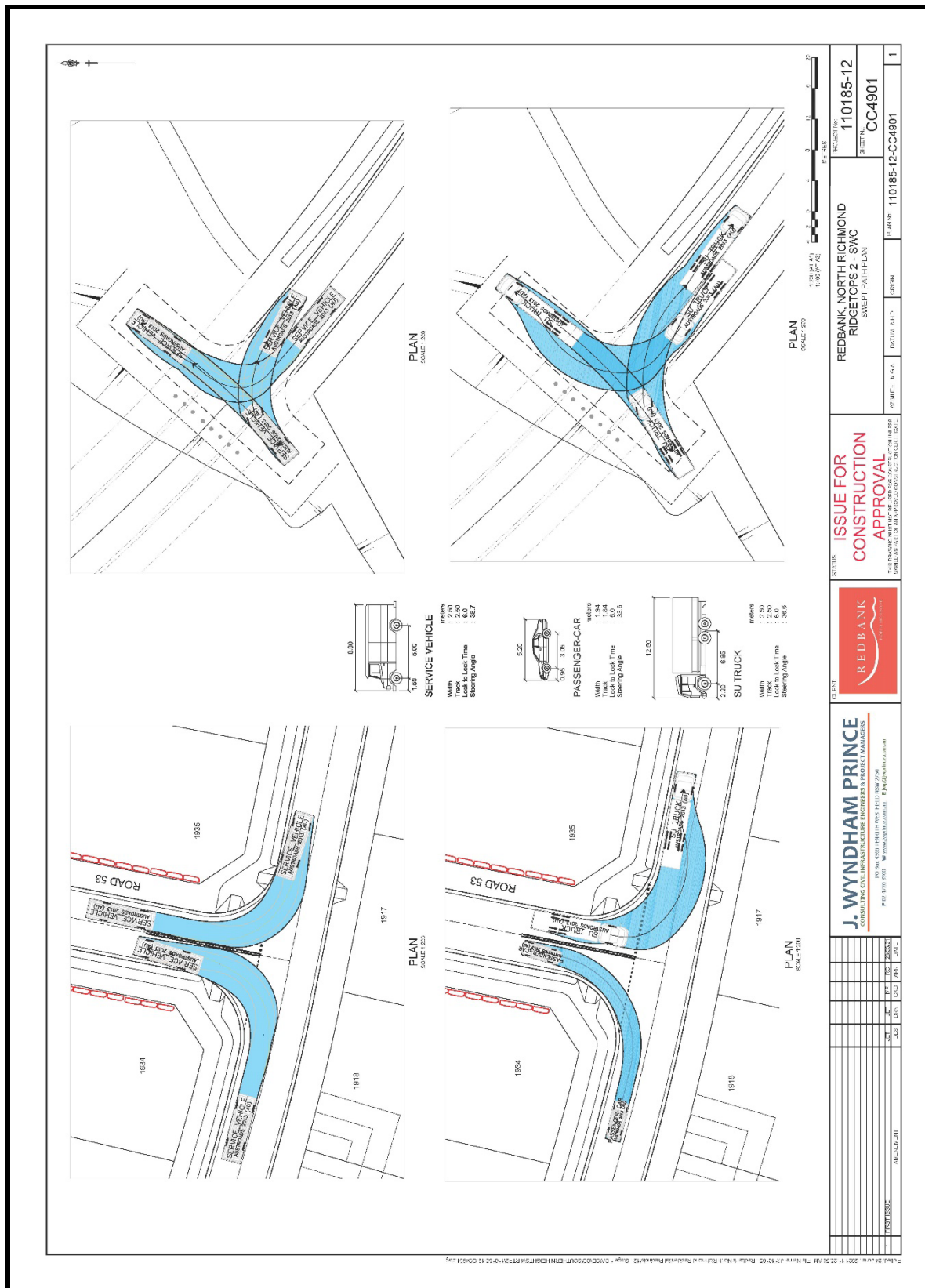
**ORDINARY MEETING**  
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**AT - 6 Swept Path Plan Sheet 2 – Ridgetops 1, North Richmond – Sheet No. CC3901 – Revision 2.**



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**AT - 7 Swept Path Plan – Ridgetops 2, North Richmond – Sheet No. CC4901 - Revision 1**





**ORDINARY MEETING**  
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**Meeting Date: 31 August 2021**

**COMMITTEE RECOMMENDATION:**

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

Support for the Recommendation:      Unanimous support

That the Signage and Line marking plans prepared by J.Wyndham Price (Project 110185-12: Sheet No. CC2800 – Revision D, Sheet No. CC3800 – Revision A and Sheet No. CC4801 – Revision 1) associated with the Development Application DA0498/18 be implemented.

**Item: 2.4      LTC - Proposed Raised Wombat Pedestrian Crossing - Pitt Town Public School - Fernadell Drive, Pitt Town (Hawkesbury) - (80245, 73625, 123265)**

**Previous Item:**      LTC 10 May 2021 – Item 2.2

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**Background:**

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 Pitt Town Public School is \$240,000 to facilitate the construction of a raised Wombat Pedestrian Crossing with Kerb Islands in Fernadell Drive, Pitt Town.

The School Principal and the School Community have requested the provision of either a Children's Crossing or a Pedestrian Crossing along Fernadell Drive adjacent to the school entry point located at the north west corner of the property. Changes to Parking restrictions at the School were implemented as a result of the measures presented to the Local Traffic Committee at its meeting in 14 September 2020. The provision of the raised Wombat Pedestrian Crossing in Fernadell Drive will supplement the recent parking arrangements implemented and the existing Children's Crossing at the Buckingham Street entry to the School.

The design for the raised Wombat Pedestrian Crossing with Kerb Islands has been undertaken which includes adjustments to existing parking restrictions, line marking and lighting. Details of the raised Wombat Pedestrian Crossing with Kerb Islands and associated signage and line marking is included in Attachment 1.

Consultation was undertaken during June 2021 with properties along Fernadell Drive within the extent of Quarry Street and Moorhen Street, advising of the proposed raised Wombat Pedestrian Crossing with Kerb Islands including the adjustments to existing parking restrictions, line marking and lighting.

No objections were received in relation to the proposed installation of the raised Wombat Pedestrian Crossing with Kerb Islands as well as the changes to parking restrictions in Fernadell Drive.

**Summary:**

It is proposed that the installation of the raised Wombat Pedestrian Crossing with Kerb Islands including the adjustment to existing parking restrictions, line marking and lighting in Fernadell Drive, Pitt Town, adjacent to Pitt Town Public School be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 21003D07).



**ORDINARY MEETING**  
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**RECOMMENDATION TO COMMITTEE:**

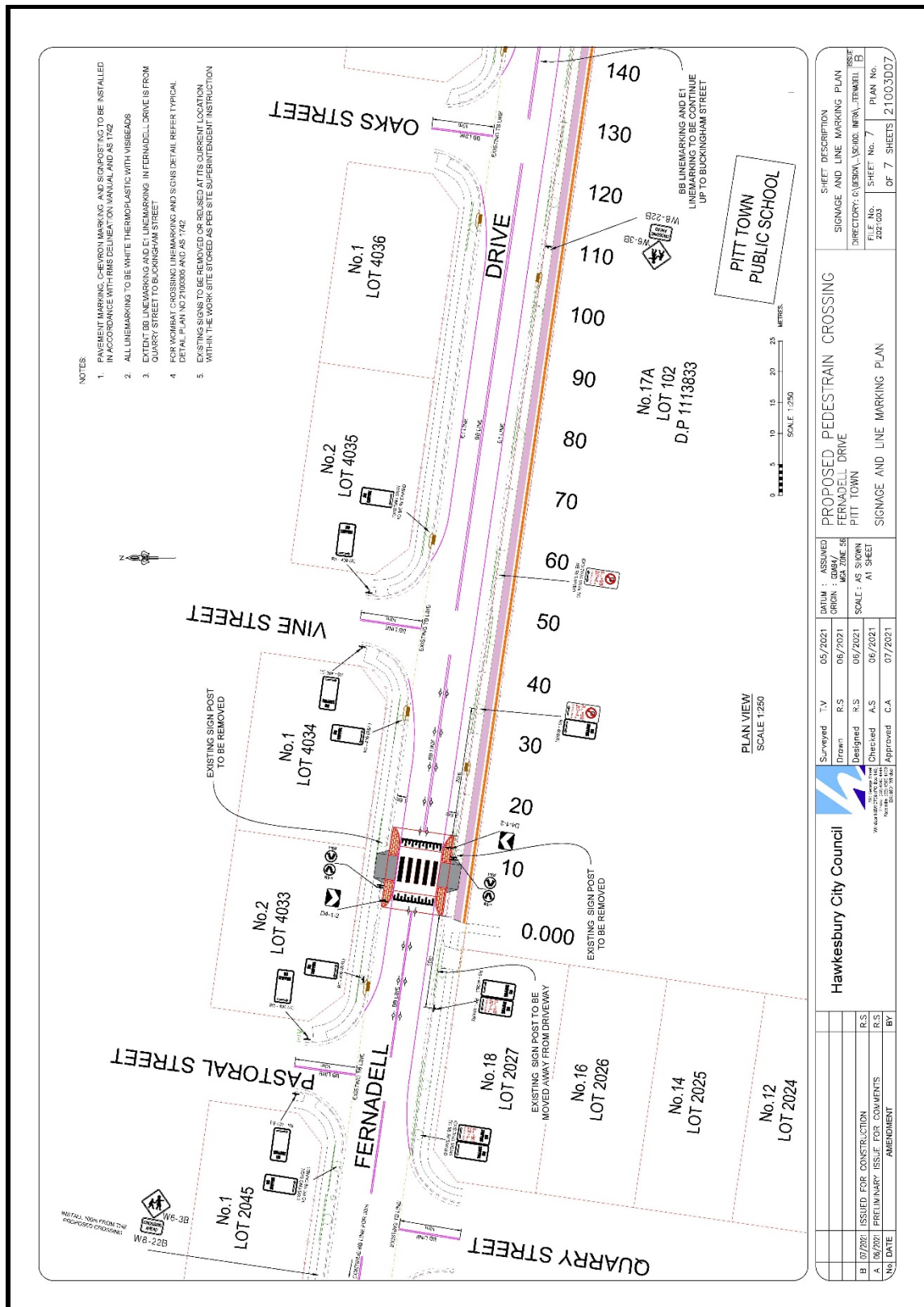
That the installation of the raised Wombat Pedestrian Crossing with Kerb Islands including the adjustments to existing parking restrictions, line marking and lighting in Fernadell Drive, Pitt Town, adjacent to Pitt Town Public School be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 21003D07).

**APPENDICES:**

**AT – 1** Proposed Pedestrian Crossing – Fernadell Drive, Pitt Town – Signage and Line Marking Plan No. 21003D07

**ORDINARY MEETING**  
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**Meeting Date: 31 August 2021**

**AT – 1 Proposed Pedestrian Crossing – Fernadell Drive, Pitt Town – Signage and Line Marking**  
**Plan No. 21003D07**



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 31 August 2021**

**COMMITTEE RECOMMENDATION:**

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

Support for the Recommendation: Unanimous support

That the installation of the raised Wombat Pedestrian Crossing with Kerb Islands including the adjustments to existing parking restrictions, line marking and lighting in Fernadell Drive, Pitt Town, adjacent to Pitt Town Public School be undertaken in accordance with the details outlined in Attachment 1 (Plan No. 21003D07).

**Item: 2.5 LTC - Proposed Pedestrian Refuge Island in Porpoise Crescent and Pedestrian Fencing in Rifle Range Road for Windsor Park Public School, Bligh Park (Hawkesbury) - (80245, 73625, 123265, 37526)**

**REPORT:**

**Background:**

Concerns have been raised by the Principal of Windsor Park Public School in relation to the safety of students crossing Porpoise Crescent near Rifle Range Road, Bligh Park. This is in relation to a student being hit by a car on Friday 14 May 2021. The School is requesting a pedestrian crossing across Porpoise Crescent near Rifle Range Road.

Council has previously undertaken a review for a pedestrian crossing across Porpoise Crescent at Rifle Range Road, however the warrants could not be met due to the low numbers of pedestrians and vehicles.

The School is located on Rifle Range Road between Porpoise Crescent and Kentwell Drive, Bligh Park. There is a Wombat raised pedestrian crossing with kerb islands in Rifle Range Road, in line with the main entry/exit gate. The intersection of Porpoise Crescent is within 30metres of the existing pedestrian crossing.

Rifle Range Road is 12.2metres wide and Porpoise Crescent is 11.1metres wide. Both roads are local urban roads, with Rifle Range Road being a collector road and Porpoise Crescent a minor distributor road.



Figure 1: Intersection Location – Porpoise Crescent and Rifle Range Road, Bligh Park

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Windsor Park Public School is serviced by Bus Route Services which travel from Windsor to Richmond via the RAAF Base and Bligh Park (loop service) and is considered a major attractor for both vehicle and pedestrian movements along Rifle Range Road and Porpoise Crescent.



Figure 2: Site Plan of Existing Intersection Pedestrian Crossing outside School – Porpoise Crescent and Rifle Range Road, Bligh Park

An independent assessment has been undertaken of the site with a view to investigating traffic and pedestrian behaviour and recommending options to improve functionality and safety at this location. Part of the review also included investigating reports that students do not use the Crossing in front of the School and cross Rifle Range Road near Porpoise Crescent.

**Porpoise Crescent and Rifle Range Road – Options Assessment:**

The assessment involved reviewing traffic and pedestrian behaviour at the intersection which included a review of accident trends as well as current traffic trends at the site.

Traffic observations/surveys were conducted in June 2021 to capture both vehicle and pedestrian movements. A traffic count survey was undertaken on Monday 07 June 2021 during the school term to reflect the typical traffic and pedestrian movements generated by Windsor Park Public School. Peak periods were generally identified between 8:15am to 9:15am and 2:30pm to 3:30pm capturing the peak before and after school demand and outlined in Figure 3 and Table 1.

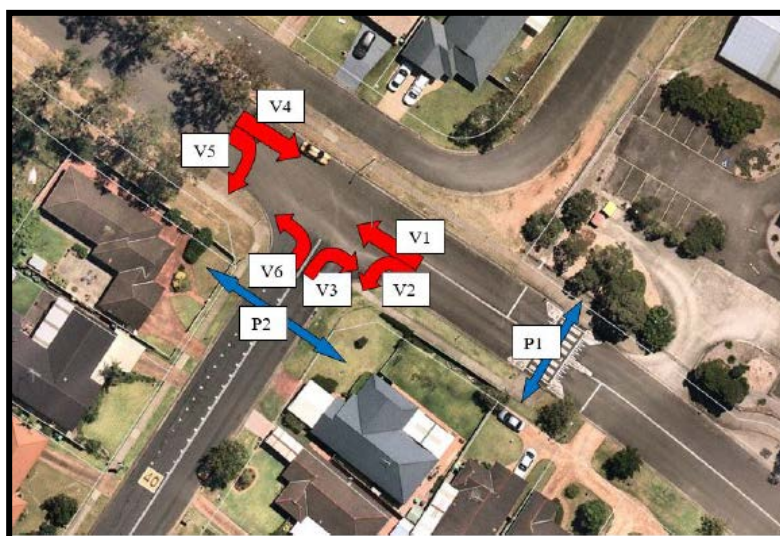


Figure 3: Pedestrian/Vehicle Movement Diagram - Intersection of Porpoise Crescent and Rifle Range Road, Bligh Park



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Day: Monday Date: 08/6/21	Movement							
Time (am)	V1	V2	V3	V4	V5	V6	P1	P2
8:00	5	0	0	12	1	7	1	1
8:15	9	1	4	17	2	9	6	4
8:30	40	10	9	38	1	11	7	16
8:45	40	10	15	34	2	2	19	3
9:00	12	3	2	4	2	2	1	2
9:15	7	1	1	5	0	2	1	0
Time (pm)	V1	V2	V3	V4	V5	V6	P1	P2
11:30	4	1	1	5	0	3	0	0
11:45	6	3	1	4	1	2	0	0
12:00	1	1	1	2	1	5	1	1
12:15	1	1	0	3	1	2	0	0
Time (pm)	V1	V2	V3	V4	V5	V6	P1	P2
2:30	11	2	3	23	2	5	1	0
2:45	26	4	8	17	4	8	32	6
3:00	44	10	6	25	8	1	25	15
3:15	15	1	1	6	8	4	2	1

Table 1: Pedestrian/Vehicle Movement Data - Intersection of Porpoise Crescent and Rifle Range Road, Bligh Park

The provision of a pedestrian crossing is not supported for this site as the pedestrian (P) and vehicle (V) volumes are not significant enough to meet PV warrant requirements as set by TfNSW. It is proposed that a pedestrian refuge island be installed in Porpoise Crescent at Rifle Range Road.

The recorded volumes in Porpoise Crescent represented by P2, V2, V3, V5 and V6 were:

- AM (8:15am to 9:15am) P=25 and V=85
- PM (2:30pm to 3:30pm): P=22 and V=75.

Warrant requirements taking into account a reduced warrant, where the crossing is used predominantly by school children and in the two counts of one hour duration immediately before and after school hours, is  $P \geq 30$  and  $V \geq 200$ . This warrant applies to a pedestrian crossing outside a school. The general warrant for a Pedestrian Crossing such as this site, which is not directly outside the School, would require  $P \geq 30$  and  $V \geq 500$  and a product of  $PV \geq 60,000$ .

Under the RTA's Guide to Traffic Generating Developments (2002), the recommended maximum peak hour volume on a residential collector road is 300vph as the environmental goal with an absolute maximum of 500vph. Both roads are functioning below their maximum environmental capacity and hence not considered to have a significant detrimental impact on residential amenity.

The intersection of Porpoise Crescent and Rifle Range Road is clear of sight obstructions and is of a generous residential standard. Appropriate signage and delineation exist for the pedestrian crossing on Rifle Range Road with No Stopping zones provided on the approach to improve pedestrian sight distance.

Key observations noted with pedestrian and vehicle behaviour include:

- The majority of pedestrians were students and parents/carers from Windsor Park Public School who utilised the crossing on Rifle Range Road during the morning and afternoon periods. Pedestrian demand was moderate, with the major pedestrian desire line at both the crossing and also across the throat of the subject intersection of Porpoise Crescent and Rifle Range Road.
- It was observed that most pedestrians crossed Rifle Range Road at the marked pedestrian crossing however there was an element of the school population that walked both immediately before and after the raised crossing. Drivers appeared to be aware of the crossing and yielded to pedestrians with no near misses or conflict observed. It is therefore proposed that some pedestrian fencing

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(Type 1 RMS approved) be installed to coral pedestrians to the crossing location in Rifle Range Road.

- Vehicle queuing did not occur during the observations however there was an element of U-Turn observed when motorists travelled south-east on Rifle Range Road and proceeded to conduct a U-Turn at the throat of the Rifle Range Road and Porpoise Crescent intersection. The proposed pedestrian refuge device will stop this activity.

A review of the most recent 5-year crash data (July 2014 to June 2019), provided by the NSW Centre for Road Safety, has revealed that one injury crash had occurred west of the subject intersection. The crash indicated a road user movement (RUM) of 71 which is 'left off carriageway into object' which may be indicative of speeding.



Figure 4: Crash Diagram - Intersection of Porpoise Crescent and Rifle Range Road, Bligh Park

The assessment has considered on-site conditions as well as geometric constraints in recommending the proposed facility treatments/actions. The objectives of the treatments are to minimise possible conflicts, decrease pedestrian exposure via a staged crossing of the road, and control vehicle movements on approach to the facility. Concept design plans taking into account swept path analysis for a 12.5m rigid bus have been undertaken to ensure compliance with the Australian Standards and accessibility requirements, with the recommendation that a lighting assessment be undertaken during the detailed design phase.

In addition to the treatment options for Porpoise Crescent and Rifle Range Road, the assessment recommends that behavioural change work is undertaken with the school and parent community to promote programs around Road Safety. School education campaigns should be administered through the joint TfNSW and Council Road Safety Programs.

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Details of the two treatment options are listed below and included in Attachments 1 and 2:

1. Pedestrian Refuge Island – Porpoise Crescent:

Pedestrian refuge island to be provided in Porpoise Crescent at its intersection with Rifle Range Road which features a minimum 2metre x 2metre walkthrough section. This device provides further prominence to pedestrians and reduces vehicle travel speeds via road narrowing. The device will minimise the pedestrian crossing distance and improve pedestrian sightlines. Buses being stopped on Porpoise Crescent will not permit overtaking across the chevron at the Bus Stop location. An option may be to move the bus stop further south as part of the detailed design; however, this may be too far from the refuge/pedestrian desire line, thus passengers may cross uncontrolled midblock instead. Vehicles waiting behind the bus will not be expected to be a major inconvenience given the irregularity of the bus service.

2. Pedestrian Fencing – Rifle Range Road at the School Pedestrian Crossing:

Type 1 RMS pedestrian fencing be provided for the pedestrian crossing on Rifle Range Road to coral pedestrians to the central crossing location. This will have a positive effect by improving the platooning effect of pedestrians and minimise both sporadic and errant pedestrian movements. The sections of fencing proposed are 10metres and 6metres on the northern side, and 8metres and 6metres on the southern side respectively for a total of 30metres. Blackspot and Safer Roads studies have attributed accident reduction potential to installation of such measures.

The provisional cost estimate for these works is \$125,000. Initial enquiries have been made with Transport for NSW (TfNSW) under its Road Safety programme for potential funding. If funding is not available through TfNSW, it is recommended that Council consider providing funding in a future works program to implement these works.

**Summary:**

Vehicle and pedestrian surveys were undertaken at the intersection of Porpoise Crescent and Rifle Range Road, Bligh Park on Monday 7 June 2021. Both roads are functioning below their maximum environmental capacity specified in the RTA guidelines. The requisite of the PV warrant was not met for Porpoise Crescent at Rifle Range Road that would require installation of an additional marked pedestrian crossing. A pedestrian refuge solution is recommended in Porpoise Crescent, with the objective of improving safety by minimising possible pedestrian/vehicle conflict, decreasing pedestrian exposure, and controlling vehicle speeds.

One injury crash was identified in close proximity to the subject intersection. The crashes involved a road user movement (RUM) of 71 'left of carriageway into object' which may be indicative of speeding.

The provision of pedestrian fencing is also considered as a preventative solution with regard to controlling student movements and directing them towards the existing raised pedestrian crossing on Rifle Range Road. A total of 30metres of pedestrian fencing is proposed at the subject site.

School education campaigns should be administered through the joint TfNSW and Council Road Safety Programs.

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**RECOMMENDATION TO COMMITTEE:**

That:

1. A pedestrian refuge island in Porpoise Crescent, at its intersection with Rifle Range Road and pedestrian fencing in Rifle Range Road at the Windsor Park Public School pedestrian crossing be undertaken as outlined in Attachments 1 and 2. Funding for these works, to the value of \$125,000, be considered for inclusion in a future works program if funding from Transport for NSW is not available.
2. Windsor Park Public School be advised to undertake a school education campaign in conjunction with Transport for NSW and Council to promote Road Safety for the school and parent community.

**APPENDICES:**

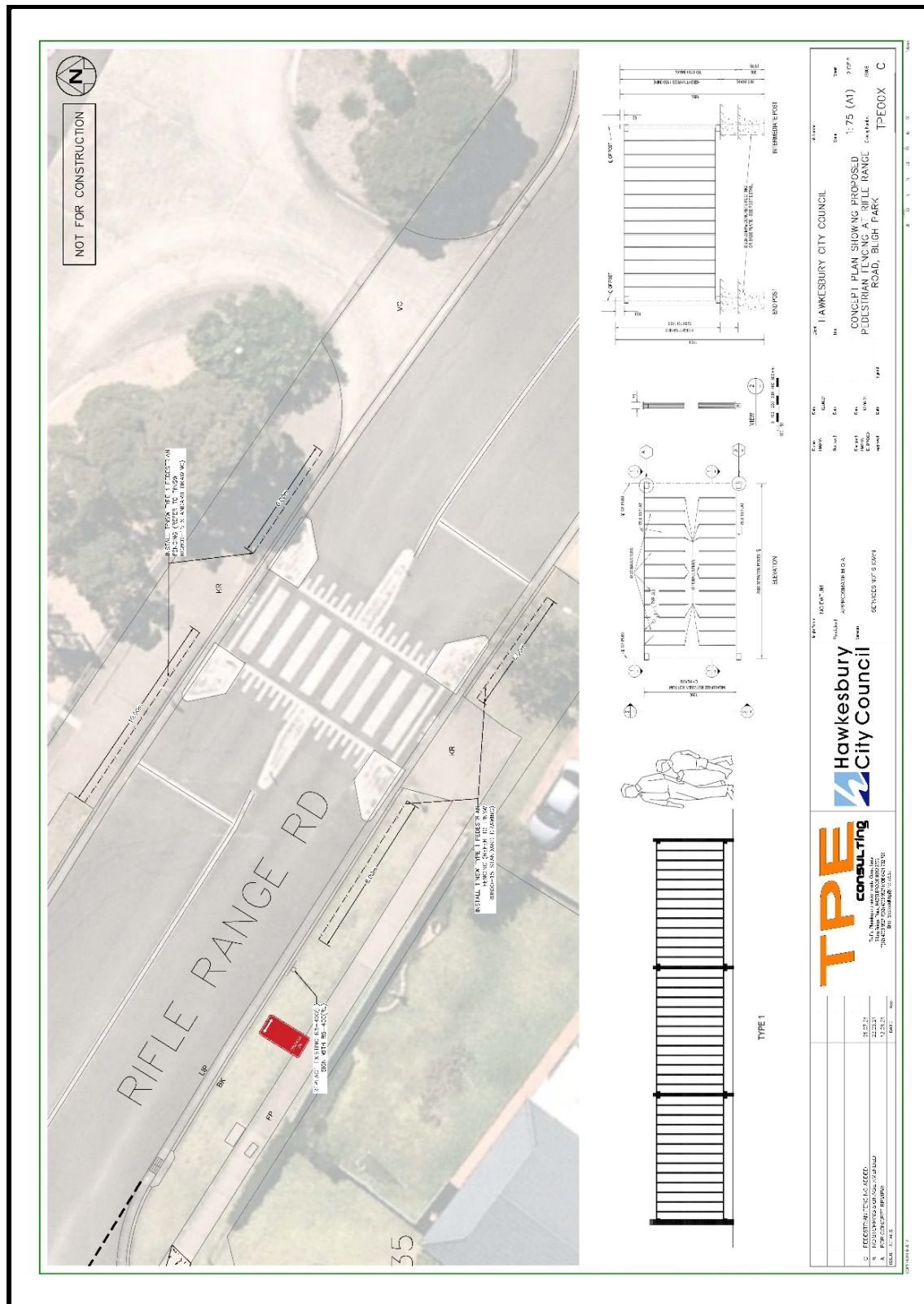
- AT - 1** Pedestrian Refuge Island Concept Plan – Porpoise Crescent and Rifle Range Road, Bligh Park.
- AT - 2** Pedestrian Fencing Concept Plan – Rifle Range Road, Bligh Park





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**AT - 2 Pedestrian Fencing Concept Plan – Rifle Range Road, Bligh Park**



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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.     A pedestrian refuge island in Porpoise Crescent, at its intersection with Rifle Range Road and pedestrian fencing in Rifle Range Road at the Windsor Park Public School pedestrian crossing be undertaken as outlined in Attachments 1 and 2. Funding for these works, to the value of \$125,000, be considered for inclusion in a future works program if funding from Transport for NSW is not available.
2.     Windsor Park Public School be advised to undertake a school education campaign in conjunction with Transport for NSW and Council to promote Road Safety for the school and parent community.

**SECTION 3 - Reports for Information**

There were no Reports for Information.

**SECTION 4 - General Business**

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Monday, 13 September 2021 at 3pm in the Large Committee Room.

The meeting terminated at 3:40pm.

**oooO END OF REPORT Oooo**

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ordinary

section 5

notices of motion

**ORDINARY MEETING**  
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**SECTION 5 – Notices of Motion**

No Notices of Motion.

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**QUESTIONS FOR NEXT MEETING**

**Item: 169**                      **Responses to Councillor Questions Taken On Notice at the Council Meeting - 10 August 2021 - (79351)**

**REPORT:**

The following questions were received from Councillors regarding matters on the Council Meeting Business Paper of 10 August 2021. These questions were taken on notice and the response is provided below.

#	Councillor	Question	Response
1	Lyons-Buckett	Did Council rezoned the land at Nauva Reserve so a bridge could not be built there, if so when? Can documentation be shown for when Council approved to rezone the land?	<p>The Director of City Planning advised after looking into the matter it was found that there have been no LEP Amendments, such as a zoning change, that would have impacted the ability for a bridge to come through Navua Reserve. The current LEP was gazetted in September 2012 and the Redbank Voluntary Planning Agreement was signed in July 2014 which made the provision for a bridge to come through Navua Reserve.</p> <p>However Navua Reserve was part of a generic plan of management covered by bushland/watercourse and park and also part of Yarramundi Reserve Plan of Management. When a bridge was announced to go through Navua Reserve Council explored the option of Redbank funding the review and updating of the plans of management as the Local Government Act 1993 states, relevantly that:</p> <p><i>47F Dedication of community land as public road</i></p> <p><i>(1) Community land may not be dedicated as a public road under section 10 of the Roads Act 1993 unless:</i></p> <p><i>(c) there is a plan of management applying only to the land concerned and</i></p>

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			<p><i>provision of the public road is expressly authorised in the plan of management.</i></p> <p>The Yarramundi Reserve Plan of Management currently calls for the closure of the Crown Roads, and the Navua Reserve Plan of Management does not cover this at all and as such Council was considering undertaking a joint plan of management for both sites in order to meet the requirements of the Local Government Act 1993.</p> <p>However work on amending these plans did not progress as the location of the bridge changed.</p>
2	Wheeler	<p>Could we get in touch with Fire and Rescue NSW and get an average of callouts on a weekly or monthly basis, for Richmond and Windsor or an aggregate?</p> <p>What is the threshold to get permanent staff at these stations?</p>	<p>The Director of Infrastructure Services advised the information sought has been requested from Fire and Rescue NSW and will be provided to Council when a response is received.</p>

**oooO END OF REPORT Oooo**





ordinary  
meeting

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