



# ORDINARY MEETING

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Date of meeting: 28 May 2024  
Location: Council Chambers  
Time: 6:30 PM

**BUSINESS PAPER**



**ORDINARY MEETING**

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## ORDINARY MEETING

### 1. WELCOME

Meeting Date: 28 May 2024

### 1. WELCOME

**a) Acknowledgement of Indigenous Heritage**

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

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

The General Manager will address the Council meeting, mentioning:

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

### 2. ACKNOWLEDGEMENT OF OFFICIAL VISITORS TO THE COUNCIL

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

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

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

#### Attendance

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

### 4. DECLARATIONS OF INTERESTS

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

#### Statement of Ethical Obligations

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

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

**ORDINARY MEETING**

**1. WELCOME**

**Meeting Date: 28 May 2024**

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**ORDINARY MEETING**

**5. CONFIRMATION OF MINUTES**

**Meeting Date: 28 May 2024**

**5. CONFIRMATION OF MINUTES**



# ORDINARY MEETING

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Date of meeting: 14 May 2024  
Location: Council Chambers  
Time: 6:30 PM

MINUTES





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## ORDINARY MEETING

### 1. PROCEDURAL MATTERS

Meeting Date: 14 May 2024

### 1. PROCEDURAL MATTERS

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 14 May 2024, commencing at 6:31pm.

#### Welcome

The Mayor, Councillor Sarah McMahon acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

#### ATTENDANCE

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

**ALSO PRESENT:** General Manager – Elizabeth Richardson, Director City Planning - Meagan Ang, Director Corporate Services - Laurie Mifsud, Director Infrastructure Services - Will Barton, Manager Governance and Risk - Patricia Krzeminski, Chief Financial Officer - Vanessa Browning, Manager Communications and Events - Suzanne Stuart, Manager Economic Development – Phil Moore, Coordinator Waste Projects and Contracts - Justin Murphy, Administrative Support Coordinator - Melissa Ryan.

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

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

Councillor Zamprogno left the meeting at 10:05pm.

#### DECLARATIONS OF INTEREST

Councillor McMahon declared interests in Items 4.5.2. and 5.1.3.

Councillor Sheather declared an interest in Item 5.1.3.

Councillor Wheeler declared an interest in Item 4.5.2.

Councillor Zamprogno declared an interest in Item 3.1.1.

#### Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

**ORDINARY MEETING**

**2. CONFIRMATION OF MINUTES**

**Meeting Date:** 14 May 2024

**2. CONFIRMATION OF MINUTES**

**66 RESOLUTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Veigel that the minutes of the Ordinary Meeting held on 9 April 2024, be confirmed.

A PROCEDURAL MOTION was moved by Councillor Veigel, seconded by Councillor Sheather that the Condolence motion be moved forward in the agenda.

The Procedural Motion was carried.

**ORDINARY MEETING**

**CONDOLENCES**

**Meeting Date: 14 May 2024**

**CONDOLENCES**

**Late Supplementary**

**Condolence Motion – Tony Bleasdale OAM**

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The Deputy Mayor, Councillor Calvert extended condolences to the family, friends and Blacktown Community of Tony Bleasdale OAM, Mayor of Blacktown City Council and longstanding leader for the Blacktown community who passed away on 2 May 2024 at the age of 77.

Council observed a moment of silence in honour of Tony Bleasdale's memory.

**ORDINARY MEETING**  
**3. MAYORAL MINUTES**  
**Meeting Date: 14 May 2024**

**3. MAYORAL MINUTES**

**Late Supplementary**

**3.1.1. MM – Transparency and Accountability in the Hawkesbury**

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Councillor Zamprogno declared a less than significant non-pecuniary interest in this item, being that the Facebook page referred to in the Mayoral Minute was created and is run by his partner. He remained in the Chamber during part of the discussion of the matter.

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**MOTION:**

MOVED on the motion of Mayor, Councillor Sarah McMahon.

***Refer to RESOLUTION***

**ADJOURNMENT OF MEETING**

At 9:38pm the Mayor adjourned the meeting for a short break.

**RESUMPTION OF MEETING**

The meeting resumed at 10:04pm.

Upon resumption, the Mayor, Councillor McMahon declared that Councillor Zamprogno had committed an Act of Disorder in accordance with Clause 15.11(d) of the Code of Meeting Practice.

The Mayor, Councillor McMahon sought a retraction and an apology from Councillor Zamprogno in accordance with Clause 15.12(c) of the Code of Meeting Practice. Councillor Zamprogno did not apologise.

The Mayor, Councillor McMahon expelled Councillor Zamprogno from the Council Meeting in accordance with Clauses 15.14 and 15.16 of the Code of Meeting Practice. Councillor Zamprogno left the meeting at 10:05pm.

**67 RESOLUTION:**

RESOLVED on the motion of Mayor, Councillor Sarah McMahon.

That Council:

1. Seek advice on the method and potential wording required to amend Hawkesbury City Council's Code of Conduct, to require all Councillors to disclose (annually) whether they personally, or other persons set out in Clause 4.4 of Council's Code of Conduct, administers or is involved in any/all social media pages, websites, newsletters or published material, that particularly and repeatedly discuss the business of Hawkesbury City Council, its Councillors and/or its staff.
2. Subject to the advice, Council consider amending its Code of Conduct to accord with this advice.

**ORDINARY MEETING**  
**3. MAYORAL MINUTES**  
**Meeting Date: 14 May 2024**

**For the Motion:** Councillors McMahon, Calvert, Conolly, Dogramaci, Kotlash, Reardon, Sheather and Veigel.

**Against the Motion:** Councillors Djuric, Lyons-Buckett, and Wheeler

**Absent:** Councillor Zamprogno.



**ORDINARY MEETING**

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

**Meeting Date:** 14 May 2024

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

**MOTION:**

MOVED on the motion of Councillor Conolly, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**68 RESOLUTION:**

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

That the following items are dealt with by exception:

- Item 4.2.2.
- Item 4.3.3.
- Item 4.4.1.
- Item 4.4.3.
- Item 4.4.6.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 14 May 2024

**4. REPORTS FOR DETERMINATION**

**4.2. GENERAL MANAGER**

**4.2.1. GM – 2023/2024 Event Sponsorship Program - Round 2 (79351, 15988)**

**Directorate:** General Manager

**MOTION:**

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

***Refer to RESOLUTION***

**69 RESOLUTION:**

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

That Council:

1. Under Round 2 of the 2023/2024 Event Sponsorship Program, agree to support the following organisations for events at the following level:

No	Event Name	Name of Organisation	Recommended amount (\$) and inclusions (Ex GST)
<b><u>Community Applications</u></b>			
1	Burralow Bush Run	Hawkesbury Trail Runners (co-run by Running Wild)	\$4,000
2	Music In the Park	Kurrajong Community Forum	\$3,000
3	Pitt Town Anzac Day	Pitt Town Progress Association	\$3,000
<b><u>Commercial Applications</u></b>			
4	A Garden of Lights   A Vivid Event	Crowne Plaza - Hawkesbury Valley	\$3,000
5	Hawkesbury 120 Ski Race Classic	Ski Racing NSW	\$3,000

2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1-3 (Community) and 4-5 (Commercial) as identified in Table 1 and Attachment 1 of this report.
3. Advise Sydney Sheepdog Club Inc that their application was not successful in accordance with the Event Sponsorship Assessment Criteria Matrix and advise Link Wentworth that their application cannot be considered as the event was held prior to the closing date of the 2023/2024 Event Sponsorship Program – Round 2.

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 14 May 2024

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.

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

**Meeting Date: 14 May 2024**

**4.2.2. GM – Additional Council Meeting – 28 May 2024 - (79351)**

**Previous Item:** 4.2.1, Ordinary (9 April 2024)  
4.2.2, Ordinary (12 December 2023)

**Directorate:** General Manager

---

**MOTION:**

MOVED on the motion of Councillor Conolly, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**70 RESOLUTION:**

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

That Council hold an additional Ordinary Council Meeting on Tuesday, 28 May 2024 in the Council Chambers, commencing at 6:30pm.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.

**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**  
**Meeting Date: 14 May 2024**

**4.3. CITY PLANNING**

**4.3.1. CP - Crown Land Status - McMahon Park - Kurrajong - (95498)**

**Previous Item:** 172, Ordinary (11 October 2022)

127, Ordinary (9 July 2019)

**Directorate:** City Planning

---

Ms Angela Hall addressed Council, speaking for the recommendation in the business paper.

**MOTION:**

MOVED on the motion of Councillor Reardon, seconded by Councillor Lyons-Buckett.

***Refer to RESOLUTION***

**71 RESOLUTION:**

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

That Council:

1. Consent to the declaration of McMahon Park (30 McMahons Park Road, Kurrajong), as Crown Land in writing to Crown Lands.
2. Agree to the land known as McMahon Park, Kurrajong, being reserved for the purpose of Public Recreation and Community Purposes.
3. Provide a written request to Crown Lands that Hawkesbury City Council be appointed as Crown Land Managers for the new reserve.

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

**Against the Motion:** Nil.

**Absent:** Nil.

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

**Meeting Date: 14 May 2024**

**4.3.2. CP - Place Plans - (95498)**

**Directorate:** City Planning

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At 7:44pm Mayor, Councillor McMahon left the Chamber due to being unwell.

In the absence of the Mayor, Councillor McMahon, the Deputy Mayor, Councillor Calvert in accordance with Section 369 (1) of the Local Government Act 1993, acted as Chairperson for part of this Item.

At 7:50pm Mayor, Councillor McMahon resumed as Chair.

---

Ms Fiona Germaine and Mr Lionel Buckett addressed Council, speaking against the recommendation in the business paper.

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

That Council defer the Place Plans to a Councillor Workshop.

AN AMENDMENT was moved by Councillor Reardon, seconded Councillor Conolly.

That Council not progress with the making of the Place Plans.

**For the Amendment:** Councillors Reardon.

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

**Absent:** Nil.

The Amendment was lost.

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

**Meeting Date:** 14 May 2024

**MOTION:**

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

*Refer to RESOLUTION*

**72 RESOLUTION:**

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

That Council defer the Place Plans to a Councillor Workshop.

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

**Against the Motion:** Councillor Reardon.

**Absent:** Nil.

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

**Meeting Date:** 14 May 2024

**4.3.3. CP - 2023/2024 Community Sponsorship Program - Round 2 - (95498, 96328)**

**Previous Item:** 4.3.2, Ordinary (21 November 2023)

**Directorate:** City Planning

---

**MOTION:**

MOVED on the motion of Councillor Conolly, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**73 RESOLUTION:**

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

That Council:

1. Approve payments for Section 356 Financial Assistance to the individuals and organisations listed in this report and at the level of funding recommended in this report.
2. Approve the execution of Council's standard Sponsorship Agreement for those applications where the approved level of funding is over \$500.
3. Advise the six applicants, Mentoring Men, Link Wentworth, Mountains for Wildlife, Royal Life Saving of Australia (NSW), Sydney Region Endurance Riding Club and Windsor High School Parent and Citizens Association, that their applications were not successful as listed in this report.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.



**ORDINARY MEETING**  
**4. REPORTS FOR DETERMINATION**  
**Meeting Date: 14 May 2024**

**4.4. CORPORATE SERVICES**

**4.4.1. CS - Investment Report - March 2024 - (95496, 96332)**

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

**Directorate:** Corporate Services

---

**MOTION:**

MOVED on the motion of Councillor Conolly, seconded by Councillor Reardon.

***Refer to RESOLUTION***

**74 RESOLUTION:**

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

That the Monthly Investment Report for March 2024 be received and noted.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.

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

**Meeting Date: 14 May 2024**

**4.4.2. CS - March 2024 Quarterly Budget Review Statement - (95496, 96332)**

**Previous Item:** 4.2.2, Ordinary (20 June 2023)

**Directorate:** Corporate Services

---

**MOTION:**

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

*Refer to RESOLUTION*

**75 RESOLUTION:**

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

That Council receive the information contained in this report regarding the March 2024 Quarterly Budget Review, and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, be adopted.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.

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

**Meeting Date:** 14 May 2024

**4.4.3. CS - Disclosure of Interests in Written Returns - (95496)**

**Directorate:** Corporate Services

---

**MOTION:**

MOVED on the motion of Councillor Conolly, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**76 RESOLUTION:**

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

That Council note that the Disclosures of Interests in Written Returns, lodged with the General Manager, have been tabled.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.

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

**Meeting Date: 14 May 2024**

**4.4.4. CS - Risk Management Framework - (95496, 159583)**

**Directorate:** Corporate Services

---

**MOTION:**

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

***Refer to RESOLUTION***

**77 RESOLUTION:**

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

That Council adopt the Risk Management Framework consisting of:

- a) Risk Management Policy attached as Attachment 1 to the report.
- b) Risk Management Plan including the Risk Appetite Statement attached as Attachment 2 to the report.
- c) Risk Register, including the Register of Strategic Risks attached as a Confidential Attachment 3 to the report.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.

**ORDINARY MEETING**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 14 May 2024

**4.4.5. CS - Hawkesbury Sports Council Governance Review - (95496, 73611)**

**Previous Item:** 161, Ordinary (25 August 2020)

199, Ordinary (13 October 2020)

**Directorate:** Corporate Services

---

**MOTION:**

MOVED on the motion of Councillor Sheather, seconded by Councillor Veigel.

*Refer to RESOLUTION*

**78 RESOLUTION:**

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

That:

1. Council receive and note the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review Report' dated January 2024.
2. Council adopt the recommendations contained in the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review Report'.
3. An Action Plan be developed to implement the recommendations contained in the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review Report'.
4. The progress on the Action Plan be reported to Councillor Briefing Sessions on a regular basis.
5. The progress on the recommendations contained in the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review Report' be reported to the Audit, Risk and Improvement Committee on a regular basis.
6. Council commit to collaboratively working with the Hawkesbury Sports Council to develop the Action Plan.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.

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

**Meeting Date:** 14 May 2024

**4.4.6. CS - Review of Council's Investment Policy - (95496, 96332)**

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

**Directorate:** Corporate Services

---

**MOTION:**

MOVED on the motion of Councillor Conolly, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**79 RESOLUTION:**

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

That Council adopt the amended Investment Policy attached as Attachment 1 to this report.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.

**ORDINARY MEETING**  
**6. NOTICES OF MOTION**  
**Meeting Date: 14 May 2024**

**6. NOTICES OF MOTION**

**6.1.1. NM1 – Staff Resourcing**

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Mr Michael Want addressed Council, speaking for the recommendation in the business paper.

**MOTION:**

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

***Refer to RESOLUTION***

**80 RESOLUTION:**

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

That:

1. Council be provided a Briefing on the following information for Council's consideration.
  - a) Information around current employment numbers of Hawkesbury City Council including:
    - i) Number of current FTE and cost of these employees during each year for the past three years.
    - ii) Number of current staff per department, and any current vacancies within each department.
    - iii) Number of staff recruited, and number of staff departing during the last three years.
    - iv) Retention rates of staff.
  - b) Information detailing employment positions directly funded by alternative sources of funding (grant funding or similar).
2. The information provided at the Briefing be reported to a future Council Meeting.

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

**Against the Motion:** Councillor Kotlash.

**Absent:** Nil.

**ORDINARY MEETING**  
**DURATION OF MEETING**  
**Meeting Date: 14 May 2024**

**DURATION OF MEETING**

**MOTION:**

MOVED on the motion of Councillor Conolly, seconded by Councillor Reardon.

***Refer to RESOLUTION***

**81 RESOLUTION:**

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

That

1. Council extend the duration of the meeting beyond 11:00pm to consider Confidential Item 8.4.1. in accordance with Clause 18.2 of the Code of Meeting Practice.
2. The following items be deferred to the Council Meeting on 28 May 2024:
  - a) Item 4.5.1.
  - b) Item 4.5.2.
  - c) Item 5.1.1.
  - d) Item 5.1.2.
  - e) Item 5.1.3.
  - f) Item 7.1.1.

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

**Against the Motion:** Nil.

**Absent:** Councillor Zamprogno.



**ORDINARY MEETING**

**8. CONFIDENTIAL REPORTS**

**Meeting Date:** 14 May 2024

**8. CONFIDENTIAL REPORTS**

**82 RESOLUTION:**

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

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

**Attachment 3 to Item 4.4.4. - Strategic Risk Register**

**REASON FOR CONFIDENTIALITY**

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

*Specifically, the matter is to be dealt with pursuant to Section 10A(2)(f) of the Act as it relates to matters affecting the security of the council, councillors, council staff or council property.*

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

**8.4.1. IS – Outcome of Request for Quotations - Investigation into Rising Main C – (95495)**

**REASON FOR CONFIDENTIALITY**

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

*Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to the procurement of investigative services and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

**83 RESOLUTION:**

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

**ORDINARY MEETING**  
**8. CONFIDENTIAL REPORTS**  
**Meeting Date: 14 May 2024**

**8.4. INFRASTRUCTURE SERVICES**

**8.4.1. IS – Outcome of Request for Quotations - Investigation into Rising Main C – (95495)**

**Directorate:** Infrastructure Services

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**MOTION:**

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

***Refer to RESOLUTION***

**84 RESOLUTION:**

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

That Council seek three new quotations for the purpose of undertaking the independent investigation into matters related to the failure and repair of Rising Main C with a particular emphasis on subject matter expertise.

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

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

**Absent:** Councillor Zamprogno.

**ORDINARY MEETING**  
**8. CONFIDENTIAL REPORTS**  
**Meeting Date: 14 May 2024**

Meeting terminated at 11:28pm.

Submitted to and confirmed at the Ordinary meeting on 28 May 2024.

.....  
Mayor



# Ordinary Meeting

## End of Minutes

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

**ORDINARY MEETING**  
**5. CONFIRMATION OF MINUTES**  
**Meeting Date: 28 May 2024**

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**ORDINARY MEETING**

**6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**

**Meeting Date:** 28 May 2024

**6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**

**7. CONDOLENCES**

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

**8. 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.

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

**ORDINARY MEETING**

**6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**

**Meeting Date: 28 May 2024**

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**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date: 28 May 2024**

**10. REPORTS FOR DETERMINATION**

**10.1. PLANNING DECISIONS**

Nil reports.



**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 28 May 2024**

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**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 28 May 2024**

**10.2. GENERAL MANAGER**

**10.2.1. GM – The Parks Governance Review and Operating Model - (79351)**

**Directorate:** General Manager

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**PURPOSE OF THE REPORT**

The purpose of this report is to outline and present the outcomes of a review into the governance of The Parks (Western Parkland Councils), and to seek Council's endorsement to formalise the alliance through an incorporated association.

**EXECUTIVE SUMMARY**

The Parks is an alliance of the eight Councils that make up the Western Parkland City; Blue Mountains, Camden, Campbelltown, Fairfield, Hawkesbury, Liverpool, Penrith and Wollondilly.

The Mayors of the eight Councils of the Western Parkland City agreed to form the alliance and to work together in the delivery of the City Deal in 2018. This alliance was formed as a Section 355 committee under the *Local Government Act* and is currently hosted by Campbelltown City Council.

The Mayors subsequently endorsed a Relationship Framework (August 2018) and then signed an MoU (June 2019) and then Deed of Agreement (November 2020).

The Mayoral Forum initiated a review of the governance model to improve the effectiveness of the alliance and maximise benefits for the member Councils and their communities.

To gain an unbiased and evidence-based recommendation regarding the best governance structure, Morrison Low was engaged and conducted desk research and interviews. They then presented a comprehensive table of possible entities. The consultant set out all the possible options and recommended that while either a Section 358 or Section 400O entity would provide an appropriate vehicle to deliver the desired outcomes, a Section 358 appeared to be more suitable. The policy and governance implications of both models are set out in Attachment 1.

Following consideration, the Mayoral Forum on 5 October 2023 endorsed that the existing governance model be updated to a Section 358 entity constituted as an Incorporated Association model. A Joint Organisation model (Section 400O) was considered, however it was not supported due to the additional regulatory restrictions and financial costs associated with Joint Organisations.

The adjustment of The Parks operating model from one that is hosted by Campbelltown City Council to a Section 358 entity would allow The Parks to drive a greater number and variety of initiatives that benefit all residents, businesses and visitors to the Western Parkland City and ensure that Member Councils are perfectly placed to secure the economic and social benefits created by the construction of the Western Sydney International Airport. It will play a pivotal role in representing local government interests to State and Commonwealth Governments while ensuring that the needs and concerns of Member Councils are being met in a timely and effective manner.

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 28 May 2024**

**RECOMMENDATION**

That Council:

1. Receive and note the report on the governance model for 'The Parks', the strategic alliance of the eight Councils of the Western Parkland City led by the Mayors, and the need to update the governance model to increase effectiveness.
  2. Note that this updated governance model retains the autonomy of all member Councils and brings with it no additional financial costs on members.
  3. Endorse:
    - a) That the existing governance model for The Parks be updated to a Section 358 entity under the Local Government Act 1993 constituted as an incorporated association under the Associations Incorporation Act 2020 with primary responsibility for conducting research and gathering evidence to advocate effectively for the residents, businesses and visitors of the Western Parkland City and implement programs and initiatives that bring regional benefits.
    - b) The Constitution, attached as Attachment 3 to the report, as the Constitution for this organisation, to be known as the 'The Parks' Councils Organisation.
  4. Subject to Ministerial consent, authorises the Mayor and General Manager to work with the other Councils' Mayors and General Managers to establish the entity as per Section 358 of the Local Government Act 1993 and the Office of Local Government's Guidelines for the Formation of Corporations and Entities (Section 358).
- 

**BACKGROUND**

The Parks is an alliance of the eight Councils that make up the Western Parkland City; Blue Mountains, Camden, Campbelltown, Fairfield, Hawkesbury, Liverpool, Penrith and Wollondilly.

The Mayors of the eight Councils of the Western Parkland City agreed to form the alliance and to work together in the delivery of the City Deal in 2018. This alliance was formed as an s355 committee under the *Local Government Act* and is currently hosted by Campbelltown City Council.

The Mayors subsequently endorsed a Relationship Framework (August 2018) and then signed an MoU (June 2019) and then Deed of Agreement (November 2020).

In forming the alliance, it was agreed that an office would be established and an Executive Officer and Executive Assistant employed.

Known then as the Western Parkland Councils, this Office was charged with overseeing the implementation of the City Deal as the local government representative both within the City Deal Delivery Office and on the various forums, project control groups and steering committees that were responsible for implementing the commitments.

This Office played a pivotal role in protecting the interests of local government while gathering key intelligence, identifying issues of concern and relaying these to the relevant Council officers.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 28 May 2024

In addition, this Office played the key secretariat role in coordinating regular meetings of the Lead Officers, General Managers and Mayors to discuss these issues, consider desired outcomes and advocate for needed change.

As the Office evolved, projects that were seeded by the City Deal activities but did not signify as commitments, began to be progressed, such as the Digital Equity and Inclusion Program, the Open Data Portal Project, and the Cybersecurity Uplift Program. Further detail can be found in The Parks' Delivery Program (attached as Attachment 4 to this report).

The increased agenda of work accompanied by an increasing desire by the Mayors to take a stronger advocacy stance has led to regular reconsideration regarding the entity that best meets the needs of the group.

Over the past six years the reality that many of the difficult issues and challenges faced by the Western Parkland City communities are those that are not confined within one or two LGA boundaries has become starker. These are issues that are relevant to all, including lack of public transport connectivity and overdependence on cars, lack of adequate health and education facilities and services, lack of digital connectivity and digital equity, environmental emergencies caused by climate change, funding and managing a drive towards a net zero economy and circular economy and the need for a comprehensive economic development strategy, among others.

The inability to access the Western Sydney Infrastructure Grants Program grant funding due to the Office being hosted by Campbelltown City Council triggered further discussions regarding the establishment of an entity for the alliance.

#### Relevant Legislation

Relevant policy and legislative requirements are as follows:

- Section 358 of the *Local Government Act 1993* requires Ministerial consent prior to the establishment of an incorporated association.
- Section 377 (1)(s) of the *Local Government Act 1993* requires Council to approve the making of an application to the Minister.
- The Office of Local Government's (OLG) *Formation of Corporations and Entities (Section 358 Guidelines)* (attached as Attachment 6 to this report) sets out the procedures and processes to be followed when councils are considering making an application to the Minister for consent.
- A copy of the minutes showing that Council resolved to make an application to the Minister for approval, as well as a copy of the relevant Council reports must be supplied as part of the application.
- Each Council must also complete the self-assessment questionnaire for submission to OLG (Attachment 6).
- The General Managers/CEOs of each member Council must certify that the self-assessment and other documents have been prepared in accordance with the Guidelines.
- The *Associations Incorporation Act 2020* guides the establishment of the incorporated association.
- The *Treasury Laws Amendment (2021 Measures No. 2) Bill 2021* requires any non-government not-for-profit Organisation be registered as a charity with the Australian Charities and Not-for-Profit Commission to be endorsed as a Deductible Gift Recipient.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

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- Subject to Council's decision to support the shift to a separate entity, being an incorporated association, as the operating model for The Parks, the Executive Director of The Parks will prepare the application for the Office of Local Government based on the requirements set out in *Formation of Corporations and Entities (Section 358) Guidelines* dated January 2022 (Attachment 6).
- The application to the Minister will include the Organisation's Constitution (attached as Attachment 3 to this report), which outlines oversight mechanisms, the structure and requirements of the Board, purposes for which the Organisation is established, its operational structure and approval processes.

It should be noted that the entity will have as its members any and all Councils within the Western Parkland City region that wish to join.

#### DISCUSSION

The Mayoral Forum initiated a review of the governance model to improve the effectiveness of the alliance and maximise benefits for the member Councils and their communities.

To gain an unbiased and evidence-based recommendation regarding the best governance structure, Morrison Low was engaged and conducted desk research and interviews. They then presented a comprehensive table of possible entities. (attached as Attachment 2 to this report). The consultant set out all the possible options and recommended that while either a Section 358 or Section 400O entity would provide an appropriate vehicle to deliver the desired outcomes, a Section 358 appeared to be more suitable.

Following consideration, the Mayoral Forum on 5 October 2023 endorsed that the existing governance model be updated to a Section 358 entity constituted as an Incorporated Association model. A Joint Organisation model (Section 400O) was considered, however it was not supported due to the additional regulatory restrictions and financial costs associated with Joint Organisations.

Importantly, this updated governance model retains the autonomy of all member Councils and brings with it no additional financial costs on members.

It does however significantly lift the potential of the alliance to deliver benefits for its member Councils and the region.

A delegation of Mayors from Campbelltown, Penrith and Camden on behalf of the Mayoral Forum then met with Minister for Local Government, The Hon. Ron Hoenig MP, on 26 February 2024 to seek his views on the establishment by The Parks of a Section 358 entity. The Minister was very complimentary about what The Parks had achieved to date, understood the objectives and offered to consider the proposal following the preparation of a draft Constitution that set out clear and transparent principles for the governance of the organisation.

The Constitution (attached as Attachment 3 to this report) has been reviewed by HWL Ebsworth Lawyers.

This report seeks the endorsement of Council of this updated governance model.

Subject to Council approval, the next steps would be to seek the formal approval of the Minister for Local Government to the establishment of the entity, as required under the Act.

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 28 May 2024

Subject to Council and Ministerial approval, the new incorporated association would be registered with the Australian Securities and Investments Commission (ASIC) as well as a charity.

Also included in this report is the draft Constitution which would govern the organisation.

The organisation would continue to have eight members, being the eight Councils of the Western Parkland City; namely Blue Mountains City Council, Camden Council, Campbelltown City Council, Fairfield City Council, Hawkesbury City Council, Liverpool City Council, Penrith City Council and Wollondilly Shire Council.

Each Council would appoint one Mayoral delegate to the Board of the organisation and from those members, one President would be elected.

The Board would support the development and then subsequently endorse the delivery program, operational plan and financial budgets for the organisation and would provide the oversight of these plans and budgets.

The delivery program and operational plan would be informed by detailed three year financial projections (that would be developed).

**Conclusion**

The adjustment of The Parks operating model from one that is hosted by Campbelltown City Council to a Section 358 entity would allow The Parks to drive a greater number and variety of initiatives that benefit all residents, businesses and visitors to the Western Parkland City and ensure that Member Councils are perfectly placed to secure the economic and social benefits created by the construction of the Western Sydney International Airport. It will play a pivotal role in representing Local Government interests to State and Commonwealth Governments while ensuring that the needs and concerns of Member Councils are being met in a timely and effective manner.

**Risks and Mitigation**

To manage and mitigate against any potential risk to member Councils, a risk management plan has been developed, which identifies and analyses any actual or potential risks associated with the project (attached as Attachment 5 to this report).

**COMMUNITY ENGAGEMENT**

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

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

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

Great Place to Live

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

Strong Economy

3.1 Creating an integrated and well-maintained transport system is an important local priority.

**ORDINARY MEETING**  
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- 3.2 Increase the range of local industry opportunities and provide effective support to continued growth.
- 3.3 Promote our community as the place to visit, work and invest.
- 3.4 Support the revitalisation of our town centres and growth of our business community.

**FINANCIAL IMPACT**

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

It is proposed that the organisation continue to receive base funding from Council (at the same rate as hitherto), but actively pursue other sources of financial support including grants to enhance its program offerings and its contribution to the community and lessen the financial burden on council.

Hawkesbury's current financial contribution to The Parks is \$42,500 per annum.

**ATTACHMENTS**

- AT - 1** Policy and Governance Implications (Attachment A).
- AT - 2** Table of Possible Entity Structures (Attachment B) - *(Distributed under separate cover)*.
- AT - 3** The Parks Constitution (Attachment C) - *(Distributed under separate cover)*.
- AT - 4a** Proposed Service Deliverables (Attachment D-1).
- AT - 4b** Western Parkland Council Delivery Program (Attachment D-2) - *(Distributed under separate cover)*.
- AT - 5** Risk Management Plan (Attachment E)
- AT - 6** Formation of Corporations and Entities (Section 358) Guideline (Attachment F) - *(Distributed under separate cover)*

**ORDINARY MEETING**  
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**Attachment 1 - Policy and Governance Implications**



**POLICY AND GOVERNANCE IMPLICATIONS:**

In reviewing the optimal model for the Alliance, the following aims were considered:

- To ensure the completion of City Deal commitments was monitored and the State and Commonwealth Governments held to their original promises;
- To build upon the strong foundation of member council peer relationships developed since the signing of the Relationship Framework to identify and drive region-wide initiatives that tackle our 'wicked problems' and produce significant benefits for our communities (preferably funded by grants);
- To conduct research and build the evidence base for the needs of our communities in the Western Parkland City;
- To optimise Councils' investment through best practice governance and management.

To ensure that the most appropriate and effective model was targeted, Morrison and Low were engaged to conduct research into all possible options and present their recommendations (See Attachment B). Effectively, two models were recommended as meeting our needs best, as outline below:

**Operating Model 1 – s358 Entity**

This is the model that is used by the other ROCs although the type of entity they chose to set up differs. NSROC and SSROC set up Incorporated Associations while WSROC chose a company limited by guarantee. While both these options (and others) would be available to us if we set up an s358 entity, the intention is to set up an Incorporated Association.

The key advantages of this model are:

- It is its own legal entity (with its own ABN) separate from its individual members, which means it can enter and enforce contracts in its own name and open a bank account.
- Members are only liable for the amounts each Member owes in respect of their membership with no risk of being forced to assume debt incurred by the entity.
- It can continue even though its members may change.

The key risks of this model are:

- It must meet annual reporting obligations.
- It is not the preferred model for OLG or Unions as there are concerns about the control that can be applied to protect staff or prevent poor practices once established.





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It should be noted that it is forecast a change to this model would incur approximately \$32,000 per annum in additional fees.

**Operating Model 2 – s4000 Joint Organisation**

This is the model that is implemented by the NSW State Government across all regional and rural areas and allows for Councils to work together for better regional outcomes and to fund place-based activities and advocate for their joint needs. OLG oversees the governance and administration of the JOs and requires financial and annual statements and audits. To date, this model has not been utilised within the urban context and there are no Joint Organisations established within Greater Sydney.

The key advantages of this model are:

- The model exists under the Local Government Act and hence allows for the ongoing oversight of the Office of Local Government.
- A State Government representative sits on the Board as a non-voting member, providing a communication channel into the Government that can be leveraged.
- It is its own legal entity and hence can open a bank account and apply for grants funding.
- It continues even though its members may change.
- It can employ staff under the same awards as Local Government and hence entitlements are transferable.

The key risks of this model are:

- The establishment would require Ministerial approval (and/or regulatory change).
- Board meetings must be open to the public and be publicised, which may work against the expressed desire of being nimble and flexible in responding to events as they unfold.
- It must fit within the onerous OLG framework, which has significantly high costs associated with it.
- It must meet annual reporting obligations.
- There is a potential for duplication of existing council processes (such as audits, ARIC committees etc).

It should be noted that it is forecast a change to this model would incur approximately \$43,000- \$128,000 per annum in additional fees.

Having been presented with these options, the Mayors made a decision to pursue the shift to an s358 entity.

**GOVERNANCE STRUCTURE**

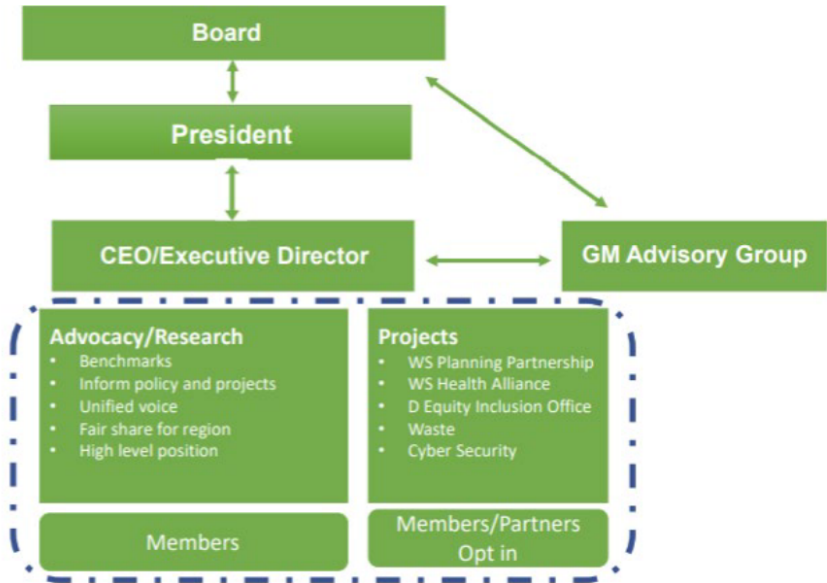
The Governance structure will not differ significantly from the one already in place. It will consist of a Board made up of one delegate from each Member Council (as determined by each Council, which may be the Mayor). From this membership, a President will be elected at elections conducted bi-annually in accordance with the provisions of the Local Government Act 1993 and the regulations for the election of the Mayor.

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The Board and President will only function to determine the strategic business plan of the organisation, monitor its performance and ensure its outcomes and provide due oversight of its financial dealings.

It will hence be completely separated from Member Councils, both from a financial perspective and from a management perspective.

It should be noted that we are proposing that all related bodies that work on regional issues for the eight Member Councils will be brought across under The Parks umbrella, including the Western Sydney Planning Partnership, Western Sydney Health Alliance and Macarthur Strategic Waste Alliance. This will streamline financial contributions, create a more direct and effective reporting line and ensure there are no duplications within the various work plans.



**IMPACT ON EXISTING STAFF**

- All existing staff within The Parks’ Executive Office, the Western Sydney Health Alliance, the Western Sydney Planning Partnership and the Macarthur Strategic Waste Alliance are on contracts that have been intentionally designed to terminate by June 2025, at the latest.
- The contracts for the Executive Director and Executive Assistant of The Parks terminate at the end of March 2025.

## ORDINARY MEETING

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- The Program Manager, Digital Equity and Inclusion Program is a seconded position until end June 2024, as the program will be finished and reported on in June 2024. This employee will then return to her substantive role within Campbelltown City Council
- The Regional Waste Coordinator position is appointed until June 2025, with ongoing funding for this position being currently reviewed by the EPA.
- The Program Manager for the Western Sydney Health Alliance is appointed until February 2025.
- The three positions within the Western Sydney Planning Partnership of the Director, Associate Director – Planning and Policy and Office Manager have been extended until June 2025.

Therefore, as the staff of the current s355 alliance entities are either seconded across from member councils or on contracts, there will be no need to make anyone redundant.

Where appropriate, any existing council staff will be transferred to the employment of the entity and, as is set out in the Constitution, will be employed on the same terms and conditions consistent with their previous employment with Council. All incumbents will also be eligible for and encouraged to apply for the positions in the s358 entity.

Once the entity has been established and the newly defined positions of Executive Director, Executive Assistant, Program Manager Western Sydney Health Alliance and Director, Western Sydney Planning Partnership have been developed and recruited, the entity will guarantee the continued employment of any staff for a period of at least 3 years.

The entity will also adopt an agreement to refer any industrial disputes to the NSW Industrial Relations Tribunal.

#### ESTABLISHMENT TIMELINE

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**May-June 2024:** It is anticipated that following the consideration by the eight member councils of their participation in the organisation and endorsement by those happy to proceed, this information will be collated into the final business case and sent on to OLG and the Minister for consideration.

We are hoping to achieve this by the end of May (with an extension to the middle of June if required, based on council meeting times).

**June/July 2024:** Any additional evidence or supporting documentation will be supplied to LG as per their requests to finalise our application.

**August/September:** Permission from the Minister is received and the administrative procedures to establish the Incorporated Association would be completed.

**October/November:** After the election once the new Councils have become acclimatised, we would move to call a Board meeting and elect a new President. We would also seek to gain approval for the new Position Description for the revised Executive Director role.

**January/February 2025:** Recruitment of the Executive Director position would be completed and this position filled.

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**Attachment 4a - Proposed Service Deliverables**



**PROPOSED SERVICE DELIVERABLES**

To date, The Parks Executive Office has developed a Delivery Program that is aligned to the Local Government pillars of Infrastructure and Collaboration, Liveability, Productivity and Sustainability. The last Program such developed was for the period of 2022-2024 and already covered a range of projects and programs that were regionally-focused and designed to bring benefits to all eight Member Councils (attached to this document).

While a new Delivery Program will be developed in line with the new entity once it has been established, there are a number of ongoing programs that will be carried through, as below:

<i>Infrastructure and Collaboration</i>	
<b>Planning</b>	IC1: Work closely with the Authority in the ongoing development of Bradfield City Centre to ensure its connectivity and contribution to the wider Western Parkland City.
	IC2: Provide collated feedback on the Western City Plan and work with DPHI to ensure it meets the needs of Member Councils.
	IC3: Work with Member Councils to develop a prioritised list of major infrastructure projects.
	IC4: Contribute to the discourse on housing and play a collaborative role to resolve the issues in this space.
	IC5: Continue to advocate for the protection of Metropolitan Rural Areas (MRAs).
<b>Western Sydney Planning Partnership</b>	IC6: Implementation of land acquisition in growth areas.
	IC7: Develop the strategy for infrastructure funding for infill growth in established areas.
	IC8: Smart infrastructure planning and implementation.
	IC9: Transport infrastructure structure planning through implementing network plans.
	IC10: Implementation of a framework for walkable 15-minute neighbourhoods.
	IC11: Develop plans for affordable rental housing supply.
	IC12: Improve housing diversity and choice.
	IC13: Plan for the supply of serviced employment lands.
	IC14: Develop a metropolitan rural and environmental area strategy.
	IC15: Contribute to local disaster adaptation planning
	IC16: Conduct a review of transport impact assessment and parking standards.
	IC17: Promote the street design standards model LEP and DCP



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	provisions.
	IC18: Collaborate with Aboriginal Land Councils in planning
<b>Transport</b>	IC19: Advocate for an integrated transport plan for the Western Parkland City that supports passenger and freight movements.
	IC20: Contribute to the co-design of rapid bus services for Western Parkland City communities including routes to and from Campbelltown, Liverpool, Penrith and through Fairfield and Camden
<b>Vibrant City Centres</b>	IC21: Drive initiatives to activate our strategic centres and develop world class metropolitan centres connected to and enhanced by Bradfield.
<b>Relationship Building</b>	IC22: Support the implementation of effective Tripartite Forum meetings through the identification of important topics and transparent communication.
<b>Advocacy</b>	IC23: As the Local Government representative within the tri-level (City Deal) Delivery Office, strongly advocate for the needs of local government and provide the communication channel to ensure the three levels of government continue to collaborate on delivering the joint vision for the Western Parkland City
	IC24: Continue to conduct research and build the evidence base for the needs of the Western Parkland City
	IC25: Continue to advocate tirelessly for the delivery of the Sydney Metro – Western Sydney Airport North-South Rail Link and the South West Rail Link extension and further, to connect all strategic centres in the Western Parkland City to the airport and metropolitan cities via rail.
	IC26: Continue to build the profile of The Parks through participation in key events and working on significant projects in collaboration with State Government agencies and the other ROCs.
<i>Liveability</i>	
<b>Digital Equity and Inclusion Program</b>	L1: Share the pilot program results across other Council areas and share other best practice case studies.
	L2: Continue to work with State and Federal Government agencies to improve digital equity in the Western Parkland City by accessing further funding to overcome the issues identified in the ADII report.
<b>Western Sydney Health Alliance</b>	L3: Work with the Program Manager, Chair and Steering Committee to determine the work plan and address issues in the Western Parkland City related to health outcomes including: <ul style="list-style-type: none"> <li>- Development of a White Paper on Walking and Cycling Strategy;</li> <li>- Developing an online community of practice and resources as a follow up to our Increasing resilience to climate change report;</li> <li>- Organise a webinar on land use planning for equity in</li> </ul>

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	<p>health outcomes;</p> <ul style="list-style-type: none"> <li>- Health Lens Toolkit developed and its use in Land Use Planning advocated for across stakeholders;</li> <li>- Work in partnership to develop tools to increase the usage of walking tracks and open spaces in the WPC;</li> <li>- Development of a WPC Healthy Food and Drink Policy;</li> <li>- Provide support in building the capacity of the healthcare precincts.</li> </ul>
<b>Productivity</b>	
<b>Economic Development</b>	<p>P1: Work with WPCA to finalise the EDS and implement the Action Plan, as per the Roadmap, including:</p> <ol style="list-style-type: none"> <li>1. Developing a regional coordination body for economic development;</li> <li>2. Creating an action plan to operationalise and monitor the implementation of the EDS;</li> <li>3. Overseeing a regional level review of housing and employment lands;</li> <li>4. Reviewing procurement policies to drive regional tendering and support local work opportunities;</li> <li>5. Support the manufacturing and freight &amp; logistics sectors;</li> <li>6. Leverage WPCA’s aerotropolis industry forum to build networks and identify supply chain opportunities.</li> </ol>
	<p>P2: Work on opportunities to publicise and simultaneously broadcast business-focused workshops across all Business Hubs to leverage available resources and maximise value/impact.</p>
	<p>P3: Grow tourism capabilities and work with Destination NSW to improve and understand tourism data and develop tourism packages and build the Western Parkland City brand.</p>
	<p>P4: Proactively engage with the 24 hour Commissioner and other relevant Government agencies to grow the night-time economy across the Western Parkland City</p>
<b>Investment Attraction</b>	<p>P5: Revise and distribute the Investment Prospectus for the Western Parkland City. Keep it updated/relevant.</p>
	<p>P6: Provide support to WSIAO to help progress investment opportunities across the WPC.</p>
<b>Smart City</b>	<p>P7: Oversee the implementation of the remaining two projects in the Cyber Security Uplift Program, ensuring that all member councils gain the benefits of the vCISO service and access the cyber security framework template.</p>
	<p>P8: Continue to drive the development of the Open Data Portal with a focus on enabling economic, social and environmental outcomes.</p>
<b>Surplus Government Land</b>	<p>P9: Continue to support initiatives to utilise surplus government land to drive jobs growth.</p>

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<i>Sustainability</i>	
<b>Greater Sydney Waste Leadership Forum</b>	S1: Contribute to and support the development of an infrastructure and processing capacity plan for Greater Sydney
	S2: Collaborate on the cataloguing of waste projects and reports
	S3: Collaborate and support the economic analysis of local government waste procurement and potential alternate delivery models
<b>Circular Economy</b>	S4: Support and provide information to the mapping of key material flows and associated net zero waste emissions
	S5: Contribute to the development of Organic Waste and Circular Technologies Pattern Books
	S6: Support the Program Manager for the Materials Management Alliance to run a Regional Procurement program for difficult waste products such as e-waste, tyres, solar panels and so on.
	S7: Work with Peclat and the Open Data teams to trial a pilot 'waste generators- waste takers' matching program focused on the pet food sector.

**STRATEGIC ALIGNMENT**

**Linked to Delivery/Operational Plan**

All the Customer Service Programs, Delivery Programs and Operational Plans of the eight member Councils align with the Western City Plan, which itself derives from *The Metropolis of Three Cities Report*, produced by the Greater Sydney Commission.

*The Metropolis of Three Cities* foresaw Sydney's future as a metropolis of three unique but connected cities: a Western Parkland City west of the M7, a Central River City with Greater Parramatta at its heart and an Eastern Harbour City.<sup>1</sup> It outlined Ten Directions to deliver desired outcomes under the four key themes of Infrastructure and Collaboration, Liveability, Productivity and Sustainability, as per below. Many of these identified 'directions' became incorporated into the Western Sydney City Deal, for which The Parks office was designed to track and assist in its implementation but also all are included in the Western City District Plan.

Each of the Ten Directions are outlined below and the Programs/Actions contained within The Parks' Delivery Program that align with each are identified.

**Infrastructure and Collaboration**

**A City Supported by Infrastructure** – aligning infrastructure to growth through GICs and in a way that will meet future needs. This includes better utilisation of existing assets.

The Parks' aligned actions: IC3, IC6, IC7, IC8, P1, P9

<sup>1</sup> A Metropolis of Three Cities, Greater Sydney Commission, p.?

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**A Collaborative City** – Focusing on government, industry and local communities collaborating to maximise use of resources such as public spaces.

The Parks' aligned actions: IC2, IC4, IC18, IC22, IC23, IC26, P6, P7, P8

**Liveability**

**A City for People** – Ensuring that services and infrastructure meet communities' changing needs and that the use of available public land is optimised for social infrastructure. Also that our communities are healthy, resilient and socially connected, irrelevant of their demographic profile.

The Parks' aligned actions: IC24, L1, L2, L3, P8

**Housing the City** – Providing housing supply and a range of diverse housing types through the development of housing strategies and housing targets

The Parks' aligned actions: IC4, IC11, IC12

**A City of Great Places** – Developing well-designed and appealing places that bring our communities together and in which environmental heritage is identified, conserved and enhanced.

The Parks' aligned actions: IC5, IC14, IC17, IC21, P4

**Productivity**

**A Well-connected City** – Focusing on integrating land use with transport planning to create walkable, 30 minute cities and a network of strategic centres that offer jobs, goods and services.

The Parks' aligned actions: IC9, IC10, IC16, IC19, IC20, IC25

**Jobs and Skills for the City** – Leveraging the construction of the Western Sydney International Airport and Aerotropolis as economic catalysts and connecting them to the Western Parkland City and beyond to boost local jobs and economic growth. Foster internationally competitive health, education, research and innovation precincts.

The Parks' aligned actions: IC1, IC13, L3, P1, P2, P3, P4, P5, P6, P9

**Sustainability**

**A City in its Landscape** – Protect the waterways, bushland, rural and urban areas and the biodiversity that each represents and create a cool and green parkland city with scenic and cultural landscapes and enhanced public open spaces.



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The Parks' aligned actions: IC2, IC5, IC10, IC14, IC17, IC18, IC21, IC24, L3, P3

**An Efficient City** – Implement strategies to contribute to net-zero targets and mitigate against climate change impacts, with a focus on the development of a circular economy.

The Parks' aligned actions: S1, S2, S4, S5, S6, S7

**A Resilient City** – Help our people and places to be resilient and adapt to climate change and reduce their exposure to natural and urban hazards such as heatwaves, bushfires and floods.

The Parks' aligned actions: IC15, L3, P8, S6

As can be seen, by having The Parks shift to an s358 entity, it would enable the continued and enhanced pursuit of region-wide initiatives that will help realise the vision set out for the Western Parkland City in both The Metropolis of Three Cities and the Western City Plan while simultaneously contributing to its member councils' economic performance and community service responsibilities.

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**Attachment 5 – Risk Management Plan**

**THE PARKS' RISK MANAGEMENT PLAN**

Strategic (failed business decisions), Operational (breakdowns in internal processes/procedures), Financial (financial loss), External (uncontrollable sources)

Category	Risk Description	Risk Level			Mitigation Controls
		Severity	Likelihood	Risk	
Financial risk	Non-payment of membership fees by Member Councils	Moderate	Unlikely	2	Controls for this situation are set out clearly in our Constitution
	Inability to secure additional grant funding as required	Minor	Unlikely	2	The entity will be established with the appropriate amount of base funding to employ the essential personnel. Additional projects and programs of work will only be taken on when funding is secured.
	Transfer of any debts incurred to Member Councils	Moderate	Rare	1	We will not incur debt and should it unintentionally be created, the Constitution ensures that this will not be transferred to any Member Council.
Cyber security risk	Possible security risk for our stakeholders in the event that we are hacked and our customer data accessed or that we are the victim of phishing, baiting or malware.	Moderate	Unlikely	2	We will invest in software security solutions and educate employees on a regular basis about how to keep our data safe.
Operational risk	Lack of internal capability and/or capacity within stakeholders limiting the necessary level of systemic change required	Minor	Unlikely	2	Consult and engage closely with key stakeholders to achieve timely input, manage expectations and ensure engagement in the process.
	Possible escalation of input costs due to unforeseen/unexpected expenses	Moderate	Unlikely	2	Careful monthly financial accounting will be in place and quarterly reports given to the Board. Should costs escalate, steps will be taken to limit these through project cancellations or deferrals.

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	Inefficiencies in record management, WH &S and staff training practices or technology and equipment	Moderate	Unlikely	2	Advice from Member Councils will be sought followed by implementation of identified 'best practice' approaches.
	Products/services remain superior and competitive in terms of offering and cost to Member Councils	Minor	Unlikely	2	Regular engagement with key stakeholders to understand their needs so as to be as responsive as possible will be implemented and careful consideration given to any 'customer' feedback.
	Possibility that a climate change emergency damages the office we are in	Moderate	Rare	1	We will develop a contingency plan to shield against such external events. It will be possible to be housed over the short-term within one of the Member Councils' buildings.
Reputational Risk	A negative perception of and/or negative publicity regarding the organisation either internally or externally.	Moderate	Unlikely	2	We will pay attention to how our organisation is being portrayed online and being included in relevant forums and will respond in a timely manner. We will commit to enacting good governance practices with transparency in our financial dealings and always acting with integrity and in the public interest.
Market risks	General economic downturn	Moderate	Unlikely	2	Flexibility and agility will be key as we maintain a focus on our economic, political and social environment and respond accordingly.
	Effects of competition leading to loss of Member Councils	Minor	Unlikely	2	If we remain focused on and responsive to the needs of our stakeholders, they will remain as members.
	Changes in demographic growth and hence needs of the community in the Western Parkland City	Moderate	Unlikely	2	To date, we have been able to understand and respond to the different needs of the communities within each LGA by working closely with each Member Council and this would continue.

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Human Resource risk	The loss of experienced and talented staff to larger organisations	Moderate	Unlikely	2	A comprehensive HR strategy that complies with the Local Government Act as well as all necessary general and state employment laws and regulations should prevent this.
Network/interface risks	Withdrawal of the support network provided by Member Councils	Moderate	Unlikely	2	We would build a network of subcontractors that would be able to provide the essential services we would need such as accounting, audits, HR, and IT.
Industrial Relations risk	Effects of strikes or other forms of industrial action	Moderate	Rare	1	We will ensure that best practice regulations to protect employees are in place
Legislative/ government risk	Changes in legislation under the Local Government Act that might affect delivery of services	Moderate	Rare	1	We will remain in regular contact with OLG to remain abreast of any proposed changes to react flexibly and in a timely manner
	Lack of compliance with state/Federal regulations	Moderate	Rare	1	We will establish expected behaviour by outlining it in a manual and then communicating this to our employees.
Political risk	Changes in membership. When Council elections are held and/or when there are significant shifts in the political, economic or social landscape, it may be that newly elected Councils no longer view membership in The Parks as being in their Council's best interests.	Moderate	Likely	4	This is being mitigated by utilising expert external legal advice and the experience of the Executive Director and General Managers Group.

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RISK MATRIX					
LIKELIHOOD					
	CERTAIN	LIKELY	UNLIKELY	RARE	
IMPACT	5	4	3	2	SEVERE
	5	4	3	2	MAJOR
	4	4	2	1	MODERATE
	4	3	2	1	MINOR

Risk level	Priority	Risk level	Priority
1 - 4	Low risk – minimal action required	5 - 8	Moderate risk – Needs corrective action within 3 months
9 - 12	High risk – Needs corrective action within 1 month	13 - 16	Severe risk – Needs immediate corrective action

oooO END OF REPORT Oooo

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**10.3. CITY PLANNING**

**10.3.1. CP - Draft Hawkesbury Social Infrastructure Assessment and Strategy 2024-2034 - (95498)**

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Draft Hawkesbury Social Infrastructure Assessment and Strategy 2024-2034 to Council for endorsement to place on public exhibition.

**EXECUTIVE SUMMARY**

Social infrastructure supports both the economic prosperity of an area, and the social wellbeing of its community, and the quality of the social infrastructure enhances the lives of people of all ages, backgrounds and abilities.

The purpose of the Hawkesbury Social Infrastructure Assessment and Strategy is to develop an overarching strategy that looks at social infrastructure in an integrated manner.

Community engagement was integral to the preparation of the Draft Strategy, and has included over 300 members of community groups, local organisations, members of Aboriginal communities, and communities across the Hawkesbury. Additionally, Councillors have also had the opportunity for input as part of Briefing and Workshop sessions as the project has progressed.

The Draft Hawkesbury Social Infrastructure Assessment and Strategy 2024-2034 is included as Attachment 1 to this report, and is presented to Council to seek endorsement to publicly exhibit the Draft Strategy.

**RECOMMENDATION**

That:

1. Council endorse the Draft Social Infrastructure Assessment and Strategy 2024-2034 included as Attachment 1 to this report, for the purpose of public exhibition for a period of at least 28 days.
  2. The matter be reported back to Council following the public exhibition period, including any submissions that are received and Council Officer responses to these submissions.
- 

**BACKGROUND**

Social infrastructure supports both the economic prosperity of an area, and the social wellbeing of its community, and the quality of the social infrastructure enhances the lives of people of all ages, backgrounds and abilities.

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Social infrastructure is the interdependent mix of facilities, places, spaces, programs, projects, services and networks that maintain and improve the liveability of a community. Social infrastructure includes a wide range of services and facilities that meet community needs for education, health, social support, recreation, cultural expression, social interaction and community development. This includes community centres, libraries and recreation facilities such as playgrounds, pools, sports fields and parks across the Hawkesbury Local Government Area, and the services and programs provided within.

Council engaged The Planning Studio to undertake the development of the draft Hawkesbury Social Infrastructure Assessment and Strategy.

The purpose of the Hawkesbury Social Infrastructure Assessment and Strategy is to provide an overarching strategy that will look at social infrastructure in an integrated manner that will:

- Clarify and confirm Council's commitment, responsibilities and expectations in the planning, funding and delivery of social infrastructure;
- Ensure a strategic approach to the provision of contemporary social infrastructure;
- Understand the role social infrastructure plays in supporting community resilience;
- Consider State Government Strategies and Plans;
- Assess social infrastructure needs of the Hawkesbury community and determine any gaps or oversupply, or potential to co-locate facilities;
- Outline benchmarks (where applicable and useful);
- Provide high level recommendations including governance models, possible disposal and renewal of assets, and improvements to the overall network;
- Assist Council to understand the quality, satisfaction and value of existing open space and recreation facilities, community and cultural facilities, and;
- Position Council for funding opportunities and partnerships in the provision of social infrastructure (facilities, programs and service delivery).

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As detailed below, preparation of the Draft Hawkesbury Social Infrastructure Assessment and Strategy has been undertaken in various stages:

Event/Task/Milestone
<p>Stage One</p> <ul style="list-style-type: none"> <li>• Assessment of the strategic context - review the national, state, regional and local planning context for social infrastructure planning</li> <li>• Undertake an audit of existing facilities - assessing quality, quantity, distribution, accessibility/connectivity,</li> <li>• Undertake a demographic analysis</li> <li>• Prepare a community and stakeholder engagement plan</li> </ul>
<p>Stage Two</p> <ul style="list-style-type: none"> <li>• Undertake community and stakeholder engagement</li> <li>• Needs and gap analysis</li> <li>• Provide benchmarking where useful</li> <li>• Benchmark community service and infrastructure provision to understand current and future needs for the Local Government Area</li> <li>• Consider existing levels of demand for community services and infrastructure, likely future demand, future growth areas and gaps in the provision</li> <li>• Review current management and funding of open space, recreation, community and cultural facilities</li> <li>• Examine the emerging role of social infrastructure in supporting resilience of communities in a whole-of-system and place context</li> </ul>
<p>Stage Three</p> <ul style="list-style-type: none"> <li>• Prepare the Draft Strategy</li> <li>• Councillor briefing / workshop</li> <li>• Engage with the community and stakeholders (public exhibition)</li> </ul>
<p>Finalise the Social Infrastructure Strategy:</p> <ul style="list-style-type: none"> <li>• Complete Strategy</li> </ul>

Community engagement was integral to the preparation of the Draft Strategy, and has included over 300 members of community groups, local organisations, members of Aboriginal communities, and communities across the Hawkesbury Local Government Area. Additionally, Councillors have also had the opportunity for input as part of Briefing and Workshop sessions as the project has progressed.

The project has progressed to the preparation of the Draft Hawkesbury Social Infrastructure Assessment and Strategy 2024-2034 which has been included as Attachment 1 to this report.



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#### DISCUSSION

The Hawkesbury Social Infrastructure Assessment and Strategy provides an integrated framework that guides future decisions about the planning, delivery, funding and management of local social infrastructure across the Hawkesbury Local Government Area over the next ten years.

The research undertaken as part of the project has identified the following policy insights:

- Social infrastructure and open space should be places that are better for the community, where all people feel welcome, included and valued, as well as better for people because they feel safe, comfortable to interact and enjoy healthy lives.
- Designing with Country contributes to a better understanding of, and better support for, a strong recognition of Aboriginal culture in the built environment.
- Protecting and acknowledging Aboriginal and European heritage and its transition into innovative, creative and adaptive reuses is a priority.
- The quality of a public space is just as important as the quantum.
- Linking parks, bushland, playgrounds and waterways are also opportunities for safe walking and cycling paths, which is a key priority.
- Sport and recreation activities are connected to health, education and community infrastructure to tackle challenges such as physical inactivity and social isolation.
- Key considerations in the future planning and design of social infrastructure should include how they support participation and inclusion, especially for older people, young people, people with disability, cultural diversity communities and the LGBTIQ+ community.
- Flexible designs and shared-use arrangements provide new opportunities for social infrastructure provision, including school sports grounds and community facilities.
- Social infrastructure and open spaces should be durable, integrated, multi functional, connected and accessible to a wide variety of users.
- Improve efficiency and service quality in the social infrastructure sectors through colocation and divestment of legacy assets.

The following place considerations have been identified through research:

- Distance and spatial distribution of villages across the Local Government Area is challenging.
- Majority of the population is concentrated in the southern part of the Local Government Area.
- Low densities and limited housing diversity.
- Many consider their place to be welcoming.
- Community resilience and recovery is a part of the Hawkesbury Local Government Area.
- Big ticket funded projects should also be complimented with local initiatives.

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Future Demand Analysis Insights

Utilising a series of approved population-based benchmarks, the following summarises the anticipated future social infrastructure and open space demand across the Hawkesbury Local Government Area to 2041:

- Community spaces are well provided for through to 2041. However, this is fragmented with the majority of spaces identified are single use, aging community halls.
- Highly concentrated district community centres significantly impede access, especially for residents north of the Hawkesbury River.
- Existing Council operated cultural facilities are highly concentrated in the one centre and are relatively small.
- There is surplus library space through to 2041, predominantly due to the large area of the Hawkesbury Central Library in Windsor but limited service north of the river.
- The total open space benchmark of 4 hectares per 1,000 people suggests that Hawkesbury has a large surplus of Council managed open space through to 2041, in excess of 880 hectares, across all three size hierarchies (regional, district and local). In this respect, it is noted that this is based on a benchmark that is widely recognised as an industry benchmark.
- Existing play spaces will continue to meet demand through to 2041. New play spaces will however, continue to be provided in new urban development close to homes.
- It is anticipated that there will be a surplus of fields in 2041 with additional fields being provided through the funded redevelopment and upgrades.
- Netball and tennis courts are both well provided for through to 2041. There is a provision gap for multipurpose courts in 2041, with currently no outdoor purpose-built basketball courts in the Local Government Area.
- Fields and courts are primarily concentrated in Richmond and Windsor. Not all sports are evenly catered for, however only specific sports indicating a shortfall across the LGA, including AFL and basketball.
- The two aquatic facilities one regional and one district, meet the demand through to 2041. There is existing demand for up to one indoor multipurpose facility (that would include a minimum of three indoor courts with ancillary uses such as gym, café, change rooms), growing to one and a half indoor facilities by 2041.
- Services and social infrastructure will be required for people to age within their communities as the Hawkesbury community continues to get older.
- Recent upgrades to community halls and playgrounds in St Albans, Colo Heights and Bilpin have also recently been completed.

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy.

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Community engagement was integral to the preparation of the Draft Strategy, and has included over 300 members of community groups, local organisations, members of Aboriginal communities, and communities across the Hawkesbury. Additionally, Councillors have also had the opportunity for input as part of Briefing and Workshop sessions as the project has progressed.

Further community engagement is proposed now that the Draft Strategy has been prepared. This further community engagement is essential before Council formally considers the adoption of the Draft Strategy.

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

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

Great Place to Live

- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.4 Build strong relationships and shared responsibilities.
- 4.7 Encourage informed planning, balanced growth and community engagement.
- 4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

**FINANCIAL IMPACT**

Costs associated with the preparation of the draft Hawkesbury Social Infrastructure Assessment and Strategy 2024-2034 have been allocated in the 2023/2024 Operational Plan.

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

**ATTACHMENTS**

- AT - 1** Draft Hawkesbury Social Infrastructure Assessment and Strategy 2024-2034 - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

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**10.3.2. CP - Hawkesbury Floodplain Drainage Review - (95498)**

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to present to Council a study that has been undertaken on the Hawkesbury Floodplain Drainage system. The study area stretches from the Yarramundi Bridge in the west down to Pitt Town in the east.

The purpose of the study was to identify locations where the drainage within this system is inhibited and provides recommendations on site specific solutions for each drainage channel. Additionally, the study includes some detail of the prospective environmental constraints and approval pathways for works on the drainage channel, as well as outlines responsibilities for these works given that the drainage system runs through both private and public land.

This report presents the study to Council. A further report will be provided to Council that will detail the likely cost of undertaking maintenance works on the drainage systems, and how Council could facilitate arrangements with landholders where the drainage systems run through both private and public land.

**EXECUTIVE SUMMARY**

The Hawkesbury Floodplain, within the Hawkesbury Local Government Area (LGA), includes large areas of agricultural land on the floodplains between Agnes Banks and Wilberforce. These floodplains drain into the Hawkesbury River via a combination of natural creek lines and constructed drainage schemes. The hydraulics of these drainage networks have been impacted by the construction of a range of drains, levees and floodgates and indirectly by agricultural activities.

In 2022 following multiple significant flood events, Council commissioned a study on the Hawkesbury Floodplain Drainage system. The study details how these floodplains drain into the Hawkesbury River via a combination of natural creek lines and the constructed drainage schemes.

The broader conclusion of the study is that the condition of the drainage channels has deteriorated over time, partly due to a lack of maintenance and partly due to changed topography in the area.

Council staff are undertaking continued work to determine the likely cost maintaining the drainage systems, and how Council might facilitate arrangements with landholders to have works undertaken where the drainage systems run through both private and public land.

**RECOMMENDATION**

That Council:

1. Note the Hawkesbury Floodplain Drainage Review Study.
2. Note that a further report will be provided to Council that will include the projected costs and process for undertaking maintenance works on the drainage systems, including options for progressing works on the drainage systems that run through both private and public land.

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#### BACKGROUND

The Hawkesbury Floodplain includes large areas of agricultural land on the floodplains between Agnes Banks and Wilberforce. These floodplains drain into the Hawkesbury River via a combination of natural creek lines and constructed drainage schemes. The hydraulics of these drainage networks have been heavily impacted by the construction of a range of drains, levees and floodgates and indirectly by agricultural activities.

Previous investigations conducted by Molino Stewart at Pitt Town Lagoon and Bushells Lagoon suggest that the hydraulics of the drainage networks on the Hawkesbury Floodplain is not well understood. The findings from these investigations also indicated that the hydraulic performance of the drainage networks may have changed over time due to lack of maintenance, changes to infrastructure and inadvertent blockage of flows.

In 2022 following multiple significant flood events, Council commissioned Molino Stewart to undertake a further study on the Hawkesbury Floodplain Drainage system. Council is now in receipt of the final Study that broadly concludes that the condition of the drainage channels has deteriorated over time, partly due to a lack of maintenance by landowners and Council to maintain this drainage infrastructure, and partly due to farm works or practices which have changed the topography of the area.

#### DISCUSSION

As noted in the Hawkesbury Floodplain Drainage Review Study, repairing and/or maintaining these drainage channels is a shared responsibility. Whilst some issues, such as blocked pipes, would be relatively easy to fix, other issues such as slumped banks or paddock erosion, require significantly more work and it is possible that some of the changes to the landscape cannot practically be reversed or mitigated and as such, the impacts that have been sustained following the recent floods will continue after every flood.

The Study provides an overview of planning approval pathways for the various suggested mitigation options, the release of which is likely to aid both Council and landowners to progress rectification works as well as present to the State Government in support of Council's continued call for a fast-track approval pathway to facilitate flood mitigation and riverbank remediation works.

The release of the Hawkesbury Floodplain Drainage Review report is likely to generate interest in terms of how this floodplain drainage infrastructure may be maintained into the future. It is suggested that Council undertake further investigations to determine costs and levers by which it can work with private landholders to facilitate drainage maintenance works.

#### Relevant Legislation

Biodiversity Conservation Act 2016

Coastal Management Act 2016

Environmental Planning and Assessment Act 1979

Environmental Protection and Biodiversity Conservation Act 1999

Fisheries Management Act 1979

Hawkesbury Local Environmental Plan (2012)

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Heritage Act 1977

National Parks and Wildlife Act 1974

Water Management Act 2000

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. Council will work with industry bodies and landowners to discuss options for progressing maintenance works.

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

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

Great Place to Live

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

Protected Environment and Valued History

- 2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.

Reliable Council

- 4.4 Build strong relationships and shared responsibilities.

**FINANCIAL IMPACT**

The Study was funded in full through grant funding allocated to Council following the flood event of March 2021. Whilst there are no financial implications applicable to this report, the further investigations that are recommended to be undertaken on the floodplain drainage system will have indirect and direct financial implications.

A further report will be provided to Council that will include the project costs associated with undertaking maintenance works on the drainage systems.

**ATTACHMENTS**

- AT - 1** Hawkesbury Floodplain Drainage Review (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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**10.4. CORPORATE SERVICES**

**10.4.1. CS - Disclosure of Interests in Written Return - (95496)**

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to table the required Disclosure of Interests in Written Return lodged by a Designated Person.

**EXECUTIVE SUMMARY**

Council's Code of Conduct details the statutory requirements in respect of the lodgement of Disclosure of Interests in Written Returns by Councillors and Designated Persons. This report provides information regarding one Return recently lodged with the General Manager by a Designated Person.

**RECOMMENDATION**

That Council note that the Disclosure of Interests in Written Return, lodged with the General Manager, has been tabled.

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**BACKGROUND**

Sections 4.21 to 4.27 of Council's Code of Conduct (the Code) relate to the Disclosure of Interests in Written Returns and the tabling of these Returns, which have been lodged by Councillors and Designated Persons. Section 4.21 of the Code is as follows:

*"4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in Schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in Schedule 1 to this code within 3 months after:*

*(a) becoming a councillor or designated person, and*

*(b) 30 June of each year, and*

*(c) the councillor or designated person becoming aware of an interest they are required to disclose under Schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b)."*

As required by Section 4.24 of the Code, a register of all Returns to be completed under Section 4.21 of the Code is kept by Council.

In accordance with Section 4.25 of the Code, all Returns lodged by Councillors and Designated Persons under Section 4.21(a) of the Code must be tabled at the first meeting of the Council after the last day the Return is required to be lodged.



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The purpose of this report is to table the Return submitted by new Designated Person under Section 4.21(a) of the Code.

**DISCUSSION**

The following Return has been lodged under Section 4.21(a) of the Code:

<b>Position</b>	<b>Return Date</b>	<b>Date Lodged</b>
Building Surveyor	19 February 2024	11 March 2024

The above details are now tabled in accordance with Section 4.25 of the Code, and the Return is available for inspection upon request, subject to any overriding public interest considerations against the disclosure of certain information within the Return.

**COMMUNITY ENGAGEMENT**

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

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

Reliable Council

4.1 Provide representative, responsive and accountable governance.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**ATTACHMENTS**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**10.5. INFRASTRUCTURE SERVICES**

**10.5.1. IS - Food Organics Garden Organics (FOGO) Transition Plan - (95495)**

**Previous Item:** 216, Ordinary (13 December 2022)

**Directorate:** Infrastructure Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to endorse the Food Organics and Garden Organics (FOGO) Transition Plan for the Hawkesbury Local Government Area.

**EXECUTIVE SUMMARY**

In 2021, the NSW Government released the Waste and Sustainable Materials Strategy, requiring Councils to implement a Food Organics Garden Organics (FOGO) kerbside bin service by 2030. This mandate is designed to reduce waste into landfill and carbon emissions.

The Government's FOGO mandate aligns with Council's commitment to environmental sustainability as outlined in the Community Strategic Plan (CSP), Waste and Resource Recovery Strategy, Environmental Sustainability Strategy and Net Zero Emissions and Water Efficient Strategy.

The introduction of FOGO provides a strategic opportunity to advance towards Council's adopted resource recovery and net-zero emission targets and will support extending the life of our landfill, provide nutrient recycling through input into soils via the production of compost and reduce carbon emissions.

A FOGO Transition Plan, attached as Attachment 1 to the report, was developed to address the key components of delivering FOGO to the Hawkesbury community.

A comprehensive FOGO service rollout across the entire Local Government Area (LGA), encompassing both urban and rural areas, will ensure consistency in communication and engagement. The LGA-wide implementation will ensure economies of scale, allowing for streamlined service delivery and more effective community outreach. This uniform approach is required not only by the mandate but is justified by the amount of FOGO material within the rural area's general waste bins and supported by feedback from the rural community in 2022.

Council would apply for grant funding available to assist in the supply of new FOGO bins for the rural area, and for compostable bags and caddies for both urban and rural areas. Council can encourage households to offset the increases in domestic waste charge by downsizing their general waste bins.

The introduction of a FOGO service will likely be one of the most significant undertakings a council can set out to achieve and there are plentiful examples of the impact it can have on communities when it isn't undertaken well, or too much is asked of a community in respect of the behavioural changes being asked. Communications and community engagement is the key critical factor in determining the success of a FOGO service roll-out. To manage this risk and ensure communications and engagement is effective and comprehensive, a communications plan would begin 12 months prior to the commencement date.

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With respect to Council's contractual obligations, the collection and processing arrangements entered into last year allow for the introduction of FOGO, but require that Council provides a minimum of 12 months' notice to its contractor.

A commencement date of 1 July 2027 has been recommended to ensure the FOGO service is successful, well planned and resourced, including procurement, communications and staffing.

#### RECOMMENDATION

That Council:

1. Receive and note the report on the Food Organics Garden Organics (FOGO) Transition Plan;
2. Endorse the Food Organics Garden Organics (FOGO) Transition Plan, including the commencement of the proposed Food Organics Garden Organics (FOGO) service from 1 July 2027, attached as Attachment 1 to this report.

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#### BACKGROUND

The NSW Government has mandated that all households in New South Wales must adopt FOGO services by 2030 as part of its Waste and Sustainable Materials Strategy 2041. This statewide initiative is a crucial step towards fostering a circular economy, reducing waste to landfill, and reducing our carbon footprint.

Council has also set ambitious targets for our community and organisation, with a net-zero emissions goal by 2030. The introduction of FOGO is necessary to meet this target. Council's commitment to sustainability extends beyond achieving net-zero emissions with a comprehensive approach to resource recovery and waste management. The Council's Waste and Resource Recovery Strategy 2032 sets out our commitment to fostering sustainable practices, emphasising the important role of FOGO in achieving our goals and objectives.

Our resource recovery rate for kerbside collections is 34%, which has remained unchanged since 2013 following the introduction of the garden organics bin for urban properties. To increase resource recovery rates, FOGO will enhance organic waste recovery and progress us toward the NSW target of an 80% recovery rate by 2030.

The majority of Western Sydney Councils have already begun their FOGO journey including committing to start dates. One point of difference between Hawkesbury Council and other councils is that Hawkesbury Council has in place sufficiently flexible collection and processing arrangements to place the decision on a commencement date entirely within the control of Council, whereas other councils are more or less being driven by the conclusion of existing collection and/or processing contracts.

#### DISCUSSION

The introduction of a FOGO service is one of the largest changes to affect most households in the Local Government Area (LGA). This will require engaging with the community to ensure they are supported in the behaviour change of placing food and garden material into the FOGO bin. The more food and garden organics placed in the FOGO bin the more it will reduce the amount sent to landfill, reduce carbon emissions and ensure nutrients are returned to the soil through the creation of compost.

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Council has undertaken significant research into other FOGO systems in NSW and has consulted with a variety of councils that are planning or have already introduced FOGO, including Penrith City Council. The aim was to develop a FOGO Transition Plan (the Plan) with key actions that were based on the best available evidence, data and learnings from others. This Plan is attached as Attachment 1 to the report.

In developing the Plan there were four key elements considered including:

1. Timing - when to start the service
2. Geographical Coverage - how much of the LGA should the service cover
3. Service Configuration - whether the total kerbside garbage bin offering and servicing change in size and/or frequency
4. Resourcing - staff requirements to ensure a quality service roll out and behaviour change is embedded within the community

#### Timing

There are several elements to consider when recommending a commencement date including:

1. Council having the opportunity within the contract to stipulate a start date with JJ Richards with a minimum of 12 months notice. This is generally not the case for other councils that must align the introduction of FOGO with the start of a new contract.
2. Procuring resources will take time including staffing, bins, caddies, bags and developing communication and education materials.
3. Using learnings from other Councils, it is recommended that at least 12 months be provided for engagement prior to any rollout.
4. Council trialing an alternative technology with Black Soldier Flies (BSF) with Arc Ento. If this is successful, this may reduce the need for FOGO.
5. Ensuring sufficient funds are available in the Domestic Waste Management Reserve for the new service to responsibly manage increase in costs associated with the new service.

The new service is estimated to require an additional \$5.6 million (in 2023/2024 dollars - net of savings associated with reduction in residual waste processing) in year 1 and \$4.2 million ongoing (in 2023/2024 dollars - net of savings associated with reduction in residual waste processing). These figures have been incorporated into the 10 year plan for the Domestic Waste Management Service to ensure increases in the domestic waste management charge are managed for ratepayers.

Therefore, the dates of commencement can realistically be between 1 July 2026 to 1 July 2030. However, based on all the feedback received and in considering the elements above, it is recommended that the commencement date for FOGO is 1 July 2027.

#### Geographical Coverage

There are three types of designated areas within the Hawkesbury for waste services:

1. Urban - receive a three bin service (garbage, recycling and garden organics)
2. Rural - receive a two bin service (garbage and recycling)

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3. Remote - receive a modified two bin service; the garbage (and recycling) is collected fortnightly

Council also currently collects waste and recycling from central bin collection points in more remote areas. This is where residents are required to place their bins at a centralised collection spot, not directly outside of their property, due to access. This is often near a cross roads or somewhere accessible for the vehicles to turn around. These areas can have anywhere up to 40 bins presented for collection and there must be consideration of the physical constraints, safety aspects and aesthetic if a third FOGO bin were added. The reality is that many, if not all, centralised collection points would either cease to function properly, present unacceptable safety risks (road safety), or have too great an impact on the character and aesthetic of an area if FOGO bins were added to these areas.

Under the NSW EPA's mandate, Council will be able to seek an exemption for areas where it is believed and an evidence-based case is made, that FOGO will not be beneficial.

Analysis of audit data is that it is unlikely any exemption would be granted for the urban or rural properties due to the amount of FOGO currently in the garbage bins.

However, approximately 650 households in the remote area would be well placed to be exempt including any that use a central bin collection point. The addition of a third bin at these points is unlikely to yield meaningful volumes of FOGO material.

Therefore, it is recommended that the service area will include the whole LGA, but Council will seek exemption for properties that are designated as remote or are using centralised bin collection points.

### **Service Configuration**

Across councils in NSW, there are many different bin service configuration options utilised and made available to communities, with the introduction of FOGO presenting opportunities to revisit configurations either at the point of introduction or at some time following the introduction. Most commonly, a standard fortnightly recycling bin (yellow lid) and weekly FOGO bin (green lid) are provided, with the residual waste bin (red lid) being the variable in the different bin configurations and the two most common configurables are:

1. The garbage bin goes from a weekly to fortnightly collection; and/or
2. Downsizing of bins from 240L to a 140L (or potentially smaller to an 80L).

Reviewing the data and also challenges faced by other Councils, media and community feedback from those that have pursued one or more of the above options, it is recommended that Council focus on the positive behaviour change for the community in placing food leftovers and scraps from the garbage bin into the new FOGO bin, without having to manage the perceived loss of services or forced downsizing of bins. In short, it is important that Council respects the scale of the change being asked of its residents and limits the extent of change.

Therefore, it is recommended that Council continue with weekly garbage collections and continues to encourage households to transition to a 140L garbage bin to offset costs of the new FOGO service. A review can be conducted after the new FOGO service is embedded within the LGA to explore other service delivery options, once the behaviour change is embedded and there is sufficient data to inform any such consideration.

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### **Resourcing**

Supporting the community achieve the desired behaviour change will take resources outside of the current business as usual operations. Many councils have employed teams to help plan and introduce their FOGO rollout. Considering the external factors and the need to deliver this service it is considered appropriate that:

1. A FOGO project officer is recruited for 18 months to lead the introduction of the service; and
2. Two FOGO support officers are recruited for six months each during the roll out to support the Customer Experience team in managing issues during the rollout

The Plan is designed to give a level of certainty moving forward, however, also ensures Council is flexible and adaptive to incorporate changes over time. This includes confirming a final decision on the expected commencement date of the FOGO service, by Council, no later than December 2025.

### **COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. Engagement for the delivery of the service will trigger engagement with the community and a dedicated education engagement campaign will be developed and delivered in due course.

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

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

#### Protected Environment and Valued History

- 2.3 Encourage and enable our community to embrace the waste management principles of reduce, reuse and recycle.
- 2.4 Encourage and enable our community to make more sustainable choices.
- 2.6 Achieve net zero emissions targets.

### **FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 10 Year Domestic Waste Management Financial Plan and will be further reviewed as further information is known as part of the annual review of the 10 Year Plan undertaken when developing the annual Operation Plan.

### **ATTACHMENTS**

- AT - 1** Food Organics and Garden Organics (FOGO) Transition Plan - (*Distributed under separate cover*).

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**10.5.2. IS - Quarter 3 - 2023/2024 Capital Projects Report - (95495)**

**Previous Item:** 4.5.3, Ordinary (13 February 2024)

**Directorate:** Infrastructure Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to provide a quarterly status update on Council Capital Projects for the third quarter of the 2023/2024 financial year. This report is intended to increase the level of transparency and accountability in delivery of Council's Capital Works Program.

Capital projects included in this report are managed through the Infrastructure Recovery (Flood Recovery) Team, Project Delivery and Western Sydney Infrastructure Grants Program (formerly WestInvest) teams.

The report outlines overall program status, considers risks for Grant Funded projects, authorities' approvals and planning approvals that may hinder or alter the commencement of any given project.

**EXECUTIVE SUMMARY**

This report details matters of scope, progress, time, and budget for major capital projects, defined as "Complex" projects within Council's Project Management Framework. Additionally, this report includes the minutes of the Western Sydney Infrastructure Grants Executive Steering Committee meetings that occurred within the reporting period.

By introducing this more frequent reporting, Council seeks to increase the level of accountability to its community and the level of transparency over the progress of its more significant capital projects.

This report also presents the Draft Communication and Engagement Plans for the North Richmond Community Precinct and Redevelopment of Richmond Swimming Centre projects for Council endorsement.

**RECOMMENDATION**

That Council:

1. Receive and note the Quarter 3 - 2023/2024 Capital Projects Report,
  2. Receive and endorse the Draft Communication and Engagement Plans for the North Richmond Community Precinct and Redevelopment of Richmond Swimming Centre projects attached as Attachment 3 to this report.
- 

**BACKGROUND**

At the Council meeting on 18th April 2023, Council resolved;

*"Receive a major capital project update report, on a quarterly frequency, outlining the key elements of scope, progress, time and budget."*

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This is the third quarterly Capital Projects Report compiled, providing Council a quarterly update on the major Capital projects.

Council has previously relied upon the Annual Report to communicate progress on and achievement of major capital projects. The annual report is a key element of the Integrated Planning Report Framework and an important document to communicate to the community the achievements of Council over the previous reporting period. However, being annual and generally released some months after the reporting date, it doesn't meet the need to provide frequent and timely updates on how Council is progressing with major capital projects, particularly those which have a high interest and high impact on our community.

Historically, Council has undertaken approximately \$20 million to \$25 million worth of capital projects and these have, in turn, generally been focused on projects which are renewal in nature - the reconstruction of a road, or refurbishment of a Council community building for example, or where they are for new projects, they have been minor in nature, such as a new footpath.

In recent years, and particularly with the increased level of grant funding, this value has increased substantially, however the majority of our projects, by number, remain relatively small, lack the complexity and impact of those larger projects funded by the Western Sydney Infrastructure Grants and similar programs and accordingly are of relatively low interest to the broader community.

#### DISCUSSION

The purpose of this report is to increase the level of transparency and accountability in delivery of Council's Capital Works Program. This must be balanced with respect to the competing demands that increased reporting places on the organisation. It is not intended that every capital project be included in reports; an appropriate level of discrimination must be applied to ensure that a focus is maintained on those projects which are of both a high interest and a high impact to the broader community and that the costs of increased reporting do not outweigh the benefits that lesser projects seek to deliver to the community. Refer to Attachment 1 to this report.

Whilst it is clear with the Western Sydney Infrastructure Grants (formerly WestInvest) Program of projects that each project would be incorporated into the major capital project report, it is less so with the more routine projects that Council ordinarily delivers. To achieve this balance, the 14 highest ranked projects, by complexity and/or risk, have been included in this report, and commentary has been provided at an Asset Program level for the remainder of the Capital Works Program. A detailed status report on these projects.

A full financial on the Capital Works Program was included in the Business Paper at the Council Meeting on 14 May 2024, as part of the Quarter 3 Quarterly Budget Review Statement.

#### PROJECT DELIVERY

##### Capital Works Program Status Summary

Council has completed the design and construction of several projects by this Quarter. Council has also completed design of several projects or progressed the design to facilitate early construction of the projects in the next financial year.

##### Buildings

Building Capital projects included in 2023/2024 financial year program of works are in various phases including planning, design, procurement and delivery which consists of minor and major asset renewal and upgrades.

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In the reporting period, Council has completed the following projects:

- St Albans School of Arts Upgrade
- Maraylya Hall Refurbishment
- Animal Shelter Upgrades: Painting enclosures, Cattery installation, Signage Upgrade

The following projects are currently in construction phase or to be commenced:

- North Richmond Amenities
- Animal Shelter underfloor heating
- Other miscellaneous building upgrades

Council have commenced preliminary phases of investigation of upcoming amenities buildings upgrades and will provide further update in the next quarter.

Status update of Council's key strategic building projects is provided below.

Hawkesbury Emergency Services Precinct (incorporating the new Hawkesbury Fire Control Centre)

Following Council's endorsement of the new site at McKinnons Road, Wilberforce, both the project development and land acquisition processes have commenced and been progressed during the reporting period.

The Project Control Group, consisting of representatives from NSW RFS, Hawkesbury SES, NSW Public Works and Council, has recommenced and continues to meet monthly for the purpose of providing oversight to the project team and guidance on the scope and requirements of the project. The project's consulting architects have been re-engaged and prepared a brief outlining the development stages of the Precinct, including an initial preparation of a site Masterplan.

The land acquisition process is underway and will be the subject of a future, confidential report at the appropriate time, to finalise the acquisition process. At this stage of the process, it isn't possible to provide an updated timeline, however it is anticipated that an updated program will be available for the next quarterly report.

Funding for the project is being monitored, with NSW RFS continuing to commit to a new Fire Control Centre for the Hawkesbury District.

Wilberforce Rural Fire Brigade Station

The concept plan for the new Wilberforce Rural Fire Brigade Station achieved 80% completion, with some final amendments to the positioning of the Brigade Station on the site subject to some final adjustments and vehicle clearance checks.

The Project Control Group, consisting of representatives from NSW RFS (Greater Sydney Area Command, Hawkesbury District and Wilberforce Brigade), NSW Public Works and Council, has recommenced and meeting monthly for the purpose of providing oversight to the project team and guidance on the scope and requirements of the project.

With this level of progress, it is expected that an updated program will be available for the next quarterly report.

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### **Open Space**

Open Space capital projects included in 2023/2024 financial year program of works are mainly going through design phase with few projects being constructed.

Projects completed in this reporting period include:

- South Windsor Netball Courts surface renewal
- Pitt Town Memorial Park Stage 2
- Soccer Field Lighting, Bensons Lane

Project currently in design stage include:

- Macquarie Park Upgrade
- Freemans Reach Playground
- Peel Park, North Richmond and Colonial Reserve, Bligh Park Pumptracks (Complete)
- Deerubbin Park New Amenities
- Yarramundi Reserve Upgrade
- Wilberforce Playground

Similarly, the following projects are currently either in Construction or soon to commence:

- Shade Over Playspace Program – Mileham Road, South Windsor and Colonial Reserve, Bligh Park
- Bona Vista Drive, Pitt Town drainage improvement

Council have commenced preliminary phases of investigation of upcoming open space projects and will provide a further update in the next quarterly report.

### Community and Local Infrastructure Repair Program (CLIRP) & OLG

During the reporting period, the design for the following projects under CLIRP grant program has continued:

- Argyle Bailey Memorial Reserve
- Howe Park Bank Stabilisation (2)
- Rickaby's Creek Pedestrian Bridge Repair
- Churchills Wharf Reserve
- Governor Phillip Park (2) Embankment Stabilisation.

The design of embankments is expected to be completed by the end of this financial year. Subject to all relevant statutory approvals being complete in design and investigation stages, the construction works are anticipated to be completed in the next financial year.

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**Roads - Transport**

Roads and Transport projects includes renewal and upgrade of council's road pavement, footpath, drainage, kerb and gutter and miscellaneous civil works.

Projects completed in this reporting period include:

- Kurmond Road, Kurmond
- Grose Vale Road, Kurrajong
- Dickson Lane, South Windsor
- Grose Vale Road, North Richmond
- Maddens Road, North Richmond
- Windsor Street, Windsor
- Railway Road, South Mulgrave
- Grose Vale Road, Kurrajong
- Mitchell Street, Glossodia
- Blaxlands Ridge Road, Kurrajong
- Mayne Street, Wilberforce

The following projects are currently in either construction or soon to commence:

- Scheyville Road, Maraylya
- Ian Street, Glossodia - Upgrade drainage system
- Packer Road, Lower Portland
- Argyle Street, South Windsor
- Blackman Crescent, South Windsor
- Kurmond Road, Freemans Reach
- White Place, South Windsor
- Greens Road Seal Bends, Lower Portland
- Bowen Mountain Road, Bowen Mountain
- Bilpin Hall Car Park
- Footpath Program: Bathurst Street, Argyle Street, Colonial Drive, Macquarie Street
- Bridge Replacement Willow Glen Road Bridge

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#### Hawkesbury Waste Management Facility

Construction of Hawkesbury Waste Facility Cell 6 has been completed. Design and construction of leachate and recycling water pipelines has commenced. Unexpected geotechnical conditions have delayed the project with further geotechnical investigation and redesign completed in the reporting period. The project is now expected to be completed by June 2024.

#### Stormwater

Sections of drainage have been identified for future upgrade and are being reviewed for design completion.

The following projects have been completed during the reporting period:

- Tizzana Road - Drainage Upgrade

Projects continuing in design for the reporting period include:

- Airstrip Road, Pitt Town Drainage
- Avondale Road, Pitt Town Drainage
- Reedy Road, Cattai Drainage
- Coromandel Road, Ebenezer Drainage

The following projects are currently in construction:

- Pump Station L Access Road

#### WESTERN SYDNEY INFRASTRUCTURE GRANTS

##### Program Status Summary

The Western Sydney Infrastructure Grants Program (formerly WestInvest) for Hawkesbury City Council comprises 10 projects, all of which have received approval and execution of deeds from the Program Office.

Council have established program office to deliver the program of works. The project team has been assembled and necessary governance framework including the provision of working group, project control group, program control committee and executive steering committee have been established. Projects are now in planning and design phase.

Community consultation of some of the major projects have been initiated. This report also presents, at Attachment 3, the Draft Communication and Engagement Plans for the North Richmond Community Precinct and Redevelopment of Richmond Swimming Centre projects for Council endorsement. The plans are developed based on the principles of International Association for Public Participation (IAP2) engagement spectrum. These Plans have been developed by the project teams and reviewed by the relevant Project Control Groups, the Program Coordination Committee and the Executive Steering Committee.

Table 1 below provides the financial status of the program at the end of the reporting period. As the majority of the projects are either in planning or in design phase, forecast expenditure is relative less compared to the program value. Key milestones to deliver specific projects are included in the minutes of the Executive Steering Committee meetings. Early cost reviews have identified a number

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of projects requiring further investigation and review of project budgets and deliverables. This will be an ongoing task given the elapsed time and inflation over the previous 24 months.

*Table 1—Western Sydney Infrastructure Grant Program Financial Summary*

<b>Projects</b>	<b>Approved Project Lifecycle Budget</b>	<b>Full Year Budget FY2023/24</b>	<b>Actual to date (Q3) FY2023/24</b>	<b>Total Forecast FY2023/24</b>
Woodbury Reserve Upgrade	\$9,316,136	\$750,000	\$515,436	\$749,342
Fernadell Park and Community Facility Development	\$9,870,794	\$563,000	\$477,181	\$781,416
Cycleway Bridge over Rickaby's Creek	\$4,695,810	\$210,000	\$31,309	\$208,081
Kurrajong-Kurmond Cycleway	\$5,219,367	\$372,000	\$72,984	\$365,591
Oasis Aquatic & Leisure Centre Improvements	\$6,716,000	\$273,000	\$46,021	\$272,943
Redevelopment of Richmond Swimming Centre	\$30,319,853	\$111,000	\$49,509	\$110,332
Tamplin Field Redevelopment	\$9,795,000	\$540,000	\$78,694	\$540,527
North Richmond Community Precinct	\$26,770,000	\$100,000	\$63,084	\$116,700
Getting around and Discovering the Hawkesbury (Wayfinding)	\$2,445,400	\$196,050	\$50,750	\$196,050
Turnbull Oval, North Richmond Pak - Grandstand and Amenities Upgrade	\$8,545,000	\$490,500	\$59,290	\$491,711
WSIGP general			\$75,318	\$337,037
<b>Total</b>	<b>\$113,693,360</b>	<b>\$3,605,550</b>	<b>\$1,519,576</b>	<b>\$4,169,730</b>

**Project Status Summary**

North Richmond Community Precinct

North Richmond Community Precinct project is one of the significant projects for Council which is highest in the value. Council have engaged specialist project management firm to project manage this project on behalf of Council.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 28 May 2024

Council has called tender to engage a Principal Design Consultant. Council have also engaged a specialist consultant to provide advice on the options available to implement a long-term viability of the operation of the facility. Outcome of this study will be presented to Council in the next quarter report.

Council has prepared a communication and engagement plan outlining key stakeholders and their input to the project.

#### Oasis Aquatic and Fitness Centre

Site investigation for the various components of the site improvement works is progressing. Concept design of the facility is in final stage.

#### Redevelopment of Richmond Swimming Centre

Site investigation works of the redevelopment of Richmond Swimming Centre project are currently progressing. Council has gathered lesson learnt information from various metro Council on similar projects and currently preparing a design brief to engage an experienced and qualified Principal Design Consultant.

Council has prepared a communication and engagement plan outlining key stakeholders and their input to the project.

#### Fernadell Park and Community Facility Development

Council has progressed the landscape design of the project to 80%. Concept design of the Community Centre is currently on public exhibition.

Recent Quantity Survey (QS) report on project indicated estimated cost of the project is significantly higher than the original budget. Project team is currently working on various options of value engineering including staging, rescoping or descoping of some of the nice to have items to maximise project outcome within budget.

#### Tamplin Field Redevelopment

Council is currently undertaking site investigation works. Concept plan is also being developed by landscape architects and sporting facility experts.

Recent Quantity Survey (QS) report on project indicated estimated cost of the project is significantly higher than the original budget. Project team is currently working on various options of value engineering including staging, rescoping or descoping of some of the nice to have items to maximise project outcome within budget.

#### Turnbull Oval

Council has completed investigation works. Development of concept plan is progressing by landscape architects and sporting facility experts.

Stakeholder consultation is being carried out with facility users and Hawkesbury Sports Council a per Council's stakeholder engagement plan.

#### Woodbury Reserve Upgrade

Construction of the BMX Pump Track is nearing completion. Construction of Mountain Bike Trails is in progress. Council has also initiated the procurement of the construction of Skate Park.

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 28 May 2024**

The concept plan for the precinct works, utilising the recently adopted Masterplan is being finalised. Procurement of the design and construction of the skate park will be initiated once the concept plan for the entire precinct is finalised.

Getting around and Discovering Hawkesbury (Wayfinding Stage 3)

Site investigation and signage audit for 11 Town Centres and 23 LGA Entry Gate sign locations have been completed and the design is being finalised. Stakeholder consultation to finalise art works are continuing.

Cycleway Bridge over Rickaby's Creek

Site investigation and concept design are progressing.

Kurrajong to Kurmond Cycleway

Site investigation of the project is now complete. Draft concept design is in public exhibition.

The Council resolution made at the 18 April 2023 meeting also requires the minutes of the Executive Steering Committee to be attached to this report, as the formal feedback loop to Councillors and the community on the program governance and assurance process.

The minutes from the 28 February, 26 March and 23 April 2024 Executive Steering Committee meetings are attached as Attachment 2 to this report.

## **INFRASTRUCTURE RECOVERY**

### **Program Status Summary**

Council is delivering the reconstruction of essential public assets that are being funded by the Disaster Recovery Funding Arrangements provided by the State and Commonwealth Governments. This program of works is being delivered in Council under the Infrastructure Recovery program.

To date, Council has completed over \$58 million worth of reconstruction works to Council assets. Council has also completed additional \$11 million worth of landslip repair works on behalf of Central Coast Council. A total of over \$149 million funding has been approved for sealed roads and landslip repairs by Transport for NSW.

Table 2- Infrastructure Recovery FY2023/24 Financial Summary

<b>Approved Program Lifecycle Budget</b>	<b>Full Year Budget FY2023/24</b>	<b>Total Actuals YTD FY2023/24</b>	<b>Total Forecast FY2023/24</b>
\$149,000,000	\$73,000,000	\$55,100,000	\$68,000,000

Thomas James Bridge

Thomas James Bridge, its approaches on Settlers Road and the adjacent rock face were seriously damaged during the March 2022 flood, and again during the July 2022 flood events. The road serves as a critical link for residents of the Macdonald Valley south to the rest of Sydney. It is also the oldest in-use convict-built bridge in mainland Australia, circa 1830s, and as such is an important heritage item that is worth preserving.

Commencing 18 September 2023, the contractor has been well underway with debris clearing from the major landslip along with the deconstruction of the convict bridge following the opening of the temporary access road to maintain resident access 24 hours a day / 7 days a week.



## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 28 May 2024

A Community Advisory Group has been established, the last meeting was held onsite on 16 November 2023.

The project is jointly sponsored by Hawkesbury City Council and Central Coast Council, with HCC having taken the lead in response to it being our residents which are impacted by this reconstruction project.

The approved Essential Public Asset Reconstruction (EPAR) funding limit is:

\$17 million – Thomas James Bridge (EPAR – Transport for NSW Greater Sydney)

\$17 million – Settlers Road Landslip (EPAR -Transport for NSW North)

Early clearing works of the landslip debris and any associated slope stabilisation works were completed at the end of November 2023. Original reconstruction of the Bridge was planned to be completed by September 2024, however due to additional time required to safely remove heritage sandstone blocks for restoration and additional concrete work required to stabilise the foundation, the project completion time may be slightly extended. Final slope stabilisation works on the landslip site are subject to final design and will likely be undertaken following the completion of the bridge reconstruction works. Overall project is expected to be completed by March 2025.

#### Cornwallis Restoration

Reflecting the complex procurement and contractual environment, the project has now progressed with the order for long-lead items (concrete box culvert crown units) being finalised in the reporting period.

It is expected that the procurement for the construction will commence in the final quarter of 2023/2024, with construction to follow early in 2024/2025.

The funding and final design is for the reconstruction of Cornwallis Road and the Bakers Lagoon Drain. Reconstruction of the riverbank, on the adjoining private property, is not within the scope of the project, however the two projects will be coordinated to ensure that a satisfactory outcome is achieved. Construction is expected to take 9-12 months.

#### Gorricks Run Causeway, Upper Macdonald Valley

Construction works at Gorricks Run causeway has commenced this quarter. A new box culvert crossing will be constructed adjacent to the existing damaged causeway as part of this project. Once complete, the damaged causeway will be decommissioned.

Resident access will be maintained with the 5T load limit remaining in place for the duration of construction.

### **COMMUNITY ENGAGEMENT**

Each project and/or program is subject to its own community consultation or community engagement process in line with Council's Community Engagement Policy.

This report seeks council endorsement of the Draft Communication and Engagement Plans for the North Richmond Community Precinct and Redevelopment of Richmond Swimming Centre projects.

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

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

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 28 May 2024**

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.

Protected Environment and Valued History

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

Strong Economy

- 3.1 Creating an integrated and well-maintained transport system is an important local priority.

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**ATTACHMENTS**

- AT - 1** Detailed Status Report Major Capital Projects - *(Distributed under separate cover)*.
- AT - 2** Minutes of Executive Steering Committee Meetings - *(Distributed under separate cover)*.
- AT - 3** Communication and Engagement Plans - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 28 May 2024**

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**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**11.1.1. ROC - Audit, Risk and Improvement Committee - 22 March 2024 - (158054, 95196)**

**Directorate:** Corporate Services

---

**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Audit, Risk and Improvement Committee, held on 22 March 2024.

**EXECUTIVE SUMMARY**

The Audit, Risk and Improvement Committee considered twelve items and a General Business item at its meeting on 22 March 2024.

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

**RECOMMENDATION**

That Council receive and note the Minutes of the Audit, Risk and Improvement Committee Meeting held on 22 March 2024.

**DISCUSSION**

The Minutes of the Audit, Risk and Improvement Committee meeting held on 22 March 2024 are attached as Attachment 1 to this report.

The Audit, Risk and Improvement Committee met on 22 March 2024 and discussed the following Items:

- Item 1 - 2023/2024 Internal Audit Program Update
- Item 2 - Status of Internal Audit Management Actions
- Item 3 - Waste Management Facility Compliance Internal Audit Report
- Item 4 - Recruitment and Selection Internal Audit Report
- Item 5 - Financial Reports and Audit Engagement Plan
- Item 6 - Risk Management Framework
- Item 7 - Cyber Security Quarterly Update - March 2024
- Item 8 - Six Monthly Progress Report - 2023/2024 Operational Plan
- Item 9 - Risk Management and Internal Audit for Local Government in NSW Guidelines

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

- Item 10 - Audit, Risk and Improvement Committee Annual Assessment 2022/2023 - General Manager Action Plan
- Item 11 - Hawkesbury Sports Council Governance Review
- Item 12 - Provision of Internal Audit Services
- General Business: A - In Camera Sessions

Item 6 regarding Council's Risk Management Framework relates, in part, to a Council Policy being the Risk Management Policy. The Audit, Risk and Improvement Committee, at its meeting on 22 March 2024, considered this matter and resolved as follows:-

*"That the Audit, Risk and Improvement Committee endorse the Risk Management Framework consisting of:*

1. *Risk Management Policy attached as Attachment 1 to the report*
2. *Risk Management Plan including the Risk Appetite Statement attached as Attachment 2 to the report*
3. *Risk Register, including the Register of Strategic Risks attached as Attachment 3 to the report."*

The Audit, Risk and Improvement Committee has endorsed Council's Risk Management Framework, consisting of the Risk Management Policy, Risk Management Plan, including the Risk Appetite Statement and the Risk Register, including the Register of Strategic Risks. Council's Risk Management Framework was the subject of a separate report to the Council Meeting on 14 May 2024, where Council resolved to adopt the Risk Management Framework.

**ATTACHMENTS**

**AT - 1** Minutes of the Audit, Risk and Improvement Committee - 22 March 2024.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**Attachment 1 - Minutes - Audit, Risk and Improvement Committee**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

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**Meeting Date: 22 March 2024**

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 28 May 2024

#### AUDIT, RISK AND IMPROVEMENT COMMITTEE

##### 1. PROCEDURAL MATTERS

Meeting Date: 22 March 2024

##### 1. PROCEDURAL MATTERS

Minutes of the Meeting of the Audit, Risk and Improvement Committee held in Council Committee Rooms, Windsor, on Friday, 22 March 2024, commencing at 11:09am.

#### ATTENDANCE

**Present:** Mr Michael Quirk (Chairperson)  
Mrs Rhonda Wheatley  
Councillor Mary Lyons-Buckett, Hawkesbury City Council

**Apologies:** Ms Rachel Harris

**In Attendance:** Ms Penelope Corkill, Centium (Audio-Visual Link)  
Mr Kenneth Leung, NSW Audit Office  
Ms Elizabeth Richardson, Hawkesbury City Council  
Mr Laurie Mifsud, Hawkesbury City Council  
Ms Vanessa Browning, Hawkesbury City Council  
Ms Patricia Krzeminski, Hawkesbury City Council  
Ms Rachel Ridges, Hawkesbury City Council  
Ms Melissa Ryan, Hawkesbury City Council  
Ms Imogen Williams, Hawkesbury City Council  
Ms Meagan Ang, Hawkesbury City Council  
Mr Will Barton, Hawkesbury City Council  
Ms Angela Trent, Hawkesbury City Council  
Mr Paul Hay, Hawkesbury City Council  
Mr Miles Carter, Hawkesbury City Council

Member	27/3/2023	30/6/2023	29/9/2023	1/12/2023	22/03/2024
Mr Michael Quirk (Chairperson)	✓	✓	✓	✓	✓
Ms Rachel Harris	✓	✓	✓	✓	A
Mrs Rhonda Wheatley	✓	✓	✓	✓	✓
Councillor Mary Lyons-Buckett	✓	✓	✓	✓	✓

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

#### APOLOGIES

An apology was received from Ms Rachel Harris.

#### RESOLUTION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley that the apology be accepted.

#### DECLARATION OF INTERESTS

The Chair, Michael Quirk declared an interest in that he recently became a member of the Wollondilly Shire Council's Audit, Risk and Improvement Committee.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**2. CONFIRMATION OF MINUTES**

**Meeting Date: 22 March 2024**

**2. CONFIRMATION OF MINUTES**

RESOLVED on the motion of Ms Rhonda Wheatley and seconded by Mr Michael Quirk that the Minutes of the Audit, Risk and Improvement Committee held on 1 December 2023, be confirmed.



**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date: 22 March 2024**

**3. REPORTS FOR DETERMINATION**

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

**Directorate:** Corporate Services

---

**OFFICER'S RECOMMENDATION:**

That the update on the 2023/2024 Internal Audit Program be received and noted.

**DISCUSSION:**

- The Director Corporate Services provided an update on the 2023/2024 Internal Audit Program.

**COMMITTEE RECOMMENDATION:**

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

That the update on the 2023/2024 Internal Audit Program be received and noted.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date: 22 March 2024**

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

**Directorate:** Corporate Services

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*Ms Meagan Ang, Director City Planning, joined the meeting at 11:09am.*

**OFFICER'S RECOMMENDATION:**

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

1. Internal Audit Management Actions Summary Report as at 28 February 2024 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 28 February 2024 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.
4. Approved Requests for Due-Date Extensions for Internal Audit Management Actions items, as outlined in Attachment 4 to this report.

**DISCUSSION:**

- The Director Corporate Services provided an overview of the Status of Internal Audit Management Actions.
- Ms Rhonda Wheatley was pleased to see a number of the Fire Safety, Sewer and Swimming Pool Inspections Management Actions and Child Protection Compliance Management Actions have been completed.
- Councillor Mary Lyons-Buckett asked for additional information on exit interviews. The General Manager agreed to bring an outline of what Council does for exit interviews to the next Audit, Risk and Improvement Committee on 28 June 2024.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatly.

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

1. Internal Audit Management Actions Summary Report as at 28 February 2024 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 28 February 2024 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.
4. Approved Requests for Due-Date Extensions for Internal Audit Management Actions items, as outlined in Attachment 4 to this report.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 22 March 2024

**3.1.3. ARIC - Waste Management Facility Compliance Internal Audit Report - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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*Mr Will Barton, Director Infrastructure Services, joined the meeting at 11:23am.*

**OFFICER'S RECOMMENDATION:**

That the Audit, Risk and Improvement Committee receive and note the Waste Management Facility Compliance Internal Audit Report attached as Attachment 1 to this report.

**DISCUSSION:**

- Ms Penelope Corkill provided an overview of the Waste Management Facility Compliance Internal Audit Report
- Ms Rhonda Wheatley queried if an engineer has been engaged for the high-risk items. The Director Infrastructure Services took this question on notice.
- Ms Rhonda Wheatley queried if there is an independent person/body at Council that takes a complaint and manages the resolution of them. The General Manager discussed that Council has recently adopted a Customer Feedback Policy that includes a structure around complaints management. Complaints are managed within the business unit that is most relevant. Council's Manager of Business Transformation and Customer Experience has a coordination role in making sure complaints are seen to and managed. The General Manager will provide the Customer Feedback Policy to the Audit, Risk and Improvement Committee.
- Mr Michael Quirk and Director Infrastructure Services had a discussion around the leachate pump at the Waste Management Facility. The Director Infrastructure Services is confident that the timelines in the Waste Management Facility Compliance Internal Audit will be met.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the Waste Management Facility Compliance Internal Audit Report attached as Attachment 1 to this report.

*Mr Will Barton, Director Infrastructure Services and Ms Meagan Ang, Director City Planning left the meeting at 11:33am.*

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 22 March 2024

**3.1.4. ARIC - Recruitment and Selection Internal Audit Report - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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*Ms Angela Trent, Manager People and Development, joined the meeting at 11:29am.*

**OFFICER'S RECOMMENDATION:**

That the Audit, Risk and Improvement Committee receive and note the Recruitment and Selection Internal Audit Report attached as Attachment 1 to this report.

**DISCUSSION:**

- Ms Penelope Corkill provided an overview of the Recruitment and Selection Internal Audit Report.
- Ms Rhonda Wheatley queried who undertakes referee checks for senior positions. The Manager People and Development advised that reference checks are either completed by an external agency if they are looking after the whole recruitment process or internally via an electronic system as well as following up with phone calls. If it goes through an Agency, Council briefs them on what is required.
- Ms Rhonda Wheatley queried how does People and Development validate an applicant's credentials. The Manager People and Development advised this was raised in the Fraud and Corruption Internal Audit, and Council is looking at how we can implement this in our procedure and what levels/roles do we need to validate people's credentials as a priority.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the Recruitment and Selection Internal Audit Report attached as Attachment 1 to this report.

*Ms Angela Trent, Manager People and Development, left the meeting at 11:44am.*

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 22 March 2024

**3.1.5. ARIC - Financial Reports and Audit Engagement Plan - (158054, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION:**

That the Audit, Risk and Improvement Committee receive and note the report regarding the December 2023 Quarterly Budget Review Statement, the January 2024 Investment Report, and the Audit Engagement Plan for the year ended 30 June 2024.

**DISCUSSION:**

- The Chief Financial Officer provided an overview of the Financial Reports.
- Mr Kenneth Leung provided an update of the Audit Engagement Plan.
- Mr Michael Quirk queried if the Audit, Risk and Improvement Committee will have a chance to review the draft statements before the Councillor Election in September 2024 and advised that if necessary, an out of session meeting should be convened.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the report regarding the December 2023 Quarterly Budget Review Statement, the January 2024 Investment Report, and the Audit Engagement Plan for the year ended 30 June 2024.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date: 22 March 2024**

**3.1.6. ARIC - Risk Management Framework - (95496, 159583)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION:**

That the Audit, Risk and Improvement Committee endorse the Risk Management Framework consisting of:

1. Risk Management Policy attached as Attachment 1 to the report
2. Risk Management Plan including the Risk Appetite Statement attached as Attachment 2 to the report
3. Risk Register, including the Register of Strategic Risks attached as Attachment 3 to the report.

**DISCUSSION:**

- The Director Corporate Services provided an overview of the Risk Management Framework.
- Mr Michael Quirk noted that a comprehensive approach was undertaken for this Framework. Ms Rhonda Wheatley and Councillor Mary Lyons-Buckett agreed.
- The Director Corporate Services advised that the Risk Management Framework will be going to a Council Meeting for consideration. The Director Corporate Services agreed to bring the Risk Management Framework back to the Audit, Risk and Improvement Committee once it has been endorsed by Council.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee endorse the Risk Management Framework consisting of:

1. Risk Management Policy attached as Attachment 1 to the report
2. Risk Management Plan including the Risk Appetite Statement attached as Attachment 2 to the report
3. Risk Register, including the Register of Strategic Risks attached as Attachment 3 to the report.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 22 March 2024

**3.1.7. ARIC - Cyber Security Quarterly Update - March 2024 (158054, 121470, 95496, 79351, 79352)**

**Directorate:** Corporate Services

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*Mr Paul Hay, Acting Manager Information Services, joined the meeting at 12:00pm.*

**OFFICER'S RECOMMENDATION**

That the update on Information Technology cyber security be received and noted.

**DISCUSSION:**

- The Acting Manager Information Services provided an overview of the Cyber Security Update for March 2024.

**COMMITTEE RECOMMENDATION:**

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

That the update on Information Technology cyber security be received and noted.

*Mr Paul Hay, Acting Manager Information Services, left the meeting at 12:14pm.*

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 22 March 2024

**3.1.8. ARIC - Six Monthly Progress Report - 2023/2024 Operational Plan - (79351,159586)**

**Directorate:** General Manager

---

*Mr Miles Carter, Corporate Planning and Performance Strategist, joined the meeting at 12:14pm.*

**OFFICER'S RECOMMENDATION:**

That the report regarding the Six Monthly Progress Report on the 2023/2024 Operational Plan be received and noted.

**DISCUSSION:**

- The Corporate Planning and Performance Strategist provided an overview of the Six Monthly Progress Report for 2023/2024.
- Councillor Mary Lyons-Buckett noted that delays in the LEP has become a frustration in the community and that information without the context around it makes it very difficult as an elected body to go out in the community and provide information. As an elected representative reading through the Progress Report, doesn't have the depth to be able to pass the information onto the community.
- Mr Michael Quirk queried the indicative timeline around the Service Review Framework. The Corporate Planning and Performance Strategist advised that this will be in the 2025/2026 Operational Plan.

**COMMITTEE RECOMMENDATION:**

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

That the report regarding the Six Monthly Progress Report on the 2023/2024 Operational Plan be received and noted.

*Mr Miles Carter, Corporate Planning and Performance Strategist, left the meeting at 12:14pm.*



**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 22 March 2024

**3.1.9. ARIC - Risk Management and Internal Audit for Local Government in NSW Guidelines - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

---

**OFFICER'S RECOMMENDATION:**

That the Audit, Risk and Improvement Committee receive and note the update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW.

**DISCUSSION:**

- The Director Corporate Services provided an overview of the Risk Management and Internal Audit for Local Government in NSW Guidelines.
- Ms Rhonda Wheatley noted that the Regulation is sometimes contradictory to the Guidelines.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date: 22 March 2024**

**3.1.10. ARIC - Audit, Risk and Improvement Committee Annual Assessment  
2022/2023 - General Manager Action Plan - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

---

**OFFICER'S RECOMMENDATION:**

That the Audit, Risk and Improvement Committee approve the Audit, Risk and Improvement Committee Annual Assessment 2022/2023 - General Manager Action Plan attached as Attachment 2 to the report.

**DISCUSSION:**

- Mr Michael Quirk met with the General Manager prior to this Committee meeting to discuss the Audit, Risk and Improvement Committee Annual 2022/2023 Assessment and the General Manager Action Plan.
- Mr Michael Quirk noted the Office of Local Government have put out Guidelines with a number of things that we should do but haven't given us a Framework.
- The General Manager noted that Council is currently considering the Internal Audit Function, including how to staff and resource this Function.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee approve the Audit, Risk and Improvement Committee Annual Assessment 2022/2023 - General Manager Action Plan attached as Attachment 2 to the report.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 22 March 2024

**3.1.11. ARIC - Hawkesbury Sports Council Governance Review - (95496, 73611)**

**Previous Item:** 161, Ordinary (25 August 2020)  
199, Ordinary (13 October 2020)

**Directorate:** Corporate Services

---

**OFFICER'S RECOMMENDATION:**

That the InConsult Pty Ltd Hawkesbury Sports Council Governance Review Report be received and noted.

**DISCUSSION:**

- The Director Corporate Services provided an outline of the Hawkesbury Sports Council Governance Review.
- Councillor Mary Lyons-Buckett noted the following:
  - Concern that the Hawkesbury Sport Council review their finances themselves and don't have an audit function behind them.
  - Explanations around in-kind contributions
  - The report references 2, 5 and 10 year plans but the Councillors have not seen these.
  - There needs to be more Councillor representation on the Hawkesbury Sports Council.
- The Director Corporate Services noted that the Hawkesbury Sports Council have received a draft copy of the Governance Review Report.
- Mr Michael Quirk asked for a report to the Audit, Risk and Improvement Committee in six to nine months with an update on how the recommendations are progressing.

**COMMITTEE RECOMMENDATION:**

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

That the InConsult Pty Ltd Hawkesbury Sports Council Governance Review Report be received and noted.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**3.2. CONFIDENTIAL REPORTS**

**Meeting Date:** 22 March 2024

**3.2. CONFIDENTIAL REPORTS**

**3.2.1. ARIC - Provision of Internal Audit Services - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**REASON FOR CONFIDENTIALITY**

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

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

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

---

**OFFICER'S RECOMMENDATION:**

That the Audit, Risk and Improvement Committee receive and note the report regarding Council's decision to exercise the option of a one year extension, commencing on 1 July, 2024, of the current contract with Centium Pty Ltd for the provision of internal audit services.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the report regarding Council's decision to exercise the option of a one year extension, commencing on 1 July, 2024, of the current contract with Centium Pty Ltd for the provision of internal audit services.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**4. GENERAL BUSINESS**

**Meeting Date: 22 March 2024**

**4. GENERAL BUSINESS**

**A. In Camera Sessions**

- Mr Michael Quirk noted that In Camera Sessions were held with the General Manager and External Auditor prior to this Audit, Risk and Improvement Committee meeting.

The meeting terminated at 12:44 pm

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**11.1.2. ROC - Disaster and Emergency Committee - 26 March 2024 - (151940)**

**Directorate:** Infrastructure Services

---

**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Disaster and Emergency Committee, held on 26 March 2024.

**EXECUTIVE SUMMARY**

The Disaster and Emergency Committee considered four items, contained within the Minutes of the Disaster and Emergency Committee.

The four items have no policy or financial implications for Council, they are presented for information only.

**RECOMMENDATION**

That Council adopt the recommendations contained in the Minutes of the Disaster and Emergency Committee meeting held on 26 March 2024.

**DISCUSSION**

The Minutes of the Disaster and Emergency Committee meeting held on 26 March 2024 are attached as Attachment 1 to this report.

The Disaster and Emergency Committee met on 26 March 2024 and discussed the following Items:

- Item 3.1.1. - Update on Hawkesbury Floodplain Management Projects
- Item 3.1.2. - Status Summary on Flood Recovery
- Item 3.1.3. - Update on Riverbank Stabilisation Matters
- Item 3.1.4. - Hawkesbury Floodplain Drainage Review - Molino Stewart Study

**ATTACHMENTS**

**AT - 1** Minutes of the Disaster and Emergency Committee - 26 March 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 28 May 2024**

**Attachment 1 - Minutes of the Disaster and Emergency Committee held on 26 March 2024**

**DISASTER AND EMERGENCY COMMITTEE**  
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**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**DISASTER AND EMERGENCY COMMITTEE**

**1. AGENDA**

**Meeting Date: 26 March 2024**

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Disaster and Emergency Committee held in the Council Chambers on 26 March 2024, commencing at 4:03pm.

**ATTENDANCE**

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

**Apologies:** Mr Kevin Jones, NSW State Emergency Service  
Ms Karen Hodges, Rural Fire Service

**In Attendance:** Mr Andrew Garner, Police NSW  
Mr Luc Roberts, Rural Fire Service  
Ms Elizabeth Richardson, General Manager  
Mr Laurie Mifsud, Director Corporate Services  
Mr Will Barton, Director Infrastructure Services  
Ms Meagan Ang, Director City Planning  
Ms Jackie Carr, Executive Manager Infrastructure Operations  
Mr Andrew Kearns, Manager Strategic Planning  
Ms Suzanne Stuart, Manager Communications and Events  
Mr Phillip Bow, Resilience and Emergency Management Officer  
Ms Colleen Haron, Floodplain Management Officer  
Ms Melissa Ryan, Administrative Support Coordinator

Member	26/03/2024
Councillor Sarah McMahon, Mayor	✓
Councillor Barry Calvert, Deputy Mayor	✓
Councillor Patrick Conolly	✓
Councillor Shane Djuric	✓
Councillor Eddie Dogramaci	✓
Councillor Amanda Kotlash	✓
Councillor Mary Lyons-Buckett	✓
Councillor Jill Reardon	✓
Councillor Les Sheather	✓
Councillor Paul Veigel	✓
Councillor Danielle Wheeler	✓
Councillor Nathan Zamprogno	✓

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



**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**DISASTER AND EMERGENCY COMMITTEE**

**1. AGENDA**

**Meeting Date:** 26 March 2024

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

Apologies were received from Mr Kevin Jones, NSW State Emergency Services and Ms Karen Hodges, Rural Fire Service.

**DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**DISASTER AND EMERGENCY COMMITTEE**

**2. CONFIRMATION OF MINUTES**

**Meeting Date:** 26 March 2024

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the Motion of Councillor Sheather, seconded by Councillor Veigel, that the Minutes of the Disaster and Emergency Committee meeting held on 27 September 2022 be confirmed.

**AGENCY UPDATE – POLICE NSW AND RURAL FIRE SERVICE**

Mr Andrew Garner, Police NSW and Mr Luc Roberts, Rural Fire Service provided an agency update.

*Councillor Patrick Conolly joined the meeting at 4:13pm.  
Councillor Nathan Zamprogno joined the meeting at 4:15pm.*

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**DISASTER AND EMERGENCY COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date: 26 March 2024**

**3. REPORTS FOR DETERMINATION**

**3.1.1. DE - Update on Hawkesbury Floodplain Management Projects (161821, 124414, 95498, 151940)**

**Directorate:** City Planning

---

**OFFICER'S RECOMMENDATION:**

That the Disaster and Emergency Management Committee:

1. Receive the update on the status of Council's Floodplain Risk Management Projects.
2. Note the program of works for Council's Floodplain Risk Management Projects in 2024 (Attachment 17).
3. Note that the Macdonald Valley Association representative on the Floodplain Management Sub Committee has changed from Rosemary Scott to Lewis Adey.

**COMMITTEE RECOMMENDATION**

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

That the Disaster and Emergency Management Committee:

1. Receive the update on the status of Council's Floodplain Risk Management Projects.
2. Note the program of works for Council's Floodplain Risk Management Projects in 2024 (Attachment 17).
3. Note that the Macdonald Valley Association representative on the Floodplain Management Sub Committee has changed from Rosemary Scott to Lewis Adey.
4. Adopt the Minutes of the various Floodplain Management Sub-Committee Meetings as attached to the report then send to Council for adoption.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**DISASTER AND EMERGENCY COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 26 March 2024

**3.1.2. DE - Status Summary on Flood Recovery - (151940, 95495)**

**Directorate:** Infrastructure Services

---

**OFFICER'S RECOMMENDATION:**

That the Status Summary on Flood Recovery Report be received and noted.

**COMMITTEE RECOMMENDATION**

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

That the Status Summary on Flood Recovery Report be received and noted.

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

**Against the Motion:** Nil.

**Absent:** Nil.

*Mr Andrew Kearns, Manager Strategic Planning and Ms Colleen Haron, Floodplain Management Officer left the meeting at 4:46pm.*

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**DISASTER AND EMERGENCY COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 26 March 2024

**3.1.3. DE - Update on Riverbank Stabilisation Matters - (151940)**

**Directorate:** City Planning

---

**OFFICER'S RECOMMENDATION:**

That the Disaster and Emergency Committee note Council's attempts to provide a streamlined approach to riverbank stabilisation.

**COMMITTEE RECOMMENDATION**

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

That the Disaster and Emergency Committee note Council's attempts to provide a streamlined approach to riverbank stabilisation.

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

**Against the Motion:** Nil.

**Absent:** Nil.

*Mr Will Barton, Director Infrastructure Services left the meeting at 4:56pm.*

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**DISASTER AND EMERGENCY COMMITTEE**

**3. REPORTS FOR DETERMINATION**

**Meeting Date:** 26 March 2024

**3.1.4. DE - Hawkesbury Floodplain Drainage Review - Molino Stewart Study - (151940)**

**Directorate:** City Planning

---

**OFFICER'S RECOMMENDATION:**

That the Committee note the updates Hawkesbury Floodplain Drainage Review - Molino Stewart Study and outstanding resolution actions from past committee meetings.

**COMMITTEE RECOMMENDATION**

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

That the Committee note the updates Hawkesbury Floodplain Drainage Review - Molino Stewart Study and outstanding resolution actions from past committee meetings.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 28 May 2024**

**DISASTER AND EMERGENCY COMMITTEE**  
**4. GENERAL BUSINESS**  
**Meeting Date: 26 March 2024**

**4. GENERAL BUSINESS**

There was no general business discussed.

Meeting terminated at 5:17pm.

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**11.1.3. ROC – Local Traffic Committee – 8 April 2024 – (95495, 80245)**

**Directorate:** Infrastructure Service

---

**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 8 April 2024.

**EXECUTIVE SUMMARY**

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

The Committee has been constituted for the purpose of providing technical review and advice on various traffic related matters, to Council in the exercising of its delegated functions as they relate to the regulation of traffic on the public road network, for which Council is the Roads Authority. The Committee has, however, no delegation authority in its own right and cannot bind Council.

The recommendations of the Committee are in line with the objectives of the Committee, as set out under the Delegation Instrument, and with established practices and procedures.

**RECOMMENDATION**

That the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 8 April 2024.

---

**DISCUSSION**

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

Item 4.1.1. - Update to Proposed Traffic Calming Road Safety Treatments along Francis Street, Richmond - (Hawkesbury)

Item 4.1.2. - Proposed extension of No Stopping zone in Argyle Street, South Windsor, adjacent to Windsor RSL - (Hawkesbury)

Item 4.1.3. - Proposed Signposting and Line marking for Development at 621, 627 and 633 Windsor Road, Vineyard - DA0123/22 - (Hawkesbury)

Item 4.2.1. - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2024 - (Hawkesbury)

**ATTACHMENTS**

**AT - 1** Minutes of the Local Traffic Committee held on 8 April 2024.



**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 28 May 2024**

**Attachment 1 - Minutes - Local Traffic Committee**

**LOCAL TRAFFIC COMMITTEE**  
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4.1.1.LTC - Update to Proposed Traffic Calming Road Safety Treatments along Francis Street, Richmond (Hawkesbury) - (80245, 123265) ..... 7

4.1.2.LTC - Proposed extension of No Stopping zone in Argyle Street, South Windsor, adjacent to Windsor RSL (Hawkesbury) - (80245) ..... 13

4.1.3.LTC – Proposed Signposting and Line marking for Development at 621, 627 and 633 Windsor Road, Vineyard – DA0123/22 - (Hawkesbury) - (80245, 73621, 123265)..... 16

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This is page 3 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 8 April 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 28 May 2024**

**LOCAL TRAFFIC COMMITTEE**

**1. AGENDA**

**Meeting Date: 8 April 2024**

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Local Traffic Committee held Remotely, on 8 April 2024, commencing at 3pm.

**ATTENDANCE**

**Present:** Councillor Sarah McMahon, Mayor  
Ms Anu Mohandas, Transport for NSW (TfNSW)  
Ms Felicity Findlay (Office of Member for Hawkesbury)

**Apologies:** Ms Melissa Monroe, Transport for NSW (TfNSW)  
Inspector Daniel Clements, NSW Police Force

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

**Apologies**

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Ms Felicity Findlay, that the apologies be accepted.

**Declaration of Interests**

Councillor Sarah McMahon declared a Pecuniary Interest relating to Item 4.1.2.

---

This is page 4 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 8 April 2024.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**LOCAL TRAFFIC COMMITTEE**

**2. CONFIRMATION OF MINUTES**

**Meeting Date:** 8 April 2024

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the motion of Ms Felicity Findlay, seconded by Mr Christopher Amit, that the minutes from the previous meeting held 11 March 2024 be confirmed.

---

This is page 5 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 8 April 2024.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**LOCAL TRAFFIC COMMITTEE**

**3. BUSINESS ARISING**

**Meeting Date:** 8 April 2024

**3. BUSINESS ARISING**

There was no business arising from the previous minutes.

---

This is page 6 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 8 April 2024.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 28 May 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2024

##### 4. REPORTS FOR DETERMINATION

###### 4.1. GENERAL TRAFFIC

4.1.1. LTC - Update to Proposed Traffic Calming Road Safety Treatments along Francis Street, Richmond (Hawkesbury) - (80245, 123265)

Previous Items: 4.1.2, Local Traffic Committee (11 September 2023)

5.1.1, Ordinary (10 October 2023)

4.5.1, Ordinary (21 November 2023)

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#### INTRODUCTION:

The Local Traffic Committee, at its meeting on 11 September 2023, considered and endorsed improvements to traffic safety along Francis Street, Richmond between Onus Lane and Toxana Street and within the extent outlined in Figure 1, as part of funding provided in the 2022/2023 Australian Government Black Spot Program.

In considering the Local Traffic Committee minutes from 11 September 2023, Council at its meeting on 10 October 2023 resolved the following:

*"That:*

1. *Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 11 September 2023 other than item 4.1.2.*
2. *Item 4.1.2 regarding Proposed Traffic Calming Road Safety Treatments along Francis Street, Richmond be referred to a Councillor Briefing Session and then reported back to a Council Meeting."*

The basis for Item 4.1.2 requiring further consideration was due to the proposed roundabout treatment at the intersection of Francis Street and West Market Street not being supported by the residents in the vicinity of this treatment.

Upon undertaking a Councillor Briefing and further community engagement relating to the proposed Francis Street and West Market Street Traffic Calming Project, the outcomes of that investigation was reported back to Council at its meeting on 21 November 2023, whereby it was resolved:

*"That Council:*

1. *Not proceed with the installation of a roundabout at West Market Street and Francis Street.*
2. *Support the provision of other traffic safety and traffic calming treatments which include Speed Humps (Watts Profiles), Speed Cushions, Pedestrian Refuges, with associated linemarking, signage and lighting, to improve the safety and functionality along Francis Street, Richmond between Onus Lane and Toxana Street, Richmond as endorsed by the Local Traffic Committee.*
3. *Seek to renegotiate the terms of the Blackspot Funding to allow for the other traffic safety and traffic calming treatments to be delivered."*

---

This is page 7 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 8 April 2024.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**LOCAL TRAFFIC COMMITTEE**

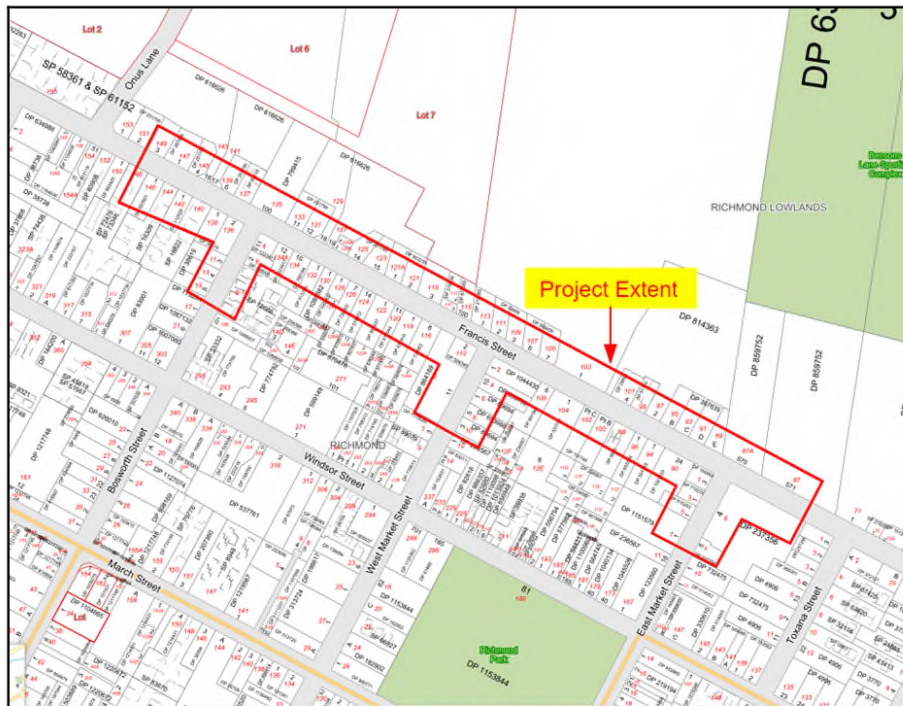
**4. REPORTS FOR DETERMINATION**

**Meeting Date: 8 April 2024**

**DISCUSSION:**

The original proposed works under the grant offer included the following treatments:

1. Installation of Speed Humps (Watts Profiles) and associated centre line (BB) and edge line (E1) linemarking along Francis Street between the following side streets:
  - a) Onus Lane and Bosworth Street
  - b) Bosworth Street and West Market Street
  - c) West Market Street and East Market Street.
2. Installation of Pedestrian Refuges in:
  - a) Bosworth Street at Francis Street
  - b) East Market Street at Francis Street
3. Installation of a single lane roundabout at the intersection of Francis Street and West Market Street.
4. Speed Cushions in:
  - a) East Market Street in the north bound lane adjacent to the new Pedestrian Refuge.
  - b) Francis Street on both approaches to the on-grade pedestrian crossing between East Market Street and Toxana Street.



**Figure 1: Project Extent along Francis Street, Richmond**

This is page 8 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 8 April 2024.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 28 May 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2024

The Crash pattern along Francis Street at this location is made up of the following road user movement (RUM) crashes; 'right far' (11), 'right through' (21), 'left off carriageway into object' (71), 'right off carriageway into object' (73) and 'off carriageway right into object' (85). There were five Injury Accidents recorded between July 2015 and June 2020. The crash locations are outlined in Figure 2 and Attachment 6.

The speed limit along Francis Street and adjacent side roads is 50km/h. Francis Street is on the north-eastern fringe of the Richmond business district. This area is a mix of residential and commercial, with a bus service that travels along Francis Street.



**Figure 2: Crash Diagram - Francis Street, Richmond**

The provision of the Speed Humps (Watts Profiles) and associated centre line (BB) and edge line (E1) linemarking along Francis Street is to reduce the overall speed of vehicles travelling along this section of road. The treatments are generally mid block and located between Onus Lane and Bosworth Street, Bosworth Street and West Market Street, West Market Street and East Market Street, as well as the speed cushions on both approaches to the on-grade pedestrian crossing between East Market Street and Toxana Street. There are no proposed changes to existing parking restrictions along Francis Street due to the provision of the Speed Humps and Speed Cushions. Details are included in Attachments 3, 4 and 5.

The provision of the Pedestrian Refuges in Bosworth Street at Francis Street and East Market Street at Francis Street incorporating existing Giveway controls will improve pedestrian and traffic safety through better definition of the intersection layout, vehicle turning paths as well as defining the termination of both Bosworth Street and East Market Street at Francis Street.

The Pedestrian Refuge in Bosworth Street will require changes to the existing parking zones only in Bosworth Street. The proposed changes to the existing parking zones are to ensure minimum sight distance and vehicle manoeuvring requirements are met. The existing No Stopping zone on the north-western side of Bosworth Street will be extended by 10metres. This will result in the loss of approximately 1 parking space and is balanced by the safety improvements provided for both drivers and pedestrians. Details are included in Attachment 1.

The Pedestrian Refuge in East Market Street will require changes to the existing parking zones in both East Market Street and Francis Street. The proposed changes to the existing parking zones are to ensure minimum sight distance and vehicle manoeuvring requirements are met. The existing No

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Stopping zone on the north-western and south-eastern side of East Market Street will be extended by 10metres. The existing No Stopping zone on the north-eastern side of Francis Street will be extended in a north-westerly direction by 24 metres opposite to the intersection. These changes to the parking restrictions will result in the loss of approximately 6 parking spaces and is balanced by the safety improvements provided for both drivers and pedestrians. Details are included in Attachment 4.

The original scope for the project included the provision of the single lane roundabout at the intersection of Francis Street and West Market Street. As resolved by Council, a formal submission was made to the funding provider to reconsider an alternative option to the roundabout. The alternative option that would fit the site and taking into account minimising the effect to the adjoining residents was the provision of a pedestrian refuge treatment in West Market Street, similar to those proposed for Bosworth Street and East Market Street. This option is also in keeping with the Council Resolution which is supporting this type of treatment in Bosworth Street and East Market Street.

Notification from the funding provider, was received on 1 March 2024, advising Council that the change in scope from the roundabout to the pedestrian refuge in West Market Street at Francis Street has been approved.

Whilst this treatment will not have the same comprehensive effect to providing traffic calming and mitigating potential collisions at the intersection as the roundabout, the alternative treatment will provide some traffic calming effects and will allow the other treatments to be implemented without losing the total funding package.

The Pedestrian Refuge in West Market Street will require changes to the existing parking zones only in West Market Street. The proposed changes to the existing parking zones are to ensure minimum sight distance and vehicle manoeuvring requirements are met. The existing No Stopping zone on the north-western side of West Market will be extended by 10metres (replacing a mid-block 1P zone). The existing No Stopping zone on the south-eastern side of West Market Street will be extended by 4 metres. This will result in the loss of approximately 2 parking spaces and is balanced by the safety improvements provided for both drivers and pedestrians. The loss of parking in West Market Street is in keeping with the roundabout option. Details are included in Attachment 2.

As a result in the change in scope to the project at the intersection of West Market Street and Francis Street, adjoining residents on the corner blocks of West Market Street and Francis Street will be affected by the same parking zone changes along West Market Street to that of the original roundabout proposal, and reduced loss of parking in Francis Street with the existing No Stopping zones along Francis Street being retained and not extended. Residents along the north-eastern side of Francis Street will retain their existing on street parking.

The provision of all the safety improvements along Francis Street and side streets will result in the loss of 9 parking spaces which is balanced by the safety improvements provided for across the broader community for both drivers and pedestrians. Further parking is available within this area, with the existing parking currently not being fully utilised.

Details of the turning paths in relation to the proposed pedestrian refuges are included in Attachments 1, 2 and 4.

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The Updated proposed works under the grant offer, taking into account the scope change at the intersection of West Market Street and Francis Street, includes the following treatments:

1. Installation of Speed Humps (Watts Profiles) and associated centre line (BB) and edge line (E1) linemarking along Francis Street between the following side streets:
  - a. Onus Lane and Bosworth Street
  - b. Bosworth Street and West Market Street
  - c. West Market Street and East Market Street.
2. Installation of Pedestrian Refuges in:
  - a. Bosworth Street at Francis Street
  - b. East Market Street at Francis Street
  - c. West Market Street at Francis Street
3. Speed Cushions in:
  - a. East Market Street in the north bound lane adjacent to the new Pedestrian Refuge.
  - b. Francis Street on both approaches to the on-grade pedestrian crossing between East Market Street and Toxana Street.

#### Consultation:

Consultation with residents generally within the extent of the proposed works (original scope) and as outlined in Figure 1, was undertaken during 2022 and 2023. Responses were mainly received from residents in the vicinity of the original proposed roundabout location providing feedback based on the potential loss of parking, access to their property and requiring further details. The roundabout treatment was the only proposed treatment objected to by residents along Francis Street and the adjoining side streets. As a result of the concerns raised by the residents, Council resolved not to support the roundabout option and seek alternative options for approval by the funding providers.

As a result in the change in scope to the project at the intersection of West Market Street and Francis Street, adjoining residents have been notified of the scope change and the approval by the funding provider to replace the roundabout with a pedestrian refuge in West Market Street.

#### Summary:

It is proposed that the provision of traffic safety and traffic calming treatments which include Speed Humps (Watts Profiles), Speed Cushions and Pedestrian Refuges, with associated linemarking, signage and lighting, to improve the safety and functionality along Francis Street, Richmond between Onus Lane and Toxana Street, Richmond be undertaken in accordance with the details outlined in Attachments 1 to 5 (Project No. 23006).

It is noted that the provision of these safety improvements will result in the loss of 9 parking spaces which is balanced by the safety improvements provided for across the broader community for both drivers and pedestrians.

The Updated proposed works under the grant offer, taking into account the scope change at the intersection of West Market Street and Francis Street, includes the following treatments:

1. Installation of Speed Humps (Watts Profiles) and associated centre line (BB) and edge line (E1) linemarking along Francis Street between the following side streets:
  - a. Onus Lane and Bosworth Street
  - b. Bosworth Street and West Market Street
  - c. West Market Street and East Market Street.

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2. Installation of Pedestrian Refuges in:
  - a. Bosworth Street at Francis Street
  - b. East Market Street at Francis Street
  - c. West Market Street at Francis Street
  
3. Speed Cushions in:
  - a. East Market Street in the north bound lane adjacent to the new Pedestrian Refuge.
  - b. Francis Street on both approaches to the on-grade pedestrian crossing between East Market Street and Toxana Street.

**RECOMMENDATION TO COMMITTEE:**

That the provision of traffic safety and traffic calming treatments which include Speed Humps (Watts Profiles), Speed Cushions and Pedestrian Refuges, with associated linemarking, signage and lighting, to improve the safety and functionality along Francis Street, Richmond between Onus Lane and Toxana Street, Richmond be undertaken in accordance with the details outlined in Attachments 1 to 5 (Project No. 23006).

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

That the provision of traffic safety and traffic calming treatments which include Speed Humps (Watts Profiles), Speed Cushions and Pedestrian Refuges, with associated linemarking, signage and lighting, to improve the safety and functionality along Francis Street, Richmond between Onus Lane and Toxana Street, Richmond be undertaken in accordance with the details outlined in Attachments 1 to 5 (Project No. 23006).

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**4.1.2. LTC - Proposed extension of No Stopping zone in Argyle Street, South Windsor, adjacent to Windsor RSL (Hawkesbury) - (80245)**

Councillor Sarah McMahon declared a Pecuniary Interest as she is a Director of Windsor RSL. Councillor McMahon left the meeting and did not take part in the discussion or voting on the matter.

**INTRODUCTION:**

Representation has been received from the management at Windsor RSL requesting a review of the existing No Stopping zone along Argyle Street, South Windsor, adjacent to the exit driveway to their car park, to improve the safety of drivers exiting their car park.

Windsor RSL is located at 36 Argyle Street, South Windsor, which is on the corner of Argyle Street and Mileham Street. Access to and from their car park is from Argyle Street.



**Figure 1: Locality of Windsor RSL, South Windsor**

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#### DISCUSSION:

Windsor RSL provides off road parking for its patrons with access to the car park from Argyle Street. There is a separate entry and exit point to the car park. Entry is from the north-western (NW) end of the car park, near the main building, and exit from the south-eastern (SE) end of the car park. Capacity is around 220 formal parking spaces with a spill over car park to the north east of the site.

Argyle Street is a Regional road and provides access to the surrounding industrial area. The operating speed limit is 50kph. There have been no recorded accidents along Argyle Street at this location in the five period between January 2018 and March 2023.

On exit from the car park onto Argyle Street, for drivers looking to their right (NW), there is an existing 10m No Stopping zone, and looking to their left (SE) there is a 25metre No Stopping zone, with the zone extending across several driveways to the adjoining properties.

The issue raised by the representative from Windsor RSL is the restricted available sight distance for drivers looking to their right when there are parked vehicles along the kerb side and in particular large trucks that park in this area. Between the entry and exit driveway to the car park, there is an existing 56m zone of all day kerb side on-street parking. Compounding the restricted sight distance is that Argyle Street is on a downward incline from the direction of Mileham Street and with vehicles travelling at speed - albeit considered to be within the speed limit, this limits the available time to manoeuvre out of the driveway and turn right out onto Argyle Street heading towards Mileham Street.

In accordance with the Australian Standard 2890, the minimum required sight distance is 10metres with adjustments required to cater for site condition/requirements and in this situation a sight distance of 30m for vehicles turning right out of the car park would be the preference. This would require extending the existing 10metre No Stopping zone by 20metres in the north-west direction.

Adjustment to the existing No Stopping zone will result in the loss of approximately three on-street parking spaces which is balanced by the safety improvements provided for drivers. Further on-street parking is available along Argyle Street, and in particular on the opposite of the road which is under utilised. The adjacent car park for the RSL provides for any offset loss in street parking and it is noted that workers from adjacent businesses utilise the car park with the support of the RSL management.

#### Summary:

It is proposed to extend the existing 10metre No Stopping zone on the north-eastern side of Argyle Street by 20metres from the exit driveway to Windsor RSL. The zone is to be extended in a north westerly direction, from the exit driveway, resulting in an overall 30metre No stopping zone (R5-400). The extension to the No Stopping zone will improve the available sight distance for drivers exiting the Windsor RSL car park and turning right out of the car park onto Argyle Street. Details are outlined in Attachment 1.

#### RECOMMENDATION TO COMMITTEE:

The existing 10metre No Stopping zone on the north-eastern side of Argyle Street be extended by 20metres in a north westerly direction from the exit driveway to Windsor RSL, located at 36 Argyle Street, South Windsor, resulting in an overall 30metre No stopping zone (R5-400) as outlined in Attachment 1.

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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Ms Felicity Findlay, seconded by Ms Anu Mohandas.

Support for Recommendation: Unanimous support.

The existing 10metre No Stopping zone on the north-eastern side of Argyle Street be extended by 20metres in a north westerly direction from the exit driveway to Windsor RSL, located at 36 Argyle Street, South Windsor, resulting in an overall 30metre No stopping zone (R5-400) as outlined in Attachment 1.

Councillor McMahon returned to the meeting.

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- 4.1.3. LTC – Proposed Signposting and Line marking for Development at 621, 627 and 633 Windsor Road, Vineyard – DA0123/22 - (Hawkesbury) - (80245, 73621, 123265)**

**INTRODUCTION:**

The Land and Environment Court granted Development Consent to DA0123/22 (LEC No: 2022/169117) for the demolition of existing structures, remediation of land, earthworks, construction of public roads and infrastructure to create 17 Residential and 3 Residue Lots for temporary stormwater detention and future acquisition at Nos. 621, 627 and 633 Windsor Road, Vineyard, (Lots 1,2 & 3 DP 1037470) as outlined in Figures 1 and 2.

The development will provide for a new road (Road 2) connecting to Windsor Road as well as an internal road network. The new road (Road 2) will form a T-Junction intersection with Windsor Road and be controlled with a Giveaway control and be restricted to left in and left out. This arrangement at Windsor Road is an interim measure with an ultimate signalised intersection to be provided once the total site is developed as part of the Vineyard Precinct Plan.



**Figure 1: Site Locality Plan**

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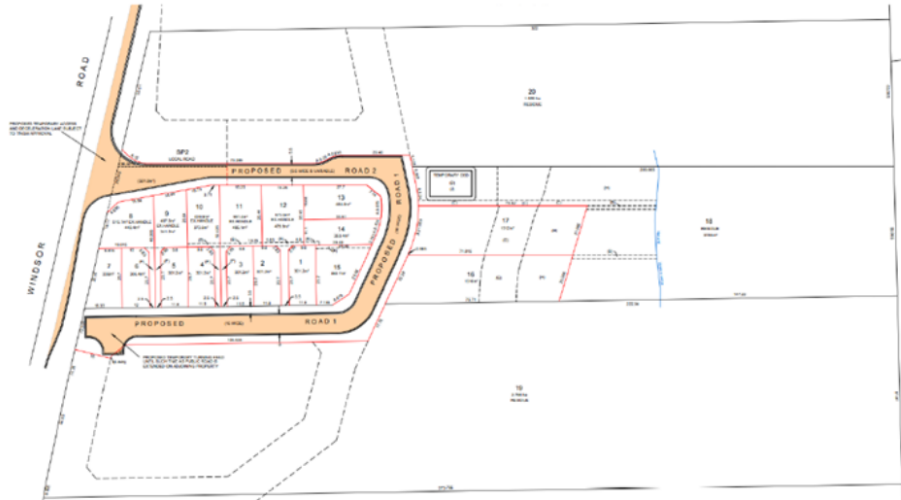
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**Figure 2: Road and Lot Layout**

**DISCUSSION:**

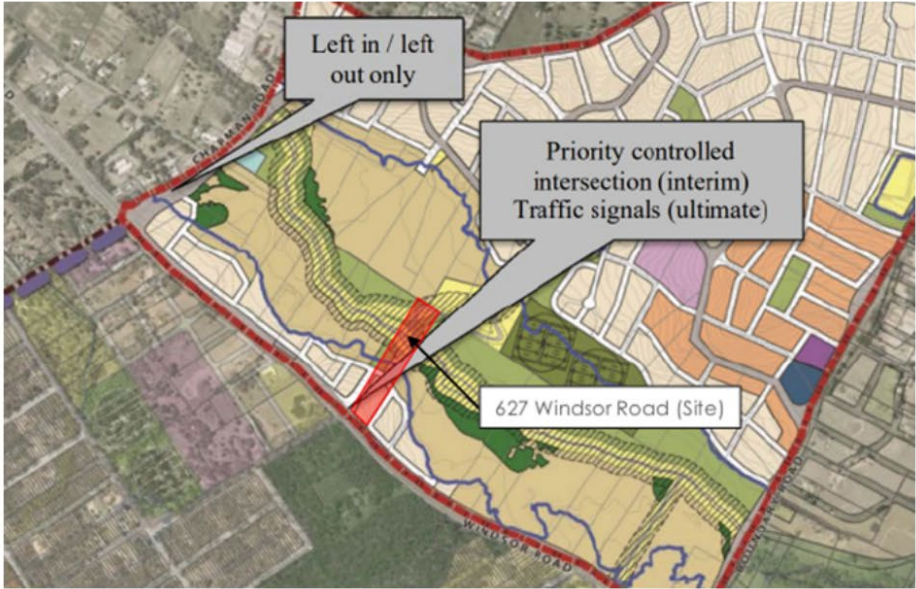
The Indicative Layout Plan (ILP) developed for the Vineyard Precinct, indicates the internal roads as part of the Development for this section of Vineyard would connect to the existing road network via two points; a left in left out access at Chapman Road and a new 4-way signalised intersection on Windsor Road in the vicinity of Otago Road (Blacktown Council) as outlined in Figures 3 and 4. The future 4-way signalised intersection layout has been undertaken in collaboration with Transport for NSW (TfNSW). All temporary works will be funded by the developer with the ultimate signalised intersection (permanent works) being funded under the Contributions Plan for Vineyard. The fourth leg of the intersection as outlined in the ILP is to be located on the boundary of Nos 627 and 633 Windsor Road.

Further to this, Bandon Road across Windsor Road and then into Chapman Road and Menin Road is understood to be upgraded to a higher order road to facilitate the overall Vineyard Precinct.

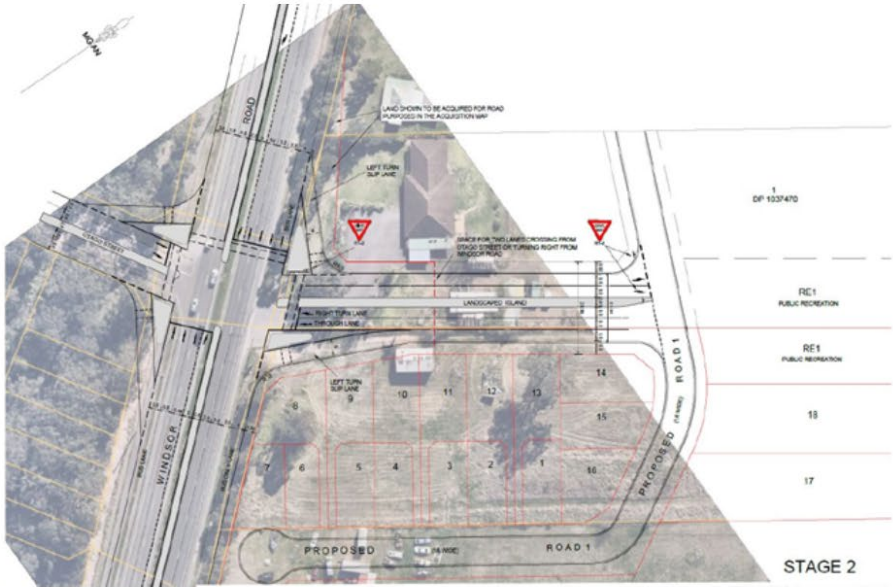
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**Figure 3: Proposed Access Points to Residential Precinct**



**Figure 4: Conceptual Ultimate Intersection Layout**

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Until development of the adjacent lots to the north-west and south-east of this site is undertaken, it is proposed that the development site to Nos. 621, 627 and 633 Windsor Road be accessed via a temporary access road at Windsor Road.

The proposed road network, as outlined in Figure 5, will connect to Windsor Road. The proposed roads are listed below with their corresponding road widths between kerbs.

- Road 1 - Local Road 9m Carriageway with a temporary turning head (Full Road Width Construction – Partial Length)
- Road 2 - Local Road 6.5m to 9m and Variable (Partial Road Width Construction – Full Length). Final road width is part of the ultimate solution – Circa 21metre wide road with four lanes, when full road construction is completed as outlined in Figure 4.

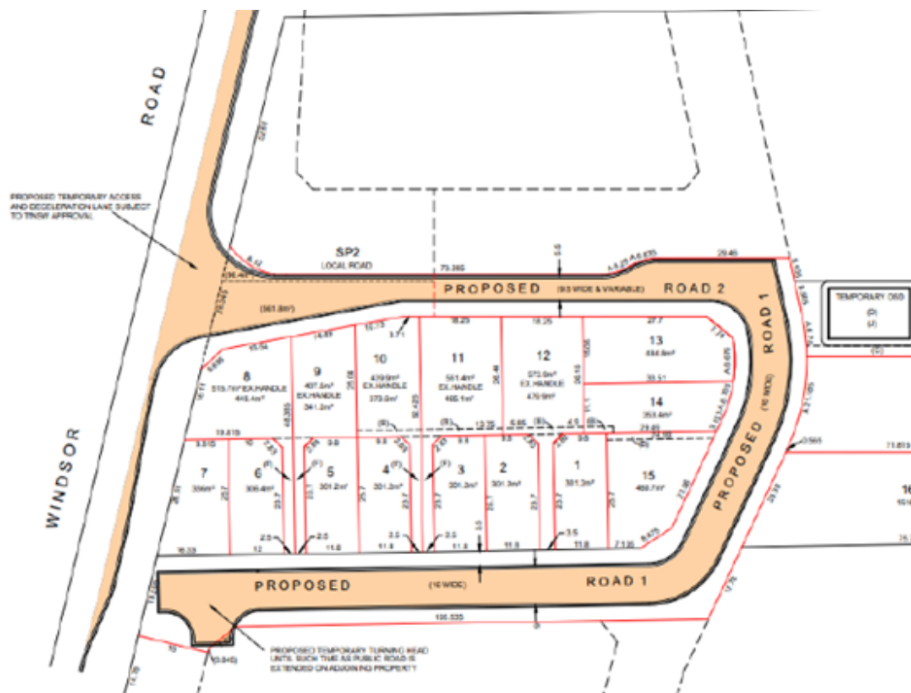


Figure 5: Road Layout and Road Numbers

Road 2 will form a T-Junction intersection with Windsor Road and be controlled with a Giveaway control and be restricted to left in and left out. To improve safety at the intersection, a concrete island with chevron marking is to be provided.

A temporary slip lane, approximately 120metres in length is to be provided in Windsor Road on the approach side to Road 2 to improve access (left turn) into Road 2. On the departure side of the intersection, a Bus Zone is to be provided along Windsor Road, approximately 60metres in length as outlined in Attachment 1. These works have been proposed in collaboration with TfNSW.

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The bends in Roads 1 and 2, due to their limited radii, will be treated with double centre lines (BB), No Stopping zones and curve advisory signs to ensure vehicular movement is not restricted. Some of the No Stopping zones along the bends are provided on a temporary basis until the ultimate road construction is completed. The temporary turning head in Road 1 is to be sign posted with a temporary No Parking zone and temporary end road chevron signage "D4-5-1".

All temporary zones will be reviewed when the final road layouts are developed in the future and actioned accordingly if they are to be adjusted or removed. Details of the proposed signage and line marking is outlined in the Plan prepared by Mepstead & Associates – (Project No.5860) – Attachment 1.

Swept/Turning path diagrams (Attachments 2 to 7) have been provided for the 8.8m design vehicle (Service Vehicle-MRV Truck) and the 12.5m check vehicle (SU-HRV Truck). The swept paths for the 12.5m HRV Truck has shown an encroachment over the BB line at the Bends with the 8.8m MRV Truck clearing the BB line. The purpose of the check vehicle is to ensure that there are no physical barriers prohibiting the manoeuvre. On this basis, the manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and kerb returns are in accordance with the relevant standards.

The design plan has been prepared by Mepstead & Associates – (Project No.5860) and Certification provided by Hawkesbury City Council and Transport for NSW. The certification indicates compliance of the road design, and that all relevant standards and road widths can accommodate the proposed line marking treatments in accordance with the relevant standards.

The signage and line marking plan prepared by Mepstead & Associates – Project No.5860 – DWG No. 5860-SLMP – Issue E, has been submitted to the Local Traffic Committee for concurrence and approval in accordance with the Development Consent conditions.

#### Summary:

The Signage and Line marking plan prepared by Mepstead & Associates – Project No.5860 – DWG No. 5860-SLMP - Issue E, associated with the Development Application DA0123/22 be implemented.

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

The Signage and Line marking plan prepared by Mepstead & Associates – Project No.5860 – DWG No. 5860-SLMP - Issue E, associated with the Development Application DA0123/22 be implemented.

#### **COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

The Signage and Line marking plan prepared by Mepstead & Associates – Project No.5860 – DWG No. 5860-SLMP - Issue E, associated with the Development Application DA0123/22 be implemented.

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#### 4.2. SPECIAL EVENTS

**4.2.1. LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2024 - (Hawkesbury) - (80245, 86185, 114819)**

#### INTRODUCTION:

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over five days from Monday, 26 August 2024 to Friday, 30 August 2024.

The event organiser has advised:

- This is an annual event which has been held for over 40 years.
- It is a 400 kilometre horse endurance event, held over five days in conjunction with a 120 kilometre, three day training ride (mini marathon).
- The event is held in the village of St Albans and surrounding areas including public roads, national parks and private property.
- The event is a time trial.
- The event will be undertaken between 4am and 5pm each day.
- There will be approximately 130 horse riders participating.
- There will be no spectators.
- Start and end point for the event is within the St Albans village located in Bulga Street, St Albans between Wharf Street and Wollombi Road.
- Route/Course for the Rides:

400 kilometre Endurance Ride (circa 405 klms) – Shahzada Marathon (5 Days):

- Monday, 26 August 2024:
  - o (Leg 1 – 52 kilometres – Red Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
  - o (Leg 2 – 35 kilometres – Red Markers): Turn right out of Bulga St into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing (crossing of the Macdonald River), then right into the Branch Road (Upper Macdonald Road). Turn left into McKechnie's, up the big hill and left into the Woomerah Path. Left into Jack's track, down the big hill and left into the Branch Road. Turn right into Joe's Crossing (crossing of the Macdonald River) then right

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into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.

– Tuesday, 27 August 2024:

- (Leg 1 – 47 kilometres – Black and White Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 12 kilometres to Shepherds Gully Road. Turn left up Shepherds Gully Road and left into the Great Northern Road, then left into the Eight Mile trail, through the Meadows and left into Wright's Creek Road. Turn right into Settlers Road for the 8 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
- (Leg 2 – 33 kilometres – Black and White Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 8 kilometres until Froggly's driveway about 100 metres past the Wrights Creek bridge, turn left up 3 Mile hill and turn right into the Great Northern Road then right down Shepherds Gully Road. Turn right into Settlers Road for the 12 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.

– Wednesday, 28 August 2024:

- (Leg 1 – 49 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomeerah path. Turn right and along the Woomeerah path and turn right down the big hill in McKechnies to the Branch Road. Turn left into the Branch Road and right after Clarie's bridge, over Prestons and follow the markers running parallel with Wollombi Road. Into Wollombi Road north of the lake to return to St Albans and left into Bulga Street.
- (Leg 2 – 28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Turn left up Derwents track and right into the Transmission Road, past Blue Hill and left into Short Wellums. Turn right into Settlers Road for 2 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.

– Thursday, 29 August 2024:

- (Leg 1 – 50 kilometres – Green Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and right into the Transmission Road and turning left into Brown's Road. Go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga Street.
- (Leg 2 – 30 kilometres – Green Markers): Turn right out of Bulga St into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing

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(crossing of the Macdonald River), then left into the Branch Road and right up Jack's track. Turn left into the Woomeerah path then left down Bakers Creek track and left into St Albans Road for 5 kilometres (sealed road with no verges), then right across Word Of Life crossing (crossing of the Macdonald River). Left into Settlers Road for 4 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.

- Friday, 30 August 2024:
  - o (Leg 1 – 52 kilometres – Gold/Yellow Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
  - o (Leg 2 - 30 kilometres – Gold/Yellow Markers): Turn right out of Bulga St into Wollombi Road for 5.5 kilometres and turn right at the old quarry, up the Steps and along Browns Road, left into the Transmission Rd, left into Wollombi Road for 1 kilometre. Then right into the Common off the Wollombi Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street.

120 kilometre Training Ride (circa 130/132 klms) - Mini Marathon (MM). (3 Days):

- Tuesday, 27 August 2024:
  - o (52 kilometres – Red and Blue Markers): Turn right out of Bulga St into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Short Wellams track and turn right into Settlers Road and follow Settlers Road for 5 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga.
- Wednesday, 28 August 2024:
  - o (28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomeerah path. Turn right and along the Woomeerah path and turn right down the big hill in McKechnies and right into the Branch Road (Starting at the Branch Road, start following the MINI MARATHON ONLY sign). Turn left into Joe's Crossing (crossing of the Macdonald River) then right into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.
- Thursday, 29 August 2024:
  - o (52/50 kilometres – Gold/Yellow Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and turn right into the Transmission Road until Browns Road. The Mini Marathon Riders have option 1 – (52 klm); of continuing on the Transmission Road then left into Wollombi Road for 1 kilometre. Then right onto the Common off Wollombi

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## ORDINARY MEETING

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Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street or option 2 (50 klm); to turn left into Browns Road and go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga.

- Road Inventory

The route/course of the ride is predominantly on the tracks within the Parr State Conservation Area, Dharug and Yengo National Parks, private farmlands and on the following public roads;

- Bulga Street – Sealed section
- Settlers Road – Sealed and Unsealed Road
- Shepherds Gully Road – Unformed Road
- St Albans Road - Sealed Road
- Upper Macdonald Road (The Branch Road) – Unsealed Road
- Wharf Street – Sealed Road
- Wollombi Road – Sealed and Unsealed Road
- Wrights Creek Road - Unsealed Road
- Crossing of the Macdonald River at various locations.
- The event is also traversing along the Great Northern Road, which is under the care and control of the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment).
- St Albans Bridge, which is under the care and control of Transport for NSW – TfNSW (formerly RTA/RMS), will only be used in the event of flooding of the Macdonald River. All riders will be instructed to walk over the bridge.
- Road closures are not required.
- Parking of vehicles will be predominantly on private land.
- Traffic controllers will be positioned at various locations along the route.
- Warning signage shall be in place on all approaches to inform traffic of Horse and Riders ahead.
- All riders will be instructed to keep to the left hand side of the road and obey road rules.
- All riders will be wearing vests with reflective tape on the front and back.
- When riding in the dark on public roads all riders are required to wear head lights on their helmets.
- Wicens are at all checkpoints on the course, who will communicate with the ride base on the progress of all riders as they follow the course. This communication is also used to convey an emergency on the course.

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Details of the Event Course Maps for the 400 kilometre Horse Endurance Ride and 120 kilometre Ride are contained in Attachments 1 to 5.

#### 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 this event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 6 (ECM Document Set ID No: 8768324):

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. Event outline referred to as a Traffic Management Plan from the 2020 event,
5. Copy of Insurance Policy, which is valid to 01 January 2025,
6. Copies of correspondence forwarded to the NSW Ambulance Service, NSW Rural Fire Service, Fire and Rescue NSW and SES.

#### 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 Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 26 August 2024 to Friday, 30 August 2024 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

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**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers to assist in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the NSW Department of Climate Change, Energy, the Environment and Water to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Climate Change, Energy, the Environment and Water) for

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the use of the Parr State Conservation Area, Dharug and Yengo National Parks and the Great Northern Road; a copy of this approval to be submitted to Council;

- 4k. the event organiser is to obtain written approval from Council for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Crown Lands (NSW Department of Planning, Housing and Infrastructure) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. The event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4n. the event organiser is to obtain approval from the respective Landowners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4o. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4q. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4r. 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:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. 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);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCPs, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);

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- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. 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, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

That:

- 1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
- 2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 26 August 2024 to Friday, 30 August 2024 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
- 3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
- 4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

#### Prior to the event:

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

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in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the NSW Department of Climate Change, Energy, the Environment and Water to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Climate Change, Energy, the Environment and Water) for the use of the Parr State Conservation Area, Dharug and Yengo National Parks and the Great Northern Road; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Council for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Crown Lands (NSW Department of Planning, Housing and Infrastructure) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. The event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;

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- 4n. the event organiser is to obtain approval from the respective Landowners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4o. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4q. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4r. 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:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. 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);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCPs, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. 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, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

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**LOCAL TRAFFIC COMMITTEE**

**4. REPORTS FOR DETERMINATION**

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**4.3.FOR INFORMATION**

There were no reports for Information.

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**LOCAL TRAFFIC COMMITTEE**

**5. GENERAL BUSINESS**

**Meeting Date:** 8 April 2024

**5. GENERAL BUSINESS**

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday, 13 May 2024 at 3:00pm.

The meeting terminated at 3:10pm.

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**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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**Meeting Date: 28 May 2024**

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**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**11.1.4. ROC – Enhancing the Arts in the Hawkesbury Working Group – 23 April 2024 (142963)**

**Previous Item:** 5.1.1., Ordinary (9 April 2024)

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Enhancing the Arts in the Hawkesbury Working Group, held on 23 April 2024.

**EXECUTIVE SUMMARY**

The Minutes of the Enhancing the Arts in the Hawkesbury Working Group meeting held on 23 April 2024 are attached as Attachment 1 to this report.

The Enhancing the Arts in the Hawkesbury Working Group met on 23 April 2024 and discussed the following Items:

- Item 3. Hear from Representatives of Local Performance Groups and Venues
- Item 4.1.1. Identification of Potential Performance Spaces

**RECOMMENDATION**

That Council adopt the recommendations contained in the Minutes of the Enhancing the Arts in the Hawkesbury Working Group meeting held on 23 April 2024.

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**ATTACHMENTS**

**AT - 1** Minutes of the Enhancing the Arts in the Hawkesbury Working Group - 23 April 2024



**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 28 May 2024**

**Attachment 1 - Minutes**

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**  
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**Meeting Date: 23 April 2024**

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**ORDINARY MEETING**

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**Meeting Date: 28 May 2024**

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**

**1. AGENDA**

**Meeting Date: 23 April 2024**

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Enhancing the Arts in the Hawkesbury Working Group held in the Small Committee Room, Windsor, on 23 April 2024, commencing at 4:31pm.

**ATTENDANCE**

**Present:** Councillor Mary Lyons-Buckett  
Councillor Danielle Wheeler  
Councillor Nathan Zamprogno  
Councillor Patrick Conolly

**Apologies:** Councillor Barry Calvert

**In Attendance:** Mr Laurie Mifsud, Director Corporate Services, Hawkesbury City Council  
Ms Elissa Blair, Manager Arts and Culture, Hawkesbury City Council  
Ms Melissa Ryan, Coordinator Administrative Support, Hawkesbury City Council  
Ms Imogen Williams, Administrative Support Officer, Hawkesbury City Council  
Mr Michael Dimech, The Regent Richmond  
Mr Phil Routley, Macquarie Towns Orchestra  
Mr Martin Gaul, Governor Macquarie Memorial Pipe Band  
Ms Kiera Gaul, Governor Macquarie Memorial Pipe Band  
Mr Simon Levoune, Hawkesbury District Concert Band  
Ms Meera Webster, HEARTS  
Ms Janette Anderson, HEARTS

Member	19/03/2024	23/04/2024
Councillor Mary Lyons-Buckett	✓	✓
Councillor Nathan Zamprogno	✓	✓
Councillor Barry Calvert	✓	A
Councillor Patrick Conolly	A	✓
Councillor Danielle Wheeler	✓	✓

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

**APOLOGIES**

An apology was received from Councillor Barry Calvert.

RESOLVED on the motion of Councillor Wheeler and Councillor Conolly that the apology be accepted.

Councillor Nathan Zamprogno joined the meeting at 4:40pm.

**DECLARATIONS OF INTERESTS**

There were no Declarations of Interest made.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**

**2. CONFIRMATION OF MINUTES**

**Meeting Date: 23 April 2024**

**2. CONFIRMATION OF MINUTES**

The Working Group resolved on the Motion of Councillor Wheeler, seconded by Councillor Conolly, that the Minutes from the previous meeting held on Tuesday 19 March 2024 be confirmed.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 28 May 2024

#### ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP

##### 3. HEAR FROM REPRESENTATIVES OF LOCAL PERFORMANCE GROUPS AND VENUES

Meeting Date: 23 April 2024

##### 3. HEAR FROM REPRESENTATIVES OF LOCAL PERFORMANCE GROUPS AND VENUES

###### DISCUSSION:

Macquarie Towns Orchestra

- The Orchestra has grown too large for their current performance space at St Andrews Auditorium and would like a larger space to rehearse.
- An indoor performance space in the Hawkesbury that caters to the acoustic needs of an Orchestra.

Governor Macquarie Memorial Pipe Band

- The Pipe Band is looking at new spaces to practice and to store their equipment as rent prices have risen in the spaces they are currently using.
- The Pipe Band is often leaving the Hawkesbury to find events and venues where they can perform and would like more venues in the Hawkesbury.

Hawkesbury District Concert Band

- The Hawkesbury District Concert Band is in need of an online space where they can advertise upcoming performances, connect with other performance groups and venues and recruit new band members.
- The Concert Band would like to be a fixture at Council run events and would like for the Hawkesbury Music Festival to return.

###### HEARTS

- HEARTS would like to see more paid opportunities for artistic performers.
- Advocacy is needed for consumers of art to understand need to pay performers.
- For Public School spaces to be more accessible for performers, particularly for after school practise and activities.
- Support and funding from Council for upcoming Australian National Buskers Championship.

The Regent Richmond

- The venue's Development Application to pass through Council so that it can reopen.
- Grants and funding to make the venue suitable for a variety of performances.

Councillors suggested that:

- There are Government funding opportunities available through Create NSW, Creative Australia, Sound NSW, as well as industry-based groups.
- Groups and individuals interested in competing in the Australian National Buskers Championship should contact Council staff about Busking Policies in the Hawkesbury.
- Local Schools could be contacted about potential use of spaces they may have for performance.
- Council could raise a suggestion for the Hawkesbury Music Festival to return.
- Attachment 1 to Item 2.1.3. Hall Hire List discussed in the Enhancing the Arts in the Hawkesbury Working Group held 19 March 2024 will give more insight into the potential venues that each group can use. The scope of research for this spreadsheet be expanded to include Business Model questions such as 'packages' that groups can purchase.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date: 28 May 2024**

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**

**3. HEAR FROM REPRESENTATIVES OF LOCAL PERFORMANCE GROUPS AND VENUES**

**Meeting Date: 23 April 2024**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Wheeler and seconded by Councillor Conolly.

That the Enhancing the Arts in the Hawkesbury Working Group:

1. Thanks the representatives from Macquarie Towns Orchestra, Governor Macquarie Memorial Pipe Band, Hawkesbury District Concert Band, HEARTS and The Regent Richmond for attending the Enhancing the Arts in the Hawkesbury Working Group Meeting.
2. Receive and note the following:
  - a) There is a need for multi-purpose facilities, event sponsorship, transport options and opportunities to perform at local events for local arts groups.
  - b) HEARTS can be used as a touchpoint between Council, performance groups and the public. The organisation is working on creating a database of contacts to connect performance groups with each other and venues.
  - c) The Richmond Regent is developing community partnerships and is interested in becoming a 'Hub' for performing arts in the Hawkesbury.
  - d) Representatives from various local dance and drama groups will be invited to the next Working Group meeting on Tuesday, 21 May 2024.
  - e) The Minutes of this meeting will be sent to the representatives of the groups attending this meeting.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 23 April 2024

**4. REPORTS FOR DETERMINATION**

**4.1.1. EAHWG - Identification of Potential Performance Spaces - (142931)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATIONS**

That the Enhancing the Arts in the Hawkesbury Working Group receive and note the information in the report regarding the initial project of the Working Group in relation to the identification of potential performance space opportunities.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Wheeler and seconded by Councillor Conolly.

That the Enhancing the Arts in the Hawkesbury Working Group receive and note the information in the report regarding the initial project of the Working Group in relation to the identification of potential performance space opportunities.

**ORDINARY MEETING**

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**

**Meeting Date:** 28 May 2024

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**

**5. GENERAL BUSINESS**

**Meeting Date:** 23 April 2024

**5. GENERAL BUSINESS**

There was no general business discussed.

The meeting terminated at 5:50pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
**Meeting Date: 28 May 2024**

**12. NOTICES OF MOTION**

Nil reports.



**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
**Meeting Date: 28 May 2024**

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**ORDINARY MEETING**  
**13. QUESTIONS WITH NOTICE**  
**Meeting Date: 28 May 2024**

**13. QUESTIONS WITH NOTICE**

Nil questions.

**ORDINARY MEETING**  
**13. QUESTIONS WITH NOTICE**  
**Meeting Date: 28 May 2024**

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**ORDINARY MEETING**

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**Meeting Date:** 28 May 2024

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

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

The following questions were raised from Councillors regarding matters on the Council Meeting Business Paper of Tuesday, 9 April 2024. These questions were taken on notice and the responses are provided below:

#	Councillor	Question	Response
1	Wheeler	<p>Does Council have a Fire Safety Officer?</p> <p>Can I get an idea on when we will have caught up on the backlog and what percentage we understand of buildings in the Local Government Area are now compliant with the change in legislation?</p>	<p>Council has staff with the qualifications and delegation to undertake Fire Safety inspections within the Building Compliance Team but not a dedicated Fire Safety Officer. Currently Council has a contractor engaged to develop and implement the Fire Safety Program, however this is a temporary appointment.</p> <p>The onerous and complex requirements of the new legislation, coupled with the age of the buildings, would result in the annual fire safety statements of the buildings in the Local Government Area to be assessed within 12 to 24 months. At this stage, there is an estimated 20 percent of buildings affected by the legislation in the Local Government Area that have been determined to be compliant.</p> <p>The focus for Council has been on classifying and assessing the buildings affected by the legislation based on use and risk.</p>
2	Sheather	<p>What fire safety functions and services does Hawkesbury City Council provide in comparison to other Councils? What is the approximate cost of the Fire Safety Schedule?</p>	<p>Council's program has been developed in line with policies of other local Councils including The Hills, Penrith, Blacktown, Parramatta and Camden.</p> <p>a) Council's fire safety functions are similar to other Councils and include:</p> <ul style="list-style-type: none"><li>• Fire safety education and promotion,</li><li>• General fire safety advice to the public inquiries,</li><li>• Review of Building Code of Australia performance based / alternative solutions submitted to Council,</li><li>• Develop and maintain a register of Class 1b and Class 2 to 9b buildings affected by the annual fire safety statement legislation,</li><li>• Undertake a compliance audit of buildings that do not comply with the fire safety register,</li></ul>

**ORDINARY MEETING**

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**Meeting Date: 28 May 2024**

#	Councillor	Question	Response
			<ul style="list-style-type: none"> <li>• Assessing the fire safety provisions of development applications affected by the legislation,</li> <li>• Investigation of fire safety related complaints from members of the public,</li> <li>• Mandatory responding to fire safety reports issued by Fire and Rescue NSW and other agencies including WorkSafe NSW. This can include the issuing of compliance fire safety orders,</li> <li>• Assess building subject a voluntary upgrade fire safety order.</li> </ul> <p>Other services Council can offer subject to resources for a fee include:</p> <ul style="list-style-type: none"> <li>• Building Code of Australia building audit,</li> <li>• Preparation of a fire safety schedule.</li> </ul> <p>b) Council currently charges a fee of \$166.65 for the assessment and registration of an annual fire safety statement. This is below the average fees of other Western Sydney local Councils. Subject to staff availability and resourcing, the fee for the preparation of a fire safety schedule is \$146.92 per hour.</p>
3	Lyons-Buckett	Can Council secure further grant funding for the continuation of a dedicated Flood Officer?	Council Officers are looking for funding opportunities to continue to employ a dedicated Flood Officer.
4	Wheeler	Query on the allocation of a training budget for each Councillor.	<p>Council has a dedicated budget of \$2,000 per annum for each Councillor (total annual budget is \$24,000), to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies. Of the 2023/2024 budget, \$14,426 has been expended on various education programs and training for Councillors.</p> <p>At the commencement of the Council term, Council is required to deliver induction and ongoing professional development programs to assist Mayors and Councillors to acquire and maintain the skills necessary to perform their roles. In 2022 and 2023, Councillors were requested to consider their professional development requirements specific to their needs. The feedback received was captured to inform individualised professional development programs for all Councillors.</p> <p>Over the course of the 2021 Council term and while the professional development programs were under development, Councillors have</p>

**ORDINARY MEETING**

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**Meeting Date:** 28 May 2024

#	Councillor	Question	Response
			<p>attended various inhouse and external training and education courses, and received briefings and information sessions to support their knowledge and understanding of their role as elected members of the governing body. Councillors have recently received notification of upcoming training opportunities available for attendance up to the end of the current Council term.</p> <p>As part of the 2024 Councillor Induction and Onboarding Program, incoming Councillors will have the opportunity to develop an individual professional development program aimed to increase the professional knowledge, competence, skill and effectiveness of Councillors specific to their individual needs.</p>
5	Wheeler	Can we have the opportunity to discuss the sub-letting of Council properties at a Councillor Briefing Session?	This further question arose from a response to the Question on Notice from the Council Meeting on 9 April 2024 relating to the process of approving the sub-letting of Council properties. Given these matters are related to commercial activities, Councillors are requested to contact Council's Manager Property Management and Strategy with specific details of any properties or leases they have concerns about.

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**Meeting Date:** 28 May 2024

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**ORDINARY MEETING****14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING****Meeting Date: 28 May 2024****14.1.2. Responses to Councillor Questions Taken on Notice at the Council Meeting - 14 May 2024**

The following questions were raised from Councillors regarding matters on the Council Meeting Business Paper of Tuesday, 14 May 2024. These questions were taken on notice and the responses are provided below:

#	Councillor	Question	Response
1	Sheather	If there are people or organisations that repeatedly look forward to event sponsorship funds can we let them know that it is likely their assessment will be different because of this in the future?	All the organisations on the event sponsorship database will be advised that the Event Sponsorship Policy has been updated and there has been a change to the Commercial and Community event criteria and that a Special Event criteria has been created. Round 1 of the 2024/2025 Event Sponsorship Program will be open in September 2024.
2	Wheeler	Does Council have any other parcels of land where ownership may be in questions?	<p>Currently the land related to McMahons Park is the only parcel of land referred to as 'Land of the Crown' that Council is actioning to resolve.</p> <p>St Albans School of Arts is defined as 'Land is a Reserve' within Part 5 of the Crown Lands Act. Currently, the title is in the name of three trustees, deceased former St Albans locals. On 11 August 1982, the Governor approved the Transfer of the realty property and personal property to Hawkesbury City Council. However, the relevant NSW Department at that time did not attend to the transfer. As such, in November 2023, Council lodged a possessory title application in 2024, to have the appointment of Trustee placed in Council's name. However, NSW Land Registry Services have made a requisition in this regard and without Statements from three St Albans residents, the application will be refused.</p> <p>Other matters that Council is working with the Crown to resolve include Council requesting to become the Crown Land Manager for Upper Colo Reserve, Blaxland's Ridge Sullage Ponds and the Vines Pony Club. We have also requested to add land parcels to existing reserves including the Showground and Yarramundi Reserve.</p>
3	Dogramaci	How did we come to hire the company who prepared the Place Plans?	Council undertook a competitive procurement process to engage Meck Studio which was awarded on 15 December 2020.



**ORDINARY MEETING**

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**Meeting Date:** 28 May 2024

#	Councillor	Question	Response
4	Wheeler	How are we communicating with the Upper Hawkesbury Power Boat Club and what is there involvement in the reconstructing of the Club?	Communications to date have been informal following the initial development of a new Clubhouse following the damage suffered in 2022.  The Club has now been invited to form a working group to assist Council with the next stage of the project, which will include revisiting the scope and or staging the reconstruction to deliver within the available project funding envelope.

oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**15. CONFIDENTIAL REPORTS**  
**Meeting Date: 28 May 2024**

**15. CONFIDENTIAL REPORTS**

**15.1. GENERAL MANAGER**

Nil reports.

**15.2. CITY PLANNING**

Nil reports.

**15.3. CORPORATE SERVICES**

Nil reports.

**15.4. INFRASTRUCTURE SERVICES**

**15.4.1. IS – Lower Portland Ferry – Transfer to Transport for NSW – (95495)**

**Directorate:** Infrastructure Service

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**REASON FOR CONFIDENTIALITY**

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

*Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to the procurement of investigative services and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

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**ORDINARY MEETING**  
**15. CONFIDENTIAL REPORTS**  
**Meeting Date: 28 May 2024**

**15.5. CONFIDENTIAL RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**15.5.1. Confidential Responses to Councillor Questions Taken on Notice at the Council Meeting - 14 May 2024**

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

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**oooO END OF REPORT Oooo**



# Ordinary Meeting

# End of Business Paper

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